INTERNAL USER GUIDE

A Guide to the Breast Cancer Campaign
Grant Tracker application system

A Quick Guide for applicants applying for funding from Breast Cancer Campaign
Breast Cancer Campaign web page: http://www.breastcancercampaign.org/
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Appendix I

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INTRODUCTION

1. The Breast Cancer Campaign grant application system (Grant Tracker) enables applicants to apply for research funding online. The homepage to Breast Cancer Campaign is http://www.breastcancercampaign.org/

A list of grant schemes can be found on the Breast Cancer Campaign website under the Apply For A Grant tab (or you can use the following link http://www.breastcancercampaign.org/page.aspx?pid=396).

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)

How to Register using Grant Tracker?

1. Go to the Grant Tracker login page: https://grants.breastcancercampaign.org/Login.aspx where the following screen will appear:
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 at https://grants.breastcancercampaign.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 managing your grant applications. A wide variety of tasks is available here such as the ability to update your personal details, participate in an application as a reviewer, as well as detailed guidance notes helping you complete your grant applications.
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.

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 **Head of Department** section please select **Cindy Lai** (by entering her name from the drop down field)
- Under the **Finance /Research Officer** section please again select **Cindy Lai**
- The system will prevent you and other applications accessing your application form at the same time.
2. 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.

3. A System Help PDF document is available should you need further assistance in completing your application.

4. You can get further help on specific fields by double clicking on the question mark symbol wherever it appears.

5. Remember to save your work. 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.

D How to Submit your Application using Grant Tracker

N.B. After you have completed the form the next step is to submit. The Breast Cancer Campaign 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. After logging into the home screen https://grants.breastcancercampaign.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:

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. View 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. Journal is a notepad function allowing participants to leave messages and/or attachments

8. 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 Breast Cancer Campaign (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>
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<tbody>
<tr>
<td>4205</td>
<td>Visiting Professorship</td>
<td>06/05/2010 10:09:59</td>
<td>Pre-Submission</td>
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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 Breast Cancer Campaign
1. Breast Cancer Campaign have extensive notes on their application process available from the Download our application guidelines document link under the Apply For A Grant tab (see Section A, point 1 in these notes)

   - Alternatively you can access these guidance notes from the following link

2. Further help can be realised from (i) the Contact Us link, (ii) the System Help PDF and (iii) the Question Mark symbols within Grant Tracker
APPENDIX I
Breast Cancer Campaign CC Grant Tracker Application Submission Process
A Flowchart Overview

Breast Cancer Campaign 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

Finance Officer must log in and approve the application

Head of Department must log in and approve the application

Application is submitted to Breast Cancer Campaign

Confirmation email is sent to the applicant

N.B. Signatories will include 1) Department Head [please select Cindy Lai] and 2) Finance Officer [please select Cindy Lai]

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

N.B. Your Research Services team will approve the application as the Finance Officer

N.B. Your Research Services team will approve the application as HoD