INTERNAL USER GUIDE

A Guide to the Arthritis Research UK
Grant Application System (Grant Tracker®)

A Quick Guide for Applicants applying for funding from the Arthritis Research UK
Arthritis Research UK web page: http://www.arthritisresearchuk.org/
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### Appendix

A flow chart overview of the Arthritis Research UK Grant Tracker Submission Process 11
A  INTRODUCTION

1. The Arthritis 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 Arthritis Research UK website using the following link:


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://gt.arthritisresearchuk.org/Login.aspx where 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.

C How to Complete your Application using Grant Tracker

1. Once registered log into Grant Tracker https://gt.arthritisresearchuk.org/Login.aspx and enter your username and password. This will take you to the Home screen of Grant Tracker.

   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.

2. Once you have successfully logged onto Grant Tracker:

   - 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.
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 may appear (this is dependent on the grant scheme you are applying for though) 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)
   - Under the Signatories section you will be asked to select: 1) **Department Head** - Please select your actual HoD  2) **Finance Officer** - Please enter ‘Research Services’ into the surname field and then select ‘Finance Officer ‘Imperial Research Services’.
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 Arthritis 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://gt.arthritisresearchuk.org/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: 
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. **1.** After successful validation the Lead Applicant may **submit** the application to Arthritis 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 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 10:00:56</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
**Helpdesk**

1. Arthritis Research UK have **extensive** notes on how best to navigate their application procedure on their website:

   You can access these notes from the following link:

   [http://www.arthritisresearchuk.org/research/applying-for-a-grant.aspx](http://www.arthritisresearchuk.org/research/applying-for-a-grant.aspx)

2. For further help with applying to Arthritis Research UK, please contact:

   **Arthritis Research UK**: (Tel) 0300 79000 403

   You can also contact them with a query from the following link:

   [http://www.arthritisresearchuk.org/contact-us](http://www.arthritisresearchuk.org/contact-us)
APPENDIX
Arthritis Research UK Flow Chart of the CC Grant Tracker Submission Process

CC Grant Tracker Application Submission Process

1. Application Created By Lead Applicant
2. Lead Applicant adds signatories and co-apps, advisors etc.
3. Signatories, co-apps, advisors etc. must log in and confirm involvement
4. Applicant finishes entering data
5. Co-Apps must approve Content
6. Applicant can now submit application
7. Finance Officer must log in and approve application
8. Head of Department must log in and approve application
9. Application is submitted

Automated emails sent to advise all
Automated emails sent to advise signatories
Confirmation sent to applicant