

Diabetes UK Grants Portal User Guide

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Registration and login

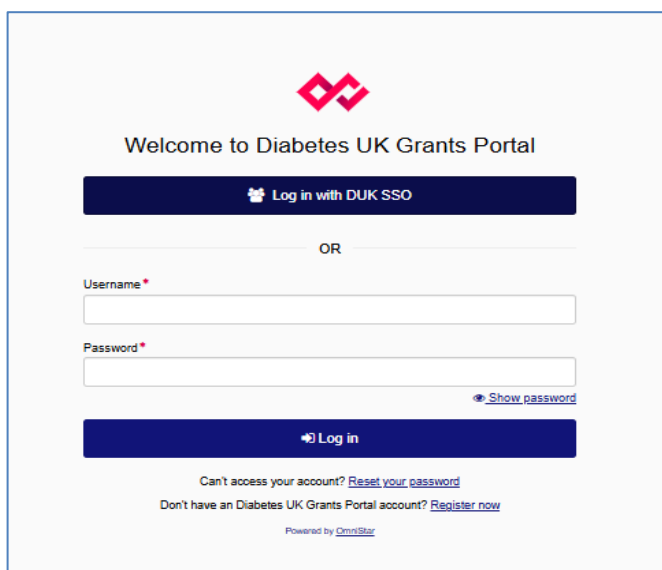
You need to be registered with [Diabetes UK Grants Portal](#) to apply or participate in an application.

Advice for users with accounts on our Grant Tracker system

If you already have an account on our Grant Tracker system, we have created an account for you on the new Grants Portal using the same email address. Please click **Reset your password** on the Grants Portal login page and enter the email you use to access Grant Tracker.

If you cannot log in, please contact the [Research Funding Team](#).

New users

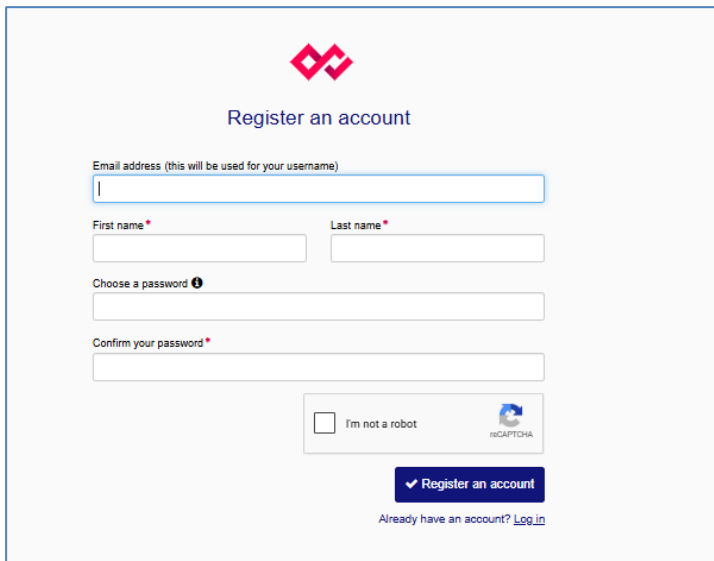


The screenshot shows the login page for the Diabetes UK Grants Portal. At the top is the Diabetes UK logo, a red diamond shape. Below it is the text "Welcome to Diabetes UK Grants Portal". There are two main login options: a dark blue button labeled "Log in with DUK SSO" and a section labeled "OR" followed by input fields for "Username *" and "Password *". A "Show password" link is next to the password field. Below these is another dark blue button labeled "Log in". At the bottom, there are links for "Can't access your account? [Reset your password](#)" and "Don't have an Diabetes UK Grants Portal account? [Register now](#)". At the very bottom, it says "Powered by [OmniStar](#)".

To create an account, click **Register now** on the login page.

Enter your details and click **Register an account**.

You have the option to login with the Diabetes UK Single Sign-On (SSO) or by using your username and password.




Register an account

Email address (this will be used for your username)

First name* Last name*

Choose a password 

Confirm your password*

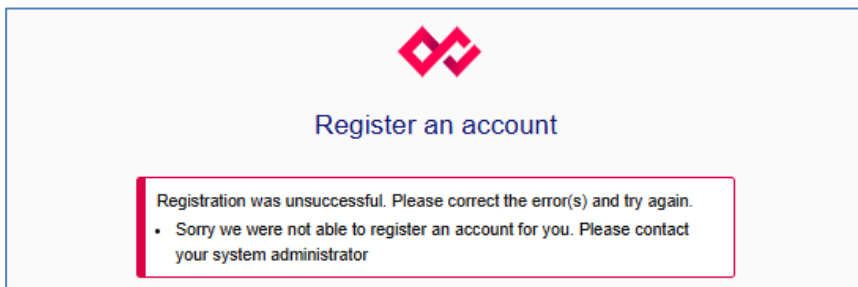
☐ I'm not a robot 

 Register an account

Already have an account? [Log in](#)

Once you have completed registration, login details 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 are already registered on the Grants Portal, you will see an error message:




Register an account

Registration was unsuccessful. Please correct the error(s) and try again.

- Sorry we were not able to register an account for you. Please contact your system administrator

If this happens, please contact the [Research Funding Team](#).

Forgotten passwords and locked accounts

If you have forgotten your password or have a locked account, click **Reset your password** on the login page and a password reset code will be sent to you by email.

If this does not solve the problem, please contact the [Research Funding Team](#).

License agreement

You will need to agree to the License Agreement to access the Grants Portal.



Licence agreement

This is a restricted system. Use of this system is monitored at all times and requires explicit permission from the system administrator. If you do not have this permission, you are violating the regulations of this system and can and will be prosecuted to the full extent of the law.

By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

[Decline](#)

[✓ Agree](#)

The Grants Portal home page

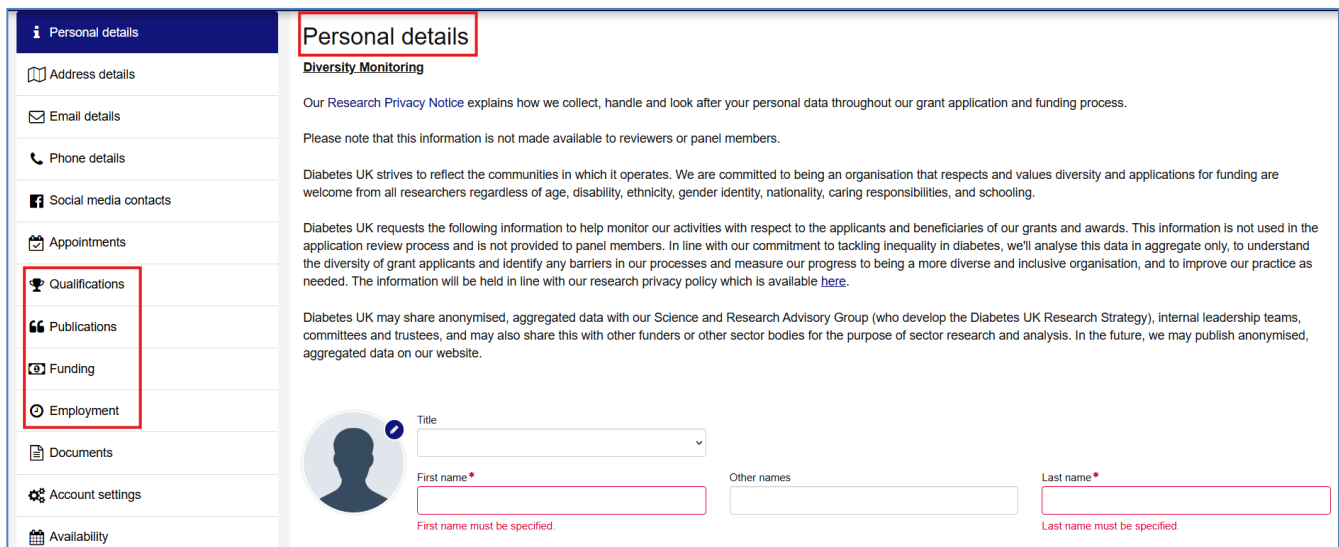
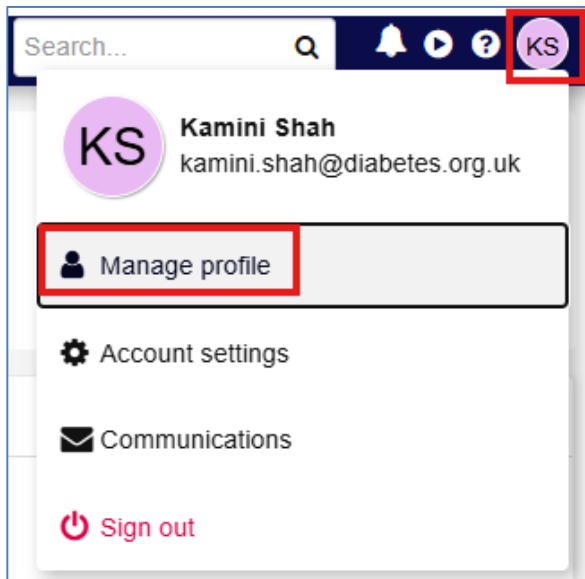
The Grants Portal home page is the starting point to create or access your applications and manage your details. It is also where you as a grant applicant or award holder can manage your grants, and as a reviewer participate in the review process.

Click on **Diabetes UK Grants Portal** on the page header at any time to return to the home page.

Manage profile

Before starting an application, you should update your information in your Grants Portal profile. This information is used to pre-populate your details in new applications you make. You can also change your password or contact email address here.

Click on the circle containing your initials in the top-right corner of the screen. Then click **Manage profile** in the menu.



Personal details

Diversity Monitoring

Our [Research Privacy Notice](#) explains how we collect, handle and look after your personal data throughout our grant application and funding process.

Please note that this information is not made available to reviewers or panel members.

Diabetes UK strives to reflect the communities in which it operates. We are committed to being an organisation that respects and values diversity and applications for funding are welcome from all researchers regardless of age, disability, ethnicity, gender identity, nationality, caring responsibilities, and schooling.

Diabetes UK requests the following information to help monitor our activities with respect to the applicants and beneficiaries of our grants and awards. This information is not used in the application review process and is not provided to panel members. In line with our commitment to tackling inequality in diabetes, we'll analyse this data in aggregate only, to understand the diversity of grant applicants and identify any barriers in our processes and measure our progress to being a more diverse and inclusive organisation, and to improve our practice as needed. The information will be held in line with our research privacy policy which is available [here](#).

Diabetes UK may share anonymised, aggregated data with our Science and Research Advisory Group (who develop the Diabetes UK Research Strategy), internal leadership teams, committees and trustees, and may also share this with other funders or other sector bodies for the purpose of sector research and analysis. In the future, we may publish anonymised, aggregated data on our website.

Form fields:

- Title:
- First name*: (First name must be specified.)
- Other names:
- Last name*: (Last name must be specified.)

Your profile opens on the **Personal details** page. The sections to complete are highlighted in red.

Personal details

Please read the Diversity Monitoring Information, then scroll down to complete your details.

First name and **Last name** are required fields. Please also provide your **Title** and **Preferred name** if this is different from your first name.

Additional fields

Diversity monitoring fields: This information will be used in aggregate, and no individual, identifiable data will be available in the application review process nor is it at any time provided to panel members or staff. These fields are required, but if you do not wish to answer a question, you may select *Prefer not to say*:

- Age
- Ethnicity
- Schooling
- Cring Responsibilities
- Gender
- Disability
- Nationality

Research E-Communications: Please select if you would like to receive our quarterly research e-newsletter.

Click **Save** when you have finished entering your details.

Qualifications

Enter your relevant qualifications here.

Profile > Kamini Shah

- Personal details
- Address details
- Email details
- Phone details
- Social media contacts
- Appointments
- Qualifications**
- Publications
- Funding
- Employment
- Documents
- Account settings
- Availability

Qualifications

You can manage your profile on this page.

Qualification type

Qualification*

Institution*

Department

City

Region

Country*
Australia

Start date*
dd/mm/yyyy

End date
dd/mm/yyyy

Expiry date
dd/mm/yyyy

Year*
2026

Save Cancel

There are no records to display. Use the add button to create a new record.

Click **Add new qualification** and enter the following details:

- **Qualification:** Type of degree and title (required)
- **Institution** (required)
- **Department**
- **Country** (required)
- **Region**

- **Start date** (required)
- **End date**
- **Year of award** (required)

Click **Save**.

Repeat for any further qualifications.

Publications

Sync with ORCID account

If you have entered your ORCID reference, this section will automatically populate with your ORCID publication data. **Note:** *ORCID imports all publication details into your profile, and you will not be able to choose which publications are included. If the imported publications are not suitable, we recommend entering them manually instead (see below).*

Import from Europe PMC

You may also choose to import publications from Europe PMC by clicking the **Import from Europe PMC** button.

Publications

You can manage your profile on this page. It is a requirement for all applicants to provide details of up to 10 publications.

[+ Add publication](#) [Import from Europe PMC](#)

There is no publications data. To import data from ORCID click [here](#). This link will redirect you to the personal details page where an ORCID can be entered to allow data to be imported.

Publications			
WORK TYPE	TITLE	URL	AUTHORS
☐ meta-analysis; research-article; systematic review; journal article	Patient and System Barriers to Early Diagnosis of Oral Cancer in the UK.	https://doi.org/10.1111/odi.70125	Drokow EK, Drinnan M, Amponsem-Boateng C, Zohoori FV, Wilson JA, Shah K, Arboh F.
☐ journal article	Supporting women with diabetes experiencing menopause: A workshop to co-design research recommendations for improving the understanding of and support for women with diabetes experiencing menopause.	https://doi.org/10.1111/dme.70039	Parks S, John NO, Morris A, Shah K, Eves E, Adams D, Barry E, Causer V, Churm R, Ahmed-Evans S, Haggett AV, Patel R, Forde R, Reynolds R.
☐ review-article; review; journal article	The Types and Effectiveness of Mobile Health Applications Used in Improving Oral Cancer Knowledge: A Mixed Methods Systematic Review.	https://doi.org/10.1002/hsr2.70171	Kanmodi KK, Salami AA, Shah K, Zohoori FV, Nyanzi LA.
☐ research support, non-u.s. gov't; research-article; research-article	Cognitive and psychiatric symptom trajectories 2-3 years after hospital admission for COVID-19: a longitudinal, prospective cohort	https://doi.org/10.1016/s2215-0366(24)00214-1	Taquet M, Skorniewska Z, De Deyn T, Hampshire A, Trender WR, Hellyer PJ, Chalmers JD, Ho LP, Horsley A, Marks M, Poinasamy K, Raman B, Leavy OC, Richardson M, Eineima O, McAuley HJC, Shikotra A, Singapuri A, Sereno M, Saunders RM, Harris VC, Rogers N, Houchen-Wolloff L, Greening NJ, Mansoori P, Harrison EM, Docherty
			✓ Save selected ✗ Cancel

This will search by your last name. Tick the relevant box(es) to select publication(s). Click **Save selected**

to import.

Profile > Kamini Shah

- Personal details
- Address details
- Email details
- Phone details
- Social media contacts
- Appointments
- Qualifications
- Publications
- Funding**
- Employment

Funding

You can manage your profile on this page. It is a requirement for all applicants to list any relevant grants from the last 3 years.

Title *

Type * Grant number * Agency *

Location *

Start * End * Amount * Currency code *

dd/mm/yyyy dd/mm/yyyy

[Save](#) [Cancel](#)

There is no funding data. To import data from ORCID click [here](#). This link will redirect you to the personal details page where an ORCID can be entered to allow data to be imported.

Enter publications manually

If your publications are not on ORCID or Europe PMC, you may enter them manually.

- Personal details
- Email details
- Phone details
- Social media contacts
- Appointments
- Qualifications
- Publications**
- Funding
- Employment
- Documents
- Account settings

Publications

You can manage your profile on this page. It is a requirement for all applicants to provide details of up to 10 publications.

Work Type *

Title *

Date * dd/mm/yyyy

Url

Journal

Authors

[Save](#) [Cancel](#)

There is no publications data. To import data from ORCID click [here](#). This link will redirect you to the personal details page where an ORCID can be entered to allow data to be imported.

Click **Add publication** and enter the following details:

- **Work type:** e.g. journal article; report; preprint (required)
- **Title** (required)
- **Date** (required)
- **URL:** Link to publication
- **Journal**
- **Authors**

Click **Save**.

Repeat for any further manual entries

Funding

Enter your grants and awards here.

Click **Add new funding** and enter the following details:

- **Title:** Title of the grant or award (required)
- **Type:** e.g. research award; fellowship (required)
- **Grant number** (required)
- **Agency:** Funder name (required)
- **Location:** Location of the work (required)
- **Start:** Start date of funding (required)
- **End:** End date of funding
- **Amount:** Total funding awarded
- **Currency code:** e.g. GBP for pounds sterling Click

Save.

Repeat for further grants/awards.

Employment

Enter details of your current employment and relevant history.

Profile > Kamini Shah

- Personal details
- Address details
- Email details
- Phone details
- Social media contacts
- Appointments
- Qualifications
- Publications
- Funding
- Employment**
- Documents

Employment

You can manage your profile on this page.

Title *

Institution *

Department *

City *

Region *

Country *

United Kingdom

Start date *

dd/mm/yyyy

End date

dd/mm/yyyy

Save

Cancel

There is no employment data. To import data from ORCID click [here](#). This link will redirect you to the personal details page where an ORCID can be entered to allow data to be imported.

Click **Add employment** and enter the following details:

- **Title:** Job title (required)
- **Institution** (required)
- **Department** (required)
- **City** (required)
- **Region** (required)
- **Country** (required)
- **Start date** (required)
- **End date**

Click **Save.**

Repeat for further employments.

Account settings

This section allows you to:

Change username: Changes the email address you use to log in but does not update your preferred email address. To change your preferred email address, click Email details in the side menu of your profile.

Change password: Changes the password you use to log in.

Manage multifactor authentication: Set this up to verify your login using an app on your phone.

Delete account: This will remove your access to the Diabetes UK Grants Portal.

Change date and time settings: Set your time zone and preferred date format.

Profile > Kamini Shah

Personal details

Address details

Email details

Phone details

Social media contacts

Appointments

Qualifications

Publications

Funding

Employment

Documents

Account settings

Account settings

You can manage your profile on this page.

Change username

You can change your username by using the 'Change username' button below. Changing your username will NOT automatically update your preferred email address. Consider that changing your username may affect how others find you on the platform. Your username must be a valid email address not already in use.

Change username

Change password

You can change your password at any time by using the 'Change password' button below. We recommend updating your password regularly to enhance your account's security. When creating a new password, please ensure it's strong and unique - consider using a combination of uppercase and lowercase letters, numbers, and special characters.

Change password

Manage multifactor authentication

Multifactor authentication provides additional security for your account over using a password alone.

Authenticator app

Disabled

Enable multifactor authentication

Change date and time settings

You can change your preferred time zone and date format by using the 'Change date and time settings' button below. Customizing these settings ensures that all dates and times displayed across the platform align with your local time and preferred format.

Change date and time settings

Create an application

Rounds currently open for applications are shown on the left-hand side of the Grants Portal home page. Click **Apply now** to create an application.

Thank you for applying to Diabetes UK for funding.

If you have any questions about the online application system, or experience any difficulties while completing your application, please contact the Research Team at research@diabetes.org.uk.

By submitting an application, you confirm that you, your host institution, and all named applicants agree to and will be bound by Diabetes UK's grant terms and conditions, associated [policies](#), and [research privacy policy](#).

Rounds

+ Apply now Project Grants Dec 2026

Top 5 applications

There are no records to display.

Top 5 milestones due

There are no records to display.

Your activities

You don't have any activities yet.

Top 5 in progress applications

There are no records to display.

Top 5 projects

There are no records to display.

Enter a **title** for your application (you can amend this later) and click **Done**.

Name application

Please provide a name for the new application below (this will be used as a part of the submission process).

Application title *

Done **Cancel**

You can also create an application by clicking on the **Applications** icon  in the page header, then clicking **New Application** at the top right of the Applications page.

Funding scheme information

Information for each funding scheme can be found on the Diabetes UK website:

- [Funding schemes](#)
- [Guidance for applying for funding](#)
- [Information for patient and public involvement](#)
- [Information on our Committees and Panels](#)

The application form

The sections of the application form are listed on the left-hand menu. All mandatory questions (marked with *) must be completed.

The screenshot shows a web application interface. At the top, a breadcrumb trail reads "Application > 26/PG0042 - Test 1". Below this is a left-hand menu with a dark blue header "Introduction" and four white items: "Principal Applicant", "Joint Lead Applicant", "Co-Applicants", and "Collaboration Details". The main content area on the right has a light blue header "Introduction" and contains text about project grants, a link to a website, and bolded headings "Guidance to complete the application" and "Application support documents".

Moving through the application

To move through the form use the **Previous** and **Next** buttons or click the sections on the left-hand menu.

Note that if there are any empty required fields on a page, you can only leave the page by clicking on another section on the left-hand menu.

Section status is indicated by icons:

- ✓ Complete
- ✗ Incomplete

Remember to click **Save** at the top right of the form before moving off a page to avoid the risk of losing data.

Editing the form

You can save and return to the application form as often as you like.

Click  **Applications** in the page header.

Click on the application title link to edit the application.

Application > Applications

+ New application

This page shows all existing applications that have not yet been processed.

Download

Export CSV

Search...

Column chooser

	IDEN...	TITLE	VER...	STAT...	OWN...	ORG...	ROUND	STAGE	ROU...	CREA...	SUB...	MODI...	LAST ...
>	26/PG0042	Test 1	1.00	In Pro...	AI		Project ...	Project ...	Open	18/07/2026	18/07/2026	AI	

< Previous

1

Next >

Page size: 10

Print or view the form

Click **Preview** at the top right of the form to generate a PDF of your application.

Application > 26/PG0042 - Test 1 Invite user to register or share application

Introduction

Principal Applicant

Joint Lead Applicant

Co-Applicants

Collaboration Details

Introduction

Project grants provide support for high-quality, hypothesis-driven diabetes research projects, lasting up to five years and costing up to £500,000. At times, we open research highlight notices to welcome applications to fill priority research gaps identified by the Diabetes Research Steering Groups. Please visit our [website](#) for more information about the scheme, eligibility criteria, financial support and funding process.

Guidance to complete the application form can be found here [\[add hyperlink to website\]](#) –

Application support documents

 **Preview**  **Save**

Next →

Multiple users

When you open a form that another user is already editing, the system will warn you by displaying the edit icon  to the left of the application title link.

When you see this icon you will only be able to open the form in **read-only mode**. Hovering over the edit icon will show you which user has the form open.

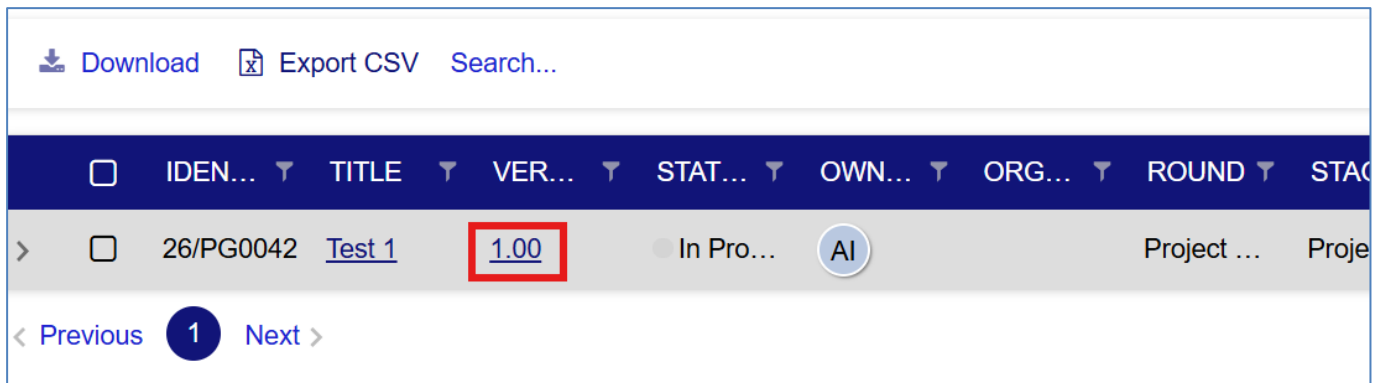
Download Export CSV Search...

	IDEN...	TITLE	VER...	STAT...	OWN...	ORG...
>	26/PG0042	 Test 1	1.00	In Pro...	AI	

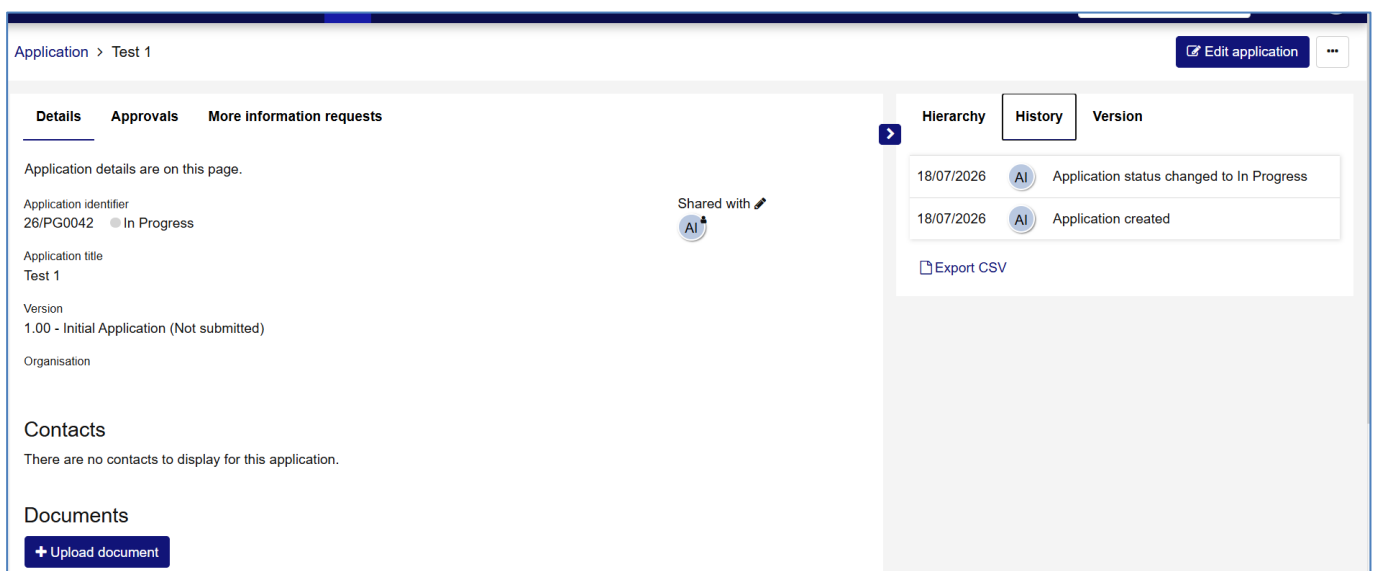
< Previous 1 Next >

Application details

Click the version number to the right of the application title to open the application details page.



This will display further information about the application.



Participants and signatories

If you are the Principal Applicant, you are responsible for inviting others to participate in your application.

- **Participants (includes joint-lead applicants, co-applicants, lived experience co-applicants, sponsors, PhD co-supervisors, collaborators, mentors)**
- **Signatories (includes head of department, finance officer)**

Add a participant or signatory to an application

Use the 'invite user to register or share applications' to invite any participants or signatories.

Application > 26/PG0042 - Test 1

Invite user to register or share application

Introduction ✓ Joint Lead Applicant

Principal Applicant ✗ [Previous](#) [Next](#) [Preview](#) [Save](#)

Joint Lead Applicant

Co-Applicants

Does the application have a Joint Lead Applicant? *

Yes

In the **Username** box add the **email** of the participant or signatory you would like to add to the application.

If the participant or signatory are already on our Grants Portal, their name will be found by the system. You can select the access you wish to give them (view access or edit access) using the dropdown menu.

Click **Save and send** – this will generate an automatic message to notify them.

Invite user to register, share & manage access

The list of users currently assigned to this application are listed below

SEND	NAME	USERNAME	ACCESS STATUS	MODIFY ACCESS
☒		kamini.shah@diabetes.org.uk	No current access	Share with view access Share with view access Share with edit access

[Add another user](#)
[Save and send](#)
[Cancel](#)

If they are on the Grants Portal, you will now be able to add them to the application form, as their name will appear in the drop-down when you type in their name/email address.

Application > 26/PG0042 - Test 1

Invite user to register or share application

Introduction ✓ Joint Lead Applicant

Principal Applicant ✗ [Previous](#) [Next](#) [Preview](#) [Save](#)

Joint Lead Applicant

Co-Applicants

Collaboration Details

Head of Department & Finance Officer

Research Details

Abstract

Plain English Summary

Evidence of involving people

Does the application have a Joint Lead Applicant? *

Yes

Joint Lead Applicant(s)

Joint Lead Applicant *

Type to search

Atifa.Islam@diabetes.org.uk

kamini.shah@diabetes.org.uk

☐ My institution is not in the list above

[Address *](#)

If the participant or signatory is not already on the Grants Portal, they will be sent an invitation to register.

Select the access you would like to give them using the dropdown menu. Click **Save and send**.

Invite user to register, share & manage access

The list of users currently assigned to this application are listed below

SEND	NAME	USERNAME	ACCESS STATUS	MODIFY ACCESS
☐	Shah, Kamini	kamini.shah@diabetes.org.uk	Shared with edit access	Share with edit access
☒		research@diabetes.org.uk	No current access	Invite only

No user is found. An invitation will be sent to this email address

[Add another user](#)

Save and send **Cancel**

You can continue to add other users as necessary.

Participants and signatories will have to register for a Grants Portal account if they do not have one.

Organisation, Department, Position, Profession

Please note that a user's Organisation, Department, Position and Profession can only be edited by Diabetes UK staff at present. **If these details need adding or amending for any of the participants (including Principal Applicant)**, please email details to the [Research Funding Team](#) and request an update.

Further actions for participants (not signatories)

The participant's basic information, degrees and qualifications and employment record will automatically appear in the application form PDF based on the information stored in their Grants Portal profile.

Grants and publications must be added to the profile by each individual participant (not required for lived experience co-applicants).

Add relevant grants and publications to the application form

The most recent ten grants and publications will be automatically added to the application. These will be populated by the information provided in the applicants' profile.

Research Proposal	Education All of your degrees and professional qualifications will be shown here from your record. If any of the details below are missing or incorrect, please update the Qualifications section of your profile. <table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> <th>QUALIFICATION</th> <th>DEPARTMENT</th> <th>INSTITUTION</th> <th>COUNTRY</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table>	FROM	TO	QUALIFICATION	DEPARTMENT	INSTITUTION	COUNTRY						
FROM	TO	QUALIFICATION	DEPARTMENT	INSTITUTION	COUNTRY								
References	Employment Your 5 most recent employment entries will be shown here from your record. If any of the details below are missing or incorrect, please update the Employment section of your profile. <table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> <th>POSITION</th> <th>DEPARTMENT</th> <th>ORGANISATION</th> </tr> </thead> <tbody> <tr> <td colspan="5"> </td> </tr> </tbody> </table>	FROM	TO	POSITION	DEPARTMENT	ORGANISATION							
FROM	TO	POSITION	DEPARTMENT	ORGANISATION									
Use of animals	Research Grants Your 10 most recent Research Grants will be shown here from your record. If any of the details below are missing or incorrect, please update the Funding section of your profile. <table border="1"> <thead> <tr> <th>START</th> <th>DURATION</th> <th>CURRENCY</th> <th>TOTAL AWARD AMOUNT</th> <th>FUNDER</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table>	START	DURATION	CURRENCY	TOTAL AWARD AMOUNT	FUNDER	TITLE						
START	DURATION	CURRENCY	TOTAL AWARD AMOUNT	FUNDER	TITLE								
Participant Recruitment & NHS Support	Publications Your 10 most recent publications will be shown here from your record. If any of the details below are missing or incorrect, please update the Publications section of your profile. <table border="1"> <thead> <tr> <th> </th> <th> </th> <th> </th> <th> </th> <th> </th> <th> </th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table>												
Information on study type, data and analyses													
Finances													
Costs related to research taking place in the NHS													
Current applications and other sources of funding													
Intellectual property and commercial interests													
Keywords													
Validation													

Validation, application submission and approval

Validation

This section shows whether any mandatory parts of the application are incomplete. If information is missing, you will be directed to the relevant section to complete it.

Application submission

Submitting an application involves two steps:

- All participants must agree to the grant terms and conditions and associated policies before the application is submitted. Once the Principal Applicant has agreed, they must email the other applicants and ask them to log into the Grants Portal and tick the **I agree** box.
- Once all applicants have agreed, the Principal Applicant can submit the application.

Application > 26/PG0042 - Test 1

Invite user to register or share application

Introduction	✓	Validation ← Previous Have you and your institute reviewed the grant terms and conditions and associated policies ahead of submitting your application? <table border="1"> <tr> <th>Name</th> <th>Agreement</th> </tr> <tr> <td>Principal Applicant Atifa Islam</td> <td> ☐ I agree </td> </tr> <tr> <td colspan="2"> Once the Principal Applicant validates the application, it is their responsibility to notify the other validators by email so they can complete their validation. </td> </tr> <tr> <td>Joint Lead Applicant Kamini Shah</td> <td> ☐ I agree </td> </tr> </table> ← Previous Submit	Name	Agreement	Principal Applicant Atifa Islam	☐ I agree	Once the Principal Applicant validates the application, it is their responsibility to notify the other validators by email so they can complete their validation.		Joint Lead Applicant Kamini Shah	☐ I agree
Name	Agreement									
Principal Applicant Atifa Islam	☐ I agree									
Once the Principal Applicant validates the application, it is their responsibility to notify the other validators by email so they can complete their validation.										
Joint Lead Applicant Kamini Shah	☐ I agree									
Principal Applicant	✗									
Joint Lead Applicant	✗									
Co-Applicants	✗									
Collaboration Details	✗									
Head of Department & Finance Officer	✗									
Research Details	✗									
Abstract	✗									

Click **submit**.

Approval

Final submission approval is completed by the signatories: the Head of Department and Finance Officer. They will receive an email asking them to approve the application. When they log in to the Grants Portal, the application will appear in the Approvals section.

The screenshot displays the Grants Portal interface. On the left, under the 'Rounds' section, there is a '+ Apply now' button and a link to 'Project Grants Dec 2026'. Below this, the 'Top 5 in progress applications' section shows a message: 'There are no records to display.' On the right, under the 'Your activities' section, the 'Approvals' item is highlighted with a red box, indicating '1 to action'.