

Grant Tracker account guidance

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Registration

You need to be registered with Arthritis UK Grant Tracker (GT) to apply or participate in an application unless you are a Collaborator.

To create an account, click **Register** and enter your details.

Once you have completed registration and accepted our Terms and Conditions, a login link 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 previously registered your details on the system, you will be prompted that an account already exists for the email address you have provided.

Registering or logging in as a signatory

A signatory is someone who has been nominated by the lead applicant on an application form.


If you have been asked to be a signatory, you will receive an email from the system inviting you to access Arthritis UK Grant Tracker; it is necessary to accept to proceed. If you have not used the system previously, you will also receive an email asking you to register. You do not have to provide CV details.

Forgotten passwords and locked accounts

If you have forgotten your password or have a locked account click on the [Forgot Password?](#) option on the login page, a password reset link will be sent to you by email.

If this does not solve the problem, please contact the [awards team](#).

The Home page



Professor VA Tester
vatester@vatest.org

Awards Management System

Professor VA Tester

Home

My Applications

My Co-applications

My Grants

My Research Outputs

My Approvals

My Review Responses

My Reviews

Monitored Grants

Manage My Details

Contact Us

Logout

System Help

BEFORE STARTING A NEW APPLICATION

Complete the **Basic Information** and **Update CV** sections by clicking on [Manage My Details](#). This information is used to pre-populate details in new applications you make.

Import your publications from Europe PMC by clicking on [My Research Outputs](#).

For more information see [GT user guide](#).

HOW TO APPLY

Scroll down and click the link under **New Grant Application**.

PPIE HUB

We now have a PPIE Hub on our website to assist researchers with their PPIE work, which is essential for our funding calls.

[Click here to visit our PPIE Hub](#).

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

Manage My Details

Before starting an application, you should complete the **Basic Information** and **Update CV** sections by clicking on **Manage My Details**. This information is used to pre-populate details in new applications you make. You can also change your password or contact email address here.

Professor VA Tester

Home

My Applications

My Co-applications

My Grants

My Research Outputs

My Review Responses

My Reviews

Manage: VA Tester

My Details

Manage My Details

This section allows you to maintain your personal information.

In [Basic Information](#) you can update personal details such as your name, address and telephone number.

In [Update CV](#) you can edit your CV (last updated) any changes you make will be shown in your applications.

In [Change Email](#) you can change the email address that we use to contact you (this will also change the address that you use to login).

In [Change Password](#) you can change the password that you use to login.

My Reviews

If you are a reviewer, it is also where you can participate in the review process. **My reviews** only appear on the left-hand menu once an application has been allocated to you for review.

My Research Outputs

To add your research outputs to this page, you can either:

- Import them from EuropePMC, or
- add them manually.

Importing from EuropePMC

1. Click **My Research Outputs** on the left-hand menu and then click **Import**.
2. Click **Select Records**.

The screenshot shows the 'Select Source' step of the import process. On the left is a sidebar menu with 'My Research Outputs' selected. The main area has a progress bar with 'Select Source', 'Select Records', and 'Complete Import'. Below the progress bar, it says 'Please select an import source.' with a dropdown menu set to 'Europe PMC' and a yellow 'Select Records >>' button.

3. Enter your search criteria into one or more fields.

You do not have to complete every field. In this example, we have used “arthritis” as a key word in the title field.

4. Click **Search** to display results.
5. **Tick** the items you wish to import, then click **Complete Import**.

The screenshot shows the 'Select Records' step. The sidebar menu is the same. The main area has a progress bar with 'Select Source', 'Select Records', and 'Complete Import'. It prompts the user to enter search parameters. The search results table is as follows:

Source ID	Title	Published Date
<input type="checkbox"/> PPR512632	The Stat3 inhibitor F0648-0027 is a potential therapeutic against rheumatoid arthritis	01/07/2022
<input checked="" type="checkbox"/> PPR510672	Relevance of circulating Semaphorin 4A for rheumatoid arthritis progression and response to treatment	27/06/2022
<input type="checkbox"/> PPR509687	Structural stability of Human serum albumin is modified in rheumatoid arthritis	23/06/2022
<input checked="" type="checkbox"/> PPR506859	Validation of grip strength as a measure of frailty in rheumatoid arthritis	15/06/2022
<input type="checkbox"/> PPR506782	The Relationships of Kinesiophobia and Physical Function and Physical Activity Level in Juvenile Idiopathic Arthritis	16/06/2022
<input type="checkbox"/> PPR503171	Specialty pharmacy disease screening and routine assessments for patients with rheumatoid arthritis and psoriasis	06/06/2022
<input type="checkbox"/> PPR501758	Metabolic profiling of rheumatoid arthritis neutrophils reveals altered energy metabolism that is not affected by JAK inhibition	31/05/2022
<input type="checkbox"/> PPR501646	Quercetin compound effect on a horse with chronic shoulder arthritis	01/06/2022
<input type="checkbox"/> PPR501463	Clinical features and surgical management of tuberculous arthritis of the sacroiliac joint: a retrospective analysis of 33 patients	02/06/2022
<input type="checkbox"/> PPR500778	Fatigue may be an early indicator of disease in Chinese patients with early rheumatoid arthritis	01/06/2022

At the bottom, it says 'Showing 1 to 10 of 1,000 entries' and has a 'Complete Import >>' button.

6. The next screen displays the items you have selected. Check these are correct.
7. Click the **Import** button.

Dr VA Tester
Home
My Applications
My Co-applications
My Grants
My Research Outputs
Search
Import
My Review Responses
My Reviews
Manage My Details

Select Source

Select Records

Complete Import

The following records will be imported:

Show entries

Search:

Source ID	Title	Published Date
PPR510672	Relevance of circulating Semaphorin 4A for rheumatoid arthritis progression and response to treatment	27/06/2022
PPR506859	Validation of grip strength as a measure of frailty in rheumatoid arthritis	15/06/2022

Showing 1 to 2 of 2 entries

Previous Next

<< Select Records

8. A dialogue box appears to confirm the import.

Import Complete

The import process has completed.

Do you want to perform another import?

9. Click **Yes** to import more items, or **No** to finish.

Adding a new output manually

1. Click **My Research Outputs** and then **Search** on the left-hand menu.
2. Click **New**.

Dr VA Tester
Home
My Applications
My Co-applications
My Grants
My Research Outputs
Search
Import
My Review Responses
My Reviews
Manage My Details
Contact Us
Logout

Research Outputs Search

Outputs already entered or imported are displayed below.

To import new outputs from an external source, click Import in the side menu.

To add a new output manually, click the New button below.

Search

Export

External Source

(Any)

Title

Publication Date

dd/mm/yyyy

Last Updated Date

dd/mm/yyyy

Search

Clear

New

Refresh

<input type="checkbox"/>	External Source	Title	Publication Date	Last Updated Date	
<input type="checkbox"/>	Europe PMC	A model to determine the cost-effectiveness of screening psoriasis patients for psoriatic arthritis.	15/11/2019	17/11/2019	
<input type="checkbox"/>	Europe PMC	An overview of autoantibodies in rheumatoid arthritis.	03/01/2020	09/01/2020	

3. Enter the publication title and other details as required. Click **Save**.

Dr VA Tester
Home
My Applications
My Co-applications
My Grants
My Research Outputs
Search
Import
My Review Responses
My Reviews
Manage My Details
Contact Us
Logout

Title

New publication

Description

Date of Publication

01/06/2022

Impact Factor

Comments

Please add any relevant information such as the publication status of this paper and whether there any press releases planned or an associated embargo period.

Save

Cancel

This takes you to the **Detail** screen. You now have the option to add further information using the links in the side menu.

The key sections to complete are **Journals** and **People** (authors).

New publication	Created By Dr VA Tester
Detail	Created On 04 July 2022
Edit	Last Updated On 04 July 2022
Citations	
Identifiers	
Grants	
Journals	
Keywords	
People	
Public Sources	
Assign Grant Contacts	
Import	
My Review Responses	
My Reviews	
Manage My Details	
Contact Us	

Journal Details					
Output Journals ---					
Contacts					
Contacts	Owner	Contact	Organisation	Created By	Created On
	Yes	Dr VA Tester	Versus Arthritis	Dr VA Tester	04/07/2022
Grants					
Grants ---					
People					
People ---					

Adding Journals to a manually entered output

1. Click **Journals** on the left-hand menu.
2. On the Journals screen, click **add journal**.
3. Begin typing in the Title box to search for journals.

Journal Details...

Title:

arthritis & rheumatology

Issue:

Arthritis & rheumatology (Hoboken, N.J.)

Volume:

Arthritis and rheumatism



Date Of Publication:

Arthritis care & research

Save

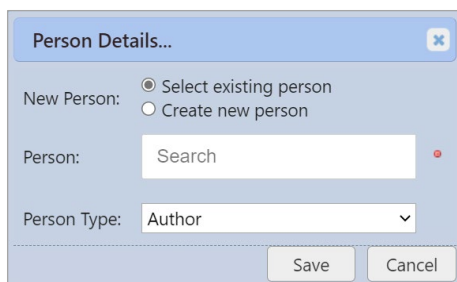
Cancel

4. Select the required title or add a new one if not listed.
5. Add issue, volume and date as required.
6. Click **Save**. The journal is now listed on the Journals screen. Add more journals as required.

Show 10 entries	Search: <input type="text"/>			
Title	Issue	Volume	Date of Publication	
Seminars in arthritis and rheumatism	6	3	July 2022	 
Showing 1 to 1 of 1 entries				
add journal			Previous	1 Next

Adding People to a manually entered output

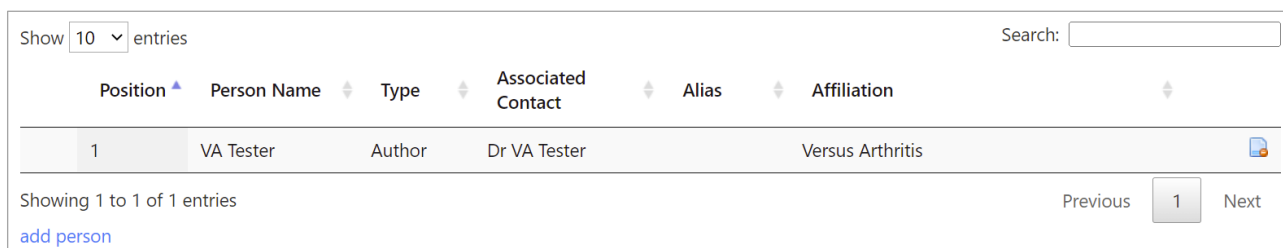
1. Click **People** on the left-hand menu.
2. On the People screen, click **add person**.



A dialog box titled "Person Details..." with a close button (X) in the top right corner. It contains the following fields and options:

- New Person:** Two radio buttons: "Select existing person" (selected) and "Create new person".
- Person:** A text input field with the placeholder text "Search".
- Person Type:** A dropdown menu currently showing "Author".
- At the bottom, there are "Save" and "Cancel" buttons.

3. Search to select an existing person.
4. If not listed, create a new one.
5. Click **Save**.
6. The author is now listed on the People screen. Add more authors as required.



A screenshot of the "People" screen. At the top, there is a "Show 10 entries" dropdown and a "Search:" input field. Below this is a table with the following columns: Position, Person Name, Type, Associated Contact, Alias, and Affiliation. The table contains one entry:

Position	Person Name	Type	Associated Contact	Alias	Affiliation
1	VA Tester	Author	Dr VA Tester		Versus Arthritis

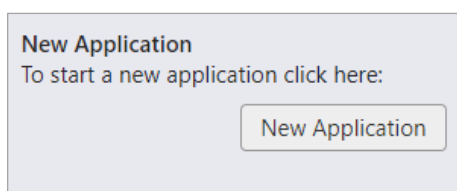
Below the table, it says "Showing 1 to 1 of 1 entries" and "add person" (a blue link). On the right, there are "Previous", "1" (a button), and "Next" buttons.

Creating and submitting an application

- The Lead Applicant must be the one who creates the application, but it may be jointly completed by the Lead Applicant and co-applicants.
- If a co-applicant is added in an application, GT will automatically email them to invite their participation. Co-applicants/co-supervisors can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
- Applicants and co-applicants/co-supervisors manage their CVs in **My Details**. The CVs are automatically included in application submission.
- When the application form is complete it must be validated prior to submission. This is an opportunity for the Lead Applicant to check the contents of the application and edit as required.
- Signatories must be selected as part of the application. Their approval is necessary to allow the application to be submitted.
- When the application 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 Lead Applicant may follow the progress of the approval process on the grant summary page.
- When the application has been approved by all the signatories a confirmation email is sent to the Lead Applicant.






Creating an application

1. Go to the Home page, click **here** under New Grant Application or,



2. You can also create an application by clicking on **My Applications** in the side menu and click **New Application**.
3. Click on **Apply** to the right of the funding round you wish to apply for.

Completing an application

The application form	The sections of the application form are listed on the left-hand menu. To submit the application all mandatory questions (marked with ) must be completed.
Moving through the application	To move through the form use the Previous and Next buttons or the menu on the left-hand side. Any of these buttons also save your input.
Editing	You can save and return to the application form as often as you like <ol style="list-style-type: none">1. Click on My Applications on the left-hand menu.2. Click on the application title or  to the right to of the application.
Section indicators	 Not yet started  Complete  Incomplete
Multiple users	The system will warn you if your co-applicants are accessing the same page as you. However, you may override this warning by clicking continue.

Managing applications

On the **Home** page, select **My Applications**. Once you have opened an application, you will see a summary of the application on the **Details** page.

Example **Details** page of an application:

Professor VA Tester	Lead Applicant	Professor VA Tester	Role: Lead Applicant Actions shown below are for your involvement as a Lead Applicant
Home	Title	Application for Versus Arthritis funding	
My Applications	Reference	13259	
Scheme name Ref: 13259	Status	Pre-Submission	
Details	Total Requested	£0.00	
View History	Organisation		Edit the application Please click on the 'Edit' button if you wish to make any changes to your application. <div>Edit</div>
Journal (0)	Grant Type	Scheme name	
Sign-off Status	Funding Round	Round name	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? <div>View/Print</div>
My Co-applications	Closing Date	04 October 2023 at 16:00 BST	
My Grants	Participants	<u>Co Applicant</u> Professor Symplectic Tester Confirmed participation No Submission approval status Approval required	Validate the application To validate the application click 'Validate' and then 'Validate Form' within the application form. <div>Validate</div>
My Research Outputs	Created On	16 August 2022	
My Review Responses	Last Updated	16 August 2022	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. <div>Submit</div>
My Reviews	Validated	Not Complete	
Manage My Details	Applicant Submitted		Delete the application If you are sure you wish to delete the application form, please click on the 'Delete' button. Please note: once an application has been deleted it cannot be recovered. <div>Delete</div>
Contact Us	Submitted On		
Logout			
System Help			

On the right there is a list of possible actions:

- **Edit** the application form.
- **View/print** the application form (PDF). This creates a form with your latest edits, which you can view or print. The watermark is cleared after a successful submission.
- **Validate** your application before submission to check you have completed all sections.
- **Submit** your application form for approval. This button is enabled after successful validation (you will not be able to edit the form once submitted).
- **Delete** is a final action; once the application is deleted it cannot be recovered.

On the left-hand menu, there are three **information** sections:

- **View History** - Shows the changes made to the application form, which can be useful for reviewing changes made by participating applicants (e.g. collaborators).
- **Journal** - This is a notepad function allowing participating applicants to leave messages and/or attachments (PDF) for each other. These will not be included in the submitted application form.
- **Sign-off Status** - This section shows the progress of the sign-off process by each of the nominated approvers.

All applications are listed in **My Applications**. The status will be one of the following:

Pre-submission	You are yet to submit the application for approval; you can edit the form.
Awaiting Signatory Approval	You have submitted your application for approval (you are unable to edit the form at this stage).

Modifying	A signatory has rejected your application and requested that you make modifications.
Returned	Your application has been returned to you for modification.
Submitted	Your application has been approved and submitted to Arthritis UK.
Decision Made	Your application has been reviewed and a decision has been made by Arthritis UK.

Adding participants and signatories to an application

Adding participants

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

1. Click **Other roles in the application** section, select the appropriate roles. This will add new section/s.
2. Click on the appropriate section and click **Add**, search for and select the participant.
3. If the participant cannot be found, Click **Add Person**, enter their name forename, surname and email address and click **Add Contact**.
4. Tick **Confirm** and click **Send The Invitation**.

Co Applicant

Subject: Versus Arthritis - added as Co Applicant on award application

Message:

Dear Professor Tester

Dame Jackie Stevens has added you as a Co Applicant on application 13238: "".

Please confirm whether you are willing to participate in this capacity by visiting <https://aruk-test.ccgranttracker.com/details.aspx?id=f736ba8a-f48d-463e-b373-ae5012502dd&typeid=e508875c-37b7-4c58-af54-3561696c3013> where you will be asked to confirm and approve your participation.

After confirming your participation:

1. Ensure that your CV is up to date in **Manage My Details** in your Grant Tracker

☒ Confirm that you wish to include this Co Applicant

Send The Invitation

Cancel

All must register with Arthritis UK Grant Tracker. They will be notified by email of your request and must accept their role before accessing the application. Co-applicants and co-supervisors will need to update their CV details if prompted and complete the relevant participant section of the application form.

Adding collaborators

1. Click **Other roles in the application** section, check **Collaborators**. This will add new section/s.
2. Click **Collaborators** section and click **Add**, complete all fields and click **Save**.

Adding signatories


1. Click **Signatories** section, click the appropriate role.

2. Search for the signatory who currently exist in the system, select the required participant.
3. If the participant cannot be found, Click **Add Person**, enter their name forename, surname and email address and click **Add Contact**.
4. Check **Confirm** and click **Send The Invitation**.

Participant and signatory confirmation


Participant confirmation

The lead applicant is responsible for inviting all participants. The participant will be invited by email, to confirm the invitation. The participant will only be able to access the form once they have confirmed their participation.

1. Click on **My Co-applications** on the left-hand menu.
2. Click on the **Title** or  in the right of the application details row.
3. Click either **Confirm** or **Reject**.
4. Click **Yes** or **No** to confirm or reject.


Signatory confirmation

The lead applicant is responsible for inviting signatories. The signatories will be invited by email, to confirm the invitation.

1. Click on **My Approvals** on the left-hand menu.
2. Click on the **Status** link or  in the right of the application details row.
3. Click either **Confirm Participation** or **Reject Participation**.
4. Click **Yes** or **No** to confirm or reject.

Submitting an application

When the form is complete, the lead applicant must **validate** it before submission. Validation provides a links to incomplete sections.


1. Go to the **Validation summary** section of the application, complete all steps, if all sections have  click **Save and Close**.
2. Click **Submit**, you will be prompted to submit click **Yes**. The following dialog will appear, add a message (this is not mandatory)

3. Click **Send** and then **OK** at the Thank you dialog.

Participant and signatory approval

Participant approval


Before the lead applicant can submit the application, all participants must first to approve the application.

1. Click on **My Co-applications** on the left-hand menu.
2. Click on the [Title](#) or  in the right of the application details row.
3. Click **Approve**.
4. Click **OK** to acknowledge the approval dialog.

Signatory approval

Once the lead applicant has submitted the application you need to approve the application.

The signatory approval is a two staged process, the Finance Officer must approve first, this will then allow the Department Head to approve the application.

1. Click on **My Approvals** on the left-hand menu.
2. Click on the [Status](#) link or  in the right of the application details row.
3. Click either **Approve** or **Reject**.
4. Click **OK** to acknowledge the grant submission dialog.

After a deadline has passed

If an application has been submitted but you have neither approved nor rejected it by the deadline, you will not be able to approve it.

Review process

Following the closing date of the grant round, submitted and approved applications for that round will be peer reviewed to decide their suitability for funding

Responding to invitation to review

If you are invited to review an application, you will receive your invitation by email, this will contain a link which will take you to your Grant Tracker account.

1. Click on **My Reviews** and then **Review Invites** on the left-hand menu.
2. Click on either the [Reference](#) or [Title](#) link in the invite details row.
3. Click **Show** to read the project synopsis.
4. Click either **Accept**, **Tentative / Maybe** or **Decline**.
5. Complete the **Reason** box
6. Click **Submit** to register your response.

If you accept an invitation to review an application, details will be sent by email.

Reviewing an application

As a reviewer, you will be asked to examine the application in detail, and give your assessment of the application's potential, you may also be asked to provide feedback and give a recommendation. The review forms will vary depending on the call.

1. Click on **My Reviews** on the left-hand menu. Your reviews will be listed.
2. Click on the [Review](#) link in the of the review details row. This will take you into the review.

Conflict of interest

Please give your comments for this application. The application can be viewed by clicking the 'Application Documents' links below.

Round Name

Priorities: Accelerating diagnosis and treatment 2023

Applicant

Dame Jackie Stevens

Title

Priorities 2023 JS

Reference

22343

Contracting Institution

Abbey Medical Centre

Review Required By

09/01/2023

Application Documents

[ApplicationForm](#) (pdf, 0.16MB)

To Download all of the above files in a single ZIP file click.... [here](#)

Conflict of interest

Review comments

Assessment scores

Validation summary

In relation to this application do you have any conflicts of interest? If yes, please state what these are:

[Click here to view our management of interest policy.](#)

☐ Yes

☐ No

Submit Form

Save And Print

Save And Validate

Save And Close

Previous

Next

3. The application can be viewed by clicking the [ApplicationForm](#) link.

4. To move through the form you can either click on the tabs or use the **Previous** and **Next** buttons. Any of these buttons also save your input.
5. Complete all sections, to submit the form all mandatory questions (marked with •) must be completed.
6. Click on the **Validation summary** tab.
7. Click **Save and Validate**.
8. Click **Submit Form**.

Panel meetings

If you are invited to take part in a panel meeting, you may be asked to review specific applications. The panel meeting formats will vary depending on the call.

We are now running our meetings and view all applications online via an online meeting in the Meeting Review Workspace (MRW).

How to view meeting documents online

You can access the MRW prior to the meeting to view all applications and relevant reviews.

1. Click on **My Reviews** on the left-hand menu.
2. Click on the [Click here](#) link to the right of Panel meetings.
3. Click on the meeting that you are attending.
4. This will take you into the meeting review workspace.

Panel meeting training ▼

Items List

☐ Hide already submitted applications
 ☐ Highlight items with updates




Save Validate

Download all 3 Packs

Search

RO▲	Details	Score	Documents	View Documents
1	23269 Heep King's College London Grant - Application Training application 1		Download Download	View
2	23270 Nickleby Children's Chronic Arthritis Association Grant - Application Training application 2		Download Download	View
3	23271 Dodger Basildon Hospital Grant - Application Training application 3		Download Download	View

Back

- The **Applications** are listed: grant reference, lead applicants surname, organisation and the application title.
- Clicking on the first **Document** button  will download the full application form.
- Clicking on the **View** button  and select the **Supporting Information** tab will allow you to view the full application on screen.
- When you have finished reading an application click on the **Close** button  to be returned to the application list.

23269 Heep King's College London
Grant - Application
Training application 1; Panel meeting training

Supporting Information

Application PDF

Attachments

1 Ms Nell Trent
(Panel Review - Technical)

2 Assistant Professor Jacob Marley
(Panel Review - Technical)

3 Captain Bob Cratchit
(Panel Review - Research Partner)

4 Dr David Copperfield
(Panel Review - Research Partner)

Review Responses

ArthritisUK

Panel meeting training

Application form

CONFIDENTIAL




Summary

Application title	Training application 1
Award reference	23269
Lead applicant	Dr Uriah Heep
Organisation	King's College London
Duration (months)	12
Total amount requested	.00

How to score using the response form

Once the meeting begins applications will be discussed in the normal way, a member of VA will unlock each application to allow the panel to score/make recommendations.

1. The **View** button  is replaced by the **Edit** button .



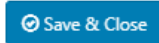

RO▲	Details	Documents	Response
1	22505 Tester Bethesda Medical Centre Grant - Application Test CDF	 	


2. Click the **Edit** button, the score form will appear, this will be slightly different for each meeting, but they work in the same way.

Recommendation

Please select Yes to recommend inviting to full application, or No to reject. Click Submit when finished.




(Select) ▼

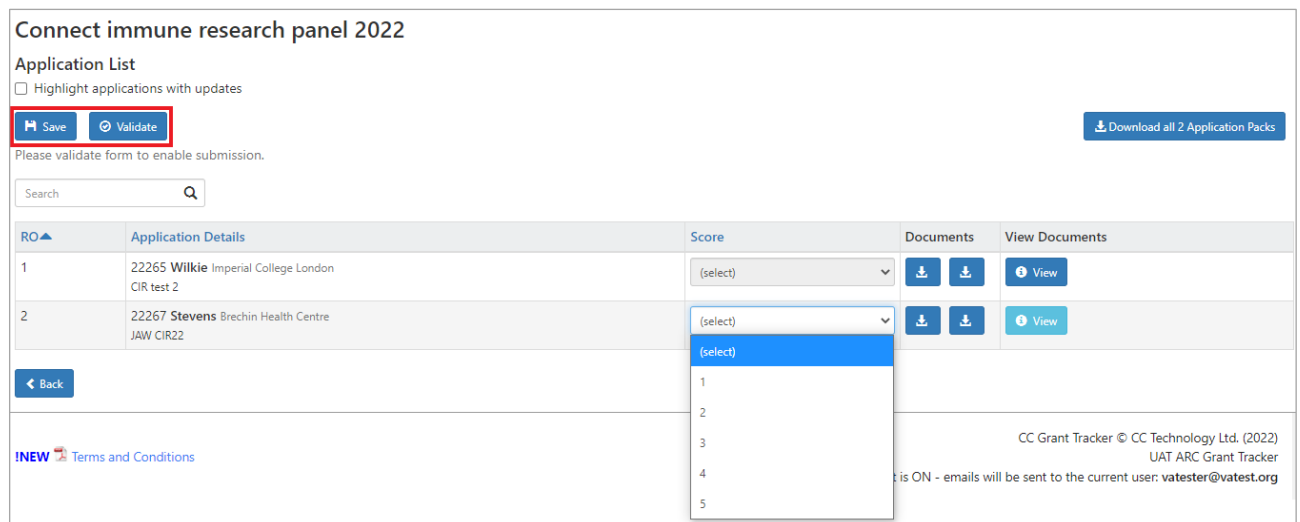
   

3. Select your score(s) and/or recommendations
4. Click the **Submit** button.
5. Once successfully submitted, the **View** button  becomes available but is now green with a tick to indicate that you have submitted your score/recommendation.

- You will continue to score one application at a time until all applications have been scored
- To return to your Grant Tracker portal click the **Back** button.

How to score using the onscreen scoring function



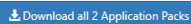
- When an application is opened for scoring, the **View** button  turns a lighter blue , and the Score drop-down becomes available.
- Clicking on the **View** button  and selecting the **Supporting Information** tab will allow you to view the full application and any reviews.




Connect immune research panel 2022







Application List


☐ Highlight applications with updates


  

Please validate form to enable submission.





Search 

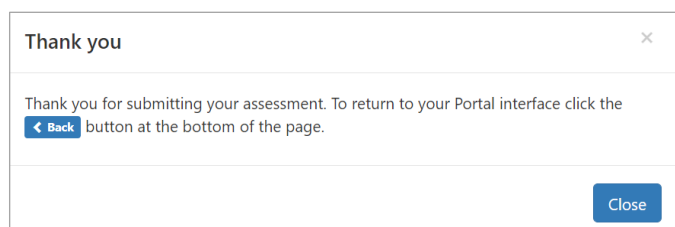
RO	Application Details	Score	Documents	View Documents
1	22265 Wilkie Imperial College London CIR test 2	(select)	 	
2	22267 Stevens Brechin Health Centre JAW CIR22	(select)	 	




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is ON - emails will be sent to the current user: vatester@vatest.org




- Select** your score.
- Click the **Save** button .
- Click the **Validate** button .
- Click the **Submit** button .
- Click the **Confirm** button , the following prompt will appear:



Thank you

Thank you for submitting your assessment. To return to your Portal interface click the  button at the bottom of the page.



- Click on the **Close** button .
- Following submission, the **View** button  becomes available but is now green with a tick to indicate that you have submitted your score.
- You will continue to score one application at a time until all applications have been scored.
- To return to your Grant Tracker portal click the **Back** button .