INTERNAL USER GUIDE

A Guide to the Leukaemia & Lymphoma Research (LLR) Grant Application System (Grant Tracker®)

A Quick Guide for Applicants applying for funding to the Leukaemia & Lymphoma Research
LLR web page: http://www.llresearch.org.uk/
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## PREREQUISITE ACCESS NEEDED TO APPLY FOR FUNDING

1. Leukaemia & Lymphoma Research uses the **Grant Tracker** application system. You must register with Grant Tracker and obtain a username and password in order to use the system.
   - If you do not have an account, go to [Section B](#).
   - If you have an account, then go to [Section C](#) (How to complete and submit an application).

## HOW TO REGISTER USING GRANT TRACKER®

1. Go to the Grant Tracker log in page: [http://www.lrgrants.org.uk](http://www.lrgrants.org.uk)
   
   The following screen will appear:

   ![Grant Tracker Registration Screen](Image)

   - Click on **Register** (as shown above) and then follow the self explanatory onscreen instructions.

2. Enter your College email address then confirm your email address in the fields as shown. Click on Next to continue.

![Register Form](Image)
N.B.

- 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.

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 AN APPLICATION USING GRANT TRACKER

1. Once registered, log into Grant Tracker [http://www.lrgrants.org.uk](http://www.lrgrants.org.uk) and enter in 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 applicants 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 into Grant Tracker:

   - Click on the “here” link in the ‘New Grant Application’ section
3. A list of all current awards that you can apply for will be listed with a short description of the grant. Scroll down the page to find the scheme you wish to apply for, select the scheme by clicking on the Apply button. The Guidelines and 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.

2. Different grant 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)
   - You will be asked to select two Signatories: 1) Head of Research Office - please select Cindy Lai (by entering her surname in the drop down field) and 2) Department Head - please select either the actual Department Head or, alternatively, you can select Cindy Lai.
     N.B. If you select Cindy Lai as the Department Head then Research Services will later have to attach a word document to the application displaying either (i) an Infoed screenshot showing HoD approval, or (ii) an email from the HoD stipulating approval.
   - 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.

D HOW TO SUBMIT THE APPLICATION USING GRANT TRACKER

N.B. After you have completed the form the next step is to submit. The Leukaemia & Lymphoma Research 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 of Grant Tracker (https://www.lrgrants.org.uk) click on My Applications which will bring up a list of all 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 Leukaemia & Lymphoma Research (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.

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>08/05/2010 10:09:59</td>
<td>Pre-Submission</td>
</tr>
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</table>

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 the Trust

6. After successful submission by the Head of Department/Research Services you need to go back to the application (it is still available for you to see) and Print off a PDF copy.

Send the signed copy to: **Sara Darling, Leukaemia Research, 39-40 Eagle Street, London WC1R 4TH.**

This should be done within **one week** of electronic submission.

**HELPDESK**

1. Leukaemia & Lymphoma Research have produced their own guide as to how best to navigate their Grant Tracker system.

You can access this guide at:

http://leukaemialymphomaresearch.org.uk/sites/default/files/guide_to_cc_grant_tracker.pdf

For **Further Information** or **Help** you can contact:

2. **Name:** Ms Sara Darling  
   **Tel:** 020 7405 0101  
   **Email:** SDarling@lrf.org.uk
APPENDIX I
Leukaemia & Lymphoma Research CC Grant Tracker Application Submission Process
A Flowchart Overview

1. 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 LLR

   Lead Applicant should now log in and Print off a PDF of the application. Send a signed copy to: Sara Darling, Leukaemia Research, 39-40 Eagle Street, London WC1R 4TH

   N.B. 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. If Cindy Lai was selected as the Department Head then Research Services will have to attach a screen shot of infoed (or an email from the HoD showing Head approval) showing Department Head approval

   Confirmation email is sent to the applicant

   N.B. You should submit the signed hard copy within one week of electronic submission. You can contact Sara at SDarling@lrf.org.uk