1. Go to http://grants.fieldmuseum.org/ and click “Get Started Now.”
2. Click “Register Now.”

3. Complete the user profile and click “Next.”

4. Before continuing, you must authenticate your email address. Log out of the application system and log into your email client.
5. You will receive an email from The Field Museum. If you do not receive one, check your spam folder. Click the link in the email to authenticate your email address, or enter the authentication token into the application page.

An authentication token email has been sent to studenttesterstein@yahoo.com. Please open the email and copy the token into the box to the right to confirm your account.

If the email address above is incorrect, or you do not receive the authentication email, you can start again.

IMPORTANT NOTICE
Email spam filters may prevent you from receiving our emails. To ensure our emails get to you, please add rnmgr@fieldmuseum.org to your 'Safe List' or 'Approved' list of safe email senders. Note: The authentication token we have just sent to you may be in your ' Junk' or 'Spam' email folder.

Step 2 of 2
Authenticate Your Email Address
Please enter your authentication token into the box below

6. Return to the application system and log in to your account.
7. Select “Site Preservation, Conservation, and Museum Enhancement.”

8. Complete the application. You must enter information into all fields preceded with a red asterisk (*). You can save the application as often as you like by clicking on “Save Now.”
a. Each time you save the application, you will be taken to the progress bar, which shows your application status. You will also see the progress bar when you log back into the system. Select “Access Saved Application” to return to the form.

![Image of progress bar]

b. **Standard Budget Form** – download the .xls file, fill it in, and upload the completed file to the application system. Select “Choose File,” and navigate to the completed file on your computer. The file must be in .xls format.

![Image of upload form]

c. **Budget Justification** – prepare a narrative of your budget expenses and upload the document using the “Choose File” button. For all equipment purchases and services exceeding $1,000, you must upload separate quotes from the service providers. Please note that the system will not prevent you from skipping this step, however **if you fail to upload quotes for any items exceeding this dollar amount, your application will be declined at a later stage.** These documents must be in .pdf format.

d. **Abstract** – provide an abstract of your proposed research (4,000 character limit). It may be easiest to type the abstract into a word processor and copy/paste the text into this box.
e. **Project Description** – upload the document using the “Choose File” button. The document must be in .pdf format.

f. **Maps** – upload the map(s) using the “Choose File” button. The maps should be organized into a single document in .pdf format.
g. **Bibliography** – upload the document using the “Choose File” button. The document must be in .pdf format.

![Upload Bibliography](image)

h. **Project Director** – fill in the required information.

i. **CV** – upload the CV for the Project Director using the “Choose File” button. The document must be in .pdf format.

![Upload CV](image)

j. **Owner and Administrator of the Site, Museum, or Collection; Jurisdiction** – fill in the required information.

k. **Previous Applications and Funding** – fill in the required information.

9. After finishing the application, click “SAVE and SUBMIT.” You may use the “Save Now” button if you wish to return to your application to make edits before you submit it, but your application will not be submitted until you click the “SAVE and SUBMIT” button. **You must check the declaration box before submitting.**

![Save Now](image)

10. After submitting your application:

   a. The progress bar on your account will advance to “Application Submitted.”
b. You will be sent an email verifying that your application has been submitted.

11. At 11:59pm on the close date of the application cycle, the Advisory Committee will no longer accept application materials. You can continue to log in to the system to check your progress bar, but you will not be able to upload additional materials or change your application. Support from the administrator will end at 5:00 pm on the close date of the application cycle.

12. After the grant administrator reviews your application and passes it onto the committee, your progress bar will advance to “Initial Review Completed.”

13. The Advisory Committee will make final funding decisions after its annual meeting in January. Once the final decisions are made, your progress bar will advance to “Grant Recipients Selected.” You will be notified automatically via email about the final decision of your application.