INTERNAL USER GUIDE

A Guide to the Alzheimer’s Research UK (ARUK) Grant Application System (Grant Tracker®)

A Quick Guide for Applicants applying for funding from the Alzheimer’s Research UK ARUK web page: http://www.alzheimersresearchuk.org/
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INTRODUCTION

1. The Alzheimer’s Research UK’s Grant Application System enables applicants to apply for research funding online.

A list of available grant schemes can be found on the Alzheimer’s Research UK website using the following link:

http://www.alzheimersresearchuk.org/grant-schemes/

2. You will not be able to use the system unless you have a username and password

- If you do not have an account, go to Section B (How to register)
- If you do have an account, go to Section C (How to complete and submit an application)

B How to Register using Grant Tracker

1. Go to the Grant Tracker log in page: https://a-r.org.uk/Index.aspx

The following screen will appear:

Click on Register (as shown above) and then follow the onscreen instructions
2. Enter your College email address then confirm your email address in the fields as shown. Click on Next to continue.

- This is the email address that will be used for all correspondence and which you will use for future access to the system. You will be able to change this in the future if required.
- If you are a grant holder, or have contributed to an application or review, your details may have been pre-registered for you.
  
  In this case a message will inform you that an account exists for the email address you have supplied. If this is correct you must accept the Terms and Conditions before proceeding.
- If you are a new user, complete the registration form that follows. Mandatory fields are marked with a red dot. Once finished check the box that confirms that you accept the trust’s terms & conditions and then press on the submit button.

Once completed, an email will be sent to the email address that you have registered. This verifies your email address and provides a unique initial password and a link to follow. Once you have accessed the system you can change details and choose a new password.

N.B. When you enter your email address and password enter them directly and do not cut and paste this information. Remember the password is case sensitive.

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<th>C How to Complete your Application using Grant Tracker</th>
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<td>1. Once registered log into Grant Tracker <a href="https://a-r.org.uk/index.aspx">https://a-r.org.uk/index.aspx</a> and enter your username and password. This will take you to the Home screen of Grant Tracker.</td>
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<td>N.B. The home screen is your starting point to create applications, update your details (including applicant’s CV’s). This is also your starting point as a grant holder to managing your grants and (if relevant) as a reviewer to participate in the refereeing process.</td>
</tr>
<tr>
<td>2. Once you have successfully logged onto Grant Tracker:</td>
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<tr>
<td>- Click on the here link in the ‘New Grant Application’ section in order to bring up a list of all of the available grant opportunities.</td>
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3. Scroll down the page to find the scheme you wish to apply for. Select the scheme by clicking on **Apply** button. The **More info** link returns more information about the grant.

- If you selected **Apply** then a dialogue box such as the one shown below appears asking you to confirm a few basic details.
4. Different schemes will have different project specific fields to complete. **You must complete ALL sections before submission.**

1. The sections of the application form are listed as a menu down the left-hand side of the screen. **You must complete all of these sections.**
   - You can either complete your application in sequence or choose the section you want to complete from the left hand Navigation menu. Depending on the Grant you are applying for you may see more or less items in the menu.
   - Co-applicants must individually accept their inclusion (see Appendix 1)
   - Under the Signatory section you will be asked to select the Head of Department (HoD) - Please select Cindy Lai (by entering her surname in the drop down field).

   **N.B.** If you choose your actual Head of Department instead of selecting Cindy Lai then this could cause your application to fail. This is because the HoD may not correctly route the necessary institutional approval emails from Alzheimer’s Research UK to the correct Research Services teams at Imperial. Incidentally, your actual HoD should have already approved your application in Infoed.
• The system will prevent you and other applications accessing your application form at the same time.

2. There is a help button at the top and bottom right of each page which returns information about that page.

3. You may move from page to page using the previous and next buttons or jump through the form using the menu on the left hand side.

4. **Remember to save your work.** You will be prompted to save your work if you leave the screen. You can save your work as many times as you wish until it has been submitted. This system will **not** automatically save your application form.

5. When you have finished your session *(and after you have saved your work)* you should press on the Close button.

6. After you have totally completed your form and it ready for submission then you must firstly press validate *(more on submitting in the next section)*.

### D  How to Submit your Application using Grant Tracker

_N.B._

After you have completed the form the next step is to submit. The Alzheimer’s Research UK Grant Tracker system does **not** replace our current internal authorisation process. Please remember that an InfoEd proposal must be completed and fully approved before a Grant Tracker application can be authorised by Research Services.

1. On the home screen [https://a-r.org.uk/Index.aspx](https://a-r.org.uk/Index.aspx) click on **My Applications** which will bring up a list of your current applications.
2. Then select the correct application that you wish to apply for by pressing the ‘Update Details’ symbol on its right hand side ( ).

3. The following screen will appear:
The boxes on the right-hand side of this screen enable you to:

1. Edit the application on return visits.
2. View/Print the application as a PDF. This creates a form with your latest edits for your review or to create a paper copy. The watermark is cleared after a successful submission.
3. Validate your application for submission. When you are happy with your application you press here which will then send you into your application where you will have to validate once more before you can submit.
4. Submit your application form for approval – this button is only enabled once the validation has been successfully completed.
5. Delete the application if you wish to, but please note that this is a final action.

Menu items on the left-hand side of this screen:

6. Change history – shows the changes made to the application form, this can be useful for the review of changes made by participants (e.g. a co-applicant).
7. Questions – shows if there have been any questions about this grant.
8. Journal is a notepad function allowing participants to leave messages and/or attachments
9. Sign-off Status reports on the progress of the sign-off process by each of the signatories.

4. After successful validation the Lead Applicant may submit the application to Alzheimer’s Research UK (refer above to points 3& 4 under step 3)

2. A system generated email will be sent to the signatories (in turn where there is more than one) informing them that their approval is required. The lead applicant can follow the progress of the application on the ‘Application Summary Page’ (see section 5 below).

3. If a signatory (usually Research Services) rejects the application the Lead Applicant is notified with any feedback the signatory supplies. The application can then be re-submitted.

4. On completion of the ‘Final Approval’ the application is submitted. A confirmation email is sent to the Lead Applicant and an application reference number (of the format ARUK-XX20XX-X) is issued.

5. The Status of an application can be followed on the ‘My Applications’ section of Grant Tracker.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Last Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4205</td>
<td>Visiting Professorship</td>
<td>06/05/2010 10:09:56</td>
<td>Pre-Submission</td>
</tr>
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The Status of an application will be one of the following at any one time:

(i) Pre-Submission - You are yet to submit the application for signatory approval and can edit
(ii) Awaiting Signatory Approval - You have submitted your application for signatory approval
(iii) Modifying - A signatory has rejected your application for modifications to be made
(iv) Submitted - Your application has been signed off by signatories and submitted to Alzheimer’s Research UK
6. After successful submission by the Head of Department/Research Services you need to go back into the application (it is still available for you to see) and **Print off 20 Paper PDF Copies** (you must staple these in the top left hand corner).

   Send the paper copies to:

   **Research Team**  
   Alzheimer’s Research UK  
   The Stables, Station Road  
   Great Shelford  
   Cambridge, CB22 5LR

   Paper copies are normally due on the Monday following the electronic submission deadline but please check the application website for the paper copy deadline.

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### HELPDESK

1. Alzheimer’s Research UK have produced their own PDF guide as to how best to navigate their application procedure.

   You can access this guide at:


2. For further help with applying to Alzheimer’s Research UK, please contact:

   Research@alzheimersresearchuk.org or telephone (+44) (0)1223 843899
APPENDIX I
Alzheimer’s Research UK CC Grant Tracker Application Submission Process
A Flowchart Overview

Alzheimer’s Research UK CC GRANT TRACKER SUBMISSION PROCESS

Application Created by Lead Applicant

Lead Applicant adds signatories and any co-apps, advisors etc

Signatories, co-apps, advisors etc, must log in and confirm involvement

Applicant finishes entering data

Co-Apps (if any exist!) must log in and approve the application

Lead Applicant can now submit the application

Head of Department must log in and approve the application

Application is submitted to ARUK

Lead Applicant should now log in and Print off 20 PDF copies of the application. Send these copies to: Research Team, Alzheimer’s Research UK, The Stables, Station Road, Great Shelford, Cambridge, CB22 5LR

N.B. Your Research Services team will approve the application as the Head of Department

After the application is submitted automated emails are sent to advise the signatories

Confirmation email is sent to the applicant

N.B. Signatories will include Head of Department [please select Cindy Lai]

N.B. You should submit the signed hard copies by the Monday following the electronic submission deadline. You can contact help at Research@alzheimersresearchuk.org or telephone (+44) (0)1223 843899