Completing your application form

You need to submit your application using our online grant application system, CC Grant Tracker, which is available at this address: https://research.mssociety.org.uk/.

If you need technical support, you can email research@mssociety.org.uk or call us on 020 8438 0822. We're available from Monday to Friday, 9pm to 5pm.

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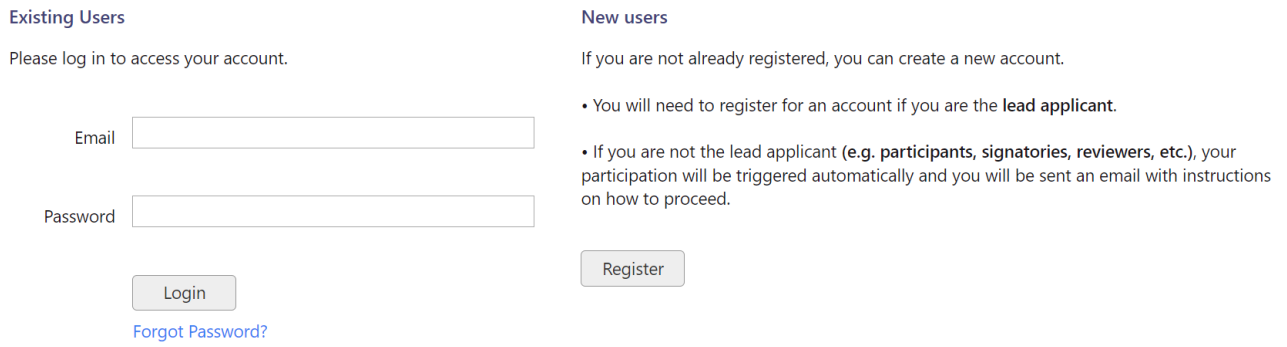
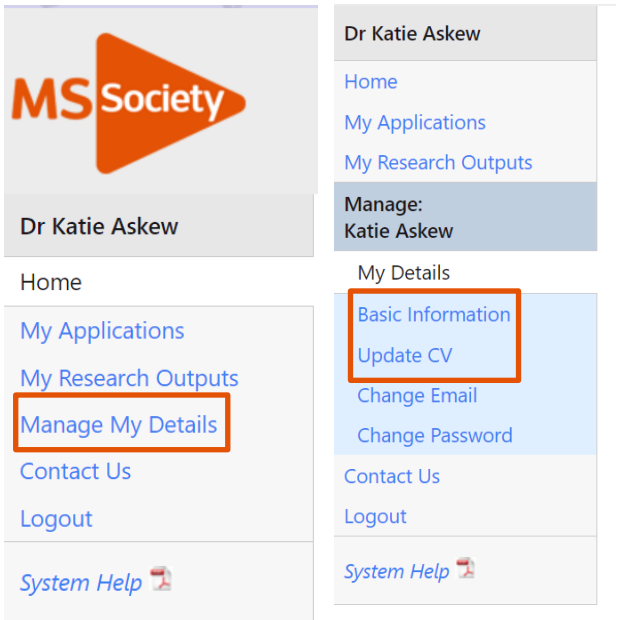
Registering with Grant Tracker and updating your CV

If you've not submitted an application to us before, you'll need to register for a Grant Tracker Portal account. Once your account has been activated, you can log in.



You'll be asked to agree to our Terms and Conditions, then provide your contact information. Before your registration is complete, you'll need to read and accept our Registration Terms and Conditions and Privacy Notice.

Once we've approved your registration, you'll be able to log in. You'll be asked to confirm your 'Basic Information' before navigating to the home screen.



Before starting an application, you should update your CV using the 'Manage My Details' function.

This information will be stored in the database and added to any new applications you make.

You can also change your password or contact email address here.

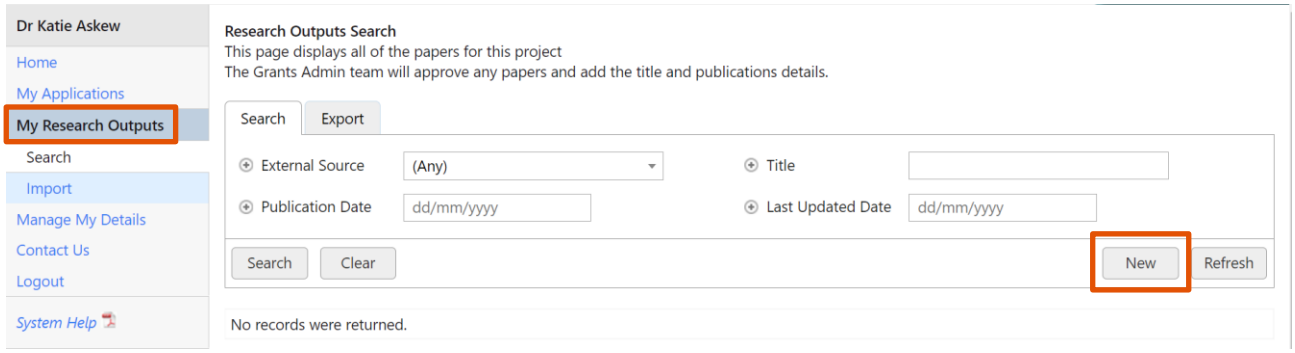
Whenever you make a new application, be sure to check that your basic information and CV are up-to-date.

Adding research outputs

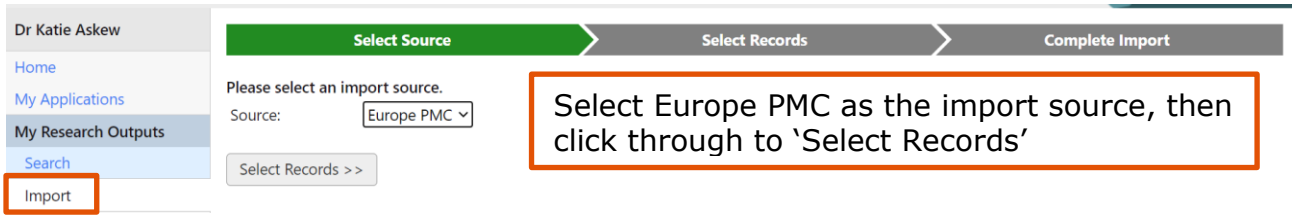
Research Outputs replaces the previous manual method of adding publications to your CV. To save entering data manually, you can import publication details that are already listed on **Europe PMC** into the Grant Tracker. You can either import publications to your CV and to be included in your application, or to awarded grants to track their publication outputs.

If you've submitted an application to us before, you'll need to re-import your publications so that they display correctly on your CV. Further guidance can be found on the Grant Tracker submission Portal.

Start by navigating to the 'My Research Outputs' tab:

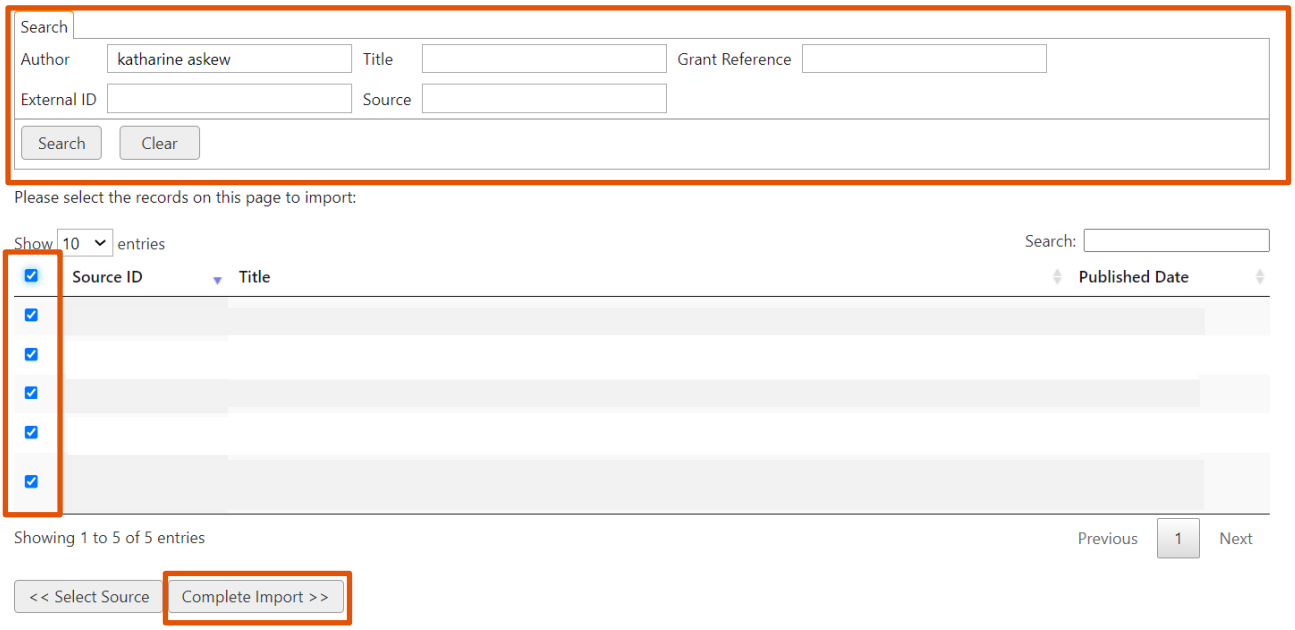


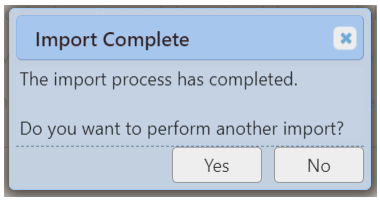
Research outputs can be added manually using the 'New' button on the 'Search' tab. But you should ideally import them directly from EuropePMC using the 'Import' tab.



Select Europe PMC as the import source, then click through to 'Select Records'

You can search for outputs using your name, the title of the output, your grant reference (if the paper is linked to an existing grant), an external ID (such as PubMed ID) or by its source (such as PubMed). If your publication isn't listed you'll need to return to the Search page and add it as a New output. Once you've selected the outputs you'd like to import, click 'Complete Import'.





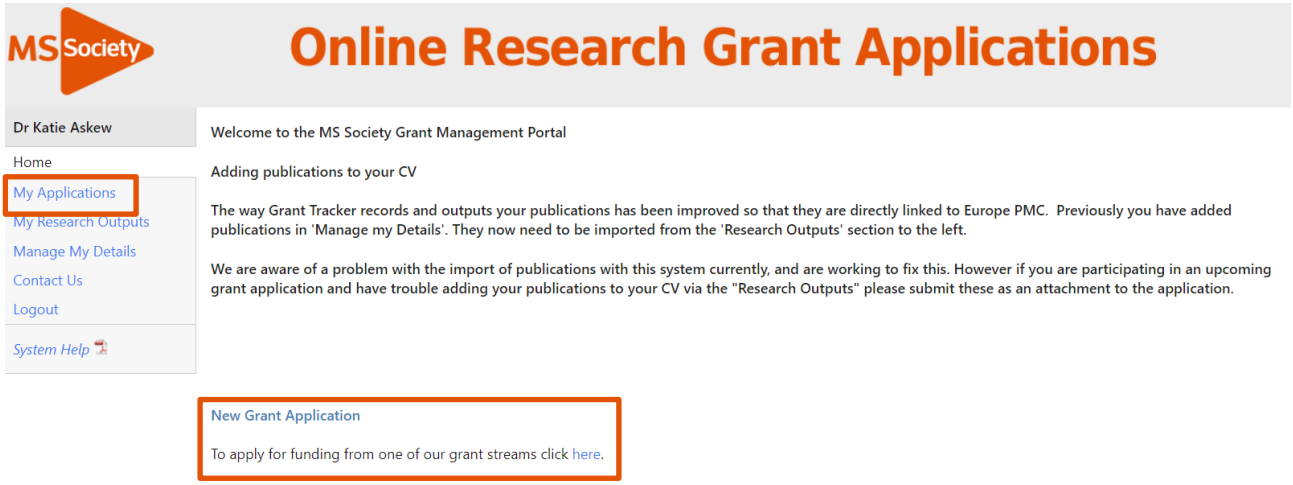
You'll be taken to a list summarising your selected outputs. Click 'Import' again, and the records will be pulled through to your account. A pop-up box will confirm if they have been imported successfully.

These outputs will now be visible on your 'My Research Outputs' page and will be included in any future applications you make. You'll need to delete any duplicate entries with External Source "CC Grant Tracker". You can only include up to 100 publication entries on your application PDF.

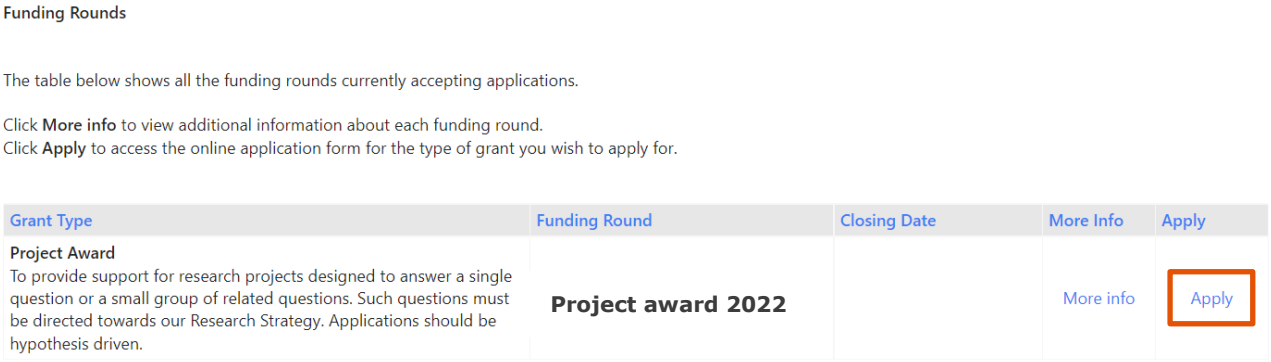
Be sure to update your research outputs ahead of starting future applications to ensure the most up-to-date record is included in your submission.

Starting your application

To start your application, click 'To apply for funding from one of our grant schemes' on the Portal homepage. Or you can start a 'New application' via the 'My Applications' tab. This is where you can access past or ongoing applications when you log in.



You'll be taken to a page detailing our open funding rounds. This will detail the grant type, which funding round it comes under and provide more information about the round. You can start an application by clicking 'Apply'.

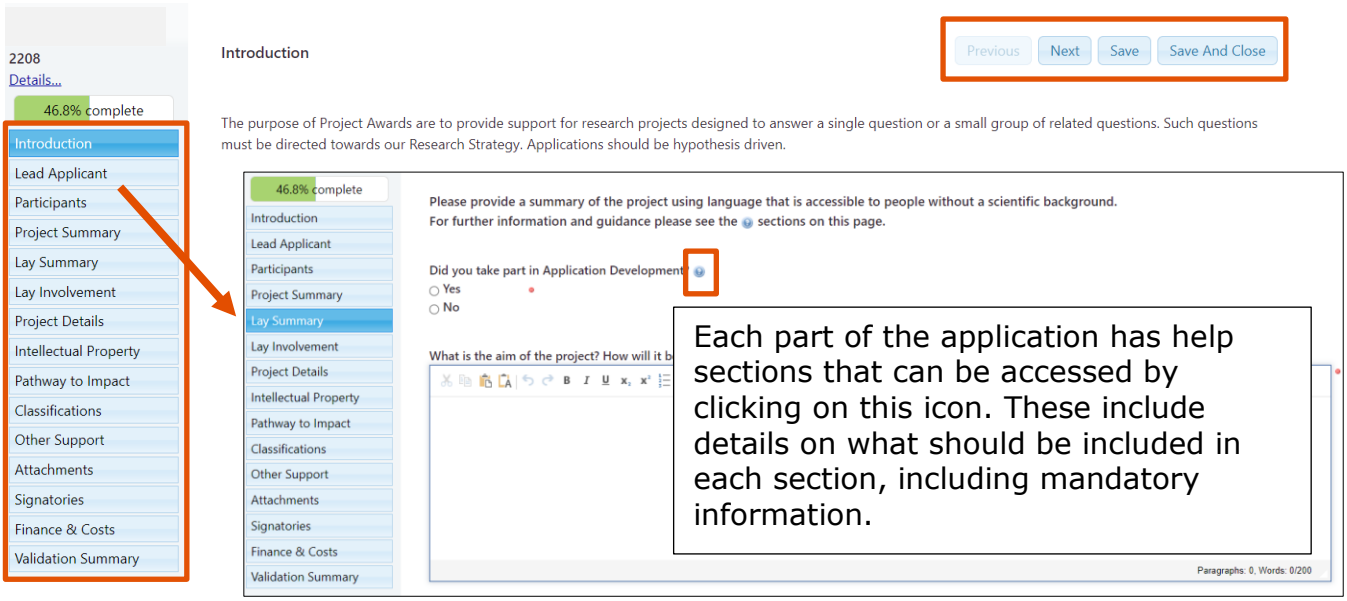


You'll then be asked to confirm that you are the lead applicant and that the project will be administered by a UK institution.

You'll be taken to a summary screen detailing basic information about your application. Your application will be given a pre-submission reference which you should provide if you contact us about the application before submitting.

This will be the first screen you see when returning to your application and will update as you progress through the application form. Click 'Edit' to start completing the form.

You must complete all of the sections of the application form on the left. The progress bar will show how much of the application you have completed. You can navigate through the application form using the tabs on the left or using the 'Next' button. You can 'Save' your work as many times as you'd like. Remember to 'Save and Close' your application once you have finished working on it. The system won't auto-save it for you.



The validation summary tab will show any incomplete sections that need to be filled out before you can submit the application.

All co-applicants must approve their participation in the project and approve the application before you can submit it. This will be flagged in the validation summary so you can contact those that haven't approved the application.

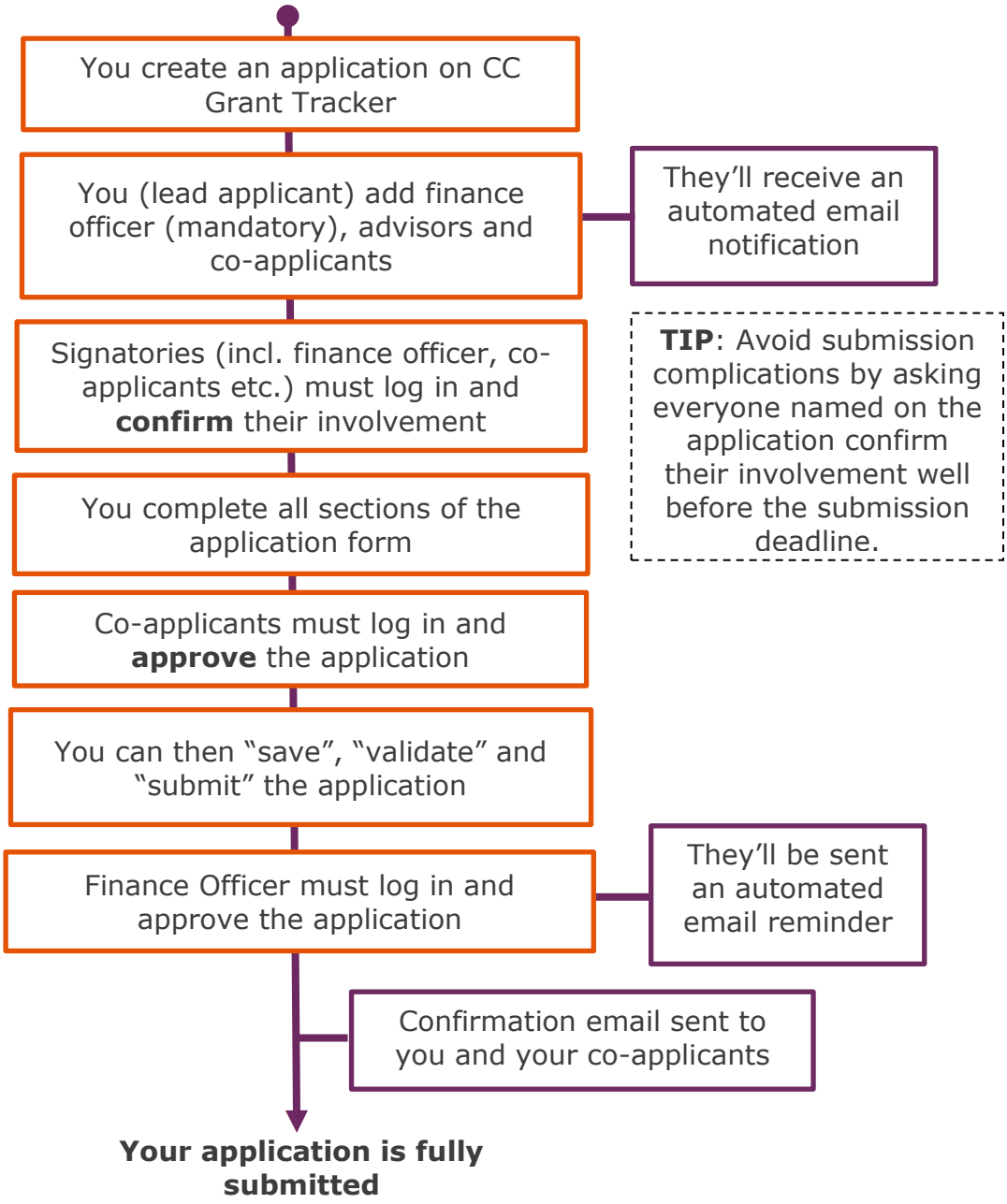
Once you are ready to submit, return to the application summary screen. Here you can download a PDF copy of your application by clicking 'View/Print'. You can do a final validation check by clicking 'Validate'. Then you can submit your application by using the 'Submit' button.

The application will then be sent to your Finance Officer for approval. **Please note that the application isn't fully submitted to us until your Finance Officer has approved it.** This must be done before the submission deadline.

You will receive a further email from us confirming once the application is fully submitted. This will give you a new submission reference number to quote when contacting us about your application.

You can see a complete overview of the submission process in the flowchart on the next page.

Submitting your application – from start to finish



FAQs

How do I submit an application if I'm a new user?	If you've never been involved with submitting an application to us before, you'll need to register with our online system. To do this, select the "Register" button on the home screen. The email address that you register with will be used for all email correspondence.
What do I do if I've forgotten my password?	If you forget your password, click the Forgotten Password link on the Registration and Login Page, and ask for a replacement password to be emailed to you. This replacement password gives temporary access to the system, so you can provide a new, permanent password.
What do I do if I've been locked out of my account?	Repeated 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.
How do I add co-applicants, advisors and finance officers?	Lead applicants (only) can add co-applicants, advisors and finance officers to the application form by searching for existing contacts already registered in the online system or by entering new contact details. Both new and existing contacts will be notified by email that they've been added to the application. You can monitor the status of these invitations on the application overview page. Please don't instruct co-applicants, advisors and finance officers to register with our online system independently– they should wait for the automatic email that's sent when you add them to the application.

We're the MS Society.
Our community is here for you
through the highs, lows and
everything in between.
We understand what life's like with MS.

Together, we are strong enough to stop MS.

mssociety.org.uk

Contact us

MS National Centre 020 8438 0700
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helpline@mssociety.org.uk

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Multiple Sclerosis Society.
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Registered as a limited company by guarantee
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Let's stop MS together