EDCTPgrants System Help

About this document

This guide describes how to register as a user of EDCTPgrants the European and Developing Countries Clinical Trials Partnership’s (EDCTP’s) grant management and application system, and how to make an application to an open Call for Proposals.

Contact us

If your question is not answered in these notes and/or if you are experiencing any technical problems you may contact us by either:

- Emailing to edctpgrants@edctp.org
- Calling +31 (0) 70 344 0880
- Clicking on the ‘Contact Us’ link found within EDCTPgrants.

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The website of EDCTPgrants is www.EDCTPgrants.org. Only registered users of the system can apply for grants.

New Users Registration

To register from within EDCTPgrants click then follow the on-screen step by step instructions to complete the registration process.

The following notes may be useful:

- The email address you use to register is the one that you use as your log-in for EDCTPgrants.
- EDCTPgrants and EDCTP staff members will use this email address for all correspondence with you. It is best to use an email address that you use regularly.
- When you have completed the registration process, an email will be sent to your email address to confirm your registration.
- The confirmation email will provide a temporary password allowing you as a new user to log into EDCTPgrants for the first time.
• It is possible to change the email address used for registration with EDCTPgrants at a later stage if so required.
• If you are an EDCTP grant holder, or if you have previously contributed to an application or review, your email address may already be registered. The system will detect this automatically when you click and will invite you to log in without needing to re-register. Once you accept the terms and conditions a temporary password will be sent to your email address to allow you to log in.
• The system allows you to store the answers to security questions to assist the secure retrieval of your password if ever forgotten.

Forgotten password
If you forget your password for access to EDCTPgrants, please click the Forgotten Password? link on the Registration and Login page in order to request a replacement password to be sent by email.

The replacement password sent to you provides temporary access to EDCTPgrants. As soon as you log in with the temporary password you will be asked to provide a new, permanent password.

Account lock-out
If an incorrect password is entered multiple times a lockout will be placed on the email account. This is to protect EDCTPgrants users from any unauthorised attempts to access their data by a third party. If your account is locked out, you can request a new password via the ‘Forgotten Password?’ function as described above.
Home Page

After registration and upon log in, users are guided to the EDCTPgrants homepage. The home page is your starting point to create and manage your applications and ongoing grants. You can update your information by selecting the appropriate options. Grant applications will automatically populate personal details such as employment history and education directly from your profile. Prior to proceeding to fill out an application form please update your profile under the ‘Manage My Details’ link found on the left of this page and complete this information.

New Grant Application

To apply to one of our open Calls for Proposals, please click here.

You have...

1. submitted grant application. Click here
2. unsubmitted grant co-application that have been deleted by the applicant. Click here

In order to ensure that emails from EDCTPgrants do not get routed to your spam folder it is advisable to add the email address EDCTPgrants@edctp.org to your Contacts list or address book.

Applying for a Grant

Before starting an application, you and your partners in an application should ensure that you have updated your home page as some of the information from the home page is automatically included in the application form.

The Coordinator is responsible for creation, completion and submission of applications to EDCTP. For particular calls for proposals, applications may be filled in by the Coordinator and other Participants listed in the application. In the case of applications involving multiple participants, the Coordinator adds other participants to the application form by
adding their details. EDCTPgrants sends an automatic email to the selected participants to inform them of their inclusion in the application and it may ask them to confirm their participation in the application by responding to the email.

If the application form requires multiple participants to fill in sections of the form, EDCTPgrants will prevent co-applicants accessing the application form at the same time as the Coordinator. 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. For all applications, the Coordinator retains overall responsibility for the application.
Current Grant Opportunities

To access the current Calls for Proposals from the Homepage click on the link indicated by the text ‘Please click here’ found under the title New Grant Application. This will bring the user to the Current Grant Opportunities page.

From the New Application page all current Calls for Proposals are listed. The More info link provides a brief description of the grant type. To start an online application for a particular Calls for Proposals click on ‘Apply’.
Completing a grant application

Figure 5 – Example Application Form

The application form is designed to be as simple to complete as a paper form. The various pages of the particular application form are listed as a menu down the left-hand side of the screen. To complete an application all required fields from each page of the form must be completed.

To move from page to page use the Previous and Next buttons. This can also be done by clicking on the menu topics on the left-hand side of the page. An application is automatically saved whenever the previous or next buttons are clicked. The online application can be completed over time. To save your application for completion at a
later point in time, click 'Save and Close'. Prior to the submission deadline it is possible to save and later return to the application form as often as is necessary. It is also possible to work on more than one application form at a time.
Managing an application

Figure 6 – My Applications

From the home page the link to ‘My Applications’ is found on the left hand side of the screen. From within ‘My Applications’ it is possible view a .pdf version of an already submitted application or application in development, to edit an ongoing application which is still in the Pre-Submission stage or to start a new application. The status column shows which applications are submitted or are still in the Pre-Submission stage.

Starting a New Application from the My Applications page

Clicking on the New Application button from within the New Application box will bring the user back to the Current Grant Opportunities page where the list of current Calls for Proposals is available. From within the Current Grant Opportunities page more information on a particular Grant Type is available by clicking on ‘More Info’ and a new application may be commenced by clicking on ‘Apply’.

Editing an application form in Pre-Submission

Application forms may only be edited when the application has not already been submitted and prior to the application deadline. An application is in ‘Pre-Submission’ status whilst it can still be edited and submitted. At this stage in the process, your application is assigned a temporary, pre-submission reference number. This is allocated to your application during the drafting stage. This number is replaced by the EDCTPgrants application reference number upon submission.
To select and edit an application form either click on the title of the application or click the button found to the right of the application title. Both of these links will take the user to the Pre-Submission summary page.

Figure 7 – Pre-Submission summary page

From within the Pre-Submission page it is possible to:

- **Print** a copy of the application
- **Navigate to the application form Validation page**
- **If fully validated to Submit the application** *(Note, once an application is submitted it is no longer possible to edit it)*
- **To Delete the application**
- **To Edit the application**

Access to all of these features is available by clicking on the buttons found in the boxes on the right hand side of the page. Clicking on the button will navigate the user to the
appropriate section of the form. For example clicking the button will take the user to the first page of the application form where edits will be allowed.

To navigate through the application form click 'Next' to go to the next section of the application form (available at the top and bottom of the screen) or, go directly to another section by clicking on the link to the required section using the menu on the left hand side of the page. See below for an example:

As you proceed through the application form, you will notice the following:

This icon provides a notes field to assist you in tracking your own progress in completing the form. Click on the icon to add your comments or reminders in each section of the form.

This icon contains instructions specific to each question in the application.

This icon indicates a mandatory field. The field has to be completed prior to submission of the application form.

**View a PDF of a submitted application**

Once an application has been submitted it is no longer possible to edit it further, even if it has been submitted prior to the Call for Proposals deadline. For this reason it is important to be absolutely certain that an application is final and complete before you submit it.

To view a submitted application from the 'My Applications' page select the application by clicking either on the title of the application itself, or on the button found to the right of the application name. This will bring the user to a summary page about the application which includes the post submission project reference number.

To view an application click on the View/Print button from within the PDF print box. This will generate a .PDF file version of the finalised and completed application form.
Validation and Submission of an application

Validation

Within an application the majority of questions are marked with a red dot, which indicates that the field is mandatory. The mandatory field may require either a response to be entered within the form or for an attachment file to be uploaded such as a letter of recommendation. Before allowing submission of your application, EDCTPgrants will carry out a validation check. This is to ensure completeness of each section and field in the application form. The validation check does not constitute the formal admissibility and eligibility check and cannot ensure that the contents of uploaded files correspond to the requirements of the call.

You cannot submit the application until the validation check has been completed successfully. Within an application form it is possible to see all fields which need to be completed, by going to the validation summary page by selecting the link found in the list of application form pages on the top left side of the form. Once all the questions marked have been answered the application is viewed by EDCTPgrants as having been validated.

Figure 8 – Validation, not completed

Clicking on any listed item from the validation summary page will take the user to the related section of the application form for which an answer is required.
When all mandatory fields from an application form have been completed a confirmation summary appears on the Validation Summary page.

![Validation Summary](image)

**Figure 9 – Validation, completed**

**Submission of a Grant Application**

After successful validation the Coordinator may submit the application. Depending on the specific Call for Proposals, the submission process may also involve authorisation by signatories.

**Note:** Once an application has been fully validated and saved it has not yet been submitted. Declaring an application final and submitting it for final assessment must be done from the application summary page.

The summary page may be access by either:

1. From within an application form clicking the Save and Close button

![Save and Close](image)

2. From the ‘Home’ page by clicking on ‘My Applications’ then selecting the specific grant title or the button.

![Submit](image)

To finalise and submit a grant application click on the Submit button which is found on the Grant Application summary page. If the application is not yet validated (see validation above) the submit function is not available.
On successful submission of your application to EDCTPgrants, a confirmation email will be sent to the email address specified in your profile. Please add the edctpgrants@edctp.org email address to your email contacts to ensure receipt of emails from EDCTPgrants and to avoid the email ending up in your spam/junk folder. Alternatively, please check your spam/junk folder in case you do not receive the confirmation email.

Once the application has been submitted, it cannot be retrieved and edited. If you notice an error in your submitted application, it is possible to change this before the application deadline by contacting EDCTP. For changes before the deadline, please email edctpgrants@edctp.org or submit a new application via EDCTPgrants. All correspondence with EDCTP about your application should quote the grant reference number.

The new application must be submitted by the deadline. In the case where an applicant submits more than one version of an application, only the latest version of the submitted application that is received before the deadline will be processed by EDCTP. The earlier, submitted versions of the application will be discarded. Please note that it is not possible to make changes to a submitted application after the application deadline has passed.

The submitted grant application automatically enters the process of being considered for funding, which starts after the application deadline has passed. Only applications received by the stated deadline will be considered admissible. EDCTPgrants will not allow submission of an application after the specified deadline and so you are advised to submit your application as early as possible to avoid any last minute technical problems.

**Evaluation process**

More details about the evaluation process and when funding decisions will be available for a particular call for proposals can be found on the EDCTP website and in the [EDCTP2 grants manual](#).