Wellcome Trust Grant Tracker System Help

November 2019

Contents

Welcome to WT Grant Tracker

Registration

You need to be registered with WT Grant Tracker to apply or participate in an application, unless you are a Collaborator or Mentor only.

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

Once you have completed registration, a temporary password will be sent to the email address that you provided. You will be prompted to change the temporary password when you first log in.

If you previously had an **eGrants account**, are a **Committee Member** or have been a **Peer Reviewer** with us, we may have pre-registered your details on the system. In this case, you will be prompted that an account already exists for the email address you have provided.

Once you have accepted our Terms and Conditions and our Privacy and Confidentiality Statement, you will be given a temporary password and will be required to change this when you first log in.

Registering or logging in as an approver

Authorised Approver
An Authorised Approver is someone who has been nominated by the lead applicant on an Engaging Science or Innovations application form.

If you have been asked to be an Authorised Approver, you will receive an email from the system inviting you to access WT 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.

Authorised Organisation Approver
An Authorised Organisation Approver is someone within an organisation (e.g., Research Office staff) who will be required to approve and submit application forms and Grant Start Certificates to the Wellcome Trust.

We will register Authorised Organisation Approvers with WT Grant Tracker once the lead applicant has provided us with the following details:

- The full name of the organisation
- A generic email address (for example, a Research Office central email account)

Forgotten passwords and locked accounts

If you have forgotten your password or have a locked account, a replacement password can be sent to you by email by following the **forgotten password** option on the login page. You will need to provide your email address and answer your security questions.

You will be asked to change your password the next time you log in. If this does not solve the problem, please contact us.

The Home page

The **Home** page is the starting point to create or access your applications, manage your details, or change your password.

Manage My Details

You can update your **contact** or **CV** details in this section – this information is used to pre-populate details in some application forms. After creating your application form, you will be prompted to add these if they are required. Delegates and Authorised Approvers do not need to complete this section.

Since July 2018 the contract end date on your CV job history is a field you must complete. If you have no contract end date you should add your retirement date. If you created your account before July 2018 you should complete any missing end dates.

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

1. import them from ORCiD (recommended if the record in ORCiD has all authors, title of publication, year of publication and journal)
2. import them from EuropePMC, or
3. add them manually.

1. Importing from ORCiD

First, ensure that your works are listed in your ORCiD account.

To ensure that your ORCiD entries include all the relevant information, you must use the "Search & Link" tool to import them from third-party systems:
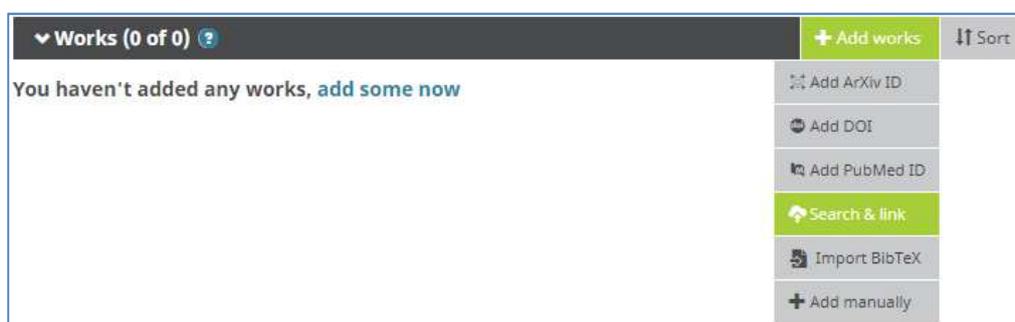
The other options (Add DOI, Import BibTeX, etc) will **not** import authors of works into your ORCiD account. The "Add manually" option will not allow you to enter authors, either.

We need the following information for any publications: authors, year of publication, title of publication and name of journal. If this information is not present in your ORCiD record, it will not pull into Grant Tracker. To address this, you should amend your ORCiD record. If for any reason this does not resolve the problem, you can enter publications manually, directly into Grant Tracker (see 3, below).

To import:

- Go to "My Research Outputs" – "Import" and then "Select Records".

- This will present you with a list of all your ORCiD records. You can select which to import by selecting the checkbox next to the relevant publications and then selecting "Complete Import".

2. Importing from EuropePMC

- Go to "My Research Outputs" – "Import", choose "EuropePMC" and then "Select Records".
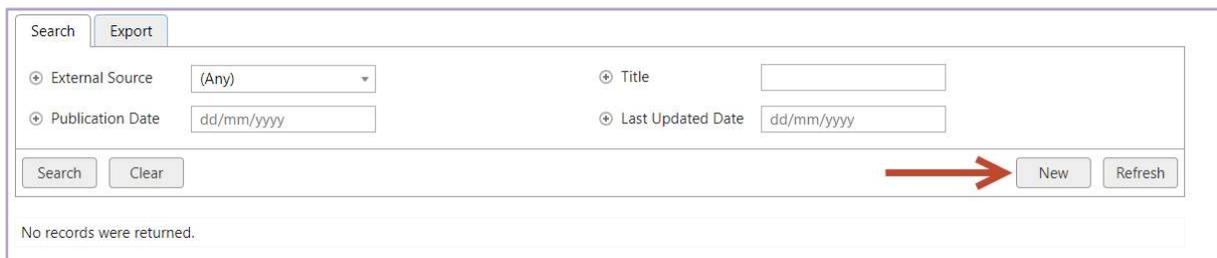- Search for your personal publications

- You can select which to import by selecting the checkbox next to the relevant publications and then selecting "Complete Import".

3. Adding manually

- select "New"

- enter the title of publication, and the publication date, and select "Save".
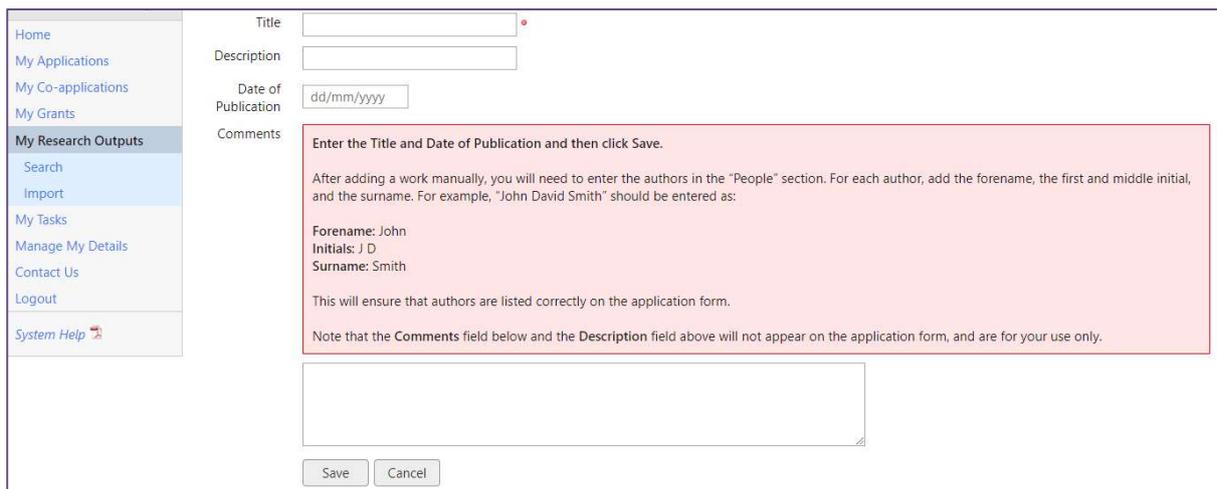
- go to the "People" section and click "Add Person"
- you can select an existing person if they are listed on one of your other outputs. Otherwise, click "Create new person" and enter their forename, initials, and surname
(note that "Initials" means first and middle initials)
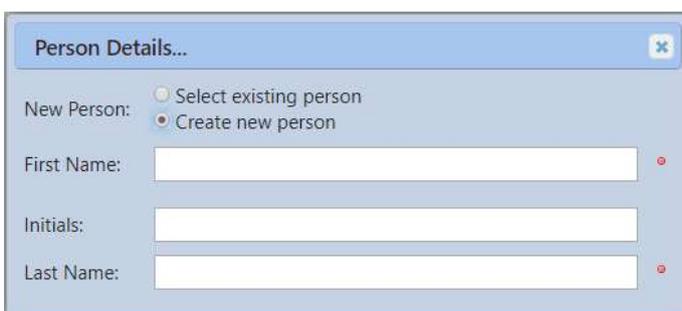
- complete this for all authors of the publication.

My Approvals

If you are an approver, you can select **My Approvals** from this page to review and submit applications to the Wellcome Trust. This will only appear on the left-hand menu once an application has been submitted for approval.

Example **Home** page:

Welcome to WT Grant Tracker

Home

My Applications
My Tasks
Manage My Details
Contact Us
Logout

System Help

New Grant Application

To apply for funding click here.

You have...

3   unsubmitted grant applications.   Click here

Creating an application

The lead applicant must create the application. Lead applicants and other participants can jointly complete an application.

- To create a new application form, go to **New Grant Application** on the Home page.
- Click **Apply** to create a new application.
- You can also create an application from the **My Applications** section on the left-hand menu (click **New Application**).

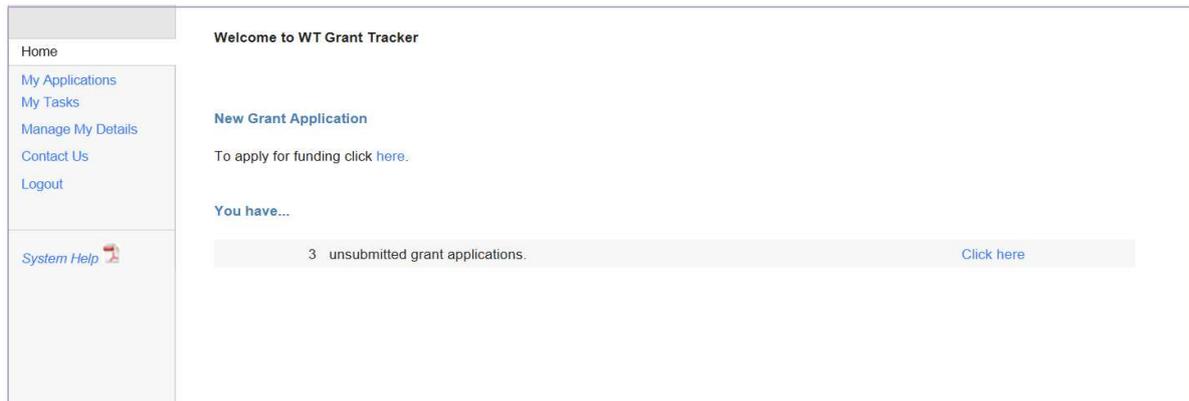All funding schemes currently open for submissions are listed. Please note, application forms for some funding schemes are only made available upon **invitation** and will not appear in the list.

Sample forms can also be viewed without accessing WT Grant Tracker by going to the **Application Process** tab on the relevant scheme webpage.

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.

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). Please note, not all forms require approval.

- **Delete** is a final action; once the application is deleted it cannot be recovered.

Example **Details** page of an application:

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. Please note, this is not 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.

Sections of the form are listed as a menu on the left-hand side of the screen. To submit an application all of the sections must be completed (as indicated by a green tick).

Tracking the status of an application
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 will be unable to edit the form at this stage).

Modifying	An approver has rejected your application and requested that you modify it.
Submitted	Your application has been approved and submitted to the Wellcome Trust.
Decision Made	Your application has been reviewed and a decision has been made by the Wellcome Trust.

Editing an application

Uploading a document
The form will prompt you to upload documents, where required. WT Grant Tracker **only accepts PDF** file types. If an incorrect file type has been uploaded, click **Delete** and upload the correct file. Uploaded documents will be incorporated into the PDF of your application form.

Pasting into a text box
When pasting from other software (e.g. Microsoft Word) into text boxes, it is possible that the original formatting (e.g. bullets, numbering) may be altered or lost. If this happens, select the text and use the editing functions at the top of the text box to re-format.

Word limits
Some text boxes have word limits. If these are exceeded, a red border will appear when you save the page, and you will have to reduce the length of the text and save again.

Saving
The system will not automatically save your application form, so remember to save your work frequently. You may save and return to the application form as often as required until you have completed and submitted your form.

Validating an application
When your form is complete, the lead applicant must **validate** it before submission. This will highlight any omissions in the form. Validation provides a 'jump to' function, which allows you to directly access the page(s) with data missing.

Adding participants to an application

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

Applicant, Sponsor or Supervisor

To add sponsors or supervisors:

- In the form, under **Participants**, click **Add...** to search for any participants who currently exist in the system.

- If the participant cannot be found, please enter their name and email address and invite them to register and participate.

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

Collaborator or Mentor

If you are the lead applicant, you can add Collaborator and mentor details to the application form. Collaborators and mentors do not need to register with WT Grant Tracker.

Delegates

If you are the lead applicant, you can give delegate access to your application form under the section **Delegation and approvals**.

Delegates do not have to accept their role but have to register with the system. They do not need to add CV details and cannot submit forms on behalf of the lead applicant.

Authorised Approvers | Engaging Science and Innovations

If you are applying for an **Engaging Science** grant, you may be asked to select an authorised approver on your application form (this will depend whether you have indicated your form requires approval before submission to the Wellcome Trust).

- You can add approvers in the **Delegation and approvals** section of the form. You can search and select for an existing approver or add a new approver.

- Authorised approvers need to accept their role. If an approver is new to the system, they will also need to register. They do not need to add their CV details.

For **Innovations** applications, this process applies when the application **is not** submitted via a university, but requires approval.

Authorised Organisational Approvers | Science, Innovations, Humanities and Social Sciences

Most Authorised Organisational Approvers are already registered with WT Grant Tracker. If not, the lead applicant will be asked to contact us and provide the following details:

- The full name of the organisation
- Generic email address (for example, a Research Office central email account)

We will confirm registration with the lead applicant and the organisation; the organisation can then be selected on the application form.

Notifying the Authorised Organisational Approver

The form allows you to officially notify your Authorised Organisational Approver by email that an application is ready for them to review. This will help manage their workload as they know your application is in progress and will be submitted to them for approval before the deadline.

For **Innovations** applications, this process applies when the application **is** submitted via a university.

Submitting an application

Preliminary applications

All preliminary applications are submitted directly to the Wellcome Trust and **do not** require approval by organisational approvers.

Full applications

Approval

For schemes that require approval, you need to complete and submit your application to your nominated approver (as outlined below).

Rejection by an approver

If an approver rejects and returns the application form, you will be notified and given any feedback your approver has supplied. The application can then be re-submitted and continues through the approval process as before.

Science and Humanities and Social Science

All applications require **Authorised Organisational Approvers** who will then submit the application to us. Note, approvers have the ability to edit your form.

Engaging Science

You have **two** submission options which are managed through questions on the application form.

Option 1

If no-one in your organisation needs to approve the form, you can submit the application directly; once you have validated your form and selected **Submit**, the form will be submitted directly to the Wellcome Trust.

Option 2

You can nominate an approver in your organisation (e.g. a director) that can approve and submit the application to us. The authorised approver has to accept the role and may need to register if they are a new user; or log into the Portal if they are an existing user. An email will inform them that you have submitted an application to them for approval. Once reviewed, they can approve and submit the application to us.

Innovations

You have **three** submission options which are managed through questions on the application form.

Option 1

If no-one in your organisation needs to approve the form, you can submit the application directly; once you have validated your form and selected **Submit**, the form will be submitted directly to the Wellcome Trust.

Option 2

You can nominate an approver in your organisation (e.g. a director) that can approve and submit the application to us. The authorised approver has to accept the role and may need to register if they are a new user; or log into the Portal if they are an existing user.

An email will inform them that you have submitted an application to them for approval. Once reviewed, they can approve and submit the application to us.

Option 3

If your organisation is a university, your Research Office will need to approve the application (see the submission steps for Science and Humanities and Social Sciences applications above).

Information for approvers

Becoming an approver

Authorised Approvers (Engaging Science and Innovations applications)

You will receive an email from us inviting you to access WT Grant Tracker as an approver. If you have not used the system previously, your invitation will be accompanied by an email asking you to register. At this stage please confirm your participation. You do not have to provide CV details.

Authorised Organisational Approvers (Science, Innovations, Humanities and Social Sciences)
If you are not already registered with WT Grant Tracker:

- The lead applicant will be asked to provide us with your details, including a generic email for a central account for your organisation (e.g. the Research Office contact email).

- We will create an account for you on the system and send you an email with a temporary password.

- You will then be able to log in and change your password, select a security question and accept our Terms and Conditions and our Privacy and Confidentiality Statement.

- We will also inform the lead applicant so they can select you as an approver on their form.

- You will then be able to log into the system using your generic email address and password at any point. Please contact us if you wish to change the generic email address.

Example of the **Approval** page of an application:

Viewing applications awaiting approval

Go to **My Approvals** to view applications linked to your organisation. This is the only page you will need to use for approving applications.

Once the lead applicant has selected you or the administering organisation, you will automatically be able to see that an application is pending. Applications with this status are listed under **Participation Confirmations**.

The lead applicant can officially notify you by email that an application is ready for your review. You can view these applications under **Awaiting Submissions**.

This will help you manage your workload as you will know an application is in progress and will be submitted to you for approval before the deadline.

Editing the application

As an approver, you can edit an application. If substantive changes are required, we recommend that you return the application to the lead applicant rather than edit it.

You can also add **Approver Notes** for an application e.g. to note who in the Research Office has approved the application.

Approving or rejecting an application

Go to **My Approvals** and select the application you wish to review. The **Details** page of the selected application will open and you can **approve** or **reject** the application.

Approving the application
By clicking **Approve** you will submit the application to us.

Rejecting the application
If you **reject** and return the application, the lead applicant will be notified and given any feedback you have supplied. The application can then be re-submitted and continue through the approval process as before.

After a deadline has passed

If an application has been submitted but you have neither approved nor rejected it by the deadline, it will remain visible on your account for five days for your reference. As the deadline has passed, you will not be able to approve it.

Finding out about the outcome of the application

The status will change to **Decision Made** so you can contact the lead applicant to enquire about the outcome of their application.

Additional information for Participants

Becoming a participant

The lead applicant is responsible for inviting all other participants to participate in their application. You will be invited by email.

You will be asked to **accept** or **decline** the invitation (except for delegates) and will only be able to access the form once you have confirmed your participation.

Registration

If you are not already registered with WT Grant Tracker, you must do so before you can participate in the application, see Registration. You should also add or update your CV details. Collaborators and Mentors do not need to register.

Completing my section on the application form

From the **Home** page, go to **My Co-applications** to select the application form you want to work on. Please complete the relevant section and questions of the form.

Other parts of the form

You can view, access, edit and print all the sections and questions of the application you have been invited to participate in.

Submitting the form

Only the lead applicant can submit the form to us.

Grant Start Certificates

If an application is successful, for most of our schemes, the lead applicant will have one year from receiving their Award Letter to ensure that their Grant Start Certificate is submitted to Wellcome. However, please refer to the Award Letter under 'How to activate the award' for any exceptions to this.

Who needs to submit the Grant Start Certificate?

If there is no approver for the application, the lead applicant can submit the Grant Start Certificate directly to Wellcome.

Otherwise, the Authorised Approver (AA) or the Authorised Organisational Approver (AOA) will need to submit the Grant Start Certificate

Some organisations may have nominated a specific individual to submit Grant Start Certificates instead of their AOA account. In these cases, they will need to submit the Grant Start Certificate instead.

Submitting the Grant Start Certificate

When the Grant Start Certificate is ready to be submitted, an email will be sent to the relevant individual (see above). This email will include a link to Grant Tracker and instructions for completing the certificate.

If the Grant Start Certificate is ready to be submitted, it will be listed under the **My Reports** page with an "Edit" link on the right-hand side. To complete and submit the certificate, click the "Edit" link. Check / complete the Grant Start Certificate and click **Submit**.

Tracking the stage of a Grant Start Certificate

Required	The Grant Start Certificate is ready to be submitted.
Requested	The Grant Start Certificate is ready to be submitted, and an email request for it has been sent to the relevant individual.
Complete	The Grant Start Certificate has been received by Wellcome.

Annual Reports

Submitting the Annual Report

From the link in the email

1. Follow the Annual report link in the email or log into WT Grant Tracker. The link in the email will take you to the **Details** (Figure 1) page for the grant in WT Grant Tracker.
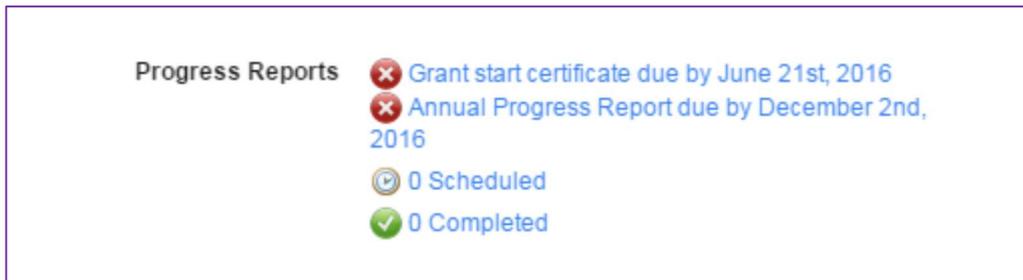

Figure 1 – Details page

2. Continue from Step 2 below

From the Portal home page

1. Alternatively, if you log into your account, you will find your report listed under **You have….**as **Annual Progress Report due for grant [grant reference] by [due date]** (Figure 2). To access the report, click on **Click here** next to the report listing, which will take you to the **Details** (Figure 1) page for that grant.

Figure 2 – Portal home page

2. From the **Details** page, you can either click on the link to the Annual Report at the bottom of the page, which lists all the Progress Reports Due, Scheduled for the future or Completed, or click on the **Reports** button at the bottom right of the screen. Both methods will take you to the Grant Progress page.

3. From the **Grant Progress** page, you will need to click the **Edit** link on the right-hand side to complete the report (Figure 3). Once you have completed the report, click **Save** and the **Submit** button will appear. If any mandatory questions have been omitted, these will be highlighted in red. Click **Submit** to send the report to Wellcome.

	Type	Status	Available On	Required By	Received On	Contact Type	
✖	Grant start certificate	Requested	21 June 2016	21 June 2016			📝 Edit
✖	Annual Progress Report	Required	01 November 2016	02 December 2016			📝 Edit

Figure 3 – Edit Report

4. Grantholders have one month from receiving the Annual report notification to submit their report.

This annual reporting form is just one way for you to keep in touch with Wellcome. If you do have any issues you wish to raise outside of the annual reporting period, please do not hesitate to get in touch with your Grants Adviser (as per the contact details on your award letter), who will ensure that you can talk to the most appropriate person.

Viewing a submitted report

1. Once the report is submitted, the status will change to Submitted and a .pdf version can be accessed from the **Grant Progress** page. Click on the **View** icon next to the report to view it (Figure 4).

	Type	Status	Available On	Required By	Received On	Contact Type	
✖	Grant start certificate	Requested	21 June 2016	21 June 2016			📝 Edit
✖	Annual Progress Report	Submitted	30 October 2016	30 November 2016	30 November 2016		📄 View

Figure 4 – View submitted report

Managing Payments

All payments are now managed through WT Grant Tracker. Please refer to the following page on the Wellcome website, which contains the key points relating to payments, and a number of video tutorials:

Current Payment Arrangements

Contact us

If your query is not answered in these notes or if you are experiencing any technical issues, please contact gtsupport@wellcome.ac.uk or call 020 7611 5757.

For more information about our funding schemes, please visit our funding area on the Wellcome Trust website.