

**HRB Scientific Writing Workshops 2008  
GUIDELINES FOR COMPLETION OF EGRANT APPLICATION FORM**

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The deadline for submission of applications is **5.00pm on Friday 28 March 2008**. Please note that the system will be taken off-line at 5.00pm.

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.

Please use the following notes for reference when completing the application form.

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### **Computer Requirements**

You will need:

- A PC (personal computer) or Mac

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.

**NOTE:** Please note the Web Editor tool is only available if you are using a PC with Internet Explorer version 6 and upward. Please follow the steps above to download the most recent version of Internet explorer if you have an older version.

- An email address

- Adobe Acrobat Reader, version 5

This may be downloaded from:

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

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### **Registration**

In order to submit an online application with 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 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 asterisk \*.

**Step 2:** 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.

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## 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. They are:

- User Home
- Edit Profile
- Email Us
- View Application Layout
- Guidelines
- View Form
- Print Form
- Form Headings

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

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## Helpdesk

If you require help with the eGrants system please contact the HRB helpdesk:

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

Telephone: +353 1 2345122

All queries will be dealt with within 24 hours, Monday to Friday.

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## Timeout and Saving Information

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.

We recommend that you complete any large sections offline (in MS Word, for example) and copy and paste it into the relevant sections.

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Filling out your Application Form

Log in to your eGrants home page at:

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

Please log in using your unique username (email) and password, and select New Application under the heading **Scientific Writing Workshops**.

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 **Next(Save)** to save the information you have entered. **Once you have submitted your application, you will not be able to make changes to it.**

You will first be asked to enter your **Project Title**. The title should not exceed 200 characters. Please note that only plain text may be used in entering the project title. The **Important** notice coming up asks you if you have read the Guidelines (this document) for this scheme. Choose **'Yes'** in the menu.

**NAVIGATION:** Once you have passed the first question Project Title, on the application form, the option **'View Application Layout'** will appear on the left hand side menu, which 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.

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## SCIENTIFIC WRITING WORKSHOPS – QUESTIONS ON APPLICATION FORM

### 1. APPLICANT'S DETAILS

The next screen will show you the details you entered for registration. You can edit these details at any time using the **Edit Profile** button (see 'Tools' above).

**Qualifications:** Qualifications obtained to date.

**Course:** If you are studying at present, please state the degree for which you are studying

**Stage:** Please give the year of your studies that you are in at present.

### 2. SUPERVISOR'S DETAILS

**Contact Details:** Please give the name, address, telephone and email of your supervisor.

### 3. DATES

The workshops will be held in two locations:

Galway, 26-28 May 2008

Dublin, 24-26 November 2008

Please indicate your first and second choice. If you are only interested in one location, leave the other option free.

### 4. REASONS FOR APPLYING

Please state briefly the reasons for your application and give the potential benefits of the workshop to you. (maximum 250 words)

### 5. RESEARCH PROJECT

Give a summary of your current research project. (maximum 250 words)

## 6. PUBLICATIONS

Please give your publications to date (if any)  
Please give your publications in press (if any)

## 7. CURRICULUM VITAE

Please upload a one-page CV.

## 8. SIGNATURE PAGE

**Please ensure that you send your signature page to reach the HRB by 5pm on Friday 4 April 2008. Applications without a signature page are incomplete and will not be processed.**

### **Checklist and Submission**

Please ensure that you have completed all the relevant sections of the application form. Click **Next** and you will be returned to your homepage. To submit your application use **Click to submit** under the heading **Status**. Upon submission, you will receive a submission key as proof of submission. Once you have submitted your application, you cannot edit or unsubmit it.