

1] When you click on the Sponsorship link on the [www.ti.com/giving](http://www.ti.com/giving) page, you are taken to the login screen shown below.



## Sponsorship

First time user? [Create your password](#)

\* indicates required field

\* E-mail Address:

\* Password:

Invitation Code (optional):

[Log In](#)

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

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Here you have two choices:

**A]** If you are a first time user, follow the directions starting on page 2.

**B]** If you are already registered, follow the directions starting on page 4.

Both of these paths will eventually lead you to the Welcome page starting on page 5.

**NOTE:** There will be a “[Need Support](#)” link at the bottom of every page. Using this link will take you to a list of frequently asked questions and also allow you to email a question to the support staff. The support staff is available to answer questions via email Monday – Friday, 8:00 AM – 5:00 PM Eastern Time. They will answer emails in the order in which they are received.

[Need Support?](#)

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## A. FIRST TIME USER

1] If this is your first time applying to Texas Instruments for a grant, please click on the “First Time User?” button. (See screenshot below)

You



Sponsorship



First time user? [Create your password](#)

\* indicates required field

\* E-mail Address:

\* Password:

Invitation Code (optional):

[Log In](#)

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

2] Clicking the “First Time User?” button takes you to the screen below where you select Region, United States or Other, and click the “Continue” button which takes you to the registration screen.



## Sponsorship

\* Please select the region in which you are located :

United States ▾

\* indicates required field

Continue

Cancel

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3] On the Registration Information screen shown below, you must complete the fields. When you get to the " IRS AND/OR NCES INFORMATION" heading you must complete either the Tax ID field or indicate that you are with a K-12 school in the School District ID and/or the School ID field(s). DO NOT COMPLETE BOTH IRS and NCES areas.

\* indicates required field

\* First Name:

\* Last Name:

\* Telephone Number:

\* E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.

\* Password: The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '!@!#\$-\_' . The password "password" is not valid.

\* Confirm Password:

Invitation Code: Enter the invitation code if you were provided with one by the grantmaking organization.

\* Organization Name: Enter the legal name of the organization for which you are applying.

\* Zip/Postal Code :

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**IRS AND/OR NCES Information**

Tax ID/Charity ID (if applicable) : Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.

School District ID (U.S. Pre-K-12 public schools and public school districts only) : For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

School ID (U.S. Pre-K-12 public and private schools only) : For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

4] Then click the "SAVE" button at the bottom.

- If one of the fields does not contain the correct data or you left a required field blank, you will receive an error message at the top of the screen telling you what field(s) you need to enter or modify.
- If all the fields contain the correct data, you will be taken to the Welcome page of the application. (See instructions starting on page 5).

**NOTE:** Clicking the "CANCEL" button will bring you back to the login page without saving any information entered.

## B. ALREADY REGISTERED

1] If you have already registered your email address and password, you must enter on the first screen the email address and password you created when you registered. (See yellow highlighted area in screenshot below).



### Sponsorship

First time user? [Create your password](#)

\* indicates required field

\* E-mail Address:

\* Password:

Invitation Code (optional):

[Log In](#) ←

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

2] Once you have entered the information, click the “LOGIN” button. (See green arrow in screenshot above). This will take you to the Welcome page of the application. (See instructions starting on page 5).

**Note:** The “Forgot your password?” link beneath the login area will ask for your email address and email you a temporary password if you have registered before. Otherwise, it will let you know you have not yet registered.

## WELCOME PAGE

Entering the correct login credentials will take you to the screen below.



### Table Sponsorship

[Logout](#)

#### Welcome, Davie Daniels!

The organization you are currently associated with is Cybergrants Test Org.

If you work with multiple organizations, [click here to add a new organization to your account](#).

The Apply Online grant application consists of three main sections, each of which must be completed for your proposal to be considered.

1. Contact information pertaining to your organization.
2. Basic information pertaining to your organization.
3. The proposal your organization is submitting for approval.

Once completed, all applications created in Apply Online are immediately submitted to Texas Instruments.

We recommend that you [familiarize yourself with the online application](#) before you begin.

- To create a new application, click the "Start a New Application" link at the bottom of this page. You may also save your applications now and return to work on them later.
- To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title.
- To view an application previously submitted to Texas Instruments, click the "View" link next to the appropriate Project Title.

**TO RETURN DIRECTLY TO YOUR SAVED APPLICATION, type the following link in your browser's address bar to access the login screen directly:**

[www.cybergrants.com/TI/table\\_sponsorship](http://www.cybergrants.com/TI/table_sponsorship)

You may wish to bookmark this link for future reference.

**NEED HELP?** If you have technical questions regarding this application, use the "Need Support" link located at the bottom of every page to contact our support team.

Each page will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team.

Welcome Page

Contact Information

Organization Information

Event Information

Request Information

For a Brand New Application Use the link below.

[» Start a New Application «](#)

[Need Support?](#)

Go to the link at the bottom to begin the application process, and simply click the "START A NEW APPLICATION" button to begin.

For a Brand New Application Use the link below.

[» Start a New Application «](#)

This will take you to the first section of the application called “CONTACT INFORMATION”. Here you will need to select which contact to associate with this request. Then click the “Save and Proceed” button to move to the next page for “ORGANIZATION INFORMATION”.

## Sponsorship

[Logout](#)

[Welcome Page](#)

[Contact Information](#)

[Organization Information](#)

[Organization Budget  
Information](#)

[Request Information](#)

\* indicates required field

- Match:** Check the box to associate this individual with this application. Name: **ANDREA FELDER**  
Telephone Number: 9788240200  
E-mail Address: andrea@cybergrants.com
- Match:** Check the box to associate this individual with this application. Name: **TEST ORG**  
Telephone Number: 999-999-9999  
E-mail Address: e-see@ti.com

[Save and Proceed](#)

[Create New](#)

[Need Support?](#)

## Texas Instruments – Sponsorship application instructions for grantees

In the “ORGANIZATION INFORMATION” section some of the fields may be pre-populated with your organization information if you have registered before. You may edit the information shown and any field name with an asterisk (\*) must be completed in order to move to the next section of the application.

[Logout](#)

[Welcome Page](#)   [Contact Information](#)   [Organization Information](#)   [Organization Budget Information](#)   [Request Information](#)

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\* indicates required field

\* Legal Name

\* Change legal name? Has your organization recently changed its legal name?

Also know as (AKA)/doing business as (dba) name

\* Mailing Address

\* City

\* State

\* Zip

\* Has your organizations' address changed in the past year?

\* Telephone (including area code)

Fax

Website address

\* Mission statement In 200 words or less, please describe your organizations mission, experience in the field, and accomplishments.  
  
(1996 character(s) remaining)

\* CEO/Executive Director

\* Board of directors Please upload a document with a list of your board of directors  
  
\* test\_board\_of\_directors.xls (13.5 K), uploaded by Debbie Lawrence on 01/20/2012 [Delete File]

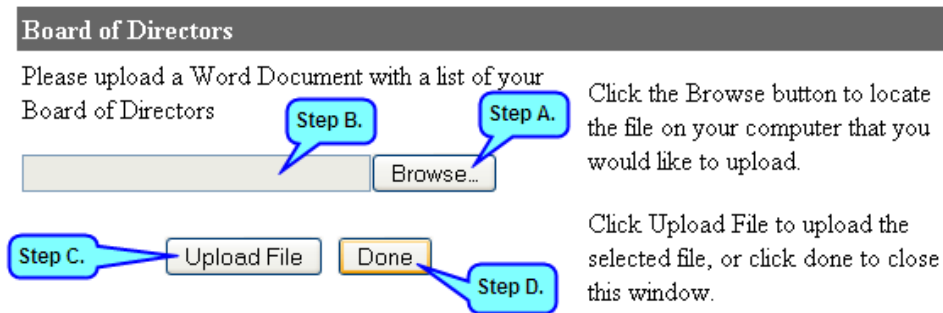
W-9 Please upload a recent copy of your organization's W-9

For the “Board of directors” field you must attach a file that provides an organization chart of your board. Instructions on how to upload/attach a file to the application are shown over the next two pages.



## Upload File Directions

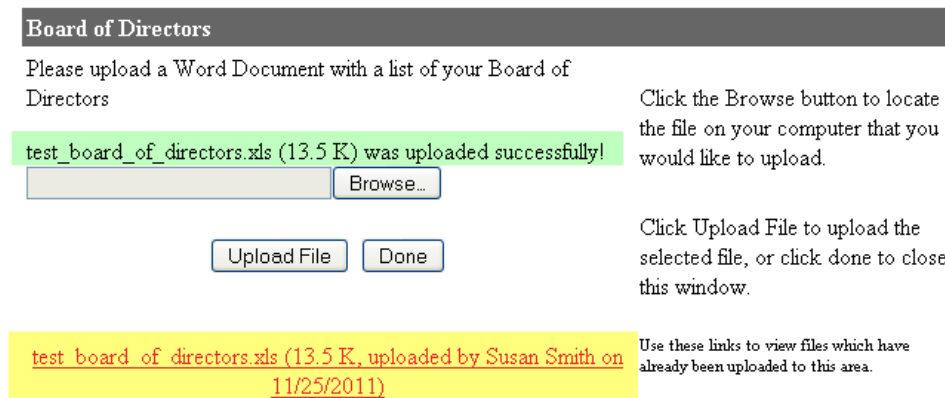
Click the Upload File link and a new window will open. **Steps A – D** are shown in screenshot below.



**Step A.** Click the browse button to locate the file on your computer that you want to attach to the application.

**Step B.** Once you find the file and select it, the name will appear in the box next to the 'Browse' button.

**Step C.** Click the 'Upload File' button. The screen will refresh, and a message will appear above the box telling you if the file upload was successful (see green highlighted area in screenshot below) and the file name will then display beneath the 'Upload File' and 'Done' buttons. (See yellow highlighted area screenshot below).



**Step D.** Click 'Done' button to return to the main screen. Screen will refresh, and the file name will display in the field. See yellow areas in screenshot below.

## Texas Instruments – Sponsorship application instructions for grantees

Organization Information	
Legal Name (required)	<input type="text" value="Test Organization"/>
Has your organizations's legal name changed in the past year? (required)	<input type="button" value="No"/>
Address (required)	<input type="text" value="123 Main St."/>
City (required)	<input type="text" value="Andover"/>
State (required)	<input type="button" value="Massachusetts"/>
Zip (required)	<input type="text" value="01810"/>
Has your organizations's address changed in the past year? (required)	<input type="button" value="No"/>
Telephone (required)	<input type="text"/>
Fax	<input type="text"/>
Website Address	<input type="text"/>
<b>Organization Description (required)</b> In 200 words or less, please describe your organization's mission, experience in the field and key accomplishments.	<div style="border: 1px solid #ccc; padding: 5px;"><p>Our mission is...</p></div> <p>1983 characters remaining</p>
<b>CEO/Executive Director (required)</b>	<input type="text" value="Susan Smith"/>
<b>Board of Directors</b> Please upload a Word Document with a list of your Board of Directors	<div style="background-color: #ffff00; padding: 5px;"><p><a href="#">Upload File</a> (Click for instructions) ● <a href="#">test_board_of_directors.xls (13.5 K, uploaded by Susan Smith on 11/25/2011)</a> <a href="#">[Delete File]</a></p></div>
<input type="button" value="Save and Proceed"/>	

When you have completed the fields and are ready to move on, click the 'SAVE AND PROCEED' button at the bottom of the screen. This will take you to the "ORGANIZATION BUDGET INFORMATION" section shown in the next screenshot.

# Texas Instruments – Sponsorship application instructions for grantees

Welcome Page


Contact Information

Organization Information

Organization Budget Information


Request Information

\* indicates required field

\* **Current fiscal year/projected fiscal year end date**    
(MM/DD/YYYY)

\* **Projected revenue**

\* **Projected operating expenses**

\* **Most recent fiscal year completed/fiscal year end date**    
(MM/DD/YYYY)

\* **Most recent fiscal year revenue**

\* **Most recent fiscal year expenses**

\* **Sources of revenue from the most recent fiscal year end (list 100 of total operating revenue)** Must add up to 100

<input type="text"/>	% Corporations
<input type="text"/>	% Foundations
<input type="text"/>	% Government
<input type="text"/>	% Individual
<input type="text"/>	% Other

If you selected other, please elaborate.

\* **Top five funders of your organization**

Please attach a copy of your organizations most recent 990

When you have completed the fields and are ready to move on click the 'SAVE AND PROCEED' button at the bottom of the screen. This will take you to the "REQUEST INFORMATION" section shown in the next two screenshot.

Please be sure to read the instructions beneath each field name carefully so you enter the data in the correct format.

# Sponsorship

[Logout](#)

[Welcome Page](#)

[Contact Information](#)

[Organization Information](#)

[Organization Budget Information](#)

[Request Information](#)

\* indicates required field

\* **Request title**

\* **Requested amount**

\* **Tax-deductible amount (if applicable)** Please enter an amount in the field below. If this question does not apply to you, please enter "0" to complete the requirement.

\* **Geographic Area Served**

\* **Is this a request for an event?**

Sponsorship information Please upload a document with details about the sponsorship.

**Upload File**

\* **Will TI receive any benefits for this sponsorship?**

\* **How will you promote this sponsorship if it is awarded?** Provide information on how this sponsorship will be promoted/publicized. Please note any external publicity of the sponsorship must be coordinated with TI communications staff.

(2000 character maximum)


\* **TI board/committee members** List any TI employees or retirees who serve on your board or on a committee.

If you answer “Yes” to the question “Is this a request for an event?”, you will be asked to provide the following information for the event.

Texas Instruments – Sponsorship application instructions for grantees

**\* Is this a request for an event?**  ▼

Event name

Event date    
(MM/DD/YYYY)

Event description   
(2000 character maximum)

Event time Please use the following format: hh:mm (am or pm)

Suggested attire

Venue name

Venue address

Venue city

Venue state

Venue zip

Anticipated number of guests

Number of seats provided to TI through this sponsorship request?

If you reply “yes” to the question “Will TI receive any benefits from the sponsorship?”, you will be asked to describe these benefits.

**\* Will TI receive any benefits for this sponsorship?**  ▼

Describe benefits List any benefits that TI will receive as a result of this sponsorship (e.g., ad in program, logo on website, press release, tickets/tables at events, logo/listing on website, discounts for employees, etc.).

(2000 character maximum)

## Texas Instruments – Sponsorship application instructions for grantees

If you reply “yes” to TI employees or retirees being on your board, you will be asked to supply the names. If you answer “no”, you will be asked to provide the name if you have a TI champion for your request. You must make an entry even if it is “None”.

**\* TI board/committee members** List any TI employees or retirees who serve on your board or on a committee.

List TI board/committee members Please list the names of any TI employees or retirees who are serving on your board or a committee. Type each name separately, selecting "Add to List" after each entry.

The remaining fields for the Request Information follow below. If you reply “yes” to any of these questions, you will be prompted for additional information.

### Important Disclosure Information

**NOTE: The following questions must be answered to be given full consideration for funding. Application will not be accepted otherwise.**

**\* Entity named for a Federal Official?** Will the contribution or disbursement be made to an entity that (i) is named for a Congressional Member or Staff, or (ii) is or was established, financed, maintained, or controlled by, a U.S. federal official (such as Congressional Members or staff and Executive Branch officials and employees)?

**\* Supporting a Presidential Foundation or Committee?** Will the contribution be made to, or used to support, a Presidential Library Foundation or Presidential Inaugural Committee?

**\* Member of the U.S. House or the U.S. Senate serving on your board or is a founder of the organization?**

**\* Designated by a Federal Official?** Will the contribution or disbursement be made to an entity that was designated by a U.S. federal official (such as Congressional Members and staff and Executive Branch officials and employees)?

**\* An Event Honoring a Federal Official?** Will the contribution or disbursement be used to support (i) an event that honors or recognizes a U.S. federal official (such as Congressional Members and staff and Executive Branch officials and employees), or (ii) a meeting, conference, or similar event held by, or in the name of, such an official?

Once you have completed all the questions click the ‘SAVE AND PROCEED’ button at the bottom of the screen to move to the next section called ‘REVIEW YOUR APPLICATION’.

Because you may use the timeline shown at the top of every screen to jump between screens and answer the questions, the system double checks all required fields before allowing you to get to the review screen. Two things that can happen, depending on if you did not complete all required fields or if you did complete all required fields. The two scenarios are described below.

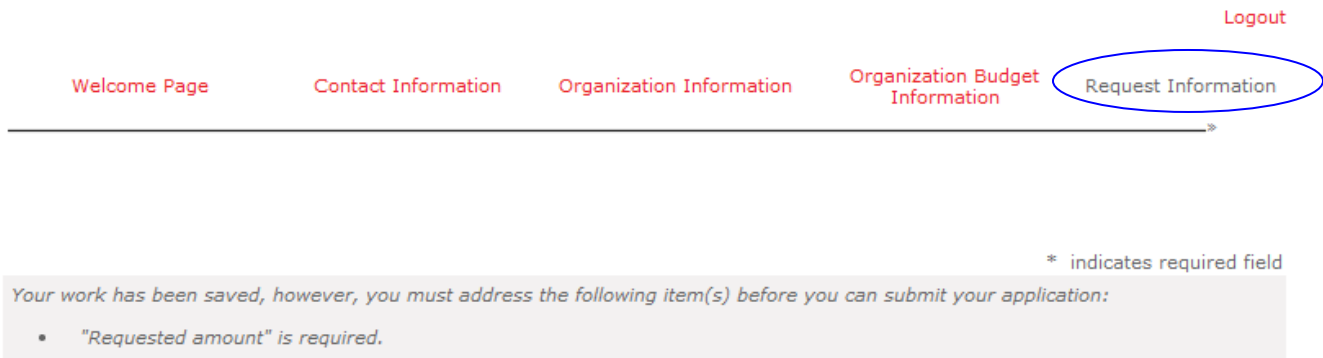
### ❖ IF REQUIRED FIELDS NOT COMPLETED

If there are required fields that have not been filled in, you will be shown a screen that lists the section name(s) and the field name(s) that must be completed.

Clicking on the section name located in either the timeline (at top) or in the message area (at bottom) will take you back to that screen where you must complete the required field(s). Then you will need to either click save and proceed on each screen until you get to the review screen or you may click on the last section in the timeline at the top of the screen and then click Save and Proceed in that last section which will take you back to the Review screen.

In the example below, one field was not completed called “Requested Amount”, and it is located in the section called “Request Information”. (See blue oval in screenshot below which shows where you may click to go back to the section to complete the field).

## Sponsorship



### ❖ IF ALL REQUIRED FIELDS COMPLETED

If all the required fields are complete, you will be taken directly to the ‘REVIEW YOUR APPLICATION’ screen shown in the next two screenshots.



## Table Sponsorship

### Review Your Application

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to Texas Instruments and you will then be unable to perform further editing.

### Contact Information

<b>Salutation (required)</b>	Mr.
<b>First Name (required)</b>	Davie
<b>Last Name (required)</b>	Daniels
Suffix	
<b>Title (required)</b>	Board Chairman
<b>Telephone (required)</b>	123-456-7891
<b>E-mail Address (required)</b>	ddaniels@cyberg.com

### Organization Information

<b>Legal Name (required)</b>	Cybergrants Test Org
<b>Has your organizations's legal name changed in the past year? (required)</b>	No
<b>Address (required)</b>	234 Main St
<b>City (required)</b>	Andover
<b>State (required)</b>	Massachusetts
<b>Zip (required)</b>	01810
<b>Has your organizations's address changed in the past year? (required)</b>	No
<b>Telephone (required)</b>	123-456-7891
Fax	
Website Address	
<b>Organization Description (required)</b>	Our mission is to ...
<b>CEO/Executive Director (required)</b>	Julie Jones



Board of Directors

test\_board\_of\_directors.xls (13.5 K, uploaded by Davie Daniels on 11/25/2011)

Event Information	
<b>Name of Event (required)</b>	test of table sponsorship app
<b>Event Date (required)</b>	01/12/2012
<b>Event Description (required)</b>	This event is for...
<b>Time of Event (required)</b>	6 pm
<b>Suggested Attire (required)</b>	Business
<b>Venue Name (required)</b>	Grand Hotel
<b>Room Name (required)</b>	St. Geroge Room
<b>Venue Address (required)</b>	789 King St
<b>Venue City (required)</b>	Andover
<b>Venue State (required)</b>	MA
<b>Venue Zip (required)</b>	01810

Request Information	
<b>Requested Amount (required)</b>	\$4.44
<b>Tax Deductible Amount (required)</b>	\$0.00
<b>Number of Seats at Event (required)</b>	8
Benefits	The benefits will be...
<b>TI Board Members (required)</b>	Yes
List TI Board Members	Janes Curry
Name of TI Champion(s) if applicable	Davie Daniels

**Important Disclosure Information**

**NOTE: The following questions must be answered to be given full consideration for funding. Application will not be accepted otherwise.**

<b>Entity named for a Federal Official? (required)</b>	Yes
If yes, please list name, title, and affiliation with organization.	Charles Burke, Distric Representative
<b>Supporting a Presidential Foundation or Committee? (required)</b>	No
If yes, please list the name of Foundation or Committee	
<b>Designated by a Federal Official? (required)</b>	No
If yes, please list name, title, affiliation with organization, and circumstances of designated contribution.	
<b>An Event Honoring a Federal Official? (required)</b>	No
If yes, please list name, title, affiliation with organization, and brief description of recognition.	

Submit

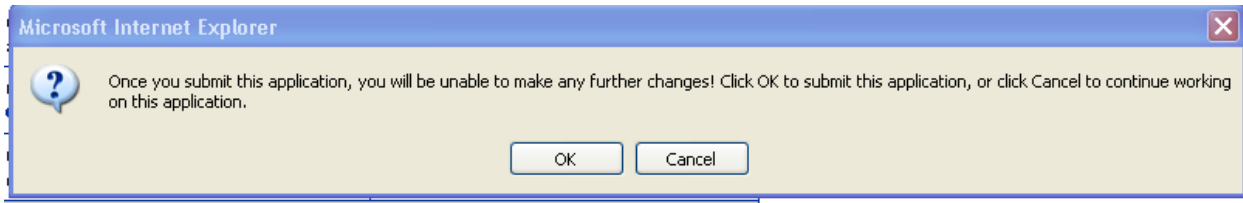
Save Only

**Need Support?**

The Review Your Application screen shows all the answers for the entire application in read-only format so you may double check them. If you wish to modify any answer, simply click on the section heading, (i.e. ORGANIZATION INFORMATION, REQUEST INFORMATION), for that question, and the system will take you back to that screen where you can make your changes and save them. You will need to either click save and proceed on each screen until you get to the review screen or you may click on the last section in the timeline at the top of the screen and then click Save and Proceed which will take you back to the Review screen.

At the bottom of the review screen are two buttons, 'SUBMIT' and 'SAVE ONLY'. Each is described below.

**SUBMIT** – clicking this will send your application to Texas Instruments for review. When you click the submit button the pop up shown below will display to let you know you will not be able to modify the application if you continue with the submission.



Clicking the “OK” button submits your application. The “CANCEL” button takes you back to the review screen without submitting the application to Texas Instruments.

Once you have submitted the application the screen will refresh and you will see a message displayed at the top. (See green highlighted area in screenshot below).



You may print this confirmation page for your records by going to the browser’s menu bar and printing (i.e. in Internet Explorer & Firefox you would go to ‘File’ then the ‘Print’ option beneath it).


**SAVE ONLY** – this does NOT submit the application to Texas Instruments but allows you to return later to submit the application or make changes before submission.

If you click the save only button, you are taken back to the Welcome page where you will now see the application you have worked on under the heading called “Applications Requiring Action”. When you want to continue working on the application or you want to submit it, you must click the ‘Continue’ link to the left of the project title (see green circle in screenshot below). You will then be able to navigate through the screens via the timeline or by clicking Save and Proceed at the bottom of each screen.

Welcome Page    Contact Information    Organization Information    Event Information    Request Information

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**Applications Requiring Action**

Action	Project Title	Application Date	Application Amount
<a href="#">Continue</a>	Test 2 for table sponsorship 	11/25/2011	\$0.00

**Submitted Applications**

Action	Project Title	Application Date	Application Amount
<a href="#">View</a>	test of table sponsorship app	11/25/2011	\$4.44

For a Brand New Application Use the link below.

» Start a New Application «

**Need Support?**


**NOTE:** To see or print out an application that you have submitted, go to the Welcome page and near the bottom under the section called “Submitted Applications” you will see the application you have submitted to Texas Instruments. To see the details or print out a copy of the completed application, click on the ‘View’ link (see blue circle in screenshot above). This will take you to a read-only screen just like the Review application page where you may print by going to the browser’s menu bar and printing (i.e. in Internet Explorer you would go to ‘File’ then the ‘Print’ option beneath it).

**To work on an application that was started but not submitted:**

Next time you want to work on an application you can use the same URL to get to the login screen. Enter your login information and invitation code and click the login button.

On the Welcome page you may work on an application that you started previously but have not yet submitted by going to the portlet with the heading of “APPLICATIONS REQUIRING ACTION “ and clicking the ‘Continue’” link next to the application you wish to complete. Once in the application you will go from screen to screen and submit as described previously in this document.

**Applications Requiring Action**

Action	Project Title	Application Date	Application Amount
<a href="#">Continue</a>	Test 2 for table sponsorship 	11/25/2011	\$0.00