

Grant Tracker account guidance

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Registration

You need to be registered with Versus Arthritis Grant Tracker (GT) to apply or participate in an application unless you are a Collaborator.

To create an account, click **Register** and enter your details.

Once you have completed registration and accepted our Terms and Conditions, a login link will be sent to the email address that you provided. You will be prompted to create a password when you first log in.

If you previously registered your details on the system, you will be prompted that an account already exists for the email address you have provided.

Registering or logging in as a signatory

A signatory is someone who has been nominated by the lead applicant on an application form.



If you have been asked to be a signatory, you will receive an email from the system inviting you to access Versus Arthritis Grant Tracker; it is necessary to accept to proceed. If you have not used the system previously, you will also receive an email asking you to register. You do not have to provide CV details.

Forgotten passwords and locked accounts

If you have forgotten your password or have a locked account click on the [Forgot Password?](#) option on the login page, a password reset link will be sent to you by email.

If this does not solve the problem, please contact the [awards team](#).

The Home page

		Professor VA Tester vatester@vatest.org
Grant Application System		
Professor VA Tester	test	
Home		
My Applications		This home page is your starting point to create and manage your applications and any active grant awards you may have. Please follow the options below to create a new application, to continue to work on an application you've already started or to perform other tasks related to existing grant awards.
My Co-applications		
My Grants		Grant applications you create will automatically populate basic contact details directly from your profile. Before proceeding to complete an application form please check and update your basic contact information under the 'Manage My Details' link found on the left hand side of this page.
My Research Outputs		
My Review Responses		
My Reviews		
Manage My Details		Please enter details of your CV
Contact Us		Please ensure that your details including your CV, are up-to-date as these are required for the submission of an application. You will not be able to edit this information directly from an application form. To edit your details go to My Details and complete the basic information and update your CV.
Logout		
System Help 	New Grant Application	
		To apply for funding from one of our grant streams click here .

The Home page is the starting point to create or access your applications and manage your details. It is also where you as a grant holder can manage your grants, and as reviewer participate in the review process.

Manage My Details

Before starting an application, you should complete the **Basic Information** and **Update CV** sections by clicking on **Manage My Details**. This information is used to pre-populate details in new applications you make. You can also change your password or contact email address here.

Professor VA Tester	Manage My Details
Home	This section allows you to maintain your personal information.
My Applications	
My Co-applications	In Basic Information you can update personal details such as your name, address and telephone number.
My Grants	In Update CV you can edit your CV (last updated) any changes you make will be shown in your applications.
My Research Outputs	In Change Email you can change the email address that we use to contact you (this will also change the address that you use to login).
My Review Responses	In Change Password you can change the password that you use to login.
My Reviews	
Manage: VA Tester	
My Details	

My Reviews

If you are a reviewer, it is also where you can participate in the review process. **My reviews** only appear on the left-hand menu once an application has been allocated to you for review.

My Research Outputs

To add your research outputs to this page, you can either:

- Import them from EuropePMC, or
- add them manually.

Importing from EuropePMC

1. Click **My Research Outputs** on the left-hand menu and then click **Import**.
2. Click **Select Records**.

The screenshot shows the 'Select Source' step of the import process. On the left is a navigation menu with 'My Research Outputs' and 'Import' highlighted. The main content area has a progress bar with 'Select Source' active. Below the progress bar, it says 'Please select an import source.' with a dropdown menu set to 'Europe PMC' and a 'Select Records >>' button.

3. Enter your search criteria into one or more fields.

You do not have to complete every field. In this example, we have used “arthritis” as a key word in the title field.

4. Click **Search** to display results.
5. **Tick** the items you wish to import, then click **Complete Import**.

The screenshot shows the 'Select Records' step. The progress bar now highlights 'Select Records'. The search fields are populated with 'arthritis' in the Title field. Below the search fields is a 'Search' button. A table of search results is displayed with columns for Source ID, Title, and Published Date. Two items are checked for import. At the bottom, there are navigation buttons for 'Select Source' and 'Complete Import >>'.

Source ID	Title	Published Date
<input type="checkbox"/>	PPRS12632 The Stat3 inhibitor F0648-0027 is a potential therapeutic against rheumatoid arthritis	01/07/2022
<input checked="" type="checkbox"/>	PPRS10672 Relevance of circulating Semaphorin 4A for rheumatoid arthritis progression and response to treatment	27/06/2022
<input type="checkbox"/>	PPRS09687 Structural stability of Human serum albumin is modified in rheumatoid arthritis	23/06/2022
<input checked="" type="checkbox"/>	PPRS06859 Validation of grip strength as a measure of frailty in rheumatoid arthritis	15/06/2022
<input type="checkbox"/>	PPRS06782 The Relationships of Kinesiophobia and Physical Function and Physical Activity Level in Juvenile Idiopathic Arthritis	16/06/2022
<input type="checkbox"/>	PPRS03171 Speciality pharmacy disease screening and routine assessments for patients with rheumatoid arthritis and psoriasis	06/06/2022
<input type="checkbox"/>	PPRS01758 Metabolic profiling of rheumatoid arthritis neutrophils reveals altered energy metabolism that is not affected by JAK inhibition	31/05/2022
<input type="checkbox"/>	PPRS01646 Quercetin compound effect on a horse with chronic shoulder arthritis	01/06/2022
<input type="checkbox"/>	PPRS01463 Clinical features and surgical management of tuberculous arthritis of the sacroiliac joint: a retrospective analysis of 33 patients	02/06/2022
<input type="checkbox"/>	PPRS00778 Fatigue may be an early indicator of disease in Chinese patients with early rheumatoid arthritis	01/06/2022

- The next screen displays the items you have selected. Check these are correct.
- Click the **Import** button.

- A dialogue box appears to confirm the import.

- Click **Yes** to import more items, or **No** to finish.

Adding a new output manually

- Click **My Research Outputs** and then **Search** on the left-hand menu.
- Click **New**.

- Enter the publication title and other details as required. Click **Save**.

This takes you to the **Detail** screen. You now have the option to add further information using the links in the side menu.

The key sections to complete are **Journals** and **People** (authors). For more detailed instructions on how to use the Research Outputs section please refer to our [guidance document](#).

Owner	Contact	Organisation	Created By	Created On
Yes	Dr VA Tester	Versus Arthritis	Dr VA Tester	04/07/2022

Adding Journals to a manually entered output

1. Click **Journals** on the left-hand menu.
2. On the Journals screen, click **add journal**.
3. Begin typing in the Title box to search for journals.

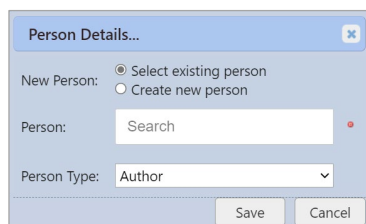
Title	Issue	Volume	Date of Publication
Seminars in arthritis and rheumatism	6	3	July 2022

4. Select the required title or add a new one if not listed.
5. Add issue, volume and date as required.
6. Click **Save**. The journal is now listed on the Journals screen. Add more journals as required.

Title	Issue	Volume	Date of Publication
Seminars in arthritis and rheumatism	6	3	July 2022

Adding People to a manually entered output

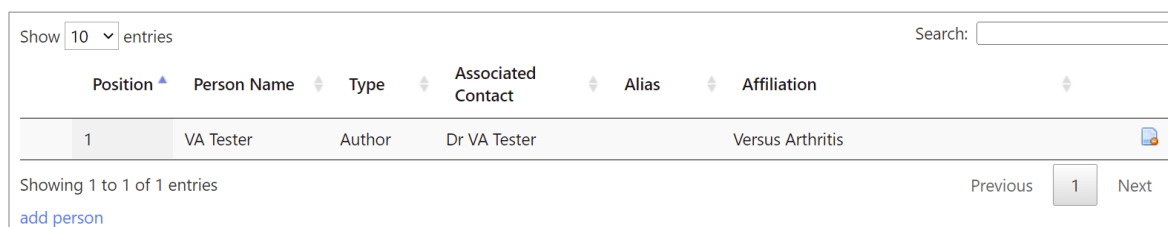
1. Click **People** on the left-hand menu.
2. On the People screen, click **add person**.



A dialog box titled "Person Details..." with a close button (X) in the top right corner. It contains the following fields and options:

- New Person:** Two radio buttons: "Select existing person" (selected) and "Create new person".
- Person:** A search input field with the placeholder text "Search".
- Person Type:** A dropdown menu currently showing "Author".
- At the bottom, there are "Save" and "Cancel" buttons.

3. Search to select an existing person.
4. If not listed, create a new one.
5. Click **Save**.
6. The author is now listed on the People screen. Add more authors as required.



A table showing a list of people. The table has columns for Position, Person Name, Type, Associated Contact, Alias, and Affiliation. A search bar is located at the top right. The table shows one entry: "VA Tester" (Author) with associated contact "Dr VA Tester" and affiliation "Versus Arthritis".

Position	Person Name	Type	Associated Contact	Alias	Affiliation
1	VA Tester	Author	Dr VA Tester		Versus Arthritis

Showing 1 to 1 of 1 entries

Previous 1 Next

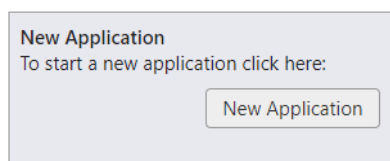
[add person](#)

Creating and submitting an application

- The Lead Applicant must be the one who creates the application, but it may be jointly completed by the Lead Applicant and co-applicants.
- If a co-applicant is added in an application, GT will automatically email them to invite their participation. Co-applicants/co-supervisors can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
- Applicants and co-applicants/co-supervisors manage their CVs in **My Details**. The CVs are automatically included in application submission.
- When the application form is complete it must be validated prior to submission. This is an opportunity for the Lead Applicant to check the contents of the application and edit as required.
- Signatories must be selected as part of the application. Their approval is necessary to allow the application to be submitted.
- 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.
- When the application has been approved by all the signatories a confirmation email is sent to the Lead Applicant.






Creating an application

1. Go to the Home page, click **here** under New Grant Application or,



2. You can also create an application by clicking on **My Applications** in the side menu and click **New Application**.
3. Click on **Apply** to the right of the funding round you wish to apply for.

Completing an application

The application form	The sections of the application form are listed on the left-hand menu. To submit the application all mandatory questions (marked with ) must be completed.
Moving through the application	To move through the form use the Previous and Next buttons or the menu on the left-hand side. Any of these buttons also save your input.
Editing	You can save and return to the application form as often as you like <ol style="list-style-type: none">1. Click on My Applications on the left-hand menu.2. Click on the application title or  to the right to of the application.
Section indicators	 Not yet started  Complete  Incomplete
Multiple users	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.

Managing applications

On the **Home** page, select **My Applications**. Once you have opened an application, you will see a summary of the application on the **Details** page.

Example **Details** page of an application:

Professor VA Tester

Home
My Applications
Scheme name
Ref: 13259
Details
View History
Journal (0)
Sign-off Status
My Co-applications
My Grants
My Research Outputs
My Review Responses
My Reviews
Manage My Details
Contact Us
Logout
System Help

Lead Applicant: Professor VA Tester
Title: Application for Versus Arthritis funding
Reference: 13259
Status: Pre-Submission
Total Requested: £0.00

Organisation: Professor Symplectic Tester
Grant Type: Scheme name
Funding Round: Round name
Closing Date: 04 October 2023 at 16:00 BST

Participants: **Co Applicant**
Professor Symplectic Tester
Confirmed participation: No
Submission approval status: Approval required

Created On: 16 August 2022
Last Updated: 16 August 2022
Validated: Not Complete
Applicant Submitted: Submitted On

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

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.
Edit

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?
View/Print

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.
Validate

Submit the application
The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements.
Submit

Delete the application
If you are sure you wish to delete the application form, please click on the 'Delete' button.
Please note: once an application has been deleted it cannot be recovered.
Delete

On the right there is a list of possible actions:

- **Edit** the application form.
- **View/print** the application form (PDF). This creates a form with your latest edits, which you can view or print. The watermark is cleared after a successful submission.
- **Validate** your application before submission to check you have completed all sections.
- **Submit** your application form for approval. This button is enabled after successful validation (you will not be able to edit the form once submitted).
- **Delete** is a final action; once the application is deleted it cannot be recovered.

On the left-hand menu, there are three **information** sections:

- **View History** - Shows the changes made to the application form, which can be useful for reviewing changes made by participating applicants (e.g. collaborators).
- **Journal** - This is a notepad function allowing participating applicants to leave messages and/or attachments (PDF) for each other. These will not be included in the submitted application form.
- **Sign-off Status** - This section shows the progress of the sign-off process by each of the nominated approvers.

All applications are listed in **My Applications**. The status will be one of the following:

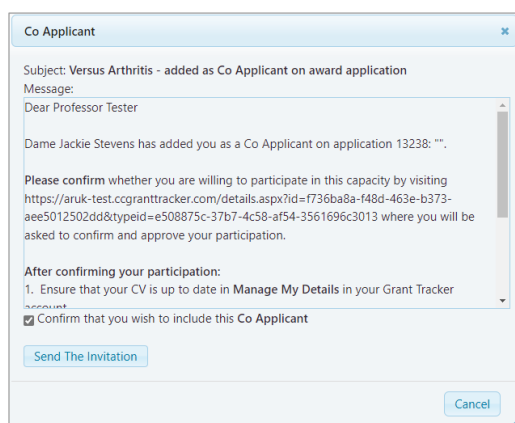
Pre-submission	You are yet to submit the application for approval; you can edit the form.
Awaiting Signatory Approval	You have submitted your application for approval (you are unable to edit the form at this stage).
Modifying	A signatory has rejected your application and requested that you make modifications.
Returned	Your application has been returned to you for modification.
Submitted	Your application has been approved and submitted to Versus Arthritis.
Decision Made	Your application has been reviewed and a decision has been made by Versus Arthritis.

Adding participants and signatories to an application

Adding participants

If you are the lead applicant, you are responsible for inviting others to participate in your application.

1. Click **Other roles in the application** section, select the appropriate roles. This will add new section/s.
2. Click on the appropriate section and click **Add**, search for and select the participant.
3. If the participant cannot be found, Click **Add Person**, enter their name forename, surname and email address and click **Add Contact**.
4. Tick **Confirm** and click **Send The Invitation**.



All must register with Versus Arthritis Grant Tracker. They will be notified by email of your request and must accept their role before accessing the application. Co-applicants and co-supervisors will need to update their CV details if prompted and complete the relevant participant section of the application form.

Adding collaborators

1. Click **Other roles in the application** section, check **Collaborators**. This will add new section/s.
2. Click **Collaborators** section and click **Add**, complete all fields and click **Save**.


Adding signatories

1. Click **Signatories** section, click the appropriate role.
2. Search for the signatory who currently exist in the system, select the required participant.
3. If the participant cannot be found, Click **Add Person**, enter their name forename, surname and email address and click **Add Contact**.
4. Check **Confirm** and click **Send The Invitation**.

Participant and signatory confirmation


Participant confirmation

The lead applicant is responsible for inviting all participants. The participant will be invited by email, to confirm the invitation. The participant will only be able to access the form once they have confirmed their participation.

1. Click on **My Co-applications** on the left-hand menu.
2. Click on the **Title** or  in the right of the application details row.
3. Click either **Confirm** or **Reject**.
4. Click **Yes** or **No** to confirm or reject.


Signatory confirmation

The lead applicant is responsible for inviting signatories. The signatories will be invited by email, to confirm the invitation.

1. Click on **My Approvals** on the left-hand menu.
2. Click on the **Status** link or  in the right of the application details row.
3. Click either **Confirm Participation** or **Reject Participation**.
4. Click **Yes** or **No** to confirm or reject.

Submitting an application

When the form is complete, the lead applicant must **validate** it before submission. Validation provides a links to incomplete sections.

1. Go to the **Validation summary** section of the application, complete all steps, if all sections have  click **Save and Close**.

2. Click **Submit**, you will be prompted to submit click **Yes**. The following dialog will appear, add a message (this is not mandatory)

Submit Application and Notify Approvers...

In order for the application to be fully submitted, it must first be approved by the Signatories. Please enter a message you wish to be included within the notification email to the Signatories requesting their approval.

Dear Signatory

You are now required to approve award reference 13248. The following is a message from the lead applicant, Dame Jackie Stevens.

Message:

Send Cancel


Closing Date: 15 August 2022 at 16:00 BST (Eastern)

3. Click **Send** and then **OK** at the Thank you dialog.

Participant and signatory approval

Participant approval


Before the lead applicant can submit the application, all participants must first to approve the application.

1. Click on **My Co-applications** on the left-hand menu.
2. Click on the **Title** or  in the right of the application details row.
3. Click **Approve**.
4. Click **OK** to acknowledge the approval dialog.

Signatory approval

Once the lead applicant has submitted the application you need to approve the application.

The signatory approval is a two staged process, the Finance Officer must approve first, this will then allow the Department Head to approve the application.

1. Click on **My Approvals** on the left-hand menu.
2. Click on the **Status** link or  in the right of the application details row.
3. Click either **Approve** or **Reject**.
4. Click **OK** to acknowledge the grant submission dialog.

After a deadline has passed

If an application has been submitted but you have neither approved nor rejected it by the deadline, you will not be able to approve it.

Review process

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

Responding to invitation to review

If you are invited to review an application, you will receive your invitation by email, this will contain a link which will take you to your Grant Tracker account.

1. Click on **My Reviews** and then **Review Invites** on the left-hand menu.
2. Click on either the [Reference](#) or [Title](#) link in the invite details row.
3. Click **Show** to read the project synopsis.
4. Click either **Accept**, **Tentative / Maybe** or **Decline**.
5. Complete the **Reason** box
6. Click **Submit** to register your response.

If you accept an invitation to review an application, details will be sent by email.

Reviewing an application

As a reviewer, you will be asked to examine the application in detail, and give your assessment of the application's potential, you may also be asked to provide feedback and give a recommendation. The review forms will vary depending on the call.

1. Click on **My Reviews** on the left-hand menu. Your reviews will be listed.
2. Click on the [Review](#) link in the of the review details row. This will take you into the review.

Conflict of interest

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

Round Name	Priorities: Accelerating diagnosis and treatment 2023
Applicant	Dame Jackie Stevens
Title	Priorities 2023 JS
Reference	22343
Contracting Institution	Abbey Medical Centre
Review Required By	09/01/2023
Application Documents	ApplicationForm_(pdf, 0.16MB) To Download all of the above files in a single ZIP file click... here

[Conflict of interest](#) [Review comments](#) [Assessment scores](#) [Validation summary](#)

In relation to this application do you have any conflicts of interest? If yes, please state what these are:

[Click here to view our management of interest policy.](#)

Yes No

[Submit Form](#) [Save And Print](#) [Save And Validate](#) [Save And Close](#) [Previous](#) [Next](#)

3. The application can be viewed by clicking the [ApplicationForm](#) link.
4. To move through the form you can either click on the tabs or use the **Previous** and **Next** buttons. Any of these buttons also save your input.
5. Complete all sections, to submit the form all mandatory questions (marked with *****) must be completed.
6. Click on the **Validation summary** tab.
7. Click **Save and Validate**.
8. Click **Submit Form**.

Panel meetings

If you are invited to take part in a panel meeting, you may be asked to review specific applications. The panel meeting formats will vary depending on the call.

We are now running our meetings and view all applications online via an online meeting in the Meeting Review Workspace (MRW).

How to view meeting documents online

You can access the MRW prior to the meeting to view all applications and relevant reviews.

1. Click on **My Reviews** on the left-hand menu.
2. Click on the [Click here](#) link to the right of Panel meetings.
- 3.
4. Click on the meeting that you are attending.
5. This will take you into the meeting review workspace

MRW Demo ▲

Here are portal notes that appear for the panel

Application List




Highlight applications with updates

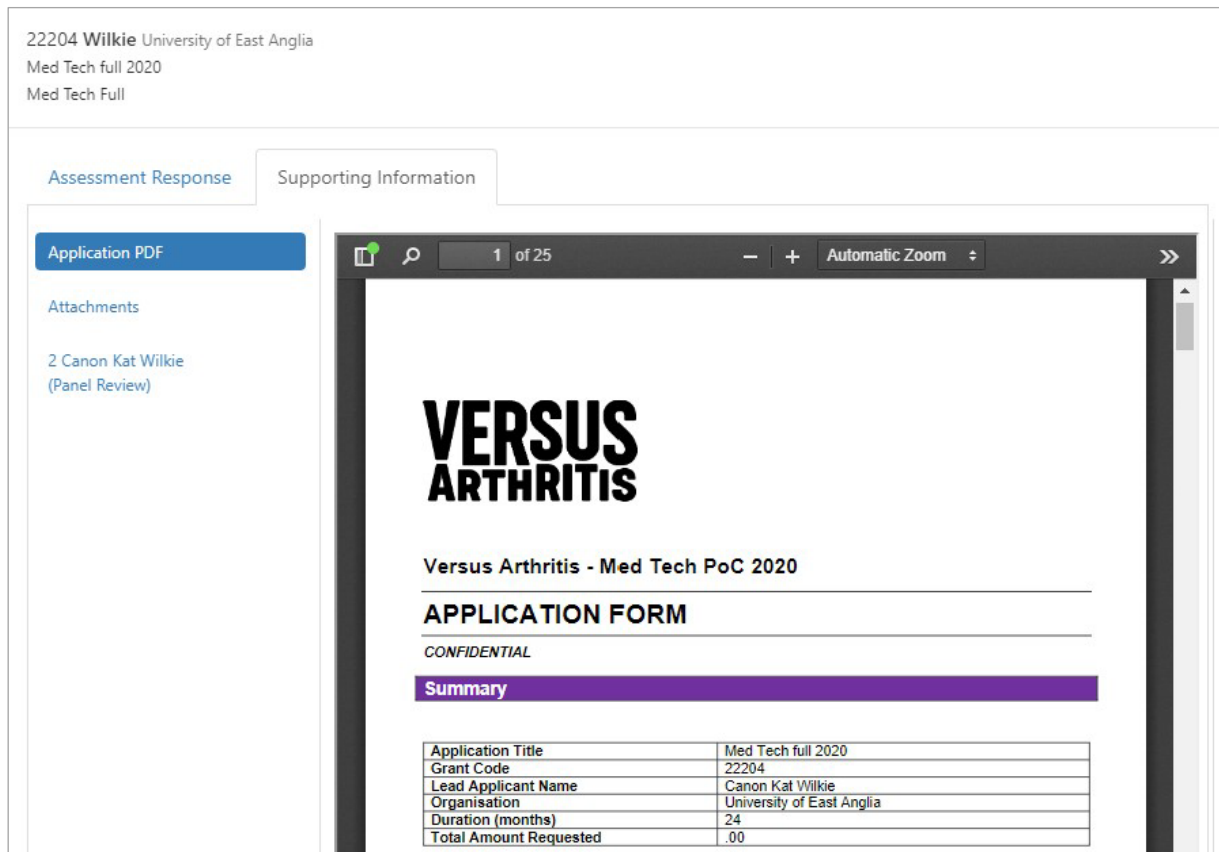
Search

[Download all 6 Application Packs](#)

RO▲	Application Details	Documents	Response
2	22168 Altmann Hubrecht Institute Daniel Altmann - MedTech app	↓ ↓	View
3	22163 Gibson Bethesda Medical Centre David Gibson MedTech app	↓ ↓	View
4	22164 Stone University of Greenwich Med Tech app Stone	↓ ↓	View
5	22165 Jennings Brooklea Health Centre Louise Jenning - MedTech app	↓ ↓	View
6	22166 Gardiner North Cheshire Hospitals NHS Trust Med Tech Gardiner	↓ ↓	View
7	22167 Gould Fife Hospitals NHS Trust Med Tech Gould	↓ ↓	View

[← Back](#)




- The **Applications** are listed: grant reference, lead applicants surname, organisation and the applications title.
- Clicking on the first **Document** button  will download the full application form.
- Clicking on the **View** button  and select the **Supporting Information** tab will allow you to view the full application on screen.
- When you have finished reading an application click on the **Close** button  to be returned to the application list.




How to score using the response form

Once the meeting begins applications will be discussed in the normal way, a member of VA will unlock each application to allow the panel to score/make recommendations.

1. The **View** button  is replaced by the **Edit** button .

RO▲	Application Details	Documents	Response
1	22138 Compston Aberystwyth University CRF triage testing	 	





2. Click the **Edit** button, the score form will appear, this will be slightly different for each meeting, but they work in the same way.


4 Dr Josephine Dixon-Hardy	Panel Review	13	
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Recommendation




Please select Yes to recommend inviting to full application, or No to reject. Click Submit when finished.

(Select) ▾

3. Select your score(s) and/or recommendations
4. Click the **Submit** button.
5. Once successfully submitted, the **View** button  becomes available but is now green with a tick to indicate that you have submitted your score/recommendation.
6. You will continue to score one application at a time until all applications have been scored
7. To return to your Grant Tracker portal click the **Back** button.




How to score using the onscreen scoring function

1. When an application is opened for scoring, the **View** button  turns a lighter blue , and the Score drop-down becomes available.
2. Clicking on the **View** button  and selecting the **Supporting Information** tab will allow you to view the full application and any reviews.

Connect immune research panel 2022







Application List


Highlight applications with updates


  

Please validate form to enable submission.





Search

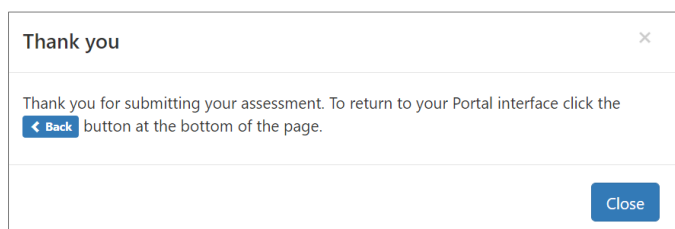
RO ▲	Application Details	Score	Documents	View Documents
1	22265 Wilkie Imperial College London CIR test 2	(select) ▾	 	
2	22267 Stevens Brechin Health Centre JAW CIR22	(select) ▾	 	






 [Terms and Conditions](#)

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UAT ARC Grant Tracker
is ON - emails will be sent to the current user: vatester@vatest.org

3. **Select** your score.
4. Click the **Save** button .
5. Click the **Validate** button .
6. Click the **Submit** button .
7. Click the **Confirm** button , the following prompt will appear:



8. Click on the **Close** button .
9. Following submission, the **View** button  becomes available but is now green with a tick to indicate that you have submitted your score.
10. You will continue to score one application at a time until all applications have been scored.
11. To return to your Grant Tracker portal click the **Back** button .