

## F.A.Q. (Frequently Asked Questions)

Q: How do I log in?

A: First you will need to go to the website: <https://citrusresearch.agiloft.com/logins/citrusresearch-login.htm>

You will then need to click “Sign up for an account”

Your information and a valid email address are required for an account. You will receive an email confirmation immediately upon clicking save. Once your account is verified you can log in and fill out a proposal.

Q: I am trying to save my proposal but I keep getting an error message.

A: There are a number of mandatory fields which require text before you are allowed to save the proposal. If you need to save and fill out the form at a later time, make sure filler text is in the required fields and you should be able to save the proposal.

Q: How many times can I save my proposal?

A: As many times as you like. Just remember that there needs to be text in the mandatory fields. Keep in mind that once you click ‘Submit’ you will not be able to make any additional changes.

Q: I filled out the form in Word and after copying the text into the proposal form, it says I am over the character count but Word says I am under the limit, what is going on?

A: We made the decision to allow html formatting in our proposal application to include bold, italicized, and underlined text in the proposal. Html, however, takes up additional characters that aren’t seen when filling out the application. MS Word can also have a large amount of html coding hidden in the background. When you copy from Word, it grabs the hidden html code and may cause the character limit to be exceeded. You can review the extra text by clicking on the ‘Edit’ button underneath the text field and toggling to ‘Source HTML’.

Q: What happens once I click “Submit”?

A: Once you click on the ‘Submit’ button, the proposal is sent to the CRB offices and you will no longer be able to make changes to your proposal.

Q: What attachments should I upload?

A: As specified in the RFP, we are requesting a completed Gantt Chart (pdf format preferred) a two page (maximum) Curriculum Vitae (CV) for the PI and any collaborators, and letters of support from all collaborators. These will be the only attachments passed along to the board as they review full proposals. Please do not include any templates or Power Point slides as these extra files will not be considered in your proposal.

For any additional questions that are not answered here please contact the Citrus Research Board by E-mail at [research@citrusresearch.org](mailto:research@citrusresearch.org) or by phone at 559-738-0246. Our business hours are 8am-5pm PDT Monday-Friday.