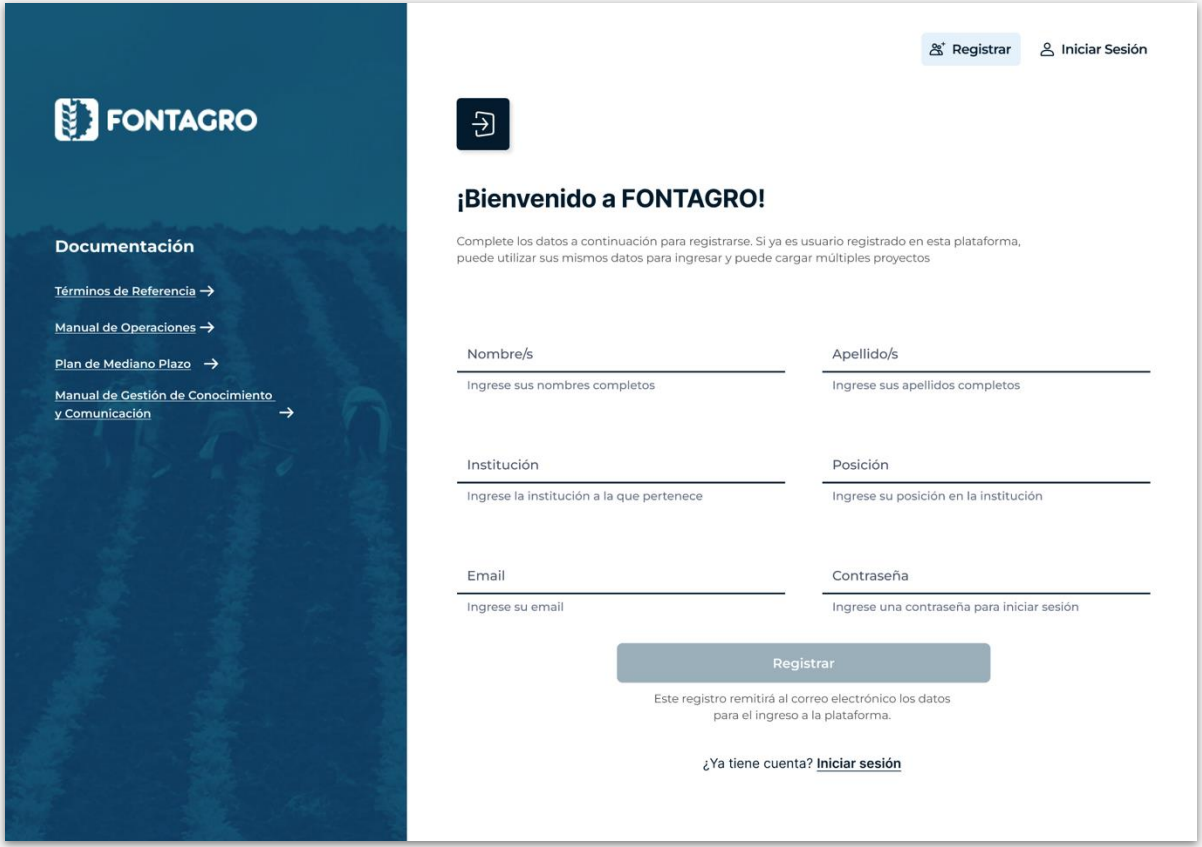
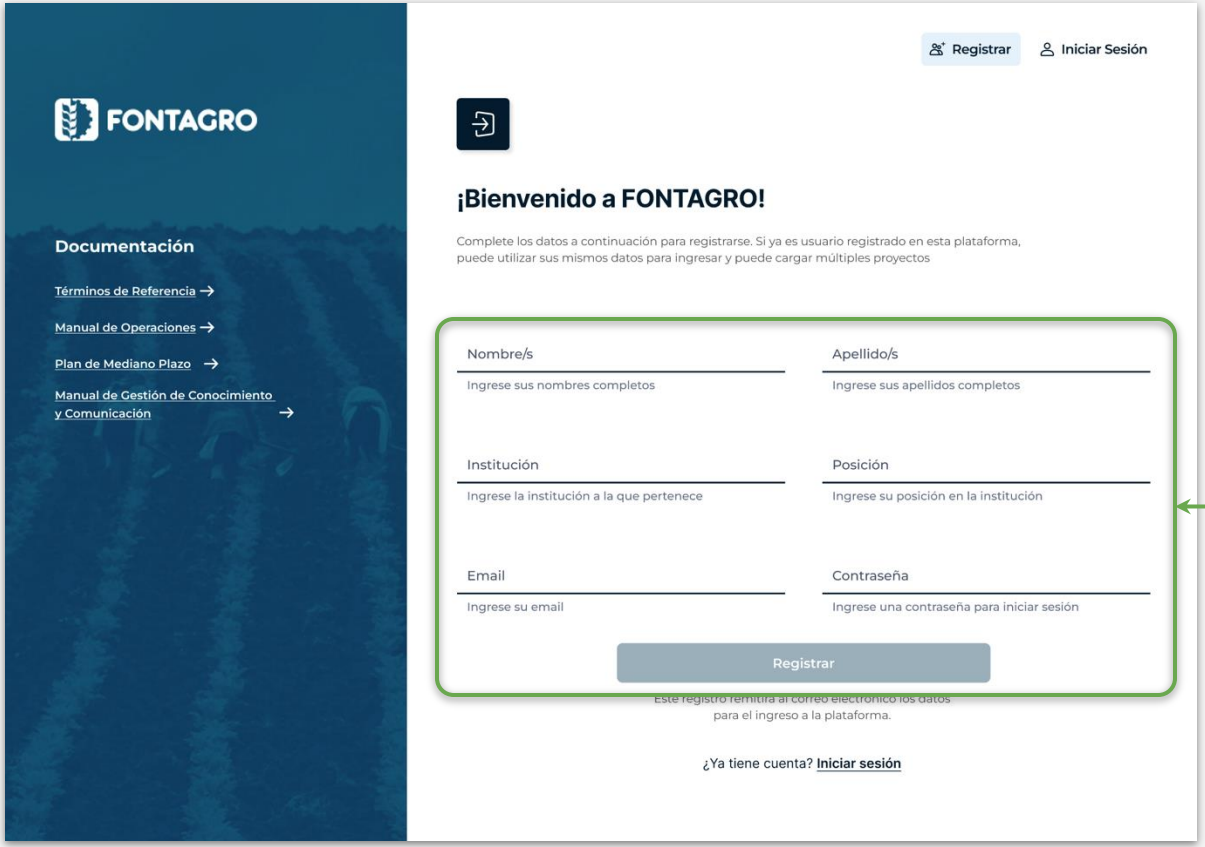
ELECTRONIC APPLICATION INSTRUCTIONS FOR CALLS AND OTHER INITIATIVES

TECHNICAL ADMINISTRATIVE SECRETARIAT

JANUARY 2025

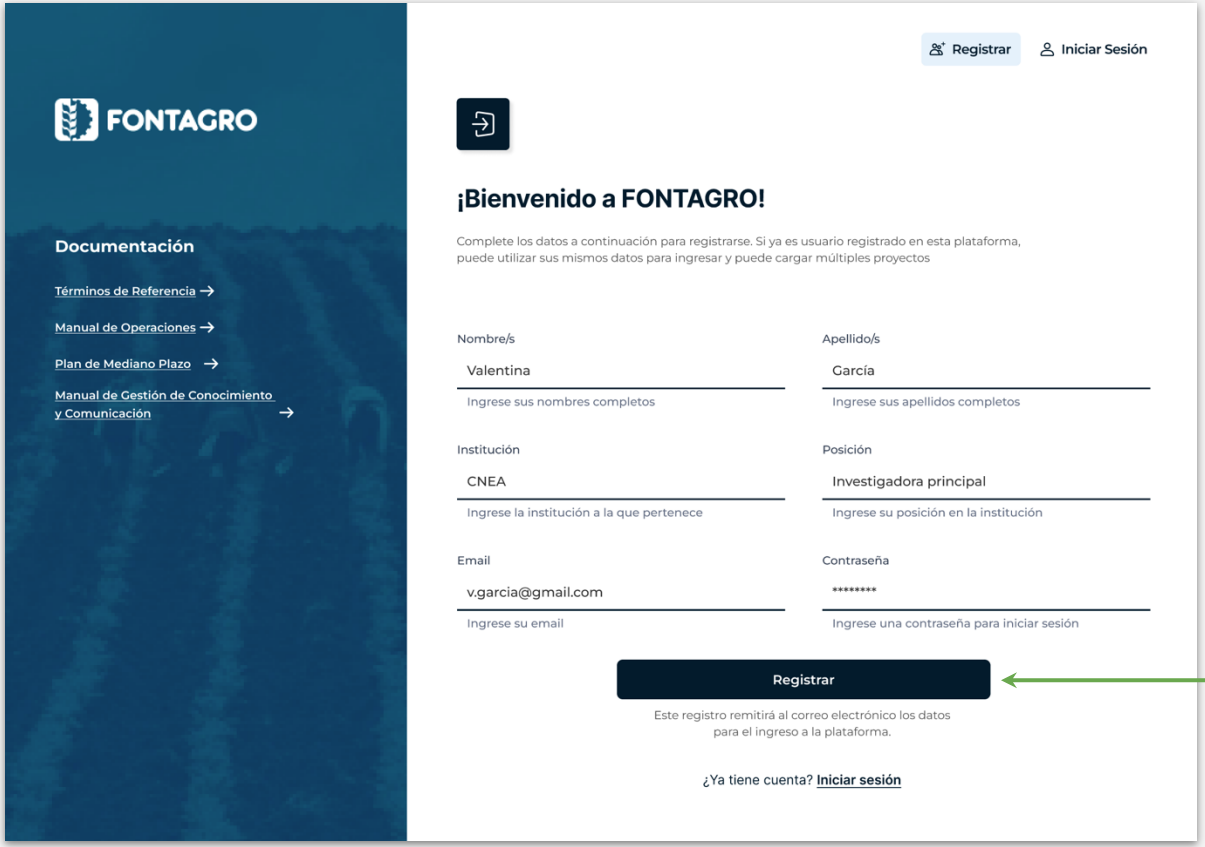


Electronic application instructions for calls and other initiatives
Access the call platform:
https://convocatoria.fontagro.org/

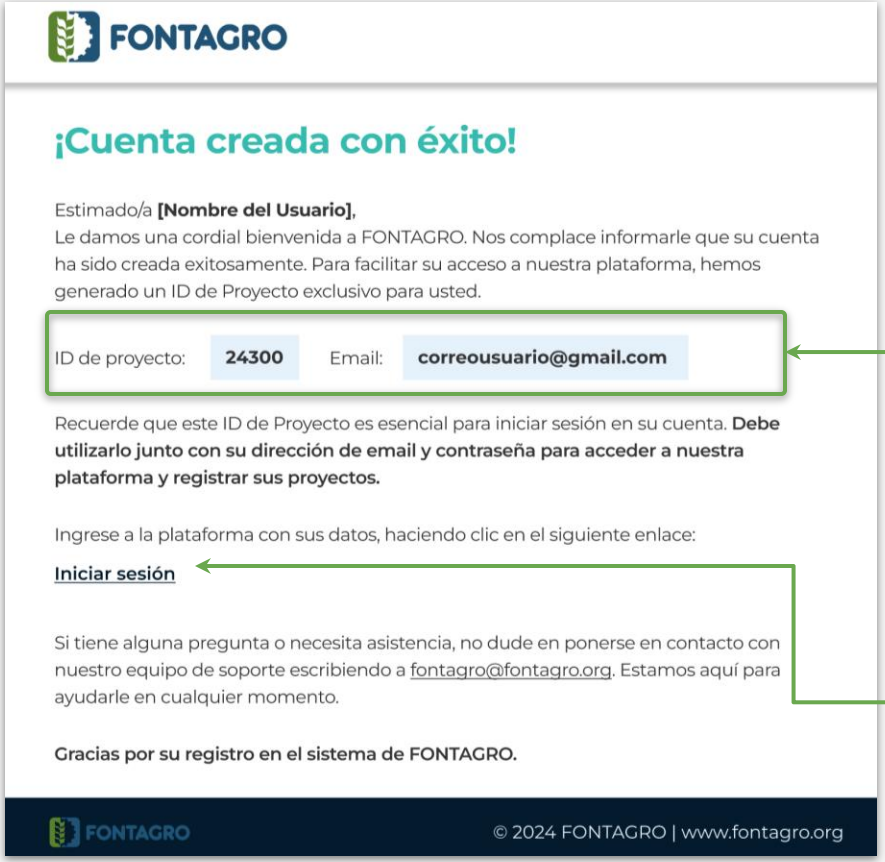


If it's your first time logging in or if you're registering a new project, you'll need to complete the required fields shown on the screen:
Name(s), Surname(s),
Institution, Position,
Email, Password

If you already have a registered username (*usuario*) and have a Project ID, press the **Log in** (*Iniciar sesión*) button.



Once all the fields have been completed, press the **Register** (*Registrar*) button.



FONTAGRO

¡Cuenta creada con éxito!

Estimado/a **[Nombre del Usuario]**,
Le damos una cordial bienvenida a FONTAGRO. Nos complace informarle que su cuenta ha sido creada exitosamente. Para facilitar su acceso a nuestra plataforma, hemos generado un ID de Proyecto exclusivo para usted.

ID de proyecto: **24300** Email: **correousuario@gmail.com**

Recuerde que este ID de Proyecto es esencial para iniciar sesión en su cuenta. **Debe utilizarlo junto con su dirección de email y contraseña para acceder a nuestra plataforma y registrar sus proyectos.**

Ingrese a la plataforma con sus datos, haciendo clic en el siguiente enlace:

Iniciar sesión

Si tiene alguna pregunta o necesita asistencia, no dude en ponerse en contacto con nuestro equipo de soporte escribiendo a fontagro@fontagro.org. Estamos aquí para ayudarle en cualquier momento.

Gracias por su registro en el sistema de FONTAGRO.

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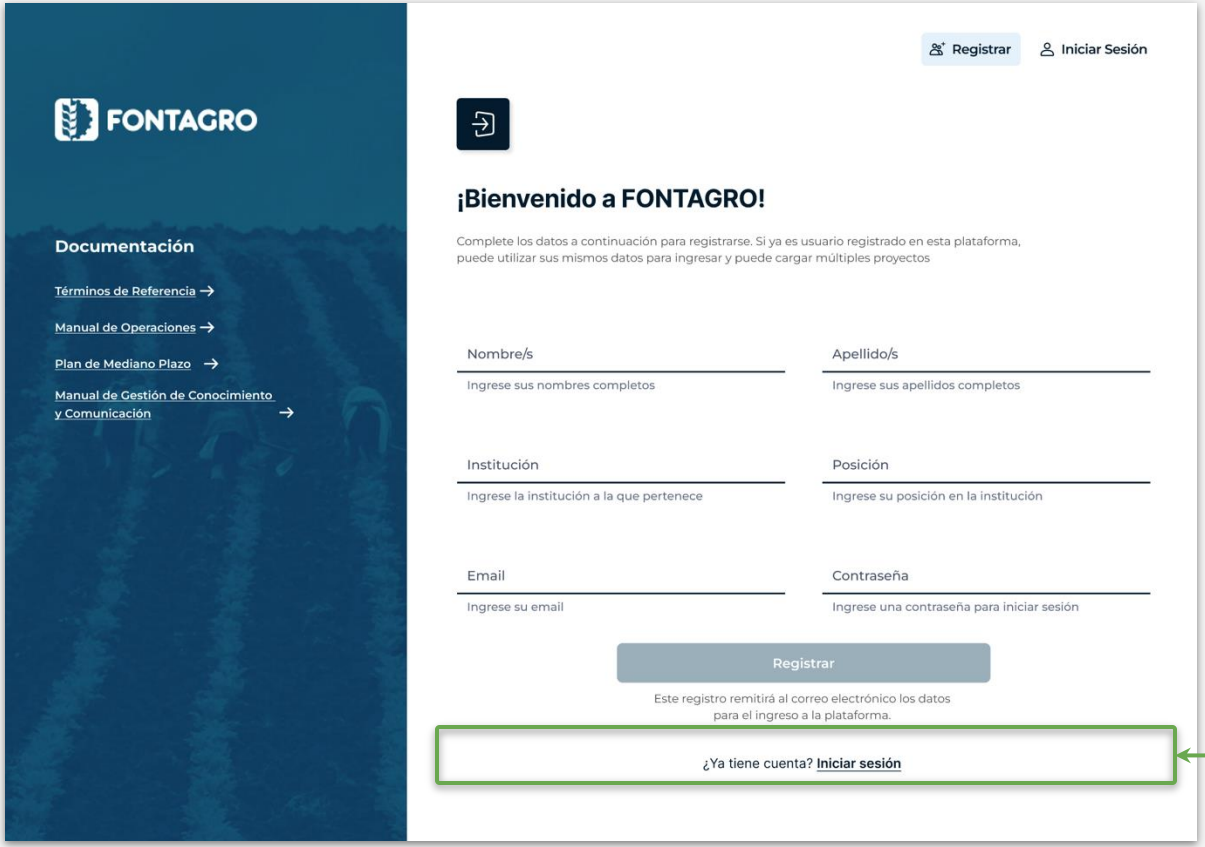
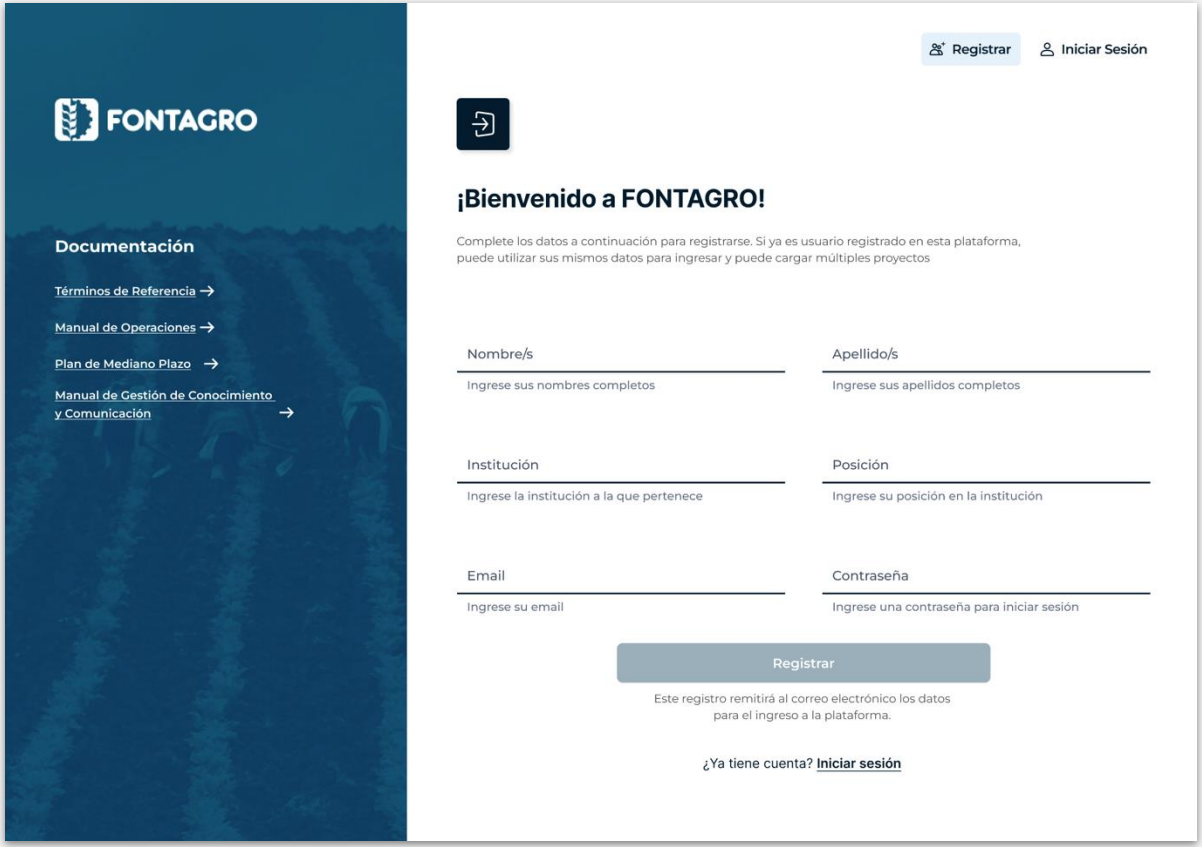
You will receive an email confirming the creation of your account and the **Project ID** that you will need to use to access the platform and start uploading the project.

Remember that this Project ID is essential for logging in to your account. **It must be used together with your username and password to access our platform and register your projects.**

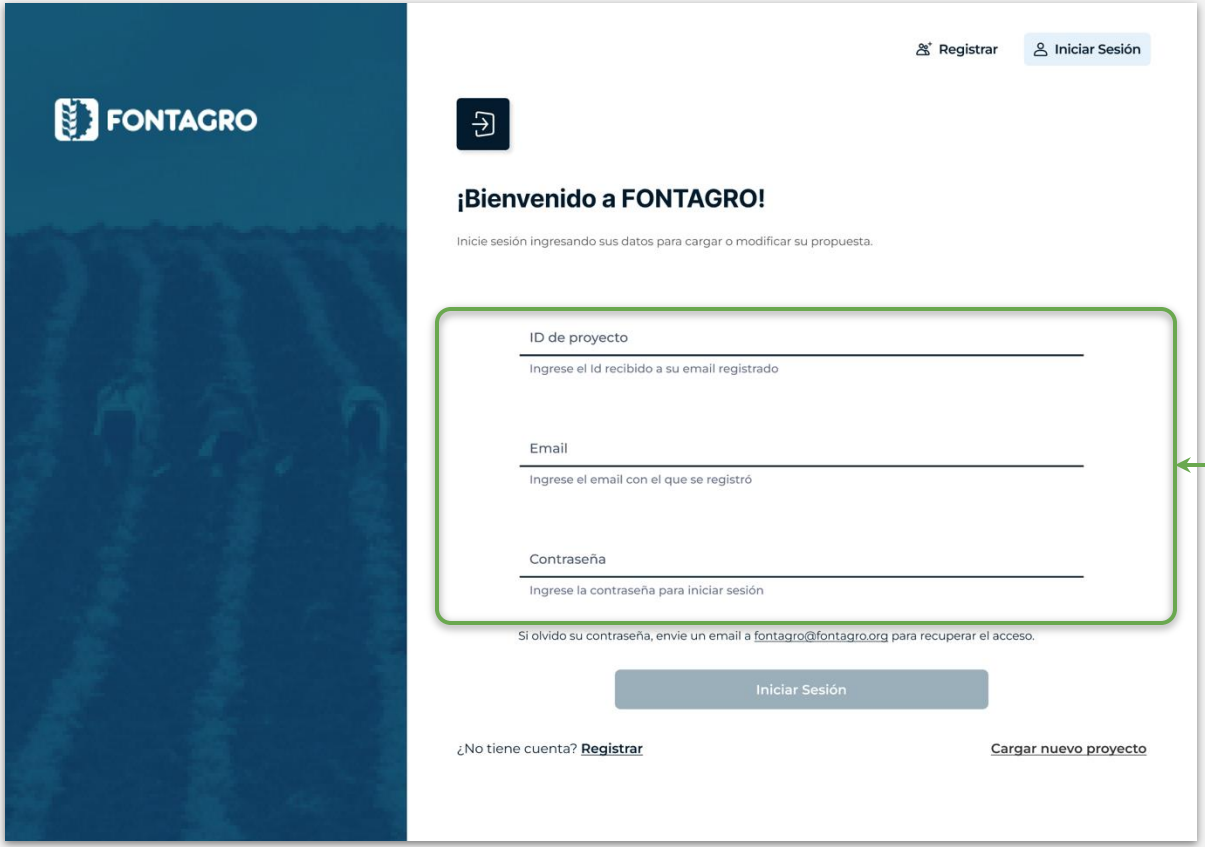
Log in to the platform using your login details with the following link: **Log in** (*Iniciar sesión*)



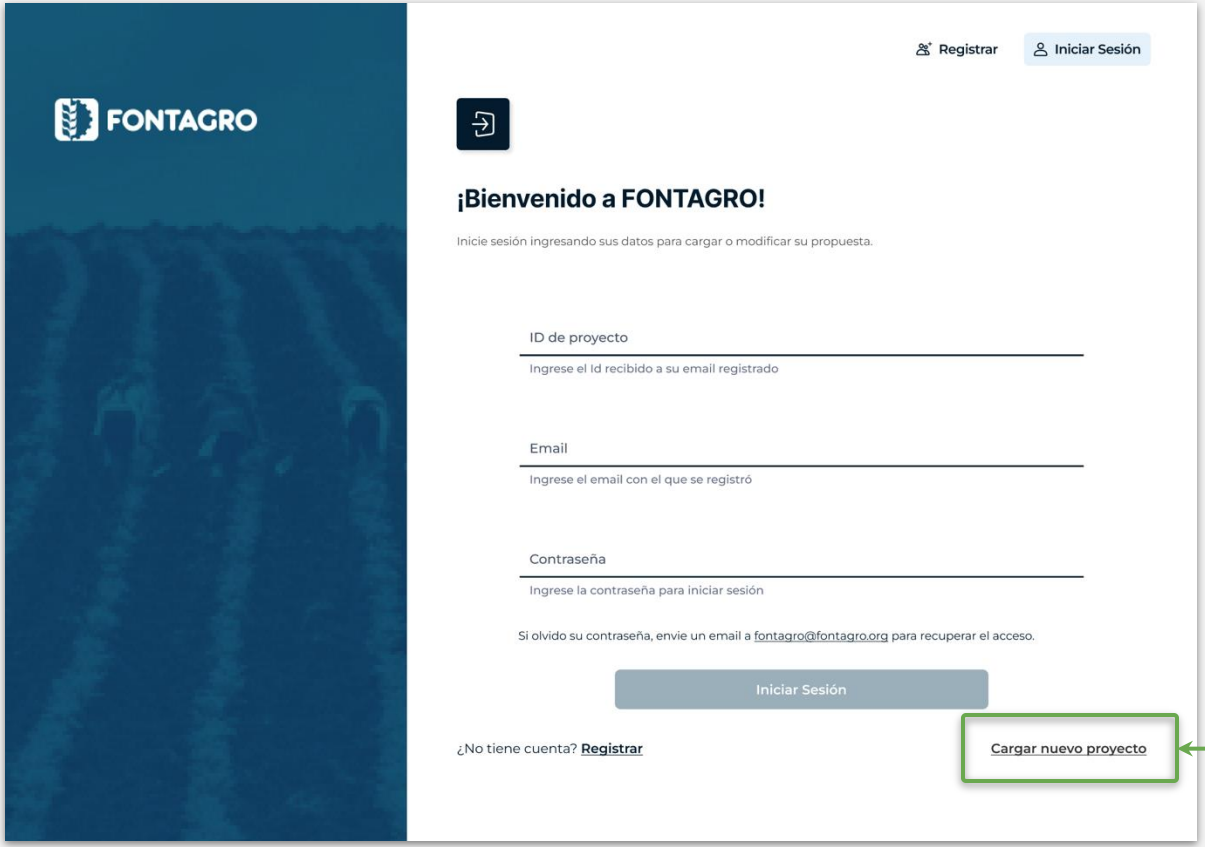
If you already have a registered username and a Project ID, press the **Log in** button.



For future logins, you should not register again but instead log in through the **Log in** button.

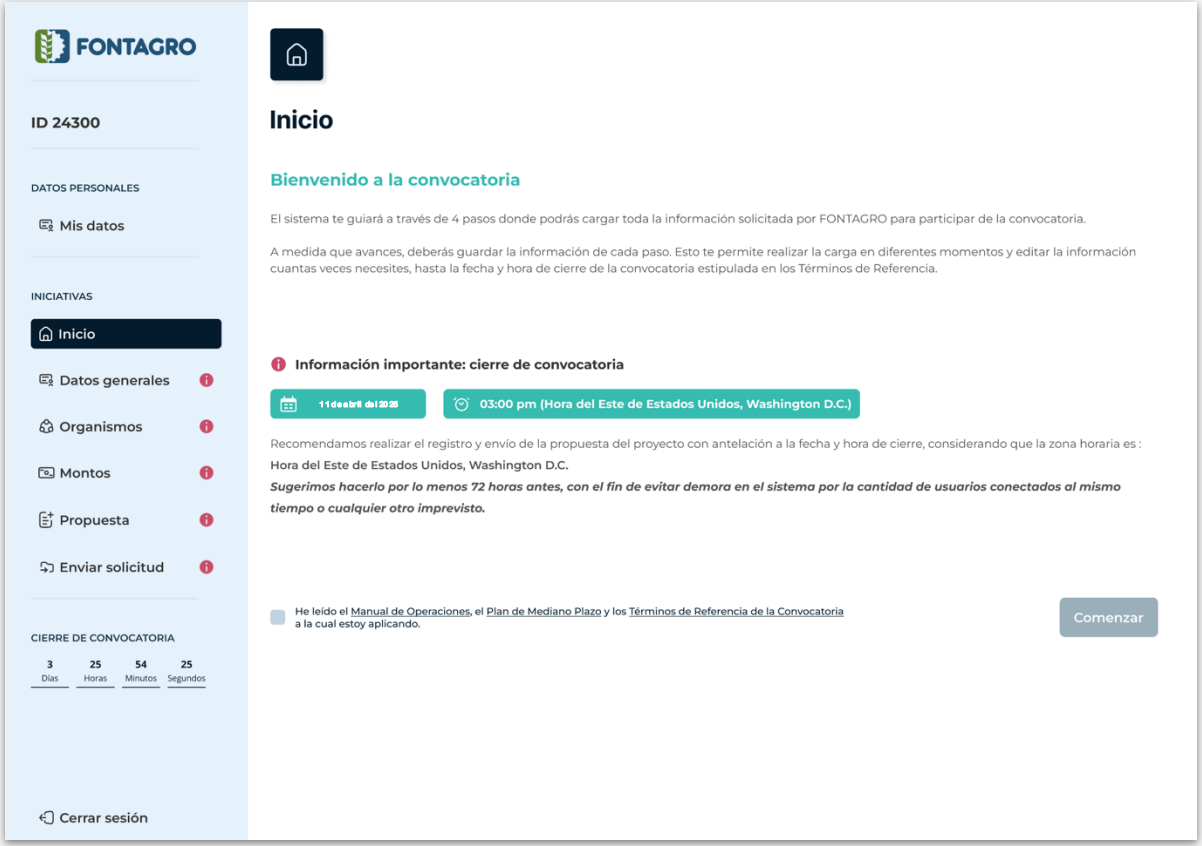


Upon using the **Log in** button, you will be prompted to enter your **email, password, and Project ID**



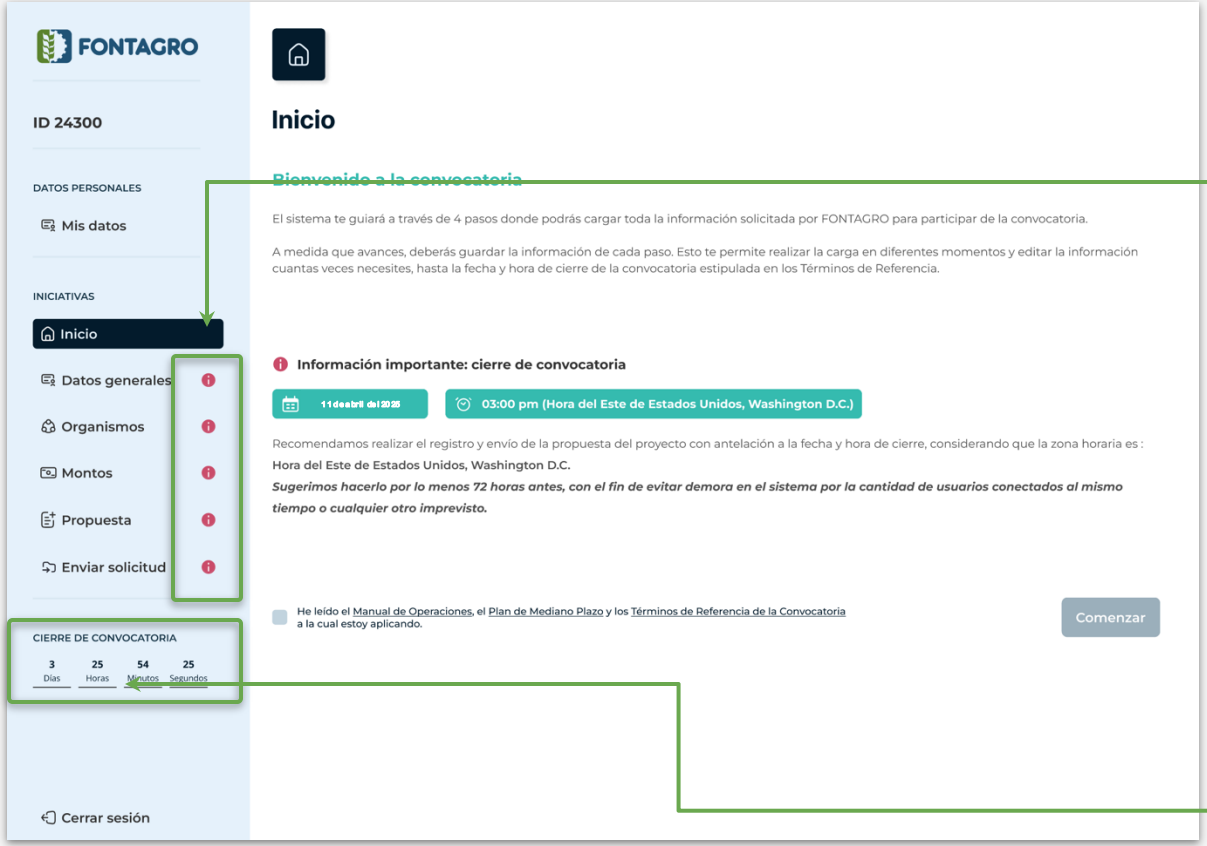
Once you have completed these steps, you can start the upload process.

If you wish to register more than one project, you will need to click on this link and complete the same steps.



Once logged in to the platform, you will be greeted by a welcome screen with important information.

Important information about the closure of the call
April 3rd 2024 3PM (EST, Washington D.C.)
We recommend registering and sending projects before the date and time of the closure, considering the time zone is:
EST, Washington D.C.
We suggest submitting at least 72 hours prior, in order to avoid system delays due to the number of users connecting at the same time or any other unforeseen circumstances.

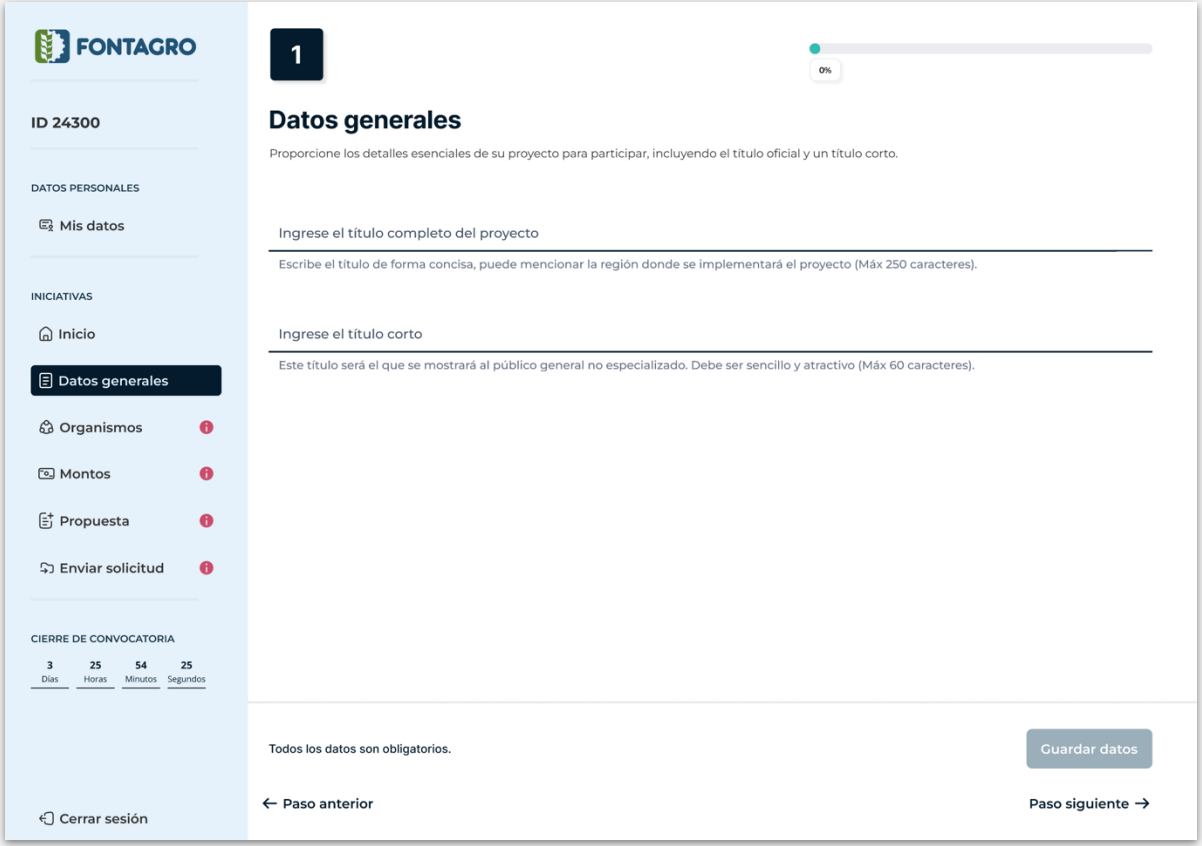


The left sidebar menu will indicate the Project ID you are uploading, which is a useful reference in case you want to submit more than one project.

During the upload process, red icons will indicate sections that have not been completed, while green ones will indicate completed sections:
General information (*Datos generales*)
Organizations (*Organismos*)
Amounts (*Montos*)
Proposal (*Propuesta*)
Submit request (*Enviar solicitud*)

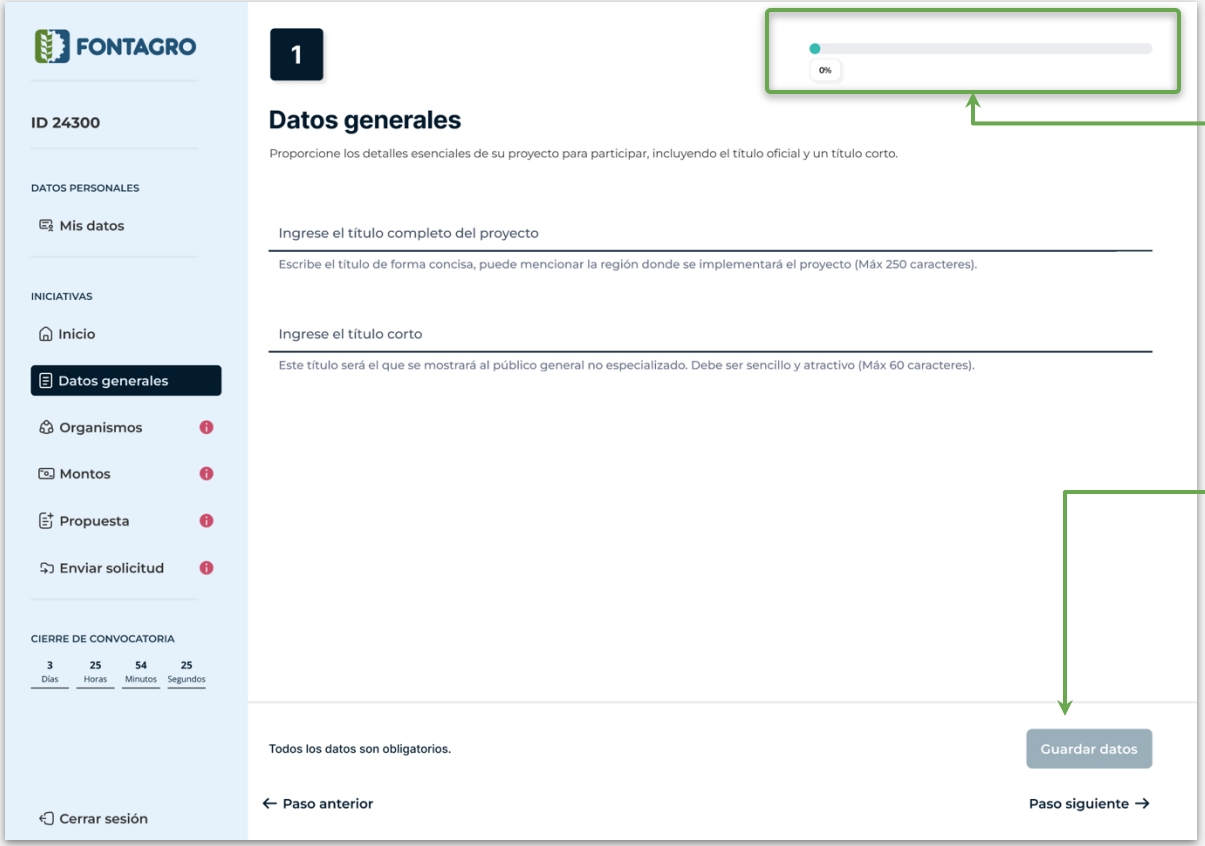
The time remaining until the call closes will be visible at all times. We recommend submitting your project 72 hours before the deadline.

To begin uploading the project, you must check the box indicating ***I have read the Operations Manual, Medium-Term Plan, and Terms of Reference of the Call to which I am applying*** , and then press the **Start** button.



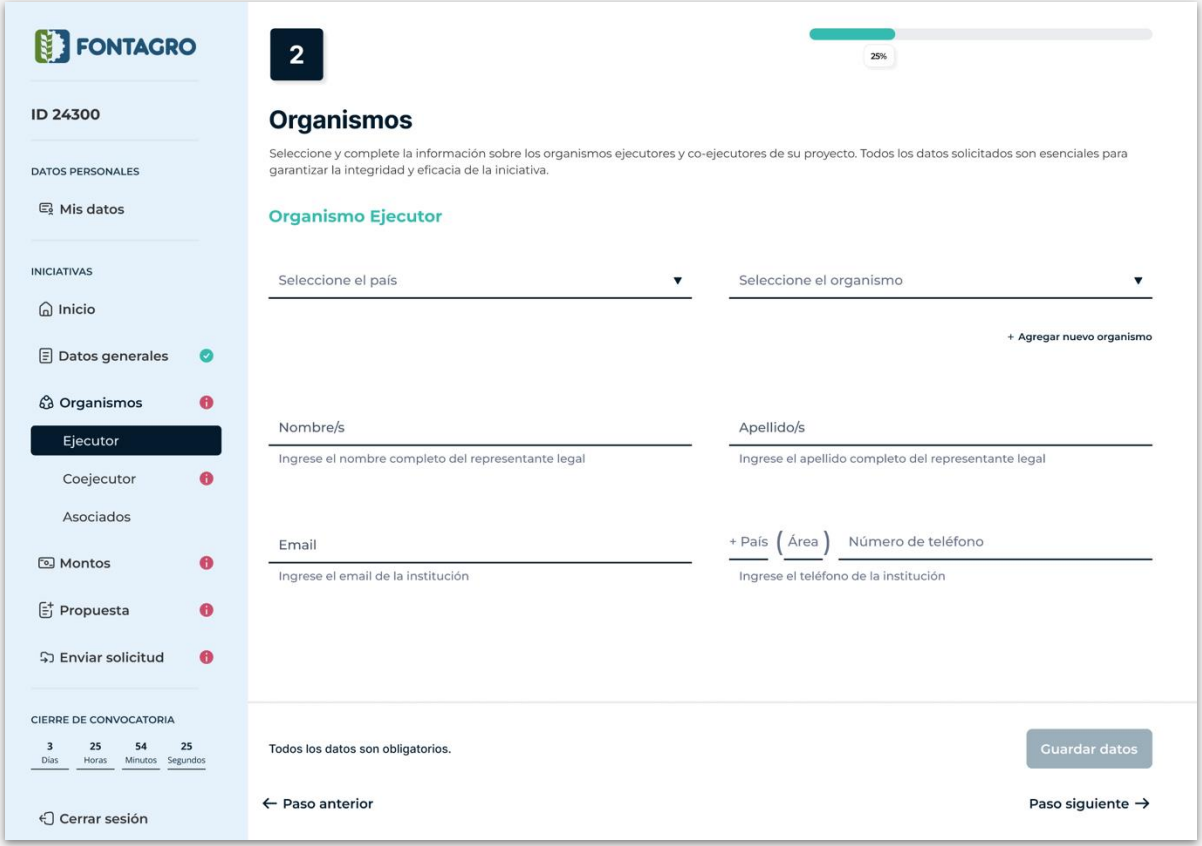
The system will guide you through the steps indicated in the left sidebar, where you can upload all the information requested by FONTAGRO to participate in the call

Enter the complete project title
Enter the short project title

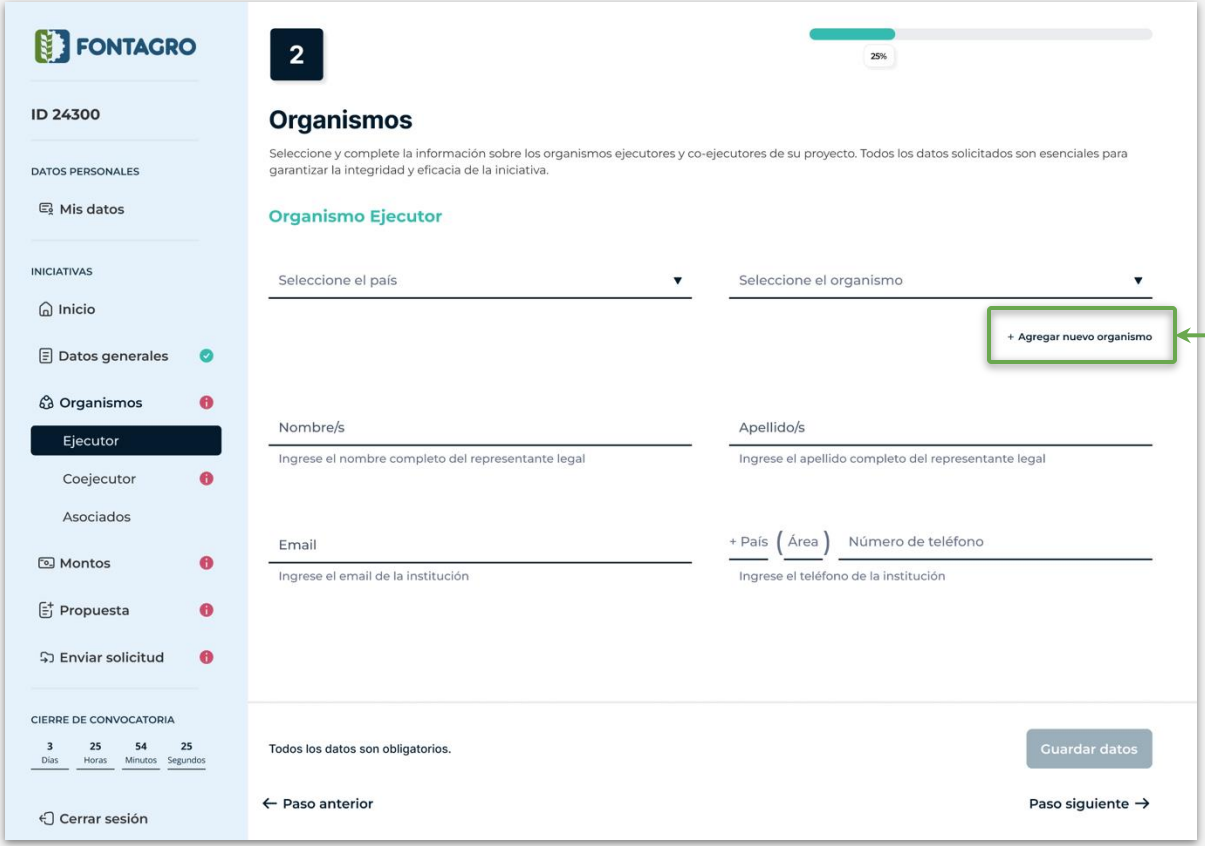


A progress bar located in the upper right corner of your screen will show the percentage of progress in the upload process.

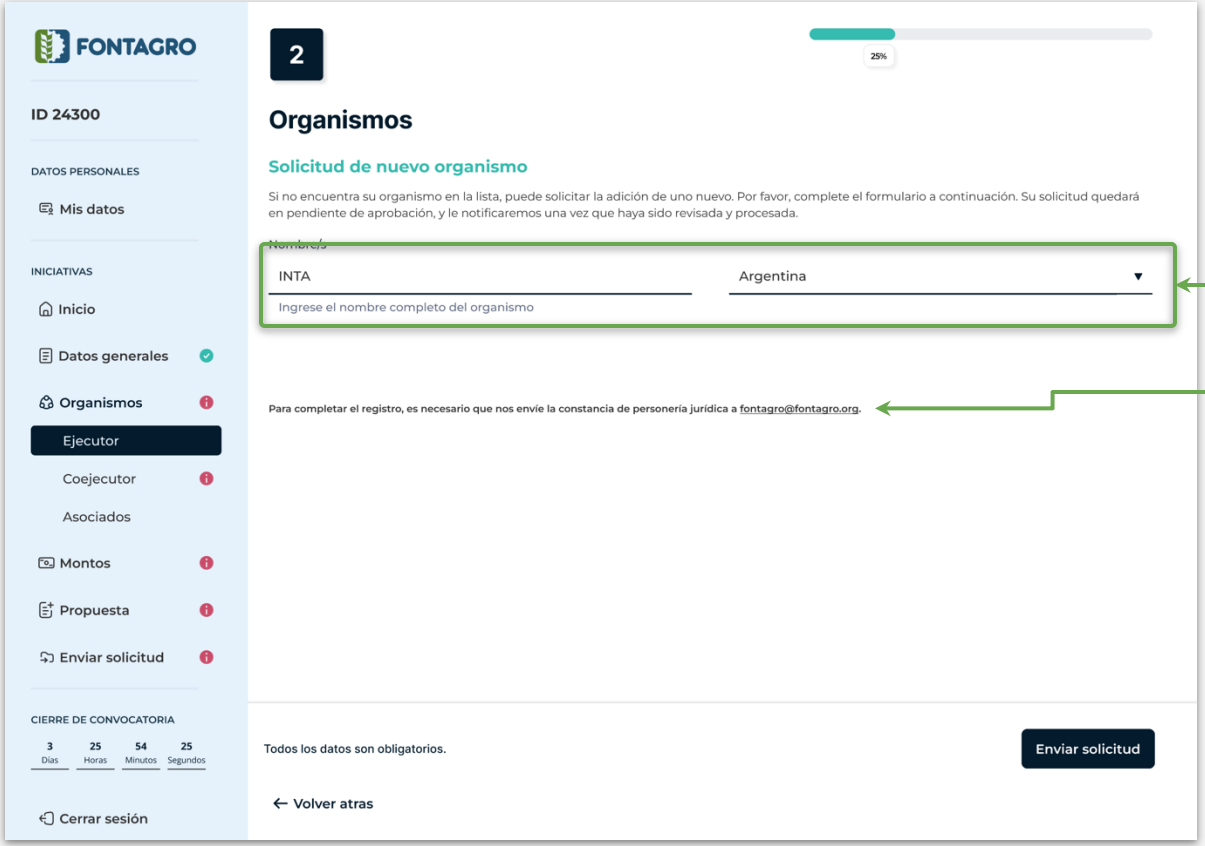
Each time you complete a section and press the **Save** (*Guardar*) button, the data will be saved in the system.
This allows you to upload at different times and edit the information as needed until the deadline specified in the Terms of Reference.



To register Organizations, starting with the **Executing Organization** (*Organismo Ejecutor*), you must first select the Country (País), then the Organization, and then complete the rest of the requested information.
All fields must be completed:
Name(s), Surname(s)
Email, +Country/Area/Telephone number

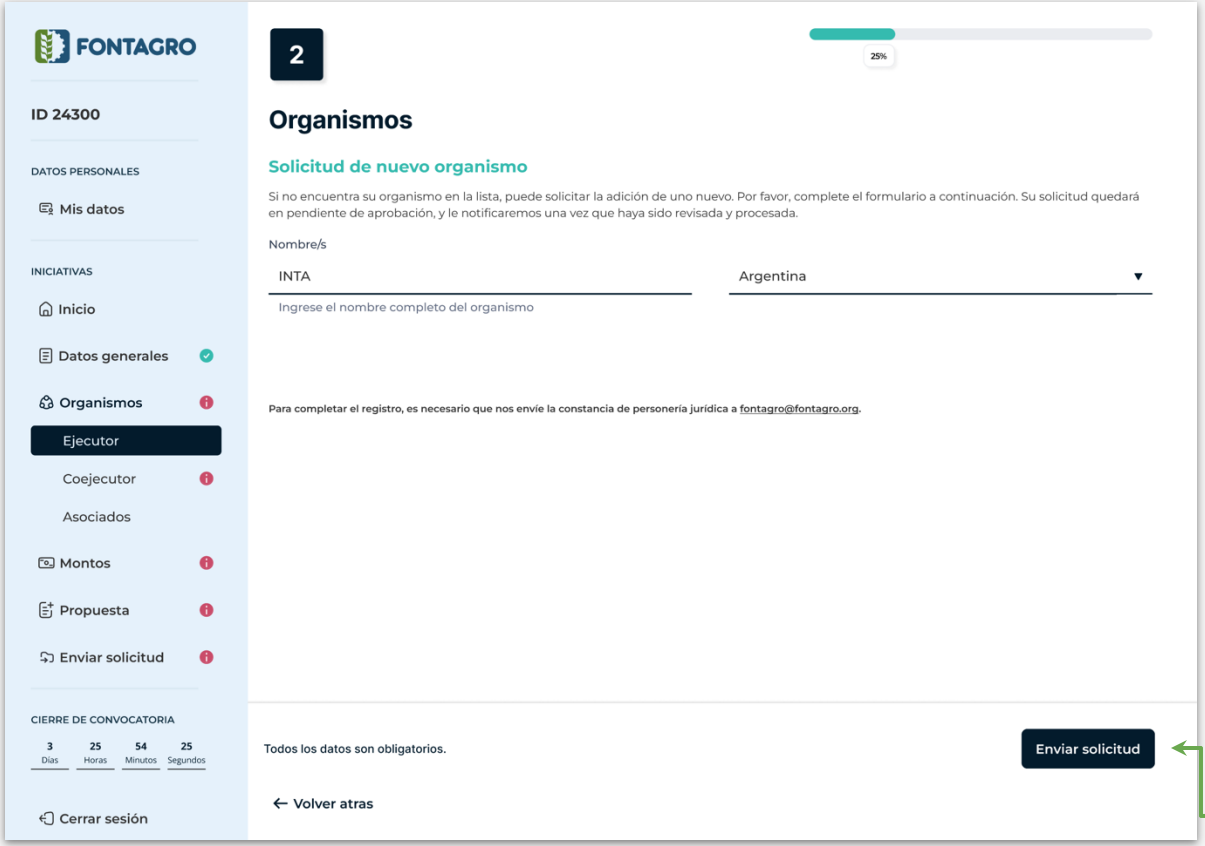


If the organization is not listed, you can request its inclusion through the link located below the Organization selector. The inclusion of a new organization can be requested up to 72 hours before the call deadline.

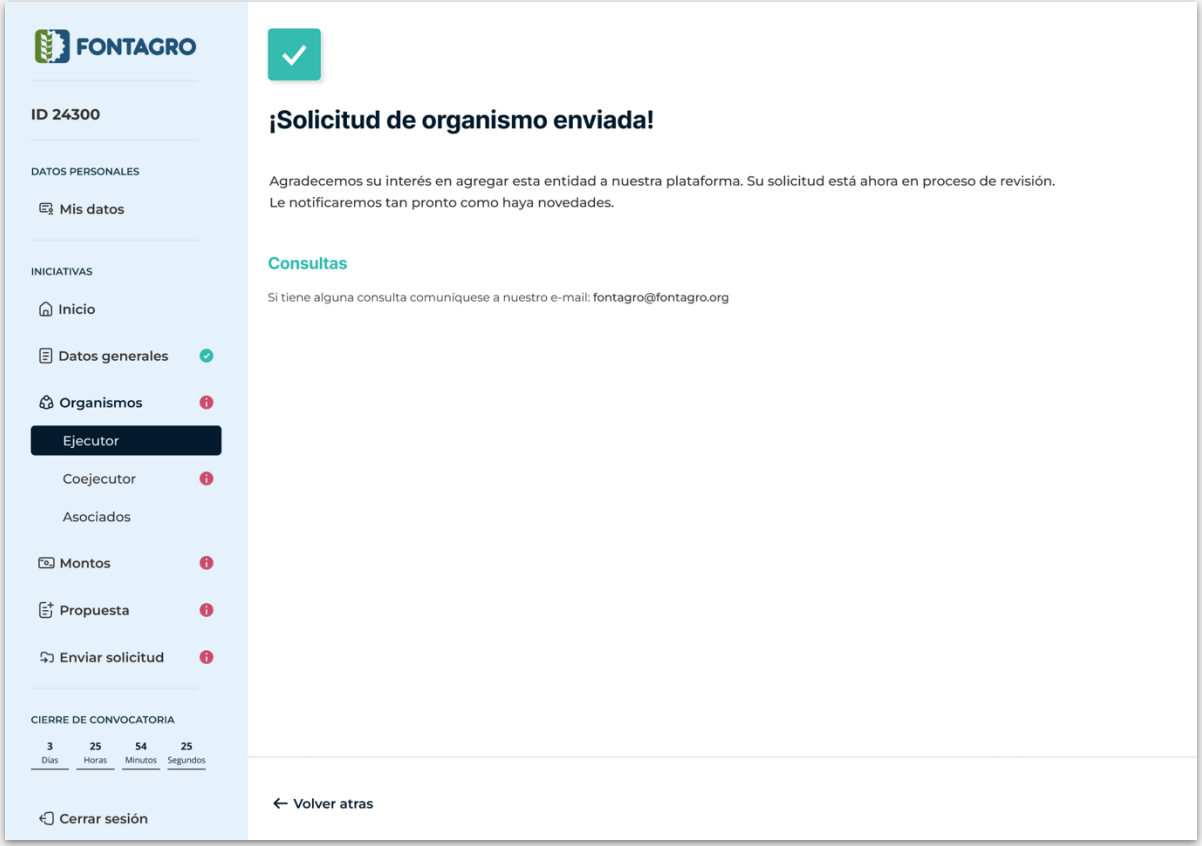


A new screen will open where you will be asked for the name of the organization and the country to which it belongs.

Additionally, we request sending proof of legal personality to fontagro@fontagro.org



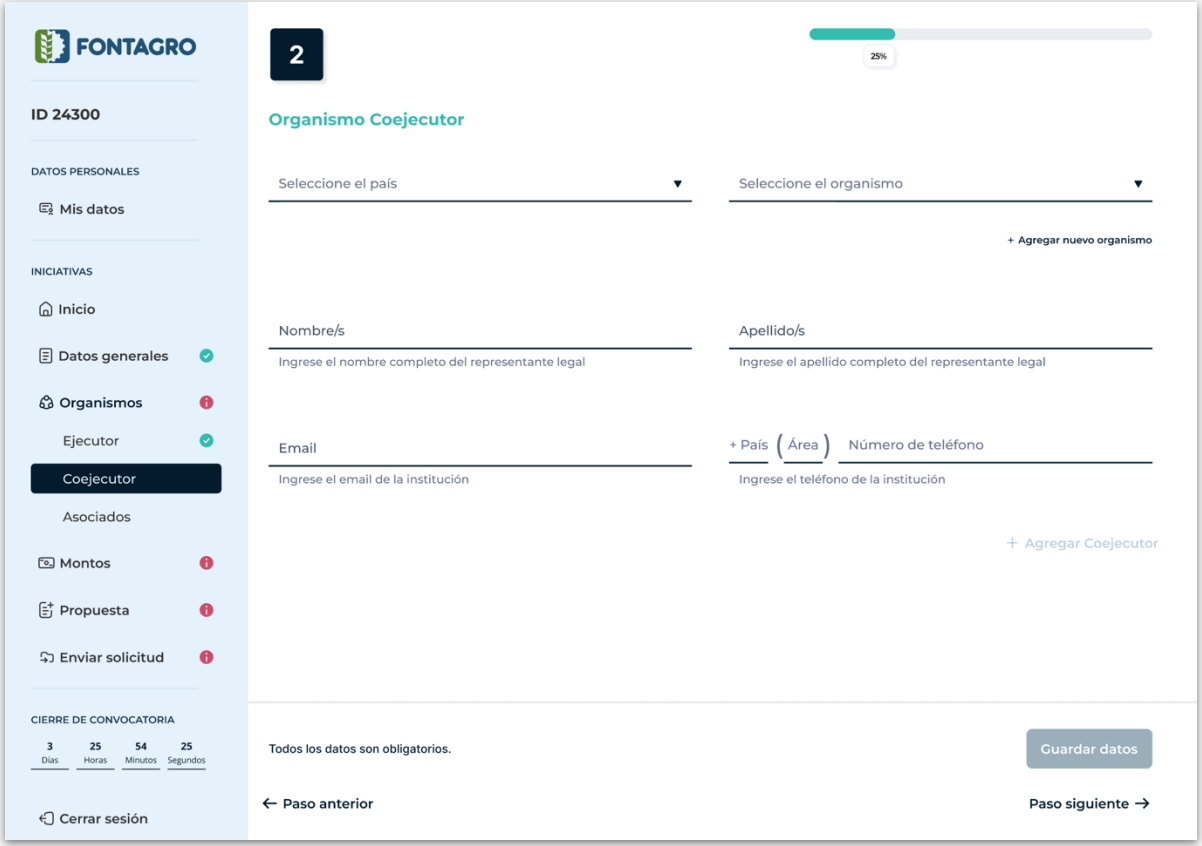
After completing this information, press the **Submit Request** (*Enviar solicitud*) button.



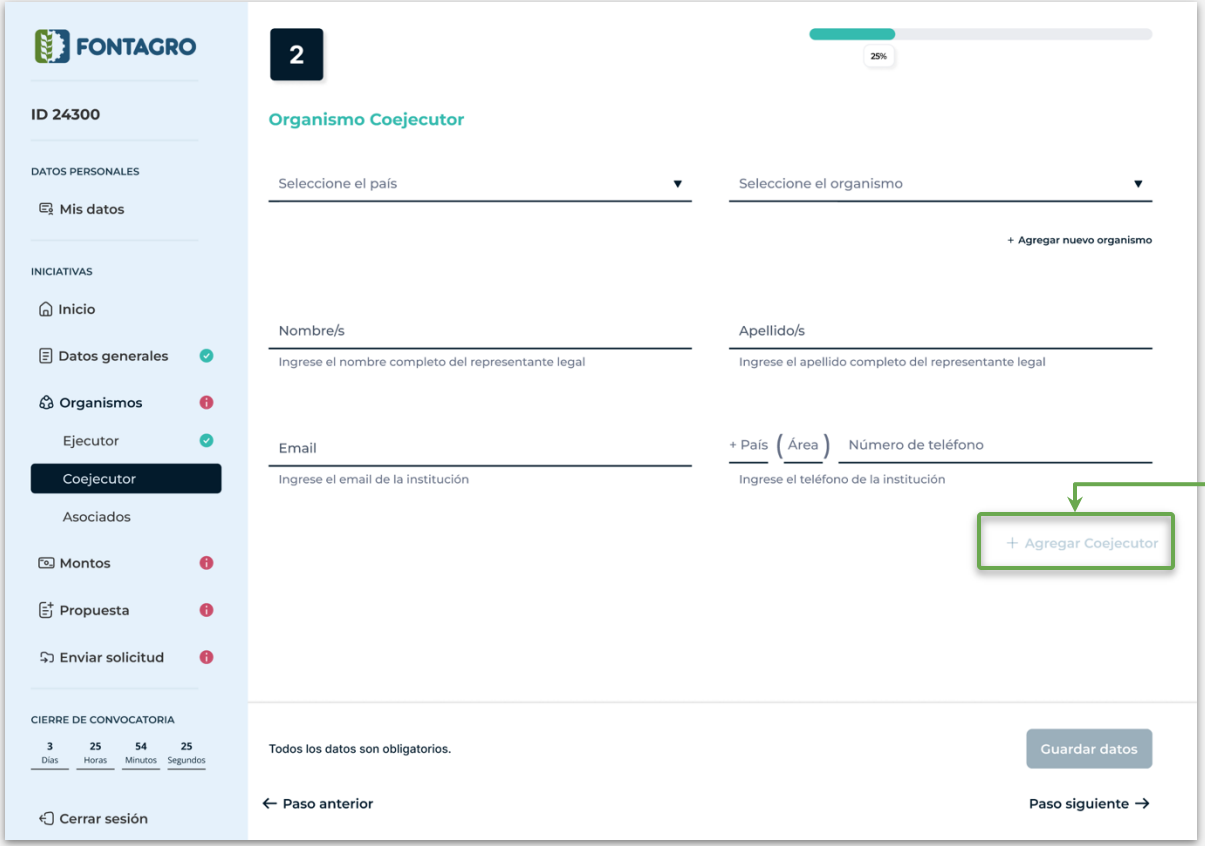
A notification screen will inform you that your request has been sent.

At this point, you must wait for FONTAGRO to notify you via email that your request has been approved and that you can now select the Organization from the upload screen. This process is NOT automatic and requires review, so you cannot select the new Organization immediately.
However, you can continue uploading the rest of the sections and return to the one that includes the new organization once it has been approved.

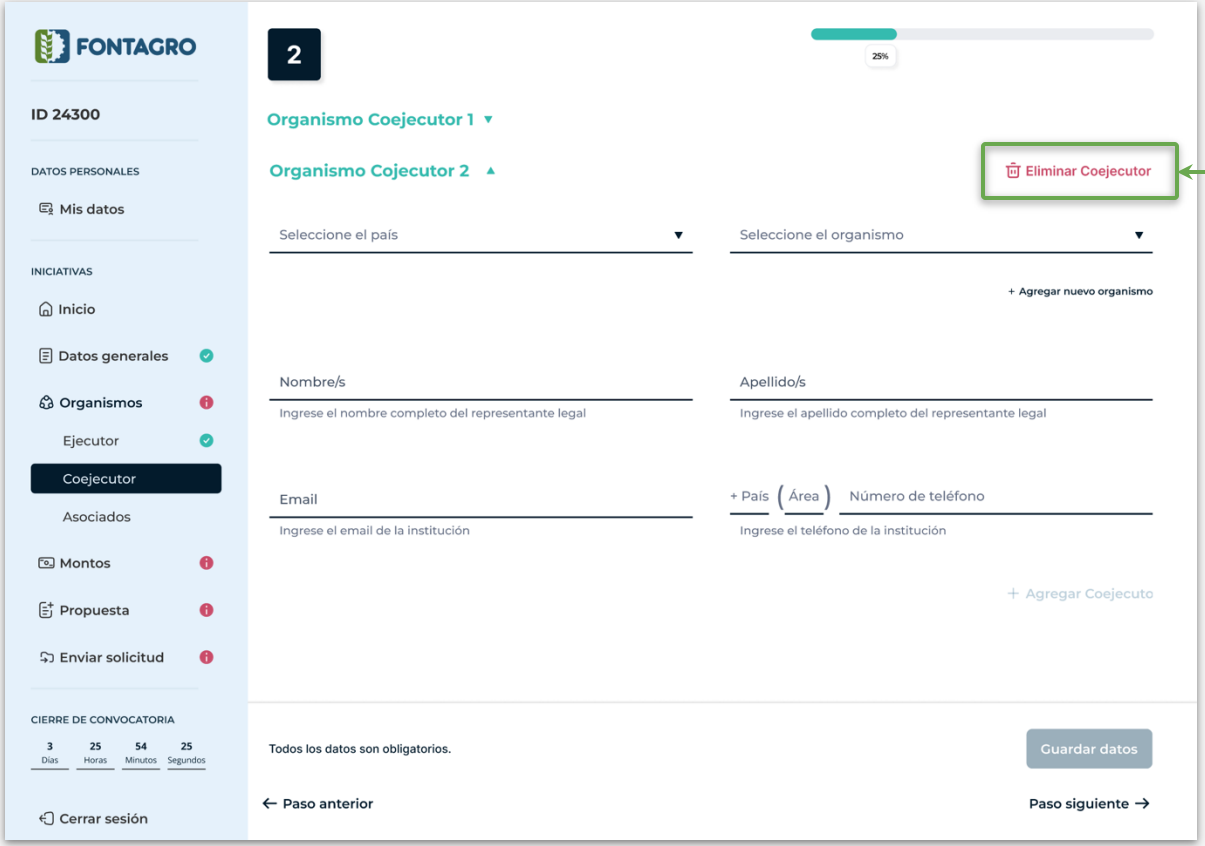
If you have any queries, please contact our email: fontagro@fontagro.org



Continuing with the upload, the next section will allow you to add **Co-executing Organizations** (*Organismos Coejecutores*).
The procedure is similar to the Executing Organizations, where all fields require completion, and you can request the inclusion of a new Organization if it is not listed.

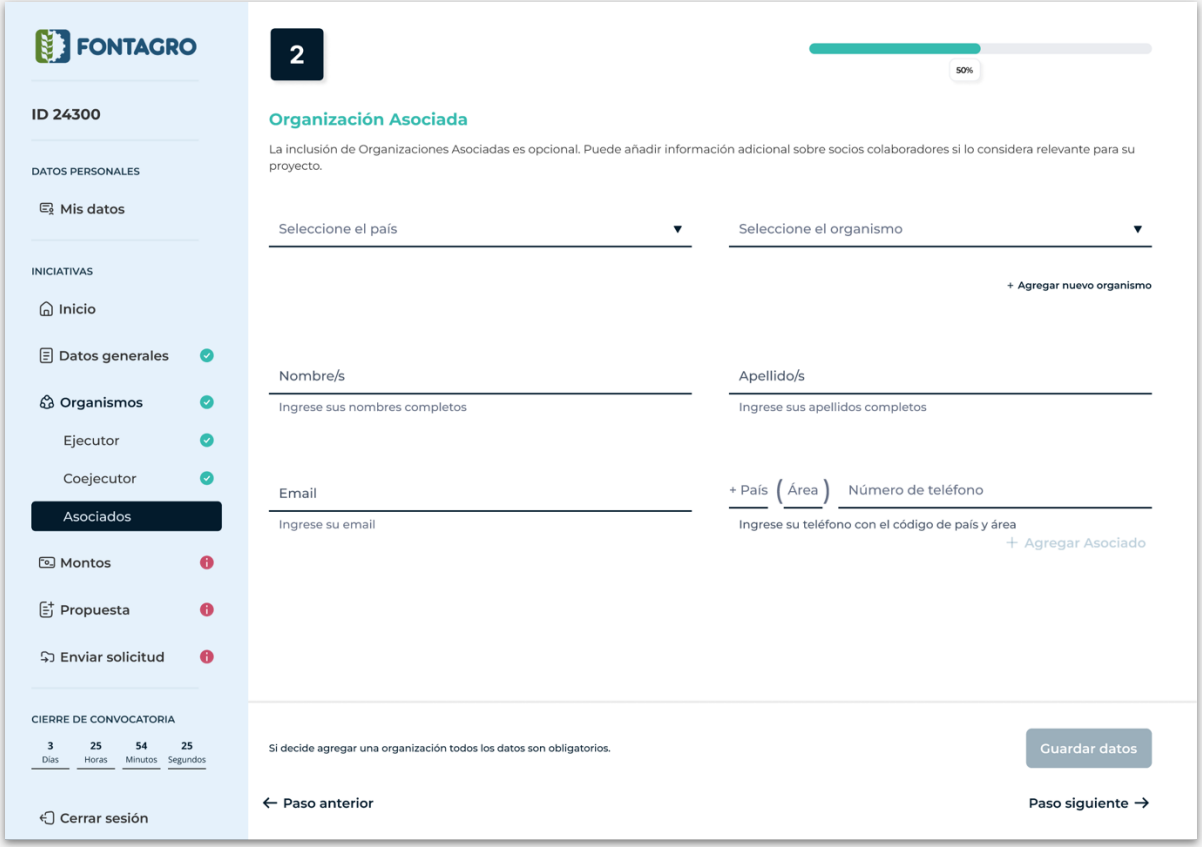


More than one Co-executing Organization can be added. A new upload screen is enabled by clicking on the **Add Co-executor** button.

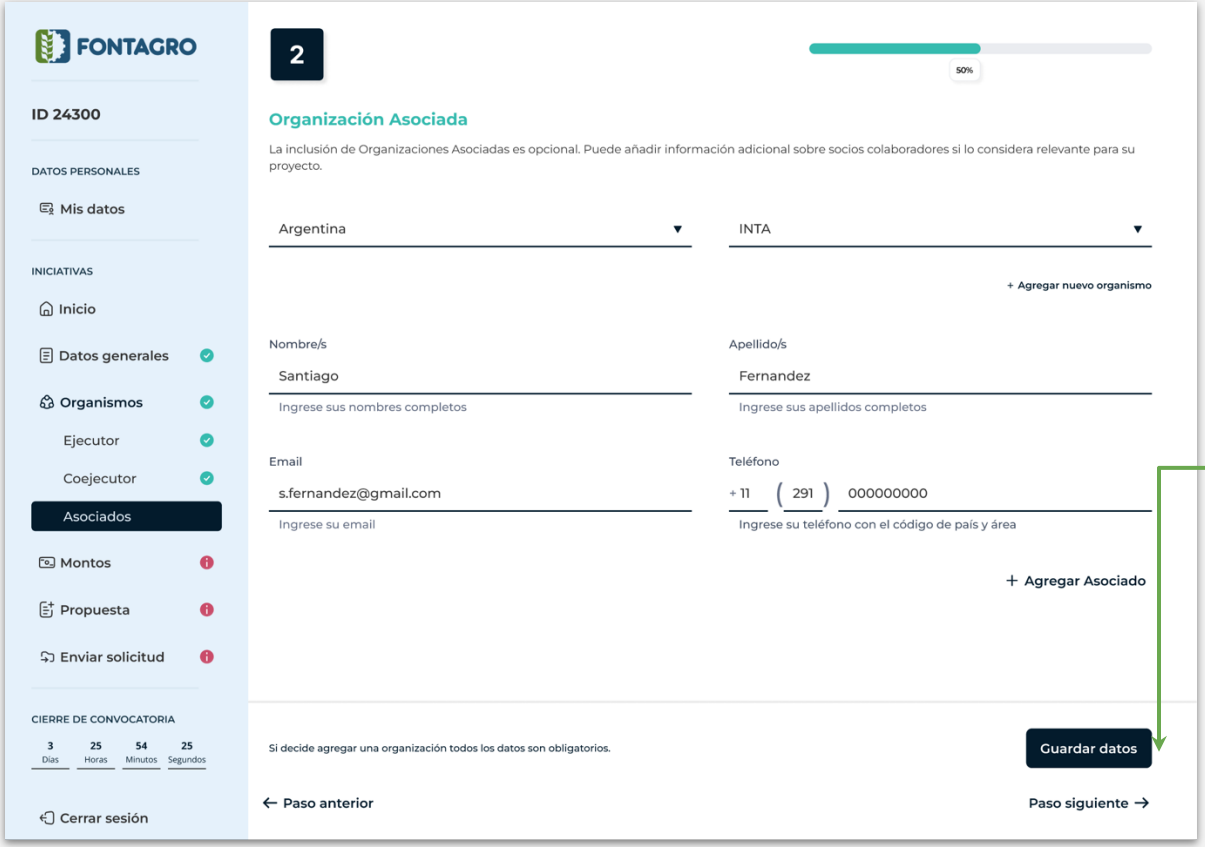


The upload procedure is the same for each new Organization.

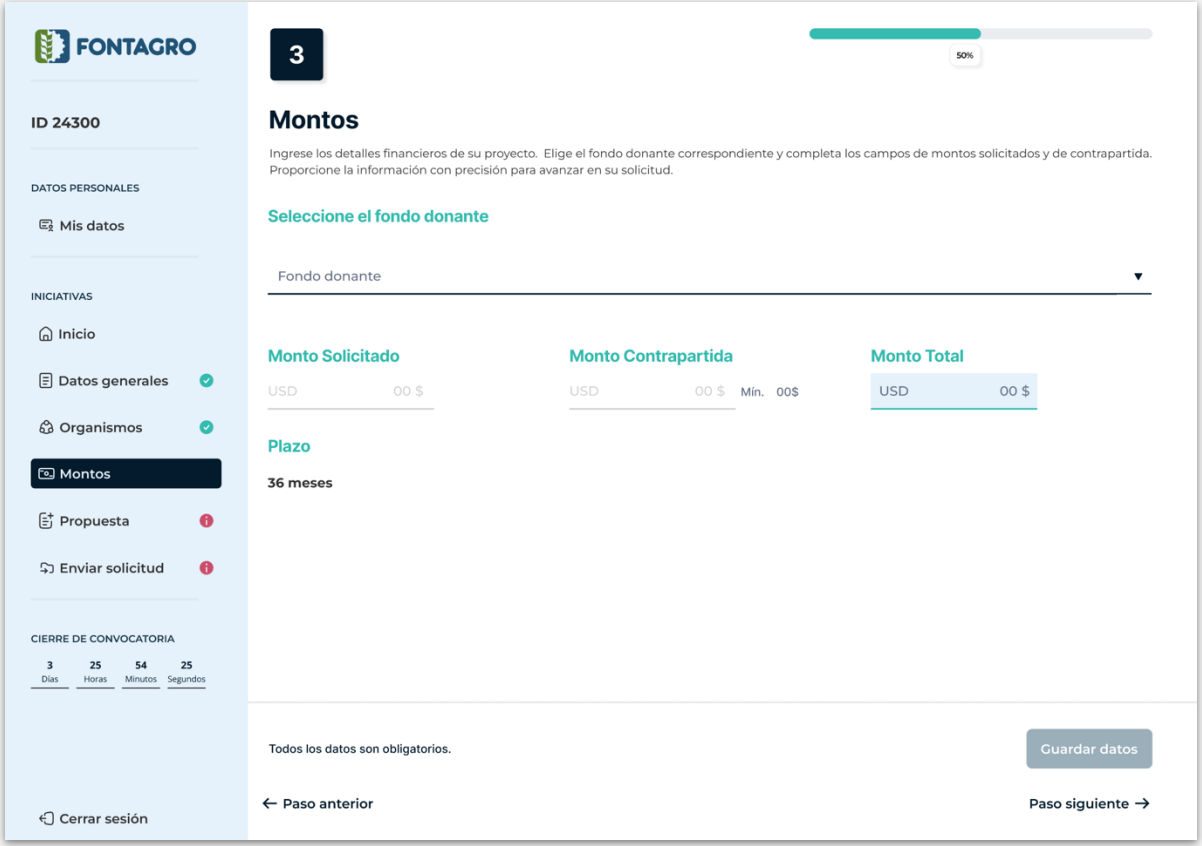
If you have mistakenly clicked on Add Co-executor, you can delete the extra Organization by clicking on the **Remove Co-executor** button.
It should be noted that at least one Co-executor must be entered for the section to be valid.



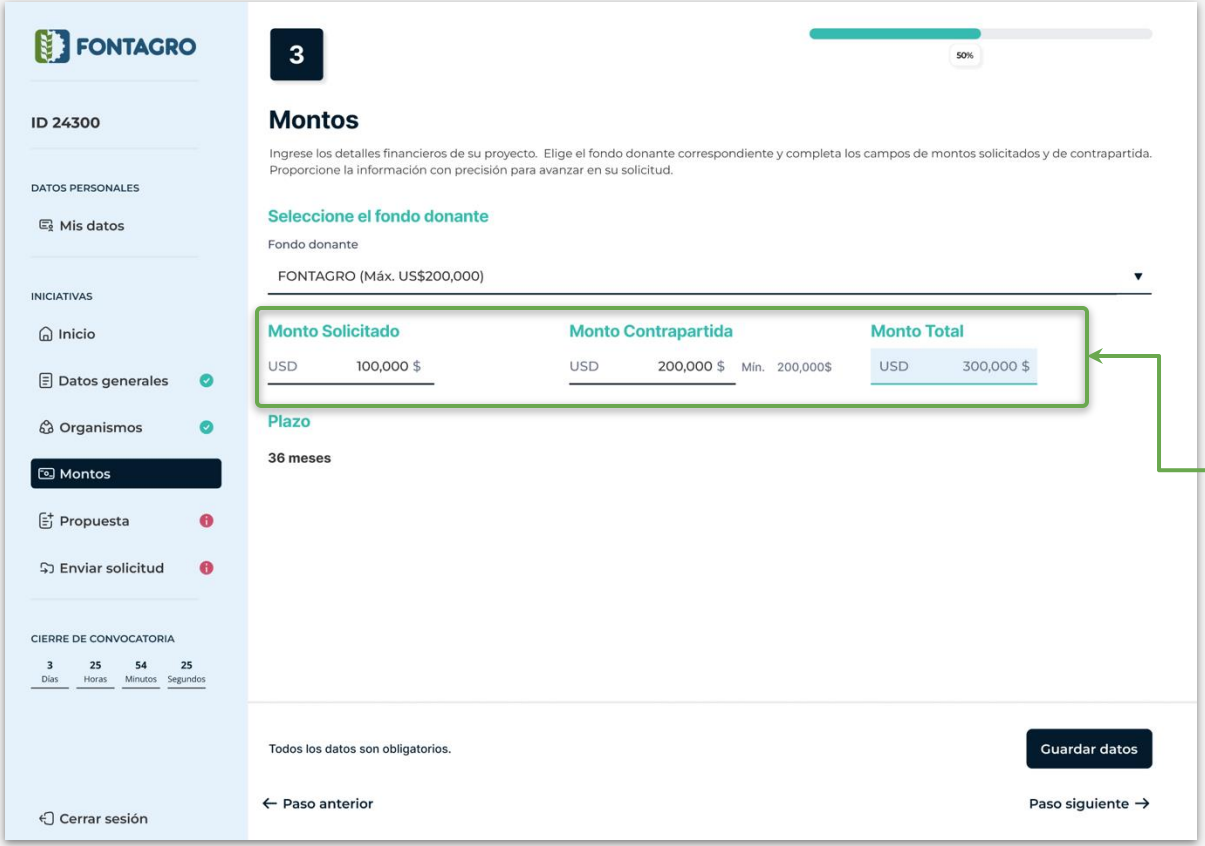
In the case of **Associated Organizations**, there can be one, several, or none. As such, the completion of this section is optional. The upload mechanism is identical to that of the other Organizations.



As on all screens, you can save your progress by clicking on the **Save information** (*Guardar datos*) button.

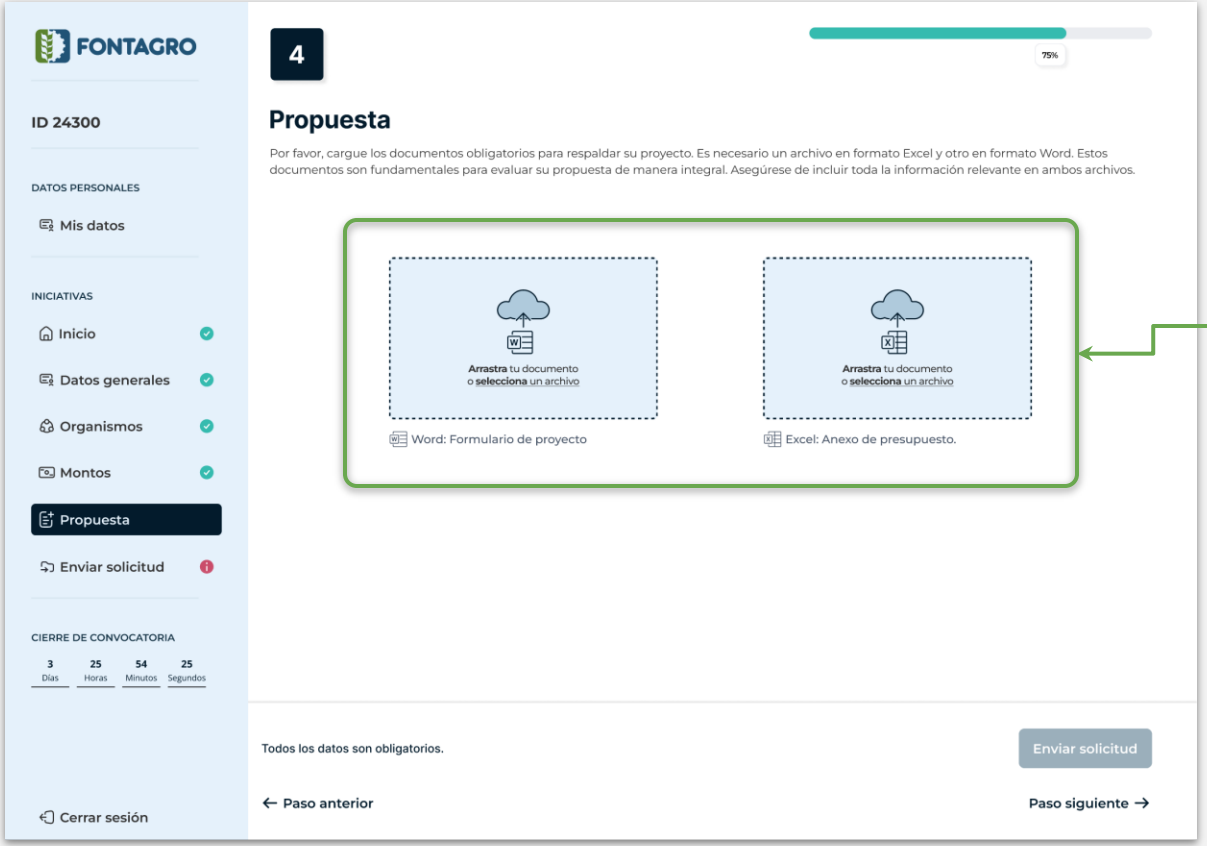


Finally, on the Amounts (*Montos*) screen, you must select FONTAGRO as the Donor Fund (*Fondo donante*).



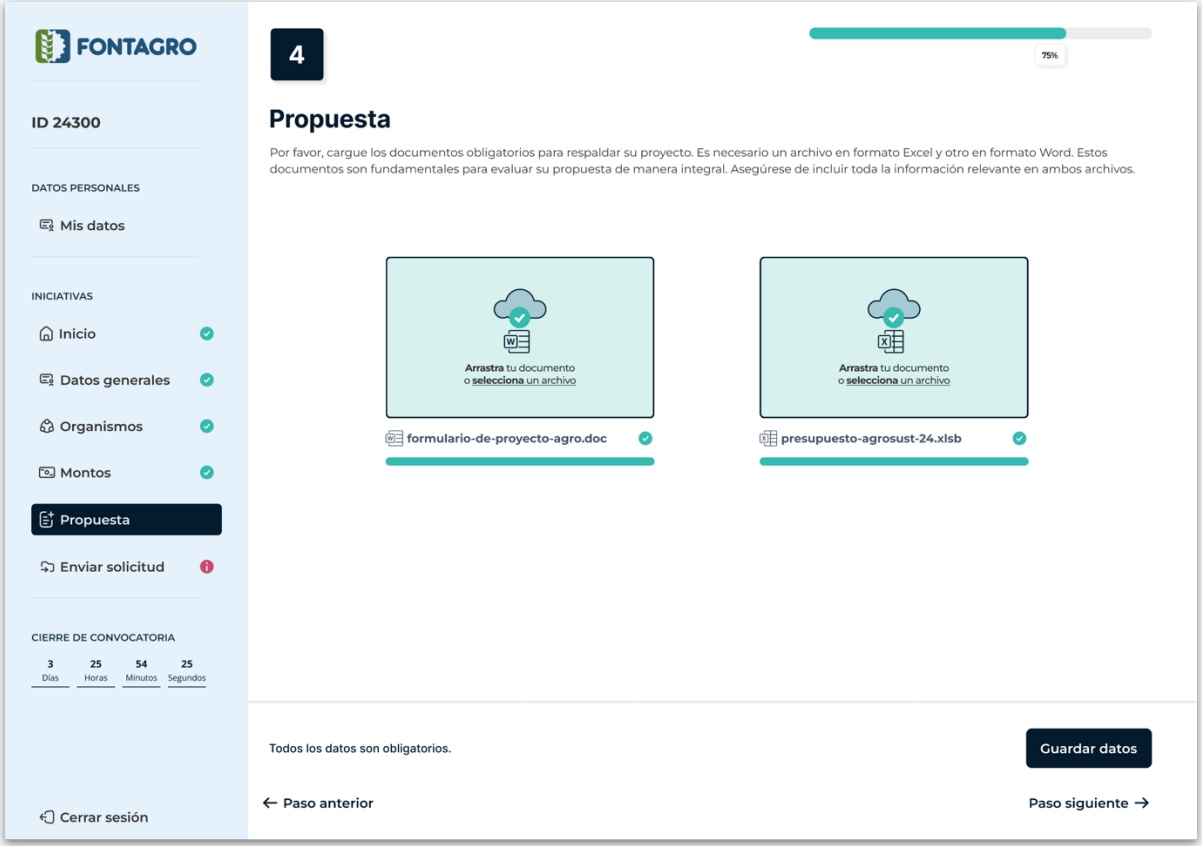
The Donor Fund selector will indicate the maximum amount that can be requested.

You must complete the Requested Amount (*Monto Solicitado*) respecting the limit of the Donor Fund, and then enter a Counterpart Amount (*Monto Contrapartida*) that must be at least twice the Requested Amount.
The Total Amount (*Monto Total*) is calculated automatically.

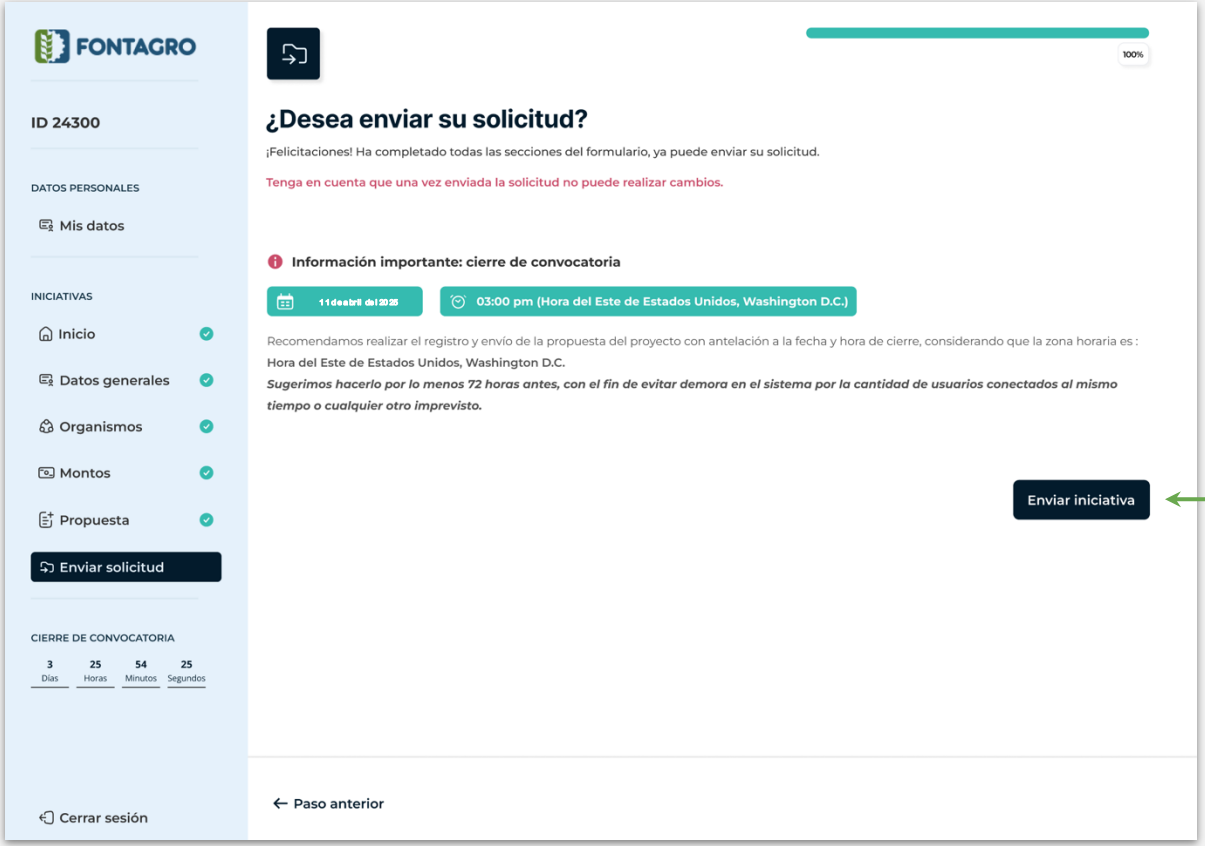


The last step of the process is to add the corresponding Word and Excel files for the Proposal (*Formulario de proyecto*/Project Form) and Budget (*Anexo de presupuesto*/Budget Annex), respectively.

Drag your files into each of the corresponding boxes.

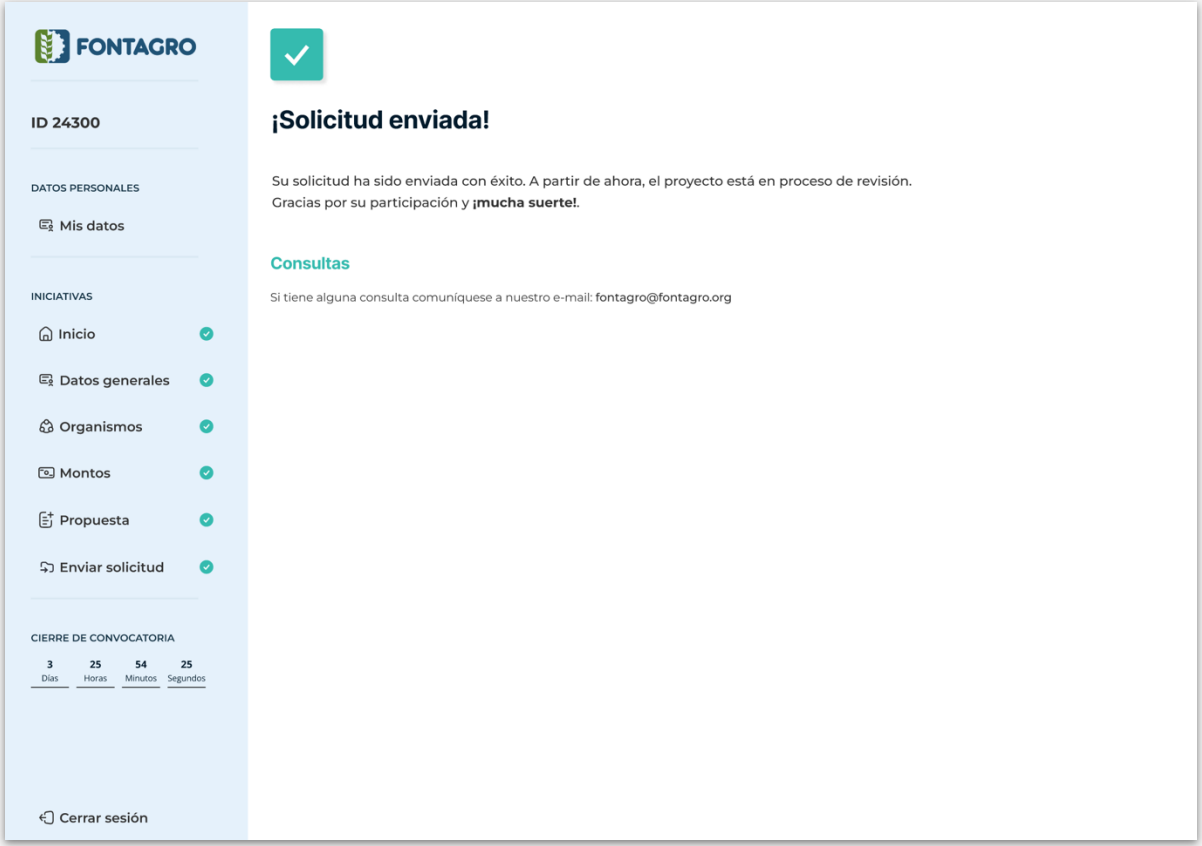


The system will indicate if they were registered correctly with a green success indicator.



Once all steps have been completed and all checks are marked green in the left sidebar menu, you can **Submit Initiative** (*Enviar Iniciativa*).

Review all information before submitting the Initiative. Once you click **Submit Initiative**, it will NOT be possible to modify it.



After submitting the Initiative, the system will show you a notification.

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¡Proyecto enviado con éxito!

Estimado/a **[Nombre del Usuario]**,
Nos complace informarle que su proyecto ha sido enviado con éxito a nuestra plataforma.
La evaluación del proyecto se realizará conforme a los Términos de Referencia vigentes.

Día y horario de envío:

11 de abril del 2025 – 02:00 (Hora del Este de Estados Unidos, Washington D.C.)

Agradecemos su participación FONTAGRO.

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You will receive an email confirming the receipt of the project.

CALL 2025

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