



## HEALTH RESEARCH BOARD

### Referee Guidelines for using the HRB eGrants site

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

<b>Computer requirements</b>	<p>You will need:</p> <ul style="list-style-type: none"><li>• A PC (personal computer) or Mac The eGrants system has been optimised to work on Internet Explorer version 6 on a PC.</li><li>• 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: <a href="http://www.microsoft.com/windows/ie/downloads/default.asp">http://www.microsoft.com/windows/ie/downloads/default.asp</a> for Internet Explorer. <a href="http://wp.netscape.com/download/">http://wp.netscape.com/download/</a> for Netscape.</li><li>• An email address</li><li>• Adobe Acrobat Reader, version 5 This may be downloaded from: <a href="http://www.adobe.com/products/acrobat/readstep2.html">http://www.adobe.com/products/acrobat/readstep2.html</a></li></ul>
<b>Helpdesk</b>	<p>If you require help with the eGrants system please contact the HRB helpdesk: Email: <a href="mailto:help@hrb.ie">help@hrb.ie</a> Telephone: +353 1 2345122</p>
<b>Timeout and saving</b>	<p>Please ensure that you save your information at least once every 50 minutes. The system will automatically log you out after 50 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>

<b>Saving offline</b>	<p>You can save a copy of an application form or your review offline by saving it as a Web Page:</p> <ul style="list-style-type: none"> <li>• Open the form you want to save.</li> <li>• Go to 'File' in the toolbar on your web browser and 'Save As' or 'Save Page As'</li> <li>• Change the filename to something relevant</li> <li>• Choose to save as a 'Web Page, complete' or 'Web Page, complete (*.htm,*.html)'</li> <li>• If you are given the option, choose 'Western European (Windows)' encoding.</li> <li>• Save to your computer or disk.</li> </ul>
<b>Logging in</b>	<p>Please log in using your unique username and password sent to you by email. Log in at the following address:</p> <p><a href="http://egrantsproduction.imaxan.ie/ref/">http://egrantsproduction.imaxan.ie/ref/</a></p>
<b>The referee site</b>	<p>The eGrants site for referees has two main screens:</p> <ol style="list-style-type: none"> <li>1) An introduction and documents page</li> <li>2) A page showing the application(s) for review and review form(s).</li> </ol>
<b>Screen one – introduction and documents</b>	<p>All documents are in pdf format and can be printed. Please read the document(s) before continuing.</p> <p>Click 'Next&gt;&gt;' to go to the next screen.</p>
<b>Screen two – application(s) and review form(s)</b>	<p>To view an application:  <a href="#">Click here to VIEW THIS APPLICATION.</a> The application will open in a new window.</p> <p>You may print the application using 'Print' at the top of the page. The main part of the application will be contained in an attached word document file entitled 'Application'.</p>
<b>Files within an application</b>	<p>The application screen will contain uploaded files. Double-click on the file names to open up the attachments.</p>
<b>Reviewing an application and declaration of conflict of interest</b>	<p>To begin your review:  <a href="#">Click here to START YOUR EVALUATION of this application</a>  Please read the conflict of interest declaration. Should a conflict of interest arise, contact <a href="mailto:help@hrb.ie">help@hrb.ie</a>. If you have no conflict of interest with the application, please tick the boxes and continue.</p> <p>You may log in and log out as often as you wish while filling in the review form and you may make changes to any section before you finally submit your review. Having answered a section, please click on <b>Next(Save)</b> to save the information. Once you have submitted your evaluation, you will <b>NOT</b> be able to make changes to it.</p> <p>When you are satisfied with your evaluation:  <a href="#">Click here to SUBMIT your evaluation</a></p>
<b>Submitting and viewing</b>	<p>When you are satisfied with your review:</p>

<b>your review</b>	<p><a href="#">Click here to SUBMIT your evaluation</a></p> <p>To view your evaluation in full:  <a href="#">Click here to VIEW YOUR EVALUATION in full</a></p>
<b>Submission Mail</b>	<p>You should receive a mail confirming receipt of your review. If you do not receive a mail within 24 hours, please contact the HRB helpdesk.  Email: <a href="mailto:help@hrb.ie">help@hrb.ie</a>  Telephone: +353 1 2345122</p>

### Tools

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

<b>Tool</b>	<b>Function</b>
Home:	This button will return you to the Introduction page.
Application for Review:	This button will return you to the page containing information about the application for review.
Contact us:	You may phone (353 (0) 1 2345122) or email the HRB helpdesk ( <a href="mailto:help@hrb.ie">help@hrb.ie</a> ) for assistance.

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

<b>Tool</b>	<b>Function</b>
Form Headings	You may use this to see a list of questions within the form. You can click on individual question headings to go to that section of the form.
View Form	This allows you to view the application or review form in full.
Print	This will print a form.
Click to View Evaluation Form Sections	This opens another window that contains a list of all the sections on the review form. If you use this tool, please ensure that you click on Next(Save) to save any information you enter.
Logout	Please use this to log out of the system.