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

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

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.

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

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 Save 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

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	
2081	Project Beta	11/02/2016 10:56:41	Awaiting Signatory Approval	
2078	Project Alpha	01/02/2016 09:30:37	Round Closed	

You have **1** submitted or rejected application

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

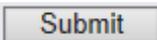**Figure 6 - Application Statuses in 'My Applications'**

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:
   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.

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.
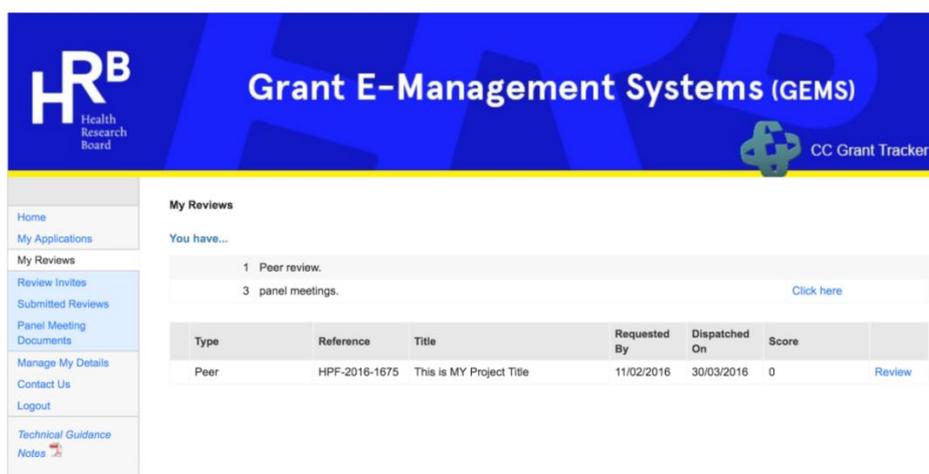
Figure 7 My Reviews

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.
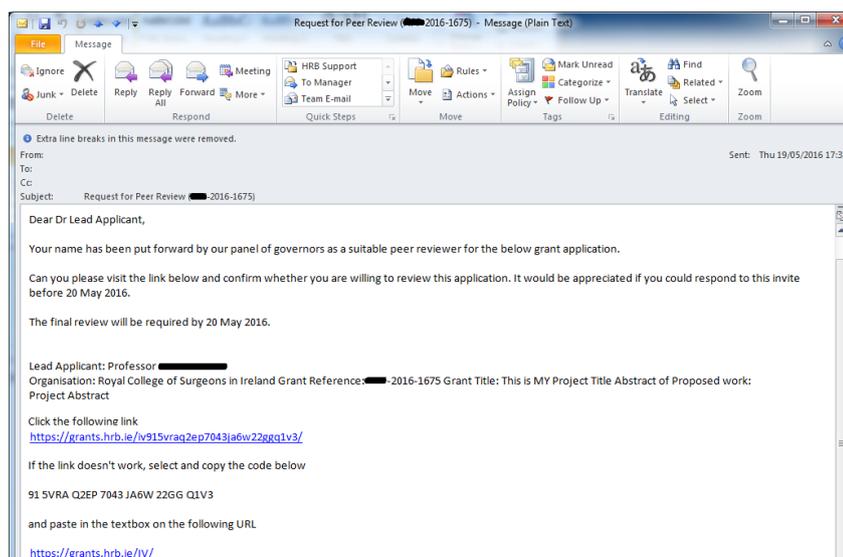
Figure 8 – A review invitation email

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.

Figure 9 Responding to a Review Invitation

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

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.

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.
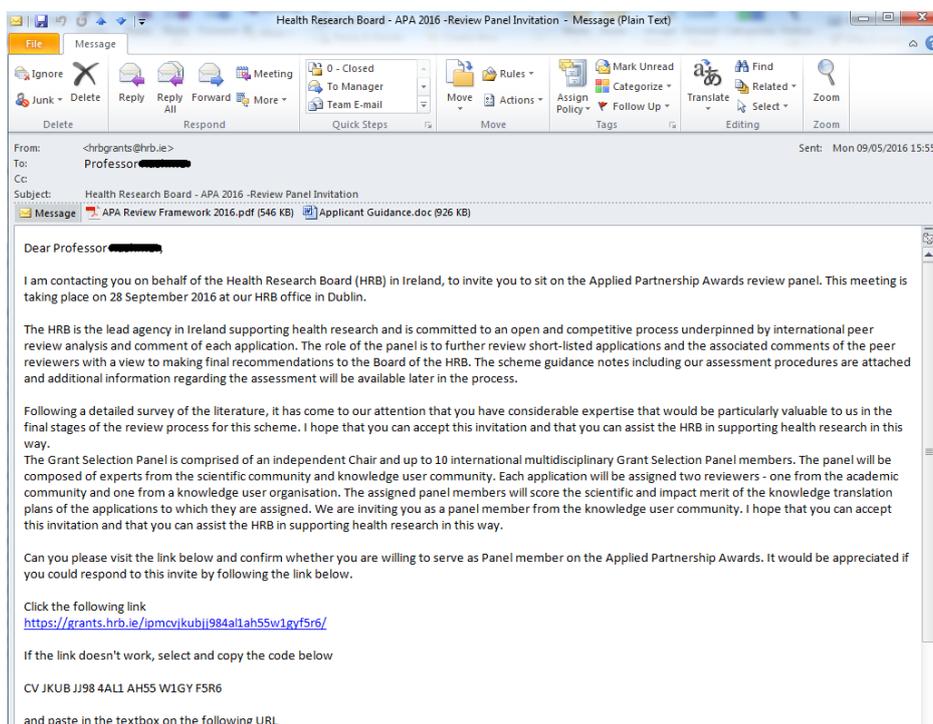

Figure 12 - Request Email

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.
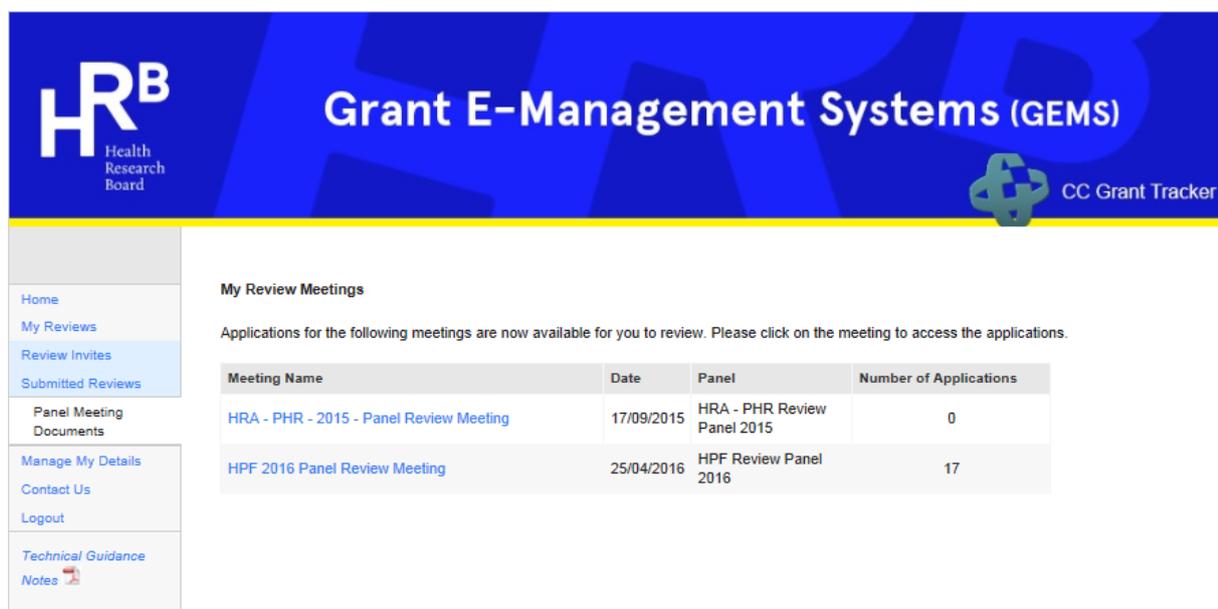

Figure 13 - Review Meetings

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.
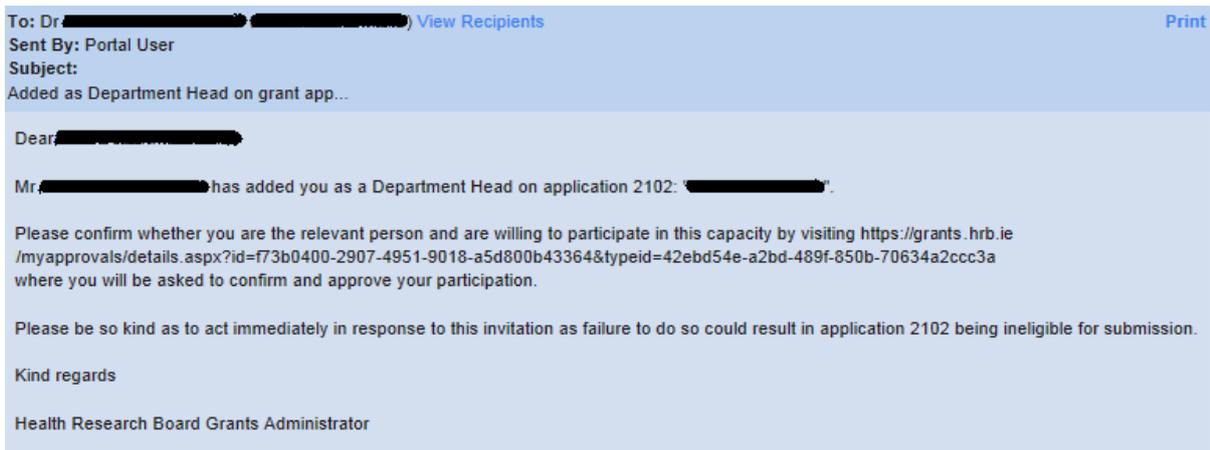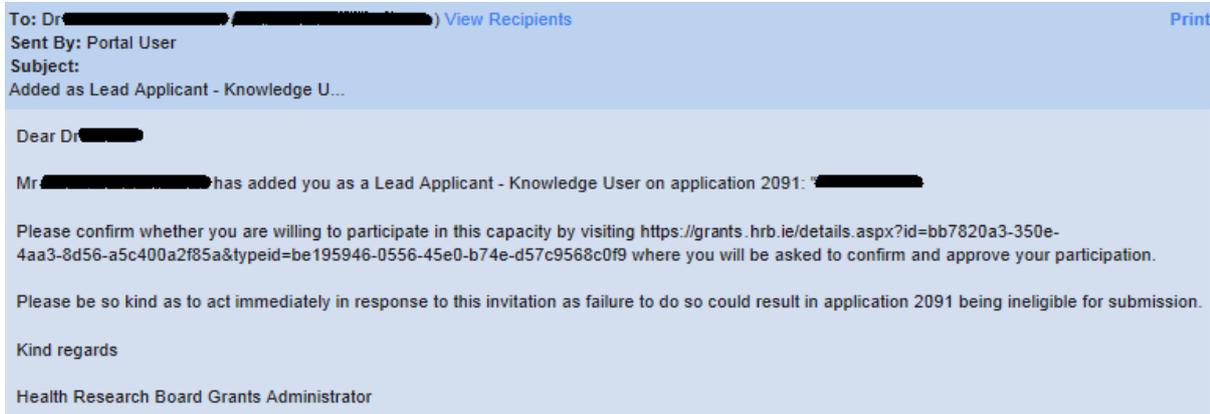

Figure 15 - Co-applicant / signatory email

My approvals

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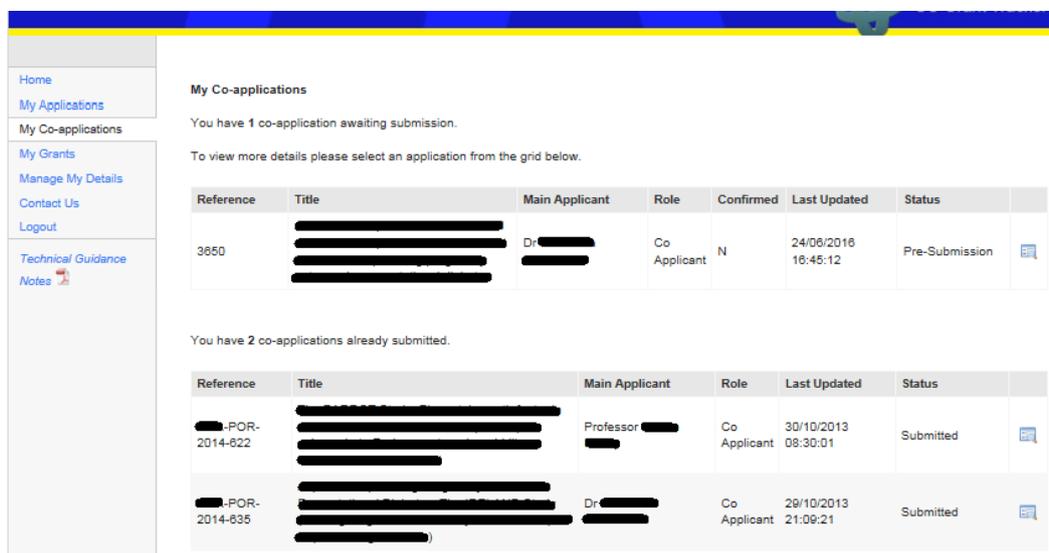

Figure 16 - My Co-Applications section

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.