



Diabetes UK Research Grants Management System User Guide

Welcome to the Diabetes UK online grant system.

Diabetes UK funds diabetes and diabetes-related research through a range of funding schemes.

Through our wide-ranging research programme we work to improve the lives of people living with diabetes – by investing in research projects to explore key research questions, and investing in people to nurture the diabetes research leaders of the future.

Using the Diabetes UK online Research Grants Management System

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About this document

This document describes how to register as a user of the Diabetes UK online grant application system, and how to use the system to apply for a grant, to review a grant application, or to confirm participation as a co-applicant, collaborator or signatory of an application.

Contact us

If your query is not answered in these notes or you are experiencing any technical problems please email research@diabetes.org.uk

About the online Research Grants Management System

Compliance with the Data Protection Act 1998

In accordance with the Data Protection Act 1998, you agree to the storing and processing of your personal data entered into the Diabetes UK Research Grants Management System (RGMS). Diabetes UK will act as the data controller in relation to such personal data and will process such personal data for the purpose of assessing your application for grant funding and, if such application is successful, for monitoring and administering your grant.

Personal data and your application information may be disclosed to external reviewers who will keep such information confidential and use it only for the purposes of assessing the merits of your application.

Applications made to the Diabetes UK funding schemes will be accepted via the Diabetes UK Research Grants Management System (RGMS).

Applicants will not need to send any signed documents to Diabetes UK as all of the application process will be managed through this online system, including approvals by signatories.

Please note that all participants will need to verify their participation on the project prior to the application deadline. Once the 'submit' button is clicked, all signatories will be notified at this stage to sign off the final application before the application submission process is complete. This entire process must be completed prior to the deadline of 17.00 for all grant schemes.

Diabetes UK requires an annual and final report on the progress of awarded grants and these are linked to the financial cycle of the grant. The progress reporting process for applications that are funded will also take place through the online grants system and you will receive an email through the system when your report is due.

Registration

Below is the registration and login page for the Diabetes UK RGMS.

DiABETES UK
CARE. CONNECT. CAMPAIGN.

RESEARCH GRANTS MANAGEMENT SYSTEM CC Grant Tracker

Diabetes UK is the leading charity that cares for, connects with and campaigns on behalf of every person affected by or at risk of diabetes.
Diabetes UK funds diabetes and diabetes-related research through a range of funding schemes. We invest in:

- research projects - to explore key research questions
- people - to develop the best diabetes researchers for the future

Applicants

New user - Please register first

Existing user - If you have applied to / reviewed for Diabetes UK in the past, your email address may already be in the system, in which case you will need to use the "forgotten password" link and follow the steps to set up your password

Questions or help required? Please contact the Research Team - research@diabetes.org.uk.

Existing users

Please log in to access your account.

Email

Password

[Forgotten Password?](#)

Remember me.

New users

Please register with us to create your account using your email address.

[System Help](#)

Figure 1. Register and Login page

For users new to our online application system

First time users must register for an account on the RGMS. To register for an account go to <https://grants.diabetes.org.uk/> and click on the 'register' button under 'new users' and follow the onscreen instructions to complete the registration process.

Only registered users of the system can apply for funding and applications should be made from the Principal Applicant's account – applications cannot be transferred between users

Please note:

- 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 is 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 email address if you need to under the 'Manage my details' section.

- If you are an existing Diabetes UK grant holder, or if you have 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.

Throughout the application and review process you will receive emails from the RGMS to update you on the progress of your application or if there are any queries relating to your application. Please ensure that you add the sender: grants@diabetes.org.uk to your email account's safe senders list and check you junk mail regularly to ensure that you do not miss important information.

For users who have previously used the RGMS, you will be able to log in using your previous username and password.

Forgotten password

If you have forgotten your password, you can 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?**' instructions above.

Home Page

Diabetes UK
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RESEARCH GRANTS MANAGEMENT SYSTEM

CC Grant Tracker

Miss Kamini Shah

Home

My Applications

Manage My Details

Contact Us

Logout

System Help

Welcome to Diabetes UK Online Grant Management System, Miss Kamini Shah.

If you have any questions relating to the online system or are experiencing any difficulties when using the system please contact the Research Team on research@diabetes.org.uk.

- Please enter the details of your CV at [My Details](#).
- This information is required for the submission of an application.
- Note: You will not be able to edit this information directly from an application form. You will have to return to this page if you wish to update/edit your CV.

New Grant Application

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

Figure 2. RGMS home page

The home page is your starting point to create applications, approve applications or to update your details, including your CV (Figure 2. RGMS home page).

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

Applicant Details

When completing an application, the RGMS will take the applicant's details from the contact details that you provide when first registering. These can also be accessed and edited via the 'Basic Information' tab under 'Manage My Details'.

All Principal Applicants and Co-applicants **must** complete their CV which is available on the home page under 'My Details' → 'Update CV' (Figure 3. Update CV). This information will be automatically incorporated into a grant application when it is completed in the system.

RESEARCH GRANTS MANAGEMENT SYSTEM



CC Grant Tracker

Miss Kamini Shah

- Home
- My Applications
- Manage: Kamini Shah**
- My Details
- Basic Information
- Update CV**
- Change Email
- Change Password
- Security Question
- Contact Us
- Logout
- System Help

Your CV

Degree/Qualification
No degrees have been added.
[Add Degree or Professional Qualification...](#)

Doctoral Degree
No doctoral degrees have been added.
[Add Doctoral Degree...](#)

Employment
(present and previous positions held)
No previous jobs have been added.
[Add Employment Record...](#)

Publications
Please give details of up to 10 publications. Please list only your original research publications. Publications should be in chronological order with the most recent first
Please give publication references in full, including title, all authors, journal, year, volume and page numbers
No publications have been added.
[Add Publication...](#)

Figure 3. Update CV

The online application form

General guidance for the creation and preparation of a grant application

Please ensure you look at the following key pages on the Diabetes UK website before completing your application form:

[Diabetes UK Grant Conditions](#)

[General guidelines for research grant applicants](#) - highlights allowed and disallowed costs

- When you log on, you can begin your application from the home screen. Under [New Grant Application](#), select 'click here'. You will be navigated to the [Open Funding Rounds](#) page, select 'Apply' next to the Diabetes UK grant round to which you would like to apply.
- The Principal Applicant must be the one who creates the application, but it can be jointly completed by the Principal Applicant and any Co-applicants.
- Co-applicants and collaborators may be added to the application. When added, the system will automatically email them to invite their participation. They can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
- The sections of the application are listed as a menu down the left-hand side of the screen and all sections must be completed before an application can be submitted.
- You can move from page to page using the **Previous** and **Next** buttons, or using the menu on the left-hand side.
- The database saves your application when you move to a new page but it is also a good idea to save regularly by clicking on the **save and close** button. This will exit the application and take you back to the home page. You will need to click 'edit' to continue with the application.
- You must adhere to all the word limits given at the bottom of individual text boxes. The 'attachment upload' option under the [research proposal](#) section must not be used to upload extended text for the main proposal. It is to be used for attaching figures/diagrams/tables or supporting preliminary data.
- Applicants who make clinical applications (where patients will be recruited for any part of the study) will be required to complete the additional clinical information questions. These appear when you select '**clinical**' from the dropdown option within the [research proposal](#) section of the application.
- When the application form is complete, it must be validated prior to submission. This will highlight any omissions in the form, and allow omissions to be corrected by going back to mandatory (●) sections of the application.
- Signatories must be selected as part of the applications. Their approval is necessary to allow the application to be submitted (see page 15).

- When the applications 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 Principal Applicant may follow the progress of the approval process on the '[grant summary page](#)'.
- 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 Principal Applicant.

Mandatory fields are indicated on the system by red dots •

Any applications which do not conform to all the information and formatting requirements specified, or which are incomplete for any reason, will not be accepted and will be returned to the applicant to be edited. **All fields on the online form must be completed and mandatory fields are indicated only for the purpose of submission via the online system. Therefore any incomplete mandatory fields will prohibit submission of the application.**

Creating a grant application

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RESEARCH GRANTS MANAGEMENT SYSTEM CC Grant Tracker

Miss Kamini Shah

Welcome to Diabetes UK Online Grant Management System, Miss Kamini Shah.

If you have any questions relating to the online system or are experiencing any difficulties when using the system please contact the Research Team on research@diabetes.org.uk.

- Please enter the details of your CV at [My Details](#).
- This information is required for the submission of an application.
- Note: You will not be able to edit this information directly from an application form. You will have to return to this page if you wish to update/edit your CV.

New Grant Application

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

You have...

2 unsubmitted grant applications. [Click here](#)

Figure 4. New Grant Application

- You can create a new application from the link on the 'Home Page' (Figure 4. New Grant Application) or from the link on the 'My Applications' section.
- You will be directed to the 'Open Funding Rounds' section which lists all the grants rounds currently open (Figure 5. Open Funding Rounds). The 'More info' link returns a description of the grant round.
- Click 'Apply' to create an application form. There may be some verification questions to ensure that the application is appropriate to your research or circumstances. All of these must be confirmed before proceeding to the application form (Figure 6. Verification questions).

RESEARCH GRANTS MANAGEMENT SYSTEM



Miss Kamini Shah

[Home](#)

New Application

[My Applications](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

Open funding rounds

Thank you for applying to Diabetes UK for funding.
If you have any questions relating to the online system or experience any difficulties when completing your application please contact the Research Team on research@diabetes.org.uk

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		
Project 2015 To support diabetes related projects for up to five years	Project Grant June 2015	01 June 2015 5:00PM	More info	Apply
Small Grant 2015 To enable researchers to undertake small research projects or pilot studies for a maximum of 12 months and £15,000	Small Grant June 2015	01 June 2015 5:00PM	More info	Apply
PhD Studentship To enable experienced researchers to recruit outstanding science graduates to study for a PhD in the field of diabetes-related research	PhD Studentship 2015	30 September 2015 5:00PM	More info	Apply
Sir George Alberti Training Fellowship preliminary application Sir George Alberti Training Fellowship - Preliminary Application	Sir George Alberti Training Fellowship preliminary application 2015	31 October 2015 5:00PM	More info	Apply
RD Lawrence Fellowship preliminary application RD Lawrence Fellowship preliminary application	RD Lawrence Fellowship preliminary application 2015	31 October 2015 5:00PM	More info	Apply

Figure 5. Open funding rounds

Questions ✕

Please read and enter a response to the following confirmation questions – placing a tick next to the question means ‘yes’, leaving the box blank means ‘no’.

Question	Yes
Do you have no less than three and no more than six years’ postdoctoral experience from the date of examination for your doctoral degree (PhD viva)?	<input type="checkbox"/>
Have you identified a Sponsor who can demonstrate that they have a full-time position at a UK-based institution for the lifetime of the fellowship?	<input type="checkbox"/>

Next >>
Close

Figure 6. Verification questions

Completing a grant application

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Project Grant June 2015
1436
Details...

Applicant details

The details below should be entered in the portal - Manage My Details - Basic Information.

Principal Applicant

Title	Miss	Institution	<input type="text"/>
Forename(s)	Kamini	Address Line 1	<input type="text"/>
Surname	Shah	Address Line 2	<input type="text"/>
Position	Senior Research Officer	Address Line 3	<input type="text"/>
Telephone No.	<input type="text"/>	City/Town	<input type="text"/>
Email Address	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>

Education

From	To	Degree	Class	Institution	Department	Country	Subject
------	----	--------	-------	-------------	------------	---------	---------

Employment

Start Date	End Date	Job Title	Employer
------------	----------	-----------	----------

Publications

Date	Details
------	---------

Anticipated time commitment on project (hours/week)

Region
Please enter your region
(select)

Previous Next **Save and Close**

Applicant details
Research details
Potential benefit to people with diabetes
Abstract
Lay language summary
Evidence of involving people with diabetes
Research proposal
Finances
Support from the UK clinical research networks and NHS facilities
Collaboration details
Current / previous sources of funding and other grant applications
Use of animals
Human participants
Intellectual property
Referees
Head of department
Financial administration
Validation

Figure 7. Completing an application

- If there are any sections of the application form that you are not sure about, please contact the Diabetes UK Research Team: research@diabetes.org.uk.
- Remember to save your work. You will be prompted to save if you leave the screen but it is always good practice to save your work often, by clicking the 'Save and Close' button, in case of computer problems.
- You can return to the application form as often as you like prior to submission.
- The system will prevent applicants and co-applicants accessing the application at the same time. 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.

Other participants (Co-applicants, Collaborators, Finance Officers and Head of Departments)

When you add any of the above participants onto an application, an email will automatically be sent to them to confirm their participation on the application. Please ensure that you enter the correct email address otherwise the invitation will not reach them – if you are not sure, please contact the Diabetes UK Research Team: research@diabetes.org.uk.

All participants need to respond to the invitation email otherwise you will not be able to submit the application – any participant who has not responded will need to be removed from the application in order to submit.

The screenshot displays the 'RESEARCH GRANTS MANAGEMENT SYSTEM' interface. At the top right is the Diabetes UK logo with the tagline 'CARE. CONNECT. CAMPAIGN.' and a 'CC Grant Tracker' icon. The main content area shows details for a grant application. On the left is a navigation menu with options like 'Home', 'My Applications', 'Project 2015 Ref: 1436', 'Details', 'View History', 'Journal (0)', 'Sign-off Status', 'Manage My Details', 'Contact Us', 'Logout', and 'System Help'. The central panel shows application details: Reference 1436, Status Pre-Submission, Lead Applicant Miss Kamini Shah, Organisation (redacted), Grant Type Project 2015, Funding Round Project Grant June 2015, and Closing Date 01 June 2015 17:00. A red circle highlights the 'Signatories' section, which lists three participants: Mrs Anna Morris (Co-Applicant), Miss Kamini Shah (Department Head), and Mrs Anna Morris (Finance Officer). Each entry shows 'Confirmed participation' as 'No' and 'Signatory approval status' as 'Approval Not Yet Required'. On the right, there are four action boxes: 'Role: Lead Applicant' (actions for involvement as a Lead Applicant), 'Edit the application' (with an 'Edit' button), 'PDF the application (Print)' (with a 'View/Print' button), 'Validate the application' (with a 'Validate' button), and 'Submit the application' (with a 'Submit' button). At the bottom, it shows 'Created On 14 May 2015', 'Last Updated 14 May 2015', 'Validated Not Complete', and 'Applicant Submitted Submitted On'.

Figure 8. Signatories participation confirmation

All signatories must be selected as part of the application and they must confirm participation on the application and approve the application once validated in order for it to be accepted. Collaborators will only be asked to 'confirm participation' on the application.

Signatories will have an approval status of 'Approval Not Yet Required' until the Principal Applicant clicks 'Submit'.

Please ensure that all of your participants have completed their basic information under the '[Manage my Details](#)' tab, as this information will be automatically incorporated into the completed application form.

Please also ensure that co-applicants complete their CV under the '[Manage my Details](#)' tab.

Applications **will not** be accepted without the CV details of both the applicant and co-applicants (Qualifications, Employment and Publications).

Instructions for Signatories

Co-applicants – please ensure your CV is updated in 'Manage my Details' section.

All signatories - please ensure your basic information is updated in the 'Manage my Details' section.

Confirming participation - if you are invited to participate in an application as a co-applicant, collaborator, Departmental Head or Finance Officer, you will be informed about this by email. Click on the link in this email and you will be taken to a page where you can accept or decline the invitation. You will then be able to view/edit the application by selecting 'edit'.

Approving an application (excluding collaborators) – as above, once you have agreed to participate in an application, you will be asked to 'approve' the application once it is submitted. Again, you will receive an email. Click on the link in the email and you will be taken to a page where you can approve the application.

My approvals – if you are invited to participate in more than one application, you can manage you invitations in the 'My Approvals' section.

Managing a grant application

RESEARCH GRANTS MANAGEMENT SYSTEM



The screenshot displays the 'My Applications' page for Miss Kamini Shah. The left sidebar contains navigation links: Home, My Applications (circled in red), Project 2015 Ref: 1436, Details, View History, Journal (0), Sign-off Status, Manage My Details, Contact Us, Logout, and System Help. The main content area shows application details:

Title	
Reference	1436
Status	Pre-Submission
Lead Applicant	Miss Kamini Shah
Organisation	[Redacted]
Grant Type	Project 2015
Funding Round	Project Grant June 2015
Closing Date	01 June 2015 17:00
Created On	14 May 2015
Last Updated	14 May 2015
Validated	Not Complete
Applicant Submitted	
Submitted On	

On the right, there are four action boxes:

- 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]

Figure 9. 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-hand side enable you to:

- **Edit** the application on return visits.
- **View the application** as a PDF.
- **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. **Please note that this action is irreversible; 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.

Application validation process

The form includes a validation summary which highlights outstanding fields that must be completed before the application can be submitted. Parts of the application that have not been completed will have a '!' symbol next to them. It is advised that you check this validation section throughout the preparation of your application so that you are aware of fields that need to be completed.

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Project Grant June 2015
1436

Details...

- Applicant details
- Research details
- Potential benefit to people with diabetes
- Abstract
- Lay language summary
- Evidence of involving people with diabetes
- Research proposal
- Finances
- Support from the UK clinical research networks and NHS facilities
- Collaboration details
- Current / previous sources of funding and other grant applications
- Use of animals
- Human participants
- Intellectual property
- Referees
- Head of department
- Financial administration
- Validation**

Validation Previous Next Save and Close

Applicant details

- ! Are you a member of Diabetes UK? is required.
- ! With whom do you have your contract of employment? is required.
- ! Source of personal salary support (eg. HEFCE) ? is required.
- ! Co Applicant - Mrs Anna Morris must confirm their participation before submitting.

Research details

- ! Title of project is required.
- ! Proposed start date is required.
- ! Research opportunities is required.
- ! Does the proposal predominantly relate to: is required.

Potential benefit to people with diabetes

- ! Potential benefit to people with diabetes is required.

Abstract

- ! Abstract of proposed research is required.

Lay language summary

- ! Lay Summary of Proposed Research is required.
- ! What do we already know as a result of research carried out in this area, and how does the proposed research build on this? is required.
- ! Please outline the experimental/research methods to be used is required.
- ! How will the research impact on people living with diabetes and what is the timeframe for this? is required.
- ! Does the research involve animals? if yes, explain why alternatives cannot be used or the number of animals reduced? is required.

Evidence of involving people with diabetes

- ! Evidence of involving people with diabetes is required.

Research proposal

- ! Research Proposal is required.

Figure 10. Application validation

Submission and beyond

- After successful validation, the PRINCIPAL APPLICANT may 'Submit' the application. It will then be routed to each of the signatories for their approval.
- If a signatory rejects the application the lead applicant will be notified, along with any feedback the signatory has supplied.
- The application can then be re-submitted; it will be returned to the signatory who made the rejection and continue through the approval process as before.
- 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 round closes.

Please note: You must allow enough time to complete the approval process - all signatories must have approved your application before the specified funding round deadline.

Following the closing date of the funding round, submitted and approved applications for that round will be peer reviewed to decide their suitability for funding. The Principal Applicant will be informed of the outcome of this process in due course. You can find information on the assessment criteria, process and deadlines for each funding round [here](#)