INTERNAL USER GUIDE

A Guide to the British Academy Electronic Submission System (e-GAP2)

A Quick Guide for Applicants applying for funding using the e-GAP2 System

The British Academy web page: http://www.britac.ac.uk/
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A **INTRODUCTION**

1. The British Academy e-GAP2 grant application system enables applicants to apply for research funding online. A list of grant schemes can be found on the British Academy website using the following link:

   [http://www.britac.ac.uk/funding/guide/index.cfm](http://www.britac.ac.uk/funding/guide/index.cfm)

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 e-GAP2**

1. Go to the e-GAP2 log in page: [https://egap.britac.ac.uk/Login.aspx](https://egap.britac.ac.uk/Login.aspx) where the following screen will appear:

   ![Register Screen](image)

   - Click on **Register** (as shown above)

2. Then complete the fields in the screen below using your Imperial College email address (if you have one) and choosing your own password. Once finished click on **Register** again as shown in the screen shot below.
3. If you are a grant holder, or have contributed to an application or review, your details may have been pre-registered for you.

Once completed, an email will be sent to your previously selected email address, together with a link, that you will need to follow, in order to ‘Activate’ and complete your registration (successful ‘activation’ will subsequently be confirmed to you via another system generated email).

C How to Complete your Application using e-GAP2

1. Once registered log into e-GAP2 at https://egap.britac.ac.uk/Login.aspx and enter your email address and password. This will take you to the Home screen of Grant Tracker.

N.B. The home screen is your starting point to create & manage (past and present) grant applications. You can perform a variety of tasks ranging from editing your current application, editing your personal details and viewing details of any current awards.

2. Once you have successfully logged onto Grant Tracker:

   - Click on the Schemes or Funding Schemes links in order to bring up a list of all of the available grant opportunities.

N.B. The listed Schemes will have a short description of the scheme together with the option to view the detailed scheme notes.
3. Scroll down the page to find the scheme you wish to apply for. Select the scheme by clicking on Apply Now button.

4. Confirm by selecting Yes or No that you are eligible to apply.

- If you have any questions about the system please email the e-GAP2 helpdesk at e-gap@britac.ac.uk or contact the relevant Scheme Manager whose details often appear in the scheme notes.
5. Once you have selected the scheme and confirmed you eligibility to apply the following screen will appear

- Complete **ALL** fields and then click on **Save** if you wish to complete your application at a later stage.

6. Once you have started your application you will need to access the **My Applications** section to complete the remaining sections before **submitting** for approval.

7. When you have completed your application and are ready to submit, you will be asked to agree to the **Conditions of Award** by clicking the **Confirm** button. This will submit the application to the British Academy.

**N.B.** Once you have submitted your application, you will not be able to return to it to make amendments.
8. When the application has been submitted a system generated email will be sent to the Research Office (via the RCOADMIN inbox) who will then forward onto your relevant Research Services team in order to check the application.

Research Services can either (i) **Approve** the application (ii) **amend** any Financial Data (iii) **Reject** the application if other information is found to be inaccurate. If a Rejection is to be made then Research Services will insert a comment informing the applicant of the reasons for the rejection. The rejected application will be sent back to the applicant for amendment.

**N.B.** Rejected applications must be amended and re-submitted back to the British Academy allowing enough time for Research Services to re-check the application before the closing date of the funding opportunity (current College Policy is to allow Research Services 5 working days to check and approve and applications). Please inform Research Services as soon as possible if there may be a delay.

9. If the British Academy does offer an award they will send an email to the Principle Investigator.
   - You will be required to log onto e-GAP and to accept the award electronically. The Academy does not send notification of awards to Research Services.

Once you have accepted your award, **please ensure that you notify your Research Services Faculty Team** and advise them of the specific details of the award (amount, start/end dates etc) as these may have changed from the original application.

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**D HELPDESK**

1. The British Academy have **extensive** Frequently Asked Questions regarding the application procedure available from the following link:

   [http://www.britac.ac.uk/funding/egap-FAQs.cfm](http://www.britac.ac.uk/funding/egap-FAQs.cfm)

2. You can contact the British Academy for further help either by telephone or email:

   - **Tel:** 020 7969 5217
   - **Email:** e-gap@britac.ac.uk