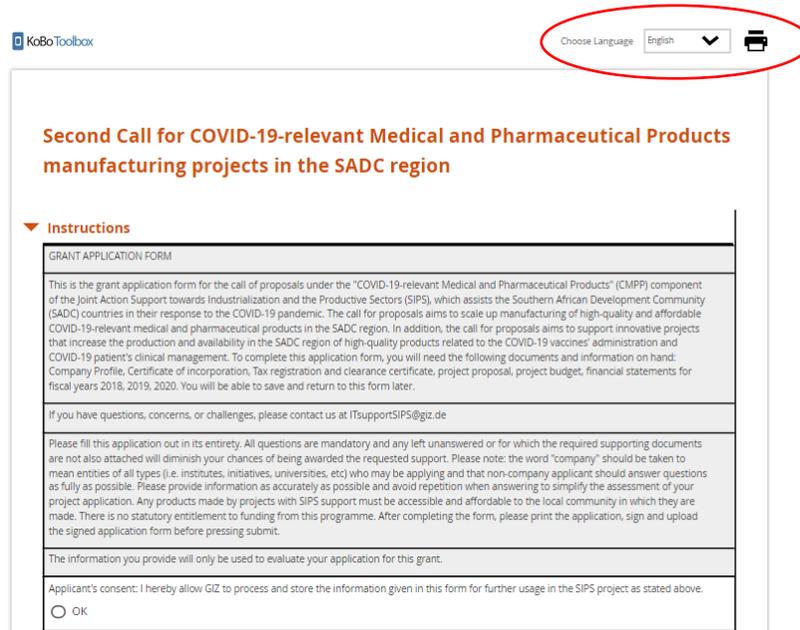


# 1. How to access French / Portuguese translations

1. Click "Choose Language."
2. Select either French or Portuguese to access the application in French / Portuguese.



The screenshot shows the landing page of the application form. At the top left is the 'KoBoToolbox' logo. At the top right, there is a 'Choose Language' dropdown menu currently set to 'English', and a printer icon. A red circle highlights this language selection area. Below the header is the main title: 'Second Call for COVID-19-relevant Medical and Pharmaceutical Products manufacturing projects in the SADC region'. Underneath is a section titled 'Instructions' with a downward arrow. The instructions are contained within a table-like structure with several rows of text. At the bottom of the instructions, there is a radio button labeled 'OK' for the applicant's consent.

**Second Call for COVID-19-relevant Medical and Pharmaceutical Products manufacturing projects in the SADC region**

▼ **Instructions**

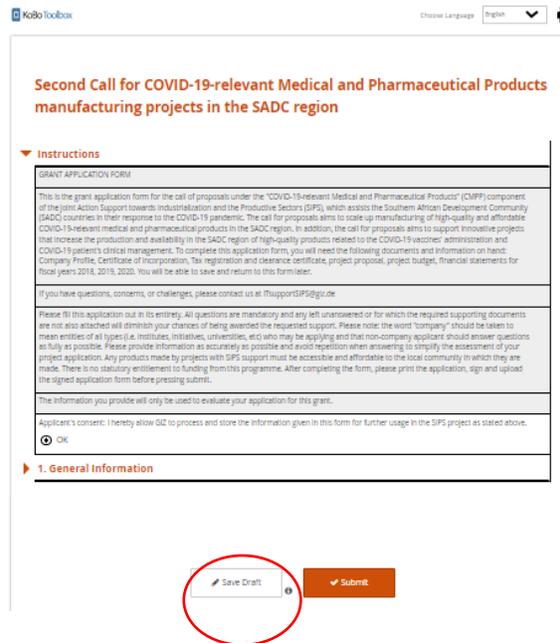
<b>GRANT APPLICATION FORM</b>
This is the grant application form for the call of proposals under the "COVID-19-relevant Medical and Pharmaceutical Products" (CMPP) component of the Joint Action Support towards Industrialization and the Productive Sectors (SIPS), which assists the Southern African Development Community (SADC) countries in their response to the COVID-19 pandemic. The call for proposals aims to scale up manufacturing of high-quality and affordable COVID-19-relevant medical and pharmaceutical products in the SADC region. In addition, the call for proposals aims to support innovative projects that increase the production and availability in the SADC region of high-quality products related to the COVID-19 vaccines' administration and COVID-19 patient's clinical management. To complete this application form, you will need the following documents and information on hand: Company Profile, Certificate of Incorporation, Tax registration and clearance certificate, project proposal, project budget, financial statements for fiscal years 2018, 2019, 2020. You will be able to save and return to this form later.
If you have questions, concerns, or challenges, please contact us at <a href="mailto:ITSupportSIPS@giz.de">ITSupportSIPS@giz.de</a>
Please fill this application out in its entirety. All questions are mandatory and any left unanswered or for which the required supporting documents are not also attached will diminish your chances of being awarded the requested support. Please note: the word "company" should be taken to mean entities of all types (i.e. institutes, initiatives, universities, etc) who may be applying and that non-company applicant should answer questions as fully as possible. Please provide information as accurately as possible and avoid repetition when answering to simplify the assessment of your project application. Any products made by projects with SIPS support must be accessible and affordable to the local community in which they are made. There is no statutory entitlement to funding from this programme. After completing the form, please print the application, sign and upload the signed application form before pressing submit.
The information you provide will only be used to evaluate your application for this grant.
Applicant's consent: I hereby allow GIZ to process and store the information given in this form for further usage in the SIPS project as stated above. <input type="radio"/> OK

Figure 1: Landing page of the application form

## 2. How to save a form

1. Fill in the application,
2. At the end of the page, click “Save Draft”, as shown in Figure 2

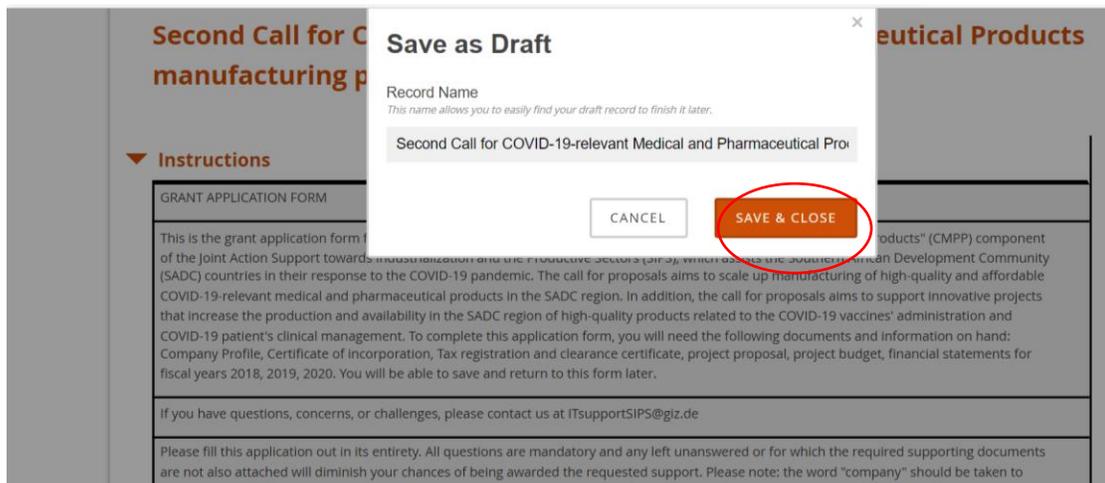
ponse.info/x/yUKNAxpR



The screenshot shows a web form titled "Second Call for COVID-19-relevant Medical and Pharmaceutical Products manufacturing projects in the SADC region". The form includes an "Instructions" section with detailed text about the grant application process. At the bottom of the form, there are two buttons: "Save Draft" and "Submit". The "Save Draft" button is circled in red, indicating its location at the end of the page.

Figure 2: Location of the “Save Draft” button at the end of the page

3. Change the record name accordingly.
4. Click “ Save and Close” as shown in Figure 3



The screenshot shows a "Save as Draft" dialog box overlaid on the application form. The dialog box has a title bar with "Save as Draft" and a close button (X). It contains a "Record Name" field with the text "Second Call for COVID-19-relevant Medical and Pharmaceutical Pro". Below the field are two buttons: "CANCEL" and "SAVE & CLOSE". The "SAVE & CLOSE" button is circled in red, indicating the action to be taken.

Figure 3: How to name the saved record

After Saving you will receive a confirmation message shown in Figure 4.

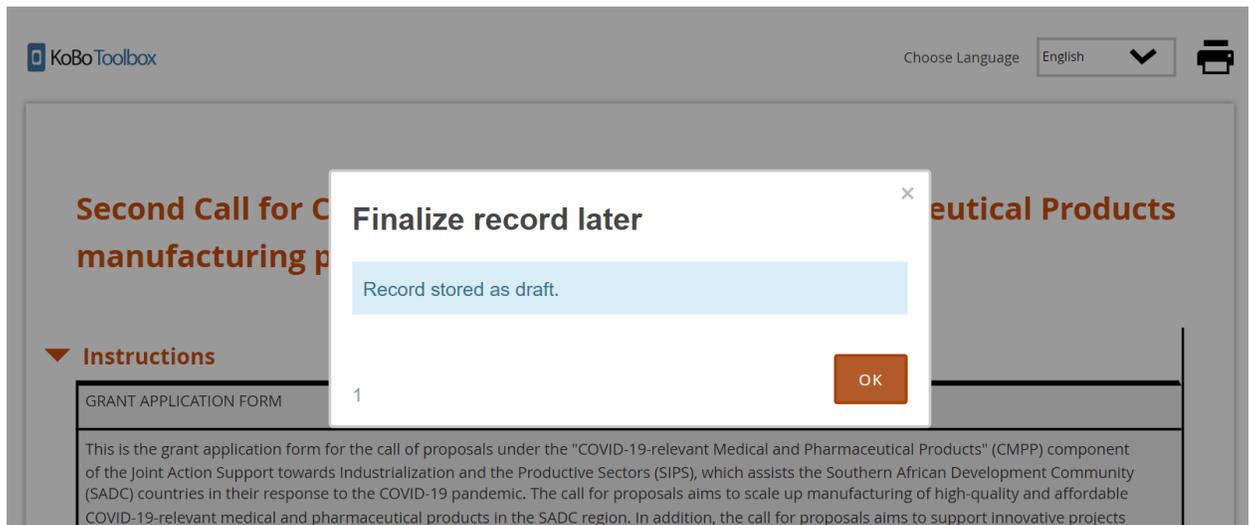


Figure 4:

### 3. How to access previously saved forms

There are two ways to access previously saved forms.

1. When you revisit the application form, the website will prompt you to “load a record found” as shown in Figure 5. Click “ Load Record”

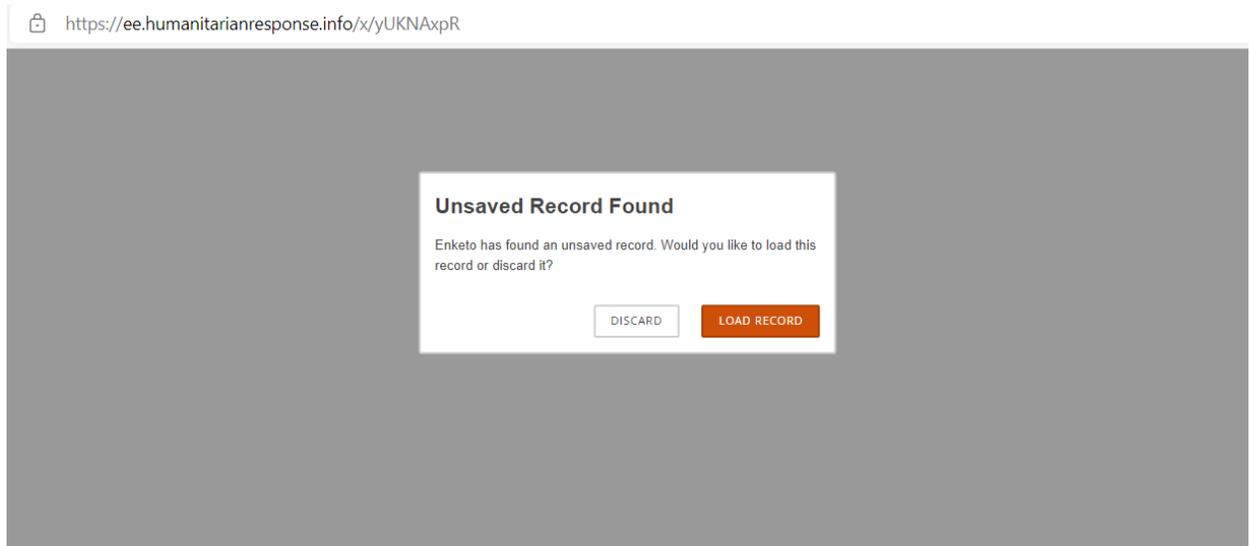


Figure 5:

2. Alternatively, you can access the saved forms by clicking on the number under the network symbol, as shown in Figure 6.
3. To find the network symbol, you will need to scroll your mouse on the landing page to the right until the network symbol appears.

4. The number represents the number of saved versions of the form. In this example, 3 draft forms were saved.



**Second Call for COVID-19-relevant Medical and Pharmaceutical Products manufacturing projects in the SADC region**

▼ **Instructions**

GRANT APPLICATION FORM
This is the grant application form for the call of proposals under the "COVID-19-relevant Medical and Pharmaceutical Products" (CMPP) component of the Joint Action Support towards Industrialization and the Productive Sectors (SIPS), which assists the Southern African Development Community (SADC) countries in their response to the COVID-19 pandemic. The call for proposals aims to scale up manufacturing of high-quality and affordable COVID-19-relevant medical and pharmaceutical products in the SADC region. In addition, the call for proposals aims to support innovative projects that increase the production and availability in the SADC region of high-quality products related to the COVID-19 vaccines' administration and COVID-19 patient's clinical management. To complete this application form, you will need the following documents and information on hand: Company Profile, Certificate of Incorporation, Tax registration and clearance certificate, project proposal, project budget, financial statements for fiscal years 2018, 2019, 2020. You will be able to save and return to this form later.
If you have questions, concerns, or challenges, please contact us at <a href="mailto:ITSupportSIPS@gz.de">ITSupportSIPS@gz.de</a>
Please fill this application out in its entirety. All questions are mandatory and any left unanswered or for which the required supporting documents are not also attached will diminish your chances of being awarded the requested support. Please note: the word "company" should be taken to mean entities of all types (i.e. institutes, initiatives, universities, etc) who may be applying and that non-company applicant should answer questions as fully as possible. Please provide information as accurately as possible and avoid repetition when answering to simplify the assessment of your project application. Any products made by projects with SIPS support must be accessible and affordable to the local community in which they are made. There is no statutory entitlement to funding from this programme. After completing the form, please print the application, sign and upload the signed application form before pressing submit.
The information you provide will only be used to evaluate your application for this grant.
Applicant's consent: I hereby allow GIZ to process and store the information given in this form for further usage in the SIPS project as stated above. <input type="radio"/> OK

Figure 6: Network symbol with the number of saved drafts

5. After clicking on the number, a "queue" menu will pop up. The pop-up menu has a record of all the saved drafts. In this example, there are 3 saved drafts.

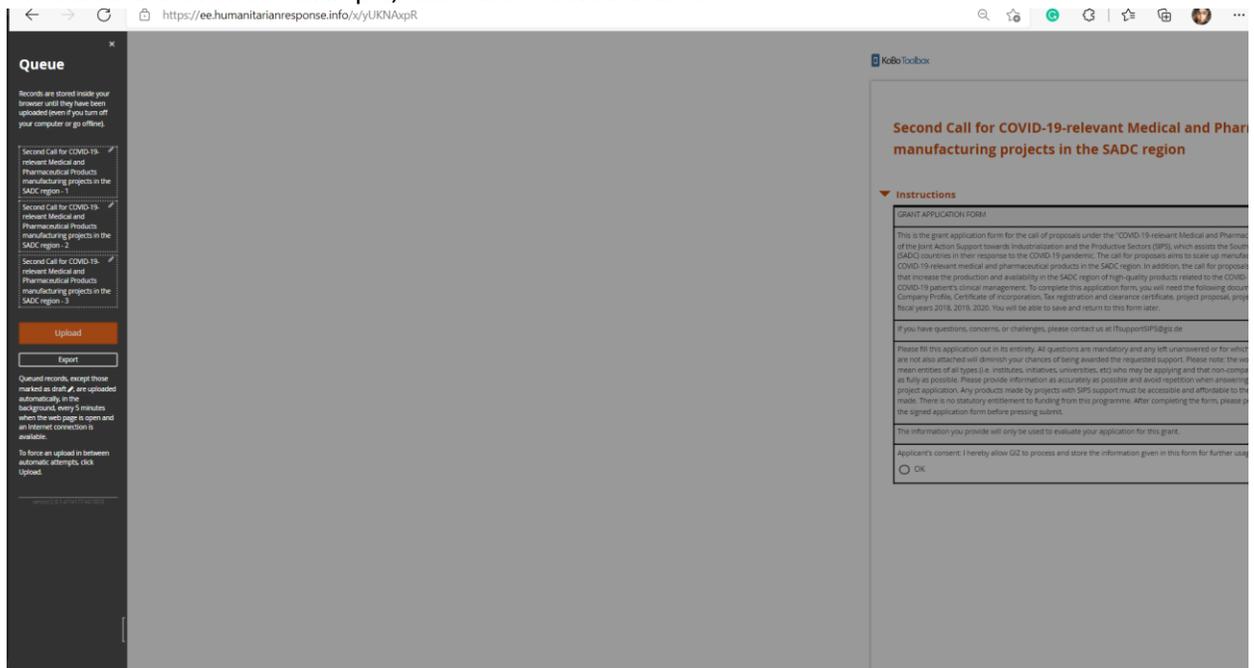


Figure 7 : Pop-up menu of the saved application form drafts

6. Click on the saved draft that you want to work on.

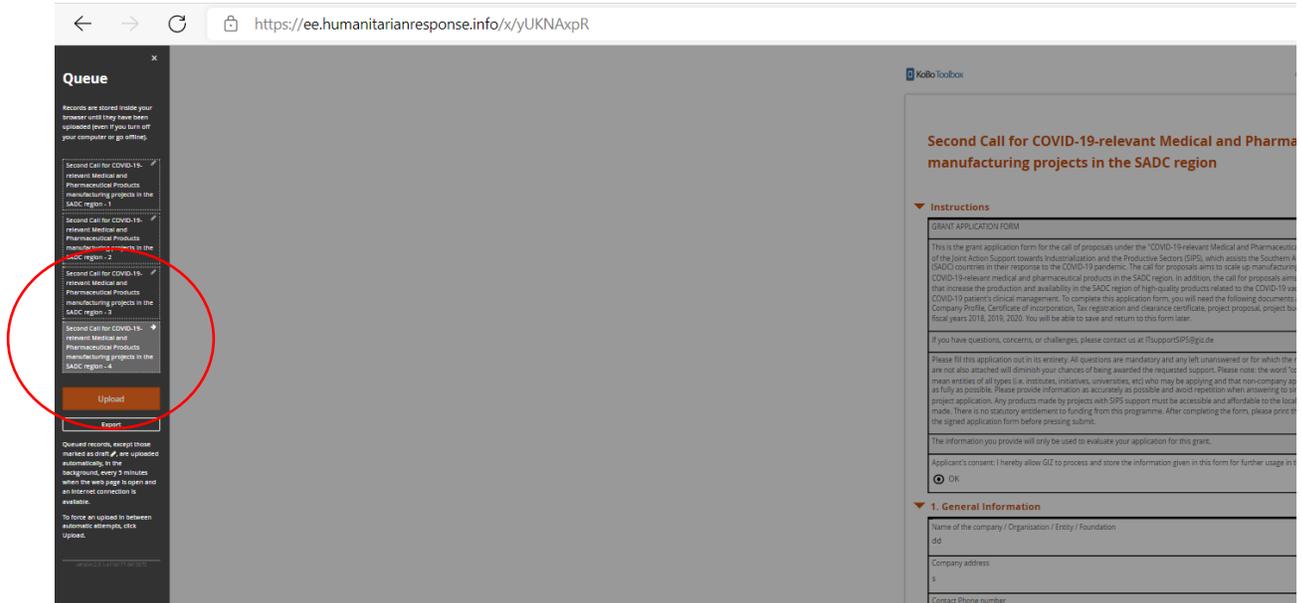


Figure 8: Clicking on the saved versions of the application form

7. After clicking on the version you want to work on, A pop-up message will appear, as shown in the figure.

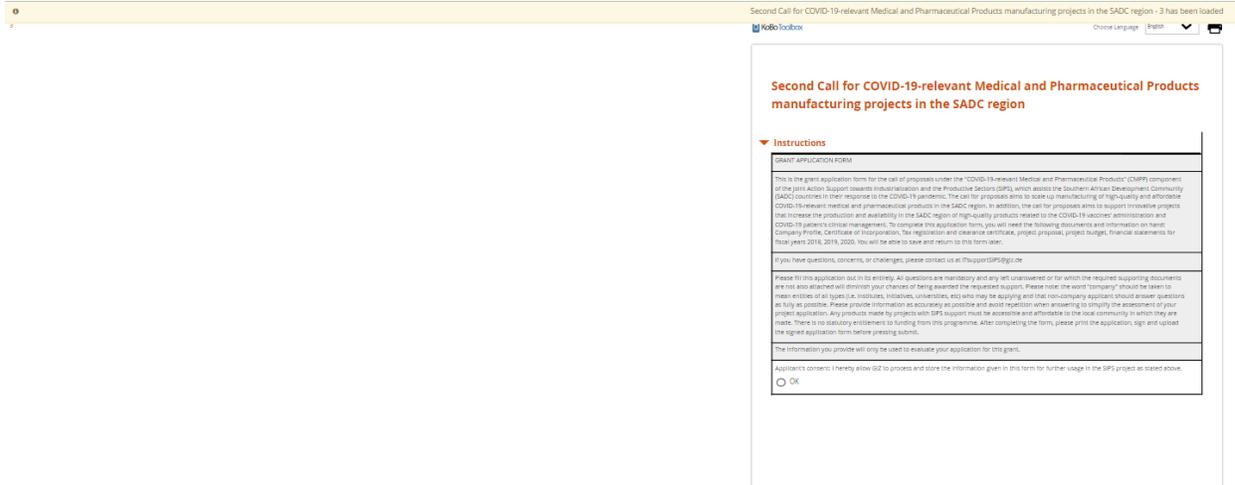
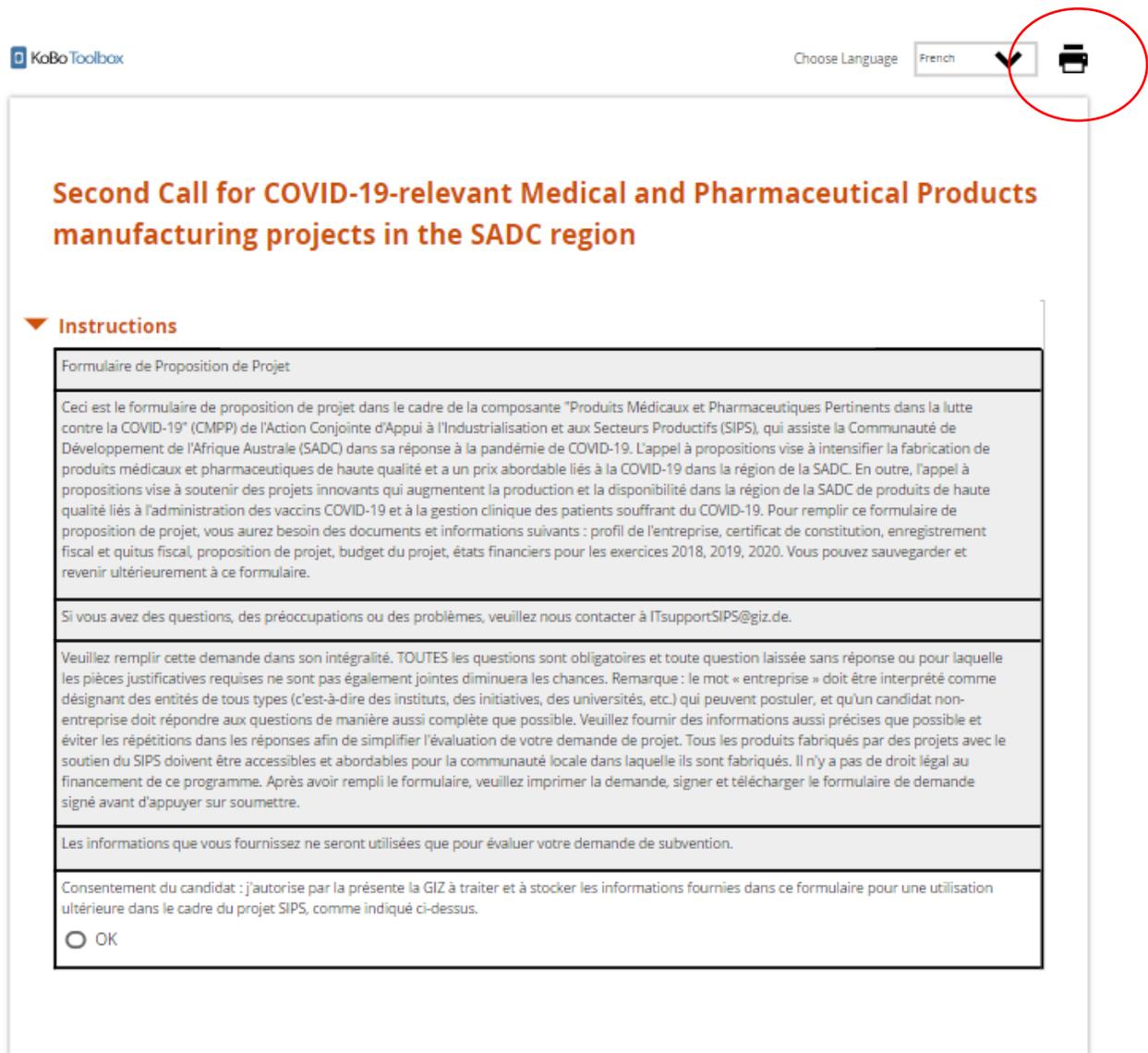


Figure 9: Loading the saved file

## 8. How to save a pdf version of the application form

1. Click on the printer symbol as shown in Figure 10.



KoBo Toolbox Choose Language French

### Second Call for COVID-19-relevant Medical and Pharmaceutical Products manufacturing projects in the SADC region

▼ **Instructions**

Formulaire de Proposition de Projet

Ceci est le formulaire de proposition de projet dans le cadre de la composante "Produits Médicaux et Pharmaceutiques Pertinents dans la lutte contre la COVID-19" (CMPP) de l'Action Conjointe d'Appui à l'Industrialisation et aux Secteurs Productifs (SIPS), qui assiste la Communauté de Développement de l'Afrique Australe (SADC) dans sa réponse à la pandémie de COVID-19. L'appel à propositions vise à intensifier la fabrication de produits médicaux et pharmaceutiques de haute qualité et a un prix abordable liés à la COVID-19 dans la région de la SADC. En outre, l'appel à propositions vise à soutenir des projets innovants qui augmentent la production et la disponibilité dans la région de la SADC de produits de haute qualité liés à l'administration des vaccins COVID-19 et à la gestion clinique des patients souffrant du COVID-19. Pour remplir ce formulaire de proposition de projet, vous aurez besoin des documents et informations suivants : profil de l'entreprise, certificat de constitution, enregistrement fiscal et quitus fiscal, proposition de projet, budget du projet, états financiers pour les exercices 2018, 2019, 2020. Vous pouvez sauvegarder et revenir ultérieurement à ce formulaire.

Si vous avez des questions, des préoccupations ou des problèmes, veuillez nous contacter à [ITsupportSIPS@giz.de](mailto:ITsupportSIPS@giz.de).

Vous devez remplir cette demande dans son intégralité. TOUTES les questions sont obligatoires et toute question laissée sans réponse ou pour laquelle les pièces justificatives requises ne sont pas également jointes diminuera les chances. Remarque : le mot « entreprise » doit être interprété comme désignant des entités de tous types (c'est-à-dire des instituts, des initiatives, des universités, etc.) qui peuvent postuler, et qu'un candidat non-entreprise doit répondre aux questions de manière aussi complète que possible. Veuillez fournir des informations aussi précises que possible et éviter les répétitions dans les réponses afin de simplifier l'évaluation de votre demande de projet. Tous les produits fabriqués par des projets avec le soutien du SIPS doivent être accessibles et abordables pour la communauté locale dans laquelle ils sont fabriqués. Il n'y a pas de droit légal au financement de ce programme. Après avoir rempli le formulaire, veuillez imprimer la demande, signer et télécharger le formulaire de demande signé avant d'appuyer sur soumettre.

Les informations que vous fournissez ne seront utilisées que pour évaluer votre demande de subvention.

Consentement du candidat : j'autorise par la présente la GIZ à traiter et à stocker les informations fournies dans ce formulaire pour une utilisation ultérieure dans le cadre du projet SIPS, comme indiqué ci-dessus.

OK

Figure 10: Location of the "print symbol"

2. After clicking on the symbol, a pop-up menu will appear as shown in Figure 11.
3. Click "Prepare"

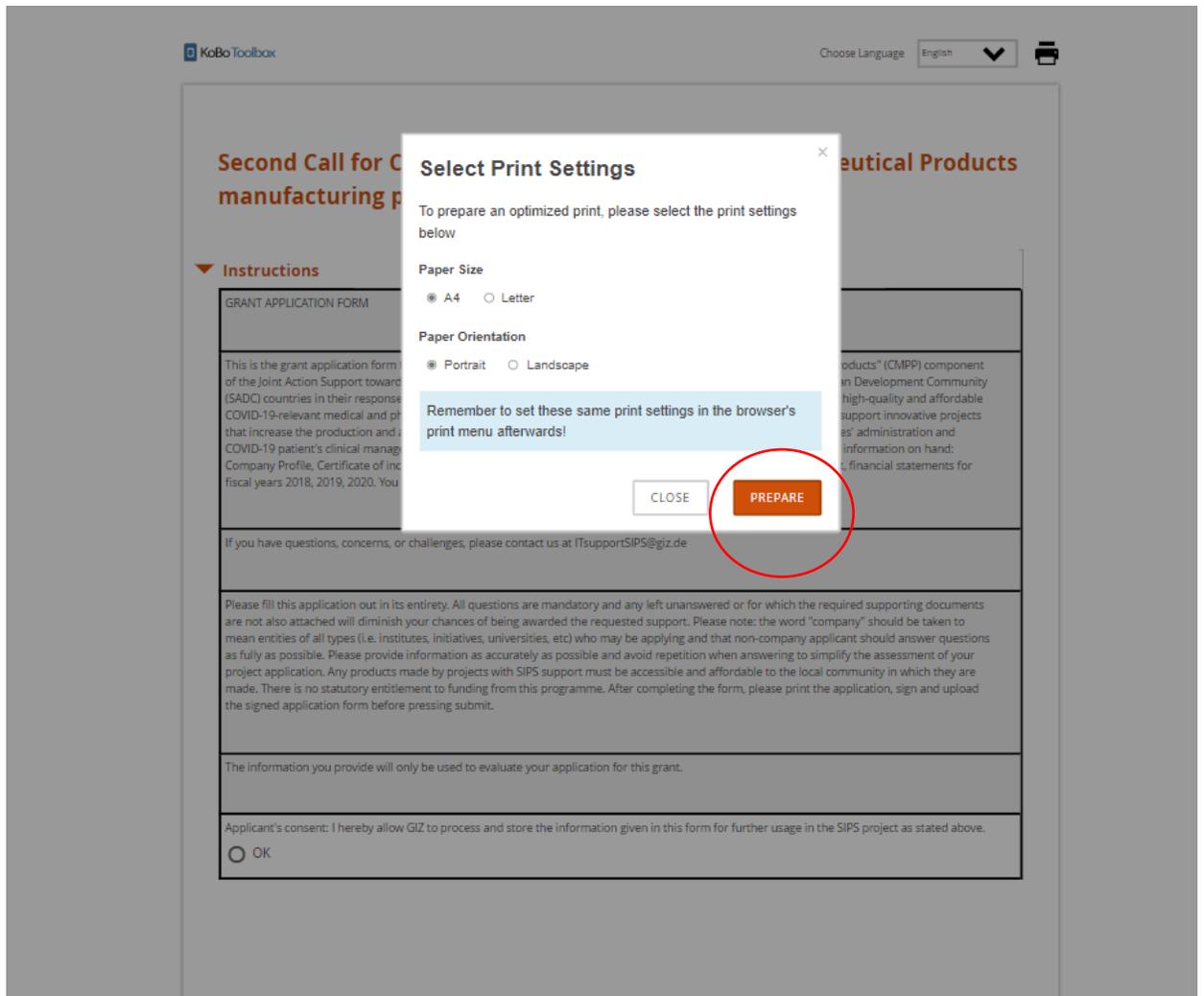


Figure 11: Pop-up menu after clicking the printer symbol

4. Make sure that the printer that you select, Prints to PDF.
5. Click on Print
6. A pop-up menu will appear to save the file on the computer.

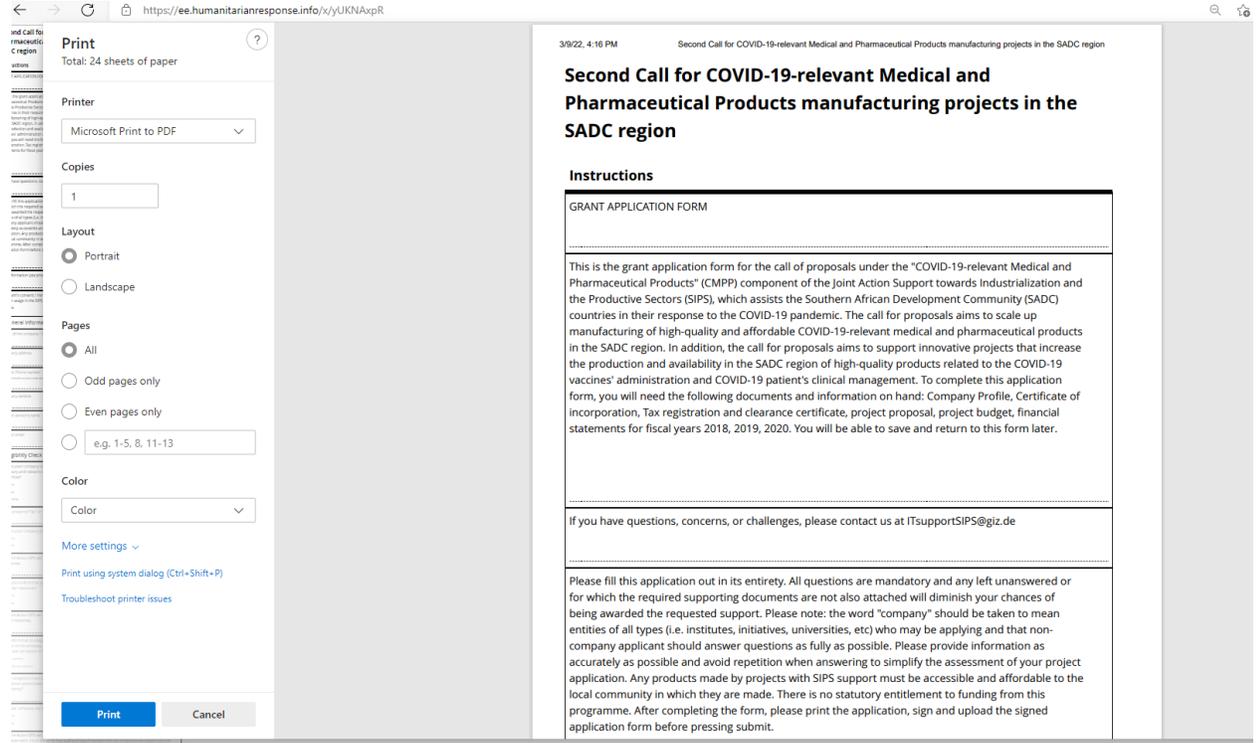


Figure 12: Print to pdf menu