

Grant E-Management System Help

User Guide for Applicants, Reviewers and Co-Signatories

About this document

This document describes how to register as a user of the Grant E-Management System, and how to use the system to apply for a grant, to review a grant application, or to confirm your participation as co-applicant or signatory of an application.

Contact us

If your query is not answered in these notes you may email us by selecting the [Contact Us](#) link within the Grant Application System.

Additionally, if you are experiencing any technical problems please use the same link. We will endeavour to answer all queries within 2 working days.

Registration

Please login or register below to apply for funding.

Please Note: Host Institutions will approve and submit each application on behalf of the applicant. Please make this a time consideration when preparing your grant application. There is only one deadline for submission of applications. It is the responsibility of the applicant to ensure the host institution approves the application before the application deadline.

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 institutional email address.

[Technical Guidance Notes](#)

Figure 1 - Registration and Login Page

For users new to our online applications system

Only registered users of the system can apply for grants. Please click and follow the onscreen instructions to complete the registration process.

You may find the following notes useful:

- 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's 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 GEMS Login email address if you need to.
- If you're a grant holder, or if you've 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.

Forgotten password

If you forget your password, 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' function.

Home Page

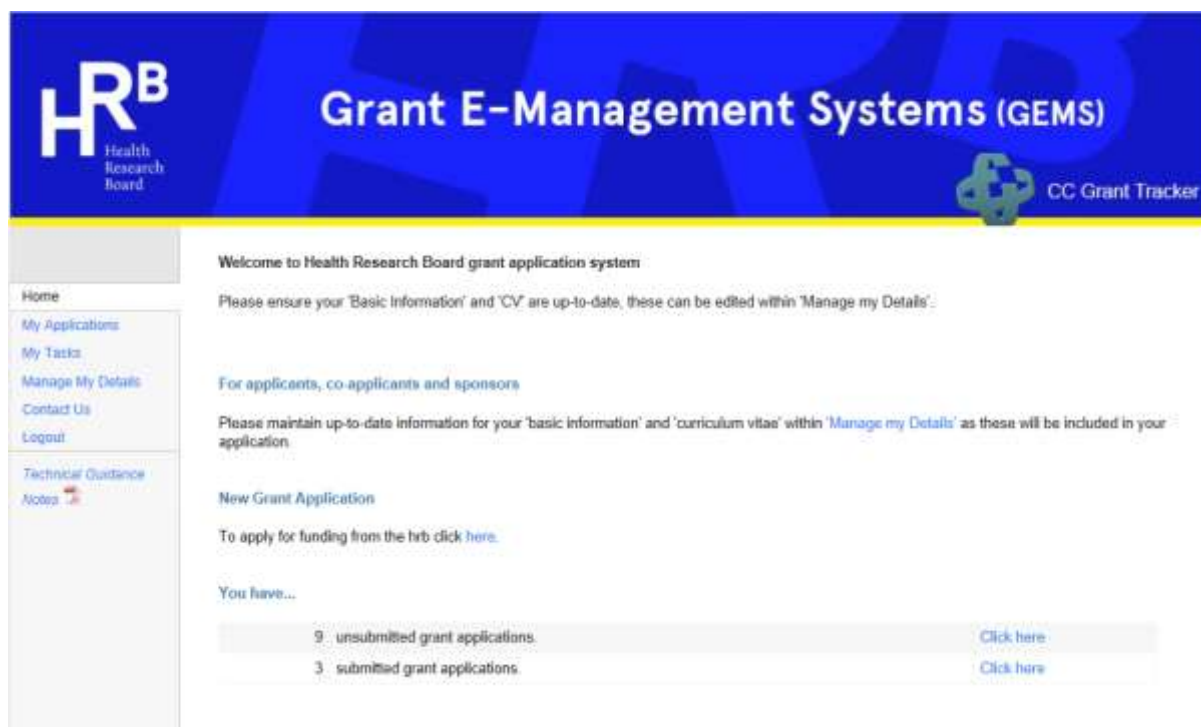


Figure 2 - Home Page

The home page is your starting point to create applications, or to update your details, including your professional and academic CV.

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

Creating and completing a grant application

An overview of the creation and preparation of a grant application

1. The Lead Applicant must be the one who creates the application, but it can be jointly completed by the Lead Applicant and any co-applicants.
2. Co-applicants may be added to the application. When a co-applicant is added, GEMS will automatically email them to invite their participation. Co-applicants can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
3. Applicants and co-applicants can manage their CVs in 'My Details'. The CVs are automatically included in the application submission, however some applications will ask applicants to choose their top 5 publications relating to the scheme.
4. When the application form is complete it must be validated prior to submission. This will highlight any omissions in the form, and allow these omissions to be corrected.
5. Signatories must be selected as part of the application. Their approval is necessary to allow the application to be submitted.
6. 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.
7. When all signatories have approved the application, it will be sent automatically to be considered for funding. A confirmation email will be sent to the Lead Applicant, all co-applicants and signatories of the submission.

Creating a grant application

You can create a new application from the link on the home page, or by clicking **New Application** on the 'My Applications' screen.

HRB Health Research Board

Grant E-Management Systems (GEMS)

CC Grant Tracker

[Home](#)

[New Application](#)

[My Applications](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[Technical Guidance](#)

[Notes](#)

Please select the correct application type and round according to the criterion available for review and further information at <http://www.hrb.ie/research-strategy-funding/>.

Please Note: Host institutions will approve and submit each application on behalf of the applicant. Please make this a time consideration when preparing your grant application. There is only one deadline for submission of applications. It is the responsibility of the applicant to ensure the host institution approves the application before the application deadline.

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		
Cochrane Fellowships	CTF 2016	24 May 2016 1:00PM	More info	Apply
Collaboration in Ireland for Clinical Effectiveness Reviews	HRB-CICER 2016	01 June 2016 1:00PM	More info	Apply
Applied Partnership Awards	APA 2016		More info	Apply

This is a rolling call.
Please note there will be two separate peer review cycles in 2016.

Figure 3 - The New Applications Page

1. The New Applications page is opened by clicking the link under 'New Grant Applications' on the home page, or from the 'My applications' screen.
2. All the grant rounds currently open are listed. The [More info](#) link returns a description of the grant round.
3. Click [Apply](#) to create an application form; there may be some verification questions to help you to ensure that the application is a valid type for your research or circumstances.

Completing a grant application

HRB Health Research Board

Grant E-Management Systems (GEMS)

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HPF 2018
2102
Details

- Introduction
- Host Institution
- Signatory Notification
- Lead Applicant
- Project Details
- Project Description
- Host Institution Support
- Project Budget
- Other Funding
- Ethical and Regulatory Approval, and Use of Animals
- Sponsorship for Clinical Trials Applications
- Sponsorship
- Mentor
- Official Collaborators
- Training and Development
- Nomination of International Peer Reviewers
- Supporting Documentation
- Validation Summary

Technical Guidance Notes

Applicant Guidance Notes

Introduction

Thank you for registering on GEMS to apply for the HRB Research Training Fellowships for Healthcare Professionals 2015.

- Please ensure you have read the Applicant Guidance Notes before completing this online application (available on left hand side menu).
- Technical guidance specific to GEMS are also available to help you complete the form (available on left hand side menu).
- Please note the Host Institution will approve and submit each application on behalf of the applicant. Please make this a time consideration when preparing your grant application.
- As part of the application process, the Lead Applicant selects their Head of Department and sends an email notification via GEMS. The Department Head confirms their participation, reviews and approves the application via GEMS. Once approved, the Lead Applicant must notify the Dean of Research (or equivalent) via GEMS. S/he will then approve (or reject) the application, which will prompt the return of the application to the Lead Applicant or the submission of the application to the HRB. Once submitted, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant, Head of Department and Dean of Research.
- Please ensure all required supporting documentation relevant to this application is labelled correctly and uploaded.
- It is the responsibility of the applicant to ensure all signatories complete the relevant section of the online form.

Deadline:

The deadline for submission of online applications is **Thursday, 5 November 2015 at 13:00**

Queries:

For Technical Support please contact gemshelp@hrb.ie

For all other queries relating to this call please contact Dr. Slobhan Hendrick at shendrick@hrb.ie

Previous Next Save Save and Close

Figure 4 - Completing an application

- The pages of the application form are listed as a menu down the left-hand side of the screen. To complete the application all pages must be filled in.
- You should find the application form no more difficult to complete than a paper form – and if you're already used to electronic forms, you'll probably find it much easier.
- You can move from page to page using the **Previous** and **Next** buttons, or using the menu on the left-hand side.
- Remember to **Save** your work. You will be prompted to save your work if you leave the screen but it is always good practice to save work often in case of computer problems.
- You can save and return to the application form as often as you like.
- The system will prevent your co-applicants accessing your application at the same time as you. 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.

Managing an application

The screenshot displays the 'Grant E-Management Systems (GEMS)' interface. On the left is a navigation menu with links: Home, My Applications, Research Training Fellowship for Healthcare Professionals Ref: 2102, Details, View History, My Tasks, Manage My Details, Contact Us, Logout, Technical Guidance, and Notes. The main content area shows application details for 'Test Project Title (HPF)' with reference 2102. The status is 'Pre-Submission' and the total requested is 10,550.00. The lead applicant is Mr Stevie-James Gilbert from University College Dublin. The grant type is 'Research Training Fellowship for Healthcare Professionals' and the funding round is 'HPF 2016'. There are sections for 'Participants' (Academic Sponsor) and 'Signatories' (Department Head and Dean of Research), each with fields for 'Confirmed participation' and 'Signatory approval status'. At the bottom, it shows 'Created On' and 'Last Updated' as 29 March 2016, 'Validated' as 'Not Complete', and 'Applicant Submitted' and 'Submitted On' as empty fields. On the right, there are five action boxes: 'Role: Lead Applicant' (actions for involvement), '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). A 'Delete the application' box is at the bottom right with a 'Delete' button.

Figure 5 - 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 enable you to:

- **Edit** the application on return visits.
- **View** the application as a PDF. This creates a form with your latest edits for you to review or to create a paper copy. The PDF features a 'Pre-Submission' watermark, which disappears after the application is successfully submitted.
- **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. Note that this is an irreversible action; the application cannot be recovered after deletion.

The menu items on the left:

- **View 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. Please note, this is not included in the submitted application form.
- **Sign-off status** - reports on the progress of the sign-off process by each of the *signatories*. (See **Co-applicants and signatories** below for more information).

Monitoring the status of an application

Reference	Title	Last Updated	Status	
2082	Project Gamma	23/02/2016 09:46:32	Pre-Submission	
2081	Project Beta	11/02/2016 10:56:41	Awaiting Signatory Approval	
2078	Project Alpha	01/02/2016 09:30:37	Round Closed	

You have 1 submitted or rejected application

Reference	Title	Last Updated	Status	
HPF-2016-1675	Project Delta	03/02/2016 16:10:01	Submitted	

Figure 6 - Application Statuses in 'My Applications'

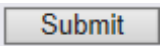
All grant applications, and their statuses, are listed on the 'My Applications' section of the system.

Pre-submission	You are yet to submit the application for approval. Form is still editable.
Awaiting Signatory Approval	You have submitted your application for approval. Form is not editable at this stage.
Modifying	An approver has rejected your application and request that you modify it.
Submitted	Your application has been approved and submitted to HRB.
Round Closed	The Grant Scheme is now closed with the application not completed and submitted.
Decision Made	Your application has been reviewed and a decision has been made.

Certain Participants will have Confirmed participation and an additional Submission approval Status. This Supervisor must at some point in the application preparation process go back to their Portal account, go to My Approval section to approve, indicating they are happy with the content prior to submission.

This must be done BEFORE the application is submitted to the Dean of Research for signoff.

Submission and beyond

1. After successful validation the lead applicant may  the application. It will then be routed to each of the signatories for their approval.
2. If a signatory rejects the application the lead applicant will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.
4. On completion of the final approval:
 - o A grant application number is assigned to the application.
 - o The application automatically enters the process of being considered for funding, which begins after the grant round closes.

Feedback from peer review and the funding decision

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, and lead applicants will be informed of the outcome of this process in due course.

Invitations, reviews and panel meetings

For each application assigned to you, you are required to accept the confidentiality rules and declare any Conflicts of Interest prior to receiving the application documents for review. The 'Click here' icon on the right will carry out this initial step. Alternatively, select the My Reviews option on the left hand side where you will find your Review Invitations.

If you have no conflicts of interest the review will automatically be made available to you in the My Reviews section. If you have declared a conflict of interest or a potential conflict of interest HRB staff will be notified and this application will no longer be available to you for review.

The 'My Reviews' option on the left hand menu can be used at any stage to find your Review Invitations, allocated Reviews and panel meeting documents, when made available to you.



Figure 7 My Reviews

Invitations to review

If you are invited to review an application, you will receive your invitation by email, as shown in **Figure 8**. Invitation emails contain a link which allows you to accept or decline the invitation.



Figure 8 – A review invitation email

Bypassing invitations

It may be that you work with an organisation which simply sends you details of reviews, bypassing the invitation process. In this case, your involvement will start at the **Carrying out a review** stage, as described below.

Responding to an invitation

You can accept or decline an invitation, or alternatively you can tentatively accept the invitation – to suggest an alternative reviewer or if you would like to carry out the review but for some reason :

- You may have a perceived conflict with the applicant or organisation submitting the application that needs clarification from HRB before you proceed.
- You may be on leave or away at a conference etc., and returning after the requested deadline, so you may request a later date to complete the review.
- You may not think you have the necessary / appropriate expertise to complete the review.

If you respond tentatively, this means you permit the grant-making organisation to send you the review if they choose (for example, if they have difficulty finding another suitable reviewer). At this point, if you still cannot do the review, you may indicate this.

The screenshot shows the 'Grant E-Management Systems (GEMS)' interface. The header includes the HRB logo and 'CC Grant Tracker'. The left sidebar lists navigation options: Home, My Reviews, Review Profile, Submitted Reviews, Manage My Details, Contact Us, Logout, Tutorial Guidance, and Help. The main content area is titled 'Review invitation - Dr Test Lead Applicant'. It contains the following information:

- Reference: 2016-1675
- Title: This is MY Project Title
- Lead applicant: Professor [redacted]
- Other applicants: Dr [redacted] (Academic Sponsor), Dr [redacted] (Clinical Sponsor)
- Host Institution: Royal College of Surgeons in Ireland
- Reply to invite: 09/02/2016
- Review required by: 20 May 2016

Below this information, there is a text box stating: 'If you have conflicts with any of the people related to the application or are unsure for any reason whether you can undertake a review please respond using the Tentative / Maybe / Decline option below.' At the bottom, there are three radio buttons: 'Accept', 'Tentative / Maybe', and 'Decline', followed by 'Submit' and 'Close' buttons.

Figure 9 Responding to a Review Invitation

Once accepted, the screen will change to show the applicant's abstract.

The screenshot shows the 'Abstract' section of the review invitation. It includes the same header and sidebar as Figure 9. The main content area displays the following information:

- Host Institution: Royal College of Surgeons in Ireland
- Reply to invite: 09/02/2016
- Review required by: 20 May 2016

Below this, there is a blue box with the text: 'Thank you for agreeing to undertake a review. Before we send the full details of the application we ask that you consider the abstract for any potential conflict of interest and read our confidentiality requirements below.' This is followed by a section titled 'Abstract : Show'.

The next section is 'Conflict of interest and confidentiality'. It contains the following text:

Reviewers are required to respect the confidentiality of the peer review process, which is designed to protect and preserve the integrity of the HRB's advisers and processes. Reviewers may not discuss any aspect of the scoring or assessment with applicants or colleagues. All such requests must be referred to the HRB.

Reviewers must adhere to high standards of integrity during the peer review process. They must respect the intellectual property of applicants and may not appropriate and use as their own, or disclose to any third party, ideas, concepts or data contained in the applications they review.

Conflict of interest rules are applied rigorously.

A **disqualifying conflict of interest** may exist if a reviewer:

- * Was involved in the preparation of the application
- * Stands to benefit directly should the proposal be accepted or rejected
- * Is in some way related to the applicant at a personal or professional level
- * Is a former supervisor of the applicant
- * Is a collaborator of the applicant (up to 5 years previously)

A **potential conflict of interest** may exist in some cases, which is not covered by the disqualifying conflict of interest rules indicated above. Where a conflict of interest exists, the reviewer is requested to disclose the conflict of interest to the HRB below.

At the bottom, there is a question: 'Do you have a conflict of interest with the above application?' with three radio buttons: 'No Conflict of Interest', 'Potential Conflict', and 'Disqualifying Conflict'. Below these are 'Submit' and 'Close' buttons.

Figure 10 Abstract with Conflict of Interest and confidentiality

Peer reviews and panel reviews

If you accept an invitation to review an application, or if you have agreed to participate in reviews generally for an organisation, you will be sent details about the review(s) by email.

Carrying out a review

As a reviewer, you will be asked to examine the application in detail, and give your assessment of the application's potential. In the example in **Figure 11**, the reviewer is being asked in particular to confirm whether the application includes the use of embryonic stem cells.

[Clinical Trial Network 2014 Guidance Notes](#)
[CTN Full Proposal Supplemental Guidance](#)
[CTN Full Proposal Panel Review Guidelines](#)
[Panel Member Peer Review Technical Guidance Notes](#)

Does this application include the use of embryonic stem cells?
 Please note that the HRB does not fund research intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

If you select 'yes' this application will be withdrawn from the review process.

If you select 'no', you may proceed with your assessment.

Please note that the HRB does not fund research intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

If you select 'yes' this application will be withdrawn from the review process.

If you select 'no', you may proceed with your assessment.

☐ Yes
 ☒ No

Click the 'Save and Validate' button below to check if this form is now complete. Your form must be complete for submission.

When last validated the following questions were outstanding:

Please complete all mandatory questions in this form before submitting.

- stem cells yes/no is required.

Figure 11 – Responding to an application in a review

Panel meetings

You may also be asked to attend a panel meeting to discuss a number of applications. Again, you will be notified of requests to attend via email.

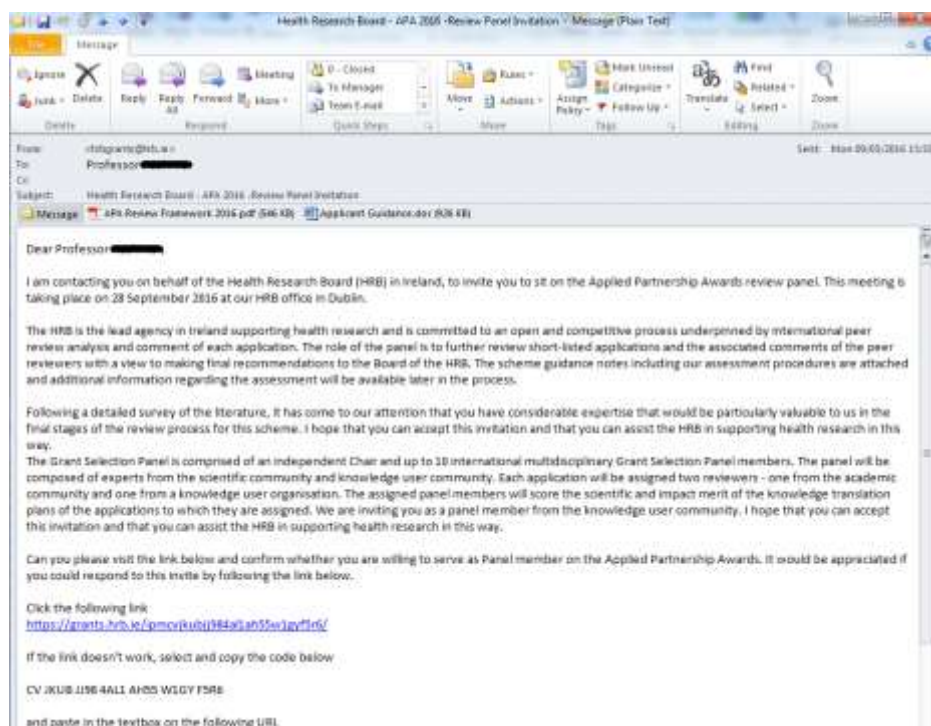


Figure 12 - Request Email

As a meeting attendee, you may be asked to judge the applications involved. The example in **Figure 13** shows the list of current meetings which the reviewer is being asked to attend; **Figure 14** shows the applications for one of the meetings.

HRB Health Research Board

Grant E-Management Systems (GEMS)

CC Grant Tracker

My Review Meetings

Applications for the following meetings are now available for you to review. Please click on the meeting to access the applications.

Meeting Name	Date	Panel	Number of Applications
HRA - PHR - 2015 - Panel Review Meeting	17/09/2015	HRA - PHR Review Panel 2015	0
HPF 2016 Panel Review Meeting	25/04/2016	HPF Review Panel 2016	17

Navigation Links: Home, My Reviews, Review Invites, Submitted Reviews, Panel Meeting Documents, Manage My Details, Contact Us, Logout, Technical Guidance Notes.

Figure 13 - Review Meetings



	Reference	Title	Lead Applicant	Documents	Reviewed	Conflicted	Comments
HOME	18678	Educational interventions to improve general practitioners' management of shoulder pain	Victoria Touloukian Brown	 	No	No	
My Applications	19289	Role of osteoporosis interventions in the pathogenesis of osteoporosis in rheumatic diseases	David Pearson	 	No	No	
My Grants	19307	Do self-rated measures impact regulatory T cell function in rheumatoid arthritis?	Linda Teunis	 	No	No	
My Approvals	19314	Should I add more data points to the right shoulder?	David Pearson	 	No	No	
My Reviews	19317	In vitro analysis of phagocyte receptors in TLR pathogenesis	David Teunis	 	No	No	
Review Notes	19321	Characterisation of osteoporosis treated in rheumatism and osteoporosis	Jan Teunis	 	No	No	
Meeting: Demo Panel review meeting	19322	The role of signal protein kinase 1 signalling in osteoporosis	David Pearson	 	No	No	
Manage My Details	19325	Effect of osteoporosis signalling pathways in the through osteoporosis treatment of protein kinase 1	David Teunis	 	No	No	
Contact Us	19330	The effect of osteoporosis signalling pathways in the through osteoporosis treatment of protein kinase 1	David Pearson	 	No	No	
Logout							

Figure 14 - Applications in a panel meeting

Points to note:

- Attendees can view documents describing each application, as well as any prior review outcomes for the application, for information.
- The set of applications and reviews for the entire meeting may be downloaded using a link at the bottom of the page.
- Your access to the materials for a particular application may be restricted, where conflicts of interest have been identified.
- If required for this panel comments may be recorded for each application using the links on the right of the grid.

Co-applicants and signatories

Co-applicant / signatory request email

If you are invited to participate in an application as co-applicant or signatory, you will be informed about this by email, as shown in **Figure 15**.

If you click on the link in this email, you will be taken to a page where you can accept or decline this invitation, once your login details have been entered.



Figure 15 - Co-applicant / signatory email

My approvals

If you are invited to participate in more than one application, you can manage your invitations in the 'My Co-applications' section, as shown in **Figure 16**.



Figure 16 - My Co-Applications section

Responding to an application

To respond to an application, select it in the My Co-Applications section. You will then be able to examine the application's details, to allow you to decide how to respond. When you have made your decision, click

or as appropriate.

Contact us

If your query is not answered in these notes you may email us by selecting the [Contact Us](#) link within the Grant Application System.

Additionally, if you are experiencing any technical problems please use the same link. We will endeavour to answer all queries within 2 working days.