

CCGT Grant Application System - User Guide for Applicants

About this document

This document describes how to register as a user of the CCGT Grant Application System, and how to use the system to apply for a grant.

Contact us

If your query is not answered in these notes you may email us by selecting the [Contact Us](#) link within the Grant Application System.

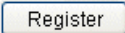
Additionally, if you are experiencing any technical problems please use the same link. We will endeavour to answer all queries within 2 working days.

Registration

The screenshot shows the 'Online Grant Applications' page for CC Grant Tracker. It features a blue header with the title and logo. Below the header, there is a section titled 'About CC Technology Ltd' with introductory text. The main content area is divided into two columns: 'Existing Users' and 'New Users'. The 'Existing Users' column contains fields for 'Email' and 'Password', a 'Remember my login details' checkbox, and a 'Login' button. The 'New Users' column contains a 'Register' button. A 'Forgotten Password?' link is also present below the password field.

Figure 1 - Registration and Login Page

For applicants new to our online applications system

Only registered users of the system can apply for grants. Please click  and follow the on-screen instructions to complete the registration process.

You may find the following notes useful:

- You will use the email address you register with to identify yourself to the system when logging in.
- The system will use this email address for all correspondence, so it's a good idea to choose an address you use regularly.

- When you register, an email will be sent to you to allow you to confirm the registration and log in for the first time.
- Don't worry if you move to a new email address in the future - you can change your registered CCGT email address if you need to.
- If you're a grant holder, or if you've previously contributed to an application or review, your email address may already be registered. The system will detect this automatically and will invite you to log in without needing to re-register.
- The system allows you to store the answers to security questions to assist the secure retrieval of your password if you ever forget it.

Forgotten password

If you forget your password, you click the **Forgotten Password?** link on the Registration and Login Page, and ask for a replacement password to be sent to you by email.

This replacement password gives temporary access to the system, during which time you will be asked to provide a new, permanent password.

Account lock out

Persistent use of an incorrect password will lock your account; this is to protect you from attempts to access your data by a third party. If this happens you can request a new password via the 'Forgotten password' function.

Using CC Grant Tracker

The screenshot shows the 'Online Grant Applications' interface for user Rob Morris. The page is titled 'Welcome to CC Grant Tracker, Rob Morris.' and includes a navigation menu on the left with links for Home, My Applications, My Approvals, My Reviews, Manage My Details, Contact Us, and Logout. The main content area contains several sections: 'Please update your CV.' with a note that the CV was last updated on 21 August 2009; 'New Grant Application' with a link to apply for funding; and 'You have...' followed by a table of application statuses.

| Count | Description | Action |
|-------|--|----------------------------|
| 8 | unsubmitted grant applications. | Click here |
| 1 | unsubmitted grant co-application requiring your participation to be confirmed. | Click here |
| 1 | unsubmitted grant co-application. | Click here |
| 1 | review in progress. | Click here |
| 3 | advised applications. | Click here |

Figure 2 - CCGT Home Page

The home page is your starting point to create applications, or to update your details, including your professional and academic CV.

It is also where you as a grant holder can manage your grants, and as reviewer can participate in the review process.

Creating and completing a grant application

An overview of the creation and preparation of a grant application

1. The Lead Applicant must be the one who creates the application, but it can be jointly completed by the Lead Applicant and any co-applicants.

2. Co-applicants may be added to the application. When a co-applicant is added, CCGT will automatically email them to invite their participation. Co-applicants can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
3. Applicants and co-applicants can manage their CVs in 'My Details'. The CVs are automatically included in the application submission.
4. When the application form is complete it must be validated prior to submission. This will highlight any omissions in the form, and allow these omissions to be corrected.
5. Signatories must be selected as part of the application. Their approval is necessary to allow the application to be submitted.
6. When the application is submitted for approval, emails are sent to the signatories (each in turn where there is more than one) informing them that their approval is requested. The Lead Applicant may follow the progress of the approval process on the grant summary page.
7. When all signatories have approved the application, it will be sent automatically to be considered for funding, and a confirmation email will be sent to the Lead Applicant.

Creating a grant application

You can create a new application from the link on the home page, or by clicking [New Application](#) on the 'My Applications' screen.

Online Grant Applications CC Grant Tracker

Rob Morris

[Home](#)

[New Application](#)

[My Applications](#)

[My Approvals](#)

[My Reviews](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

Open funding rounds

The table below shows all the funding rounds currently accepting applications.

Click **More info** to view additional information about each funding round.
Click **Apply** to access the online application form for the type of grant you wish to apply for.

| Grant Type | Funding Round | Closing Date | | |
|--|-------------------------|-----------------|---------------------------|-----------------------|
| AHP Training Fellowship Grant These training fellowships are offered to allied health professionals who are, or are eligible to be, registered with the Health Professions Council (HPC), Nursing and Midwifery Council (NMC) or other appropriate regulatory body, who are committed to the care of patients with arthritis and related musculoskeletal diseases, to undertake training in clinical or basic science research at a UK institution leading to a PhD or other appropriate higher degree. Applicants should have at least 3 years' relevant post-registration work experience. | AHP Training Fellowship | 01 January 2011 | More info | Apply |

Figure 3 - The New Applications Page

1. The new applications page is opened by clicking the link under 'New Grant Applications' on the home page, or from the 'My applications' screen.
2. All the grant rounds currently open are listed. The [More info](#) link returns a description of the grant round. Clicking [Apply](#) allows you to create an application form; there may be some verification questions to help you to ensure that the application is a valid type for your research or circumstances.

Completing a grant application

Ref: 1575

Introduction

Project Summary

Project Details

Additional Project Detail

Publications

Clinical Information

Lay Summary

Lead Applicant

Lead Applicant CV

Proposed Supervisor(s)

Advisers

Signatories

Scientific References

Grant Information

ARC Grants

Finance

Full economic costs

Time Allocation

Ethical Approval

Animal Ethics

Research students

Referee(s)

Attachments

Disease Category

Research Focus

Research Category

Methods Used

End

Validate Form

Save

Close

Project Summary < Prev Next > Help

Please complete the following fields providing a summary of the proposed project. For further guidance please see the 'Help' section on this page.

You can use the toolbars to format text, insert custom characters, check for spelling mistakes, and find and replace words.

Scientific title of research

Scientific abstract of research including key goals
(max. 200 words)
Word Count

Location of the project
If you are moving Institutions please amend this section with the details of the Institution who will be accommodating the fellowship.

Institution

Department

Address

Phone Number:

Proposed Start Date

Proposed Duration (months)

Enter Key words(Max 6)

1:

2:

3:

4:

< Prev Next > Help

Figure 4 - Completing an application

- The sections of the application form are listed as a menu down the left-hand side of the screen. To complete the application all sections must be completed.
- There is a button at the top and bottom right of each page.
- You can move from page to page using the and buttons, or using the menu on the left-hand side.
- Remember to your work. You will be prompted to save your work if you leave the screen but it is always good practice to save work often in case of computer problems.
- You can save and return to the application form as often as you like.
- The system will prevent your co-applicants accessing your application at the same time as you. This stops applicants and co-applicants inadvertently making changes to the same part of the application at the same time and overwriting each other's work.

Managing an application

The screenshot displays the 'Online Grant Applications' interface. At the top, there is a blue header with the text 'Online Grant Applications' and the 'CC Grant Tracker' logo. On the left side, there is a vertical navigation menu with the following items: 'Rob Morris', 'Home', 'My Applications', 'Online Applications Ref: 1574', 'Details', 'Change History', 'Journal', 'Sign-off Status', 'My Approvals', 'My Reviews', 'Manage My Details', 'Contact Us', and 'Logout'. The main content area is divided into two columns. The left column contains application details, and the right column contains management actions.

| | |
|------------------------|---|
| Title | cc grant tracker evaluation |
| Reference | 1574 |
| Total Requested | £ 50000.00 |
| Lead Applicant | Mr Rob Morris |
| Institution | CC Technology |
| Participants | <u>Supervisors</u> Professor Graeme Milligan (<i>Unconfirmed</i>) Status: (<i>Waiting to approve</i>) |
| Signatories | None |
| Advisers | Brian Armour |
| Grant Type | AHP Training Fellowship Grant |
| Funding Round | AHP Training Fellowship |
| Closing Date | 01 January 2011 at 17:00 |
| Created On | 30 September 2010 |
| Last Updated | 30 September 2010 |
| Last Validated | 30 September 2010 |
| Submitted On | |

The right column contains four management boxes:

- Edit the application:** Please click on the 'Edit' button if you wish to make any changes to your application. (Edit button)
- PDF the application (Print):** Please click on the 'View/Print' button to generate this application form as a PDF file. Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded. (View/Print button)
- Submit the application:** To submit this grant application, please click on the 'Submit' button. Please note: you will not be able to make any alterations to the application form once it has been submitted. (Submit button)
- Delete the application:** If you are sure you wish to delete the application form, please click on the 'Delete' button. Please note: once an application has been deleted it cannot be recovered. (Delete button)

Figure 5 - Managing an application

If you select an application from the 'My Applications' page, you can manage it, as shown above.

The boxes on the right enable you to:

- **Edit the application** on return visits
- **View the application** as a PDF. This creates a form with your latest edits for you to review or to create a paper copy. The watermark is cleared after a successful submission.
- **Validate** that your application is complete for submission.
- **Submit the application** for approval - this button is only available when validation has been successfully completed.
- **Delete the application** if you wish to. **Note that this is an irreversible action;** the application cannot be recovered after deletion.

The menu items on the left:

- **Change history** - shows the changes made to the application form, this can be useful for the review of changes made by collaborators.
- **Journal** - is a notepad function allowing collaborators to leave messages and/or attachments.
- **Sign-off status** - reports on the progress of the sign-off process by each of the signatories.

Monitoring the status of an application

| Reference | Title | Last Updated | Status | |
|-----------|-----------------|---------------------|----------------|---|
| 1575 | Project Alpha | 04/11/2010 17:11:16 | Pre-Submission |  |
| 1574 | Project Beta | 30/09/2010 16:34:12 | Pre-Submission |  |
| 1573 | Project Gamma | 25/03/2010 15:31:45 | Round Closed |  |
| 1567 | Project Delta | 25/02/2010 16:24:47 | Round Closed |  |
| 1564 | Project Epsilon | 04/02/2010 10:21:54 | Round Closed |  |
| 1563 | Project Theta | 29/01/2010 11:56:14 | Round Closed |  |

Figure 6 - Application Statuses in ‘My Applications’

All grant applications, and their statuses, are listed on the ‘My Applications’ section of the system.

Submission and beyond

1. After successful validation the lead applicant may the application. It will then be routed to each of the signatories for their approval.
2. If a signatory rejects the application the lead applicant will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.
4. On completion of the final approval:
 - o A grant application number is assigned to the application.
 - o The application automatically enters the process of being considered for funding, which begins after the grant round closes.

Feedback from peer review and the funding decision

Following the closing date of the grant round, submitted and approved applications for that round will be peer reviewed to decide their suitability for funding, and lead applicants will be informed of the outcome of this process in due course.

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