

[NBCF Grants Portal Application Submission Guide](#)

The NBCF Grants Portal is a web-based tool used for the application submission and grant management of all NBCF Grant Schemes. This guide provides an overview of the essential steps required to complete the form and successfully submit an NBCF Grant Application. All applications must be submitted online via NBCF Grants Portal at <https://grants.nbcf.org.au> and incomplete applications will not be processed.

NBCF strongly recommends that applications are submitted well in advance of the deadline and if you experience any technical difficulties with the application process, please contact the NBCF Research Team as soon as possible.

The NBCF Research Team can be contacted by email at research@nbcf.org.au or by phone (02) 8098 4803.

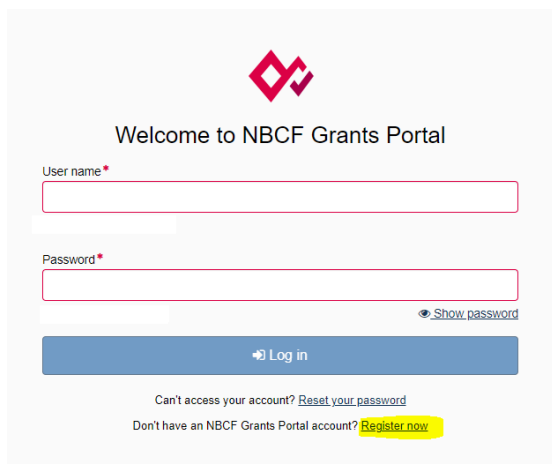
[Submitting an application on the NBCF Grants Portal](#)

Principal Investigators (PI) must create an account in the NBCF Grants Portal if this is your first time submitting a grant application through NBCF (refer to Step 1). Your account details are used solely for the purpose of enabling you to complete the application form and for NBCF to contact you regarding your application.

For PIs who have previously submitted grant applications, or who have NBCF active projects, please refer to your NBCF Grants Portal login credentials.

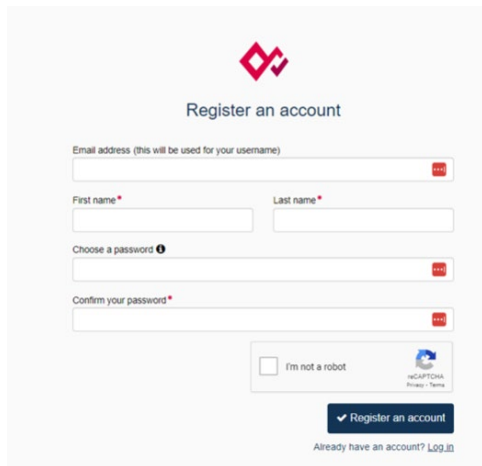
Step 1 – Register and create account with the NBCF Grants Portal


Open the NBCF Grants Portal page at: <https://grants.nbcf.org.au>



The screenshot shows the login page for the NBCF Grants Portal. At the top center is the NBCF logo, a red diamond shape. Below it, the text "Welcome to NBCF Grants Portal" is displayed. There are two input fields: "User name*" and "Password*", both with red borders. Below the password field is a "Show password" link with an eye icon. A blue "Log in" button is positioned below the input fields. At the bottom, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have an NBCF Grants Portal account? [Register now](#)".

Register for an account by clicking on "Register now".




Register an account

Email address (this will be used for your username)

First name* Last name*

Choose a password

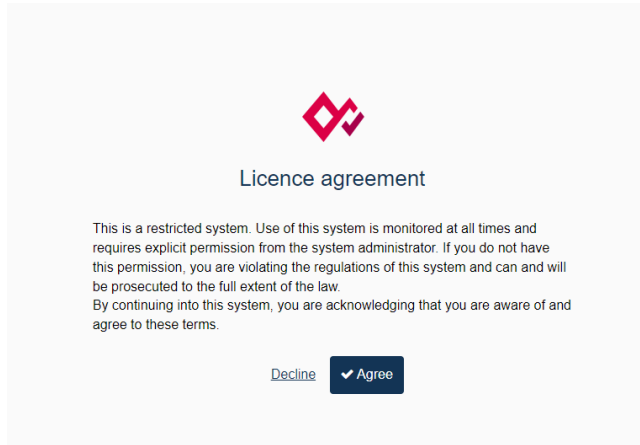
Confirm your password*


I'm not a robot

[Register an account](#)

Already have an account? [Log in](#)

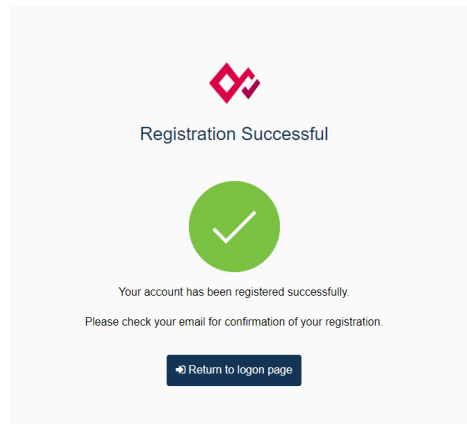
Once you have registered your account successfully, you will receive an email confirming your registration. Hold onto these credentials as the same username and password will be used for any additional applications you may want to submit in the future, and if successful, will be required for the administration of your grant and future milestone reporting. Upon successfully signing into the NBCF Grants Portal, you will need to agree with the License Agreement by clicking Agree. Clicking Decline will bring you back to the Sign In screen.






Licence agreement

This is a restricted system. Use of this system is monitored at all times and requires explicit permission from the system administrator. If you do not have this permission, you are violating the regulations of this system and can and will be prosecuted to the full extent of the law.
By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

[Decline](#) [Agree](#)




Registration Successful



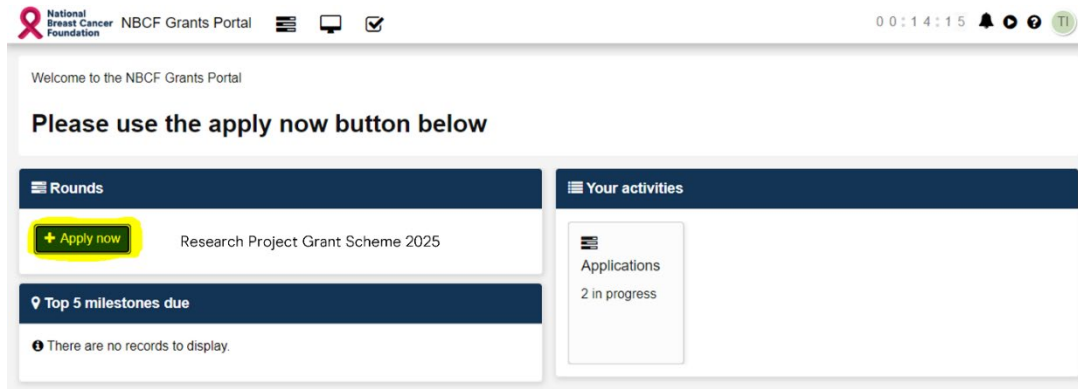
Your account has been registered successfully.
Please check your email for confirmation of your registration.

[Return to login page](#)

Important Points	
1	You will not be able to proceed with any system usage until you are successfully signed into the system.
2	The first page you see upon successful sign into the system may be different from other users due to your role and the access to functionalities in the system.
3	One (1) computer allows for one user account sign in at any one time. For e.g., if you are signed in as User A, please DO NOT use another browser or open a new browser tab to sign in as a different user.

Step 2 – Fill out the application form

Once you have logged in, select the grant opportunity in the ‘Rounds’ section you wish to apply for and click the ‘+Apply’ now button.



Fill in the Application Title. Click 'Done' and you will be taken to the application form which can now be completed by filling in all required sections.

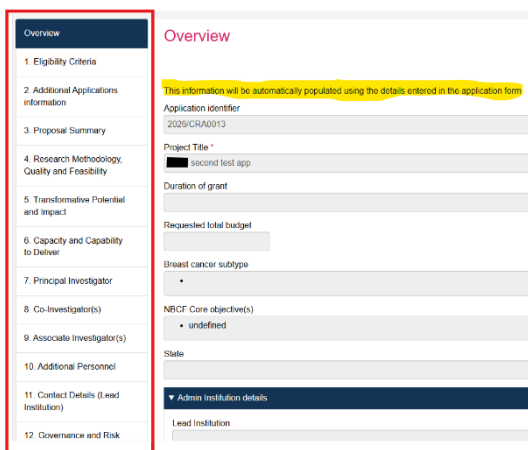
Name application
✕

Please provide a name for the new application below (this will be used as a part of the submission process).

Application title *

✓ Done
✕ Cancel



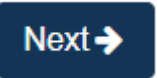
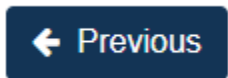

Please note, the first page of the application is the “Overview” section which is **read-only**. All fields in this section will be automatically populated based on the details included in the rest of the application. You will not be able to type text or make selections in this portion of the application.



Proceed to ‘1. Eligibility Criteria’

Use the left navigation pane to move through the document and fill in the necessary fields on each page of the application. All fields marked with a red asterisk (*) represent a required field.

You can navigate through the application using the following on screen buttons:

	<p>Click to download and Preview the application.</p> <p>While filling in your application, you can download a copy using the Preview button.</p> <p>The copy is downloaded using your browsers default settings.</p> <p>You may need to open a downloaded zip file if the download package has been set up to include files in both PDF and RTF format.</p>
	<p>Click on the Save icon to save the application as desired. Saved applications will be listed on the 'Applications' page.</p>
	<p>Click to go to Next page of the application. This button allows for navigation of the Application's pages.</p>
	<p>Click to go to Previous page of the application. This button allows for navigation of the Application's pages.</p>
	<p>Completion of each application page has indication shown with a green tick. You can return to your application at any time prior to the closing date of the grant round and continue your application, simply by logging back into your account.</p>

Additional helpful tips:

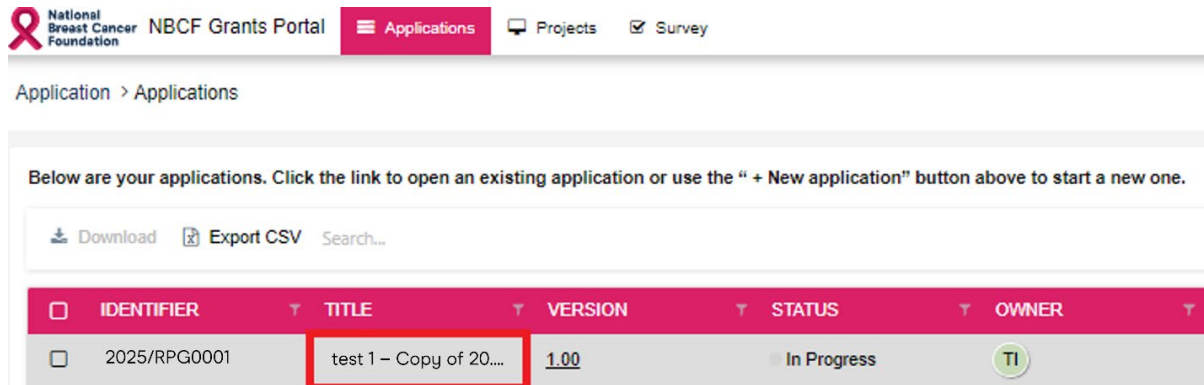
- There are some sections of the application which contain free text. You can either type directly into these text boxes or paste information from Word or other documents. Please be mindful of the word limits for each text box.
- The application is automatically saved each time you navigate to a new section.
- Your application doesn't have to be completed in one go; you can return to and edit your application as often as needed, as long as the grant round is still open.

Step 3 – Managing your application

The Application homepage displays the details and status of all your applications or those that have been shared with you. This page also enables you to create new applications or continue working on a previous one.

Edit an application

You can edit your application as many times as needed, up until the round closing date. To edit an application, select the 'Application Title' and use the navigation pane to update the required section.



National Breast Cancer Foundation NBCF Grants Portal Applications Projects Survey

Application > Applications

Below are your applications. Click the link to open an existing application or use the "+ New application" button above to start a new one.

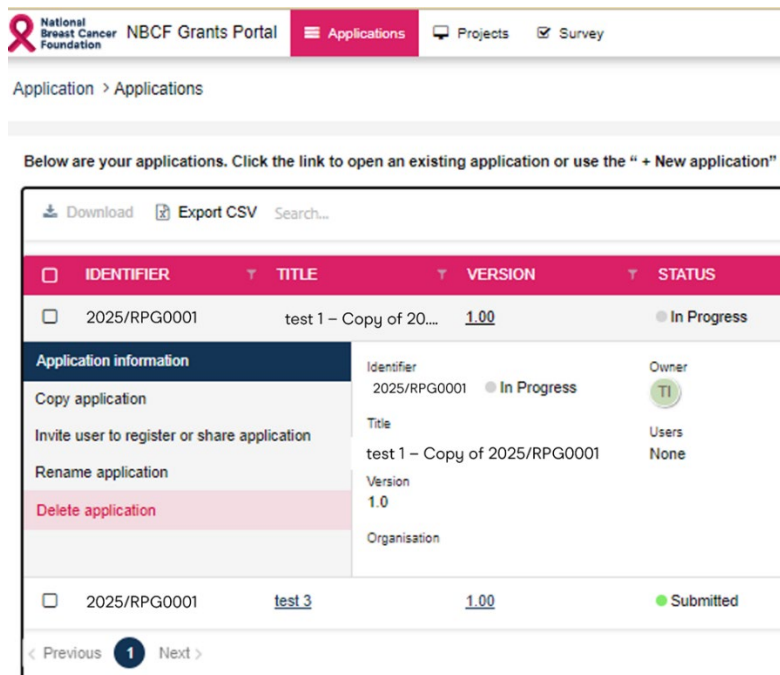
Download Export CSV Search...

IDENTIFIER	TITLE	VERSION	STATUS	OWNER
2025/RPG0001	test 1 – Copy of 20...	1.00	In Progress	TI

Delete an application

To permanently remove an application

1. Select the Delete option.
2. Select the Delete option again to confirm the action.



National Breast Cancer Foundation NBCF Grants Portal Applications Projects Survey

Application > Applications

Below are your applications. Click the link to open an existing application or use the "+ New application" button above to start a new one.

Download Export CSV Search...

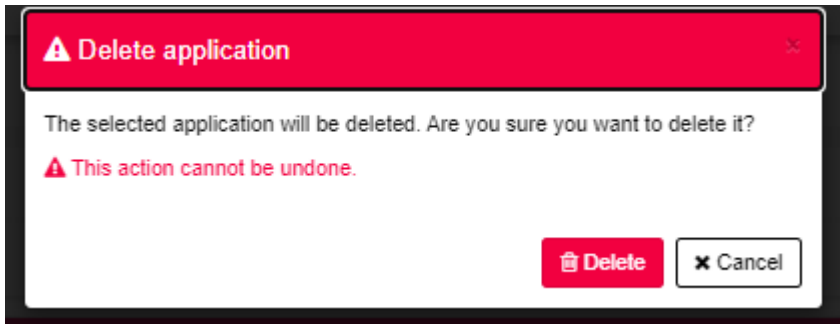
IDENTIFIER	TITLE	VERSION	STATUS
2025/RPG0001	test 1 – Copy of 20...	1.00	In Progress

Application information

Copy application	Identifier 2025/RPG0001	In Progress	Owner TI
Invite user to register or share application	Title test 1 – Copy of 2025/RPG0001		Users None
Rename application	Version 1.0		
Delete application	Organisation		

2025/RPG0001	test 3	1.00	Submitted
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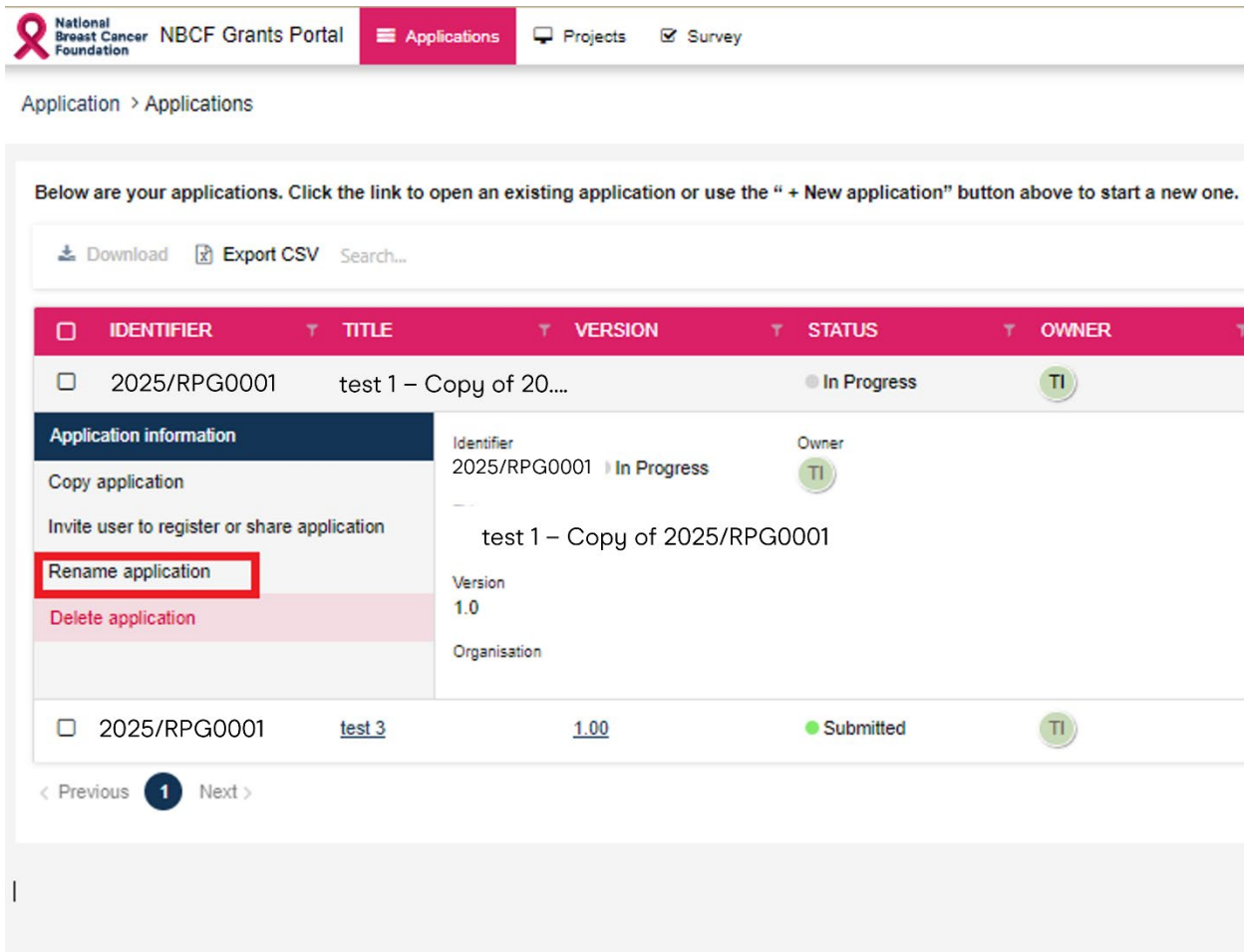
< Previous 1 Next >



Rename an application

To change the Title of the application:

1. Select the Rename application option.
2. Enter a new Application Title.



National Breast Cancer Foundation NBCF Grants Portal ☰ Applications 📄 Projects 📄 Survey

Application > Applications

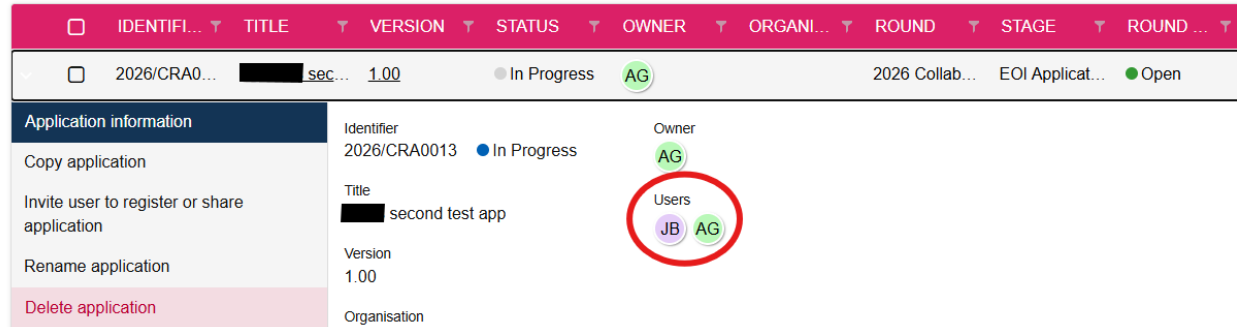
Below are your applications. Click the link to open an existing application or use the “ + New application” button above to start a new one.

<input type="checkbox"/>	IDENTIFIER	TITLE	VERSION	STATUS	OWNER
<input type="checkbox"/>	2025/RPG0001	test 1 – Copy of 20...		In Progress	TI
Application information		Identifier 2025/RPG0001 ▶ In Progress			
Copy application		Owner TI			
Invite user to register or share application		test 1 – Copy of 2025/RPG0001			
Rename application		Version 1.0			
Delete application		Organisation			
<input type="checkbox"/>	2025/RPG0001	test 3	1.00	Submitted	TI

< Previous **1** Next >

Invite user to register, share & manage access.

The share function allows the user to share an application with other user(s) for the purposes of viewing or editing the application. Shared applications have an indicator that is shown on the main application page:



The screenshot shows a table of applications with columns: IDENTIFI..., TITLE, VERSION, STATUS, OWNER, ORGANI..., ROUND, STAGE, and ROUND ... The first row shows an application with identifier 2026/CRA0..., title [REDACTED].sec..., version 1.00, status In Progress, owner AG, and round 2026 Collab... The application is currently Open.

The detailed view for this application shows the following information:

- Identifier: 2026/CRA0013 (In Progress)
- Owner: AG
- Title: [REDACTED] second test app
- Version: 1.00
- Organisation: [REDACTED]

The 'Users' section shows two users: JB and AG. The AG user is circled in red, indicating they are the current user or have a specific role.

On the left side of the detailed view, there are several actions available:

- Copy application
- Invite user to register or share application
- Rename application
- Delete application

Please note, only one user can edit the application at any one time and whilst it is being edited, other users will only be able to view the application.

NBCF would recommend sharing be kept to a minimum and would suggest the PI request information and content from their research team offline and then upload into the system separately to ensure integrity of the final application content.

Uploading Documents

All documents uploaded throughout the application must be in PDF or Word format. Allow sufficient time for the file to be uploaded and do not navigate to another page until the file has been successfully attached, otherwise the upload will be cancelled. There is a maximum file limit of 10 megabytes. However, it is strongly recommended to keep files under 5 megabytes.

To attach a file:

- Drag and drop the file into the respective field in the application or select 'browse'.
- Save files in the following format:
- [Application ID]- [first initial] [last name] – [name of document]
- (e.g., 2025-PSG0001- J Smith – Consumer Letter of Support)

Step 4 – Review and Submit Application

After all mandatory sections and certifications have been completed, you can select the “Submit” button to finalise the application. Once submitted, the application will become “read only”.

Once an application has successfully been submitted, an automated email is sent to the PI acknowledging that the application has been received. This acknowledgement email will also contain an attachment with a copy of your fully completed application and any uploaded documents. We recommend you review this document and retain the information in the email throughout the application process. If you do not receive an email confirmation, please assume the application has not been submitted and contact the NBCF Research Team for further assistance.

Please note **only the PI** can submit the application form. If you need to make additional changes to your application, you will need to withdraw your application by contacting the NBCF Research Team. Withdrawal is only allowed up until the round closing date. Once the withdrawal of an application has been confirmed, you can edit your application and the version of the application will be incremented by 1 (from version 1 to 2, or 2 to 3 etc). After completing all required edits, you will need to re-submit the application.