



HEALTH RESEARCH BOARD

Panel Members Guidelines for using the HRB eGrants site

Please use the following notes for reference when accessing the HRB eGrants site for panel members.

<p>Computer requirements</p>	<p>You will need:</p> <ul style="list-style-type: none"> • A PC (personal computer) or Mac <p>The eGrants system has been optimised to work on Internet Explorer version 6 on a PC.</p> <ul style="list-style-type: none"> • Connection to the internet <p>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.</p> <ul style="list-style-type: none"> • An email address <ul style="list-style-type: none"> • Adobe Acrobat Reader, version 5 <p>This may be downloaded from: http://www.adobe.com/products/acrobat/readstep2.html</p>
<p>Helpdesk</p>	<p>If you require help with the eGrants system please contact the HRB helpdesk: Email: help@hrb.ie Telephone: +353 1 2345122 All queries will be dealt with within 24 hours, Monday to Friday.</p>
<p>Timeout and saving</p>	<p>Please ensure that you save your information at least once every 50 minutes. The system will automatically log you out after 60 minutes if you do not save your information and you may lose whatever you have entered.</p> <p>This protects your private information and saves valuable system resources. We recommend that you complete your review offline (in MS Word, for example) and copy and paste it into the relevant sections.</p>
<p>Saving offline</p>	<p>You can save a copy of an application form, peer review or evaluation offline by saving it as a Web Page:</p> <ul style="list-style-type: none"> • Open the form you want to save. • Go to 'File' in the toolbar on your web browser and 'Save As' or 'Save Page As' • Change the filename to something relevant • Choose to save as a 'Web Page, complete' or 'Web Page, complete (*.htm, *.html)'

	<ul style="list-style-type: none"> If you are given the option, choose 'Western European (Windows)' encoding. Save to your computer or disk.
Logging in	<p>Please log in using your unique username and password sent to you by email. Log in at the following address:</p> <p>http://egrantsproduction.imaxan.ie/panel/</p>
The panel members site	<p>The eGrants site for panel members has three main screens:</p> <ol style="list-style-type: none"> 1) An introduction page 2) A documents page 3) A page showing a list of the applications, access to peer-reviews and evaluation forms.
Screen one – introduction	<p>When you log in you will see the grant scheme for which you are a panel member. If you are a member of more than one panel, the panels will be listed.</p> <p>Beside the grant scheme you will see the link: Please click here to evaluate applications.</p> <p>Click on 'Please click here to evaluate applications' to go to the next screen.</p>
Screen two - documents	<p>The documents are in pdf format and can be printed. Please read the documents before continuing.</p> <p>Click 'Next>>' on the document page to go to the next screen.</p>
Screen three – applications, peer reviews and evaluation forms	<p>Click on (View Details and Review) underneath an application title to view the application and peer reviews.</p> <p>To view external referees:</p> <ul style="list-style-type: none"> When a review is available, the referee's name will appear onscreen under the title 'Referee Name'. Click on the referee's name to read the review. The review will open in a new window. <p>To view an application:</p> <ul style="list-style-type: none"> Click here to view this application. The application will open in a new window.
Files within an application	<p>The application will contain uploaded files. Double-click on the file names to open them up and read or print them off.</p> <p>NOTE: The main body of the application will be contained in a word file 'Application'.</p>
Evaluating individual applications	<p>To evaluate an application, click on (View Details and Review) underneath the application title in the list.</p> <ul style="list-style-type: none"> Under the heading 'Review This Application' choose Click here to start your evaluation of the application.

	You may log in and log out as often as you wish while filling in the evaluation form and you may make changes to any section before you finally submit your evaluation. Having answered a section, please click on Next(Save) to save the information. Once you have submitted your evaluation, you will NOT be able to make changes to the form.
Submitting and viewing your evaluation	<p>When you are satisfied with your evaluation, submit by clicking on: Click here to submit your evaluation of this application.</p> <p>You can also submit by clicking on SUBMIT/SAVE button contained on the last section of the form.</p> <p>To view your evaluation in full, click on: Click here to view your evaluation in full</p>
Submission Mail	If you have submitted your review successfully, you should receive an email within 24 hours confirming receipt of your review. If you do not receive a mail, please contact the HRB help deskdesk at help@hrb.ie or phone (353 (0) 1 2345122).

Tools

On the left-hand side of computer screen, you will notice a menu with the following items displayed:

Tool	Function
Home:	This button will return you to the Introduction page.
Contact us:	You may phone (353 (0) 1 2345122) or email the HRB helpdesk (help@hrb.ie) for assistance.

The following tools are also available and appear elsewhere on the eGrants site:

Tool	Function
Form Headings	This button will return you to the Introduction page.
View	You may phone (353 (0) 1 2345122) or email the HRB helpdesk (help@hrb.ie) for assistance.
Print	This will print a form or sections of a form.
Click to View Evaluation Form Sections	Click to View Evaluation Form Sections: This opens another window that contains a list of all the sections on the evaluation form. If you use this tool, please ensure that you click on Next(Save) to save any information you enter.
Logout	Click to log out of system.