How to apply to the Just Transition through Entrepreneurship Ideas Track

A step-by-step guide through the application process
A. Registration

What is SurveyMonkey Apply and what is it used for?

SurveyMonkey Apply is the program platform that will accompany you not only during the application process, but also throughout the entire program. It will be used for the application, various communications and for reporting.

1. Follow the link on the enpact website or click on it here to get to SurveyMonkey Apply.
2. In order to apply for the program, you need to create an account first. This account will be used throughout the entire program.
3. Click on register.
4. Fill in your personal details and click on create account.
5. Successfully register.
6. **Attention: You must verify your email to be able to successfully submit your application.** Click on send verification link, go to your email inbox and verify your email.

7. Return to Survey Monkey Apply and click on **continue**. Now you’re ready to start filling out your application!

**B. Starting your application**

1. Get started by clicking on **view programs**.
2. **Select** the Just Transition through Entrepreneurship project.

3. On this page, you will find further information on the project and the application process. You will also find a link to an FAQ document, that we recommend you consult should you have questions. Click on **apply** to start the application.

4. Now you can start the first round of application by clicking on **Application form for the Ideas Track**.
5. The navigation menu in the yellow box will show you how much of the application you already completed. It also allows you to review your answers and submit the application at the end.

6. Most of the application form consists of questions like the ones in the large yellow box. All questions and answer options will be presented in English and Ukrainian, and applicants can choose to answer in either language.

7. Once you have filled out a page in the application and scrolled to the bottom, you will find a button that allows you to **save your answers** (without submitting them) and **continue to the next page**.
8. When you have arrived at the third and last page of the questionnaire and filled out all answers, you can click on the button *mark as complete*.

C. Editing and Submitting an Application

1. We advise you to review your answers before submitting the application. If you would like to edit your answers, please click on the three dots shown in the screenshot below and select *edit*.
2. Now, you can review all your answers again by clicking on the **review** button, if you wish.

3. In the review mode, you cannot edit your answers. If you would like to edit your answers again, click on **back to application**, select the round 1 form and navigate to the editing mode as explained in step 19. **Attention:** This is your last chance to edit your answers, as you can no longer edit them once you have submitted your application.

4. To finally submit the application, simply click on the **submit** button. **Attention:** After submitting, you can no longer edit your answers.
5. When clicking on the submit button, you will be asked to confirm your submission by clicking on submit once again.

6. If this window comes up, it means your application has been successfully submitted.
D. Adding Team members to your application

Our application portal allows you to add team members, called collaborators* to your application. They will be able to view your application, as well as complete tasks and submit.

1. Go to your applications to continue the current application. On the left side, click “Add” to add a collaborator.

2. A dialog box will appear where you need to add their email address. After inserting their email address, click “Send invite”.

*Note: This feature is available for registered users only.
*We’re aware of the problematic connotation of the word collaborator in the Ukrainian context but unfortunately can not change it on the platform.

3. They should now receive an invitation email to create an account on SurveyMonkey Apply. Once they've completed their account setup, they will be able to see and edit the same application.

E. Support

I have followed these steps and am still encountering difficulties. What should I do?

Please carefully assess the instructions again and consult the FAQ document on our website to see if you may find answers to your questions there. If these resources are not able to assist you, please reach out to us at justtransition@enpact.org.