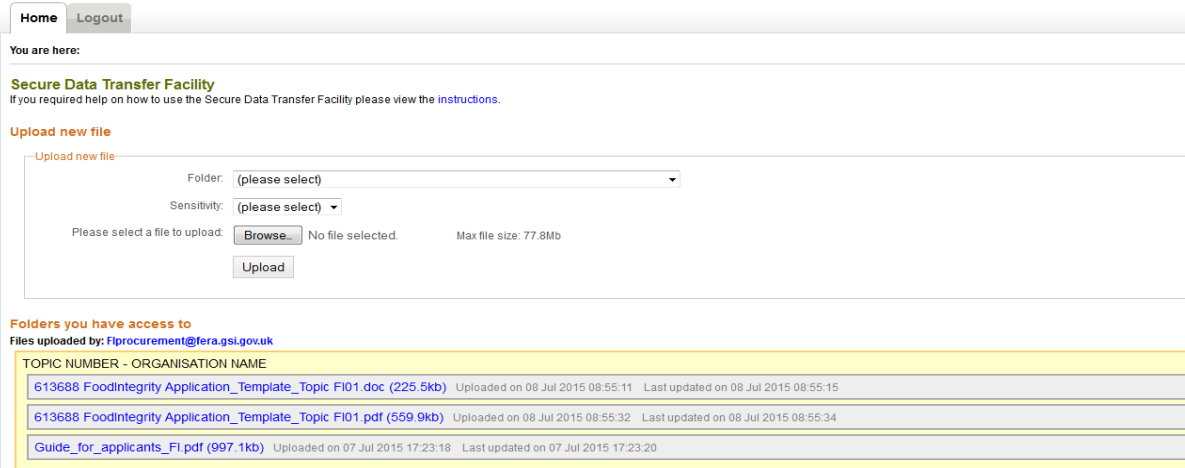


## Guide to Proposal Submission

After logging into the secure data transfer facility, you are shown the folder(s) that you have access to with a title in the format [the topic you have expressed interest in] - [the name of your organisation]. Each folder should contain 2 copies of a topic template (a word document and a PDF document) and a Guide for Applicants.

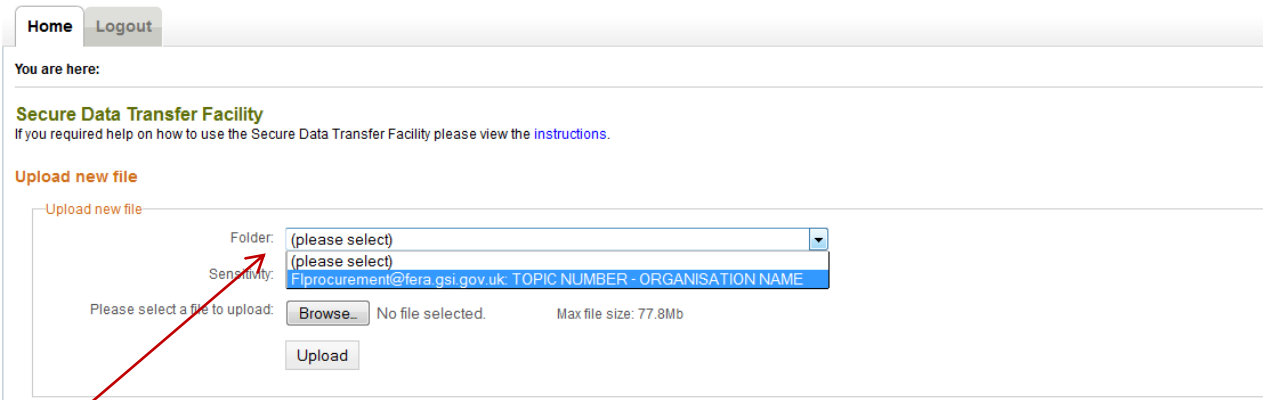


The screenshot shows the 'Secure Data Transfer Facility' interface. At the top, there are 'Home' and 'Logout' buttons. Below that, it says 'You are here: Secure Data Transfer Facility'. A note mentions instructions for using the facility. The 'Upload new file' section includes a dropdown for 'Folder' (set to '(please select)'), a dropdown for 'Sensitivity' (set to '(please select)'), and a 'Browse...' button. Below this is a table of folders:

TOPIC NUMBER - ORGANISATION NAME	Uploaded on	Last updated on
613688 FoodIntegrity Application_Template_Topic FI01.doc (225.5kb)	08 Jul 2015 08:55:11	08 Jul 2015 08:55:15
613688 FoodIntegrity Application_Template_Topic FI01.pdf (559.9kb)	08 Jul 2015 08:55:32	08 Jul 2015 08:55:34
Guide_for_applicants_FI.pdf (997.1kb)	07 Jul 2015 17:23:18	07 Jul 2015 17:23:20

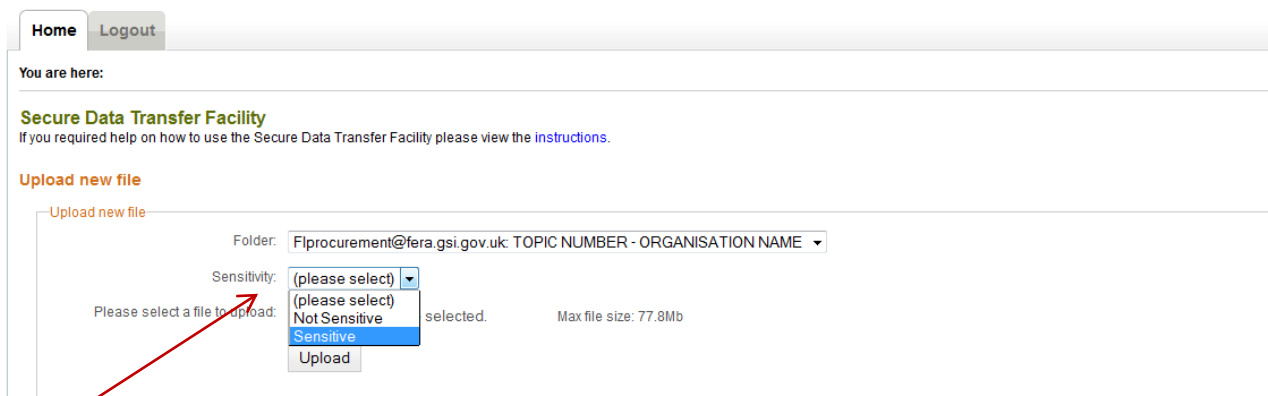
PLEASE NOTE - in this example we have used the template document for topic 1 – the topic template in your folder may be different, depending on which topic(s) you expressed an interest in.

**To submit a proposal for a topic you should upload your full proposal to the appropriate folder using the “upload new file” box:**



This screenshot shows the 'Upload new file' form. A red arrow points to the 'Folder' dropdown menu, which is open and shows the selected folder: 'F|procurement@fera.gsi.gov.uk: TOPIC NUMBER - ORGANISATION NAME'. The 'Sensitivity' dropdown is also visible, set to '(please select)'. The 'Browse...' button is present, and the text 'No file selected.' and 'Max file size: 77.8Mb' are displayed.

Under “Folder” select the name of the folder into which you want to upload the file from the drop down menu (more than one folder will appear in the drop down menu if you have applied to multiple topics).



This screenshot shows the 'Upload new file' form. A red arrow points to the 'Sensitivity' dropdown menu, which is open and shows the selected option: 'Sensitive'. The 'Folder' dropdown is set to 'F|procurement@fera.gsi.gov.uk: TOPIC NUMBER - ORGANISATION NAME'. The 'Browse...' button is present, and the text 'selected.' and 'Max file size: 77.8Mb' are displayed.

Under “Sensitivity” select “sensitive” from the drop down menu.

Next click “Browse” and select the files you want to upload (your proposal documents).

Home Logout

You are here:

### Secure Data Transfer Facility

If you required help on how to use the Secure Data Transfer Facility please view the [instructions](#).

#### Upload new file

Upload new file

Folder: Flprocurement@fera.gsi.gov.uk: TOPIC NUMBER - ORGANISATION NAME

Sensitivity: Sensitive

Please select a file to upload: **Browse...** Final proposal.docx Max file size: 77.8Mb

Upload

Once a file is selected, click “Upload” to upload it into the folder. It should then appear in the relevant folder at the bottom of the page. This is the end of the submission process.

Home Logout

You are here:

### Secure Data Transfer Facility

If you required help on how to use the Secure Data Transfer Facility please view the [instructions](#).

#### Upload new file

Upload new file

Folder: (please select)

Sensitivity: (please select)

Please select a file to upload: **Browse...** No file selected. Max file size: 77.8Mb

Upload

#### Folders you have access to

Files uploaded by: Flprocurement@fera.gsi.gov.uk

TOPIC NUMBER - ORGANISATION NAME	File Name	Size	Uploaded on	Last updated on
613688 FoodIntegrity Application_Template_Topic FI01	613688 FoodIntegrity Application_Template_Topic FI01.doc	225.5kb	08 Jul 2015 08:55:11	08 Jul 2015 08:55:15
613688 FoodIntegrity Application_Template_Topic FI01	613688 FoodIntegrity Application_Template_Topic FI01.pdf	559.9kb	08 Jul 2015 08:55:32	08 Jul 2015 08:55:34
	Final proposal.docx	12.3kb	08 Jul 2015 13:31:56	
	Guide_for_applicants_FI.pdf	997.1kb	07 Jul 2015 17:23:18	07 Jul 2015 17:23:20

Note that in this example we have only shown one document upload. **However, proposals should be submitted as two separate PDF documents – one for Part A and one for Part B.**

**Submissions are final and cannot be changed. It is the coordinators’ responsibility to ensure correctness of information and documents provided before final submissions.**