

2018 Lawrence W. O'Toole Award Nomination Submission Directions

Please follow these steps to submit your nomination through the Foundation's online portal:

- A. Portal User Registration:
 1. If you are an individual NOT associated with an organization (a student, parent, etc.) [click here](#) to register as a New Portal User.
 2. If you are associated with an organization (school, non-profit, etc.) and you have not previously used the portal [click here](#) to register as a New Portal User.
 3. If you have submitted a proposal to the Foundation in the past, you can skip to Step B. and use that login information for submitting a nomination.

- B. Click on the [application link](#) that will take you to the login page.

- C. Once you log in you will see three tabs: Details, Attachments, Review & Submit
 1. Details (Fill in the fields. Fields with a red line are required. Scroll over the yellow circle with the question mark in it for more information about the field.)
 - i. Fill in the name of the Nominee in the Request Name field and click Save. Your application has now been started and is saved in the system. You will see some additional information filled in and can now access templates described in this RFP at the bottom of the Details Tab. You can Save (and log out) and return to your proposal at any time before submitting. To return to your application, log in [here](#) using your username and password. Do not use the link above as that would start a new application. ii. Links to the *Grantee Letter of Support Template* and *Teacher Proposal* forms are located at the bottom of the Details Tab. These two forms must be filled out for your nomination to be considered.
 - a. Any templates downloaded from the Details Tab will need to be saved in your system and uploaded as new documents in the Attachment Tab.
 - iii. Click Edit to finish filling out the Details Tab.
 - iv. Click Continue when finished.
 2. Attachments
 - i. Please attach the *Grantee Letter of Support* and *Teacher Proposal* forms. These can be downloaded from the bottom of the Details Tab. ii. Only one document can be attached per field. A second document uploaded into a field will override the first one.
 3. Review & Submit – Once a nomination has been submitted it cannot be edited. It will be available as view only.

- D. If you are submitting as part of an organization, click on the Profile link in the upper right corner and fill in the required fields on the Organization tab.

If you have a question regarding the portal or run into a problem submitting your application please contact Stephanie Cheney at 781.348.4240 or scheney@nmefoundation.org. If you have questions about the award process or criteria, please contact Chiara Wegener at cwegener@nmefoundation.org.