NIIMBL Gateway
RFX Submission Guide

Step-by-step instructions for submitting an RFX application

RFX = Request for Information/Request for Application/Request for Proposal

Overview
Use this general guide to submit an application through the NIIMBL Gateway application portal. Each RFX will have specific requirements that may supersede these instructions.

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 application 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. *Dependent on RFX requirements* - 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. *Dependent on RFX requirements* - Project Plan Requirement
Create one or more Segments with names, descriptions, and dates. Add Tasks, Milestones, Deliverables, and Go/No-Go decision points. Assign a Lead organization to each item. Add Subtasks as needed.

10. Submit the Application
Open the Finalize tab and click Submit. Successful submission generates confirmation on screen and by email.

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 additional guidance see short how-to videos on our NIIMBL website here.

For assistance, contact projectcalls@niimbl.org.