Endeavour Scholarships and Fellowships

2018 Round

Endeavour Online Application System
Step by Step Guide
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Before you start an application

✓ Print and read a copy of the Applicant Guidelines and the Frequently Asked Questions (FAQs) to gain an understanding of the program and what is required for your application http://internationaleducation.gov.au/endeavourapplications

✓ Review and ensure you meet the minimum eligibility requirements.

✓ Ensure you are eligible to apply and have chosen an Endeavour scholarship or fellowship category that is suitable for your proposed program.

✓ Familiarise yourself with questions and documents required by viewing the example application form.

✓ Ensure you have all the required supporting documents for the relevant Endeavour scholarship or fellowship category.

✓ Ensure you have a valid email address as all correspondence will be sent to this email address.

Your application does not need to be completed in one sitting.

Once you commence your application, you can move between pages. Please make sure you save prior to doing so.

You can return to work on your application at any time between the opening and closing date of the application.

You must complete and submit your application (including supporting documents, referees reports and nomination forms) prior to the closing date. Late applications and/or supporting documents will not be accepted.

Login to Endeavour Online

Once you have read through the information provided in the Applicant Guidelines, click on the applications tab on the Endeavour Scholarships and Fellowships website.

On the Applications page, click on the Access the Endeavour Online system link: http://endeavour.education.gov.au
You will then be taken to the registration screen.

**New user (Register now)**

If this is the first time you have logged on to *Endeavour Online*, you will need to click **Register now** and register with your name and email address. After registering your details you will receive an email with instructions on how to continue the registration process.

You should only use **one email address** to register. If you are applying for more than one scholarship or fellowship, you can register and create multiple applications under one email address.

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**Formatting Tips**

Please do not type your name in capital letters. The first letter of each name should be a capital letter, followed by lower case. For example:

*Correct: John Andrew Smith*

*Incorrect: JOHN ANDREW SMITH*

*Incorrect: john andrew smith*

If you only have one name, please enter a dash (-) in the *First Name* box.
Registration details

New User

New users will receive a registration email. You must click the link in the email to continue the registration process and choose your password. Once you have reconfirmed your password, click on save. You will then be taken to My details home page.

You will be required to complete Personal details, Citizenship and Residency, Residential Address and Equity and Diversity sections before creating a new application.

Once this process is complete you are a registered user of the Endeavour Online system and you can create an application.
Existing User

If you have already registered to *Endeavour Online*, click **sign in** and enter your email address and password to start or access your application. You will be able to change your login email address and password once you access your existing account.

![Sign in Form](image)

Forgotten Your Password?

If you forget your password, you will need to click **sign in** and **Forgotten your password?** Enter your e-mail address you used to create your account and click on **Reset my Password**. A temporary password will be sent to you via e-mail, you will be asked to change your password the next time you log in.

![Forgotten Password Form](image)

Creating a new application

Registered users will be taken to the *News and messages* page.

Click on **Applications** to create a new application. You will be given the option to create a **new application** or view **existing applications**.

![News and messages](image)
When you select *create a new application*, you will be presented with a list of Endeavour categories that you are eligible to apply for based on your citizenship/dual citizenship and permanent residency status.

Select the Endeavour scholarship or fellowship category and level you wish to apply for and click on *Save*.

If the system indicates that you are not eligible for a scholarship or fellowship you wish to apply for, please refer to the eligibility requirements in the Applicant Guidelines.

**Introduction**

The first screen of your application is an *Introduction* and contains important information. We encourage all applicants to read and ensure they understand the information on this page, including the *Authorisation, Privacy and Declaration*.
Managing your personal and log-in details

By clicking *My Details* you can edit your personal and log-in details at any time.
Attaching supporting documents

Please refer to the Applicant Guidelines to view the supporting documents required for the category you are applying for. To attach a supporting document to your application, click on the Upload button.

The Upload Document Box will appear.

Select the document type, for example, Evidence of Citizenship. Click Browse and find the required supporting document from your drive and click the Upload button.

It is the same process to add more than one document. Successfully added documents will appear in your application.

Each supporting document must be under 10 MB in file size.

Please note the minimum and maximum number of supporting documentation that can be attached is shown in each area of the application.

Naming your Supporting Documents

Please use the following convention when naming your supporting documents:
Your Name_Application Number_Type of Document

Examples:
MaryJones_56789_Certified passport
John Smith_12345_Certified Bachelor degree transcript
How to Delete Supporting Documents

To delete a supporting document, click on the Trash Can icon.

Referee reports

How to add the details of a referee to your application.

Click on Add referee icon. The referee details box will appear.

Enter your referee details and click Save.

Your referee will automatically be emailed a referee report to complete and submit electronically. Once your referee has completed and submitted a referee report the Status will change from request sent to complete and the document will appear in your application. Should a referee not receive the referee report request please ask them to check their junk email inbox.
Referee report status

Request sent – A request has been sent to the referees/nominators email address.

Complete – A referee/nominator has completed their report.

Declined – A referee/nominator has declined to submit a report.

You must have two (2) referee reports in complete status to submit your application.

Host nomination form
Applicants of the following categories must provide at least one, and no more than three completed nomination form to support their application for each separate host organisation.

- Endeavour Research Fellowship
- Endeavour Executive Fellowship
- Endeavour Queen Elizabeth II
- Endeavour Postgraduate Scholarship (Australians only).

Applicants may submit up to three completed nomination forms however must have at least one (1) nomination form in completed status to submit their application. For further information please read the Applicant Guidelines.

Adding a nominator follows the same process as adding a referee, as outlined above.

It is the applicant’s responsibility to monitor and maintain referee reports and nomination forms and ensure they are completed in sufficient time to submit their application by the closing date.
Editing your application

Please complete the required fields on each page of your application.

When you have successfully completed each page of your application (including attaching the required supporting documents) a tick will appear next to the page on the left side of your application.

The application system automatically saves changes to your application.

To go to the next page of your application, click next.

A completion status bar also shows the percentage of your application you have completed.

You can return at any time prior to the closing date to continue to work on your application.

All pages must be ticked before you can submit your application.

If you are experiencing slow internet or a delay in the system, we suggest you try the following:

- Using Chrome instead of Internet Explorer
- Log out and log back into your application
- Close down any documents that you are not using as it may be slowing down your browser
- Attempt to edit your application at different times throughout the day due to internet availability in your location, region or country.
Submitting your application

Before you can submit your application, you must:

1. Complete all required fields in the application
2. Attach all required supporting documents
3. Have two referees (and one host nomination, if relevant) in a status of “complete”.

Once all the required pages in your application have been completed press Submit.

Please review your application carefully before you Submit. You cannot make changes or add additional documents to your application after it has been submitted.

A submit application form box will appear, please read the Authorisation, Privacy and Declaration, once read please select the tick box and click submit.

When you have successfully submitted your application, a confirmation window will appear.
The system will send a confirmation email to you, including a .pdf version of your application.

Please write down your application number for future reference as you will need to quote this number in all correspondence with the Endeavour Management Team.

To view and print a .pdf version of your application once you have submitted, click *Print*.

If you have received a “validation issues” warning, you have not fully completed the application. You must complete the sections listed.

![Validation issues]

Please address the following issues before continuing:


![OK button]
IT FAQs – Frequently Asked Questions

Below is a list of common questions regarding usage of the Endeavour Application system. If you are experiencing an IT issue not mentioned below please send in an email to endeavour@education.gov.au and include the following information so the Endeavour IT Team can investigate the issues you have been experiencing. If you do not provide the below information, the Endeavour IT Team may not be able to respond to your issue.

- login email address
- internet browser and version
- type of computer e.g. PC, Mac
- links being used to access the system
- the issue you are experiencing
- actions you are taking when you experience the issue
- any error messages appearing
- screenshots.

I have forgotten my password
If you have forgotten your password you can retrieve it by following these steps:

- click the ‘sign in’ button
- type your email into the ‘email address’ field click the ‘forgotten your password’ button
- an email will be sent to you with the details.

My account is locked
If you have failed to log in to the system three (3) times, your account will be locked for your personal security. An email to unlock your account will be sent to your registered email address. Once your account is unlocked you will then be instructed to change your password.

My host organisation does not appear in the drop down list for proposed host organisation, what do I do?
You are able to type this in manually by placing your cursor into the box and manually type it in.

Why am I unable to submit my application?
Only once all of your referees reports and nomination form (if applicable) are in the status of “complete” you can submit you application.

Applications which are not submitted and left in “draft” status will not be considered.

My referee/nominee has not received the electronic form.
While the application round is open you can re-send the referee report/nomination form by going to the referee/nominee section of your application and clicking on the ‘re-send’ button next to the referee/nominator who you wish to resend the form to. You may only resend a form once every hour.

Please ensure the referee/nominator’s email address entered into your application is correct. In addition you should ask your referee/nominator to check their junk email folder as the email invitation may have been re-directed to there. It is the applicants’ responsibility to follow up with their referee to ensure that their report is submitted well before the closing date.
I’m having problems with the Endeavour Online system. What should I do?
There are a few things you can try if you continue to experience further issues:

1. Try using a different computer which is connected to the internet via an ADSL connection.
2. Try to login with only one internet browser running.
3. Try to login using a different internet browser.
4. Try a force refresh / force reload of your browser.
   - Internet Explorer ... press Ctrl + F5 (on a PC)
   - Google Chrome ... press Shift + Ctrl + F5 (on a PC)
   - Safari ... Alt + R (on a PC); Apple + R (on a Mac)
5. Navigate to the Login page. Refresh your browser as per the above. Try logging in again.

If these steps do not resolve the issue, you will need to contact the Endeavour Management Team at endeavour@education.gov.au with your application ID and screenshots of the error.