INTERNAL USER GUIDE

A Guide to the Multiple Sclerosis Society Grant Tracker application system

A Quick Guide for applicants applying for funding from the MS Society
Multiple Sclerosis Society web page: http://www.mssociety.org.uk/
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### Appendix I

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**A INTRODUCTION**

1. The Multiple Sclerosis Society grant application system (Grant Tracker) enables applicants to apply for research funding online. The homepage to the MS Society is [http://www.mssociety.org.uk/](http://www.mssociety.org.uk/)

A list of grant schemes can be found on the MS Society website under the following link [http://www.mssociety.org.uk/ms-research/for-researchers](http://www.mssociety.org.uk/ms-research/for-researchers)

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://research.mssociety.org.uk/Login.aspx](https://research.mssociety.org.uk/Login.aspx) where the following screen will appear:
### 2. How to Complete your Application using Grant Tracker

1. Once registered log into Grant Tracker at [https://research.mssociety.org.uk/Login.aspx](https://research.mssociety.org.uk/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

![Online Grant Applications](image)

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

![Online Grant Applications](image)

   - If you selected Apply then a dialogue box as the shown below may appear (this is dependent on the grant scheme that you are applying for though) asking you to confirm a few basic details

![Dialogue Box](image)
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 please select Cindy Lai (by entering her name from the drop down field)
   - The system will prevent you and other applications accessing your application form at the same time.

2. **System Help** is available should you need further assistance in completing your application.

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 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 the Close button.
6. After you have totally completed your application and are ready to submit then you must first press **Validate Form** (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 Multiple Sclerosis Society 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://research.mssociety.org.uk/Login.aspx](https://research.mssociety.org.uk/Login.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 (.spacing.)
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** the application as a PDF. This creates a paper copy which you will need to print, sign and then submit by post as part of the submission process. You will do this after you have submitted the electronic application.

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 the Multiple Sclerosis Society (refer above to points 3 & 4 under Section D 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 step 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 Professor</td>
<td>08/05/2010 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 the Multiple Sclerosis Society

6. After successful electronic submission by Research Services you will need to go back into the application (it is still available for you to see under the **View** tab) and **Print off and Sign a PDF hard copy** (it needs to be signed by the PI, Research Services and the Head of Department) which should be returned to:

The Research Team
Multiple Sclerosis National Centre
372 Edgware Road
London
NW2 6ND
1. The Multiple Sclerosis Society have extensive notes on their application process available from the **Guidance For Applicants** link under the **Applying for Grants** section ([http://www.mssociety.org.uk/ms-research/for-researchers/applying-for-research-grants](http://www.mssociety.org.uk/ms-research/for-researchers/applying-for-research-grants)) on their website.

2. Further help can be realised from the **System Help** button which is displayed throughout the application (see point 2 under Section C step 4 in these notes)

3. For further help with applying to the Multiple Sclerosis Society please use the following contact options:

   **Email:** research@mssociety.org.uk
   **Telephone:** 020 8438 0822

   Support is only available during office hours Monday till Friday 9.00 am till 5.00 pm
APPENDIX I
Multiple Sclerosis Society CC Grant Tracker Application Submission Process
A Flowchart Overview

Multiple Sclerosis Society 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

Application is submitted to the Multiple Sclerosis Society

Confirmation email is sent to the applicant

Lead Applicant should now log in and Print off a PDF of the application and send a signed copy to:

The Research Team
Multiple Sclerosis National Centre
372 Edgware Road
London NW2 6ND

N.B. For help with your application contact the Multiple Sclerosis Society on 0208 438 0822 or you can send them an email at research@mssociety.org.uk

N.B. Signatories in this instance will include a 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