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General Guidelines

1. You do not need to complete this application in one sitting. To save your responses, click "Continue" located at the bottom of each page. You will be able to access any work saved during your next session after signing in using your username and password.
2. All fields in the application are to be completed in English. Only Latin or Roman characters will be accepted in your application; please do not use diacritics (i.e. diacritical marks or accents, such as: â, ç, ï, ñ, ?).
3. All fields marked with an asterisk (*) are required of all applicants for submission.
4. The technical proposal must be submitted as a Word document and the budget must be submitted as an Excel document. Templates for both documents are available in the application portal. Submissions which do not utilize these templates will be deemed ineligible.
5. If you wish to provide additional documents, it is strongly recommended that attachments be submitted in PDF format to preserve formatting and to ensure that special characters are properly rendered,
6. Country and region names within address blocks conform to ISO 3166 standards and default to the United States. To update, simply select the most accurate country and region options available.
7. After each session, it is recommended that you "Logout" once you have saved your work. For security purposes, please also close your browser tab or window.
8. Your session will time out after 60 minutes of inactivity.
9. The information provided on this form will only be used by the USAID Diversity and Inclusion Scholarship Program for internal purposes only.
10. Telephone calls or emails to the local DISP offices or its staff members (other than to the e-mail address stated in the solicitation), are not permitted, and may be regarded as grounds for disqualification.

FAQs

1) Can I create more than one account?

No, you can only use one account per application.

2) How do I get a PIN number?

The PIN number is autogenerated and will be sent to your email account that you registered with. After you receive the PIN number, you will log into your account with your email and PIN, then be prompted to set a password.

3) Which documents should I prepare before submitting?

You should prepare a technical proposal and budget using the templates available at usaiddisp.com. Additionally, you are welcome to upload supplementary materials that demonstrate your previous work's impact, such as brochures, research reports, samples of publications, and results of past programs.

4) We are based on Thai-Burma border, can we mention our address in Thailand?

Yes.

5) How do we get confirmation that we submitted our proposal?

The system will provide you with a tracking number upon submission, as well as a PDF copy of your submitted application.

6) Can I use a nickname?

No, please use your formal name that appears on your National Registration Card, Passport, or any other government ID.

7) Which currency should I use when referring to the total value of previous awards I've received?

Please use the U.S. dollar value.

8) We have not been funded by any other organization before. Is that a problem?

It is fine if you answer 'No.' However, you must list three professional references relevant to the work proposed in this grant application.

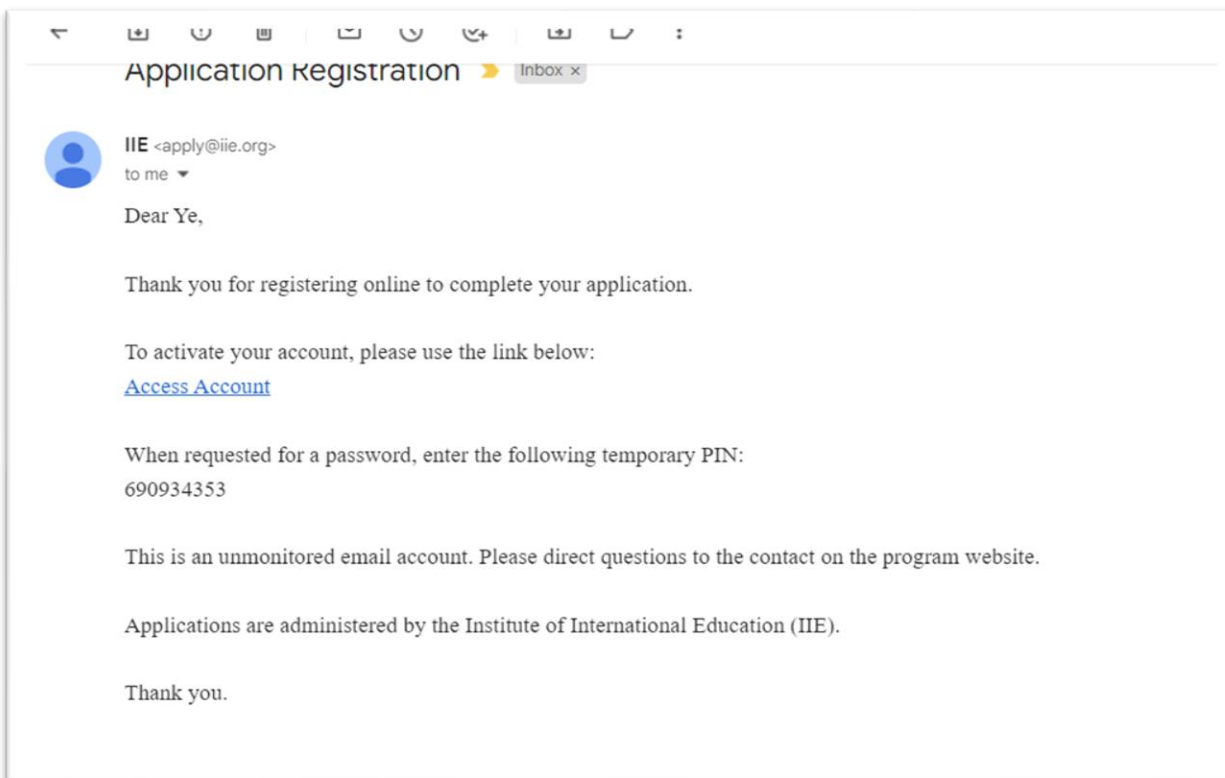
9) Can I update the budget and technical proposal after I submit my application?

No. You are provided with the opportunity in the application system to review before you submit your application.

Creating an Application & Logging In

Please see a step-by-step guide to completing the application as an organization with screen shots below.

1. Click the application link: <https://myapp.iie.org/dispgrant>.
2. You will be prompted to enter your email address, first name, and last name. If you are submitting an application on behalf of an organization, please use your email address associated with your organization, not your personal email address.
3. The system will then send a temporary PIN to your email address that you submitted in the step above.





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4. Copy and paste temporary PIN from email, click the link provided in the application, then log in.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email komyintzaw2002@gmail.com [switch](#)

Account Htut, Ye

Temporary PIN

Login

5. After you log in with the PIN, the system will ask you to set a password. Make sure you save a copy of the password in an accessible and secure place for future reference.

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

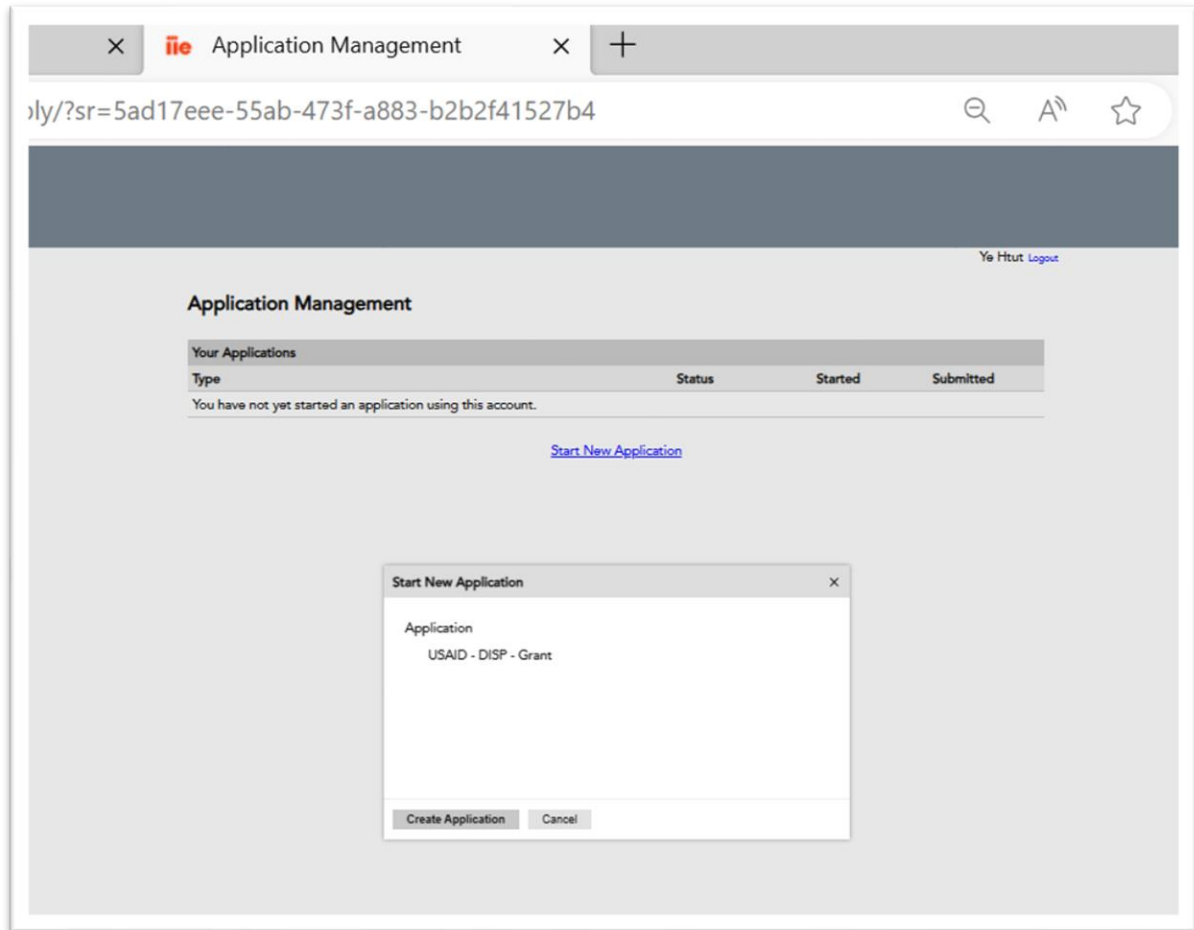
New Password (again)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

Set Password

Ye Htut [Logout](#)

- You will then be directed to an application management landing page. Click on **Create Application**. When you log back in later, you will be able to click on your existing application and access the application.



- After you create an application, you will be taken to the application landing page. Your name will appear in the top right corner. Please read through the application guidelines and then click **Continue** at the bottom of the page.



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USAID Diversity & Inclusion Scholarship Program Grant Application Guide

The screenshot shows the 'USAID DISP Grant Application Overview' page. The header includes the USAID logo and the title 'USAID Diversity & Inclusion Scholarship Program Grant Application'. A navigation menu on the left lists 'Home', 'USAID DISP Grant Application Overview', 'Data Privacy Statement', and 'Sign Up'. The main content area is titled 'USAID DISP Grant Application Overview' and contains a welcome message, a list of application steps (1-9), and general information about the application process. The steps are: 1. Data Privacy and Consent, 2. Eligibility, 3. Applicant Information, 4. Previous Experience, 5. Technical Section, 6. Grant Application, 7. Knowledge about USAID DISP, 8. Signature, and 9. Review and Submit Application. The general information section includes a list of rules for application submission, such as using Latin or Roman characters, preserving document formatting, and using the 'Continue' button at the bottom of each page.

8. You will see [Data Privacy Statement](#). Acknowledge the privacy statement by selecting yes and then selecting Continue at the bottom of the page.

The screenshot shows the 'Data Privacy Statement' page. The header includes the USAID logo and the title 'USAID Diversity & Inclusion Scholarship Program Grant Application'. A navigation menu on the left lists 'Home', 'USAID DISP Grant Application Overview', 'Data Privacy Statement', and 'Sign Up'. The main content area is titled 'Data Privacy Statement' and contains a welcome message, a list of application steps (1-9), and general information about the application process. The steps are: 1. Data Privacy and Consent, 2. Eligibility, 3. Applicant Information, 4. Previous Experience, 5. Technical Section, 6. Grant Application, 7. Knowledge about USAID DISP, 8. Signature, and 9. Review and Submit Application. The general information section includes a list of rules for application submission, such as using Latin or Roman characters, preserving document formatting, and using the 'Continue' button at the bottom of each page.



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9. The next page will ask you a series of eligibility questions. If you answer any of the questions with a response that does not meet the program's eligibility criteria, you will be redirected to the application overview page with a pop-up notification about your ineligibility. If you have any further questions about your eligibility after that stage, please contact grants@usaiddisp.com.

USAID Diversity & Inclusion Scholarship Program
Grant Application

Yé Htut Logout

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Eligibility

Application Type

☐ I am an individual applying for a grant funded by USAID DISP.
☒ I am an organization applying for a grant funded by USAID DISP.

Eligibility

Please select one of the options below:

☒ We are a higher education institution in the United States.
☐ We are a higher education institution outside of the United States.
☐ We are private institution providing education services in Myanmar.
☒ We are a non-profit organization providing education services in Myanmar.
☐ We are a non-profit organization providing vocational training for youth in Myanmar.
☐ We are a non-profit organization providing education services to Burmese people in the region surrounding Myanmar.
☐ We are a non-profit think tank organization conducting research related to education in Myanmar.

Are you currently affiliated with a political party in Burma?
☒ Yes
☐ No

Are you currently affiliated with the Armed Forces (State and Non-state Armed forces) of Burma?
☐ Yes
☐ No

Are you currently a State Administration Council government employee in Burma?
☐ Yes
☒ No

Are you currently affiliated with a Burmese government institution (this includes entities that the Government of Burma owns at least 50% share of or receive at least 50% of their financial support from the Government of Burma)?
☐ Yes
☒ No

[Continue](#)

10. Once you complete the eligibility section, you will be taken to the Applicant Information page. This looks different for individuals and organizations.



Applicant Information

11. Please follow the instructions on this page and provide the information as relevant and required. All fields marked with * are mandatory. You will be able to move forward to the next page without completing mandatory pages, but you will not be able to submit your application unless the fields are completed. *Note: When adding your phone number, the system requires you to enter your country code.*

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Applicant Information - Organizations

Organization Authorized Representative

Please provide the full name as it appears on your National Registration Card, Passport, or any other ID.

First Name*
Ye

Middle Name

Last Name*
Hlut

Current Position or Professional Affiliation*
Technical Lead

Primary Phone Number*
Please include country code
+1 959757723374

Secondary Phone Number
Please include country code
+1 959757723345

Email address at Organization*
komyintzaw2002@gmail.com

Alternate Email Address

Alternate Contact Person

Please provide the full name as it appears on your National Registration Card, Passport, or any other ID.

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Applicant Information - Individuals

Personal Information

Please provide your full name as it appears on your National Registration Card, Passport, or any other ID.

First Name*
Ye

Middle Name

Last Name*
Hlut

Date of Birth*
January 4 1976

Nationality*
Myanmar

Gender Identity*
Male

National Registration Card Number (If you have an NRC, please type your NRC number. If you do not have one, please skip this question).

City of Residence*
Yangon

State/Province of Residence*
Yangon

Country of Residence*
Myanmar

Current Position or Professional Affiliation
Freelance

Previous Experience

12. After you fill all required application information, click continue. The application will take you to the Previous Experience section. You must answer if you have previous experience with USAID and/or have experience working with another donor.
13. If you have previous experience working with USAID, you will be asked to provide the name of the project and USD amount of your award (if you were a subawardee, the total that you managed, not the total amount of the project). You can list up to three projects. Please list the most recent and relevant projects if you have managed more than three projects.
14. If you have prior experience working with another donor (international or local), you will be asked to list up to three donors and the total award amount in whichever currency the funds were awarded. Please list the most recent awards.
15. Finally, you will be asked to provide the contract information of three references. If you responded yes to working with USAID or another donor, you must provide the contact information for those donors.
16. If you don't have experience working with USAID or another donor and answered NO in the first part of this section, that is OK. However, you must provide three professional references. These should be professional references relevant to the work you are proposing in your application who can attest to the quality of your work/experience.

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Previous Experience

Previous Experience

Do you have prior experience (working with USAID? (Working directly with USAID or through another INGO)*)

☒ Yes
☐ No

1. USAID project name and amount of award*

CSO, 50000

2. USAID project name and amount of award

CBO, 50000

3. USAID project name and amount of award

Community Health, 50000

Do you have prior experience working with another donor?*

☒ Yes
☐ No

1. Donor and amount of grant/award (specify currency)*

SD, 60000 USD

2. Donor and amount of grant/award (specify currency)

FH, 50000 USD

3. Donor and amount of grant/award (specify currency)

AD, 75000 USD

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Previous Donor Information

Please provide contact information for three donors you've worked with previously. If you have no donor experience, please list three professional references relevant to this grant application.

Donor/Professional Reference 1

Contact Name*
U Hla

Organization Name*
UD

Email address*
SD@gmail.com

Phone number*
Please include country code
+1 95987873464

Donor/Professional Reference 2

Contact Name*
Daw Mya

Organization Name*
FH

Email address*
FH@gmail.com

Phone number*
Please include country code
+1 959876374

Donor/Professional Reference 3

Contact Name*
U Thu

17. At the bottom of this section, you can upload **up to three** documents that demonstrate your previous experience which is relevant to your technical proposal. This could include but is not limited to project or research publications and final reports.

Additional Documents

If you have documents (e.g., reports, publications, pamphlets) that demonstrate the work you are conducting relevant to this opportunity, you have upload up to 3 documents below.

The following files have been uploaded:

- 12/29/2023 - AboutUs_One_Pager_Fall_August_2023_1.pdf - 2 page(s) [Preview](#) [Delete](#)
- 12/29/2023 - Pocket Messaging Guidelines_Rev.pdf - 2 page(s) [Preview](#) [Delete](#)
- 12/29/2023 - 303mab.pdf - 89 page(s) [Preview](#) [Delete](#)

Note: You can only upload 1 document at a time. After choosing the file click on the Continue button below then come back to this page and upload the next document.

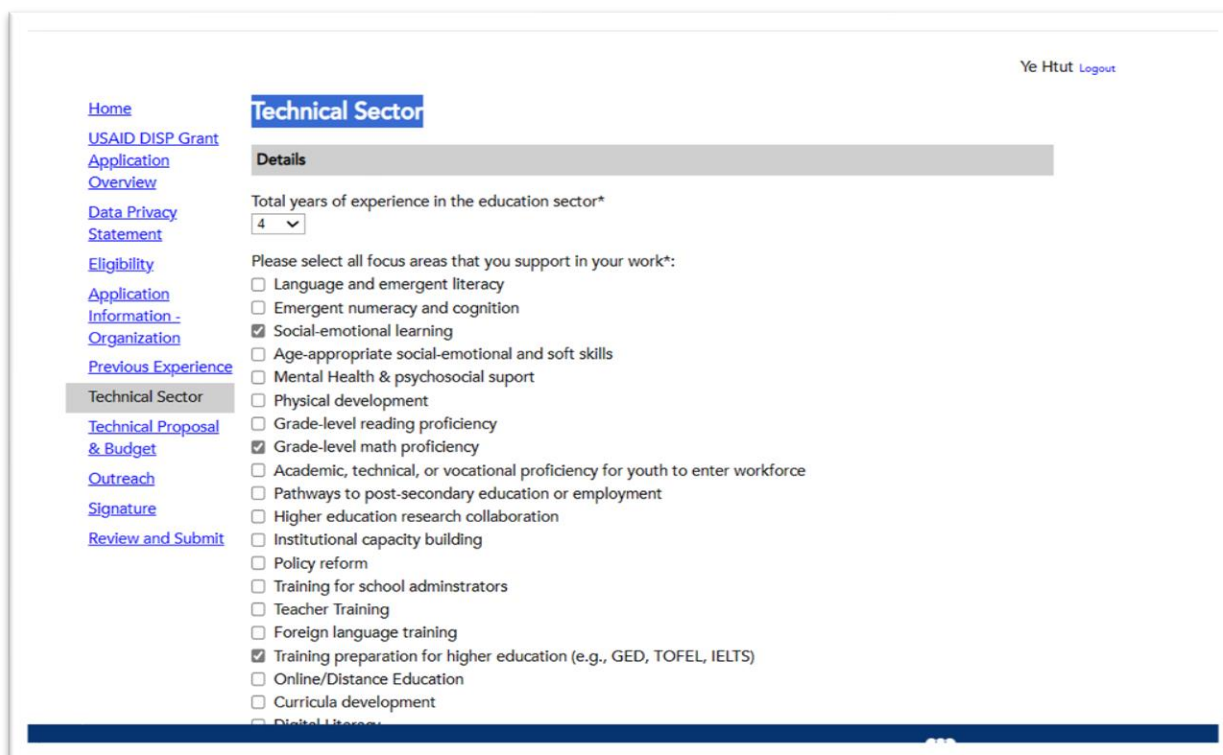
[Continue](#)

18. Click **Continue** and you will be guided to the Technical Sector page.

Technical Sector

19. On the technical sector page, please select all the technical areas that you support in your work related to your technical proposal. There is also a space at the bottom where you can include a relevant sector that wasn't included on the list. Click continue once you have selected all relevant fields.

Please only select focus areas that are related to your technical proposal and the number of years you've been supporting this work, as this section is being used to help USAID DISP identify the technical work each applicant is supporting.



Technical Proposal & Budget

20. In the Technical Proposal & Budget section, you will be provided links where you can download templates to both the technical proposal (Word document) and proposed budget (Excel). **You must use these templates, or your proposal will not be considered.** If you have any issues accessing the templates, please contact grants@usaiddisp.com.
21. Once you finish your technical proposal and budget, you will upload both documents on the same page. Click Continue to move to the next section, Outreach.



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Note: You can save and edit your application as you work on the different sections. You can also delete copies of your uploads. However, once you hit SUBMIT at the end of the application portal, you cannot revise the information further.

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Technical Proposal & Budget

Templates

To be considered for a DISP grant, you must submit *both* a technical proposal and a budget that supports the work outlined in the proposal. Please see the links to both templates below:

[USAID DISP Grant Application-Technical Proposal \(Word\)](#)
[USAID DISP Grant Application-Budget Proposal \(Excel\)](#)

Note: Submissions which do not use the provided templates will not be considered for a grant.

Uploads

Please upload your technical proposal and budget documents here:
The following files have been uploaded:

- 12/29/2023 - grant_budget_template.xlsx - 25 page(s) [Preview](#) [Delete](#)
- 12/29/2023 - grant_tech_prop_template.docx - 5 page(s) [Preview](#) [Delete](#)

Note: You can only upload 1 document at a time. After choosing the file click on the Continue button below then come back to this page and upload the next document.

Continue

Outreach

22. In this section, you will be asked how you heard about USAID DISP. Please select all that apply and/or type in an additional communication method not captured in the select list. This section is only for USAID DISP's internal data. Click continue.

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Outreach

Outreach Methods

For the purpose of collecting data on our outreach methods, please provide information below on how you heard about USAID DISP. Please choose all options that apply.

☒ Website
☐ Social Media
☒ Colleague
☐ Online research other than above
☐ USAID
☐ USAID Lincoln Scholarship Program alumni
☒ Other (Please Specify)

If Other, please specify

Continue



Signature

23. Type in your name in the text box confirming that the information you have submitted is accurate and complete, and that you understand that you are responsible for registering in SAM.gov (if an organization) following the selection of your application. Click Confirm.

Review & Submit

24. On the final page, the application will provide a list of any required information that is still missing. You must complete all of these fields before the system will allow you to submit an application.
25. Ahead of submitting your application, **Click Here to Preview Application Proof**. This will give you a PDF proof of your full application.
26. Check all information and then **click submit or save for later**.
- If you click save for later, you can review and any information as needed.
 - If you click submit, you can no longer make any changes and you will receive the pop-up below. Select OK if you are finished with your application and wish to submit.



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DM x iie Review and Submit x iie IIE Privacy Statement | IIE - The x iie Viewer

myapp.iie.org says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

OK Cancel

If you have any errors in your application, they will be listed below by section. To correct these errors, please click on the Required Field or Error to navigate to the correct page to update your information. **Please note that you will not be able to submit your application until these errors have been resolved.**

Preview Application Proof

[Click Here To Preview Application Proof](#)

While we recommend that you review your application before submitting it online, please note that the proof is for your records only. You must still submit your application online. Do not send this proof by mail as your application.

Please review your information and submit your application when finished. By submitting this application, you consent to having the information you submitted here shared with DISP and the U.S. Agency for International Development (USAID).

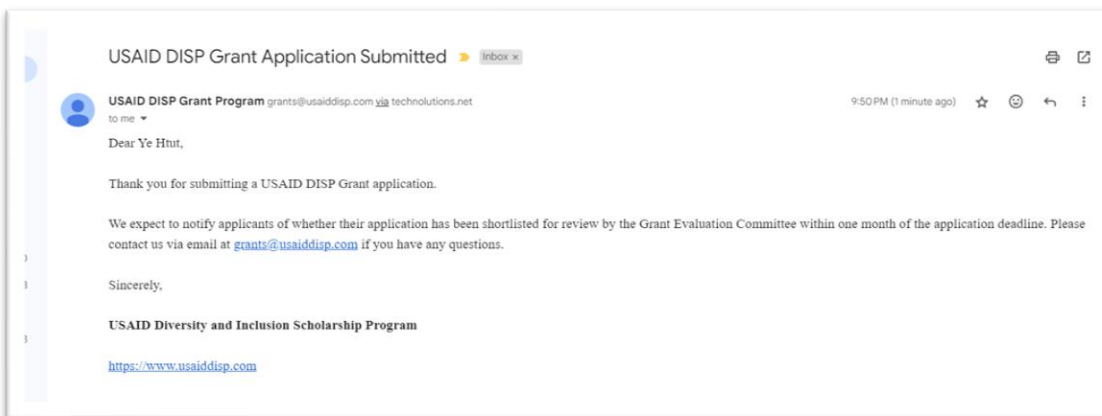
If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application Save for Later

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27. Once your application is submitted, you will receive an email notification confirming receipt. It will also provide you with an application reference number.



You will be able to log into the system again using your email and password, but you will only be able to see what has already been submitted and cannot make edits. The DISP Grants team will contact you regarding the result of the application within the timeframe indicated in the APS and on the DISP website. For any questions, please contact grants@usaiddisp.com.