



## Frequently Asked Questions For applicants of the HRB eGrants system

### 1. What is the eGrants system?

It is a web-based electronic grants system that has been designed as an efficient and effective applications system for the HRB's research funding schemes. Applications are made available through the internet and applicants are asked to complete an application online.

### 2. What equipment and software do I need in order to apply on-line?

You will need:

- A PC (personal computer)

The eGrants system has been optimised to work on Internet Explorer version 6 on a PC.

- Connection to the internet

The eGrants system can be accessed on Internet Explorer/Netscape version 4 or higher. If you have an older version of either browser, you can download a more recent version free of charge at:

<http://www.microsoft.com/windows/ie/downloads/default.asp> for Internet Explorer.

<http://wp.netscape.com/download/> for Netscape.

- An email address
- Adobe Acrobat Reader, version 5

This may be downloaded from:

<http://www.adobe.com/products/acrobat/readstep2.html>

### 3. How do I start?

Before you can submit an online application to the HRB, you are required to register at the following address:

<http://egrantsproduction.imaxan.ie/>

**Step 1:** Click on 'Register yourself' on the left-hand menu. Please supply the details of the Applicant /fellowship applicant on this screen. The name and address details will appear at the top of your application form. All mandatory fields are marked with an asterisk \*.

**Step 2:** When you have submitted your registration, you will receive an email. The email contains your username, password and researcher ID. Follow the instructions in the email to confirm your registration.

The username and password are needed to log in to the eGrants site. The researcher ID is needed for all future correspondence with the HRB.

When your registration is confirmed, log in to egrants using your username (which is your email address) and password, and select New Application under the heading of the grants scheme.

### 4. What preparation should I do before I start my application?

- Check the closing date of the scheme and give yourself plenty of time to fill in the application form.

- Check your eligibility by reading all call documentation relating to the scheme. Read the technical guidelines. (These guidelines will also be available online while completing the application form.)
- Read the procedures and regulations relating to the grant scheme: [www.hrb.ie](http://www.hrb.ie).

### **5. How long does it take?**

This will depend on your familiarity with the system and the amount of preparation you have done. You should give yourself plenty of time to read the guidelines, look at the application form online and see how to fill in the questions.

It is advisable to prepare your application offline as a word document, using the call information for the scheme. You can then copy and paste into relevant sections of the form. This will shorten the length of time that you are online.

Information on filling out all sections will be contained in the call documentation relating to the scheme

### **6. Can I submit an application after the deadline date has passed?**

No. The system will not allow you to submit an application after the closing date has passed.

### **7. Can I stop filling in my application and start back where I was at a later time?**

Yes, you can login and logout as often as you need to in order to complete the form. You can save the information you have entered and it will be there when you next log in.

### **8. How do I save my information?**

Each page of the application form has a **Save** option at the bottom of the page. After filling in a question, you must click on **Next(Save)** or **Back(Save)** to save the information you have entered.

### **9. Can I change aspects of my application?**

Yes, you can go back and edit any section of the application form at any time. But once you have submitted your application, you will not be able to make changes to it.

### **10. Can I skip to different parts of the application form?**

Yes, there is a option called 'View Application Layout'. This is available in the left-hand menu on all screens apart from the Application Title screen.

When you click on 'View Application Layout' it opens another window that contains a list of all the questions on the form. Use this to skip to whichever question you wish to fill in. Ensure that you save your page before moving on.

### **11. Is there a 'timeout' on the system?**

Yes, the system will automatically log you out after 60 minutes. If you do not save your information you may lose whatever you have entered. Please ensure that you save your information at least once every 50 minutes. This protects your private information and saves valuable system resources.

There is no automatic save on the system - see Question 8.

### **12. How do I locate my researcher ID?**

If you go to 'Edit Profile' on the side menu, you will locate your researcher ID on your profile section.

### **13. When I've completed the application, what do I do?**

When you have finished your application form and are ready to submit it, there is a 'Click to Submit' link on your homepage (the screen you see every time you log in). Click on this when you are ready to submit your application form.

#### **14. How can I check that my application has been submitted successfully?**

- We will send you a submission key; this is proof that your application has been submitted.
- The 'status' of your grant (on your homepage) will change from 'Not Submitted' to 'Submitted'.
- We will send you a confirmation email when you submit your application form. If you do not receive the email within 24 hours, please contact the helpdesk at [help@hrb.ie](mailto:help@hrb.ie) or +353 1 2345122.

**15. What happens if I submit my form by accident?**

You can contact the helpdesk and we will send your form back to you to work on.

**16. Do I need to do anything else?**

Yes, you will need to send in your signatures page to the HRB. You can print the page from the eGrants system. When you have gathered all the necessary signatures, post the page to:

Research Management Unit  
Health Research Board  
73 Lower Baggot Street  
Dublin 2

**17. Who else has access to my application?**

Nobody apart from yourself has access to your application form before you submit it. When you have submitted your form, the only other people who have access to it are:

- HRB staff who administer the grant schemes.
- Those who will be asked by the HRB to assess your application, i.e. peer reviewers and panel members
- SecureIT, who look after the technical elements of the system.

**18. When will I hear whether my application was successful?**

We will email you when the review process is completed. The amount of time this will take varies depending on the scheme and may take up to six months. Feedback on applications will be provided after successful applicants are selected.

**19. If I have a problem, what should I do?**

If you require help with the eGrants system, contact the HRB helpdesk

Email: [help@hrb.ie](mailto:help@hrb.ie)

Telephone: +353 1 2345122