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### **How do I submit my application to the Grant?**

Please carefully read the [Guidance for Applicants](#) document to ensure you are eligible and that you have all of the information you need to apply.

You will then need to log onto our online application system. If you have not used the SurveyMonkey Apply system before, you will need to create an account (this is not an RSC system and so your RSC membership login will not work). Once you have created an account, it will take you step-by-step through completing your application, from entering your details, uploading your project proposal and obtaining the required contributions from your collaborator or supervisor/line manager/head of department.

**Can I save my application to return and complete at a later date?** Yes, you can save your application as you go through allowing you to return multiple times prior to submission.

**I need to reset my Application Portal password. How can I do this?**

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You can request a password reset by visiting this page: <https://roysocchem.smapply.io/acc/p/>

### **Still unable to reset password on SurveyMonkey Apply?**

As this is not an RSC site we are unable to reset or request for your password to be changed. If you follow the below instructions, SurveyMonkey staff will be able to assist you. Please bear in mind that they are based in Canada so response times may vary, but they are usually really quick to help.

In order to assist you further with accessing the site, please take the following steps:

- Go to the Support Contact Form (<https://roysocchem.smapply.io/helpdesk/>).

