



## Grant Tracker User Guide

### 1. About this document

This document describes how to register as a user of Breast Cancer Now Grants Online system, and how to use it to apply for a grant.

### 2. Registration

Welcome to our online grant application system.

- To submit a grant application, please login (or register) below
- To contact the Research Grants Administration team, please click [here](#).

[Important note] - Please allow your finance office at least [one working day](#) to approve your application once it has been submitted.

Note: the system URL has now changed to [grants.breastcancernow.org](https://grants.breastcancernow.org). Please update any bookmarks.

<b>Existing users</b>	<b>New users</b>
Please log in to access your account.	Please register with us to create your account using your email address. This email address will be used for all correspondence so please ensure that the address is valid and regularly checked.
Email <input type="text"/>	Please note that all new users require validation prior to receiving access to the system. We will endeavour to complete this validation process as soon as possible (up to 1 business day) following completion of your initial registration.
Password <input type="text"/>	<input type="button" value="Register"/> <a href="#">System Help</a> 
<a href="#">Forgotten Password?</a>	
<input type="checkbox"/> Remember me.	
<input type="button" value="Login"/>	

#### 2.1 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 same email address that you registered with to identify yourself when logging in.
- The system will use this email address for all correspondence. It is therefore recommended to choose an email address you use regularly.
- Once your registration request has been approved, an email confirming the registration will be sent to you and you will be able to log in for the first time.

- If your email address changes in the future, please update your details including your new email address.
- If you are a grant holder or if you have 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 answers to security questions to assist the secure retrieval of your password if you ever forget it.

## 2.2 Forgotten password

If you forget your password, 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.

## 2.3 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.

# 3. Starting a grant application.

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

The screenshot shows a user dashboard for 'Breast Cancer Now Grants Online'. On the left is a navigation menu with links: Home, My Applications, Manage My Details, Contact Us, Logout, and System Help. The main content area displays a welcome message for 'Geraldine Byrne' and provides information on how to complete an application, including links to 'visit our website' and 'application guidelines'. It also offers contact information for issues: 'grants\_admin@breastcancernow.org'. Below this, there is a section for 'New Grant Application' with a link to 'here'. A 'You have...' section shows a summary of grant applications: 2 unsubmitted grant applications (with a 'Click here' link) and 2 submitted grant applications (with a 'Click here' link).

### 3.1 Creating and completing a grant application

#### 3.1.1 An overview of the creation and preparation of a grant application

1. The Lead Applicant must be person creating the application, which can be jointly completed with any of the co-applicants.
2. Co-applicants may be added to the application. When a co-applicant is added, Breast Cancer Now Grants Online will automatically email them to invite their participation. Co-applicants can decide whether to confirm participation and approve the proposal. These steps are required for the lead applicant to validate the application form and submit.
3. Applicants and co-applicants can manage their CVs in 'My Details'. The CVs are automatically included in the application submission
4. The Head of Department must be added to the application. The Head of Department will receive an email to confirm participation and approve the proposal. These steps are required for the lead applicant to validate the application form and submit
5. A Finance Officer must be added to the application to sign off the application. The Finance Officer will receive an email to confirm participation. This step is required for the lead applicant to validate the application form and submit
6. When the application form is complete it must be validated prior to submission for approval by the Finance Officer. This will highlight any omissions in the form, and allow these omissions to be corrected
7. When a grant application is submitted for approval, an email is sent to the Finance Officer informing that his/her approval is requested. The Lead Applicant may follow the progress of the approval process on the grant summary page
8. When the Finance Officer has approved the grant application, it will be fully submitted to Breast Cancer Now. Following an eligibility check, the application will enter into a peer review process if deemed suitable.

### 3.2 Creating a grant application

You can create a new grant application from the link on the home page, or by clicking

[New Application](#) on the 'My Applications' screen.

**My Applications**

You have 2 applications awaiting submission.

To view more details or to update an application please select it from the grid below.

Reference	Title	Last Updated	Status	
7548	xxx	10/01/2017 14:19:25	Pre-Submission	<a href="#">New Application</a>
6240	[New Application]	29/12/2013 09:39:50	Round Closed	<a href="#">New Application</a>

You have 2 submitted or rejected applications

Reference	Title	Last Updated	Status	
2017TestCCEol868	Clinical EOI test form	10/01/2017 14:09:10	Submitted	<a href="#">New Application</a>
2017TestPCCeol867	Preclinical Catalyst Grant	04/01/2017 17:24:20	Submitted	<a href="#">New Application</a>

The new applications page is opened by clicking the link under 'New Application' on the home page, or from the 'My applications' screen.

- [Home](#)
- [New Application](#)
- [My Applications](#)
- [Manage My Details](#)
- [Contact Us](#)
- [Logout](#)
- [System Help !\[\]\(5e74b89e52df6079bda4f4032bcaef59\_img.jpg\)](#)

### Open funding rounds

For more information about the type of grants and guidelines to complete an application, please [visit our website](#) and download our "grant funding information" and "application guidelines" documents.

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.

This application will be applied on behalf of **Geraldine Byrne** ([click here](#) to change contact)

Grant Type	Funding Round	Closing Date		
<b>Project</b> Breast Cancer Now project grants are available to support innovative breast cancer research in the UK and Ireland. Project grants are awarded for up to three years and do not normally exceed £65,000 per annum.	2017 May Project	19 January 2017 4:00PM	<a href="#">More info</a>	<a href="#">Apply</a>
<b>Clinical Catalyst Expression Of Interest</b> Breast Cancer Now project grants are available to support innovative breast cancer research in the UK and Ireland. Project grants are awarded for up to three years and do not normally exceed £65,000 per annum.	2017 Clinical Catalyst Expression Of Interest	30 April 2017 4:00PM	<a href="#">More info</a>	<a href="#">Apply</a>
<b>Preclinical Catalyst Expression Of Interest</b> Breast Cancer Now project grants are available to support innovative breast cancer research in the UK and Ireland. Project grants are awarded for up to three years and do not normally exceed £65,000 per annum.	2017 Preclinical Catalyst Expression Of Interest	30 April 2017 4:00PM	<a href="#">More info</a>	<a href="#">Apply</a>

- The grant rounds currently open are listed and the "More info" link returns a description of the grant round.
- To create a new grant application, click "Apply" beside the type of grant you wish to apply for.

### 3.3 Completing a grant application

To submit a grant application, all the sections of the online application form listed as a menu down the left-hand side of the screen must be completed and validated.

2017 May Project  
7549  
Details...

Introduction  
Details  
Lead Applicant  
Co-Applicants  
Collaborators  
Recommended / Excluded Reviewers  
Head of Department  
Finance Officer  
Costs  
Research Proposal  
Preliminary Data  
Additional Details  
Lay Overview  
Data Sharing Plan  
Research Category  
Declaration  
Attachments  
Validation

System Help

**Details** Previous Next Save and Close

**Title of project**

**Abstract of research**  
Provide a succinct summary of your research proposal. The abstract should be laid out as follows:  
i) Background  
ii) Aims  
iii) Techniques and Methodology  
iv) Impact on breast cancer research

**Background**

**Aims**

10 words (300 words max)

Does the research proposed aim to fill any of the gaps highlighted in the breast cancer research gap analysis entitled “Critical research gaps and translational priorities for the successful prevention and treatment of breast cancer”  
<http://breast-cancer-research.com/content/pdf/bcr3493.pdf>

Yes  
 No

**Duration (months)**  
36 months

**Proposed Start Date**  
Please select a start date between 1<sup>st</sup> August 2017 – 31<sup>st</sup> March 2018. Please note that your grant cannot be activated before 1<sup>st</sup> August 2017.  
(Cannot be before 01/08/2017)

- In order to complete your grant application form correctly, please refer to the guidance notes provided on our [website](#).
- You can move from page to page using the Previous Next buttons, or using the menu on the left-hand side.
- Remember to save your application by clicking Save and Close. 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 technical issues.
- You can save and return to the application form as often as you wish.
- The system will prevent your co-applicants accessing your application at the same time as you. This is to stop applicants and co-applicants inadvertently making changes to the same part of the application at the same time and overwriting each other's work.

## 4. Managing your application

To manage an application select your application in the 'My Applications' page.

The screenshot displays a web interface for managing an application. On the left is a navigation menu with options: Home, My Applications, Project Ref: 7549, Details, View History, Journal (0), Sign-off Status, Manage My Details, Contact Us, Logout, and System Help. The main content area shows application details: Title (xxx), Reference (7549), Status (Pre-Submission), Lead Applicant (Geraldine Byrne), Organisation, Grant Type (Project), Funding Round (2017 May Project), and Closing Date (19 January 2017 16:00). It also lists Signatories (Finance Officer) and dates (Created On, Last Updated, Validated, Applicant Submitted, Submitted On). On the right, a blue box identifies the user as a 'Lead Applicant'. Below are five action boxes: 'Edit the application' with an 'Edit' button; 'PDF the application (Print)' with a 'View/Print' button; 'Validate the application' with a 'Validate' button; 'Submit the application' with a 'Submit' button; and 'Delete the application'.

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.

## 5. Submitting your application

- After successful validation, the lead applicant may  the application. It will then be routed to Finance signatory for their approval.
- If a signatory rejects the application, the lead applicant will be notified along with any feedback that the signatory has supplied.
- 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.
- On completion of the final approval:
  - A grant application number is assigned to the application.
  - The application will be checked for eligibility and enters Breast Cancer Now's peer review process if deemed suitable.

## 6. Contact us

If your query is not answered in these notes you may email us by selecting the **Contact Us** link available on the portal or email [grants\\_admin@breastcancer.org](mailto:grants_admin@breastcancer.org) directly. Additionally, if you are experiencing any technical problems please use the same link. We will endeavor to answer all queries within 2 working days.