

Arthritis UK Awards Portal user guide

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Registration and login

You need to be registered with [Arthritis UK Awards Portal](#) to apply or participate in an application unless you are a Collaborator or Mentor.

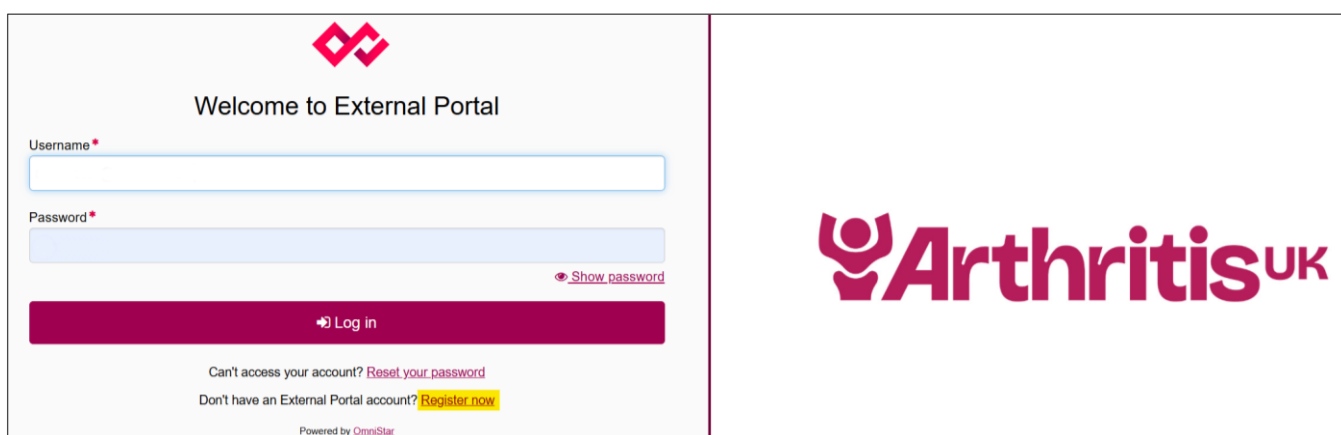
Advice for users with accounts on our Grant Tracker system

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

If you cannot log in, please contact the [awards team](#).

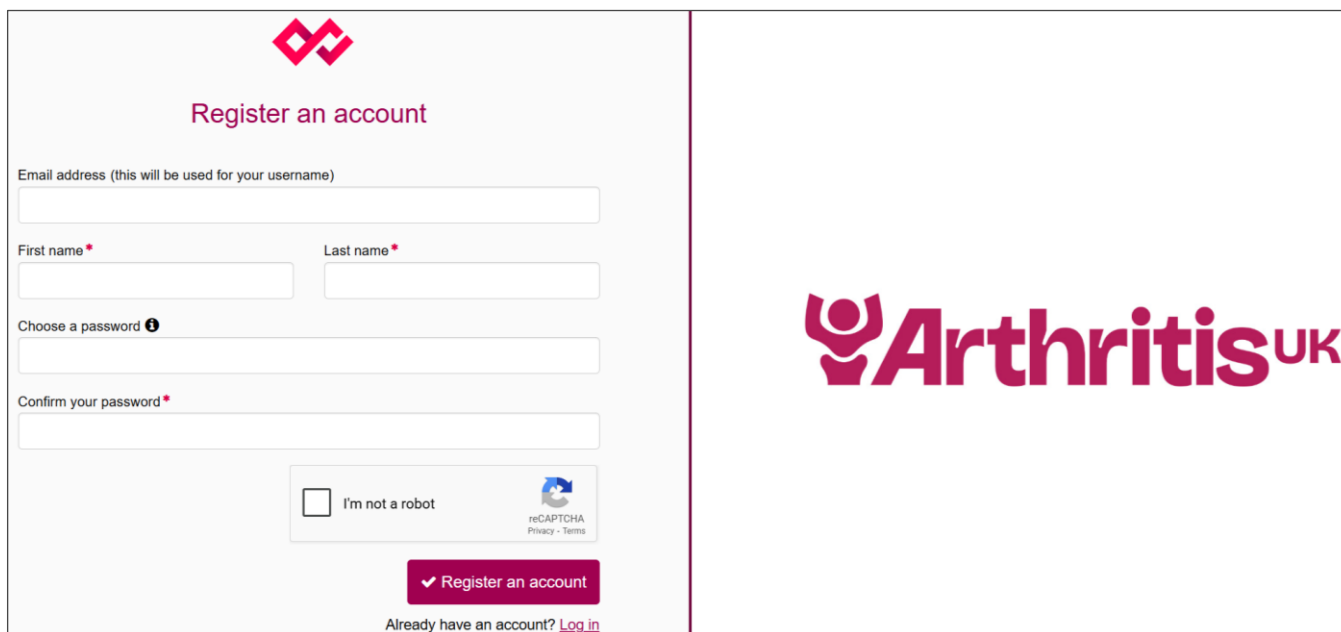
New users

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



The screenshot shows the login page for the External Portal. It features the Arthritis UK logo at the top center. Below the logo, the text "Welcome to External Portal" is displayed. There are two input fields: "Username*" and "Password*". The password field has a "Show password" link next to it. A red "Log in" button is positioned below the fields. At the bottom, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have an External Portal account? [Register now](#)". The page is powered by OmniStar.

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



The screenshot shows the registration page for the External Portal. It features the Arthritis UK logo at the top center. Below the logo, the text "Register an account" is displayed. There are four input fields: "Email address (this will be used for your username)", "First name*", and "Last name*". Below these is a "Choose a password" field with an information icon, and a "Confirm your password*" field. A reCAPTCHA widget is present, including a checkbox for "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A red "Register an account" button is at the bottom. A link "Already have an account? [Log in](#)" is located at the bottom right.

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 Awards Portal, you will see an error message:

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 [awards 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 [awards team](#).

The Awards Portal home page

Welcome to the External Portal online portal

Rounds

Career Development Fellowship

+ Apply now [Career Development Fellowship 2027](#)

+ Apply now My training form

+ Apply now Test Baseline round - JS

Early Detection and Targeted Treatments

+ Apply now Early Detection and Targeted Treatments 2026
● Closing 03/06/2027

Top 5 milestones due

There are no records to display.

Your activities

There are no activities yet.

Top 5 in progress applications

There are no records to display.

Top 5 applications

There are no records to display.

Top 5 projects

There are no records to display.

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

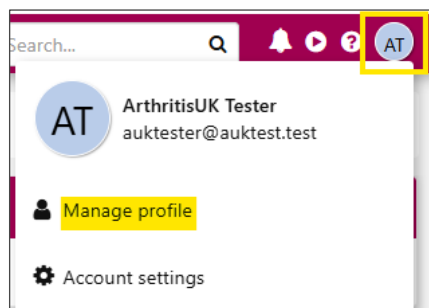
Click on **External Portal** on the page header at any time to return to the home page.

Arthritis UK External Portal Applications Projects

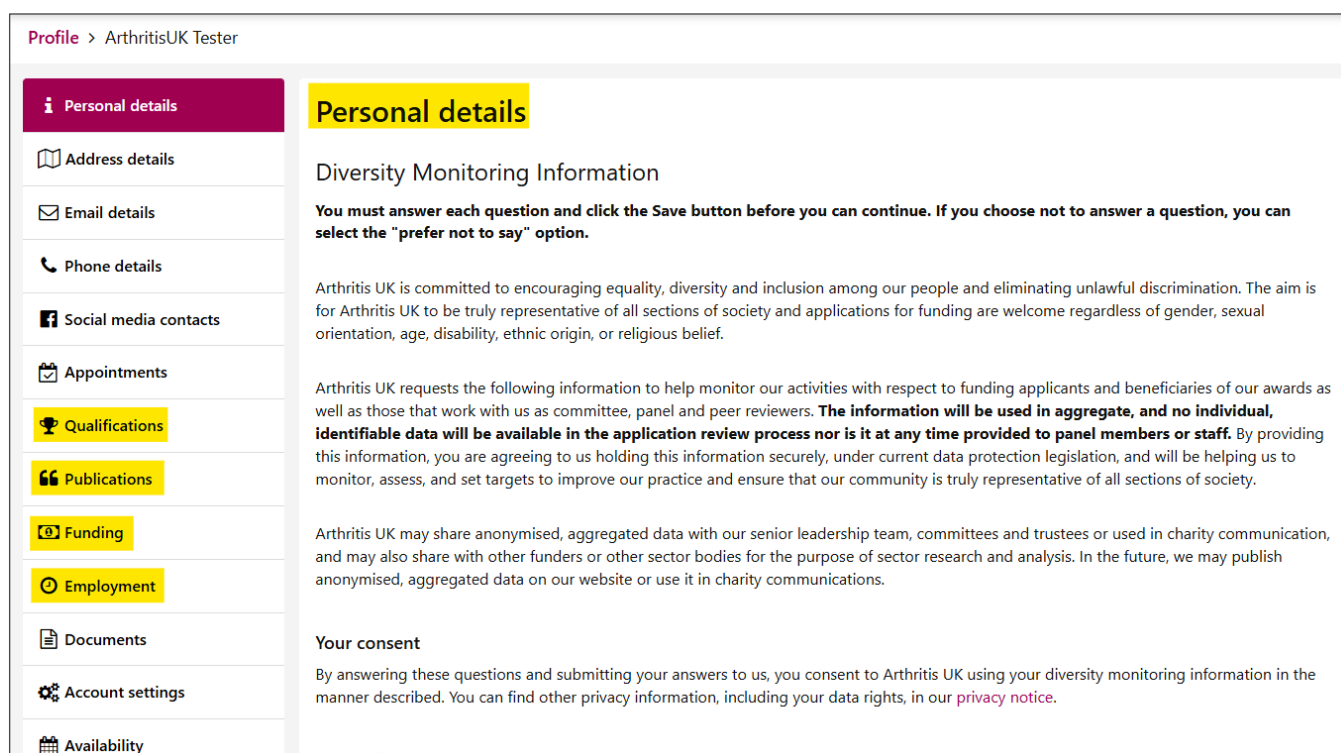
Manage profile

Before starting an application, you should update your information in your Awards 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.



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



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

Speciality: Enter your area of specialism (for researchers) or condition (for Research Partners).

Membership Reference/Professional Body: Enter up to 2 professional body memberships.

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
- Disability or long-term condition
- Ethnicity
- Gender identity
- Religion
- Sexual orientation

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

Qualifications

Enter your relevant qualifications here.

Qualification *			
<input type="text"/>			
Institution *		Department	
<input type="text"/>		<input type="text"/>	
City		Region	
<input type="text"/>		<input type="text"/>	
Country *			
<input type="text" value="United Kingdom"/>			
Start date *	End date	Expiry date	Year *
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="2026"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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 then this section will be automatically populated with your ORCID publication data.

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.

[+ Add new publication](#)

[Import from Europe PMC](#)

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

Publications

WORK TYPE	TITLE	URL	AUTHORS
<input type="checkbox"/> published erratum; correction	Correction: LPS responsiveness and neutrophil chemotaxis in vivo require PMN MMP-8 activity.	https://doi.org/10.1371/journal.pone.0339233	Tester AM, Cox JH, Connor AR, Starr AE, Dean RA, Puente XS, López-Otín C, Overall CM.
<input type="checkbox"/> report; journal article	Development and characterization of AD-214, an anti-CXCR4 i-body-Fc fusion for the treatment of idiopathic pulmonary fibrosis.	https://doi.org/10.1080/19420862.2025.2505090	Lynch JP, Organ L, Tomusange K, Kowalczyk L, Hartman DJ, Tester A, Hosking C, Foley M.
<input type="checkbox"/> journal article	Profiling the extracellular vesicles of two human placenta-derived mesenchymal stromal cell populations.	https://doi.org/10.1016/j.yexcr.2024.114387	Khanabdali R, Shojaee M, Johnson J, Law SQK, Lim MBL, James PF, Tester A, Kalionis B.
	AD-214 anti CXCR4 i-		Lynch JP, Organ L, Tomusange K.

[✓ Save selected](#) [✗ Cancel](#)

Enter publications manually

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

Title*			
<input type="text"/>			
Type*	Grant number*	Agency*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Location*			
<input type="text"/>			
Start*	End	Amount	Currency code
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

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.

Title *	
<input type="text"/>	
Institution *	Department *
<input type="text"/>	<input type="text"/>
City *	Region *
<input type="text"/>	<input type="text"/>
Country *	
<input type="text" value="United Kingdom"/>	
Start date *	End date
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Click **Add new 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 Arthritis UK Awards Portal.

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

Account settings

You can manage your profile on this page.

<h3>Change username</h3> <p>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.</p> <p>Change username</p>	<h3>Change password</h3> <p>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.</p> <p>Change password</p>	<h3>Manage multifactor authentication</h3> <p>Multifactor authentication provides additional security for your account over using a password alone.</p> <div> <p>Authenticator app</p> <p>✖ Disabled</p> <p>Enable multifactor authentication</p> </div>
<h3>Delete account</h3> <p>You can delete your account by using the 'Delete account' button below.</p> <p>Delete account</p>	<h3>Change date and time settings</h3> <p>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.</p> <p>Change date and time settings</p>	

Create an application

Rounds currently open for applications are shown on the left-hand side of the Awards Portal home page.

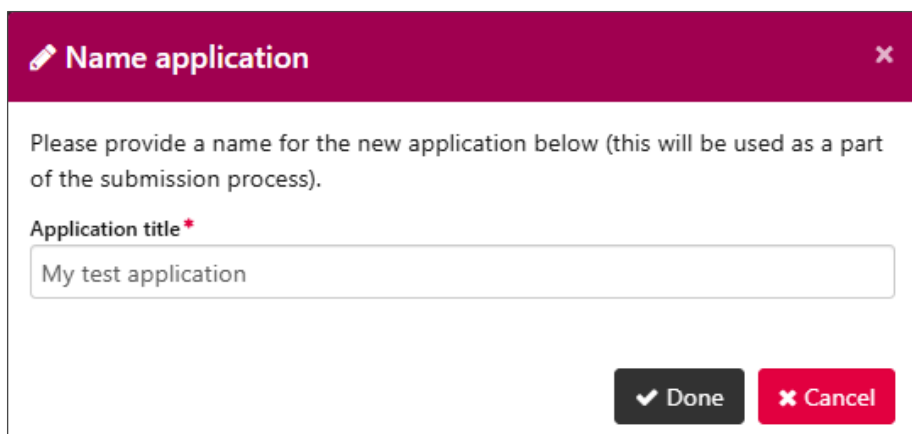
Guidance document

The guidance document for a round can be downloaded by clicking the round name link text:

Career Development Fellowship	
+ Apply now	Career Development Fellowship 2027
+ Apply now	My training form

Once you have downloaded the guidance document, click **Apply now** to create an application.

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




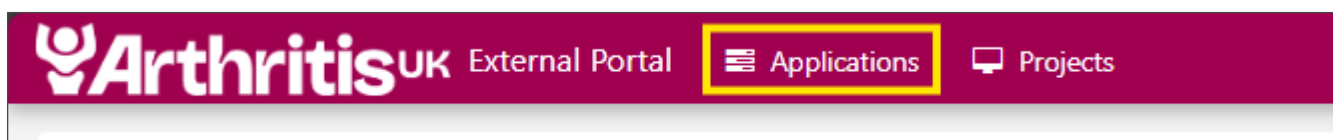
Name application ✕

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

Application title *

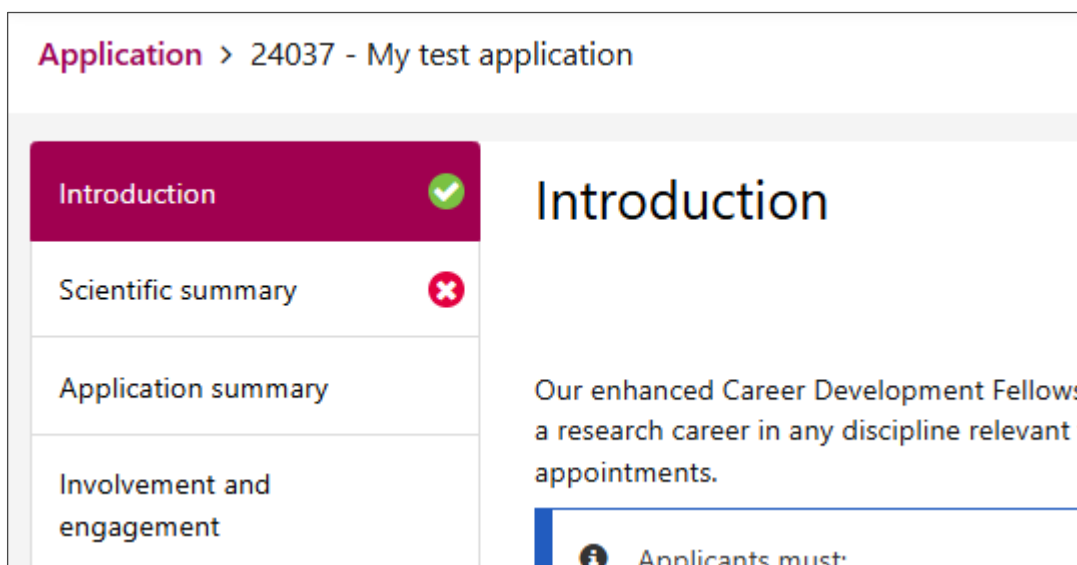
✓ Done ✕ Cancel

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.



The application form

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



Application > 24037 - My test application

Introduction ✓	<h2>Introduction</h2> <p>Our enhanced Career Development Fellows a research career in any discipline relevant to appointments.</p> <p>Applicants must:</p>
Scientific summary ✕	
Application summary	
Involvement and engagement	

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

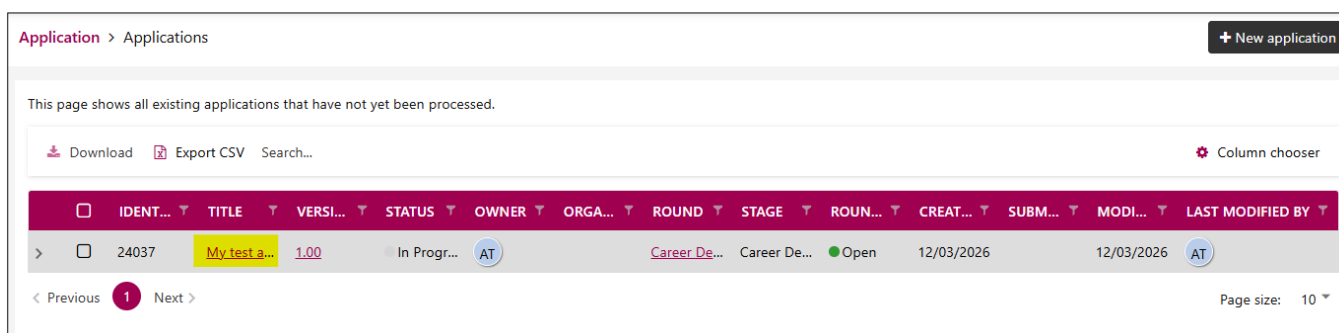
Remember to click **Save** at the top right of the form before moving off a page to avoid the risk of losing data.

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.



Print or view the form

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

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.

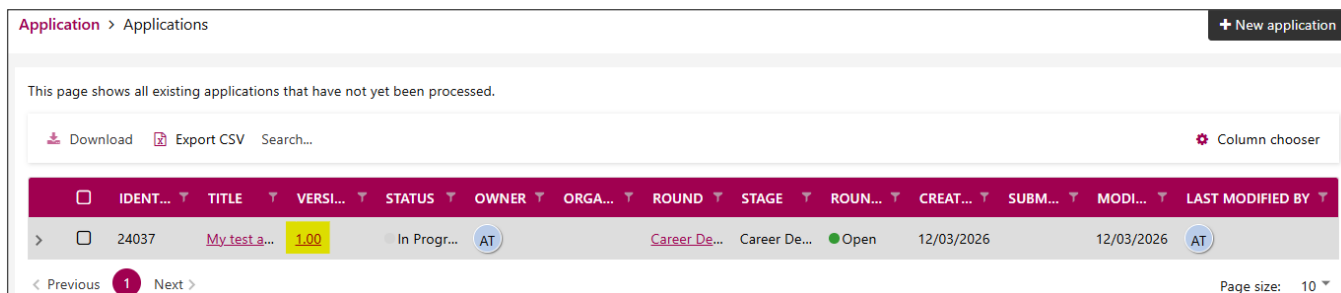
When you see this icon you will only be able to open the form in **read-only mode**.

Hovering over the edit icon will show you which user has the form open.

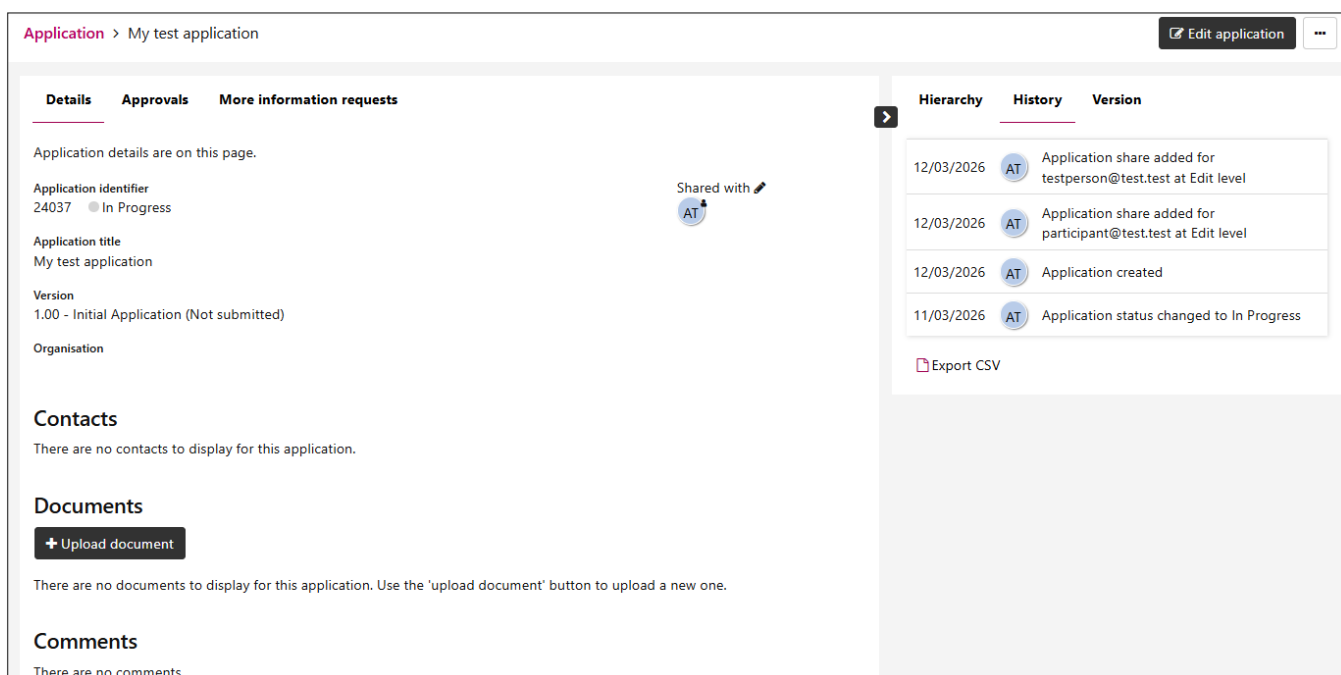


Application details

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.



Add participants and signatories to an application

If you are the lead applicant, you are responsible for inviting others to participate in your application.

Participants (co-applicants, lay co-applicants, sponsors, PhD co-supervisors)

Click **Other roles in the application** section, select the appropriate roles. This will add new section/s.

Signatories (finance officer, head of department)

Click **Signatories** section.

Add a participant or signatory

In the **Search Name** box in the relevant section, enter the email address of the participant or signatory. If they are already on our Awards Portal, their name will be available to select from a

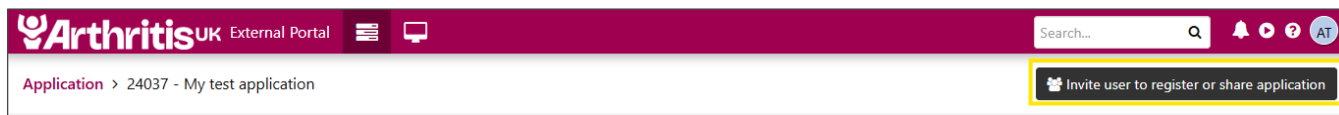
dropdown menu. Click **Confirm contact** – this will generate an automatic message to notify them.



Search Name *

Test Participant (participant@test.test) Confirm contact

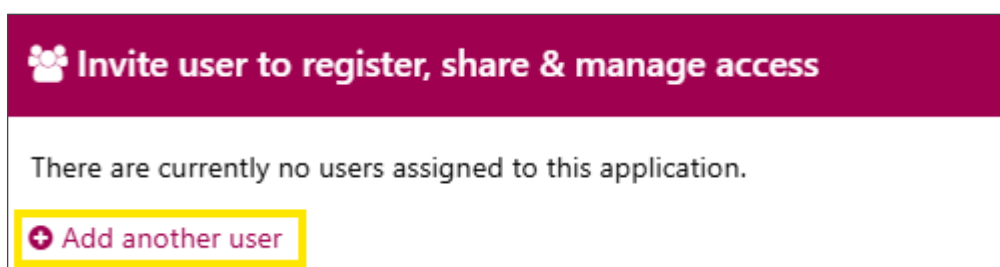
If the participant or signatory is not already on the Awards Portal, click the **Invite user to register or share application** button at the top of the screen.



ArthritisUK External Portal Search... AT

Application > 24037 - My test application Invite user to register or share application

Click **Add another user**.

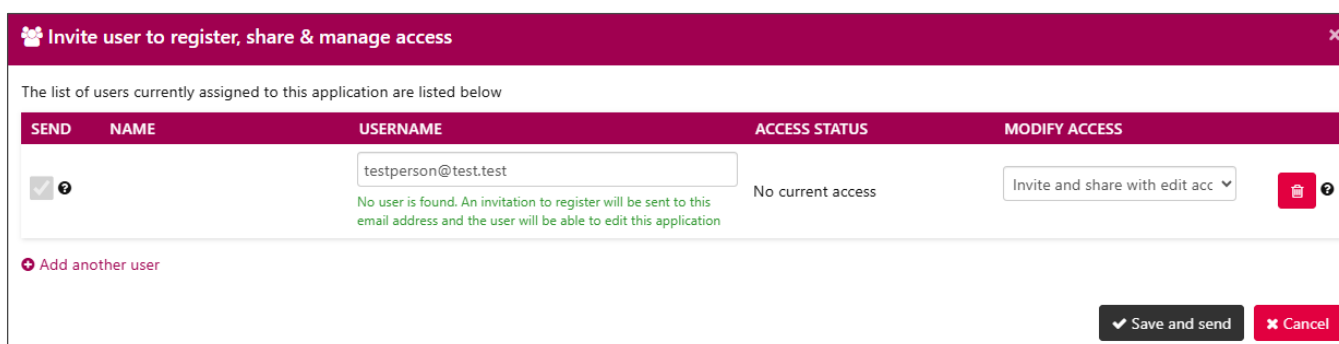


Invite user to register, share & manage access

There are currently no users assigned to this application.

Add another user

Enter the user's email address.



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
<input checked="" type="checkbox"/>		testperson@test.test <small>No user is found. An invitation to register will be sent to this email address and the user will be able to edit this application</small>	No current access	Invite and share with edit acc

Add another user

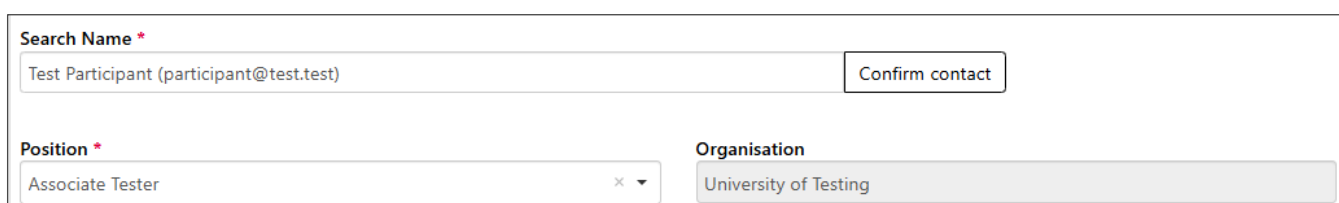
Save and send Cancel

If the participant or signatory is not on the system, an email will be sent inviting them to register. Select **Invite and share with edit access**.

Click **Save and send**.

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

Once you have added the participant or signatory and confirmed the contact, select their **Position** from the dropdown menu. If present, this will auto-populate their organisation as well.



Search Name *

Test Participant (participant@test.test) Confirm contact

Position * Associate Tester x

Organisation University of Testing

Organisation, Department, Position, Profession

Please note that a user's Organisation, Department, Position and Profession can only be edited by Arthritis UK staff at present. **If these details need adding or amending for any of the participants (including lead applicant)**, please email details to the Awards office at awards@arthritis-uk.org and request an update.

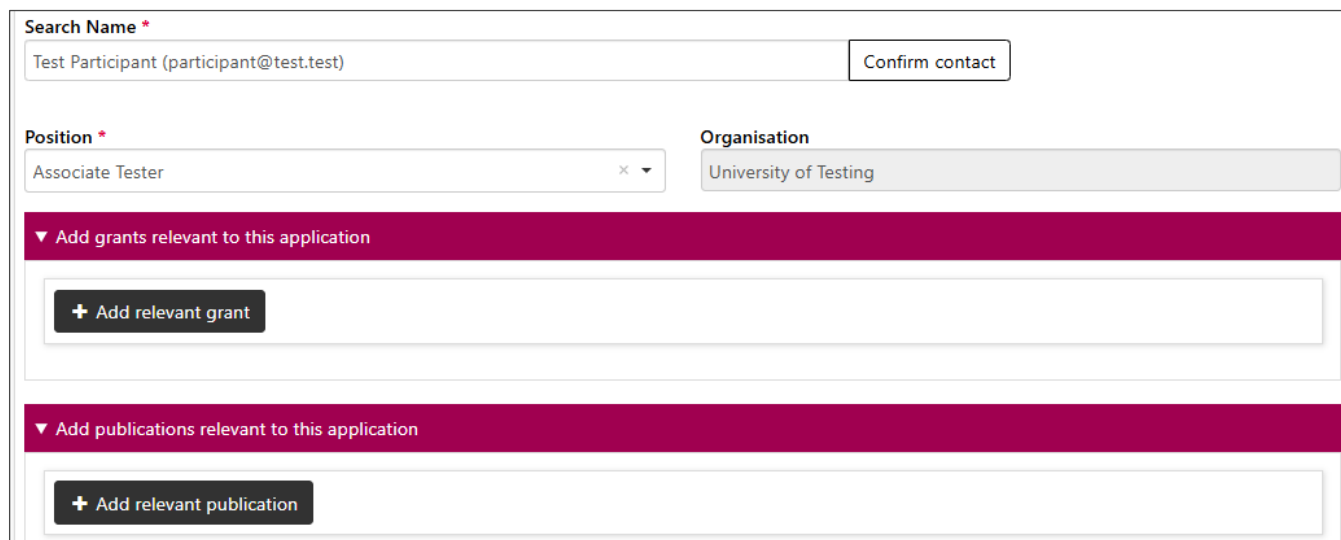
Further actions for participants (not signatories)

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 Awards Portal profile.

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

Add relevant grants and publications to the application form

Participants may choose a maximum of ten grants and ten publications from their profile that are most relevant to the application.



The screenshot shows a user profile page with the following elements:

- Search Name ***: A text input field containing "Test Participant (participant@test.test)" and a "Confirm contact" button.
- Position ***: A dropdown menu showing "Associate Tester".
- Organisation**: A text input field containing "University of Testing".
- ▼ Add grants relevant to this application**: A section header with a dark red background.
- + Add relevant grant**: A button to add a grant.
- ▼ Add publications relevant to this application**: A section header with a dark red background.
- + Add relevant publication**: A button to add a publication.

To add a grant

- On the participant page, for the relevant participant, click **Add grants relevant to this application** to expand the section.
- Click **Add relevant grant**.
- Click on the **Grant** dropdown and select the required grant. The other fields will populate automatically.
- Continue to click **Add relevant grant** to add further grants up to a maximum of ten.

To add a publication

- On the participant page, for the relevant participant, click **Add publications relevant to this application** to expand the section.
- Click **Add relevant publication**.

- Click on the **Publication** dropdown and select the required publication. The other fields will populate automatically.
- Continue to click **Add relevant publication** to add further publications up to a maximum of ten.


Add collaborators or mentors

Click **Other roles in the application** section and tick **Collaborators** and/or **Mentors** as required. This will add new section/s.

Enter **Name**, **Organisation** and **Role in this research**.

Upload a letter of support.

Click the **Add** button to add further individuals as needed.

Name *	Organisation *	Role in this research *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Letter of support *			
<div style="border: 1px dashed gray; padding: 5px; text-align: center;">Drop files to attach, or browse</div>			
<small>Maximum attachment size is 10 MB (megabytes)</small>			
<input type="button" value="+ Add Collaborator"/>			