NIIMBL Gateway
Concept Paper Submission Guide

Step-by-step instructions for submitting a concept paper application

Overview
Use this guide to submit a concept paper through the NIIMBL Gateway application portal.

1. Access the Gateway
Go to gateway.niimbl.org.

2. Register or Log In
New users should select Register and complete the registration form. Returning users can select Login and enter their username and password.

3. Open an Opportunity
Select NIIMBL Opportunities and open the opportunity you want to apply for.

4. Start the Application
Click Start Application.

5. Select a Topic Area
Choose the topic area that best aligns with your concept paper and click Next. On the following screen, click Next again.

6. Complete the Questions Tab
Enter the required information and click Save.

7. Upload Required Documents
Open the Documents tab. Select a document name to view its requirements, click Upload Files, choose the file from your computer, and click Open. After the upload is complete, click Done and then Back. Repeat until all required documents are uploaded.

8. Verify the Project Team
Open the Project Team tab. As the submitter, you will be automatically added as the Principal Investigator. If you are not the Principal Investigator, use the Edit button to update your role and use Add Team Member to add the appropriate Principal Investigator. Additional team members are not required during the Concept Phase.

9. Project Plan Requirement
A Project Plan is not required during the Concept Phase. No action is needed.

10. Submit the Application
Open the Finalize tab and click Submit.

Important Notes

You can save an incomplete application and return to it before the opportunity deadline by navigating to Applications > My Draft Applications. Open the application and continue editing it.

You can edit or withdraw a submitted application before the deadline by navigating to Applications > My Submitted Applications. Open the application and go to the Finalize tab. Select Return to Draft or Withdraw.

For assistance, contact projectcalls@niimbl.org.