SIMPLIFIED APPROVAL PROCESS ONLINE SUBMISSION SYSTEM (SAP OSS)

User Guide

Version 1.0

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1   Introduction

This user manual provides Accredited Entities (AEs) and National Designated Authorities (NDAs) with the necessary information to effectively use the Simplified Approval Process Online Submission System (SAP OSS).

The SAP OSS improves the efficiency and transparency of the SAP review process for concept notes and funding proposals. The system is connected to the AEs and NDAs' portals, where all the information and documents related to their proposals can be accessed.

The online submission system provides improved experience, communication and connection between the NDAs/focal points, AEs and GCF Secretariat.

1.1   OSS Overview

The purpose of this online system is for AEs and NDAs to submit Concept Notes (CNs) and Funding Proposals (FPs) using a new online system. AEs and NDAs will access the SAP OSS via their GCF Apps portal, under the tag SAP Portal.

In the portal, AEs and NDAs are able to create and upload their CN and FP as well as keep track of changes to their submitted projects. The system will save the drafts and updates of the AEs and NDAs until the submission is completed.

2   Getting started

The AEs and NDAs can access the OSS on the GCF Website in the login section. Please contact GCF ICT service desk (servicedesk@gcfund.org) for any technical difficulties experienced when accessing the portal.

2.1   Setup considerations

To access the system, an internet connection is required. If the internet connection is not stable, work can still be completed on the form, however, to submit the form a stable internet connection is needed.

It is recommended to use Mozilla Firefox, Google Chrome or Microsoft Edge. Although Microsoft Internet Explorer 11 can also support the system, the GCF Secretariat recommends using one of the browsers previously mentioned.

2.2   Accessing the system

The AEs and NDAs can access the system using their credentials to log into the GCF Apps Portal.

1.   Access the GCF Apps Portal.
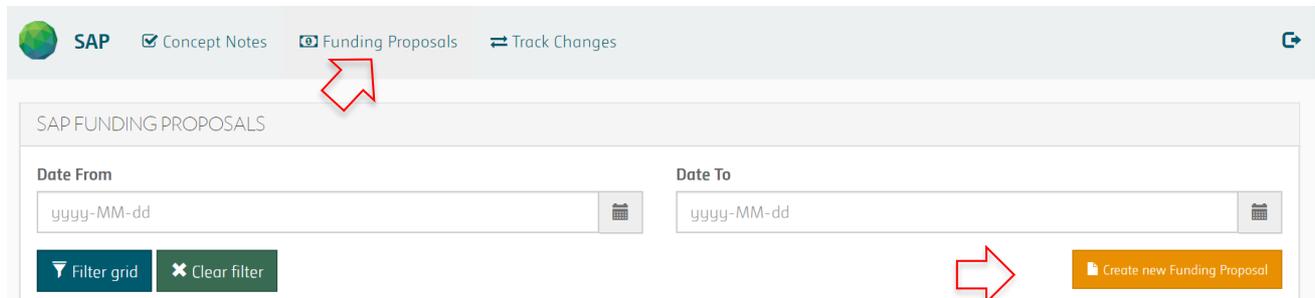2.   Log into the portal.
3.   Select SAP application.
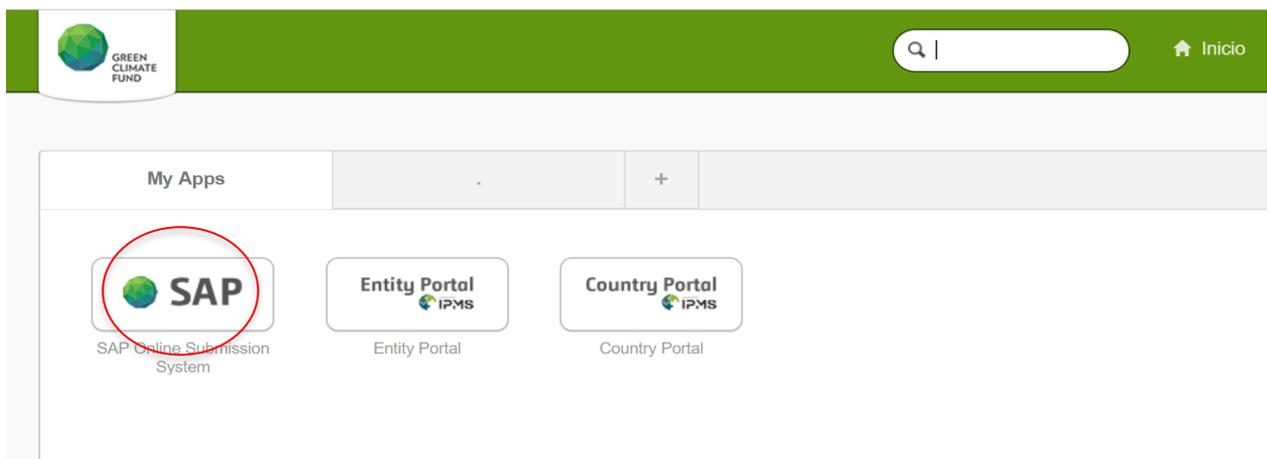
2.2.1   To create a CN submission:

1.   Click on the Concept Note window
   2.   Select Create New Concept Note
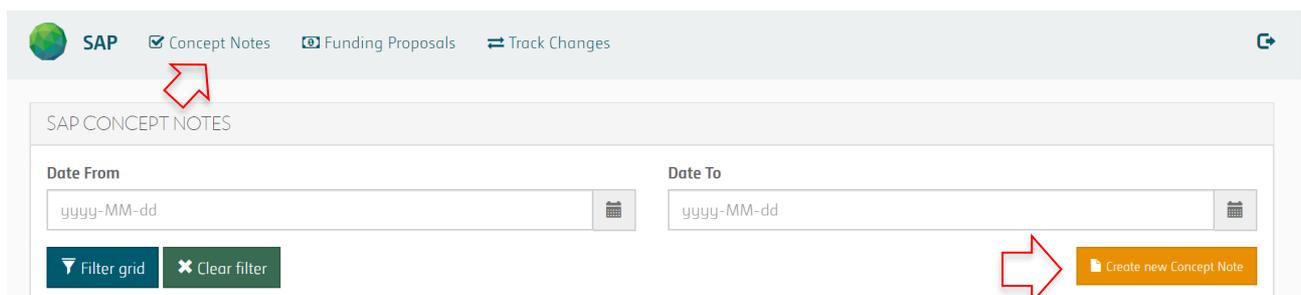
2.2.2   To create a FP submission:

1.   Click on the Funding Proposals window
2.   Select Create a New Funding Proposal

3   How to submit using the OSS

3.1   Before starting the submission

Before starting the submission of a Concept Note or Funding Proposal, please read and take into consideration the following points regarding the system:

- The fields with a red asterisk are mandatory and therefore the proposal cannot be submitted until these fields are completed.

- The fields highlighted in grey are auto calculated by the system and therefore, don't need any data entry.

- Some questions will have a "Description" button to show detailed instructions on how to write the section.

- Once the currency of the project is selected, it cannot be modified in other parts of the application.

- There is a limit of words in some sections, such as section B, please keep your application within the number of words allowed by the system. If the answers exceed the number of words, the system won't allow the submission.

- In order to submit your SAP concept note or funding proposal the user must agree to a confidentiality disclaimer.

3.2 Submission of the Concept Note

In order to submit a Concept Note, all seven stages of the CN need to be fulfilled: General, ESS Checklist, A. Information, B. Details, C. Financing/Costs, Annexes and Focal Point.

1. **General Information:** In this page the AEs and NDAs need to fill in general details on the project, such as Programme title or Executing entity.

    Once the Concept Note is submitted, the Status of the CN is changed to "Submitted". In case of a resubmission, the system will change the status to "Draft" and once re-submitted, it will change the status to "Re-submitted".

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2. **ESS Checklist:** This section consists of a list of Yes or No questions on the risk factors of the project activities. Any "Yes" response to the below questions may imply the need of further clarifications during the review stage. Proposals with any of the risk factors may be considered under the regular project approvals process instead.

In the sign off section, please provide the name and contact information of the person responsible for the ESS and any other approvals.

For further information on the SAP ESS category please refer to the Guidelines for the Environmental and Social Screening of Activities Proposed under the SAP

To proceed to the following page, click on

3. **Section A Project/Programme Summary:** This section requires information on the programme and concise explanation of the concept note.

To proceed to the following page, click on [Next]

4. **Section B Project/Programme Details:** This section focuses on describing the context of the project/programme, providing details of the project/programme including components, outputs and activities, implementation arrangements and the potential for scaling up and/or transformational change.

To proceed to the following page, click on [Next]

5. **Section C Indicative Financing/Cost Information:** This section explains the financial instrument(s) and amount of funding requested from the GCF as well as co-financing leveraged for the project/programme. It also includes justification for requesting GCF funding, exit strategy and the description of stakeholder engagement.

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6. **Annexes:** This section provides a list of documents to submit, if applicable, with the concept note as well as optional documents as deemed necessary to supplement the information provided in the concept note.

<p align="center">**To proceed to the following page, click on** [Next]</p>

7. **Focal Point:** In this section, if applicable please indicate the focal points of the project.

8. **Submission:** When finalizing the Concept Note use the "Review the submission" button in order to submit.

3.3 Submission of a Funding Proposal

To submit a Funding Proposal

1. **Section A Project / programme summary:** This section highlights some of the project's or programme's information for ease of access and concise explanation of the funding proposal.
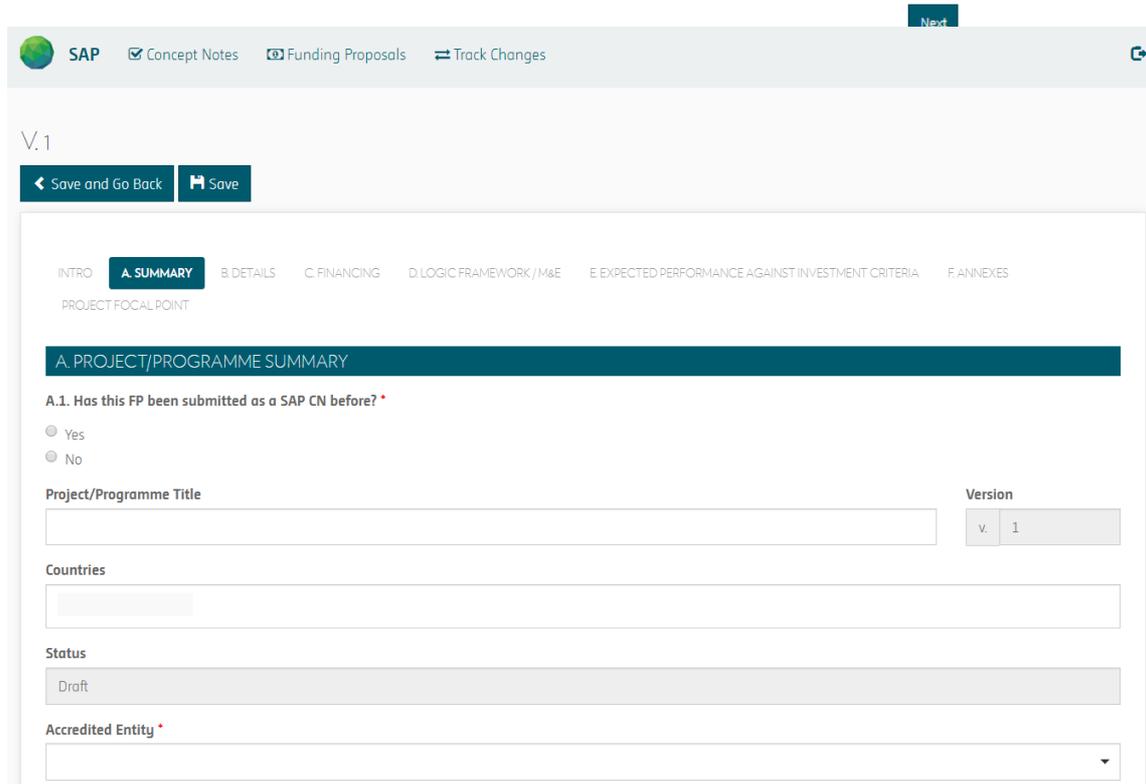
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2. **Section B Project/Programme Details:** This section focuses on describing the context of the project/programme, providing details of the project/programme including components, outputs and activities, and implementation arrangements.
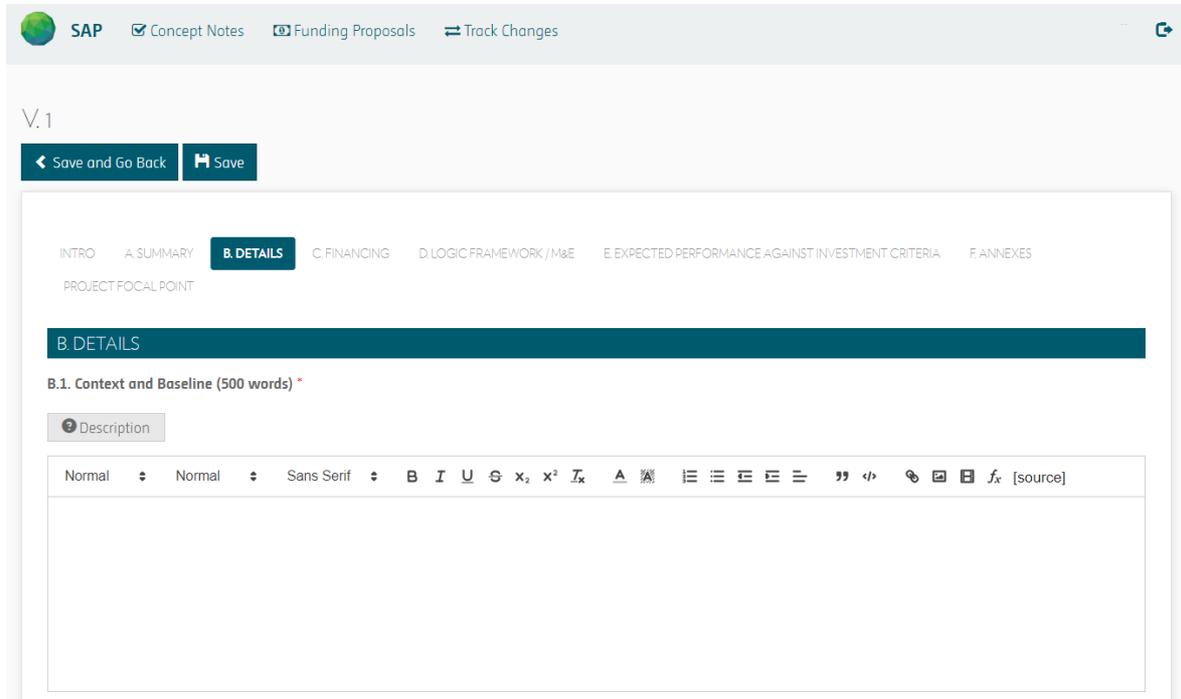
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3. **Section C Financing Information:** This section explains the financial instrument(s) and amount of funding requested from the GCF as well as co-financing leveraged for the project/programme. It also includes justification for requesting GCF funding and exit strategy.

To proceed to the following page, click on Next

4. **Section D Logic Framework and Monitoring, Reporting and Evaluation:** This section includes the logic framework for the project/programme in accordance with the GCF Results Management Framework and Performance Measurement Framework, and gives an overview of the monitoring, reporting and evaluation arrangements for the proposed project/programme.

To proceed to the following page, click on

5. **Section E Expected Performance Against Investment Criteria:** This section provides an overview of the expected alignment of the project/programme with the GCF investment criteria: impact potential, paradigm shift, sustainable development, needs of recipients, country ownership, and efficiency and effectiveness.
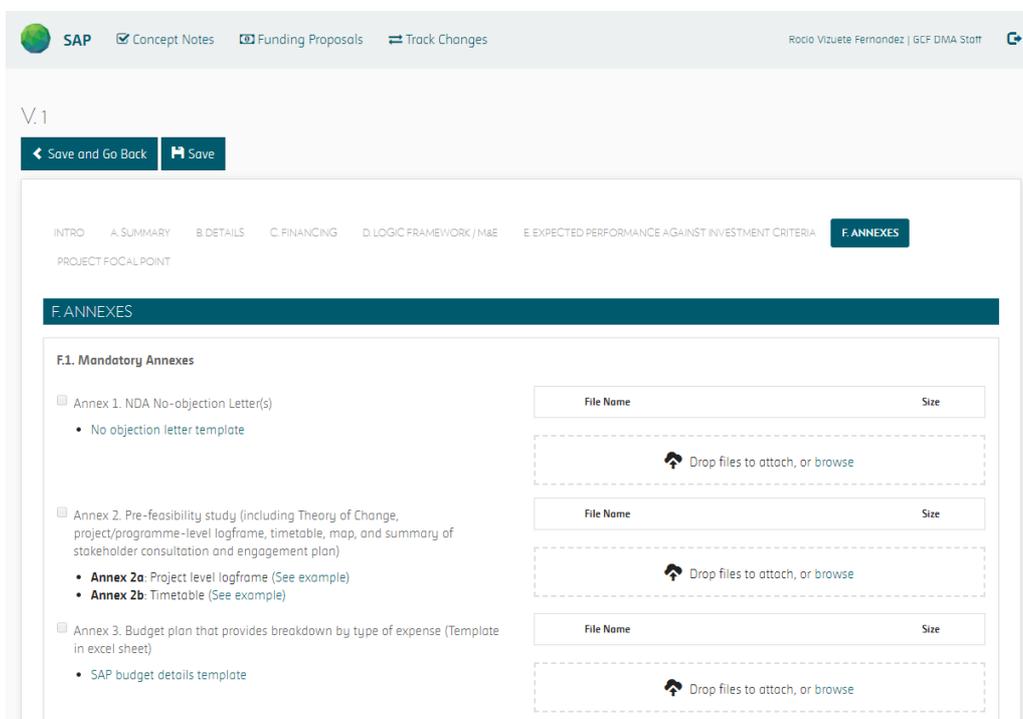

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6. **Section F Annexes:** This section provides a list of mandatory documents that should be submitted with the funding proposal as well as optional documents and references as deemed necessary to supplement the information provided in the funding proposal. A template is available for some of the annexes such as the No-objection letter, budget plan or gender assessment and action plan.
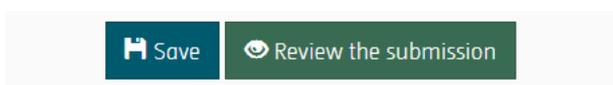

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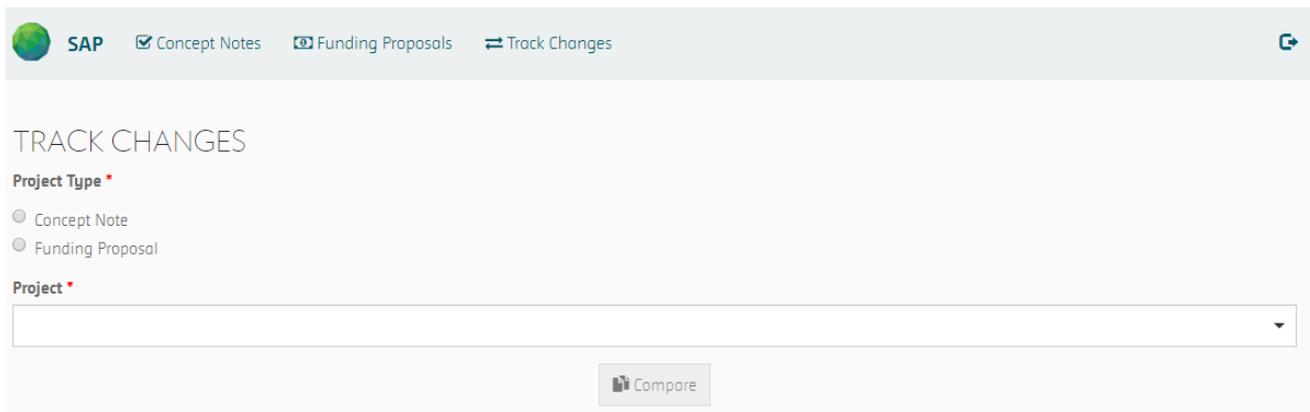7. **Focal Point:** In this section, if applicable please indicate the focal points for this project.
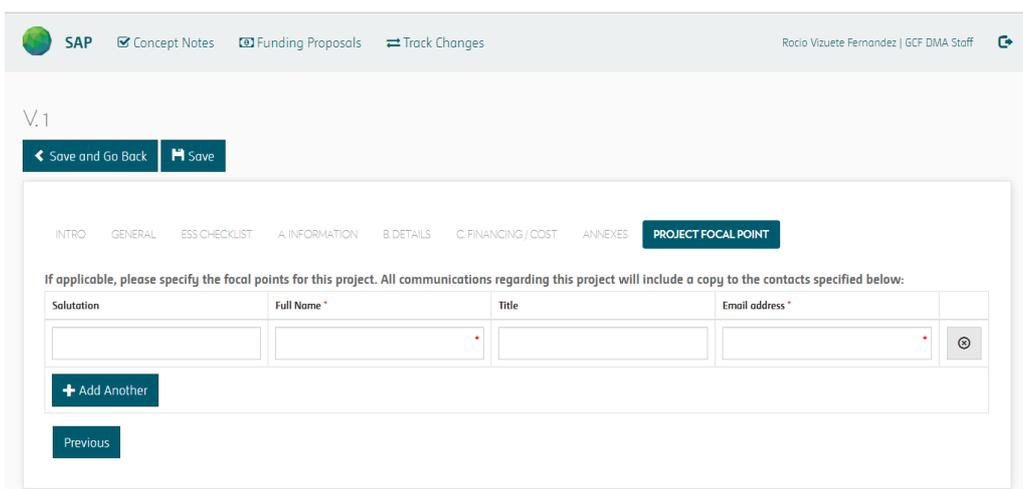
8. **Submission:** When finalizing the Funding Proposal use the "Review the submission" button in order to submit.

3.4   Track Changes

This tool allows the NDAs and AEs to track changes made in the Concept Notes and Funding Proposals between the different versions. This function is particularly relevant for organizations where more than one user is submitting the CN or FP. Using this tool, the user can see a side by side comparison of the two Concept Notes and Funding Proposals.

The system will show the AE or NDA the submissions made by their institution. The user will be able to search for the specific project under the project dropdown.