

## Technical Guidelines for Completion of HRB eGrant Application Form


<p>While we have made every effort to make the online application as straightforward as possible, if you are not familiar with online systems this procedure will take longer than the conventional hard-copy system. For this reason we suggest you allow extra time to complete your application. We also recommend that you retain a copy of your entire application offline.</p>	
<b>Deadline:</b>	<p>Please refer to the HRB website <a href="http://www.hrb.ie/research-strategy-funding/grants-and-fellowships/">http://www.hrb.ie/research-strategy-funding/grants-and-fellowships/</a> for the deadline for submission of applications. Please note that the system will be taken off-line on the deadline.</p>
<b>System Requirements:</b>	<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>Registration and login:</b>	<p>In order to submit an online application to the HRB, you are required to register at the following address: <a href="http://egrantsproduction.imaxan.ie/">http://egrantsproduction.imaxan.ie/</a></p> <ul style="list-style-type: none"> <li>• <b>Step 1:</b> Click on 'Register Yourself' on the left-hand menu. Please supply the details of the Principal Investigator/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 asterix *</li> <li>• <b>Step 2:</b> When you have submitted your registration, you will receive an email. Follow the instructions in the email to confirm your registration. The email also contains your username, password and researcher ID. You will need your username and password for logging in to the eGrants site and you will need your researcher ID for all future correspondence with the HRB.</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></p>

	<p>Telephone: +353 1 2345122 All queries will be dealt with within 24 hours, Monday to Friday.</p>
<b>Timeout and Saving Information</b>	<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. This protects your private information and saves valuable system resources.</p> <p>We recommend that you complete any large sections offline (in MS Word, for example) and copy and paste it into the relevant sections.</p>
<b>APPLICATION FORM</b>	
<b>Login</b>	<p>Log in to your eGrants home page at: <a href="http://egrantsproduction.imaxan.ie/">http://egrantsproduction.imaxan.ie/</a></p> <p>Please log in using your unique username (email) and password, and select <u>New Application</u> for the relevant funding scheme.</p> <p>You can login and logout as often as you wish to fill in the form and you can make changes to any section before you submit your application. After filling in a question, you must click on <b>Next (Save)</b> to save the information you have entered. Once you have submitted your application, you will not be able to make changes to it.</p>
<b>Project Title:</b>	<p>You will first be asked to enter your <b>Project Title</b>. The title should not exceed 200 characters. Please note that only plain text may be used in entering the project title.</p>
<b>Instructions</b>	<p><b>How to apply:</b> The online application form will consist of two parts, Part A and Part B.</p> <p><b>Part A:</b> Within this section Information is entered by the applicant directly online through the eGrants system.</p> <p><b>Part B:</b> Within this section a word document entitled "Application" is available to download and should be completed offline. The completed document should then be uploaded to the system in the file upload section in Part B.</p>
<b>PART A</b>	<p>Part A comprises a series of questions that must be completed online on egrants.</p>
<b>User Details</b>	<p>Applicant (Principal Investigator) Details - Some parts of this question are completed automatically using the details entered in the registration page. If any changes need to be made to this</p>

	<p>information, the changes can be made by clicking on the 'edit profile' tool on the left hand side menu.</p> <p>Details of Co-Principal Investigator and Funded Investigator(s) (if applicable) are entered manually in the boxes provided.</p>
<p><b>Keywords</b></p>	<ul style="list-style-type: none"> <li>• Please insert a maximum of 5 keywords. Keywords may be added by using MeSH or free text. (MeSH or Medical Subject Headings is the National Library of Medicine's (USA) controlled vocabulary thesaurus. MeSH consists of a set of terms or subject headings that are arranged in both an alphabetic and a hierarchical structure. At the most general level of the hierarchical structure are very broad headings such as "Anatomy," "Mental Disorders," and "Enzymes, Coenzymes, and Enzyme Inhibitors." At more narrow levels are found more specific headings such as "Ankle", "Conduct Disorder," and "Calcineurin." There are more than 19,000 main headings in MeSH. Using MeSH keywords facilitates literature searches of Medline since all Medline articles are indexed used MeSH. )</li> <li>• To search for a word in MeSH click on a main category, e.g. 'Body Regions', then sub category 'abdomen'. If abdomen is a keyword for your project select it by clicking on the + button to the left of 'abdomen'. If you wish to select a further sub-category click on abdomen and you will be directed into the next level. You can move between categories. When you have reached the last level, the text will be in black indicating that it is the final level.</li> <li>• If your keyword is not in MeSH you can enter it into the free-text box at the top of the screen.</li> </ul>

## Part B

### To download application form:

To download the 'Application' word document, please click on the word icon , save to your desktop or other location on your PC/Mac. Once saved, open up the word file from the saved location, complete all sections and save offline as a word file.

### This file should then be uploaded.

#### File upload:

The file upload option is available for you to upload the 'Application' MS Word document.

- Please ensure that file labels includes no spaces or symbols.
- File sizes should be under 1.4 mb in size. To check file size, click on properties under File menu
- Files should be in specified formats which are outlined below and with meaningful labels.

**NOTE:** Please be patient when uploading your file as it may take some time if using a normal telephone line. Do not interrupt transfer unless you see no progress after five or six minutes.

#### How to upload your application word file?

- Please complete the 'Application' word file offline, save to your desktop or other location.
- Upload to the system by clicking the browse file and searching for the completed word file.
- Double click on the word file and a link should appear (Fig 1)
- Pressing Next(Save) or Back(Save) will retain the file in the system.
- An icon will appear if the file has been saved correctly (Fig 2)
- If the incorrect file has been uploaded, please click **X** to delete.

Please upload the **completed scientific part** of the application form.

C:\Documents and Settings\jean\Desktop\application

Browse...

Please upload the **completed scientific part** of the application form.

Browse...



application.doc

<p><b>Images upload</b></p>	<p><b>For images upload:</b> (File sizes should be under 1.4 mb in size.)  For image files, please ensure your image in the following format: Joint Photographic Experts Group (.jpeg or .jpg). Alternatively, create a single document for your image(s) by copying and pasting into one of these formats: MS Word (.doc), Adobe PDF (.pdf), Rich Text Format (.rtf), Powerpoint (.ppt) or MS Excel (.xls).</p> <ul style="list-style-type: none"> <li>• Upload to the system by clicking the browse file and searching for the image file.</li> <li>• Double click on the image file and a link should appear.</li> <li>• Pressing Next(Save) or Back(Save) will retain the file in the system.</li> <li>• An icon will appear if the file has been saved correctly.(Fig 2)</li> <li>• If the incorrect file has been uploaded, please click <b>X</b> to delete.</li> </ul>
<p><b>For all other files to be uploaded</b></p>	<p>Follow the steps above and ensure the file is in any of the following formats; MS Word (.doc), Adobe PDF (.pdf), Rich Text Format (.rtf), Powerpoint (.ppt), MS Excel (.xls) and under 1.4 mb in size.</p>
<p><b>Checklist and Submission</b></p>	<p>Please ensure that you have completed all the relevant sections of the application form and have uploaded the completed MS Word document 'Application'.</p> <p>Click <b>Next</b> and you will be returned to your homepage. To submit your application use <b>Click to submit</b> under the heading <b>Status</b>. Upon submission, you will receive a submission key as proof of submission. Once you have submitted your application, you cannot edit or unsubmit it. An email will be sent acknowledging receipt of your application.</p> <p>Signature pages must be received by the HRB by the relevant deadline.</p>

## Tools

When you are filling out your application form, there are a number of useful tools in a menu on the left-hand side of the computer screen. These are:

<b>Tool</b>	<b>Function</b>
User Home	This button will return you to your unique user homepage, which gives details of your project title, its submission status, and the number of days to the submission deadline.
Edit Profile	This button allows you to update your personal details, which you entered for your registration.
Email Us	You may email the HRB helpdesk ( <a href="mailto:help@hrb.ie">help@hrb.ie</a> ) for assistance and your query will be answered within 24-hours Monday to Friday.
View Application Layout	This button 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. This is a useful tool to navigate through sections of the form.
Guidelines	This document.
View Form	You may use this button at any stage to see the layout of the form, and the content you have entered to date.
Print Form	Click here to view your form in print layout and to print off your application form.
Form Headings	This button allows you to view each section of the form individually.