

Invitation to a grant application

If you have any queries please email us at grants_admin@breastcancernow.org

These instructions are for **joint lead applicant, co-applicants, collaborators, the head of department** and the **finance officer**. For finance officers, there is an additional step required for final approval, after the lead applicant submits.

1. Accepting the invitation

When the lead applicant invites you to the application, you will receive an email inviting you to participate in the application with a link to access the system:

From: noreply@smartsimplemailer.com <noreply@smartsimplemailer.com>
 Sent:
 To:
 Subject: Application invitation

Hello INVITEE,

LEAD APPLICANT has invited you to review and approve the application REF as ROLE.

Please read our 'How to apply' guidance for instructions on how to access the application <https://breastcancernow.org/our-research/information-for-researchers/funding-opportunities/equity-and-wellbeing>

Please review and confirm your approval of the application using the link below:

https://breastcancernow.smartsimpleuk.com/ex/ex_invitation.jsp?lang=1&token=%24yODWt7EcCEalhE0pV%2Bxz%2BR9joMEQq0gbCGorPnNYM%3D

Your action is required in response to this email. Failure to do so could result in the application being ineligible for submission. If you have questions about the application, please contact the lead applicant.

2. Accessing the system

After accepting the invitation and registering, if you are new to the system, you will receive an email with a link to create a password. Breast Cancer Now will need to validate your account before you can access the invitation. If you already have an account, there will be a 'log in here' link.

3. Completing the acceptance form

On the system home page, under 'Action items' title, click on the right-hand tab called 'Acceptance forms', and click the pink 'Open' button to open the acceptance form:

In the top left-hand corner, there is a pink button called 'Actions'. Click here and then click 'View application in split screen'. You will be able to view the application.

Depending on your role, the acceptance form varies:

Joint lead applicants

- If you are happy to proceed, click Yes on “Do you confirm your participation in this proposal?”
- Attach your CV in PDF format
- Click ‘Approve’
- Go back to Home (via top left-hand corner), under ‘Action items’, on the ‘Application forms’ tab, you will be able to open the application and fill in your information on the ‘Joint lead applicant’ tab. Click ‘Save draft’

Co-applicants

- If you are happy to proceed, click Yes on “Do you confirm your participation in this proposal?”
- Attach your CV in PDF format
- Click ‘Approve’

Collaborators

- If you are happy to proceed, click Yes on “Do you confirm your participation in this proposal?”
- Click ‘Approve’
- The lead applicant will obtain a letter of collaboration (no longer than 1 page) from you to attach to the application

Head of department

- You will need to confirm you are at the same institution as the lead applicant
- If you are happy to proceed, click Yes on “Do you confirm your participation in this proposal?”
- Click ‘Approve’

Finance officer

- You will need to confirm you are at the same institution as the lead applicant
- If you are happy to proceed, click Yes on “Do you confirm your participation in this proposal?”
- Click ‘Approve’

After submission:

- Follow the link in the ‘Application submitted for your review’ email
- Under ‘Action items, under the left-hand tab ‘Applications’, you can click the pink ‘Open’ button to access the application
- If you are happy to proceed: click the green ‘Approve’ button at the bottom of the screen
- If you want the lead applicant to make any changes: scroll along the top to the ‘Revisions requested’ tab, where you can detail amendments that the lead applicant needs to make, and then click the yellow ‘Request revisions’ button at the bottom of the screen to return it to them