

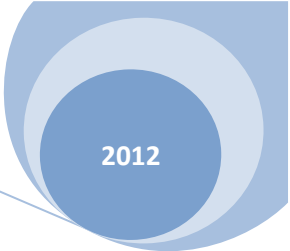
Imperial College London

INTERNAL USER GUIDE

A Quick Guide to The Royal Society eGAP² electronic application system

The Royal Society web page: <http://royalsociety.org/>





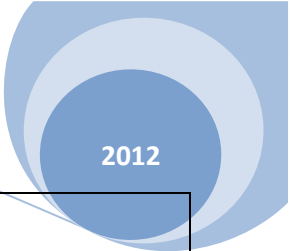
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A INTRODUCTION

1. The Royal Society eGAP² electronic application system enables applicants to apply for research funding online.
A list of grant schemes can be found on The Royal Society website using the following link:

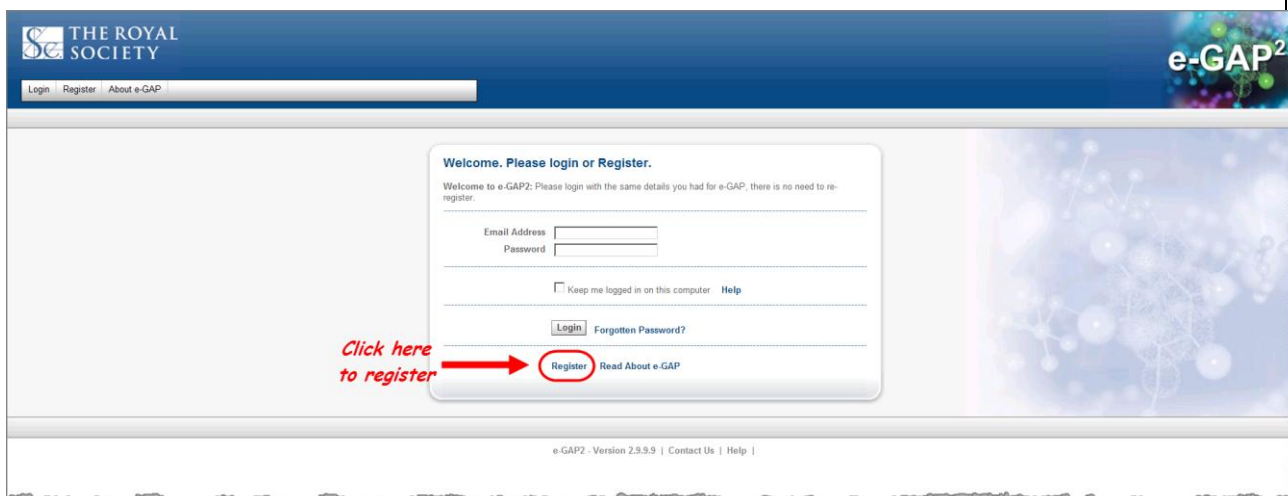
<http://royalsociety.org/grants/>

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 with eGAP²

1. Go to the eGAP² log in page: <https://e-gap.royalsociety.org/> where the following screen will appear:



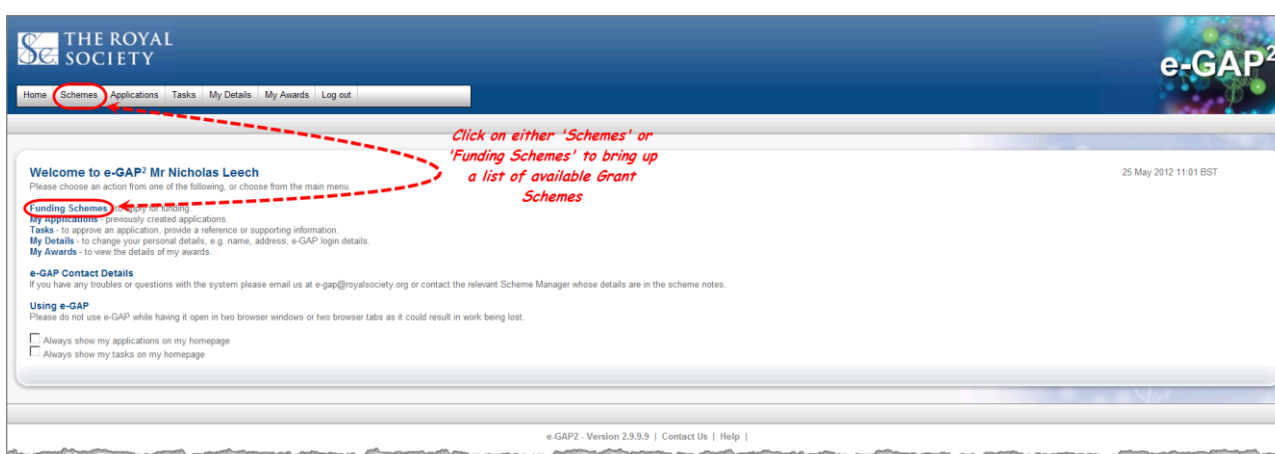
2. Click on **Register** (as shown above) and then follow the simple step by step onscreen instructions until you have a registered account.

C How to Complete your Application using eGAP²

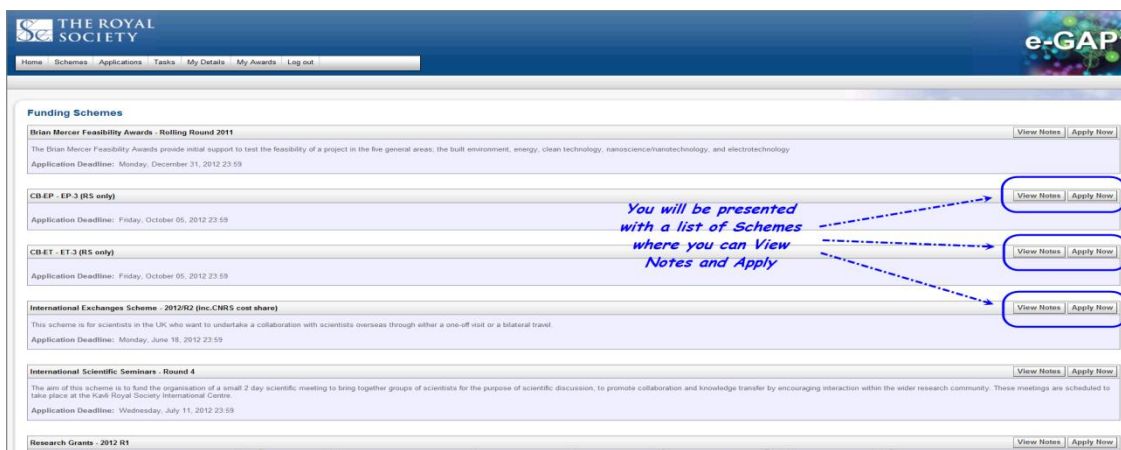
1. Once registered, log into eGAP² at <https://e-gap.royalsociety.org/> and enter your username and password. This will take you to the **Home** screen of eGAP².

N.B. The home screen is your starting point to managing your grant applications. A wide variety of other tasks are also available here such as the ability to update your personal details, as well as detailed guidance notes regarding various available grant schemes.

2. Once you have successfully logged onto eGAP² click on either **SCHEMES** or **FUNDING SCHEMES** (as can be seen in the screen shot below) in order to bring up a list of available Grant Schemes:



3. A list of available Funding Schemes will appear where you can **View Notes** and **Apply Now** for funding

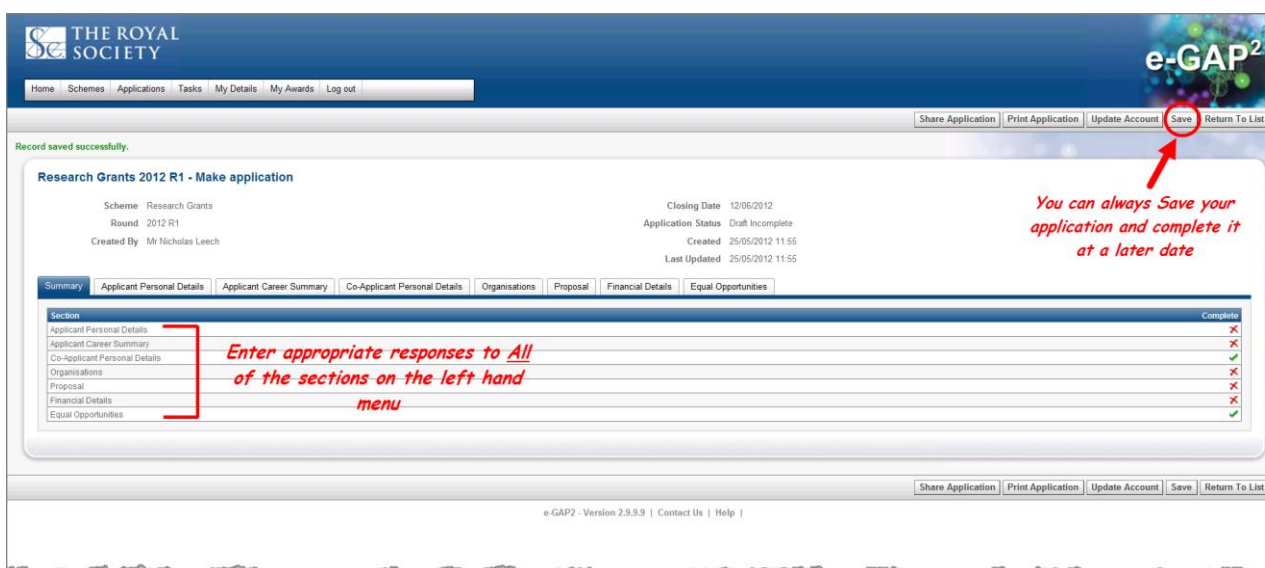


- Select a Scheme and press **Apply Now**

4. An Eligibility Questionnaire will appear. Confirm **Yes** or **No** that you are eligible to apply.



5. Enter appropriate responses to **ALL** of the sections on the left hand menu. The sections may vary depending on the scheme you are applying for.



- You may **Save** your application and complete at a later date if desired

6. 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 Royal Society.

- Once you have submitted your application you will not be able to return to it to make amendments

7. When your application has been received by The Royal Society an automatic email will be sent out to the Research Office's (RGCOADMIN@Imperial.ac.uk) Mailbox.

The Research Office will then identify the PI and the appropriate **Research Services** (not to be confused with the **Research Office**) team will be notified that an application needs to be checked and **Approved**.

8.	<p>The appropriate Research Services team will check the application and amend any inaccurate Financial data.</p> <p>If, however, there are errors in other areas of the application other than those relating to Financial matters (Research Services can only amend Financial data) your Research Services team will Reject your application and re-send to the PI for amendment.</p> <p>N.B. Please note that Research Services need to receive the final version of your application at least 5 working days before the submission deadline. Please bear this mind especially if your original gets rejected and returned to you for amendment.</p>
9.	<p>Should your application be successful a email will be sent to you as the PI:</p> <ul style="list-style-type: none"> • You will be required to log into eGAP² and accept the award electronically • Please then notify your Research Services team that you have accepted a grant offer and notify them of any changes (alterations to the start/end date, budget etc) from the original proposal
D	HELP
1.	<p>Further information about applying for Royal Society grants (such as a more detailed explanation of the Application Process and also FAQ's) can be found at the following link http://royalsociety.org/grants/</p>
2.	<p>If you are still stuck and need help navigating the eGAP² application system then you can contact them from the following link http://royalsociety.org/grants/contact-us/</p>

APPENDIX I
The Royal Society eGAP² Electronic Application System
A Flowchart Overview

