INTERNAL USER GUIDE

A Guide to the British Medical Association (BMA) Online Application System

A Quick Guide for Applicants applying for funding from the British Medical Association
BMA web page: http://www.bma.org.uk/
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A Overview of the Application Process

British Medical Association – Online Application System Process

Applicant Registration

- Are you an existing BMA account holder?
  - Yes
    - Register using the link in section C
  - No
    - Account Register

- Are you a Registered Doctor with the GMC?
  - Yes
    - Register using the link in section D
      - Please allow 5 days for your account to be confirmed.
  - No
    - Account Registered

Grant/Application Preparation

- Login to the BMA Research Grants section of the website http://bma.org.uk/developing-your-career/career-progression/research-grants/research-grants-details
- Select 'Apply for grant' from the BMA Research Grants webpage.
- Select the Application type and Funding scheme. Confirm you have read the Terms & Conditions and click Continue.

- Is there a Secondary Applicant?
  - Yes
    - Enter details of the Secondary Applicant (if required)
  - No
    - Enter the Full 'Project details' with information about your proposal

- Complete the ‘Funding of project’ section.
- Complete the ‘References and ethical approval’ section.
- Complete the ‘Other information’ section.
- Check all sections of the application and make any changes.

Research Services / Joint Research Office Approval

- Inform your Research Services / Joint Research Office team that you have prepared/checked your application
- When the application is ready to submit, advise your Research Services / Joint Research Office team of your BMA Username and Password

- RSJRO will Login using your Username and Password to check your application
- RSJRO may request amendments to be made before re-checking
- RSJRO to click Submit application

SUBMITTED

No

Yes

Yes

No

Yes

No

Yes

No

Yes
### INTRODUCTION

1. The BMA is the doctors’ professional organisation established to look after the professional and personal needs of their members. The BMA represents doctors in all branches of medicine all over the UK. The BMA is a voluntary association with over two-thirds of practising UK doctors in membership and an independent trade union dedicated to protecting individual members and the collective interests of doctors.

The BMA also promotes the medical and allied sciences, seeks to maintain the honour and interests of the medical professions and promotes the achievements of high quality healthcare. The BMA policies cover public health issues, medical ethics, science, the state of the NHS, medical education and doctors’ contracts. Policies are also decided by elected members, mainly practising doctors and supported by a professional staff who work with other bodies to meet its objectives.

All research involving the collaboration of the NHS or social care services is required to have an identified sponsor for research governance purposes. (The research sponsor is the organisation taking primary responsibility for ensuring that the study meets national standards for the conduct of research, as set out in the Research Governance Framework for Health and Social Care).

Applicants’ attention is drawn particularly to the specific responsibilities of the research sponsor, the principal investigator, and the host organisation for the research, defined in detail within the Research Governance Framework. Please note that the BMA is not in a position to act as the research sponsor for those projects for which it awards research grants.

The framework can be found on the Department of Health website, at:


The grants are advertised each year and applications invited from medical practitioners and/or research scientists. An advertisement indicating which grants are available for the coming year is placed in the *British Medical Journal* and also on the BMA website ([www.bma.org.uk](http://www.bma.org.uk)) in January each year with a closing date of mid-March. All grants are for research in progress or prospective research and cover research areas from heart disease to schizophrenia.
2. Go to the BMA Research Grants web page: [http://bma.org.uk/developing-your-career/career-progression/research-grants](http://bma.org.uk/developing-your-career/career-progression/research-grants)

Select the 'Details of research grants available' tab.

Please see the links below for the terms and conditions of the research grants that will be awarded. Applicants may apply for any amount up to, but not exceeding, the total amount available from the grant. Applicants must be a registered Medical Practitioner (MP) with/without a GMC Number in the UK, Registered Research Scientist (RS) and a member of the BMA (MBMA), see each scheme for more information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
<th>Research Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doris Hillier</td>
<td>£50,000</td>
<td>Research into rheumatism and arthritis.</td>
</tr>
<tr>
<td>Gunton</td>
<td>£35,000</td>
<td>Research into public health relating to cancer.</td>
</tr>
<tr>
<td>H C Roscoe</td>
<td>£50,000</td>
<td>Promote research into the common cold and/or other viral diseases.</td>
</tr>
<tr>
<td>Helen H Lawson</td>
<td>£45,000</td>
<td>To assist research into inflammatory bowel disease.</td>
</tr>
<tr>
<td>Insole and Clegg</td>
<td>£35,000</td>
<td>Research into health in an economic downturn.</td>
</tr>
<tr>
<td>Joan Dawkins</td>
<td>£55,000</td>
<td>To assist research into type II diabetes, specific to men’s health. Registered MP/MBMA or RS. Projects must relate to the UK only.</td>
</tr>
<tr>
<td>Josephine Lansdell</td>
<td>£45,000</td>
<td>Research in the field of heart diseases.</td>
</tr>
<tr>
<td>Margaret Temple</td>
<td>£55,000</td>
<td>Research into schizophrenia.</td>
</tr>
<tr>
<td>Strutt and Harper</td>
<td>£35,000</td>
<td>Research into autoimmune disease.</td>
</tr>
<tr>
<td>The James Trust</td>
<td>£60,000</td>
<td>To assist research into asthma.</td>
</tr>
<tr>
<td>Vera Down</td>
<td>£50,000</td>
<td>To assist research into neurological disorders.</td>
</tr>
<tr>
<td>OHRT/BMA grant</td>
<td>£10,000</td>
<td>The Overweight and Heart Disease Research Trust (OHRT) is a charity devoted to the study of obesity Registered MP/MBMA or RS.</td>
</tr>
</tbody>
</table>
When you have selected an appropriate research grant that you wish (and are eligible) to apply for, select ‘Start an online application for grant funding’ / or ‘continue an ongoing application’ as shown below:

4. You will not be able to use the BMA Online system unless you have either a GMC Number or a BMA Username and Password.

   - If you do not have an account, go to Section C & D (Account Registration).
   - If you have an account, go to Section E (How to complete/continue an application).

C Account Registration – with a GMC Number or BMA Username

1. On the BMA Research Grants home web, select Start an online application link.

The following window will be displayed. If you do not have an account to access the BMA website and you are a doctor registered with the GMC, then register here for a BMA website account.

Enter your BMA membership or GMC number and complete all section of the registration form as shown below:
When you have completed your personal details, click **Submit form**.

2. 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:

---

**Thank you for registering your details, so that you may apply for funding from a BMA Research grant to help you in your medical research.**

Provided that your details are correct, a username and password will be sent to you by email within 5 working days. This will allow you to proceed to the next step of actually applying for a grant.

If you have not heard from us within this time, or if you have any further queries, then please email the Grants team: using info.research@bma.org.uk and quoting reference: [email protected]

---

This now completes your BMA Account Registration.
### Account Registration – without a BMA/GMC Number

1. On the BMA Research Grants home web, select Start an online application link. The following window will be displayed.

2. Scroll down the page to the **Applicant details’** section. All fields must be completed.
3. Scroll down the page to the 'Preferred contact details' section. All fields **must** be completed.

4. Scroll down the page to the **Alternative contact details** section. All fields can be completed, but are not essential.

5. Scroll down the page to the **Other relevant information details** section. All fields **must** be completed.

6. Scroll down the page to the **List of recent appointments** section. All fields **must** be completed.

7. Scroll down the page to the **Previous publications** section. This field/area **must** be completed.

Click on the ‘Continue’ button.
8. The following screen will be displayed. Complete the ‘Cultural and ethnic monitoring’ form, all fields must be complete.

9. When you have completed your personal details and cultural and ethnic monitoring form, click on the Submit form button.

The following screen will be displayed:

10. 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:

This now completes your BMA Account Registration
E Applying for Funding

1. On the BMA Research Grants home web, select ‘Start an online application for grant funding’ / or ‘continue an ongoing application’ as shown below:

2. Enter your Username and Password into the BMA Website login screen (the system is case sensitive for both Username and Password. Ensure you enter exactly as it appears in either your email or the new stored password you have created (see D.10).

3. The following screen will be displayed. From this screen you can:
   - View and edit your details.
   - Apply for current grants.
   - View the status of your current applications (not yet submitted).
   - View application from past scheme (submitted).
4. Select ‘Apply for grant’ and select:

- Application type;
- Choose grant (ensure you are eligible and you must read the Terms & Conditions);
- Click on the More details and T&Cs link and read the information within;
- Tick the box to confirm you have read and understood the Terms and Conditions of the grant.

5. When you have selected your chosen the grant scheme, the following screen will be displayed. Click on the ‘Further applicant details’ tab.

Complete all fields on the ‘Further applicant details’ page. To prevent any loss of information, ensure that you save regularly at every stage.
### BMA Research Grants for 2010

<table>
<thead>
<tr>
<th>Grant applied for</th>
<th>Further applicant details</th>
<th>Project details</th>
<th>Funding of project</th>
<th>References and ethical approval</th>
<th>Other information</th>
<th>Grant application</th>
<th>Home page</th>
</tr>
</thead>
</table>

**Circumstances of applicant during tenure of the grant**

- Appointment(s) to be held whilst project is undertaken:
- Grade/Salary (approx):
- Proportion of time to be devoted to project:

### Facilities and support for the project

- Institution, laboratory, or other place, where project will be undertaken:
- **Supervisor:**
  - Where appropriate, please give the name and address of the head of department, or other person, who will supervise the project.
  - If you are self-supervising your project, please select Self supervision and leave the name and address details blank.

#### Details of any other colleagues engaged in the project with the applicant(s) - maximum of 5 named people:

<table>
<thead>
<tr>
<th>Name of colleague(s)</th>
<th>Qualifications</th>
<th>Position</th>
<th>SMA Member?</th>
<th>Membership Number</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Yes □ No □</td>
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<td>Yes □ No □</td>
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<td>Yes □ No □</td>
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<td>Yes □ No □</td>
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<td>Yes □ No □</td>
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</table>

### Organisation permission

As outlined in the terms and conditions, please ensure that you attach a PDF of a signed letter from your organisation (NHG Trust, PCT, University) for where the research will be undertaken, clearly stating that you have permission to carry out the proposed research.

**Upload your PDF**

Browse your file system using the browse button and select your pdf file. Once back on this page and you can see the filename in the box below, then click the Save button to save the upload.

**Applicant’s previous research, or other relevant experience**

(Maximum of 200 words)

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Click on the **Save** button.
7. Click on the ‘Project details’ tab.

The following screen will be displayed. Complete all fields with details of the proposal.

8. Ensure that you upload your full project proposal in a PDF format.

On the front page of your document you must include the title of the research project, name of the applicant and the grant applied for and any tables or illustrations that are to be included with your application.
These must include:
- Introduction
- Aims and Objectives
- Project design
- Subjects
- Research methods
- Data analysis
- Potential of research for patient care

You can use hyperlinks as part of your project description, however it is expected that all relevant information must be within the proposal and you must not rely on additional documentation. Hyperlinks contained within proposal will not necessarily be accessed and will not be considered as being an intrinsic part of your application.

To upload your PDF documents click on the 'Browse' button.

The following pop-up window will be displayed. Select the corresponding PDF document.

Click on the 'Open' button. You will now be returned to the Project details screen.

Click on the Save button.

9. Click on the Funding of Project tab.

You must ensure that a corresponding InfoEd proposal record is completed and approved by the Head of Faculty or Department before an application can be authorised by Research Services.
10. Scroll down the page to the **Staff costs** section and complete the costing fields for the Applicants salary.

11. Scroll down the page to the **Co-applicant’s researcher assistant, or other clerical assistance’s salary** section and complete the fields where appropriate.

12. Scroll down the page to the **Expenses** section and add details of the items and approximate costs.

13. Scroll down the page to the **Consumables** section and add details of the items and approximate costs.

14. Scroll down the page to the **Equipment** section and add details of the items and approximate costs.
If you have applied for more than one grant of different values, please enter the minimum acceptable level of funding in GBP and enter what the part funding would be used for.

If your grant is dependant on other sources of funding, give further details.

Click on the 'Save' button.

Click on the Referees and ethical approval tab.

**NB:** These referees will be contacted to confirm your ability to undertake the proposed research work. Project supervisors and HoDs may act as referees.

Please enter the following details for the two referees that you are providing:

- Name;
- Address;
- Email addresses.
Please upload the Ethics Committee approval forms and complete one of the option shown in the image below.

**NB: Ethics Additional Information** - research that involves human participants, their tissue and/or data requires ethical approval. However, research not immediately or directly linked to human participants may also have ethical implications. The Imperial College Research Ethics Committee (ICREC) can provide information and advice on obtaining ethical approval.

If this health related project involves Humans, their tissue and/or data you must contact the Clinical Research Governance Office (CRGO) to assess obligations relating to research governance sponsorship, ethical approval and indemnity.

Click on the 'Save' button.

**19.** Click on the 'Other information' tab.

You must enter the following information:

- Further information to support your application for this grant by explaining how you meet its requirements and the experience which you have that is relevant. Please give examples of particular achievements.

- Enter details of where did you see the grant advertised?
Click on the 'Save' button.

**F** Submitting a grant application

1. **NB:** Applications must be received via the BMA research grants online application system by 5.00pm on the day of the deadline.

When you are ready to submit your application, you must send your Username and Password to your Research Services (RS) / Joint Research Office (JRO) faculty team.

The RS/JRO will then be able to access your application, check the costing against the InfoEd Record (IPD) and Submit on your behalf.

Once they have submitted your application, you will not be able to return to it to make amendments.

When the application has been submitted a system generated email will be sent back to you and you will be notified (by email and in writing) by the BMA as to the status of your application and whether your application has been awarded/declined.

**G** HELPDESK

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

Evelyn Simpson  
Research & Policy Executive (Grants) BMA Board of Science  
British Medical Association, Tavistock Square  
LONDON. WC1H 9JP  
T: 020 7383 6755  
F: 020 7383 6383  
E: info.sciencegrants@bma.org.uk