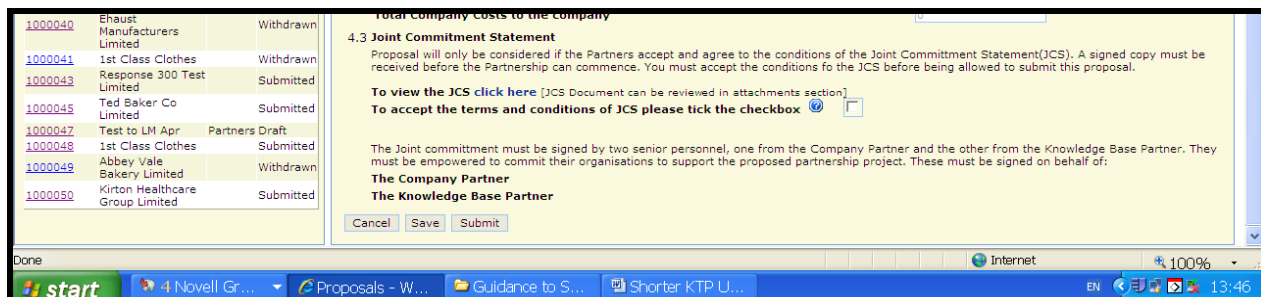


## Submitting the Proposal

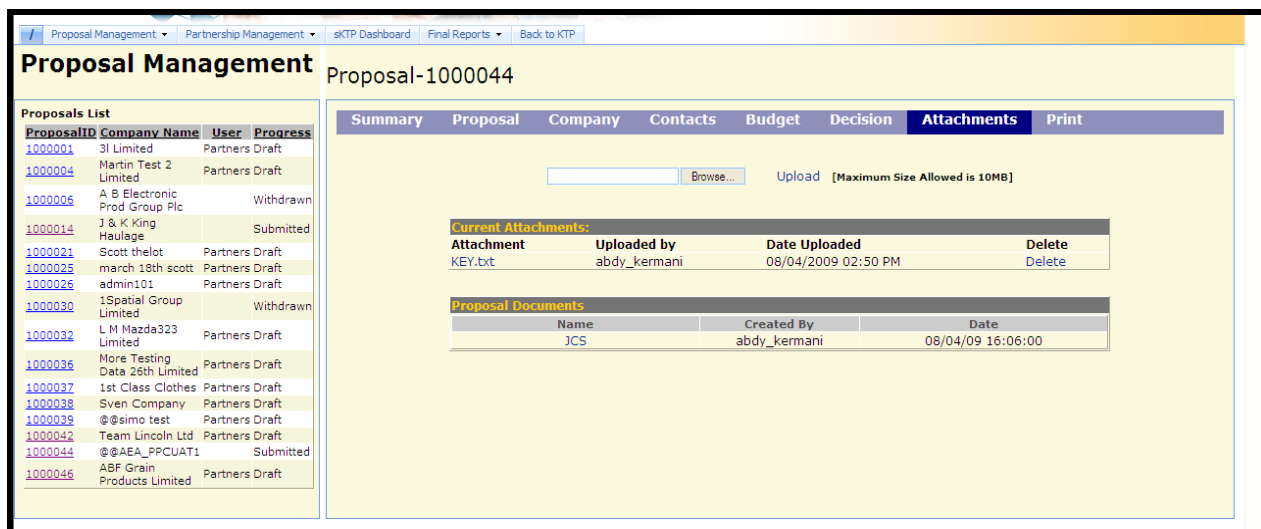
### Joint Commitment Statement

A proposal cannot be submitted unless the terms and conditions of the JCS are accepted.



You need to tick the box provided in the on-line form, but you also will need to attach the signed JCS in the Attachments TAB.

If the JCS Tick Box cannot be viewed it is most likely that key information is missing from the Summary Section or information about each supervisor is missing. Please check the Summary Section and Contacts for missing information first before reporting an error.

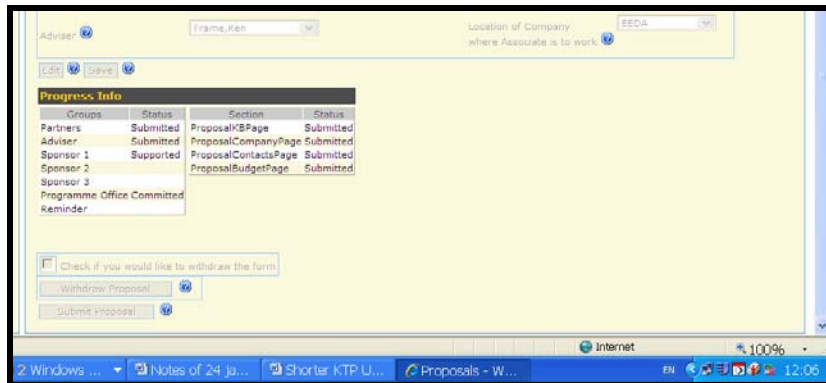


### Completing Each Section

Each Section of the proposal has to be **completed successfully** and its status changed to **'Submitted'** before the Partnership is permitted to submit the proposal to the next stage. In the following example each Section the Status is shown as **Submitted**.

- Proposal
- Company
- Contacts
- Budget

When the Partnership is finally ready to submit the proposal to a KTP Adviser for review it should return to the **Summary Section** and select the **Submit Proposal Button** from the bottom of the page. If submitted correctly the status of the proposal for the Partners will change from Draft to Submitted.



1. It is recommended that you visit each section in Turn. Select Edit Mode and then submit. Once a Section has been submitted you will not be permitted to edit it further.
2. This action causes an automated email to be sent to the KTP Adviser identified in the Summary. The Adviser is required to review the proposal before either asking for additional information from the Partnership or by then making a recommendation to at least one or more Funding Organisation.

If you wish to see what progress has been made return to the Summary Section at any time.