



GRANT SUBMISSION

Portal Guidance Document

Last updated: 28/04/2023

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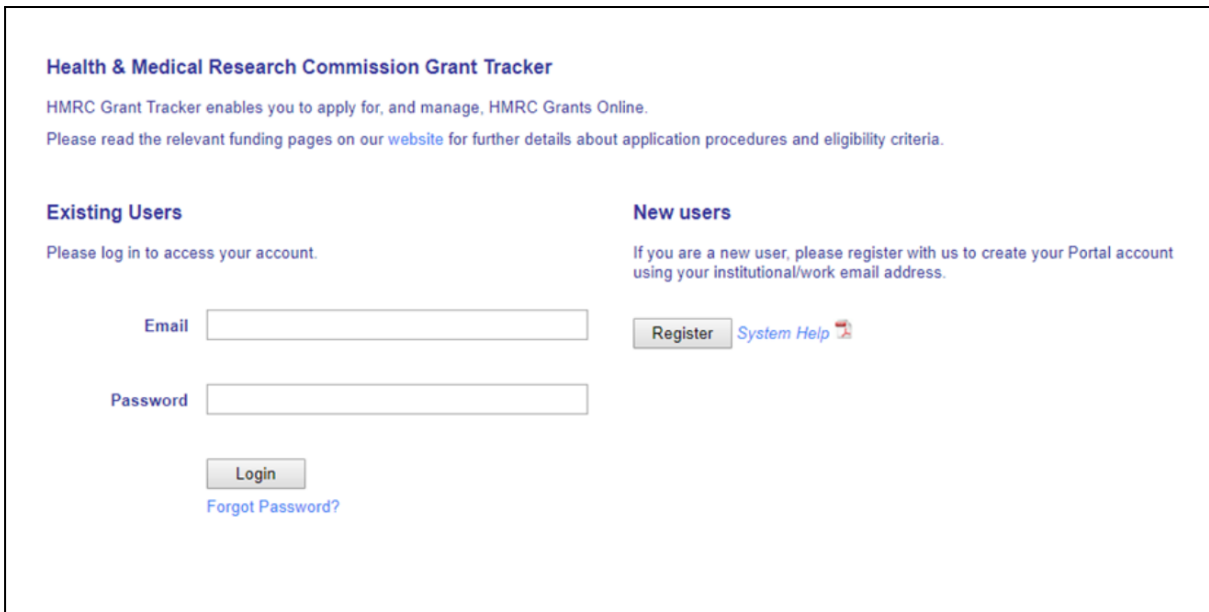
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1. About this document

This document describes how to register as a user of the Symplectic Grant Tracker Application System, and how to use the system from the perspectives of a Lead Applicant, a Co-Applicant, a Signatory and a Reviewer.

2. Registration

The login page of the portal is shown below:



The screenshot shows the login and registration interface for the Health & Medical Research Commission Grant Tracker. At the top, it says "Health & Medical Research Commission Grant Tracker" and "HMRC Grant Tracker enables you to apply for, and manage, HMRC Grants Online." Below this, there is a link to "Please read the relevant funding pages on our website for further details about application procedures and eligibility criteria." The page is divided into two main sections: "Existing Users" and "New users". Under "Existing Users", there is a prompt "Please log in to access your account." and two input fields: "Email" and "Password". Below these fields are a "Login" button and a "Forgot Password?" link. Under "New users", there is a prompt "If you are a new user, please register with us to create your Portal account using your institutional/work email address." and a "Register" button next to a "System Help" link with a question mark icon.

Figure 2 Registration and Login Page

2.1 For applicants new to our online applications system

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

You may find the following notes useful:

- 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 enter an email address you will be asked to verify this address, an email will be sent to the address entered containing a verification link.
 - Please follow this link to continue the registration process.

- This link will take you to the next step of the registration process. After completing registration, an email will be sent to the address supplied containing a link to create a password.
 - Please follow this link to create a password and log in for the first time.
- If you move to a new email address in the future – you will be able to update your registered Symplectic Grant Tracker email address.
- If you are 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.

2.2 Password Strength

The default password complexity has been aligned with industry best practice. The requirement is:

- a minimum of 8 characters;
- and must contain 3 of the following 4 criteria:
 - upper case letter,
 - lower case letter,
 - a symbol (such as \$!%&@#, etc),
 - a digit (0 to 9).

2.3 Forgotten password

If you forget your password, click the **Forgotten Password?** link on the login Page (Figure 2 Registration and Login Page). At both registration and when resetting a password for Portal accounts, Symplectic Grant Tracker sends an email containing a unique/single-use/short-expiry hyperlink that will let you change the password. This hyperlink will expire after a pre-defined number of days.

2.4 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 can request a new password via the 'Forgotten password' function.

3 Using Symplectic Grant Tracker

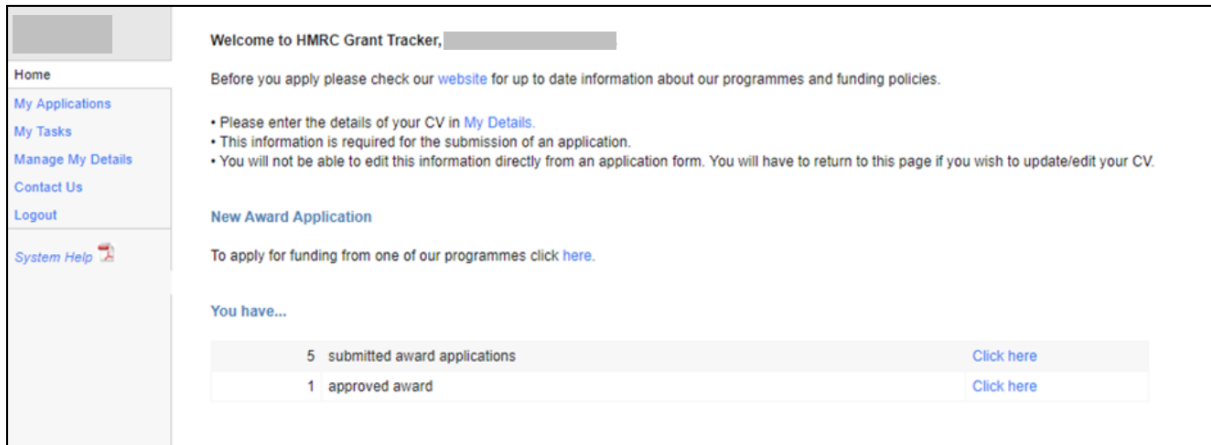


Figure 3 Symplectic Grant Tracker Portal Home Page

The home page is your starting point to create applications, update personal details and add professional / academic CV information.

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

4 Creating and completing a grant application

4.1 An overview of the creation and preparation of a grant application

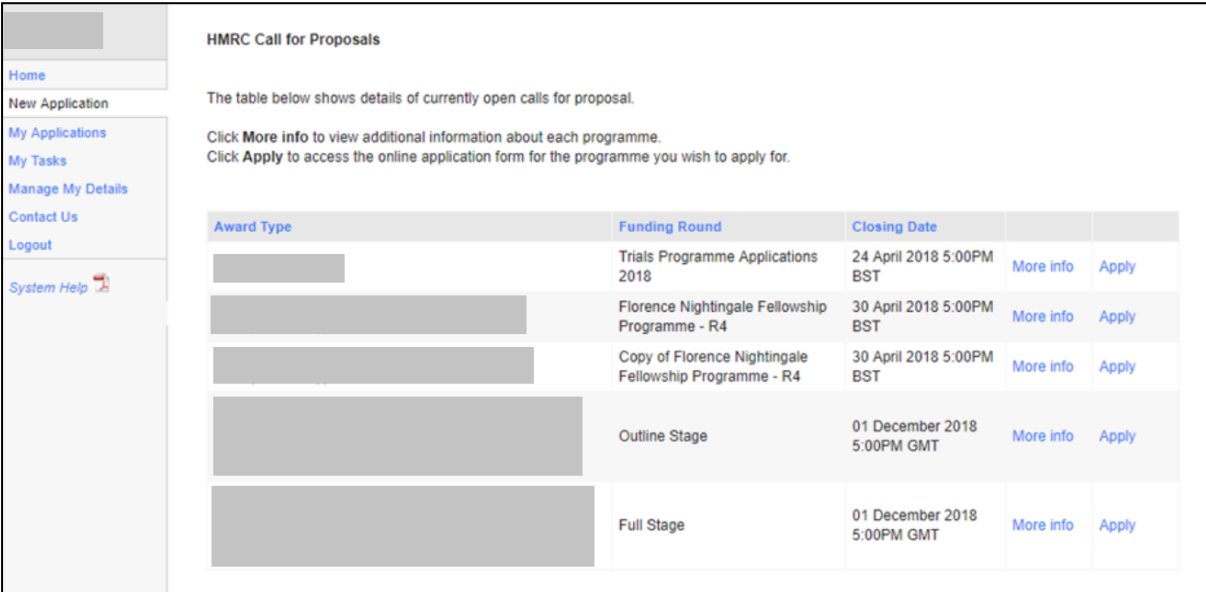
1. The Lead Applicant must be the one who creates the application, but it may be jointly completed by the Lead Applicant and other contacts added to the application depending on the access rights configured by the funder.
2. If a co-applicant is added in an application, Symplectic Grant Tracker will automatically email them to invite their participation. Depending on the funder's set up, co-applicants may be asked to confirm their acceptance of inclusion to the application, and later to consent to the application being submitted jointly in their name.
3. If applicable, applicants and co-applicants can manage their CVs in "My Details". The CVs are automatically included in application submission.
4. A validation summary at the end of the form will display validation errors on the application which must be addressed before it can be submitted.
5. Depending on the configuration of the form, signatories may be required 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 the application is approved by all the signatories it joins the submitted queue in the console, and will be available for consideration for funding.
8. When the application is submitted to the funder, a confirmation email is sent to the Lead Applicant and any Co-Applicants and Signatories on the application.

4.2 Creating a grant application

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



HMRC Call for Proposals

The table below shows details of currently open calls for proposal.

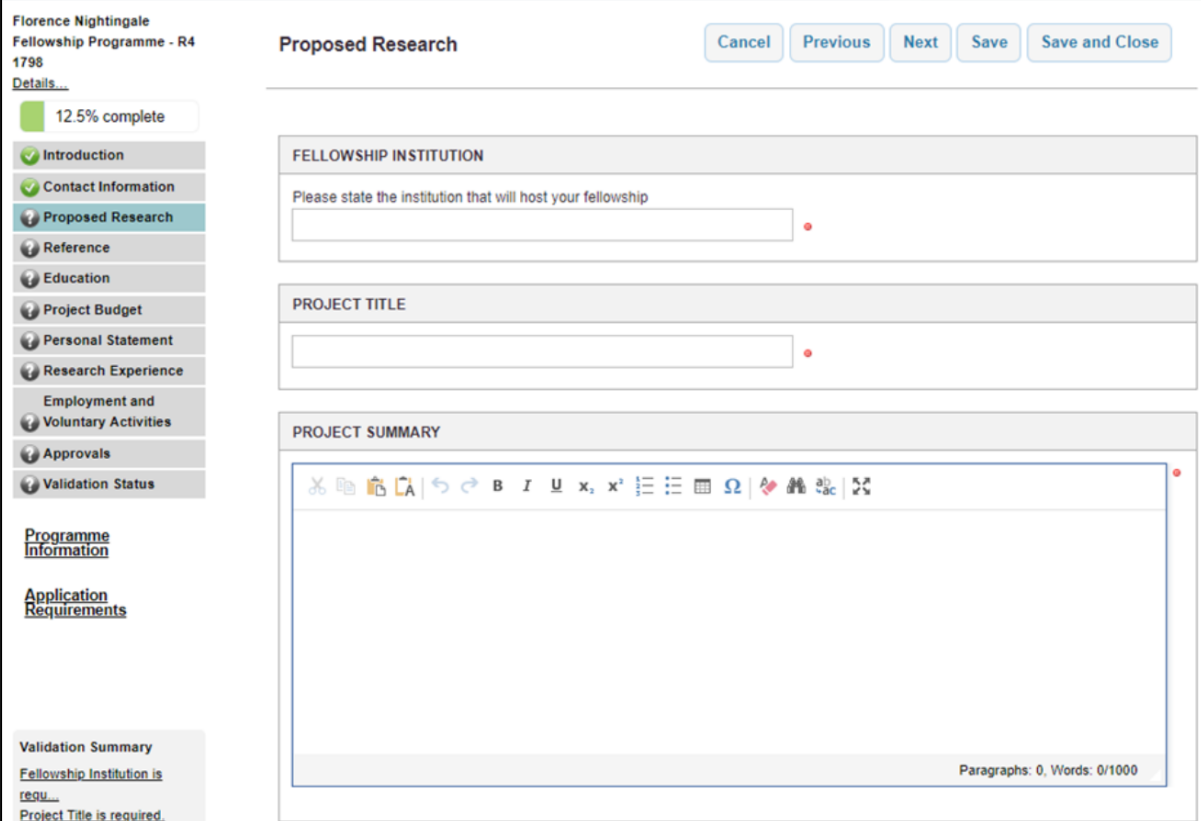
Click **More info** to view additional information about each programme.
 Click **Apply** to access the online application form for the programme you wish to apply for.

Award Type	Funding Round	Closing Date	More info	Apply
[Redacted]	Trials Programme Applications 2018	24 April 2018 5:00PM BST	More info	Apply
[Redacted]	Florence Nightingale Fellowship Programme - R4	30 April 2018 5:00PM BST	More info	Apply
[Redacted]	Copy of Florence Nightingale Fellowship Programme - R4	30 April 2018 5:00PM BST	More info	Apply
[Redacted]	Outline Stage	01 December 2018 5:00PM GMT	More info	Apply
[Redacted]	Full Stage	01 December 2018 5:00PM GMT	More info	Apply

Figure 4.2 The New Applications Page

1. The new applications page is opened by clicking the link under “New Grant Applications” on the home page, or from the “My applications” screen.
2. All the open grant funding rounds currently are listed. The **More info** link returns a description of the grant round. Clicking **Apply** allows you to create an application form; there may be some initial verification questions to ensure that you are eligible to apply for the round.

4.3 Completing a grant application

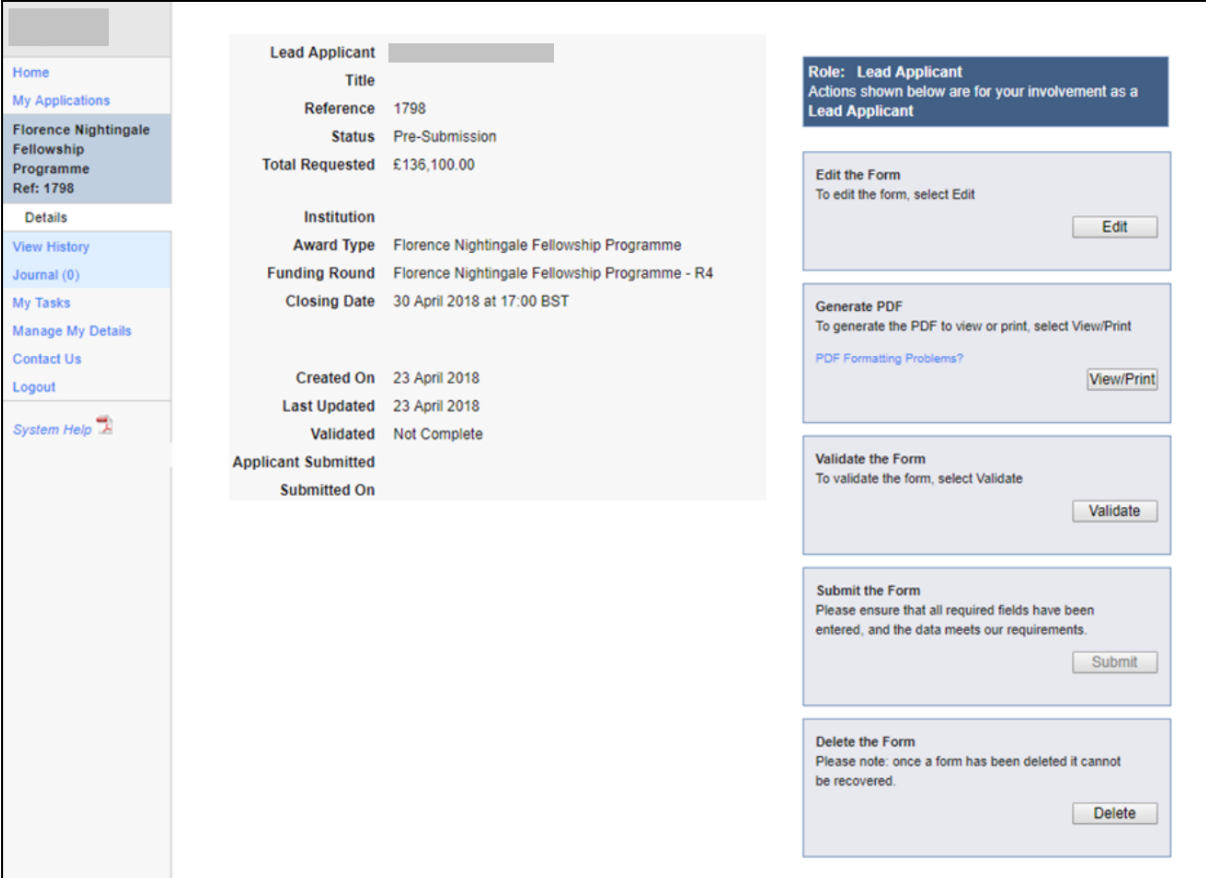


The screenshot shows the 'Proposed Research' section of a grant application form. On the left, a navigation menu lists various sections: Introduction, Contact Information, Proposed Research (highlighted), Reference, Education, Project Budget, Personal Statement, Research Experience, Employment and Voluntary Activities, Approvals, and Validation Status. A progress indicator shows '12.5% complete'. Below the menu are links for 'Programme Information' and 'Application Requirements', and a 'Validation Summary' section with error messages: 'Fellowship Institution is required...' and 'Project Title is required...'. The main form area has three sections: 'FELLOWSHIP INSTITUTION' with a text input field and a red error dot; 'PROJECT TITLE' with a text input field and a red error dot; and 'PROJECT SUMMARY' with a rich text editor toolbar and a large text area. At the bottom right of the text area, it says 'Paragraphs: 0, Words: 0/1000'. At the top right of the form, there are buttons for 'Cancel', 'Previous', 'Next', 'Save', and 'Save and Close'.

Figure 4.3 Completing an Application

- The sections of the application form are listed as a menu on the left-hand side of the screen. To complete the application all mandatory questions in each section must be completed.
- You can move from page to page using the **Previous** and **Next** buttons, or using the menu on the left-hand side. Any of these buttons also save your input.
- There may also be a **Save** button to allow you to save and stay on the current page.
- You can save and return to the application form as often as you like.
- The final page of the form is for validation where you are prompted to complete all mandatory fields.
- The system will warn you if your co-applicants are accessing the same page as you. However, you may override this warning by clicking continue. Hence, it is important to work with your co-applicants to ensure that work is not overwritten inadvertently.

5 Managing an Application



The screenshot displays the 'My Applications' page for the 'Florence Nightingale Fellowship Programme' (Ref: 1798). The central panel shows the following details:

Lead Applicant	[Redacted]
Title	[Redacted]
Reference	1798
Status	Pre-Submission
Total Requested	£136,100.00
Institution	[Redacted]
Award Type	Florence Nightingale Fellowship Programme
Funding Round	Florence Nightingale Fellowship Programme - R4
Closing Date	30 April 2018 at 17:00 BST
Created On	23 April 2018
Last Updated	23 April 2018
Validated	Not Complete
Applicant Submitted	[Redacted]
Submitted On	[Redacted]

The right-hand panel, titled 'Role: Lead Applicant', contains the following actions:

- Edit the Form:** To edit the form, select Edit. (Edit button)
- Generate PDF:** To generate the PDF to view or print, select View/Print. (View/Print button)
- Validate the Form:** To validate the form, select Validate. (Validate button)
- Submit the Form:** Please ensure that all required fields have been entered, and the data meets our requirements. (Submit button)
- Delete the Form:** Please note: once a form has been deleted it cannot be recovered. (Delete button)

Figure 5 Managing an Application

If you select an application from the “My Applications” page or exit by clicking **Save and Close**, you can manage it, as shown above.

The boxes on the right enable you to:

- **Edit** the application on return visits
- **View / Print** to 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 pre-submission watermark is cleared after a successful submission.
- **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:

- **View 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.
- **Sign-off status** - reports on the progress of the sign-off process by each of the signatories.

5.1 Sign-off Status

A summary of the sign-off status will also display at the bottom of the details page.

- Participants that are required to approve the application will need to do this before the application can be submitted.
 - If approval has not yet been granted this will also show in the validation checklist at the end of the application.
 - If Participant approval is not configured for a Role the **Submission approval status** section will not display.
- Signatories are required to approve the application after submission by the lead applicant, as described in section 6.1.
 - If after all contacts have been added to the application and no contact shows in the Signatories section, no signatory approval is required for submission.

Participants	<u>Co Applicant</u>
	Professor Co App
	Confirmed participation
	No
	Submission approval status
	Approval required
Signatories	<u>Head of Department</u>
	Head of Department
	Confirmed participation
	Yes
	Signatory approval status
	Approval Not Yet Required

Figure 5.1 Summary of Sign-off Status

5.2 Monitoring the status of an application






Reference	Title	Last Updated	Status	
[REDACTED]	[REDACTED]	19/04/2018 17:13:40	Submitted	
[REDACTED]	[REDACTED]	14/04/2018 19:29:12	Submitted	
[REDACTED]	[REDACTED]	14/04/2018 19:28:49	Submitted	
[REDACTED]	[REDACTED]	14/04/2018 19:28:08	Submitted	
[REDACTED]	[REDACTED]	13/04/2018 12:25:57	Submitted	

Figure 5.2 Application Statuses in "My Applications"

All grant applications, and their statuses, are listed on the "My Applications" section of the system.

6 Submission and Beyond

6.1 Submission Requiring Signatory Approval

1. After successful validation the Lead Applicant may **Submit** the application. If applicable, it will then be routed to each of the signatories 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; depending on configuration it will either be returned to the signatory who made the rejection or to all signatories, and continues through the approval process as before.
4. On completion of the final approval:
 - a. A submitted grant reference is assigned to the application.
 - b. All contacts will be informed of application submission via email.
 - c. The application automatically enters the process of being considered for funding, which begins after the grant round closes.

6.2 Submission Not Requiring Signatory Approval

On completion of the final approval:

- A submitted grant reference is assigned to the application.
- All contacts will be informed of application submission via email.
- The application automatically enters the process of being considered for funding.

6.3 Feedback from peer review and the funding decision

Following this process, submitted applications will be reviewed to decide their suitability for funding, and lead applicants will be informed of the outcome in due course.

7 Other Grant Participants

7.1 Co-Applicant / Signatory request email

If you are invited to participate in an application 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 reject your participation on this application, as shown in sections 7.2.1 and 7.3.1, respectively.

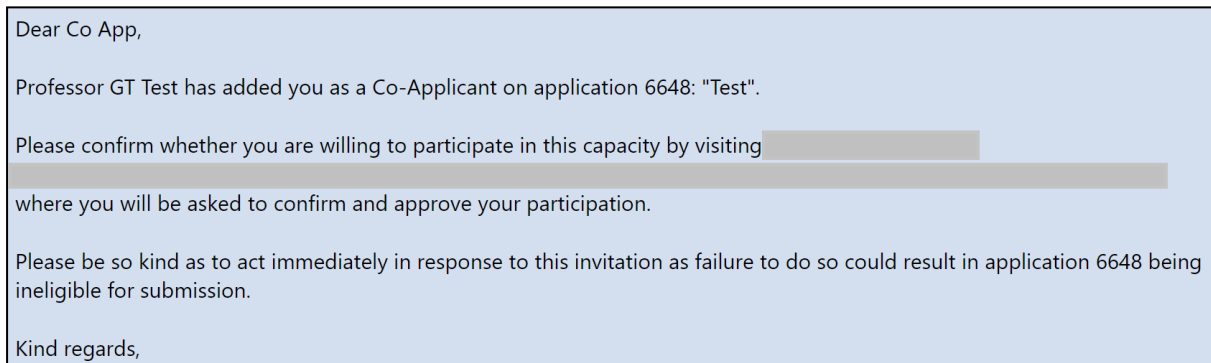


Figure 7.1 Co-applicant/Signatory Email

7.2 My Co-Applications (Participants/non-signatory)

If you are invited to participate in more than one application, you can manage your invitations in the “My Co-applications” section, as shown in Figure 7.2.

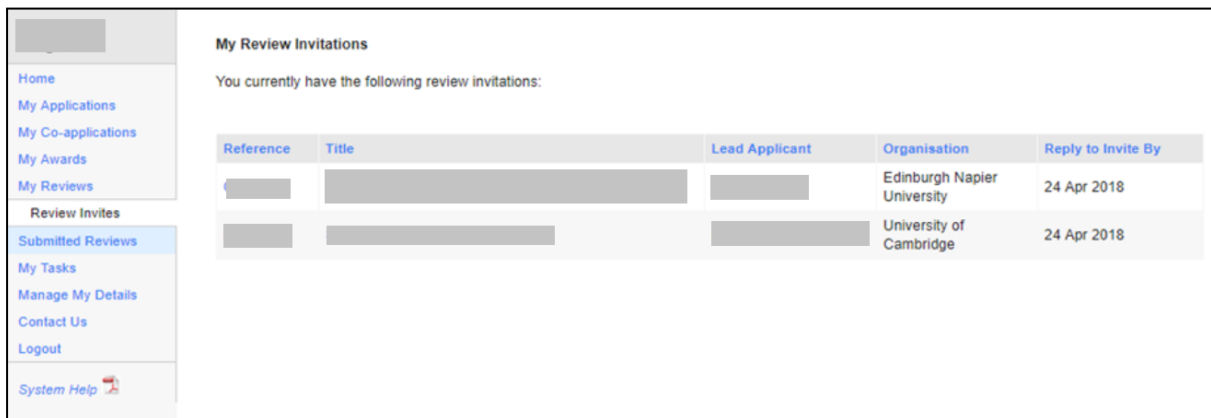


Figure 7.2 My Co-applications Section

7.2.1 My Co-Applications - Participation

After entering the application record you will be asked to Confirm or Reject participation, as shown in Figure 7.2.1.

Professor Co App	As a co-applicant you must first 'Confirm' your participation before the application can be submitted by the Lead Applicant. Please ensure your CV is up to date (this can be updated in the manage my details section).	Role: Co Applicant Actions shown below are for your involvement as a Co Applicant
Home My Applications My Co-applications Project Grant Ref: 6648 Details My Research Outputs Manage My Details Contact Us Logout System Help		
	Lead Applicant: Professor GT Test Title: Test Reference: 6648 Status: Pre-Submission Total Requested: £11,262.00 Institution: CCT Test Org Grant Type: Project Grant Funding Round: Project Grant Closing Date: 30 June 2023 at 17:00 BST	Confirm your Participation Please click the confirm button to confirm your participation in the application. <div style="text-align: right;"><input type="button" value="Confirm"/></div>
	Participants: <u>Co Applicant</u> <div style="background-color: #2c4e64; color: white; padding: 5px; display: inline-block;"> Professor Co App Confirmed participation No Submission approval status Approval required </div>	Reject your participation If you do not wish to participate in this application or think that this approach was in error please click the reject button below. This will send an email to the lead applicant and remove you from the application. <div style="text-align: right;"><input type="button" value="Reject"/></div>
	Signatories: <i>Head of Department</i>	

Figure 7.2.1 My Co-applications Application Details

If you think you have been added to an application incorrectly and the participation rejection option is not available please either contact the Lead Applicant or the funding organisation.

If participation confirmation is not required, no Confirm or Reject buttons will show as no actions are required for submission of the application.

7.2.2 My Co-Applications - Application Approval

After confirming participation, you will then be able to examine the application's details and PDF, to allow you to decide how to respond.

If you are required to approve, a **Submission approval status** of **Approval Required** will show and approval must be provided before the application can be submitted, as shown in figure 7.2.2..

Professor Co App

[Home](#)

[My Applications](#)

[My Co-applications](#)

Project Grant Ref: 6648

[Details](#)

[My Research Outputs](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

You have now confirmed your involvement in this application and are required to approve.

Lead Applicant	Professor GT Test
Title	Test
Reference	6648
Status	Pre-Submission
Total Requested	£11,262.00
Institution	CCT Test Org
Grant Type	Project Grant
Funding Round	Project Grant
Closing Date	30 June 2023 at 17:00 BST

Participants Co Applicant

Professor Co App	Confirmed participation	Yes
	Submission approval status	Approval required

Signatories Head of Department

Head of Department	Confirmed participation	Yes
	Signatory approval status	Approval Not Yet Required

Finance Officer

Professor Finance Officer	Confirmed participation	No
	Signatory approval status	Approval Not Yet Required

Role: Co Applicant
Actions shown below are for your involvement as a Co Applicant

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

Reject your participation
If you do not wish to participate in this application or think that this approach was in error please click the reject button below. This will send an email to the lead applicant and remove you from the application.

Approve the application
To approve this grant application, please click on the 'Approve' button.

Created On: 23 March 2023

Figure 7.2.2 My Co-Application Details page with approval options

If your role does not have access to the form, you will need to discuss any changes with the Lead Applicant offline before approving.

If your role is not required to approve then no Approve button will show as no actions are required for submission of the application.

7.3 My Approvals (Signatory)

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 7.3.

Head of Department

[Home](#)

[My Research Outputs](#)

My Approvals

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

Name

Round

Reference

Deadline (Any)

Participation Confirmations

Please confirm your participation on the grant below.

Reference	Lead Applicant	Grant Type	Role	Last Updated	Status	
6658	Professor GT Test	Project Grant	Head of Department	13/04/2023 17:25:00	Confirmation Required	

Awaiting Submission

You are participating on the grant below.

Reference	Lead Applicant	Grant Type	Role	Actioned On	Status	
6649	Professor GT Test	Project Grant	Head of Department	13/04/2023 17:24:13	Pre-Submission	

Application Approvals

Please approve the grant below.

Reference	Lead Applicant	Grant Type	Role	Actioned On	Status	
6648	Professor GT Test	Project Grant	Head of Department		Awaiting Signatory Approval	

Approved Applications


You have not approved any grants.

Figure 7.3 My Approvals

- Participation Confirmations
 - Applications where confirmation of participation is still required.
- Awaiting Submission
 - If Status is Pre-submission
 - This is an Application where you have confirmed participation but are waiting for the Lead Applicant to submit for signatory approval, as shown in figure 7.3.
 - If Status is Awaiting Signatory Approval
 - The Application has been submitted by the Lead Applicant but requires approval by another signatory before you can approve, as shown in figure 7.3-a.
 - If Status is Modifying
 - The Application has been rejected by one of the signatories for the applicant to make changes, as shown in figure 7.3-b.
- Application Approvals
 - Applications that have been submitted by the Lead Applicant and are with you to approve.
- Approved Applications
 - If Status is Awaiting Signatory Approval

- The Application has been approved by you but still requires other signatories to approve before being fully submitted to the funding organisation, as shown in figure 7.3-c.
 - If Status is Submitted
 - Applications that have passed all stages of signatory approval and have been fully submitted to the funding organisation as shown in figure 7.3-d.


Awaiting Submission
 You are participating on the grant below.

Reference	Lead Applicant	Grant Type	Role	Actioned On	Status	
6648	Professor GT Test	Project Grant	Finance Officer	07/04/2023 14:14:18	Awaiting Signatory Approval	

Application Approvals
 You do not have any grants to approve.

7.3-a Application Submitted but currently with a different signatory for approval.

Awaiting Submission
 You are participating on the grant below.


Reference	Lead Applicant	Grant Type	Role	Actioned On	Status	
6648	Professor GT Test	Project Grant	Finance Officer	14/04/2023 15:42:53	Modifying	

Application Approvals
 You do not have any grants to approve.

7.3-b Application been returned to applicant for changes.

Application Approvals
 You do not have any grants to approve.

Approved Applications
 You have approved the grant below.

Reference	Lead Applicant	Grant Type	Role	Actioned On	Status	
6648	Professor GT Test	Project Grant	Head of Department	14/04/2023 15:34:27	Awaiting Signatory Approval	

7.3-c Application has been approved by you but still requires other signatories to approve.

Application Approvals
You do not have any grants to approve.

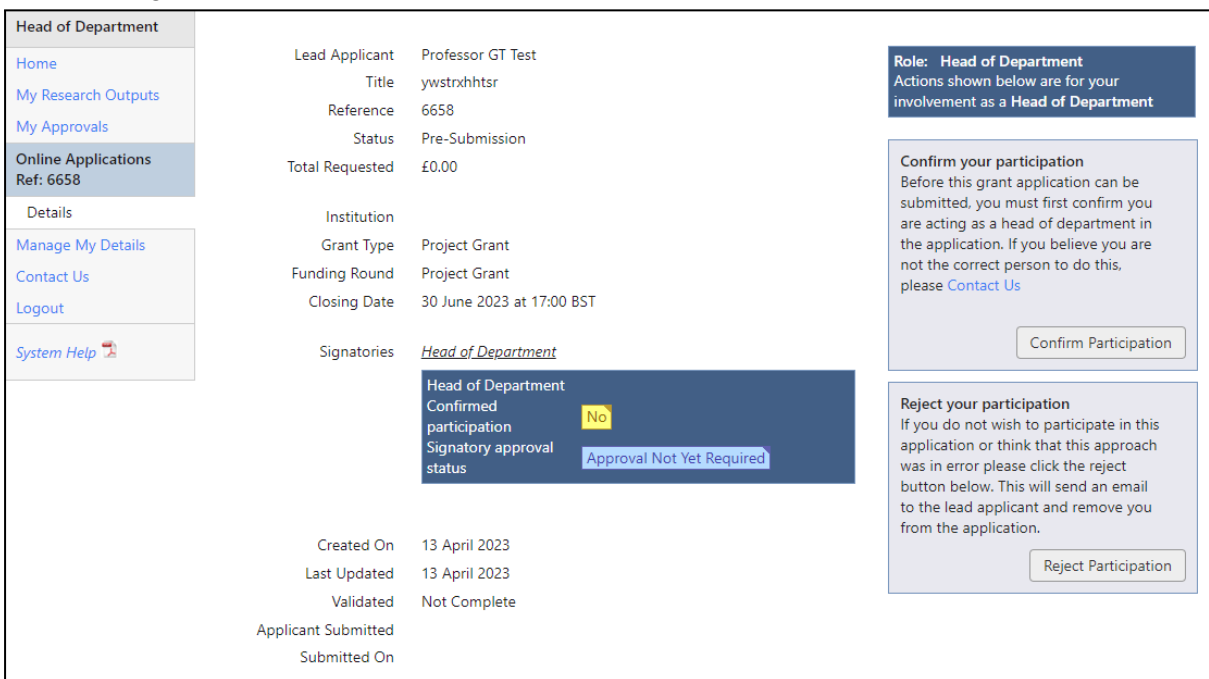
Approved Applications
You have approved the grant below.

Reference	Lead Applicant	Grant Type	Role	Actioned On	Status
PG_002	Professor GT Test	Project Grant	Head of Department	14/04/2023 15:56:21	Submitted

7.3-d Application is fully submitted to the funding organisation.

7.3.1 My Approvals - Participation

After entering the application record you will be asked to Confirm or Reject participation, as shown in Figure 7.3.1.



Head of Department

Lead Applicant: Professor GT Test
Title: ywstrdxhtsr
Reference: 6658
Status: Pre-Submission
Total Requested: £0.00

Institution:
Grant Type: Project Grant
Funding Round: Project Grant
Closing Date: 30 June 2023 at 17:00 BST

Signatories: *Head of Department*

Head of Department Confirmed participation: **No**
Signatory approval status: **Approval Not Yet Required**

Created On: 13 April 2023
Last Updated: 13 April 2023
Validated: Not Complete
Applicant Submitted:
Submitted On:

Role: Head of Department
Actions shown below are for your involvement as a Head of Department

Confirm your participation
Before this grant application can be submitted, you must first confirm you are acting as a head of department in the application. If you believe you are not the correct person to do this, please [Contact Us](#)

Reject your participation
If you do not wish to participate in this application or think that this approach was in error please click the reject button below. This will send an email to the lead applicant and remove you from the application.

Figure 7.3.1 My Approvals Application Details

If you think you have been added to an application incorrectly and the participation rejection option is not available please either contact the Lead Applicant or the funding organisation.

If participation confirmation is not required then no Confirm or Reject buttons will show as no actions are required for submission of the application.

7.3.2 My Approvals - Application Approval

To respond to an application, select it in the “My Approvals” section. You will then be able to examine the application’s details, to allow you to decide how to respond. When you have made your decision, click **Approve** or **Reject** as appropriate.

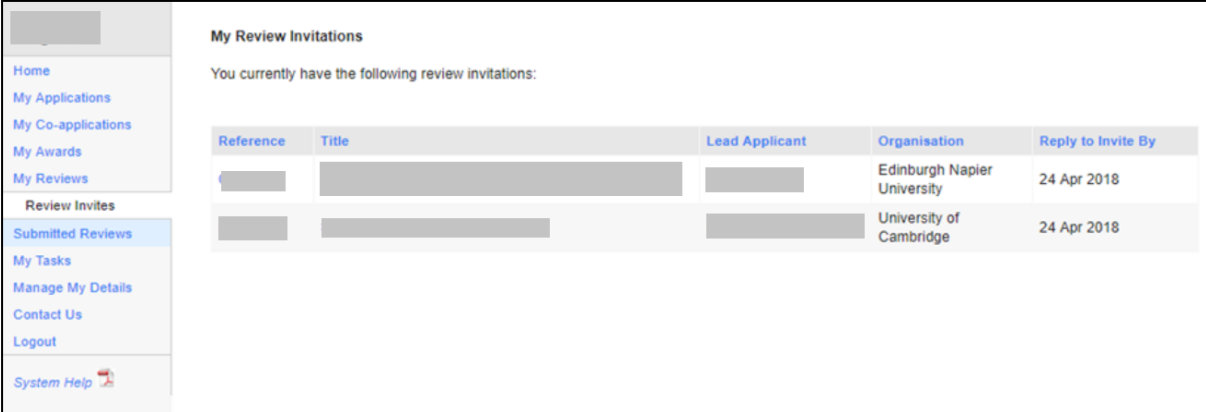
As described in section 6.1:

- If a signatory rejects the application the lead applicant will be notified, along with any feedback the signatory has supplied.
 - Application will show in the Awaiting Submission section again for all signatories at status Modifying, as shown in figure 7.3-b
- The application can then be re-submitted; depending on configuration it will be returned to the signatory who made the rejection or all signatories and continues through the approval process as before.

8 Reviewers

8.1 Invitations, reviews and panel meetings

You can manage your invitations, reviews and panel meetings directly from within Symplectic Grant Tracker, in the “My Reviews” section.



My Review Invitations

You currently have the following review invitations:

Reference	Title	Lead Applicant	Organisation	Reply to Invite By
[Redacted]	[Redacted]	[Redacted]	Edinburgh Napier University	24 Apr 2018
[Redacted]	[Redacted]	[Redacted]	University of Cambridge	24 Apr 2018

Figure 8.1 My Reviews

8.2 Invitations to review

If you are invited to review an application, you will receive your invitation by email, as shown below in Figure 8.2. Invitation emails contain a link which allows you to accept or decline the invitation.

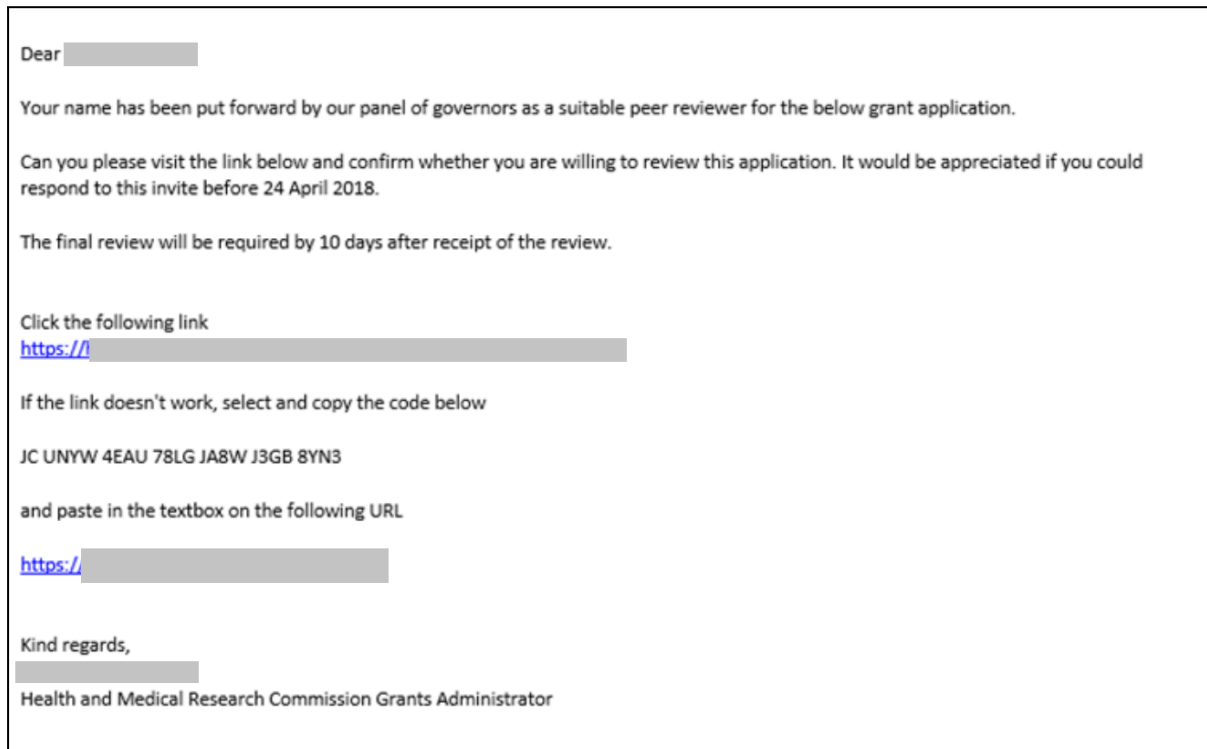


Figure 8.2 A Review Invitation Email

8.2.1 Bypassing invitations

It may be that you work with an organisation which simply sends you details of reviews, bypassing the invitation process. In this case, your involvement will start from the “Carrying out a review” stage, as described below.

8.2.2 Responding to an Invitation

You can accept or decline an invitation, or alternatively you can tentatively accept the invitation – if you would like to carry out the review but for some reason you are not confident you will have the time or opportunity to do so.

If you respond tentatively, this means you permit the grant-making organisation to send you the review if they choose (for example, if they have difficulty finding another suitable reviewer). At this point, if you still cannot do the review, you may indicate this.

Please register your response by selecting an option below, followed by clicking on the "Submit" button.

Accept: If you accept our request, the system will automatically send you an email with a link for the peer review form and related application material. You do not have to register with the system in order to input your comments. The link provided in the system generated email will be active as long as the review is under progress. An offline review option is available and will be visible on the review form.

Decline: If time permits, please share with us your reason for declining this invitation. Suggestions for alternate reviewers are welcome.

Tentative: If you require additional time for the review or suspect a conflict of interest or require further clarifications please select the "Tentative" option. We will respond to your comments.

Application Ref. :

Project Title :

Lead applicant :

Institution : University of Cambridge

Reply by : 24 Apr 2018

Review required by : 10 days after receipt of the review

If you are unsure for any reason whether you can undertake a review please respond using the 'Tentative / Maybe' option below

Accept
 Tentative / Maybe
 Decline

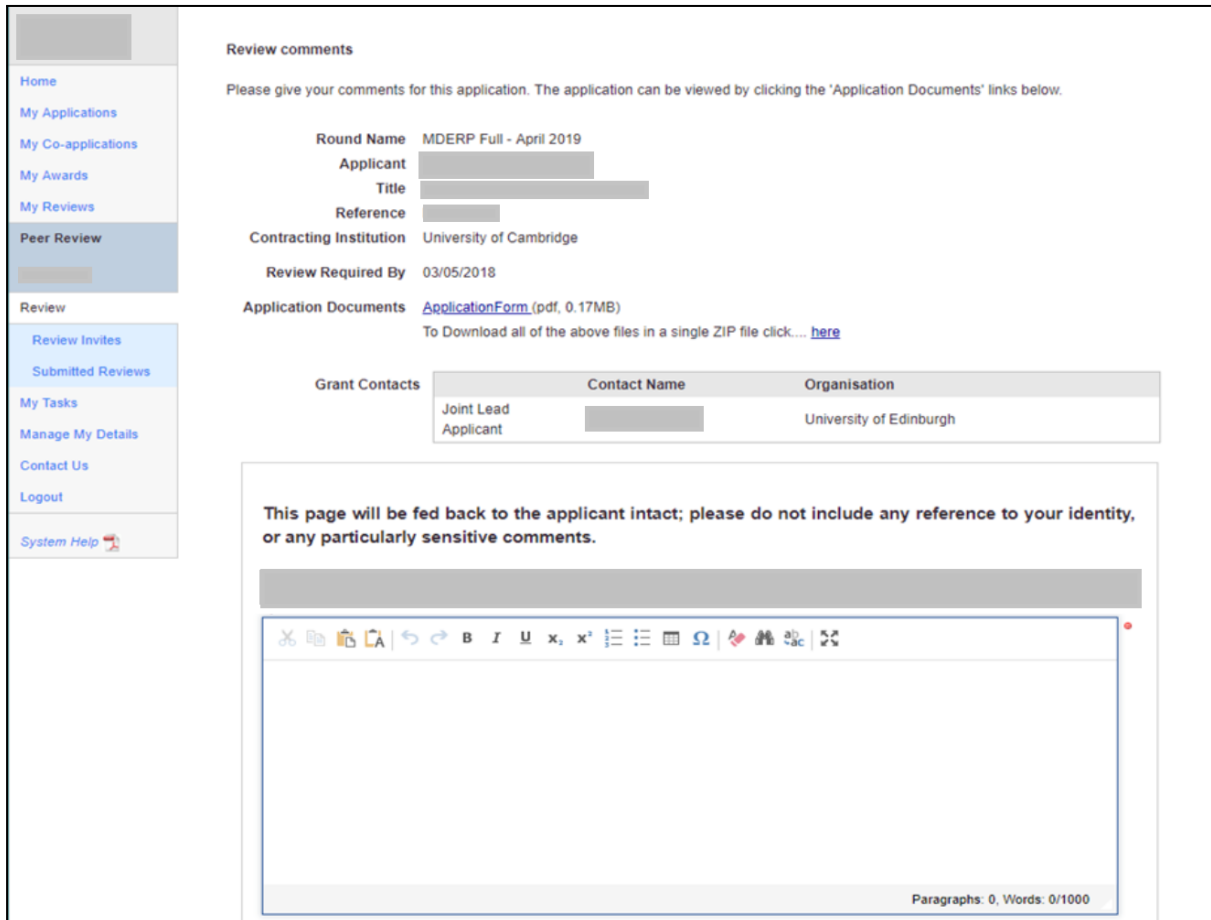
Figure 8.2.2 Responding to a Review Invitation

8.3 Peer reviews and panel reviews

If you accept an invitation to review an application, or if you have agreed to participate in reviews generally, for an organisation, you will be sent details about the review(s) by email.

8.3.1 Carrying out a review

As a reviewer, you will be asked to examine the application in detail, and give your assessment of the application's potential (see the example in Figure 8.3.1). A reviewer may be asked to: provide remarks; give a recommendation; and suggest the names of independent referees etc.



Review comments

Please give your comments for this application. The application can be viewed by clicking the 'Application Documents' links below.

Round Name MDERP Full - April 2019
 Applicant [Redacted]
 Title [Redacted]
 Reference [Redacted]
 Contracting Institution University of Cambridge
 Review Required By 03/05/2018

Application Documents [ApplicationForm](#) (pdf, 0.17MB)
 To Download all of the above files in a single ZIP file click... [here](#)

Grant Contacts	Contact Name	Organisation
Joint Lead	[Redacted]	University of Edinburgh
Applicant	[Redacted]	

This page will be fed back to the applicant intact; please do not include any reference to your identity, or any particularly sensitive comments.

Paragraphs: 0, Words: 0/1000

Figure 8.3.1 Responding to an Application in a Review

8.4 Panel Meetings

You may also be asked to attend a panel meeting to discuss a number of applications. Again, you will be notified of requests to attend via email.

As a meeting attendee, you may be asked to review specific applications involved. The example in Figure 8.4-a shows the list of current meetings which the reviewer is being asked to attend; Figure 8.4-b shows the applications for one of the meetings.


Home My Applications My Co-applications My Awards My Reviews Review Invites Submitted Reviews Florence Nightingale Requests & Conflicts (1) Florence Nightingale Panel Review (2) My Tasks Manage My Details Contact Us Logout System Help 	My Panels Applications for the following review stage are now available. Please click on the review stage name below to access the applications.			
Name	Date	Panel	Number of Applications	
Florence Nightingale - Panel Review R2	09/02/2018	Fellowship Rounds Review Panel	6	
Florence Nightingale - Panel Review R3	09/03/2018	Fellowship Rounds Review Panel	9	

Figure 8.4-a Review Meetings



















RO▲	Application Details	Applicant	Lead Applicant Institution	Fellowship Institution	Research Area	Role	Rank	Score	Documents	Response
1			Bath Spa University	Canterbury Christ Church University	Neuroscience, Physiology, Biophysics, and Pharmacology					 View
2			KU Leuven	Manchester Metropolitan University	Genetics and Molecular Biology					 View
3			Edinburgh Napier University	Edinburgh Napier University	Genetics and Molecular Biology					 View
4			Loughborough University	Loughborough University	Genetics and Molecular Biology					 View
5			Cardiff University	Stoke Mandeville Hospital	Genetics and Molecular Biology					 View
6			Teesside University	Teesside University	Neuroscience, Physiology, Biophysics, and Pharmacology					 View
7			University of South Wales	University of Cambridge	Cell and Development Biology					 View
8			KU Leuven	CC Technology Ltd	Mathematical Biology, Biostatistics, and Epidemiology					 View
9			University of Glasgow	University of Glasgow	Genetics and Molecular Biology					 View

Figure 8.4-b Applications in a Panel Meeting

Points to note:

- Attendees may view documents describing each application, as well as any prior review outcomes for the application, for information.
- The set of applications and reviews for the entire meeting may be downloaded using a link at the bottom of the page.
- Your access to the materials for a particular application may be restricted, where conflicts of interest have been identified.
- The above screenshot (8.4-b) is an example of a Panel Meeting and the meeting you view may have a different layout

Contact us

If your query is not answered in these notes you may email us by selecting the **Contact Us** link within the Grant Application System.

Additionally, if you are experiencing any technical problems please use the same link. We will endeavour to answer all queries as soon as possible.