

# Sponsorship Request Form



THE UNIVERSITY  
of ADELAIDE

## FAQs

### Q: Do I need to create an account?

**A:** No. However, if you decide to complete the form as a guest, once you start your submission you will have to complete it in a single attempt. If you create your portal account, you will be able to resume your submission at any stage.

### Q: I have registered for an account but haven't received the portal confirmation email, what should I do?

**A:** After registering the account, please allow couple of minutes for the confirmation email to arrive. Please look for an email coming from [do-not-reply@sponsor.com](mailto:do-not-reply@sponsor.com) and make sure you check your SPAM folder. If you do not receive the email within half an hour, please email [service@sponsor.com](mailto:service@sponsor.com).

### Q: What if I don't create an account, but during the submission process I want to save and come back to my application?

**A:** Once you start your application as a guest without an account, you will not be able to save your answers during the process. Should you exit the submission process, your data will be lost, and you will need to re-start your submission as a new application.

For this reason, we recommend previewing the application questions to ensure you have all the necessary information / answers ready prior to commencing your submission.

### Q: Is there a way to preview the sponsorship request form questions?

**A:** Yes. We recommend you download a preview of the questions so you can prepare the information / answers prior to commencing your application process.

The sponsorship request form questions vary depending on the request type.

1. From the initial Sponsorship Welcome page, please select the type of funding you're requesting, and press "Start".
2. Select whether you want to register for an account, or continue as a guest.
3. On the next page, click on the "Printable Form" link at the top right of the page. This will format the questions for printing to paper (or saving as a PDF).
4. Once you have prepared your answers, please revisit the Sponsorship portal and complete your submission.

Register Sign in

## Sponsorship

THE UNIVERSITY of ADELAIDE

Printable Form

Opportunity Details

Eligibility information

Strategic Priorities

Audience Profile

Marketing & Visibility

General Considerations

Organisation Details

Attachments

Review and Submit

### Introduction

Thank you again for your interest in collaborating with the University of Adelaide.

Please note:

- The application process can take up to 10 minutes to complete.
- It can take up to 8 weeks to respond with an outcome. For more complex sponsorship requests, this may take longer, however we use our best endeavours to come back to you as early as possible.
- Upon submitting your sponsorship request, we may collect personal information and your browsing history. You can find our Privacy Statement [here](#).
- Sponsorships are negotiable and your application may be a starting point, so please fill out all the information we're asking for to enable us to understand as much about your opportunity as possible.
- The University's Sponsorship Guidelines can be found [here](#).

Auto Fill Next

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**Q: Am I able to save my progress and return to complete the form later?**

**A:** Yes, as long as you create a portal account before filling in the form. Your draft submission will be located in your portal account.

**Q: How long will it take to fill out the sponsorship request form?**

**A:** The sponsorship request form varies depending on the requested amount, but on average, should take less than 20-30 minutes to complete.

**Q: Is there specific time-limit in which I have to complete the sponsorship request form?**

**A:** If you decide to complete the form as a guest, once you commence the session it will automatically expire after 4 hours. If you create your portal account, you will be able to resume your submission at any stage.

**Q: How can I find out about the status of my application?**

**A:** We aim to get back to you with a decision within eight (8) weeks. For more complex sponsorship requests, this may take longer, however we use our best endeavours to come back to you as early as possible. Please consider this timeline when submitting your application. Should you have any questions in the meantime, please reach out to Justine Robertson or Jade Henschke in Corporate Relations at [CorpRelations@adelaide.edu.au](mailto:CorpRelations@adelaide.edu.au).

**Q: I am having technical difficulties. Who do I contact for help?**

**A:** For technical assistance, you can contact Sponsorium at [service@sponsor.com](mailto:service@sponsor.com). Appropriate technical issue topics include:

- The webpage is not responding.
- The upload of attachments is not working.
- One of the question fields is giving me an error.
- The print preview is not working.

For any sponsorship or progress related questions, please email Justine Robertson or Jade Henschke in Corporate Relations at [CorpRelations@adelaide.edu.au](mailto:CorpRelations@adelaide.edu.au).

**Q: I am not sure about a question. Who do I contact?**

**A:** Please email [CorpRelations@adelaide.edu.au](mailto:CorpRelations@adelaide.edu.au) and Justine Robertson or Jade Henschke in Corporate Relations will respond to your enquiry.

**Q: I have a question about sponsorships or the sponsorship process at the University of Adelaide. Who do I contact?**

**A:** The sponsorship guidelines and eligibility can be found [here](#). For any other questions, please reach out to Justine Robertson and Jade Henschke in Corporate Relations at [CorpRelations@adelaide.edu.au](mailto:CorpRelations@adelaide.edu.au).

**Further enquiries**

**Email:** [CorpRelations@adelaide.edu.au](mailto:CorpRelations@adelaide.edu.au)

**Web:** <https://www.adelaide.edu.au/sponsorships/>