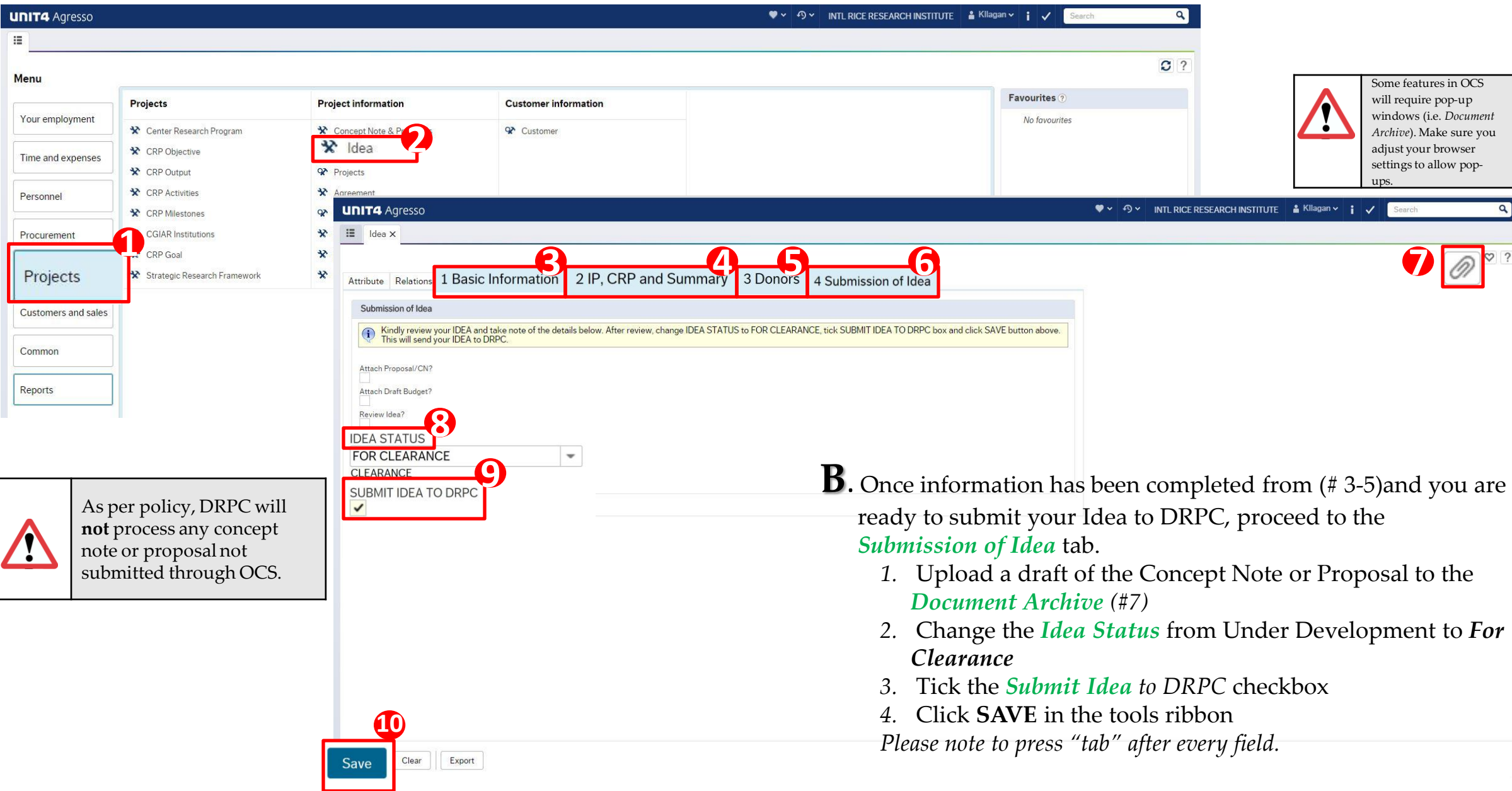


Submitting an Idea or Concept Note/Proposal

A. Navigate to **Projects** menu > **Project Information**> **Idea**
Provide the information about your idea on the Idea master file.



1 Projects

2 Idea

3 1 Basic Information

4 2 IP, CRP and Summary

5 3 Donors

6 4 Submission of Idea

7 Attachment icon

8 Review Idea?

9 SUBMIT IDEA TO DRPC

10 Save

Some features in OCS will require pop-up windows (i.e. *Document Archive*). Make sure you adjust your browser settings to allow pop-ups.

As per policy, DRPC will not process any concept note or proposal not submitted through OCS.

B. Once information has been completed from (# 3-5) and you are ready to submit your Idea to DRPC, proceed to the **Submission of Idea** tab.

1. Upload a draft of the Concept Note or Proposal to the **Document Archive** (#7)
2. Change the **Idea Status** from Under Development to **For Clearance**
3. Tick the **Submit Idea to DRPC** checkbox
4. Click **SAVE** in the tools ribbon
Please note to press "tab" after every field.