

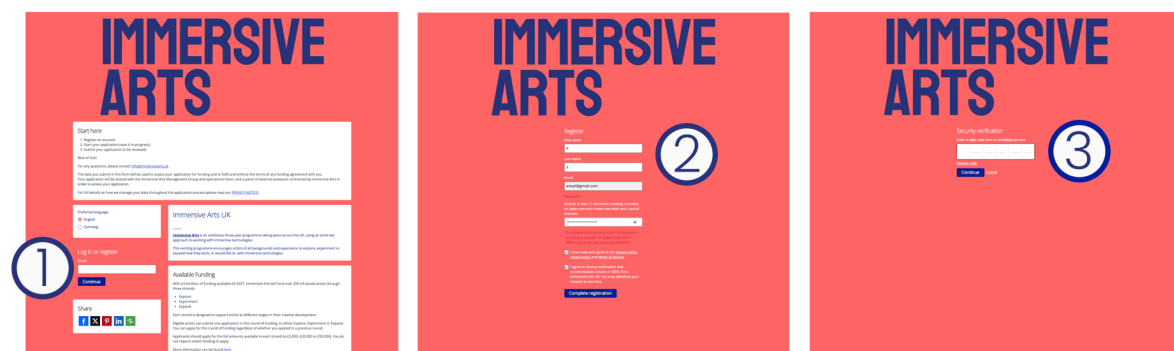
# IMMERSIVE ARTS

## APPLICATION PORTAL STEP BY STEP GUIDE

### REGISTRATION AND LOGIN

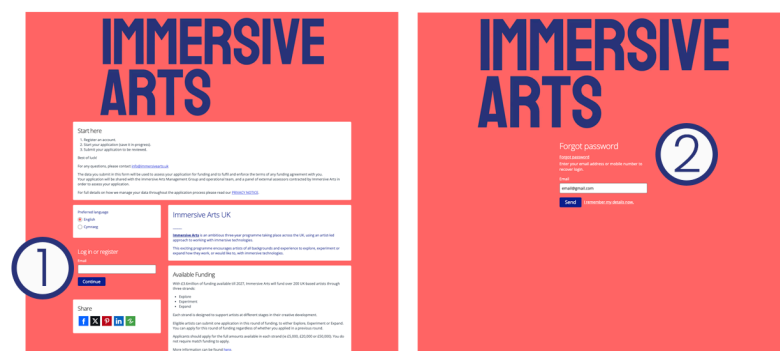
#### How do I register for an account?

Visit the Immersive Arts funding portal and enter your email address to begin. A verification code will be sent via email. Enter this code to verify your identity, and then create a secure password.



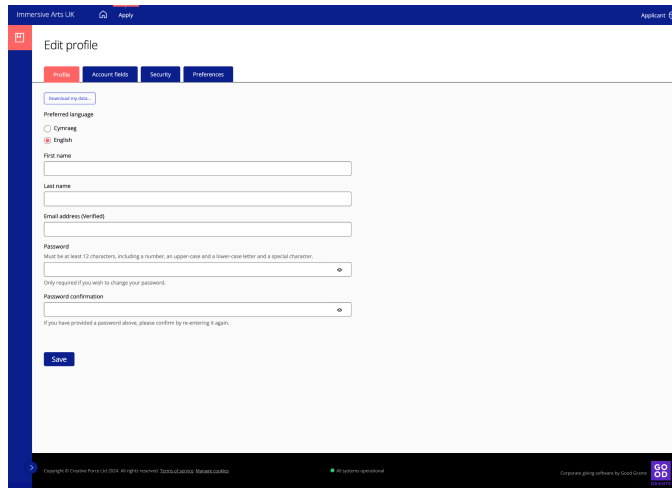
#### What if I forgot my password?

If you've forgotten your password, click "Forgot Password" on the login page and follow the steps to reset it.



## How can I update my login information?

You can change your email or password at any time. After logging in, click on your profile in the top right corner and select "Profile" to make changes.



# CREATING AND SUBMITTING APPLICATIONS

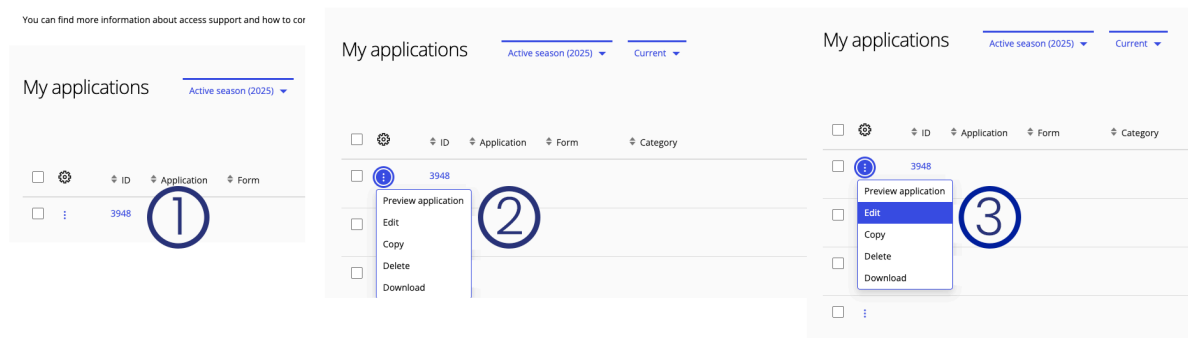
## How do I create an application?

Once logged in, navigate to the "Apply" section and click "Start your application." This will guide you through filling out the required fields in each tab.



## Can I edit an existing application?

Yes, you can return to your saved applications at any time before submission. Click on your application name or select "Edit" from the menu next to your application.



## How do I submit my application?

Once all required fields are completed, simply click "Submit" on any tab to finalise your application.

In addition to offering funding, Immersive Arts is a UK-wide research programme. We are working to better understand how artists and audiences connect with immersive technologies, and exploring what else might be needed for this sector to develop in an inclusive, accessible and sustainable way.

We would like to invite you to contribute the information you have just submitted to an ongoing research study conducted by Immersive Arts research partners, the University of the West of England and University of Bristol. Contributing your information to the study in this way will help to ensure that the research is representative and accurate, and that the results are meaningful and useful to the creative community.

If you consent to your submission being used in this way, the research team will have access to an anonymised version of your submission. Your name, and the names of your collaborators, and any company names and project names will have been removed.

Your data will be stored in a secure setting to which only the researchers will have access in accordance with the University and the Data Protection Act 2018 and General Data Protection Regulation requirements. Further detail is available in the [Privacy Notice](#).

Participation in the research is entirely voluntary and you can withdraw your consent up to two weeks after giving initial consent. After two weeks your information will be fully anonymised and analysed with other data making it impossible to remove.

You retain full rights to the intellectual property of the ideas included in the submission, and the Immersive Arts research team will never disclose the specifics of your creative practice or project to any research audience. The team are looking for trends, similarities and differences across the whole set of anonymised submissions, and will take care not to reference specific ideas, people, organisations or awards directly or by reference to any published outcomes. Results of the research will be shared via the Immersive Arts website, [immersivearts.uk](#) and via academic and industry events and publications e.g. peer-reviewed journals and conferences.

For further information, or to withdraw consent, please contact lead researcher, Verity McIntosh [verity.mcmintosh@uwe.ac.uk](mailto:verity.mcmintosh@uwe.ac.uk).

The project has been reviewed and approved by University of the West of England University Research Ethics Committee. Any comments, questions or complaints about the ethical conduct of this study can be addressed to the Research Ethics Committee at the University of the West of England at: [ResearchEthics@uwe.ac.uk](mailto:ResearchEthics@uwe.ac.uk).

**IMPORTANT:** Your decision to consent or not consent does not in any way influence the assessment of the application you have just submitted. Decisions reviewing your application will not receive information regarding whether or not you have consented to your information being shared with the research team.

Thank you very much.

Research consent

☒ I give my consent for my anonymised submission to be shared with the Immersive Arts research team.

☐ I do not give my consent for my anonymised submission to be shared with the Immersive Arts research team.

Save + new

Save + close

Preview

Submit application

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All systems operational

Consent given pursuant to Data Protection Act 2018

## Review Your Application

Double-check all information and attached files.

Use the preview feature to see how your application will appear to reviewers.

# FILE ATTACHMENTS AND FORMATTING

## Can I format my text?

Yes, basic text formatting options such as bold, italics, and headings are available.

## How can I reorder attachments?

You can change the order of your uploaded attachments by using the arrow buttons next to each attachment.

## File Format Requirements

To facilitate a smooth review process, please ensure all submitted documents meet the following file format requirements :

- Text Documents: PDF, DOC
- Images: JPEG, PNG
- Videos: MP4, MOV
- Audio: MP3, WAV

Ensure that each file is clearly named and corresponds to the specific section of the application it relates to.

# SUBMITTING ACCESSIBLE FORMATS

You can submit applications via text, audio, or video format. If you choose audio or video, there are upload options within the form. Be sure to follow the provided guidelines on file size and format.

# GETTING HELP

If you need assistance, contact the Immersive Arts team, the contact details are below and also available on the portal's login page or within your application dashboard. Reach out [via email](#) for any queries related to your application or the platform.