



## **Citrus Research Board Pre-Proposal Frequently Asked Questions**

### *How do I create an account?*

In order to access our new RFP website, you must create an account with us. Below the “forgot your password” link is where you will click to create an account

### *How do I verify my account?*

You will receive an email within minutes to the email address you used to register. If you do not see this email please check your spam folder.

### *What is my account username?*

Your account username is the email address you used to register.

### *It says I already have an account created but I didn't register myself.*

Someone may have registered you as a collaborator. This means you are already in our system. Please click that you have forgotten your password and reset it. You can then log in.

### *My e-mail address has changed but I would like to access my previously submitted pre-proposal and proposals.*

PIs and collaborators are sorted within the online system by e-mail address, please contact the Citrus Research Board at [support@citrusresearch.org](mailto:support@citrusresearch.org) to modify the e-mail address associated with your account.

### *What is the difference between the SAVE button at the top, the SAVE button at the bottom, and the SUBMIT buttons?*

The SAVE buttons at the top and bottom are for convenience as you fill out the form. They both save your work so you can return later to update your Pre-Proposal. Make sure you save often!! The SUBMIT button is for when you have completed the form and no additional changes need to be made. Once your application has been submitted it cannot be modified.