INTERNAL USER GUIDE

A Guide to the Parkinson’s UK grant application system

A Quick Guide for applicants applying for funding from Parkinson’s UK

Parkinson’s UK web page: http://www.parkinsons.org.uk/
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A  INTRODUCTION

1. The Parkinson’s UK grant application system enables applicants to apply for research funding online. The homepage to Parkinson’s UK is http://www.parkinsons.org.uk/

A list of grant schemes can be found on the Parkinson’s UK website under the Research tab (or you can use the following link http://www.parkinsons.org.uk/research/for_researchers/research_grants.aspx)

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 for Parkinson’s UK online application system?

1. Go to the Parkinson’s UK online application system’s log in page at https://research.parkinsons.org.uk/ where the following screen will appear:
Click on Register (as shown above) and then follow the simple step by step onscreen instructions until you have a registered account:

- Each time you sign into your account you must tick the box agreeing to Parkinson’s UK terms of use (see below)

### C How to Complete your Application using Parkinson’s UK online application system?

1. Once registered log into Parkinson’s UK online application system at [https://research.parkinsons.org.uk/](https://research.parkinsons.org.uk/) and enter your username and password. This will take you to your Home screen within the system.

   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, view Open grant calls and add any personal notes of your choice.
2. Once you have successfully logged in the Parkinson’s UK online application system:

   1. Click on the **Open Calls** tab to view grants that are currently open for application

   2. Select a Grant currently open for application

3. You will be given the choice to either apply **online** or **offline (paper version)**.

   N.B. If you will be without internet access for long periods of time (e.g. you are travelling) then applying offline could be more advantageous. Otherwise the online version seems to be the more user friendly option.
If you chose to complete the application offline then complete all fields in the PDF before uploading to Parkinson’s UK via the ‘My applications’ tab.

If you choose to complete the application online then please proceed to step 4

4. After choosing to complete the application online you will be taken to the following page which is actually the Current Status section of this particular application:

You must complete all of the sections under the Current status section which may (depending on the Grant Scheme) include:

- Parkinson’s UK monitoring
- Applicant Details
• Scientific abstract, plain English summary and lay abstract
• Research proposal
• References
• Justification of support requested and use of animals
• Financial Schedule
• CVs
• Declarations
• Details of referees

You can complete these sections in any order you choose.

Don’t forget to save your work at regular intervals by pressing the Save my progress button which is present within every section

5. Once you have completed the Current status section you can upload any supporting documents (on some grant schemes you can upload directly from the Current status section!) by entering the Supporting Documents section

D How to Submit your Application to Parkinson’s UK?

N.B. After you have completed the form the next step is to submit. The Parkinson’s online grant application system does not replace our current internal authorisation process. Please remember that an InfoEd proposal must be
1. Completed and fully approved before a Parkinson’s UK application can be authorised by Research Services.

After you have added any supplementary documentation you can then return to the Current status section and submit your application.

2. **One signed hard copy must be submitted with copies of relevant approvals** (up to one week after the deadline for electronic applications). All co-applicant(s) and collaborator(s) original signatures must be submitted.

Details of any collaboration should be included and a letter confirming agreement from each collaborator should be submitted. If the project includes work with patients please ensure a letter of written support is supplied from a clinical collaborator.

- The signed hard copy should be sent to: **Research Department, Parkinson’s UK, 215 Vauxhall Bridge Road, London SW1V 1EJ**
- Only one publication in press is permitted to be cited in the research proposal and this should be directly relevant to the application. Reprints should not be included.
- Also be aware that any copy and pasted text should be in Arial typescript, pt 11.

Terms and Conditions can be found here: [http://www.parkinsons.org.uk/PDF/ResearchGrantTerms&Conditions.pdf](http://www.parkinsons.org.uk/PDF/ResearchGrantTerms&Conditions.pdf)

### HELPDESK

1. If you have further questions about making an application please contact the Research and Development team:

   Call: 020 7932 1332 or 020 7963 9327

   Email: researchapplications@parkinsons.org.uk

   Visit: [http://parkinsons.org.uk/researchgrants](http://parkinsons.org.uk/researchgrants)

2. Further help can be realised from an **Information for Applicants PDF guide** created by Parkinson’s UK and which can be downloaded from the following link:

   [http://www.parkinsons.org.uk/PDF/ProjectGrantsInformationForApplicants.pdf](http://www.parkinsons.org.uk/PDF/ProjectGrantsInformationForApplicants.pdf)