INTERNAL USER GUIDE

A Guide to the Defence Threat Reduction Agency (DTRA) Electronic Application and Submission System

A Quick Guide for Applicants applying for funding using the DTRA System

DTRA webpage: http://www.dtra.mil/
Contents

<table>
<thead>
<tr>
<th></th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Introduction</td>
</tr>
<tr>
<td>B</td>
<td>How to Prepare your Application</td>
</tr>
<tr>
<td>D</td>
<td>Help</td>
</tr>
</tbody>
</table>

**NOTE:** Applicants must allow a minimum of 5 working days for Research Services to check and authorise the application before the submission deadline.
A  Introduction

1. The Defense Threat Reduction Agency (DTRA) is the intellectual, technical and operational leader for the Department of Defense (DoD) and the U.S. Strategic Command in the national effort to combat the weapons of mass destruction (WMD) threat.

   **Note:** Registration is at an institutional level, individuals do not have to register as well. Applicants must inform their respective Research Services Teams to ensure that the application is checked and submitted before the deadline.

B  How to Prepare your Application

1. Go to the DTRA using the following link: [https://www.dtrasubmission.net/](https://www.dtrasubmission.net/)

2. Scroll down the list of Organisations until to find Imperial College London.

   Click on **Continue** to Proceed.
Enter the Imperial College Password. The password is Research0#.

NB: The system is case sensitive – enter the Password exactly as it is shown above.

Click on Login to proceed.

3. The following DTRA Call for Proposals screen will appear.

4. Click on the appropriate Solicitation link from the list.

7. Continue with the Proposal preparation and submission.
### Help

1. If you need help use the following link: [https://www.dtrasubmission.net/help/help.html](https://www.dtrasubmission.net/help/help.html)

or have any questions regarding the DTRA website, please contact the DTRA Helpdesk on +010 1 800 947 4182.

or by email at [https://www.dtrasubmission.net/helpdesk.htm](https://www.dtrasubmission.net/helpdesk.htm)