# Grant E-Management System Help User Guide for Applicants, Reviewers and Co-Signatories

# About this document

This document describes how to register as a user of the Grant E-Management System, and how to use the system to apply for a grant, to review a grant application, or to confirm your participation as co-applicant or signatory of an application.

### **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

	Grant E-Mai	nagement Systems (GEMS)
Health Research Board		CC Grant
Please logon or regis	er below to apply for funding.	
Please Note: Host Ins your grant application approves the applicat	titutions will approve and submit each application or There is only one deadline for submission of applic on before the application deadline.	behalf of the applicant. Please make this a time consideration when prepari ations. It is the responsibility of the applicant to ensure the host institution
Existing Users		New users
Please log in to acces	s your account.	Please register with us to create your account using your institutional email address.
Email		Register Technical Guidance Notes ว
	[	1
Password		
	Login	

### Figure 1 - Registration and Login Page

### For users new to our online applications system

Only registered users of the system can apply for grants. Please click Register and follow the onscreen 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 GEMS Login 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.

### Forgotten password

If you forget your password, click the Forgot Password? link on the "Registration and Login Page", were the system will ask you for your email address so it can send you a link to reset your password. The system will remember your 10 previous passwords and will prevent you from using them.

### Account lock out

Persistent use of an incorrect password will lock your account after 3 attempts; this is to protect you from attempts to access your data by a third party. If this happens you can request a new password link via the 'Forgot Password' function.

# Home Page

HR Health Research Board	Grant E-Management Systems (GEMS)
Home	Welcome to Health Research Board grant application system
My Applications My Co-applications	Please ensure your 'Basic Information' and 'C∨' are up-to-date, these can be edited within 'Manage my Details'.
My Grants	For applicants, co-applicants and sponsors
My Reviews Manage My Details Contact Us	Please maintain up-to-date information for your 'basic information' and 'curriculum vitae' within 'Manage my Details' as these will be included in your application.
Logout	New Grant Application
Technical Guidance Notes ว	To apply for funding from the hrb click here.
	You have
	41 unsubmitted grant applications Click here
	2 withdrawn grant applications Click here
	2 unsubmitted grant co-applications Click here
	1 review invitation Click here

### Figure 2 - 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 a 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, GEMS 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, however some applications will ask applicants to choose their top 5/10 publications relating to the scheme.
- 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 that are setup for final approval most be contacted by the Lead Applicant directly at this stage. Their approval is necessary to allow the application to be submitted.
- 6. When the application is submitted for approval, an email is sent to the Host Institution 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 the Host Institution has approved the application, it will be sent automatically to be considered for funding. A confirmation email will be sent to the Lead Applicant, all co-applicants and signatories of the submission.

### Creating a grant application

You can create a new application from the "here" link on the home page, or by clicking New Application on the 'My Applications' submenu screen.

HR Health Research Board	Grant E-Man	agement S	ystems (	GEMS	5 <b>)</b> Grant Tracke
Home New Application My Applications My Co-applications My Grants My Reviews Manage My Details Contact Us	Please select the correct application type and round accordin http://www.hrb.ie/funding/funding-schemes/. Please Note: Host Institutions will approve and submit er a time consideration when preparing your grant applicat It is the responsibility of the applicant to ensure the host Click More info to view additional information about each fur Click Apply to access the online application form for the type	ig to the criterion available for revie ach application on behalf of the a ion. There is only one deadline for institution approves the applica iding round. of grant you wish to apply for.	w and further information a upplicant. Please make th or submission of applicat tion before the applicatio	is ions. n deadline.	
	Grant Type	Funding Round	Closing Date	More Info	Apply
Notes 🕽	Research Leader Awards Pre Proposal Research Leader Awards Pre Proposal	RL 2020 Pre Application	09 May 2019 13:00 BST	More info	Apply
	Emerging Clinician Scientist Awards Pre Proposal Emerging Clinician Scientist Awards Pre Proposal	ECSA 2020 Pre Application	16 May 2019 13:00 BST	More info	Apply
	Collaborative Doctoral Awards on Patient-focused Research (CDA) Collaborative Doctoral Awards Full Proposal	CDA 2019 Full Application	30 May 2019 13:00 BST	More info	Apply
	Applied Partnership Awards (APA) This is a rolling call. Please note there will be two separate peer review cycles in 2019.	APA 2019		More info	Apply

### Figure 3 - The New Application Page

- The New Application page is opened by clicking the 'here' link under New Grant Applications section on the home page, or from the New Application button on the 'My Applications' submenu screen.
- All the grant rounds currently open are listed. The More info link returns a description of the grant round.
- Click Apply to create an application form; there may be some verification/declaration questions to help you to ensure that the application is a valid type for your research or circumstances.

### **Completing a grant application**

HRealth Research	Grant E-Management Systems (GEMS)
Board	CC Grant Tracker
CDA 2018 Full Application 2546 Details	Introduction Previous Next Save and Close Save and Close
0% complete	HDD Collaborative Doctoral Awards (CDA)
8 Introduction	
1. Host Institution Selection	Thank you for registering on GEMS to apply for the HRB Collaborative Doctoral Awards in Patient-focused Research 2018.
2. Signatory Solution	<ul> <li>Please ensure you have read the Applicant Guidance Notes before completing this online application (available on left hand side menu).</li> </ul>
3. Doctoral Programme Summary 3. Lead Applicant	Technical guidance specific to GEMS are also available to help you complete the form (available on left hand side menu).
S. Consortium	Please ensure all supporting documentation is uploaded as required.
6. Research Programme 3 Description	<ul> <li>Please note that Host Institutions will approve and submit each application on behalf of the Lead applicant. It is therefore essential that you make this a time consideration when preparing your grant application.</li> </ul>
7. Training Programme S Description	We recommend that you notify your Host Institution of your intention to apply as soon as possible by:
8. Support to the S Programme	<ul> <li>ensuring your Host Institution is selected on the next page (Host Institution).</li> </ul>
<ul> <li>9. Programme Budget</li> <li>10. Other Funding</li> </ul>	then clicking on the 'Notify Dean of Research' button on the subsequent page (Signatory Notification).
Sources 11. Nomination of International Peer Reviewers 12. Supporting	<ul> <li>It is the responsibility of the Lead Applicant to ensure that Core Partners complete relevant sections of the online form; to submit the application to their Host Institution for approval in advance of the closing date; and to liaise with the Host Institution signatory to ensure that the application is submitted on time.</li> </ul>
Supporting     Documentation	Deadline:
3 Summary	The deadline for submission of online "Full Application" is Thursday 17 November at 1.00 pm.
Technical Guidenee Natas	Queries:
CDA 2018 Applicant	For Technical Support relating to the GEMS application form please contact gemshelp@hrb.ie
	For all other queries relating to this call please contact Dr Susan Quinn at squinn@hrb.ie
	Previous Next Save Save and Close

#### Figure 4 - Completing an application

- The pages of the application form are listed as a menu down the left-hand side of the screen. To complete the application all pages must be filled in.
- You should find the application form no more difficult to complete than a paper form and if you're already used to electronic forms, you'll probably find it much easier.
- You can move from page to page using the **Previous** and **Next** buttons, or using the menu on the left-hand side.
- Remember to <u>Save</u> 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 making changes to the same part of the application at the same time and inadvertently overwriting each other's work.

# Managing an application

HRB Health Research Board	Gra	nt E-Ma	nagemei	nt Systems (GEMS)
ome ly Applications esearch Training	Titie Reference Statue	Test Project Title (HPF) 2102 Pre-Submission		Role: Lead Applicant Actions shown below are for your involvement as a Lead Applicant
Ilowship for Iaithcare ofessionals if: 2102 Details ew History	Lead Applicant Organisation Grant Type	Mr Stevle-James Gilbert University College Dublin Research Training Fellowsi Professionals	hip for Healthcare	Edit the application Please click on the 'Edit' button if you wish to make any changes to your application. Edit
y Tasks anage My Details intact Us	Funding Round Participante	HPF 2016 Academic Sponsor		PDF the application (Print) Please click on the 'ViewPrint' button to generale this application form as a PDF file.
gout chnical Guidance tes 🕽	Signatories	Dr Test Academic Sponso Confirmed participation Department Head Dr Test Department Head Confirmed participation	No	Please note: If your browser blocks the file download, please follow the instructions to allow the file to be downloaded. PDF Formating Problems?
		Signatory approval status <u>Dean of Research</u> Professor Oria Confirmed participation Signationy approval status	Approval Not Yet Required	Validate the application To validate the application click Validate' and then Validate Form' within the application form. Validate
	Created On Last Updated Validated	29 March 2016 29 March 2016 Not Complete	Apportant ou n'est requires	Submit the application The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements. Submit
	Applicant Submitted On			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

### 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 PDF features a 'Pre-Submission' watermark, which disappears after the application is successfully submitted.
- 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:

- View 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 for each other. Please note, this is not included in the submitted application form.

### Monitoring the status of an application

Reference	Title	Last Updated	Status	
2082	Project Gamma	23/02/2016 09:46:32	Pre-Submission	57
2081	Project Beta	11/02/2016 10:56:41	Awaiting Signatory Approval	57
2078	Project Alpha	01/02/2016 09:30:37	Round Closed	3

You have 1 submitted or rejected application

Reference	Title	Last Updated	Status	
HPF-2016-1675	Project Delta	03/02/2016 16:10:01	Submitted	<b>1</b>

#### Figure 6 - Application Statuses in 'My Applications'

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

Pre-submission	You are yet to submit the application for approval. Form is still editable.
Awaiting Signatory Approval	You have submitted your application for approval. Form is not editable at this stage.
Modifying	An approver has rejected your application and request that you modify it.
Submitted	Your application has been approved and submitted to HRB.
Round Closed	The Grant Scheme is now closed with the application not completed and submitted.
Decision Made	Your application has been reviewed and a decision has been made.

Certain Participants will have Confirmed participation and an additional Submission approval Status. This Supervisor must at some point in the application preparation process go back to their Portal account, go to My Approval section to approve, indicating they are happy with the content prior to submission.

This must be done BEFORE the application is submitted to the Dean of Research for signoff.

# Submission and beyond

- 1. After successful validation the lead applicant may **Submit** 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:
  - A grant application number is assigned to the application.
  - 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 <u>lead applicants will be informed</u> of the outcome of this process in due course.

# Invitations, reviews and panel meetings

For each application assigned to you, you are required to accept the confidentiality rules and declare any Conflicts of Interest prior to receiving the application documents for review. The 'Click here' icon on the right will carry out this initial step. Alternatively, select the My Reviews option on the left hand side where you will find your Review Invitations.

If you have no conflicts of interest the review will automatically be made available to you in the My Reviews section. If you have declared a conflict of interest or a potential conflict of interest HRB staff will be notified and this application will no longer be available to you for review.

The 'My Reviews' option on the left hand menu can be used at any stage to find your Review Invitations, allocated Reviews and panel meeting documents, when made available to you.

HRB	G	rant E-I	Manageme	ent Sys	tems	GEM	S)
Research Board Home	My Reviews				d	CC CC	Grant Tracker
My Applications My Reviews	You have						
Review Invites Submitted Reviews Panel Meeting	1 Peel 3 pane	r review. el meetings.				Click her	e
Documents Manage My Details Contact Us	Type Peer	Reference HPF-2016-1675	Title This is MY Project Title	Requested By 11/02/2016	Dispatched On 30/03/2016	Score 0	Review
Logout Technical Guidance Notes 🗊							

#### Figure 7 My Reviews

### Invitations to review

If you are invited to review an application, you will receive your invitation by email, as shown in **Figure 8**. Invitation emails contain a link which allows you to accept or decline the invitation.

🖂   🛃 47 (	) & *   <del>-</del>	Request for Peer Review (	2016-1675) - Me	ssage (Plain Text)	_	×
File	lessage					۵ (
😭 Ignore 🍇 Junk 👻 Di	K A Reply Forward to More *	Image: HRB Support     ∧       Image:	Move Actions *	Assign Policy * Y Follow Up *	Translate ↓ Select →	Zoom
Delete	Respond	Quick Steps 🛛 🖓	Move	Tags G	Editing	Zoom
Extra line I     From:     To:     Cc:     Subject:	reaks in this message were removed.					Sent: Thu 19/05/2016 17:3
Dear Dr Le	ad Applicant,					60 A
Your name	has been put forward by our panel of	governors as a suitable pe	er reviewer for the	below grant application.		
Can you p before 20 The final r	ease visit the link below and confirm wi May 2016. eview will be required by 20 May 2016.	nether you are willing to n	eview this applicatio	n. It would be appreciate	ed if you could respor	nd to this invite
Lead Appl Organisati Project Ab	cant: Professor on: Royal College of Surgeons in Ireland stract	Grant Reference -20	16-1675 Grant Title:	This is MY Project Title Al	bstract of Proposed v	vork:
Click the fo	illowine link ants.hrb.ie/iv915vraq2ep7043ja6w22gg	<u>q1v3/</u>				
If the link	loesn't work, select and copy the code	below				
91 5VRA Q	2EP 7043 JA6W 22GG Q1V3					
and paste	in the textbox on the following URL					
https://gr	ants.hrb.ie/IV/					
view invit	ation email					

# Bypassing invitations

It may be that you work with an organisation which simply sends you details of reviews, bypassing the invitation process. In this case, your involvement will start at the **Carrying out a review** stage, as described below.

### **Responding to an invitation**

You can accept or decline an invitation, or alternatively you can tentatively accept the invitation – to suggest an alternative reviewer or if you would like to carry out the review but for some reason :

- You may have a perceived conflict with the applicant or organisation submitting the application that needs clarification from HRB before you proceed.
- You may be on leave or away at a conference etc., and returning after the requested deadline, so
  you may request a later date to complete the review.
- You may not think you have the necessary / appropriate expertise to complete the review.

If you respond tentatively, this means you permit the grant-making organisation to send you the review if they choose (for example, if they have difficulty finding another suitable reviewer). At this point, if you still cannot do the review, you may indicate this.

HRIER	Grant E-Management Systems (GEMS)
Dr Test Lead Applicant	Review invitation - Dr Test Lead Applicant
Home My Reviews Review Invites	It has been suggested that you would be a suitable reviewer for the research grant application below. I am consequently asking whether you would kindly agree to review the application for us. It would be very much appreciated if you could respond to this invite before 09/02/2016.
Submitted Reviews Manage My Details Contact Us Logout	Reference : 2016-1675 Title : This is MY Project Title
Technical Guidance Notes 🛸	Lead applicant : Professor (Cademic Sponsor) Other applicants : Dreman (Academic Sponsor) Dreman (Clinical Sponsor) Host Institution : Royal College of Surgeons in Ireland
	Reply to invite:       09/02/2016         Review required by:       20 May 2016         If you have conflicts with any of the people related to the application or are unsure for any reason whether you can undertake a review please respond using the "Tentative / Maybe' option below.         OAccept       OTentative / Maybe       Obecline         Submit       Close

#### Figure 9 Responding to a Review Invitation

Once accepted, the screen will change to show the applicant's abstract.

Host Institution :	Royal College of Surgeons in Ireland
Reply to invite :	09/02/2016
Review required by :	20 May 2016
	Thank you for agreeing to undertake a review. Before we send the full details of the application we ask that you consider the abstract for any potential conflict of interest and read our confidentiality requirements below.
	Abstract : Show
	Conflict of interest and confidentiality
	Reviewers are required to respect the confidentiality of the peer review process, which is designed to protect and preserve the integrity of the HRB's advisers and processes. Reviewers may not discuss any aspect of the scoring or assessment with applicants or colleagues. All such requests must be referred to the HRB.
	Reviewers must adhere to high standards of integrity during the peer review process. They must respect the intellectual property of applicants and may not appropriate and use as their own, or disclose to any third party, ideas, concepts or data contained in the applications they review.
	Conflict of interest rules are applied rigorously.
	A <u>disqualifying conflict of interest</u> may exist if a reviewer: * Was involved in the preparation of the application * Stands to benefit directly should the proposal be accepted or rejected
	* Is in some way related to the applicant at a personal or professional level * Is a former supervisor of the applicant * Is a collaborator of the applicant (up to 5 years previously)
	A <u>potential conflict of interest</u> may exist in some cases, which is not covered by the disqualifying conflict of interest rules indicated above. Where a conflict of interest exists, the reviewer is requested to disclose the conflict of interest to the HRB below.
	Do you have a conflict of interest with the above application?
	ONo Conflict of Interest OPotential Conflict ODisqualifying Conflict
	Submit Close

#### Figure 10 Abstract with Conflict of Interest and confidentiality

Clicking on No Conflict of Interest with a Submit will carry you forward. A new email with a link will be sent, allowing you to access the full application and the review form to populate. HRB will review Potential Conflicts before disqualifying or granting access.

### Peer reviews and panel reviews

If you accept an invitation to review an application, or if you have agreed to participate in reviews generally for an organisation, you will be sent details about the review(s) by email.

#### Carrying out a review

As a reviewer, you will be asked to examine the application in detail, and give your assessment of the application's potential. In the example in **Figure 11**, the reviewer is being asked in particular to confirm whether the application includes the use of embryonic stem cells.

Clinical Trial Network 2014 Guidance Notes
CTN Full Proposal Supplemental Guidance
CTN Full Proposal Panel Review Guidelines
Panel Member Peer Review Technical Guidance Notes
Does this application include the use of embryonic stem cells?
Please note that the HRB does not fund research intended to create human embryos solely for the purpose of research
or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.
If you select 'yes' this application will be withdrawn from the review process.
If you select 'no', you may proceed with your assessment.
Please note that the HRB does not fund research intended to create human embryos solely for the purpose of research
or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.
If you select 'yes' this application will be withdrawn from the review process.
If you select 'no', you may proceed with your assessment.
No
Click the 'Save and Validate' button below to check if this form is now complete. Your form must be complete for
submission.
When last validated the following questions were outstanding:
Please complete all mandatory questions in this form before submitting.
<ul> <li>stem cells yes/no is required.</li> </ul>

Submit Form Save and Print Save and Validate Save and Close

Figure 11 – Responding to an application in a review

### Panel meetings

You may also be asked to attend a panel meeting to discuss a number of applications. Again, you will be notified of requests to attend via email.

M 🔒 🧐	0 4	↓ ↓ Ţ	-		Hea	Ith Research Board -	APA 201	6 -Revie	w Panel Invitati	on - Me	ssage (Plain Text)	-	-		X
File	Messag	e													۵ (
🕞 Ignore & Junk 👻	X Delete	Reply	Reply All	Forwar	🙀 Meeting d 🏹 More *	[] 0 - Closed @ To Manager () Team E-mail	4 * *	Move	Pules ▼ B Actions ▼	Assign Policy *	Aark Unread Categorize ≠ ♥ Follow Up *	a to the second	Pind Pind Related ▼ Related ▼ Relect ▼	Zoom	
Delete	e		F	Respond		Quick Steps	G.		Move		Tags 5	2 I	Editing	Zoom	
To: Cc: Subject: Messag	Profe Health	h Resear	ch Board v Frame	d - APA 2 work 20	2016 -Review Pa 16.pdf (546 KB)	anel Invitation	nce.doc	(926 KB)						Jene me	
Dear Pro	fessor														23
I am con taking pl The HRB review a reviewe and addi Followin final stag way. The Grat compose commur plans of this invit	tacting lace on l is the le analysis rs with itional ir ga deta ges of th nt Selec ed of ex hity and the app ation at	you on 28 Sept ead age and cor a view t format ailed su he revie tion Pa operts f one fro plication od that	behalf ember ncy in mment to maki tion reg rvey of ew proo nel is c rom th om a kr is to wl you ca	of the 2016 a Ireland of eac ing fina garding f the liti cess for ompris e scien howled hich thu	Health Reset t our HRB off supporting I h application il recomment the assessm erature, it ha r this scheme ed of an inde tific commun ge user orga ey are assign. the HRB in s	arch Board (HRB) in free in Dublin. - Nearleh research an - Jhe role of the pa- dations to the Boa ent will be availab is come to our attee - I hope that you c - spendent Chair an wity and knowledge ed. We are inviting ed. We are inviting	d is con anel is t rd of th le later ntion t an acco d up to e user c ned pai you as eseard	d, to in nmitteo o furth e HRB. in the p hat you ept this 10 inter ommun nel mer s a pane h in this	vite you to sit er review sho The scheme ; process. have conside invitation and rnational mul nity. Each app mbers will soc el member fro way.	on the s and com ort-listed guidance erable e d that yo tidiscipli plication ore the s om the k	Applied Partner petitive proces d applications ar e notes includin xpertise that w su can assist the nary Grant Sele will be assigned cientific and im mowledge user	s underpi od the ass g our asse ould be p. e HRB in su ction Pan I two revi pact meri commun	rds review p nned by inter cociated com assment proc articularly val upporting he el members. ewers - one f t of the know ity. I hope th	anel. This rnational ments of cedures a luable to alth rese. The pan from the vledge tra at you ca	peer the peer the peer are attached us in the arch in this el will be academic anslation n accept
Can you you coul	please ld respo	visit the ond to t	e link b his invi	elow ai te by fo	nd confirm w bllowing the l	hether you are wil link below.	lling to	serve a	s Panel mem	ber on t	he Applied Part	nership A	wards. It wo	uld be ap	preciated if
Click the https://j	followi grants.h	ng link hrb.ie/ip	omcvjk	ubjj984	lal1ah55w1g	yf5r6/									
If the lin	k doesn	n't work	, selec	t and c	opy the code	below									
су јкив	JJ98 4A	L1 AH5	5 W1G	Y F5R6											
and past	te in the	e textbo	ox on th	he folla	wing URL										

#### Figure 12 - Request Email

As a meeting attendee, you may be asked to judge the applications involved. The example in **Figure 13** shows the list of current meetings which the reviewer is being asked to attend; **Figure 14** shows the applications for one of the meetings.



Figure 13 - Review Meetings

HRBH Health Research Board		Grant E-Ma	nageme	nt Sy	sten	ns (ge	MS) CC Grant Track
	Reference	Title	Lead Applicant	Documents	Reviewed	Conflicted	Comments
iome /y Applications /y Grants	<mark>1</mark> 8678	Educational internetions to improve principle partitioner management of chronities parti-	Volume Transform Brown	11	No	No	<b>P</b>
y Approvals y Reviews Review invites	19299	Rose of colorgenheapers autoanticology in the pathogeneous of onlongeneous is frequently, discussion	Barthele	22	No	No	с <del>о</del>
Meeting: Demo Panel review meeting	<mark>1</mark> 9307	On activated monocoline impair regaritation 7 call foreiton in fraum plant photos?*	Lasma Taama	11	No	No	<b>G</b>
enage My Details	<mark>1</mark> 9314	\$4987 oil ross lab porting test units	Cauto Navi	22	No	No	50
	19317	to also analysis of phage-pha- monghese in 32.2 and regenerate	Tenathy time	11	No	No	50
	19321	Dassletates discutting instant is fund-spream and interaction	ter Carl	22	No	No	G.
	19322	The role of algorith probabilities C expediting in cardings devination	Andrew Transm	33	No	No	5
	19325	Head probably capables Resolution in No Annual and the Institution of probably process plan.	Balan Yong	22	No	No	9
	<mark>1</mark> 9330	The effect of educe polarit decipe and feedback on the philosometry of learning subcrimes in endorgy	James Balances	11	No	No	<b>~</b>

Figure 14 - Applications in a panel meeting

Points to note:

- Attendees can view documents describing each application, as well as any prior review outcomes for the application, for information.
- The set of applications and reviews for the entire meeting may be downloaded using a link at the bottom of the page.
- Your access to the materials for a particular application may be restricted, where conflicts of interest have been identified.
- If required for this panel comments may be recorded for each application using the links on the right of the grid.

# **Co-applicants and signatories**

## Co-applicant / signatory request email

If you are invited to participate in an application as co-applicant or signatory, you will be informed about this by email, as shown in **Figure 15**.

If you click on the link in this email, you will be taken to a page where you can accept or decline this invitation, once your login details have been entered.

To: Dr ( ) View Recipients
Dear Dressee
Mr. An and the state of the sta
Please confirm whether you are willing to participate in this capacity by visiting https://grants.hrb.ie/details.aspx?id=bb7820a3-350e- 4aa3-8d56-a5c400a2f85a&typeid=be195946-0556-45e0-b74e-d57c9568c0f9 where you will be asked to confirm and approve your participation.
Please be so kind as to act immediately in response to this invitation as failure to do so could result in application 2091 being ineligible for submission.
Kind regards
Health Research Board Grants Administrator
To: Dr <b>Constant and Second Annual</b> ) View Recipients Print Sent By: Portal User Subject:
Added as Department Head on grant app
Dear
Mr. has added you as a Department Head on application 2102: "
Please confirm whether you are the relevant person and are willing to participate in this capacity by visiting https://grants.hrb.ie /myapprovals/details.aspx?id=f73b0400-2907-4951-9018-a5d800b43364&typeid=42ebd54e-a2bd-489f-850b-70634a2ccc3a where you will be asked to confirm and approve your participation.
Please be so kind as to act immediately in response to this invitation as failure to do so could result in application 2102 being ineligible for submission.
Kind regards
Health Research Board Grants Administrator

Figure 15 - Co-applicant / signatory email

### My approvals

If you are invited to participate in more than one application, you can manage your invitations in the 'My Coapplications' section, as shown in **Figure 16**.

	_					T I					
Home My Applications My Co-applications My Grants	My Co-applications You have 1 co-application awaiting submission. To view more details please select an application from the grid below.										
ontact Us	Reference	Title	Main Applicant	Role	Confirmed	Last Updated	Status				
Logout Technical Guidance	3650			Co Applicant	N	24/06/2016 16:45:12	Pre-Submission				
	You have 2 co-	applications already submitted.									
	Reference	Title	Main Ap	plicant	Role	Last Updated	Status				
	2014-622		Profess	or <b>and a</b>	Co Applicant	30/10/2013 08:30:01	Submitted				
	2014-635		Dr	-	Co Applicant	29/10/2013 21:09:21	Submitted				

### **Responding to an application**

To respond to an application, select it in the My Co-Applications section. You will then be able to examine the application's details, to allow you to decide how to respond. When you have made your decision, click **Confirm** or **Reject** as appropriate.

#### **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.