## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Overview of the Application Process</td>
</tr>
<tr>
<td>B</td>
<td>Introduction</td>
</tr>
<tr>
<td>C</td>
<td>Account Registration</td>
</tr>
<tr>
<td>D</td>
<td>Applying for Funding</td>
</tr>
<tr>
<td>E</td>
<td>The Approval and Participation process (RS/JRO Use Only)</td>
</tr>
<tr>
<td>F</td>
<td>Helpdesk</td>
</tr>
</tbody>
</table>
A. Overview of the Application Process

**Alzheimer’s Society - Grant Tracker Submission Process**

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Research Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for funding is created by the PI</td>
<td>RS/JRO must confirm participation by acting as the Head of Department**</td>
</tr>
<tr>
<td>PI enters all project related information into each of the fields to complete the application</td>
<td>Automated emails sent to <a href="mailto:rgcoadmin@imperial.ac.uk">rgcoadmin@imperial.ac.uk</a></td>
</tr>
<tr>
<td>PI adds signatories (RS) and Fellow / Co-Supervisor etc.</td>
<td>RS/JRO must confirm participation</td>
</tr>
<tr>
<td>Co-Supervisor/Co-applicants must confirm participation</td>
<td>Automated Approval email sent to <a href="mailto:rgcoadmin@imperial.ac.uk">rgcoadmin@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Co-Supervisor/Co-applicants must approve submission</td>
<td>Research Services must log in and give final approval to the application as the Head of Department**</td>
</tr>
<tr>
<td>PI can now submit the application for pre-approval by Research Services/Joint Research Office</td>
<td>(**Actual HoD approval will be actioned on the corresponding InfoEd Proposal)</td>
</tr>
<tr>
<td>Lead Supervisor/Lead Applicant/ Fellow must validate the application form</td>
<td>Confirmation sent to  Research Services/Joint Research Office <a href="mailto:rgcoadmin@imperial.ac.uk">rgcoadmin@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Lead Supervisor/Lead Applicant/ Fellow must submit the final application for approval</td>
<td>Confirmation sent to  Lead Supervisor/Lead Applicant/ Fellow email address</td>
</tr>
<tr>
<td>PI can now Submit the approved application to the Alzheimer’s Research Trust</td>
<td></td>
</tr>
<tr>
<td>Application Submitted</td>
<td></td>
</tr>
</tbody>
</table>
**INTRODUCTION**

1. Alzheimer's Society is the UK's leading care and research charity for people with dementia and those who care for them. Their unique research programme funds research into the cause, cure, care and prevention of dementia to improve treatment for people today and to search for a cure for tomorrow.

   They are the only organisation to work with leading scientists and people affected by dementia to ensure their research influences practice and transforms lives. With the right investment, dementia can be defeated.


   Select the ‘Research and grants’ tab.
3. The following screen will be displayed. Click on ‘Research programme and grant information’.

Select the Apply for funding option.

The following screen will be displayed. Click on the link (https://grants.alzheimers.org.uk).

The following screen will be displayed:

The online platform can be accessed at https://grants.alzheimers.org.uk

Any queries should be directed to grantsenquiries@alzheimers.org.uk

All applications must fulfil the remit of our research strategy.
4. You will not be able to use the AR-UK Grant Tracker® system unless you have a system username and password.
   - If you do not have an account, go to Section C (How to register).
   - If you have an account, go to Section D (How to Complete/Submit an Application).

C Account Registration

1. In the New Users section, click Register.

2. Enter your valid Imperial College email address in the Email and Confirm Email boxes *(the system is case sensitive for the Email address so please ensure that you enter exactly as it appears in your email)*.
Click **Next** to proceed. Complete all fields in the **Registration** section.

3. When you have completed your personal details, click **Next**.

4. The following screen will be displayed. Scroll down through the Terms & Conditions and tick to confirm you have read them.

The following screen will be displayed:

An email will be sent to your Imperial college Mailbox (usually within an hour of the form being submitted) to confirm that the registration is valid.
An example of an system generated email is shown below:

5. Click on the blue underlined link:

6. The following screen will be displayed:

Copy the Password in the email and paste it in the Current Password field. Enter your New Password and Confirm your New Password in the fields as shown above.
Click the **Change** button and the the Security Question screen will be displayed.

7. Select and Answer the Security Questions, then tick the box that you have read and accept the Terms & Conditions and click the **Submit** button.

![Security Question Screen](https://a-r.org.uk/)

8. Complete your **CV Details**, as this will be used to assess your future applications.

![CV Details Screen](https://a-r.org.uk/)

**This now completes your Grant Tracker® Account Registration**

D. **Applying for Funding**

1. Go to the Alzheimer’s Research UK Grant Tracker web page [https://a-r.org.uk/](https://a-r.org.uk/)
Enter your email address and Password into the existing user boxes (the system is case sensitive for both Email and Password details so please ensure you enter exactly as it appears in either your email or the new stored password you have created (see C4).

The following screen will be displayed. To apply for funding for one of the schemes click on ‘here’.

2. The Open Funding Rounds screen will be displayed. Select the funding opportunity that you wish to apply for and click on either the ‘More info’ or ‘Apply’ links as shown below.

3. Read the information contained in the Eligibility Check dialog box and answer the questions as shown below. Ticking the box means you have answered ‘Yes’, leaving it blank means ‘No’.
4. Read the Scheme and Peer Review details.

Complete all sections as described below (or as detailed in the funding scheme you have selected) and then click on Save at every stage (this is essential if you wish to complete your application at a later stage).

- Project Summary
- Applicant details
- Applicant CV
- Co-applicant details
- Collaborators
- Head of Department **
- Signatory (RS or JRO) **
- Lay proposal
- Scientific proposal
- Task and expected outcomes
- Ethics and NHS R&D approvals
- Use of animals
- Finance and costs
- Other support
- References
- Attachments

The Grant Tracker system does not replace our current internal authorisation processes.

Please remember that a corresponding InfoEd Proposal Development (IPD) record must be completed.

** The InfoEd record must be approved by your Head of Department or Faculty (if applicable) before an application can be authorised by Research Services (RS)/Joint Research Office (JRO).
The reason we use the name Cindy Lai for Head of Department (refer to D.11) is to bypass the HoD step on the grant tracker system (as approval will already been given on InfoEd Proposal Development (IPD)).

The email request then is sent to the Imperial college Mailbox (rgcoadmin@imperial.ac.uk) and then forwarded onto the appropriate RS/JRO team for checking, confirmation and approval.

5. Scroll down the page to the **Project Summary** section and complete the Title and lay Summary of the application. To prevent any loss of information and to allow others to see the up-to-date application please save regularly at every stage.

6. Scroll down the page to the **Proposal** section and complete all fields with details of the proposal and purpose of the application.

7. Scroll down the page to the **Finance and costs** section and enter the details of all costs for the application.
8. Scroll down the page to the **Principal applicants CV** section and make any changes as required.

9. Scroll down the page to the **Co-applicant CVs** section and add co-applicants to your application.

10. Scroll down the page to the **Collaborators** section and add any collaborators to your application and add also add any letter of support.

11. Add the appropriate **Signatory details** and click on **select** to proceed.

(*Refer to D4*)

The Society requires approval of submission for each application by the Head of Department (or other...
appropriate signatories) confirming that space and facilities will be available for the duration of the grant.

To add the Head of Department search the database for the contact by entering the following:

Name: Cindy Lai

Click on ‘Find Contact’. The following screen will be displayed:

Select the Contact Name. An automated email will be sent to the Imperial College Mailbox (rgcoadmin@imperial.ac.uk) informing them that an application has been started. The email will be forward onto Research Services/Joint Research Office for their information.

12. Scroll down the page to the Advisors section and add an Advisor as required.
13. Scroll down the page to the **Disease classification** and answer all questions where appropriate and upload any relevant attachments.

14. Scroll down the page to the **UKCRC classification** section and tick all statements that apply.

15. Scroll down the page to the **Ethics and NHS R&D approvals** section and tick all statements that apply.

16. Scroll down the page to the **Use of animals** section and tick all statements that apply.
17. Scroll down the page to the **Finance** section and complete all sections.

Select **Other support** and complete all sections that apply.

Select **Referees** who are reviewing your application and enter their contact details.

15. Scroll down the page to the **Attachments** section and upload any tables or illustrations that are to be included with your application.
16. Scroll down the page to the end of application and confirm responsibility for the application by placing a tick in the box as shown below.

You are not able to View and Print the application, by selecting the view/print button to view the application form.

A PDF of the entire application can be viewed at anytime by saving and closing the application then clicking the 'View' button on the right hand side of the summary page.

17. Select Validate, the validation screen displays with the information on what requirements must be met, if any, for you to submit the proposal.

This screen also displays the warnings with a list of the errors or omissions that will prevent submission.

Click Save, then Close.

An automated email will be sent back to the applicant and they will then be able to submit the application.
18. Upon submission an automated email will be sent to the Imperial College Mailbox (rgcoadmin@imperial.ac.uk) for approval but it will not be reviewed at this stage (please refer to E2).

E THE PARTICIPATION AND APPROVAL PROCESS (RS/JRO Use Only)

1. An automated email will be sent back to the applicant and they will then be able to submit the application to the Alzheimer’s Society. The application will be automatically sent to the Imperial College Mailbox (rgcoadmin@imperial.ac.uk) but it will not be reviewed at this stage.

   The Research Office will check the RGCOADMIN Mailbox on a daily basis for any notification of incoming applications or messages from the Alzheimer’s Society and these will be forwarded onto the appropriate RS/JRO team. The RS/JRO team will login into Grant Tracker and confirm participation.

   An example of a system generated email:

   Once the application has been approved by the Head of Department, the reference number on the PDF will switch to a submission reference.

2. Print and submit 6 collated copies of the application PDF and attachments (double-sided preferred) with the pages stapled in the top left corner. No signatures are required. It is the applicant’s responsibility to check the electronic and printed versions for completeness. The paper copies should be posted to:

   Research Team
   Alzheimer’s Society
   Devon House, 58 St Katharine’s Way,
   London E1W 1LB
The application must arrive at the address listed above no later than 5pm the Monday directly following the online deadline. No extensions will be possible.

**HELPDESK**

1. For **Further Information** or **Help** contact

Alzheimer's Society is a registered Charity No. 296645

Alzheimer’s Society  
Quality Research in Dementia  
Institute of Neurology  
The National Hospital for Neurology & Neurosurgery  
Queen Square  
London  
WC1N 3BG

**Telephone:** +44 (0) 20 7423 3500 or 020 7692 1495  
**Fax:** 020 7209 0182  
**Email:** grantenquiries@alzheimers.org.uk

Alzheimer’s Society Helpline: 0845 6300 0336