



# How to apply to the Just Transition through Entrepreneurship Ideas Track

A step-by-step guide through the application process

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## Content

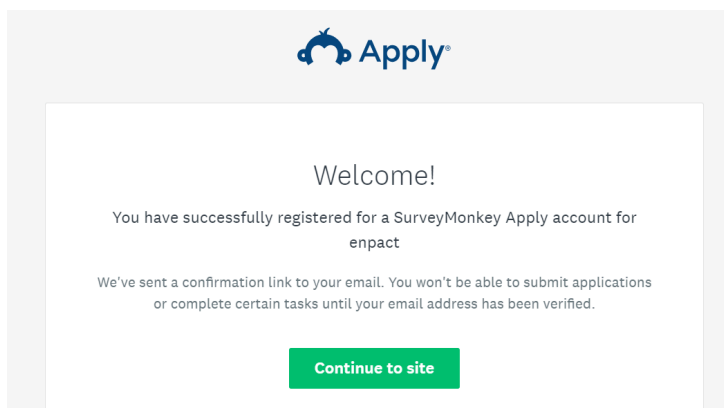
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## A. Registration

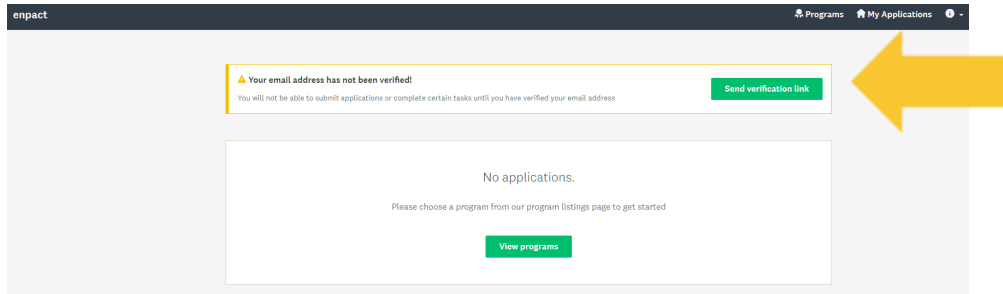
What is **SurveyMonkey Apply** and what is it used for?

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.

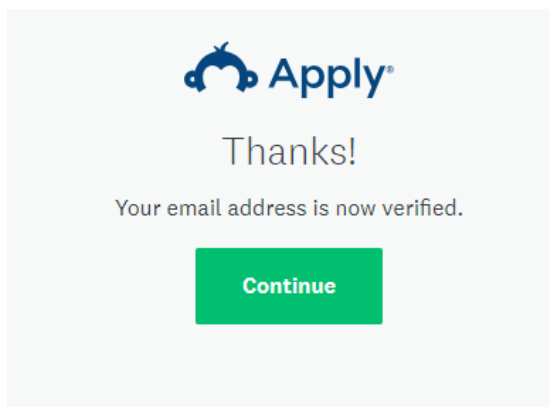
1. Follow the link on the enpact website or click on it [here](#) to get to SurveyMonkey Apply.
2. In order to apply for the program, you need to **create an account** first. This account will be used throughout the entire program.
3. Click on **register**.
4. Fill in your personal details and click 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.

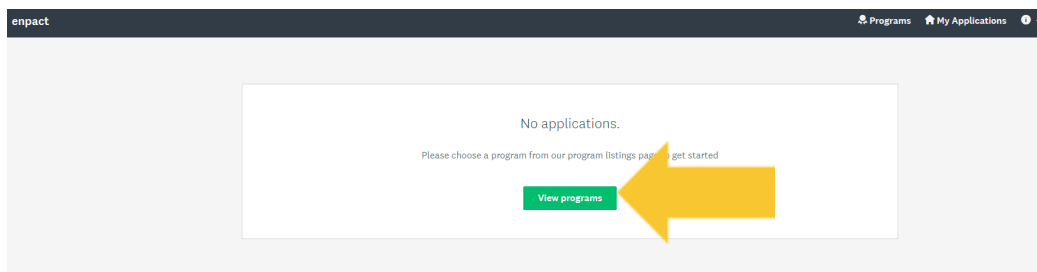


7. Return to Survey Monkey Apply and click on **continue**. Now you're ready to start filling out your application!

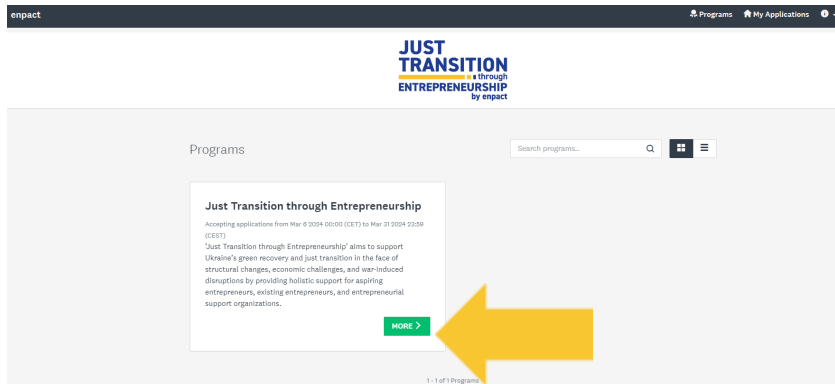


## B. Starting your application

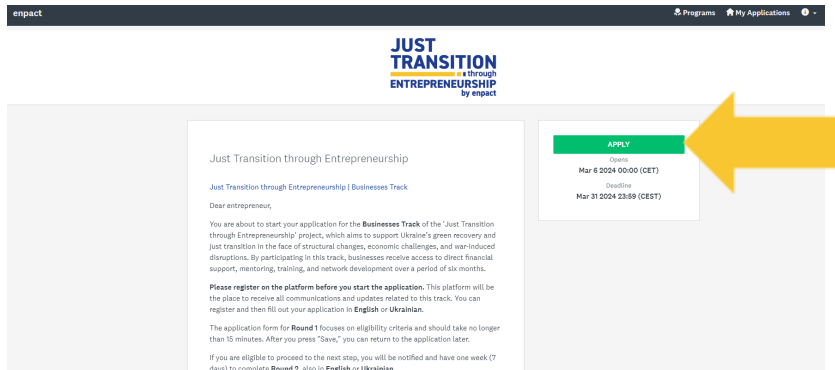
1. Get started by clicking on **view programs**.



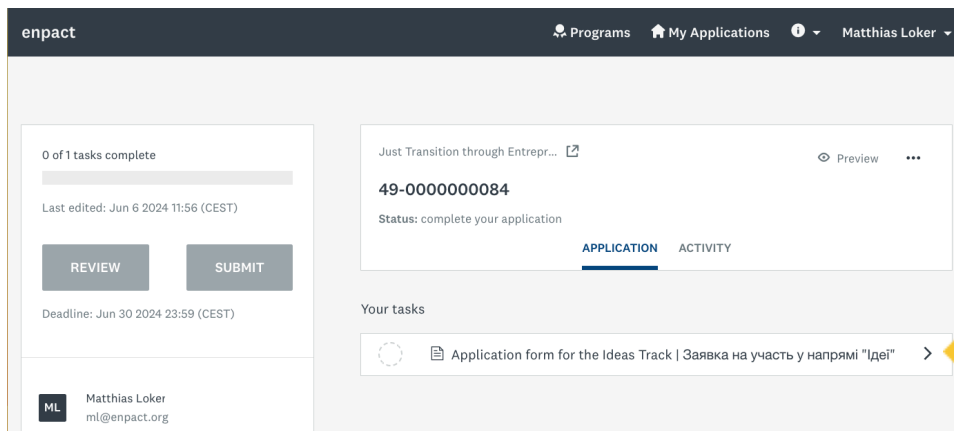
2. **Select** the Just Transition through Entrepreneurship project.



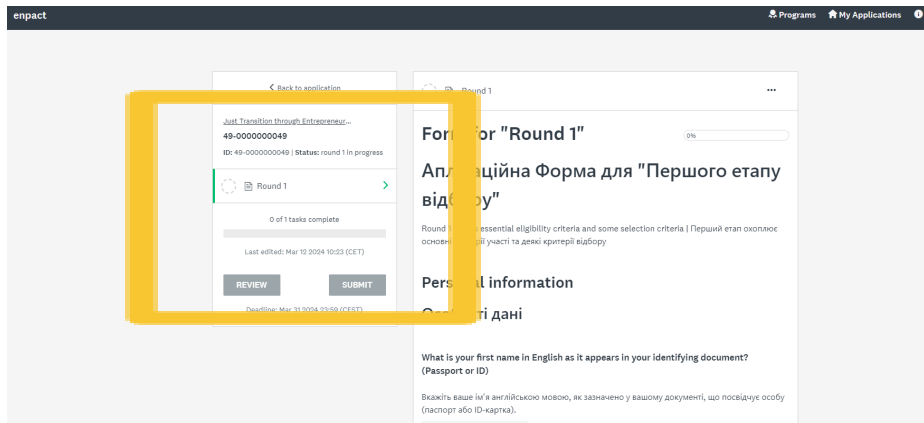
3. On this page, you will find further information on the project and the application process. You will also find a link to an FAQ document, that we recommend you consult should you have questions. Click on **apply** to start the application.



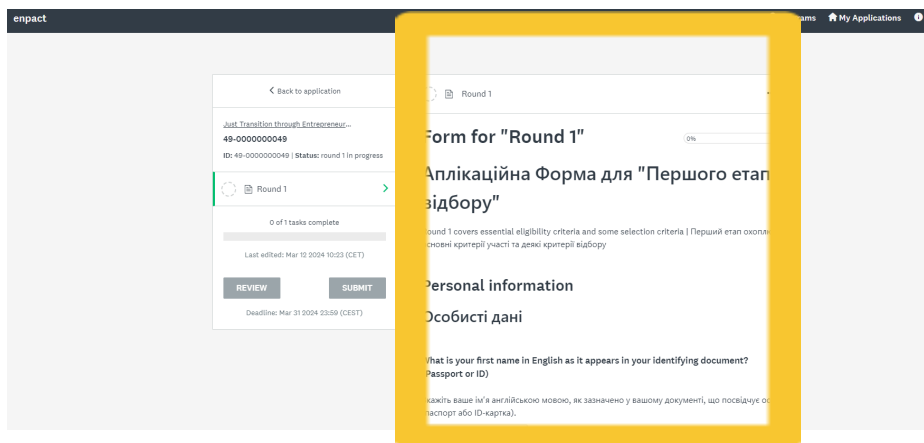
4. Now you can start the first round of application by clicking on **Application form for the Ideas Track**.



- 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.



- 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.



- 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**.


Which language would you like to receive emails and other content in?

Якою мовою ви хотіли б отримувати електронні листи та інший контент?

Ukrainian | Українською

English | Англійською

[SAVE & CONTINUE EDITING](#) [NEXT](#)



- 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**.


Are any other employees from your business applying? If so, please indicate their name and position.

Чи подають заявки також інші працівники вашого бізнесу? Якщо так, будь ласка, вкажіть їхні імена та посади.

Yes | Так:

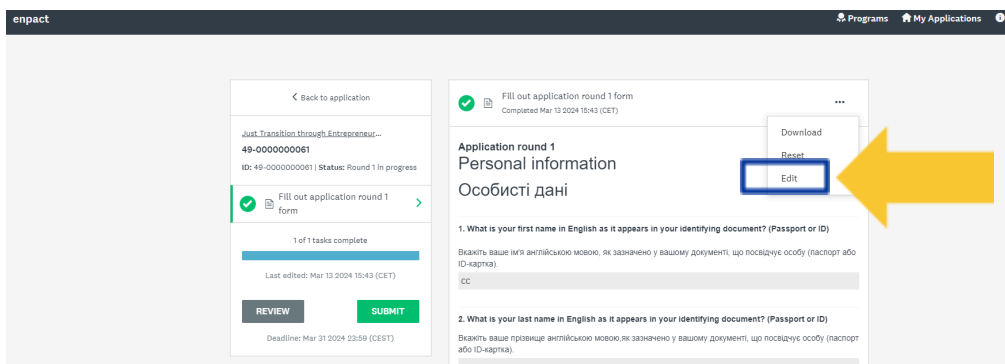
No | Ні

[PREVIOUS](#) [SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)



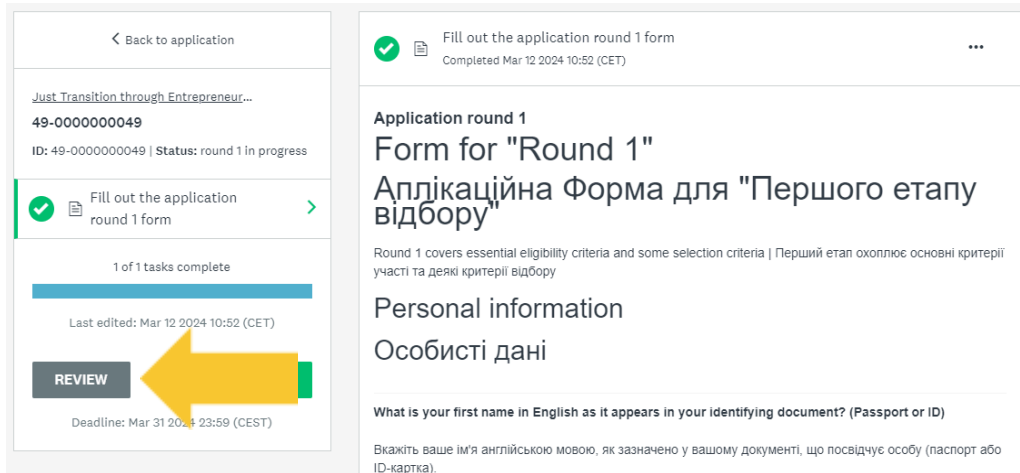
## C. Editing and Submitting an Application

- 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**.

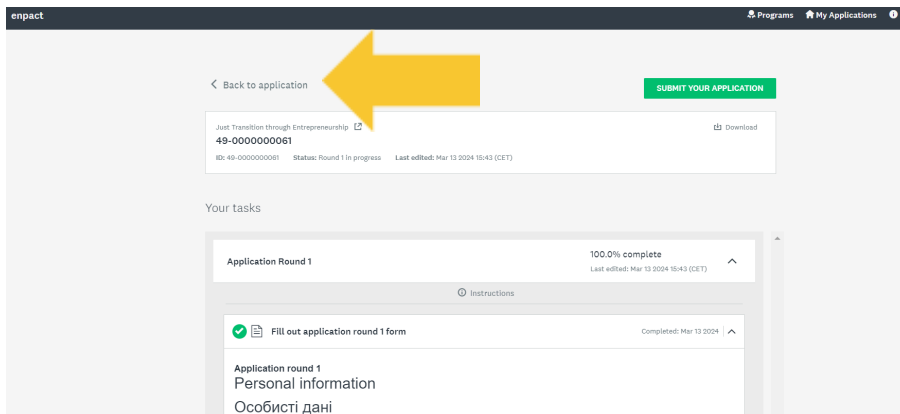


The screenshot shows the 'enpact' application interface. On the left, a sidebar displays the application status: 'Just Transition through Entrepreneurship - 49-0000000061', 'ID: 49-0000000061', 'Status: Round 1 in progress', and '1 of 1 tasks complete'. The main content area shows 'Application round 1 Personal information' with a 'Download' menu open, highlighting the 'Edit' option. The form contains two questions about first and last names in English, with input fields and a 'CC' label. A yellow arrow points to the 'Edit' button in the menu.

- Now, you can review all your answers again by clicking on the **review** button, if you wish.



- 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.**



- To finally submit the application, simply click on the **submit** button. **Attention: After submitting, you can no longer edit your answers.**

Back to application

Just Transition through Entrepreneur...  
49-000000049  
ID: 49-0000000049 | Status: round 1 in progress

Fill out the application round 1 form

1 of 1 tasks complete

Last edited: Mar 12 2024 10:52 (CET)

REVIEW SUBMIT

Deadline: Mar 31 2024 23:59 (CEST)

Fill out the application round 1 form  
Completed Mar 12 2024 10:52 (CET)

Application round 1  
Form for "Round 1"  
Аплікаційна Форма для "Першого етапу відбору"

Round 1 covers essential eligibility criteria and some selection criteria | Перший етап охоплює основні критерії участі та деякі критерії відбору

Personal information  
Особисті дані

What is your first name in English as it appears in your identifying document? (Passport or ID)  
Вкажіть ваше ім'я англійською мовою, як зазначено у вашому документі, що посвідчує особу (паспорт або ID-картка).

- When clicking on the submit button, you will be asked to confirm your submission by clicking on **submit** once again.

Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

CANCEL REVIEW SUBMIT

- If this window comes up, it means **your application has been successfully submitted**.

Application Submitted!

Thank you for submitting your application.

Go to My Applications

OR

View more Programs



## 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.

The screenshot shows the enpact application portal interface. At the top, there is a navigation bar with 'enpact' on the left, 'Programs', 'My Applications', and a user profile for 'Matthias Loker'. The main content area is divided into two columns. The left column shows progress information: '1 of 1 tasks complete', a progress bar, 'Last edited: Jun 6 2024 12:19 (CEST)', 'REVIEW' and 'SUBMIT' buttons, and a 'Deadline: Jun 30 2024 23:59 (CEST)'. Below this is the user profile for Matthias Loker (Owner) with email ml@enpact.org. At the bottom of this column is a 'Collaborators' section with an 'Add' button, which is highlighted by a yellow arrow. The right column shows application details: 'Just Transition through Entre...', application ID '49-0000000084', status 'complete your application', and tabs for 'APPLICATION' and 'ACTIVITY'. Below the tabs is a 'Your tasks' section with a task 'Application form for the Ideas Track | Заявка на участь у напрямі "Ідеї"' completed on Jun 6 2024 12:19 (CEST).

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

The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The dialog contains the following elements:
 

- Title: Collaborators
- Instruction: Add collaborators to view or contribute to your application
- Field: 'Email address of collaborators' with a note 'Separate addresses by commas' and a text input field.
- Restriction: 'Collaborators' email addresses are restricted to: enpact.org'
- Section: 'Type of access' with two radio buttons: 'View & edit' (selected) and 'View only'.
- Field: 'Message (optional)' with a text input field.
- Button: A green 'SEND INVITE' button at the bottom right, highlighted by a yellow arrow.

\*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](mailto:justtransition@enpact.org).