

# CCGT Grant Application System - User Guide for Applicants, Reviewers and Co-Signatories

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## About this document

This document describes how to register as a user of the CCGT Grant Application System, and how to use the system to apply for a grant, to review a grant application, or to confirm your participation as co-applicant or signatory of an application.

### 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 within 2 working days.

## Registration

**Online Grant Applications** CC Grant Tracker

**About CC Technology Ltd**

The CCT Foundation is a leading charitable funder of research in the UK, supporting high quality research. We accept applications from UK based academic and NHS organisations for any field of research.

To apply for CCT Foundation funding or manage an existing grant please log-in below to our online research grant portal.

If you are experiencing any difficulties with the system please email [info@cctechnology.biz](mailto:info@cctechnology.biz) or call 0141 229 1414.

**Existing Users**

Please sign in to access your account.

Email

Password

[Forgotten Password?](#)

Remember my login details.

**New Users**

Please register with us to create your account.

**Figure 1 - Registration and Login Page**

### For users new to our online applications system

Only registered users of the system can apply for grants. Please click  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 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 CCGT 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 can request a new password via the 'Forgotten password' function.

## Home Page

**Online Grant Applications**  CC Grant Tracker

**Rob Morris**

Welcome to CC Grant Tracker, Rob Morris.

Home

My Applications  
My Approvals  
My Reviews  
Manage My Details  
Contact Us  
Logout

**Please update your CV.** Your CV was last updated on **21 August 2009**.

Please check that your CV details are up-to-date as it assists us when assessing grant applications and assigning external reviewers. At present you have 2 degrees, 3 previous jobs, 1 previous grant award, and 1 publication.

To update your CV, go to [Manage My Details](#).

**New Grant Application**

To apply for funding from one of our grant streams click [here](#).

**You have...**

8	unsubmitted grant applications.	<a href="#">Click here</a>
1	unsubmitted grant co-application requiring your participation to be confirmed.	<a href="#">Click here</a>
1	unsubmitted grant co-application.	<a href="#">Click here</a>
1	review in progress.	<a href="#">Click here</a>
3	advised applications.	<a href="#">Click here</a>

**Figure 2 - CCGT Home Page**

The home page is your starting point to create applications, or to update your details, including your professional and academic CV.

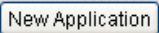
It is also where you, as a grant holder, can manage your grants, and as reviewer can participate in the review process.

## 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, CCGT 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  on the 'My Applications' screen.

Online Grant Applications

**Rob Morris**

[Home](#)

[New Application](#)

[My Applications](#)

[My Approvals](#)

[My Reviews](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

### Open funding rounds

The table below shows all the funding rounds currently accepting applications.

Click **More info** to view additional information about each funding round.  
Click **Apply** to access the online application form for the type of grant you wish to apply for.

Grant Type	Funding Round	Closing Date		
<p><b>AHP Training Fellowship Grant</b></p> <p>These training fellowships are offered to allied health professionals who are, or are eligible to be, registered with the Health Professions Council (HPC), Nursing and Midwifery Council (NMC) or other appropriate regulatory body, who are committed to the care of patients with arthritis and related musculoskeletal diseases, to undertake training in clinical or basic science research at a UK institution leading to a PhD or other appropriate higher degree. Applicants should have at least 3 years' relevant post-registration work experience.</p>	AHP Training Fellowship	01 January 2011	<a href="#">More info</a>	<a href="#">Apply</a>

**Figure 3 - 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 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 to help you to ensure that the application is a valid type for your research or circumstances.

## Completing a grant application

**Online Grant Applications** CC Grant Tracker

Ref: 1575

Introduction

**Project Summary** < Prev Next > Help

Please complete the following fields providing a summary of the proposed project. For further guidance please see the 'Help' section on this page.

You can use the toolbars to format text, insert custom characters, check for spelling mistakes, and find and replace words.

**Scientific title of research**

**Scientific abstract of research including key goals**  
(max. 200 words)  
*Word Count*

*Location of the project*  
If you are moving Institutions please amend this section with the details of the Institution who will be accommodating the fellowship.

**Institution**

**Department**

**Address**

**Phone Number:**

**Proposed Start Date**

**Proposed Duration**  (months)

**Enter Key words(Max 6)**

1:

2:

3:

4:

**Figure 4 - Completing an 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.
- Each page has a  button, at the top and bottom right of the page.
- You can move from page to page using the  and  buttons, or using the menu on the left-hand side.
- Remember to  your work. You will be prompted to save your work 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.

## Managing an application

The screenshot displays the 'Online Grant Applications' interface. At the top, there is a header with the title 'Online Grant Applications' and the 'CC Grant Tracker' logo. On the left side, there is a navigation menu for 'Rob Morris' with options like Home, My Applications, Online Applications Ref: 1574, Details, Change History, Journal, Sign-off Status, My Approvals, My Reviews, Manage My Details, Contact Us, and Logout. The main content area shows application details for reference 1574, including title, total requested amount (£50,000.00), lead applicant (Mr Rob Morris), institution (CC Technology), participants (Professor Graeme Milligan), signatories (None), and advisers (Brian Armour). It also lists the grant type (AHP Training Fellowship Grant), funding round (AHP Training Fellowship), closing date (01 January 2011 at 17:00), and creation/last updated/last validated/submitted dates (all 30 September 2010). On the right side, there are four action boxes: 'Edit the application', 'PDF the application (Print)', 'Submit the application', and 'Delete the application', each with a corresponding button and explanatory text.

Figure 5 - 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

Reference	Title	Last Updated	Status	
1575	Project Alpha	04/11/2010 17:11:16	Pre-Submission	
1574	Project Beta	30/09/2010 16:34:12	Pre-Submission	
1573	Project Gamma	25/03/2010 15:31:45	Round Closed	
1567	Project Delta	25/02/2010 16:24:47	Round Closed	
1564	Project Epsilon	04/02/2010 10:21:54	Round Closed	
1563	Project Theta	29/01/2010 11:56:14	Round Closed	

**Figure 6 - Application Statuses in ‘My Applications’**

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  the application. 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; 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.

### 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, and lead applicants will be informed of the outcome of this process in due course.

## Invitations, reviews and panel meetings

You can manage your invitations, reviews and panel meetings directly from within CCGT, in the 'My Reviews' section.

**Online Grant Applications** CC Grant Tracker

**Mr Alasdair Reviewer**

Home  
My Applications  
My Reviews  
Submitted Reviews  
Panel Meeting Documents  
Manage My Details  
Contact Us  
Logout  
System Help

**My Reviews**

You are currently allocated the following reviews:

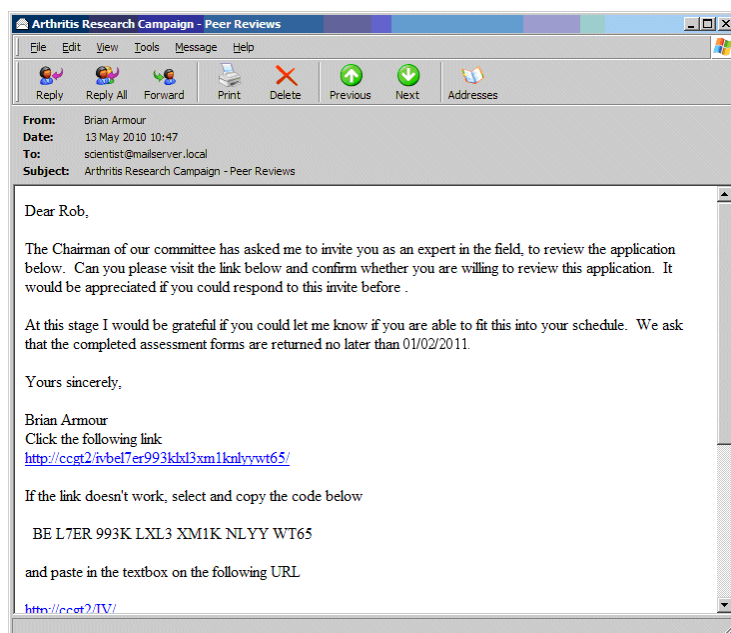
Type	Reference	Title	Round	Requested By	Dispatched On	
R2	VP1-2010-008	Project Science	May 2010 Funding Programme	04/02/2011	14/01/2011	<a href="#">Review</a>
R2	VP1-2010-009	Project Trade	May 2010 Funding Programme	04/02/2011	14/01/2011	<a href="#">Review</a>

CC Grant Tracker V3.0.0 © CC Technology Ltd. (2010)

**Figure 7 My Reviews**

### Invitations to review

If you are invited to review an application, you will receive your invitation by email, as shown in **Figure 8**. Invitation emails contain a link which allows you to accept or decline the invitation.



**Figure 8 - A review invitation email**

### 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 at the **Carrying out a review** stage, as described below.



## 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.

The screenshot shows the 'Online Grant Applications' web interface. At the top right is the 'CC Grant Tracker' logo. A navigation menu on the left lists options like 'Home', 'My Applications', 'My Grants', 'My Approvals', 'My Reviews', 'Review Invites', 'Submitted Reviews', 'Panel Meeting Documents', 'Manage My Details', 'Contact Us', and 'Logout'. The main content area displays details for application 19405, including the project title 'Gene and Gene', synopsis, lead applicant 'Dr Alan Clarke', institution 'CC Technology', and a 'Reply By' date of 13/05/2010. Below these details are radio buttons for 'Accept', 'Tentative', and 'Decline', with 'Accept' selected. 'Submit' and 'Close' buttons are positioned below the response options.

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Figure 9 Responding to a review invitation

## 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.

## 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. In the example in **Figure 10**, the reviewer is being asked in particular to: provide remarks; give a recommendation; and suggest the names of two independent referees.

The screenshot shows a form titled 'Please give your comments for this grant application. The application form can be viewed by clicking the View/Download Application link below.' The form is divided into several sections:
 

- Metadata:** Scheme Name, Applicant, Title, Reference, Application Form, Reviewer, and Help links.
- Specific queries/remarks:** A large text input area.
- Recommendation:** Radio buttons for 'Yes', 'No', and 'Other', followed by a text input area for 'Brief reasons for decision'.
- Suggested Independent Referees:** Two sets of fields for 'Referee 1' and 'Referee 2', each including a title dropdown, forename, surname, and email input fields.
- Buttons:** 'Submit', 'Save and Close', 'Cancel', and 'Print' at the bottom.

Figure 10 - Responding to an application in a review

## 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 judge the applications involved. The example in **Figure 11** shows the list of current meetings which the reviewer is being asked to attend; **Figure 12** shows the applications for one of the meetings.

The screenshot shows the 'Online Grant Applications' interface. At the top, there is a navigation menu for 'Rob Morris' with options like Home, My Applications, My Grants, My Approvals, My Reviews, Review Invites, Submitted Reviews, Panel Meeting Documents, Manage My Details, Contact Us, and Logout. The main content area is titled 'My Review Meetings' and contains a message: 'Applications for the following meetings are now available for you to review. Please click on the meeting to access the applications.' Below this message is a table with the following data:

Meeting Name	Date	Panel	Number of Applications
<a href="#">RSC Panel Meeting</a>	03/02/2010	Research Sub-Committee	44
<a href="#">Demo Panel review meeting</a>	19/05/2010	Research Sub-Committee	68

At the bottom right of the page, it says 'CC Grant Tracker v3.0.0 © CC Technology Ltd. 2009'.

**Figure 11 - Review Meetings**

The screenshot shows the 'Online Grant Applications' interface for a specific meeting. The navigation menu is the same as in Figure 11. The main content area is titled 'Meeting: Demo Panel review meeting' and displays a table of applications. The table has the following columns: Reference, Title, Lead Applicant, Documents, Reviewed, Conflicted, and Comments. The data is as follows:

Reference	Title	Lead Applicant	Documents	Reviewed	Conflicted	Comments
18678	Educational interventions to improve general practitioners' management of shoulder pain	Victoria Tomlinson-Brown		No	No	
19299	Role of osteoporosis interventions in the pathogenesis of osteoporosis in rheumatoid arthritis	David Hackett		No	No	
19307	Do self-rated memory impairment symptoms predict function in rheumatoid arthritis?	Lorraine Taylor		No	No	
19314	Should self-rated memory impairment predict function in rheumatoid arthritis?	Charles Hackett		No	No	
19317	In vitro analysis of integrin receptors in T cell pathogenesis	Timothy Ross		No	No	
19321	Characterisation of rheumatoid arthritis in rheumatologists and osteoporosis	Sam Clark		No	No	
19322	The role of general practitioners in supporting in settings	Andrew Brown		No	No	
19325	Effect of self-rated memory impairment on the through cognitive function of general practice GPs	Stephen Young		No	No	
19330	The effect of self-rated memory impairment on the achievement of learning outcomes in online	James Gibbons		No	No	

**Figure 12 - Applications in a panel meeting**

Points to note:

- Attendees can 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.
- If required for this panel comments may be recorded for each application using the links on the right of the grid.

## Co-applicants and signatories

### Co-applicant / signatory request email

If you are invited to participate in an application as co-applicant or signatory, you will be informed about this by email, as shown in **Figure 13**.

If you click on the link in this email, you will be taken to a page where you can accept or decline this invitation.

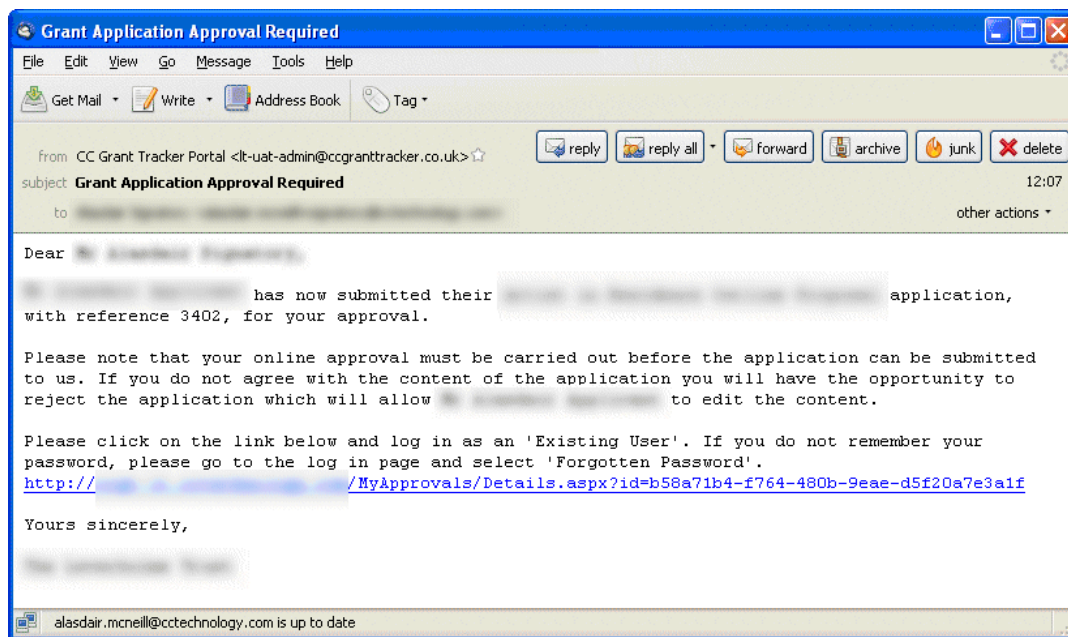


Figure 13 - Co-applicant / signatory email

### 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 14**.

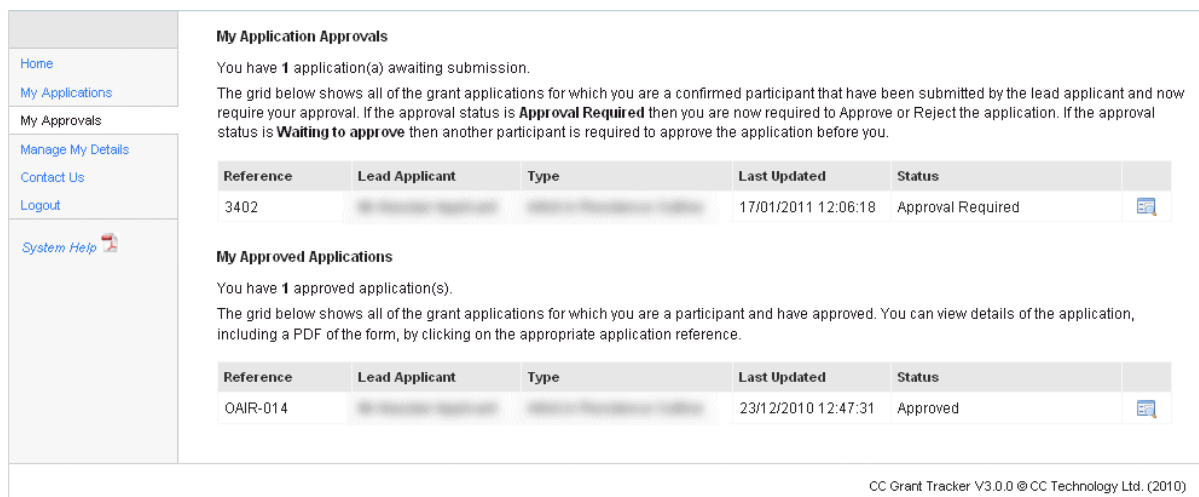


Figure 14 - My Approvals section

## Responding to an application

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  or  as appropriate.

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