FULBRIGHT-HAYS DOCTORAL DISSERTATION ABROAD (84.022A) G5 APPLICATION SUBMISSION OVERVIEW
Step 1: Registering with G5

To register go to www.g5.gov and click the "Sign up" link.

The image displays the G5 Welcome Page and has an arrow pointing at the "Sign Up" link which moves the user to the next screen for registration.
Step 1: Registering with G5

ED Employee / ED Contractor *  
No

First Name *  
John

Middle Initial  

Last Name *  
Smith

Telephone No. *  
1231231234

Fax No.  

Email Address *  
johnsmith@reviewer.com

Confirm Email Address *  
johnsmith@reviewer.com

Address 1 *  
4000 Massachusetts Ave

Address 2  

City *  
Washington

State * +  
DISTRICT OF COLUMBIA

Province  

Zip / Postal Code * +  
20002

Country *  
USA

The Sign up > link brings you to the User Registration screen. This screen requires you to enter the fields marked by a red asterisk. The telephone and fax number must be ten numbers only. You must register with a valid email address in order to receive the activation link for your account. When you have finished completing the form click the Continue button.
Step 1: Registering with G5

✓ By applying for this user ID, I acknowledge that I understand the following: The data processed in G5 is sensitive financial data and Privacy Act data that requires protection from disclosure to unauthorized individuals. Please do not share your passwords or login account information with anyone. Sharing of user account information will result in a loss of system access.

Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &; ; %, etc). For example, "Education1", "Kentucky$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

☐ Agree  ☐ Disagree

The Summary screen allows you to review and verify the information entered. If you agree to the terms listed in orange, select the Agree radio button and click the Submit button.
Step 1: Registering with G5

User Registration

✅ An account activation notification will be sent to your email address.

Your Account request has been submitted.

First Name       John
Last Name        Smith
Email Address    johnsmith@reviewer.com

You will then see a Confirmation screen like the one above.
Please note that a link will be emailed to you at the email address you provided.
Step 2: Activating Your Account

Shortly after you register you will receive an email message similar to the one below. Click the link and it will take you to G5 to activate your account.

John,

Your Account Request has been received. Your user G5 user id is johnsmith@reviewer.com. Click on the link below to activate your account.

http://g5etst/ext/wps/portal/!ut/p/c0/dZBBb8IwDIX_0ZykKzS3ISEBZROaYNPaS2WKWwxNuqWhk_j1tEjcguyDn_y9J8uQw1AWe67Rc2uxgR_IJ8VnuvhezbQQm3QuhXqfJ5vF-isSQkAG-fT5fgq7MbGOi0tHzqDFmgxZX5BBbiA7tUfbGfbHN0c90z-5I7l1Ycso-QBZuv1Y7ZZCRiqWYbLBzls0BNl2zA5DFbsHIQ5XhCFHxfqVOcRkypRMhavWkVJFOax9NzfX1e2h8ESV3upSaMehgp-z7i_0r1nN3GWEo4!/

Should you have any questions, please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) or email edcaps.user@ed.gov.
Hours of operation: 8am-6pm Washington DC time Monday-Friday.

Please note depending on your email provider, the link may be re-formatted. If clicking on the link directly does not work, you can try copying the entire link and pasting it into your browser.
Step 2: Activating Your Account

The link in your email will bring you to the Account Activation screen. Please read the user agreement, click the Agree radio button to acknowledge your compliance, and click the Submit button.
Step 2: Activating Your Account

Read the G5 User ID and Password Memorandum and click the Continue button.
Step 2: Activating Your Account

Please fill out the form below to activate your account. An * indicates a required field.

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- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &, ;, %, etc). For example, "Education1", "Kentucky$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

User ID/Email: johnsmith@reviewer.com
First Name: John
Last Name: Smith

Password * 
Verify Password *

Security Question * Select One
Security Answer *

Next you will see the screen above. Enter the required fields and click the Continue button to finalize your activation.
Step 2: Activating Your Account

Click the Activate button to confirm the information you have entered and activate your account.
Step 2: Activating Your Account

This screen tells you that your account is now activated. By default, you will be granted the applicant role. The system will also send you an email confirming that your account has been activated. The email will include a link to the G5 web page where you can log in using the password you just created.
INITIATING AN APPLICATION FOR A FELLOW
A Project Director and Fellow registering in G5 for the first time will be prompted to update their profile after they initiate the log in activation link. They **MUST** select **NO** when asked “Are you a Project Director / State Director?”

Logging in as a Fellow

A Project Director and Fellow registering in G5 for the first time will be prompted to update their profile after they initiate the log in activation link. They **MUST** select **NO** when asked “Are you a Project Director / State Director?”
A list of applications in progress can be viewed by selecting “Package Submission” from the Grant Setup header.
To start a new package users should select the Initiate a New Application button.

Applications in progress are listed in the Application Packages screen shown below—Here you can Modify, Delete, Submit/Unsubmit or Initiate applications.

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Note: To add a new Application Package to your Start Page, click on the Initiate New Application button below. Clicking the button will display a list of application packages. From that list, you may choose a currently available package to add to your Start Page.
Selecting “Initiate New Package” will populate all of the available applications. After selecting the 84.022 package radio button, the user will be prompted with a question.
The **Fellow** must select **NO** to this question: “Are you registering as a Fellowship Fulbright – Hays Doctoral Dissertation or Faculty Abroad Director?”

(The **Project Director** must select **YES** when asked this question)
The selected application will be added to the package list

### e-Application

#### Application Packages

✅ The action was successful: The Package has been added to your list.

My Start Page/My Application Packages

The table below displays the list of packages that have been initiated. You may select a package to work on or view details.

<table>
<thead>
<tr>
<th>Select</th>
<th>Fiscal Year</th>
<th>CFDA/Subprogram</th>
<th>Schedule No</th>
<th>Package Title</th>
<th>Closing Date</th>
<th>Package Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td>84.019A</td>
<td>1</td>
<td>FY 2011 Fulbright-Hays Faculty Research Abroad Application</td>
<td>11/02/2011 04:30 PM Washington DC Time</td>
<td>Submitted</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>84.018A</td>
<td>1</td>
<td>APPLICATION FOR THE FULLBRIGHT-HAYS SEMINARS ABROAD PROGRAM</td>
<td>08/31/2011 04:30 PM Washington DC Time</td>
<td>Unsubmitted</td>
</tr>
</tbody>
</table>
Once applications have been added you can alternatively view Application Packages, by selecting "Click Here" to view My Applications from the Home Page after logging in.
Once an application package has been selected for modification, the fellow will be presented with a list of forms associated with the package.

<table>
<thead>
<tr>
<th>Select</th>
<th>Form Title</th>
<th>Form Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Doctoral Dissertation Research Abroad Program (022) (Required)</td>
<td>Blank</td>
</tr>
<tr>
<td>🔄</td>
<td>OPE-Fulbright-Hays Graduate Student Ref Form (022) - 1 (Required)</td>
<td>Blank</td>
</tr>
<tr>
<td>🔄</td>
<td>OPE-Fulbright-Hays Graduate Student Ref Form (022) - 2 (Required)</td>
<td>Blank</td>
</tr>
<tr>
<td>🔄</td>
<td>OPE-Fulbright-Hays Graduate Student Ref Form (022) - 3 (Required)</td>
<td>Blank</td>
</tr>
</tbody>
</table>
Below is a sample Referee form that the Fellow will need to complete to initiate the referral process. Upon completion the Referee will receive an email with a link which will allow him/her to complete a recommendation on behalf of the fellow.

Be sure to verify that the email address of your referee is correct. G5 will send the referee request to the email address you input in this screen.
A referee **CANNOT** submit a referral if the Fellow or the Project Director have submitted their application packages.
After the Referee has filled out and submitted the reference form, the status of that form will then change to “Complete”.

If the fellow needs to change referees, then the reference form will need to be modified, and any previous information entered will be deleted.
When the fellow tries to submit their package, they are prompted with a warning similar to the message shown below.
Helpful Hints

• A Fellow cannot submit their application after the Project Director has submitted the institution’s application.

• The Project director must first unsubmit the institution’s application if a fellow wants to unsubmit their application.

• A referee cannot submit their recommendations if a fellow or project director has submitted their application.

• The Project Director and the Applicant must be associated with the same institution in G5.