



INTERNAL USER GUIDE

A Guide to the British Heart Foundation (BHF) Grants Management System (GMS)

A comprehensive **GMS User Guide** for Applicants applying for funding from the *British Heart Foundation* is available on the BHF web page:

<http://www.bhf.org.uk/research/research-grants/how-to-apply/gms-user-guide.aspx>

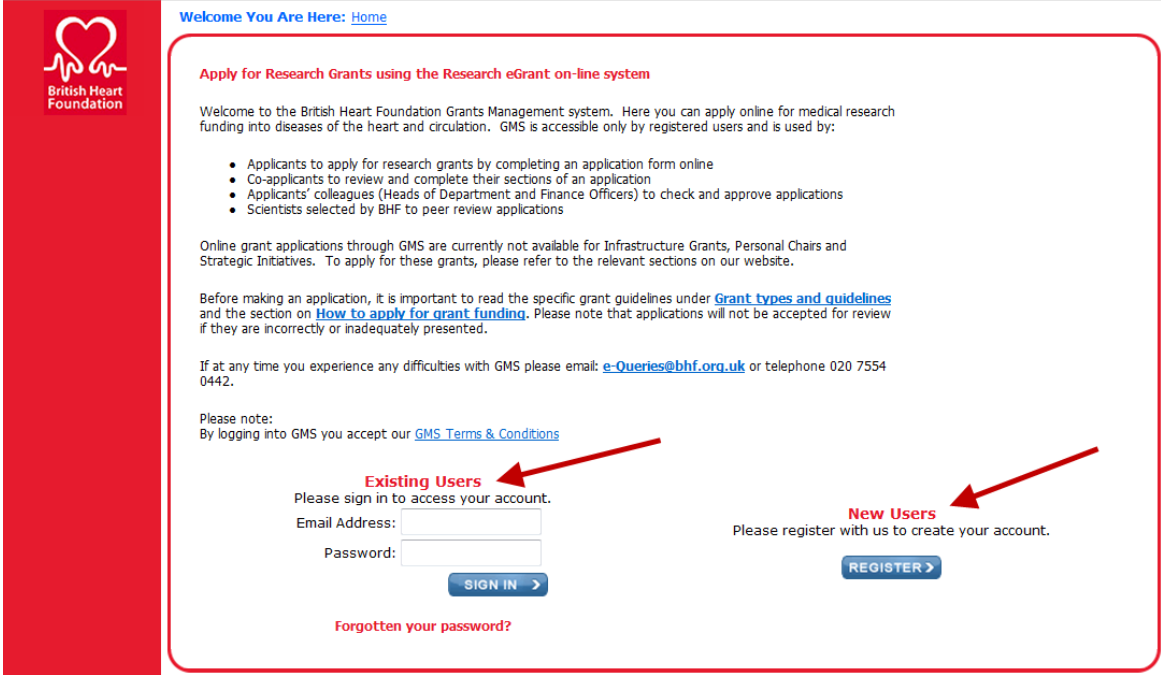
Refer to the relevant sections of the BHF's GMS User Guide for detailed guidance on areas such as:


- Registration
- Information for Principal Investigators
- Information for Co-applicants
- Information for Heads of Department and Administrative Authorities
- Information for Reviewers



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<p>A</p>	<p>INTRODUCTION</p>
<p>1.</p>	<p>The British Heart Foundation uses its own Grants Management System (GMS) to manage the grant application process. It is a web based system which allows researchers to apply online for funding.</p> <p>GMS is accessible only by registered users and is used by:</p> <ul style="list-style-type: none"> • Applicants to apply for research grants by completing an application form online • Co-applicants to review and complete their sections of an application • Applicants’ colleagues (Heads of Department and Finance Officers) to check and approve applications • Scientists selected by BHF to peer review applications
<p>B</p>	<p>ACCOUNT REGISTRATION</p>
<p>2.</p>	<p>Go to the British Heart Foundation web page: https://gms.bhf.org.uk/</p>  <p>Go to the British Heart Foundation web page: https://gms.bhf.org.uk/</p>
<p>3.</p>	<p>Existing Users need to enter their email address and password and click the “Sign In” button.</p> <p>Existing users who have changed their email address will need to contact the GMS helpline either via email e-Queries@bhf.org.uk or by telephoning 020 7554 0442 for it to be re-set.</p> <p>New Users will need to click the “Register” button to create a new account.</p> <p>Once a user has registered, an email is sent to the user’s email address confirming their successful registration.</p> <p>NOTE: You will not be able to use the GMS system unless you have a system username and password</p>
<p>4.</p>	<p>After registration, it is important to check your user profile and update the details if necessary – this information is used to pre-populate your details in BHF application forms.</p>

C	COMPLETING THE APPLICATION
5.	<p>For step-by-step instructions on how to complete an application and submit it for approval, refer to the BHF's GMS User Guide which is available on the British Heart Foundation web page: http://www.bhf.org.uk/research/research-grants/how-to-apply/gms-user-guide.aspx</p>
6.	<p>On the Additional Stakeholders page of the application, you are required to enter details of any collaborators, and the Head of Department and Administrative Authority (i.e. Research Services/Joint Research Office) responsible for approval of the grant submission.</p> <p>NOTE: The GMS system requires that the person giving approval as Head of Department is <u>not</u> the PI or any named Co-applicant or supervisor. Therefore, if the Head of Department is already named elsewhere on the application, an appropriate alternative senior member of staff will need to approve the application. Please ensure the same email address is not entered more than once on the form.</p>
D	SUBMISSION AND APPROVAL PROCESS
7.	<p>When complete, the Principal Investigator (PI) will submit the application.</p> <p>Emails are automatically generated and sent to all Co-applicants requesting them to register on GMS to view and approve the application.</p> <p>Similar emails are sent sequentially to the Head of Department and Administrative Authority (i.e. Research Services/Joint Research Office).</p> <p>The application will only be fully submitted to the BHF once the form has been approved by the Head of Department and Administrative Authority.</p>  <pre> graph LR A[Creation and amendment] --> B[Co-applicant(s) review and approval] B --> C[Head of Department approval] C --> D[Administrative Authority approval] D --> E[Submitted to BHF] </pre>
8.	<p>The College's current internal authorisation process must still be followed, i.e. a corresponding InfoEd record must be completed and approved by the Head of Department (or Faculty if applicable) before the application can be authorised by Research Services/Joint Research Office on the GMS system.</p>
E	HEADS OF DEPARTMENT AND RESEARCH SERVICES/JOINT RESEARCH OFFICE (RS/JRO)
9.	<p>For step-by-step instructions on how to view and approve an application, refer to the BHF's GMS User Guide which is available on the British Heart Foundation web page: http://www.bhf.org.uk/research/research-grants/how-to-apply/gms-user-guide.aspx</p>
10.	<p>Heads of Department and authorised members of Research Services/Joint Research Office (RS/JRO) are required to register to create a new account (see section B.2 above)</p>

	<p>Once a user has registered, an email is sent to the user’s email address confirming their successful registration.</p> <p>NOTE: Each registered user must enter a unique email address rather than a generic email address. Another person cannot register using the same email address.</p> <p>The GMS system requires that the Head of Department approver is <u>not</u> the PI or any named Co-applicant or supervisor. Therefore, if the Head of Department is already named elsewhere on the application, an appropriate alternative senior member of staff will need to approve the application.</p>
11.	<p>When you approve the application, the system acknowledges this and the application will no longer be available to you in the GMS system. Following final approval, the PI will have access in GMS to a single PDF file containing the full application - if you require a copy, please contact the PI directly.</p> <p>If you reject the application, the system acknowledges this. The application will no longer be available to you in the GMS system. The application status will change in the PI’s ‘My Application’ page and the PI will be able to edit the application and restart the approval process. The system requests that you email the PI to let them know of your decision and to explain it.</p> <p>Once the form has been approved by the Administrative Authority (i.e. Research Services/Joint Research Office), it is submitted to the BHF.</p>
F	GMS HELPDESK
12.	<p>For any help on registering on GMS or applying for a grant online, contact BHF directly by email: e-queries@bhf.org.uk or telephone (020) 7554 0442 between 09.00 to 17.00 Monday to Friday (excluding bank holidays)</p>