About this document

We use an online grant management system called CCGrantTracker to manage our research grant applications. This document is a guide to help you use the system, most notably how to:

- register as a new user
- use the system to apply for a grant
- confirm your participation in, or approval of, an application

Contact Us

If your query is not answered in these notes or you are experiencing any technical problems please contact the Research team at Prostate Cancer UK:

Email: research@prostatecanceruk.org
Register

Below is the Registration and Login page for Prostate Cancer UK CC Grant Tracker.

For users new to our online applications system

Only registered users of the system can apply for grants. Please click [Register] and follow the on-screen instructions to complete the registration process.

Please note:

- You will use the email address you register with to identify yourself to the system when logging in.
- The system will use this email address for all correspondence, so it's a good idea to choose an address you use regularly.
- When you register, an email will be sent to you to allow you to confirm the registration and log in for the first time.
- Don't worry if you move to a new email address in the future – you can change your registered email address if you need to.
- If you're a grant holder, or if you've previously contributed to an application or review, your email address may already be registered. The system will detect this automatically and will invite you to log in without needing to re-register.
- The system allows you to store the answers to security questions to assist the secure retrieval of your password if you ever forget it.
 Forgotten password
If you forget your password, you click the Forgotten Password? link on the Registration and Login Page, and ask for a replacement password to be sent to you by email. This replacement password gives temporary access to the system, during which time you will be asked to provide a new, permanent password.

Account lock out
Persistent use of an incorrect password will lock your account; this is to protect you from attempts to access your data by a third party. If this happens you must contact the Research team at Prostate Cancer UK to unlock your account.
The home page is your starting point to create applications, approve applications or to update your details including your CV (Figure 2. CCGT Home page).

It is also where you, as a grant holder, can manage your grants, and as reviewer can participate in the review process.

Creating and completing a grant application

An overview of the creation and preparation of a grant application

1. The Lead Applicant must be the one who creates the application, but it can be jointly completed by the Lead Applicant and any co-applicants.
2. Co-applicants may be added to the application. When a co-applicant is added, the system will automatically email them to invite their participation. Co-applicants can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
3. Applicants and co-applicants can manage their CVs in 'My Details'. The CVs are automatically included in the application submission.
4. When the application form is complete it must be validated prior to submission. This will highlight any omissions in the form, and allow these omissions to be corrected.
5. Signatories must be selected as part of the application. Their approval is necessary to allow the application to be submitted.
6. When the application is submitted for approval, emails are sent to the signatories (each in turn where there is more than one) informing them that their approval is requested. The Lead Applicant may follow the progress of the approval process on the grant summary page.
7. When all signatories have approved the application, it will be sent automatically to be considered for funding, and a confirmation email will be sent to the Lead Applicant.
Creating a grant application

You can create a new application from the link on the home page, or by clicking the 'New Application' on the 'My Applications' screen.

The table below shows all grant rounds currently open for applications.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Funding Round</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Studentships</td>
<td>Training Awards - PhD Studentships 2012</td>
<td>07 February 2013 5:00PM</td>
</tr>
<tr>
<td>College of Radiographers Clinical Research Training Fellowship</td>
<td>Training Awards – PCUK-COR Clinical Research Training Fellowships 2012</td>
<td>More Info</td>
</tr>
</tbody>
</table>

1. The New Applications page is opened by clicking the link under 'New Grant Application' on the home page, or from the 'My applications' screen.
2. All the grant rounds currently open are listed. The More info link returns a description of the grant round.
3. Click Apply to create an application form; there may be some verification questions (Figure 4. Verification questions) to help you to ensure that the application is a valid type for your research or circumstances. All of these must be confirmed before proceeding to the application form.

Figure 3. The New Applications page

Figure 4. Verification questions
Completing a grant application

The pages of the application form are listed as a menu down the left-hand side of the screen. To complete the application all pages must be filled in.

You should find the application form no more difficult to complete than a paper form – and if you’re already used to electronic forms, you’ll probably find it much easier.

Guidance for completing the pages can be found by clicking on the ‘?’ icons or referring to the Applicant Guidance notes at the bottom of the left-hand menu.

You can move from page to page using the < Prev and Next > buttons, or using the menu on the left-hand side.

Remember to save your work. You will be prompted to save if you leave the screen but it is always good practice to save work often in case of computer problems.

You can save and return to the application form as often as you like.

The system will prevent your co-applicants accessing your application at the same time as you. This stops applicants and co-applicants making changes to the same part of the application at the same time and inadvertently overwriting each other’s work.

When you have finished a session on the form, please ‘save and close’ the application rather than just closing the page. This prevents the form being locked for editing to other participants (co-applicants, finance officers etc.) who need to access the form.
Managing an application

If you select an application from the ‘My Applications’ page, you can manage it, as shown above.

The boxes on the right enable you to:

- **Edit** the application on return visits
- **View the application** as a PDF. This creates a form with your latest edits for you to review or to create a paper copy. The PDF features a ‘Working Copy’ watermark, which disappears after the application is successfully submitted.
- **Validate** that your application is complete for submission.
- **Submit the application** for approval – this button is only available when validation has been successfully completed.
- **Delete the application** if you wish to. **Note that this is an irreversible action**; the application cannot be recovered after deletion.

The menu items on the left:

- **Change history** – shows the changes made to the application form, this can be useful for the review of changes made by collaborators.
- **Journal** - is a notepad function allowing collaborators to leave messages and/or attachments for each other.
- **Sign-off status** - reports on the progress of the sign-off process by each of the signatories. (See Co-applicants and Signatories below for more information)

Monitoring the status of an application

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Last Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1575</td>
<td>Project Alpha</td>
<td>04/11/2010 17:11:16</td>
<td>Pre-Submission</td>
</tr>
<tr>
<td>1574</td>
<td>Project Beta</td>
<td>30/09/2010 18:34:12</td>
<td>Pre-Submission</td>
</tr>
<tr>
<td>1573</td>
<td>Project Gamma</td>
<td>25/03/2010 15:31:45</td>
<td>Round Closed</td>
</tr>
<tr>
<td>1567</td>
<td>Project Delta</td>
<td>25/02/2010 18:24:47</td>
<td>Round Closed</td>
</tr>
<tr>
<td>1564</td>
<td>Project Epsilon</td>
<td>04/02/2010 10:21:54</td>
<td>Round Closed</td>
</tr>
<tr>
<td>1563</td>
<td>Project Theta</td>
<td>28/01/2010 11:58:14</td>
<td>Round Closed</td>
</tr>
</tbody>
</table>

**Figure 6. Managing an application**

All grant applications, and their statuses, are listed on the ‘My Applications’ section of the system.
Submission and beyond

1. After successful validation the lead applicant may submit the application. Please note that at this stage the application is at a ‘Pre-submission’ stage and changes cannot be made to the content. It will then be routed to each of the signatories (Department Head, Mentor if applicable, Finance Officer lastly) for their approval.

2. If a signatory rejects the application the lead applicant will be notified, along with any feedback the signatory has supplied.

3. The application can then be re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.

4. On completion of the final approval:
   - A grant application number is assigned to the application.
   - The application automatically enters the process of being considered for funding, which begins after the grant round closes.

Please note: You must allow enough time to complete this approval process prior to the grant round closing date.

The closing date can be found on the ‘New Application’ page, the ‘Introduction’ tab within the application form itself and the accompanying guidance notes. Please note that all submission deadlines are set for 12pm noon on the closing date.

Co-applicants and Signatories

Co-applicant / Signatory request email

If you are invited to participate as a co-applicant or signatory, you will be informed about this by email. If you click on the link in this email, you will be taken to a page where you can confirm or decline this invitation as shown in Figure 8. You will then be able to view and edit the application by selecting ‘edit’. Please remember to check that your CV is updated and that you have completed the relevant pages within the application form.

Figure 8 – Confirming participation on an application
Signatory Declaration
If you are a Signatory, you must read and accept the Declaration in the application form. To enter the form, click and select the declaration page for your role from the left hand side as shown in Figure 9. Once you have completed any questions on this page and read the Declaration, tick the acceptance box.

Responding to an application (after submission)
If you are a Signatory, you must also approve the finalised application. You will be informed by email when the Applicant has submitted the form. If you click the link in this email, you will be able to examine the application’s details and decide how to respond. When you have made your decision, click Approve or Reject as appropriate.

My Approvals
If you are invited to participate in more than one application, you can manage your invitations in the ‘My Approvals’ section, as shown in Figure 10 - My Approvals section.
Feedback from peer review and the funding decision

Following the closing date of the grant round, submitted and approved applications for that round will be peer reviewed to decide their suitability for funding. Full details of the assessment process will be contained within the corresponding guidance notes.