FULBRIGHT-HAYS DOCTORAL DISSERTATION ABROAD (84.022A) G5 APPLICATION SUBMISSION OVERVIEW FOR A FELLOW
G5 USER REGISTRATION
Step 1: Registering with G5

To register, go to www.g5.gov and click the Sign up > link.

The image displays the G5 Welcome Page and has an arrow pointing at the Sign Up link which moves the user to the next screen for registration.
Step 1: Registering with G5

The Sign up > link brings you to the User Registration screen. This screen requires you to enter the fields marked by a red asterisk. The telephone and fax number must be ten numbers only. You must register with a valid email address in order to receive the activation link for your account. When you have finished completing the form click the Continue button.
Step 1: Registering with G5

✓ By applying for this user ID, I acknowledge that I understand the following: The data processed in G5 is sensitive financial data and Privacy Act data that requires protection from disclosure to unauthorized individuals. Please do not share your passwords or login account information with anyone. Sharing of user account information will result in a loss of system access. Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 4 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &;, %, etc). For example, “Education1”, “Kentucky$”.
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

☐ Agree  ☐ Disagree
Step 1: Registering with G5

You will then see a Confirmation screen like the one above.
Please note that a link will be emailed to you at the email address you provided.
Step 2: Activating Your Account

Shortly after you register you will receive an email message similar to the one below. Click the link and it will take you to G5 to activate your account.

Please note depending on your email provider, the link may be re-formatted. If clicking on the link directly does not work, you can try copying the entire link and pasting it into your browser.
Step 2: Activating Your Account

The link in your email will bring you to the Account Activation screen. Please read the user agreement, click the Agree radio button to acknowledge your compliance, and click the Submit button.
Step 2: Activating Your Account

You are here: Self Management

To print, please select Print option from Browser

MEMORANDUM

TO: EDUCATION DEPARTMENT CENTRAL AUTOMATED PROCESSING SYSTEM (EDCAPS) USER

FROM: ROGER GOODSON, EDCAPS COMPUTER SECURITY OFFICER

SUBJECT: G5 USER ID AND PASSWORD

You should select a password with a minimum character length of 8 and it should contain a mixture of upper and lowercase alpha characters, at least one numeral and at least one special character. You are also required to change this password periodically, not to exceed 90 days. When you no longer require access to G5 computer resources, please inform the respective G5 security administrators as soon as possible. All G5 users are required to read, understand, and implement the following:

a. Use ED computing resources only for official Government business;
b. Know whom my site computer security personnel and how they can be contacted;
c. Know the sensitivity of the information processed on G5 computing resources (e.g., financial sensitive, Privacy Act sensitive);
d. Use software only in compliance with licensing agreements and which has been authorized for use by management;
e. Protect sensitive information from access by, or disclosure to, unauthorized personnel;
f. Report immediately all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel;
g. Create and use strong passwords and do not disclose your password to anyone. Do not reuse passwords. Each password should be unique. Users are requested to log-off applications when they are done using them and to not leave their PCs unattended. In addition, users are requested to use the Windows screensaver feature with password feature enabled to protect unattended terminals;
h. Report any compromise or suspected compromise of a password to designated computer security personnel;
i. Access only systems, networks, data, and software for which you have been authorized. When access is no longer required, contact the appropriate G5 security personnel as soon as possible;
j. Ensure that system media and system output are marked according to their sensitivity and are properly controlled and stored;
k. Inform G5 security management when access to an G5 computing resource is no longer required such as when completing a project, transfer to another position, or terminate employment;
l. Take necessary steps to avoid the introduction of malicious code into any computing resource;
m. Exercise due diligence to prevent physical damage to and theft of any Departmental computing resource;
n. All users of Federal Information systems are reminded that they are responsible for upholding the computer security requirements of the Information Security Management Act of 2002 (FISMA). http://www.whitehouse.gov/omb/memoranda/fy04/m04-25.pdf

If you have any security-related questions, please call me on (202) 401-0108.

Continue >

Read the G5 User ID and Password Memorandum and click the Continue button.
Step 2: Activating Your Account

You are here: Self Management

Account Activation

Please fill out the form below to activate your account. An * indicates a required field.

Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &., %, etc). For example, "Education1", "Kentucky$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 6 passwords.
- Your password will expire and you will be prompted to change it every 90 days.
- Your password must not contain any spaces, double quotes.
- Your password cannot have more than 4 consecutive identical characters.

User ID/Email: randy.rick12@test.com
First Name: Randy
Middle Initial: 
Last Name: Rick

Password *

Verify Password *

Security Question * Select One

Security Answer *

Next you will see the screen above. Enter the required fields and click the Continue button to finalize your activation.
Step 2: Activating Your Account

Click the **Activate** button to confirm the information you have entered and activate your account.
Step 2: Activating Your Account

This screen tells you that your account is now activated. By default, you will be granted the applicant role. The system will also send you an email confirming that your account has been activated. The email will include a link to the G5 web page where you can log in using the password you just created.
INITIATING AN APPLICATION FOR A FELLOW
Logging in as a Fellow

A Fellow registering in G5 for the first time will be prompted to update their profile after they initiate the log in activation link. They **MUST** select **NO** when asked “Are you a Project Director / State Director?”
A list of applications in progress can be viewed by selecting “Package Submission” from the Grant Setup header.
To start a new package users should select the Initiate a New Application button.

Applications in progress are listed in the Application Packages screen shown below:

- Here you can Modify, Delete, Submit/Unsubmit, or Initiate applications.

<table>
<thead>
<tr>
<th>Select</th>
<th>Fiscal Year</th>
<th>CFDA/Subprogram</th>
<th>Schedule No</th>
<th>Package Title</th>
<th>Closing Date</th>
<th>Package Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td>84.019A</td>
<td>1</td>
<td>FY 2011 Fulbright-Hays Faculty Research Abroad Application</td>
<td>11/02/2011 04:30 PM Washington DC Time</td>
<td>Submitted</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>84.018A</td>
<td>1</td>
<td>APPLICATION FOR THE FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM</td>
<td>08/31/2011 04:30 PM Washington DC Time</td>
<td>Unsubmitted</td>
</tr>
</tbody>
</table>

Note: To add a new Application Package to your Start Page, click on the Initiate New Application button below. Clicking the button will display a list of application packages. From that list, you may choose a currently available package to add to your Start Page.
Selecting “Initiate New Package” will populate all of the available applications. After selecting the 84.022 package radio button, the user will be prompted with a question.

<table>
<thead>
<tr>
<th>Select</th>
<th>Fiscal Year</th>
<th>Package Title</th>
<th>CFDA #</th>
<th>Published Date</th>
<th>Due Date</th>
<th>Contact</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014</td>
<td>Fulbright-Hays Seminars Abroad Program Fiscal Year (FY) 2014</td>
<td>84.018A</td>
<td>02/18/2015</td>
<td>02/27/2015 04:30 PM Washington DC Time</td>
<td>Carly Borgeimer (202) 502-7691</td>
<td>VIEW/PRINT</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program</td>
<td>64.022A</td>
<td>02/12/2015</td>
<td>06/24/2015 04:30 PM Washington DC Time</td>
<td>Sandhya J M (202) 502-7704</td>
<td>VIEW/PRINT</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Fullbrights - Testing</td>
<td>84.019A</td>
<td>01/06/2015</td>
<td>12/24/2015 04:30 PM Washington DC Time</td>
<td>Kishore Chandeti (345) 678-9211</td>
<td>VIEW/PRINT</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Fullbrights - Testing</td>
<td>64.013A</td>
<td>02/10/2015</td>
<td>12/25/2015 04:30 PM Washington DC Time</td>
<td>Kishore Chandeti (234) 890-5678</td>
<td>VIEW/PRINT</td>
</tr>
</tbody>
</table>

Note: Applications initiated by you will be controlled by you as the Application Manager. Before you apply, confirm that you are the appropriate person to initiate the grant application process. As the Application Manager, you will be able to grant access to part or all of the application to other users through user privileges.
The **Fellow** must select **NO** to this question: “Are you registering as a Fellowship Fulbright – Hays Doctoral Dissertation or Faculty Abroad Director?”

(The **Project Director** must select **YES** when asked this question)
The selected application will be added to the package list.

---

**e-Application**

**Application Packages**

The action was successful: The Package has been added to your list.

My Start Page/My Application Packages

The table below displays the list of packages that have been initiated. You may select a package to work on or view details.

<table>
<thead>
<tr>
<th>Select</th>
<th>Fiscal Year</th>
<th>CFDA/Subprogram</th>
<th>Schedule No</th>
<th>Package Title</th>
<th>Closing Date</th>
<th>Package Status</th>
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<tr>
<td></td>
<td>2011</td>
<td>84.018A</td>
<td>1</td>
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<td>Unsubmitted</td>
</tr>
</tbody>
</table>
Once applications have been added you can alternatively view Application Packages, by selecting **“Click Here” to view My Applications** from the Home Page after logging in.
Once an applicant begins their application and completes the DDRA form, the Reference forms will automatically generate.
Below is a sample Referee form that the Fellow will need to complete to initiate the referral process. Upon completion the Referee will receive an email with a link which will allow him/her to complete a recommendation on behalf of the fellow.

Be sure to verify that the email address of your referee is correct. G5 will send the referee request to the email address you input in this screen.
A referee **CANNOT** submit a referral if the **Fellow** or the **Project Director** have submitted their application packages.
Once a Referee form has been sent, the status of the form will change to “Sent to Referee” as shown below.
After the Reference form has completed and returned by the Referee, the status of the form will change to “Complete”.

![Form Status Change Example]

The action was successful: The form has been saved.

The form below displays all details associated with selected package. You may navigate throughout this form to complete an Application.

<table>
<thead>
<tr>
<th>Package Title</th>
<th>Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFDA/Subprogram</td>
<td>84.022A - 1</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2015</td>
</tr>
<tr>
<td>Closing Date</td>
<td>06/24/2015 04:30 PM Washington DC Time</td>
</tr>
<tr>
<td>Last Updated</td>
<td>02/24/2015 01:43 PM Washington DC Time</td>
</tr>
</tbody>
</table>

**Application Status**: Draft

<table>
<thead>
<tr>
<th>Select</th>
<th>Form Title</th>
<th>Form Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Doctoral Dissertation Research Abroad Program (022) (Required)</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>OPE-Fulbright-Hays Graduate Student Ref Form (022) - 1</td>
<td>Sent to Referee</td>
</tr>
<tr>
<td></td>
<td>OPE-Fulbright-Hays Graduate Student Ref Form (022) - 2</td>
<td>Blank</td>
</tr>
<tr>
<td></td>
<td>OPE-Fulbright-Hays Graduate Student Ref Form (022) - 3</td>
<td>Blank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete</td>
</tr>
</tbody>
</table>

**Documents & Instructions**

- Dear Applicant Letter
- Notice Inviting Applications
- DDRA Fellowship Legislation and Regulations
- Competition Highlights
- Project Director Instructions and FAQs
- Government Performance and Results Act (GPRA)
- DDRA Fellowship Legislation and Regulations
- Fulbright-Hays Program Resources
- Institutions and Project Directors
- Technical Review Form
When the fellow tries to submit their package, they are prompted with a warning message shown below.

Warning! All applicants must follow the internal administrative and clearance procedures of their organization. By submitting this application, I certify that this application has been approved by the authorizing representative of the institution.
Helpful Hints

• A Fellow cannot submit their application after the Project Director has submitted the institution’s application.

• The Project director must first “unsubmit” the institution’s application if a fellow wants to “unsubmit” their application.

• A referee cannot submit their recommendations if a fellow or project director has submitted their application.

• The Project Director and the Applicant must be associated with the same institution in G5.