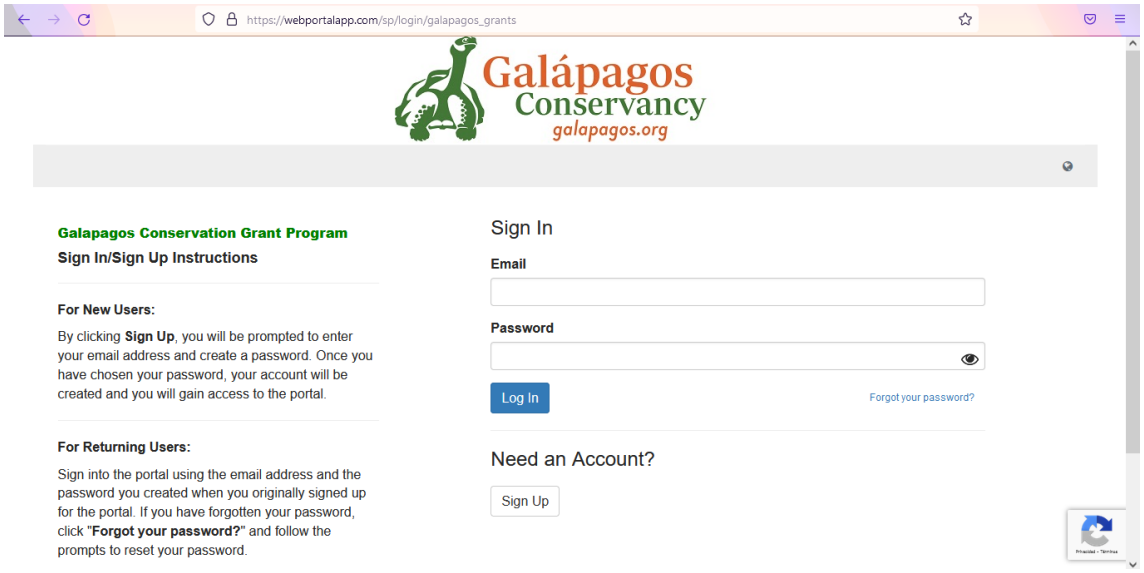
USER MANUAL
FOR PROJECT APPLICATION

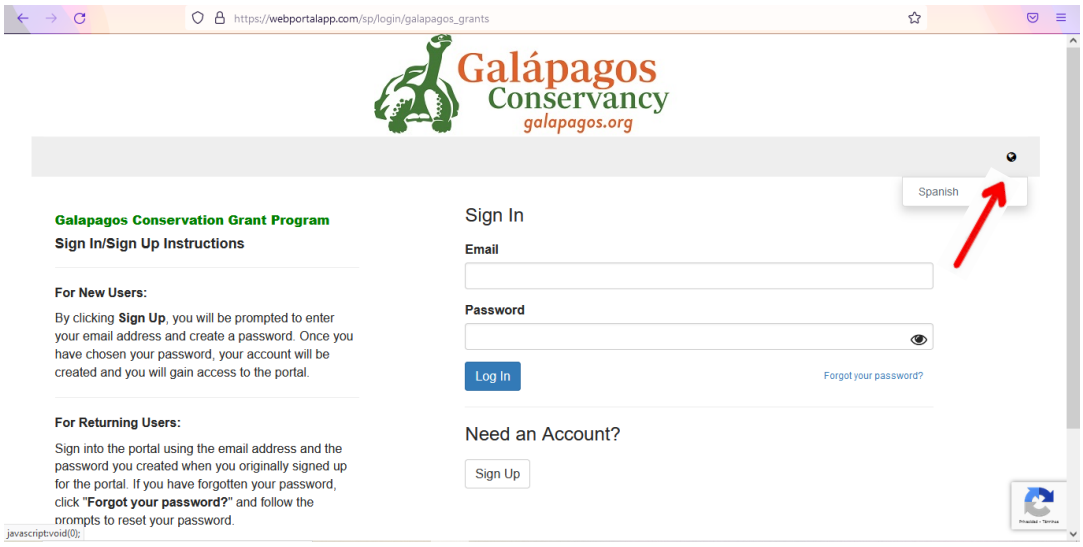
Step 1

- Login to : galapagos_grants (webportalapp.com)
- Homepage



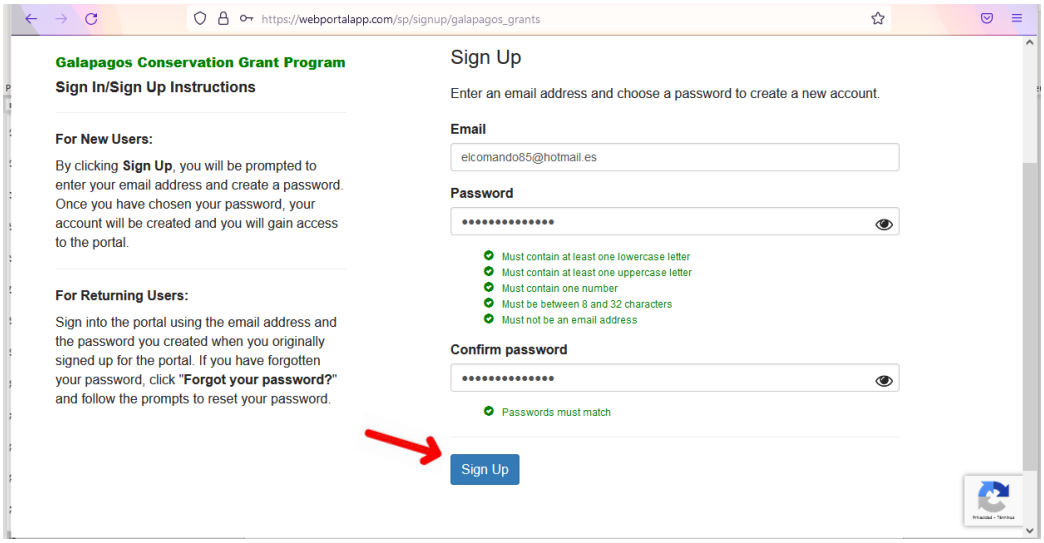
Step 2

- Change the language if necessary



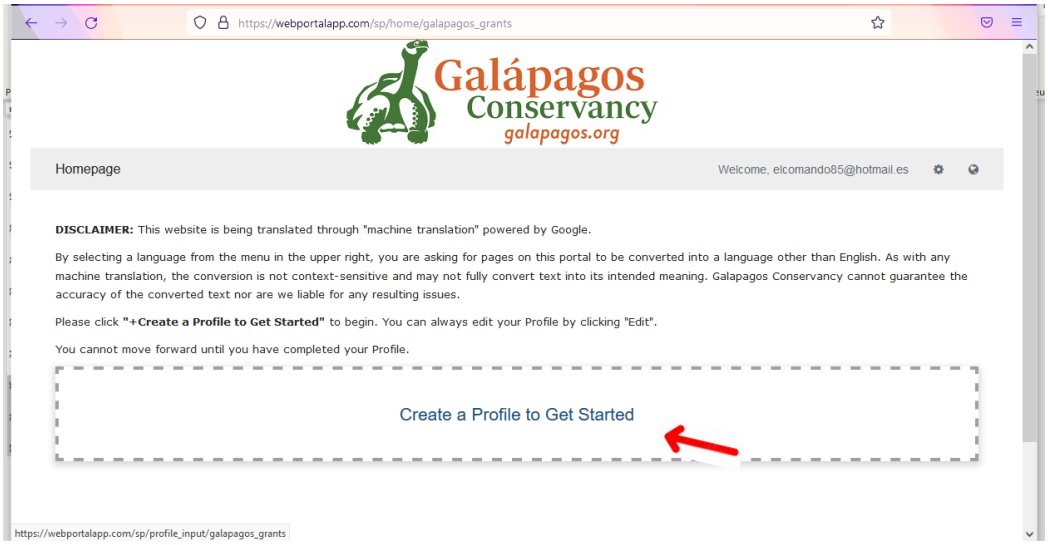
Step 3

- Create Username and password and REGISTER



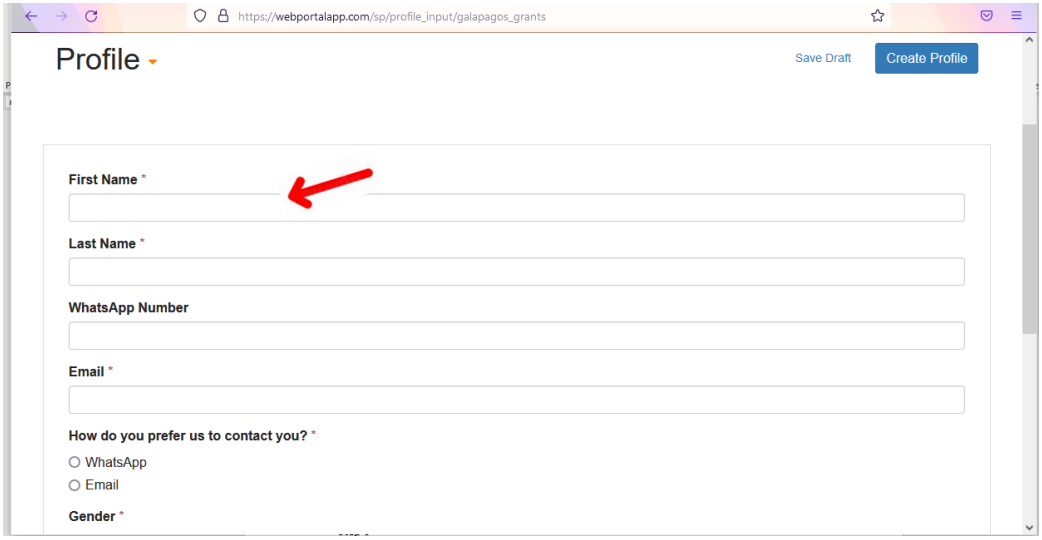
Step 4

- Click on: “Create a Profile to start”



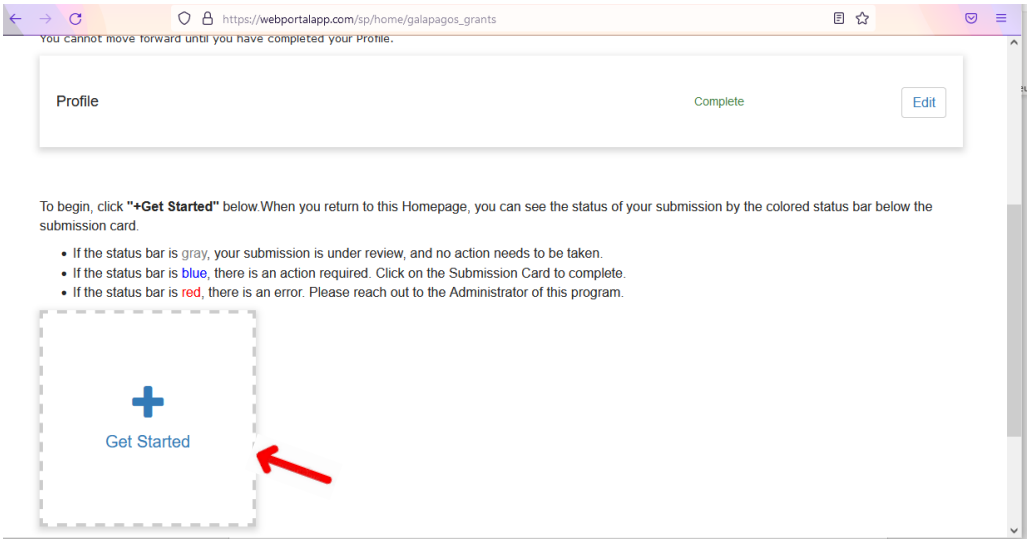
Step 5

- Complete the data required to create the Profile



Step 6

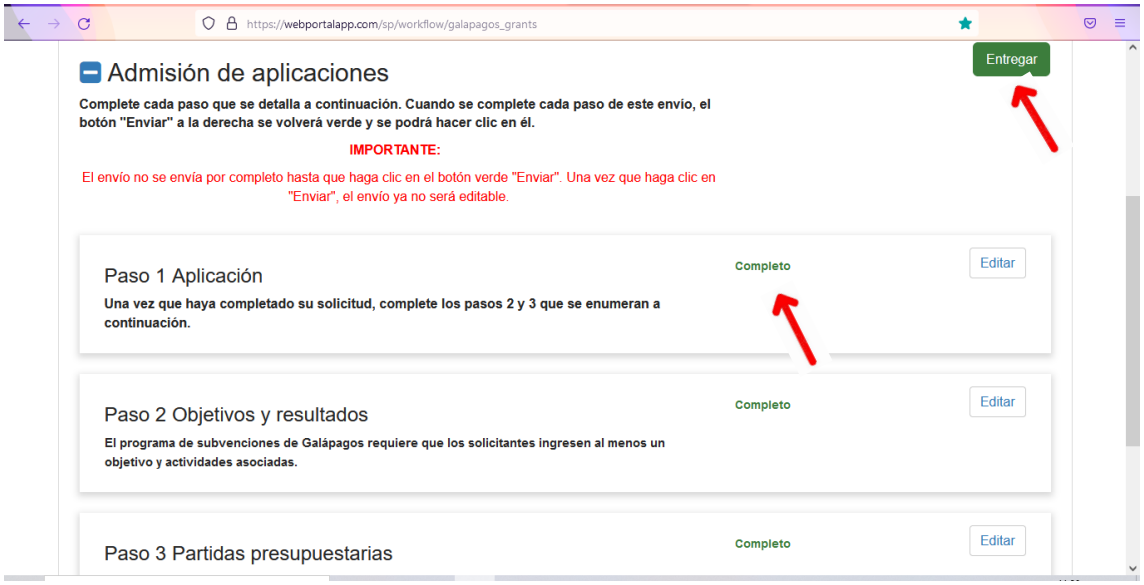
- Read the instructions and click START



Step 7

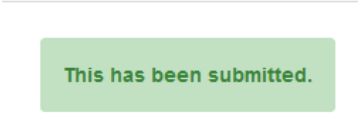
- Once the 3 steps on the page are complete, the word COMPLETED appears in green.
- When you are SURE that you have completed all the information of your project, click SUBMIT*

  ***Once the information has been delivered, it cannot be modified.**



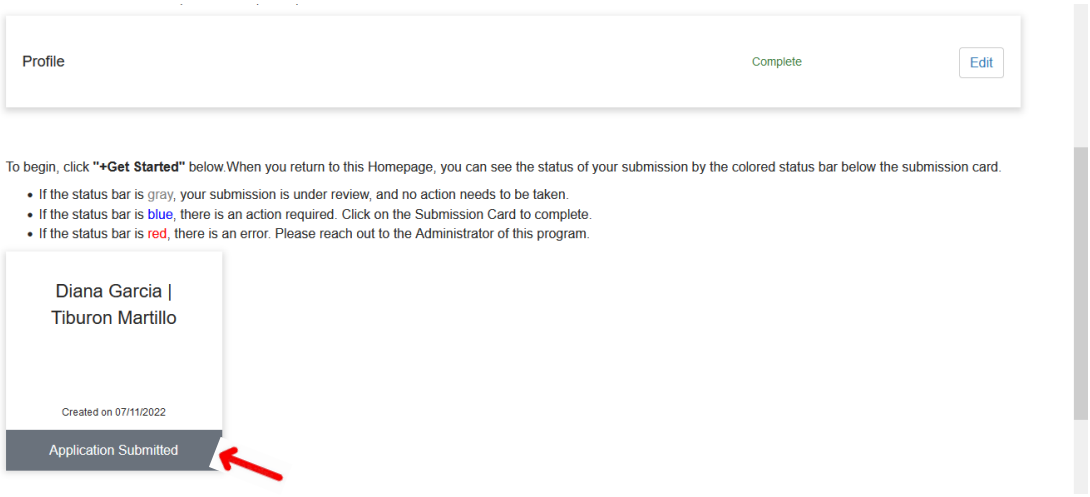
Step 8

- Once the form has been completed and submitted, the following message should appear:



Step 9

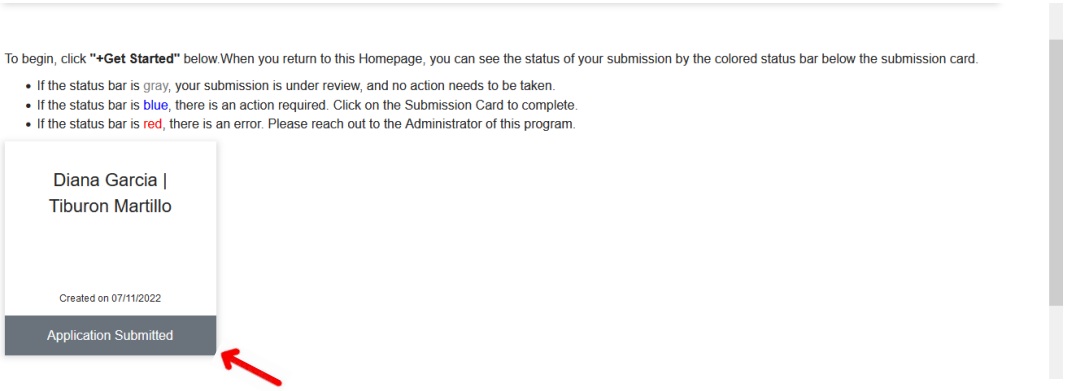
- When the application is sent and submitted, this is how your screen should look:



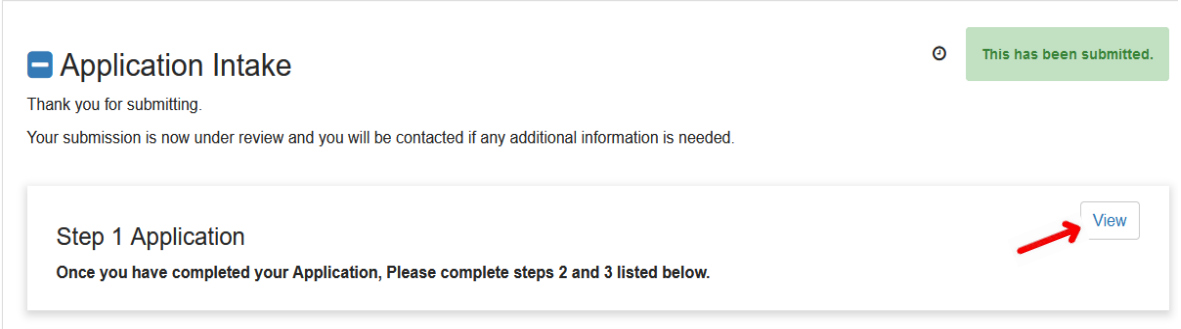
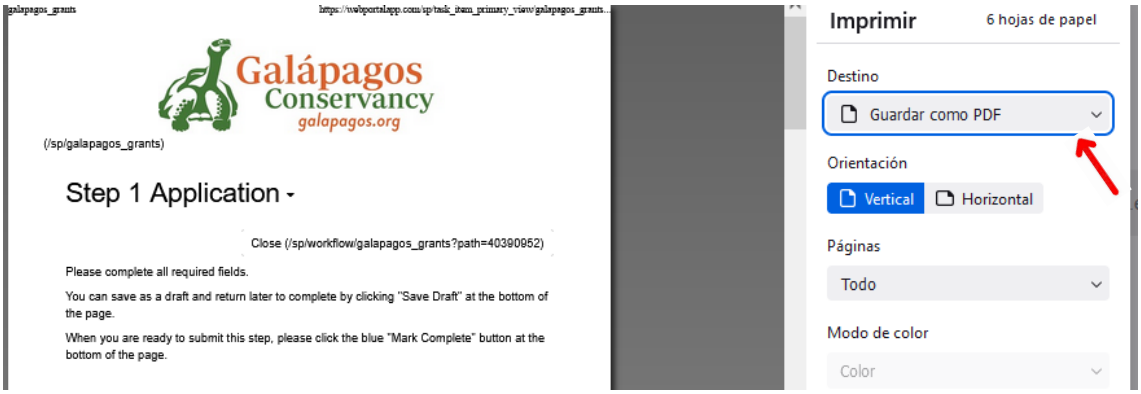
- Otherwise, you must return to fill out the form correctly.

How to download your application

1.- To download your application you must click on the application submitted on the previous page.



2.- press on view



3.- Ctrl+P, select save as PDF, and you will be able to get your application in digita