

## 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](mailto:research@mssociety.org.uk) or call us on 020 8438 0822. We're available from Monday to Friday, 9pm to 5pm.

You can skip to the relevant section by clicking its title below:

<i>Registering with Grant Tracker and updating your CV</i>	2
<i>Adding research outputs</i>	3
<i>Starting your application</i>	5
<i>Submitting your application – from start to finish</i>	8
<i>FAQs</i>	9

## 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.

### Existing Users

Please log in to access your account.

Email

Password

Login

[Forgot Password?](#)

### New users

If you are not already registered, you can create a new account.

- You will need to register for an account if you are the **lead applicant**.
- If you are not the lead applicant (e.g. **participants, signatories, reviewers, etc.**), your participation will be triggered automatically and you will be sent an email with instructions on how to proceed.

Register

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.

The screenshot shows the user profile for Dr Katie Askew. On the left, there is a navigation menu with the following items: Home, My Applications, My Research Outputs, **Manage My Details** (highlighted with a red box), Contact Us, Logout, and System Help. On the right, there is a main content area with the following items: Home, My Applications, My Research Outputs, **Manage: Katie Askew** (highlighted with a blue background), My Details, **Basic Information** (highlighted with a red box), **Update CV** (highlighted with a red box), Change Email, Change Password, Contact Us, Logout, and System Help.

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:

Dr Katie Askew

Home

My Applications

**My Research Outputs**

Search

Import

Manage My Details

Contact Us

Logout

System Help

Research Outputs Search

This page displays all of the papers for this project  
The Grants Admin team will approve any papers and add the title and publications details.

Search Export

External Source (Any) Title

Publication Date dd/mm/yyyy Last Updated Date dd/mm/yyyy

Search Clear New Refresh

No records were returned.

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.

Dr Katie Askew

Home

My Applications

My Research Outputs

Search

**Import**

Select Source Select Records Complete Import

Please select an import source.

Source: Europe PMC

Select Records >>

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'.

A search form with a 'Search' label and a search input field. Below it are five input fields: 'Author' (containing 'katharine askew'), 'Title', 'Grant Reference', 'External ID', and 'Source'. At the bottom are 'Search' and 'Clear' buttons.

Please select the records on this page to import:

Show 10 entries

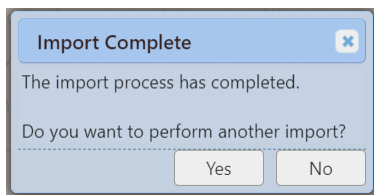
Search:

<input checked="" type="checkbox"/>	Source ID	Title	Published Date
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

Showing 1 to 5 of 5 entries

Previous 1 Next

<< Select Source **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.

**MS Society** **Online Research Grant Applications**

Dr Katie Askew

Welcome to the MS Society Grant Management Portal

Home

**My Applications**

My Research Outputs

Manage My Details

Contact Us

Logout

System Help

Adding publications to your CV

The way Grant Tracker records and outputs your publications has been improved so that they are directly linked to Europe PMC. Previously you have added publications in 'Manage my Details'. They now need to be imported from the 'Research Outputs' section to the left.

We are aware of a problem with the import of publications with this system currently, and are working to fix this. However if you are participating in an upcoming grant application and have trouble adding your publications to your CV via the "Research Outputs" please submit these as an attachment to the application.

**New Grant Application**

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

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'.

### 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	More Info	Apply
<b>Project Award</b> To provide support for research projects designed to answer a single question or a small group of related questions. Such questions must be directed towards our Research Strategy. Applications should be hypothesis driven.	<b>Project award 2022</b>		<a href="#">More info</a>	<a href="#">Apply</a>

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.

## Completing your application form

Dr Katie Askew	Lead Applicant	Dr Katie Askew	<b>Role: Lead Applicant</b> Actions shown below are for your involvement as a Lead Applicant
Home	Title		
My Applications	Reference	2208	<b>Edit the application</b> Please click on the 'Edit' button if you wish to make any changes to your application. <div style="text-align: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</div>
Project Award Ref: 2208	Status	Pre-Submission	
Details	Total Requested	£0.00	
View History	organisation	University of Edinburgh	<b>Contact Us</b> Once an application form has been submitted it is not possible for you to change it.  If you would like to make alterations, or wish the application to be withdrawn from the review process, you can get in touch by clicking on the 'Contact Us' button below.
Journal (0)	Grant Type	Project Award	
Sign-off Status	Funding Round	Katie live scoring review test round	
My Research Outputs	Created On	06 January 2022	
Manage My Details	Last Updated	06 January 2022	
Contact Us	Validated	Not Complete	
Logout	Applicant Submitted		
System Help	Submitted On		

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.

2208  
Details...

46.8% complete

- Introduction
- Lead Applicant
- Participants
- Project Summary
- Lay Summary
- Lay Involvement
- Project Details
- Intellectual Property
- Pathway to Impact
- Classifications
- Other Support
- Attachments
- Signatories
- Finance & Costs
- Validation Summary

Previous   Next   Save   Save And Close

**Introduction**

The purpose of Project Awards are to provide support for research projects designed to answer a single question or a small group of related questions. Such questions must be directed towards our Research Strategy. Applications should be hypothesis driven.

46.8% complete

**Introduction**

Please provide a summary of the project using language that is accessible to people without a scientific background. For further information and guidance please see the [i](#) sections on this page.

Did you take part in Application Development?

Yes

No

What is the aim of the project? How will it be achieved?

Each part of the application has help sections that can be accessed by clicking on this icon. These include details on what should be included in each section, including mandatory information.

Paragraphs: 0, Words: 0/200

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.

## Completing your application form

Lead Applicant	Dr Katie Askew
Title	Test project
Reference	2206
Status	Pre-Submission
Total Requested	£90,300.00
organisation	
Grant Type	Project Award
Funding Round	I Fund
Participants	<u>Co Applicant</u>
Confirmed participation	Yes
Submission approval status	Approved
Signatories	<u>Finance Officer</u>
Confirmed participation	Yes
Signatory approval status	Approval Not Yet Required
Created On	06 January 2022
Last Updated	07 January 2022
Validated	07 January 2022
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.

**Contact Us**  
Once an application form has been submitted it is not possible for you to change it.  
If you would like to make alterations, or wish the application to be withdrawn from the review process, you can get in touch by clicking on the 'Contact Us' button below.

**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?](#)

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

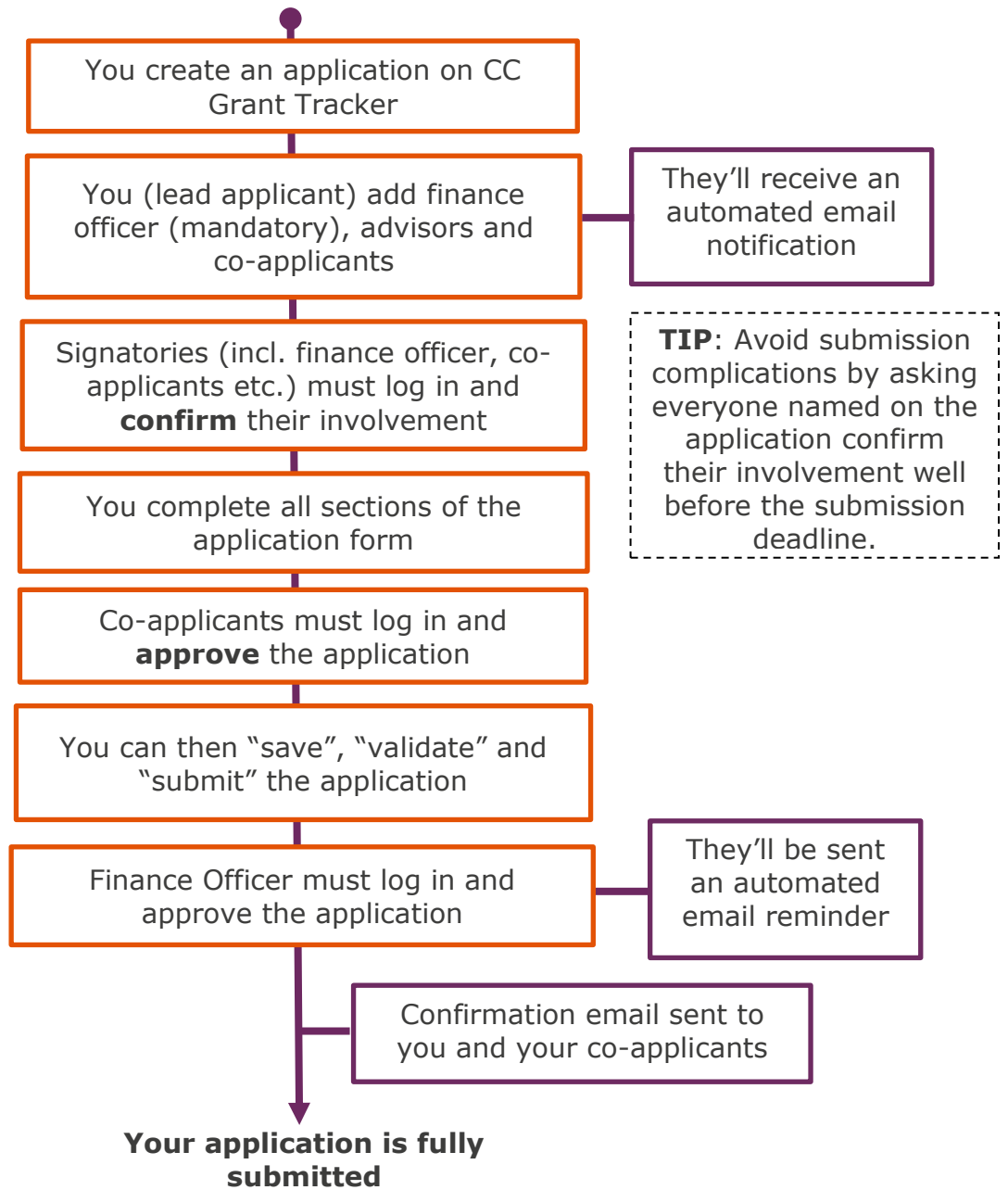
**Submit the application**  
To submit this grant application, please click on the 'Submit' button.  
Please note: you will not be able to make any alterations to the application form once it has been submitted.

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

<p>How do I submit an application if I'm a new user?</p>	<p>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.</p>
<p>What do I do if I've forgotten my password?</p>	<p>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.</p>
<p>What do I do if I've been locked out of my account?</p>	<p>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.</p>
<p>How do I add co-applicants, advisors and finance officers?</p>	<p>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.</p>

## **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](http://mssociety.org.uk)



## **Contact us**

MS National Centre 020 8438 0700  
[info@mssociety.org.uk](mailto:info@mssociety.org.uk)

MS Helpline Freephone 0808 800 8000 (weekdays 9am-9pm)  
[helpline@mssociety.org.uk](mailto:helpline@mssociety.org.uk)

### **Online**

[mssociety.org.uk](http://mssociety.org.uk) [www.facebook.com/MSSociety](http://www.facebook.com/MSSociety)  
[twitter.com/mssocietyuk](https://twitter.com/mssocietyuk)

### **MS Society Scotland**

0131 335 4050  
[msscotland@mssociety.org.uk](mailto:msscotland@mssociety.org.uk)

### **MS Society Northern Ireland**

028 9080 2802  
[nireception@mssociety.org.uk](mailto:nireception@mssociety.org.uk)

### **MS Society Cymru**

[mscymru@mssociety.org.uk](mailto:mscymru@mssociety.org.uk)

Multiple Sclerosis Society.  
Registered charity nos. 1139257 / SC041990.  
Registered as a limited company by guarantee  
in England and Wales 07451571.

 **Let's stop MS together**