

Cancer Institute NSW Grants Management System

Grant Applicant User Guide

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1. Introduction

The Grants Management System (GMS) is the online portal that the Cancer Institute NSW (the Institute) uses for grant applications. The GMS allows the grant applicant to draft, edit and submit their application before the closure date. The user may also have additional access to comment or share the application and projects with other users of GMS.

The recommended browser to use is Google Chrome (version 64 and higher).

1.1 Target audience

The information in this user manual is aimed at researchers who would like to apply for open CINSW grants.

1.2 Guidelines

It is important that you refer to the applicable grant round [guidelines](#) in conjunction with using this manual to understand how each function relates to the CINSW grants lifecycle.

1.3 ORCID

Consistent with the position of the National Health and Medical Research Council (NHMRC) and the Australian Research Council (ARC), the Institute encourages all researchers applying for funding to have an Open Researcher and Contributor ID (ORCID) identifier and to keep the information up to date.

The GMS is able to link relevant details you have entered in ORCID to your application. Instructions on how to enter your ORCID into GMS is outlined in this manual.

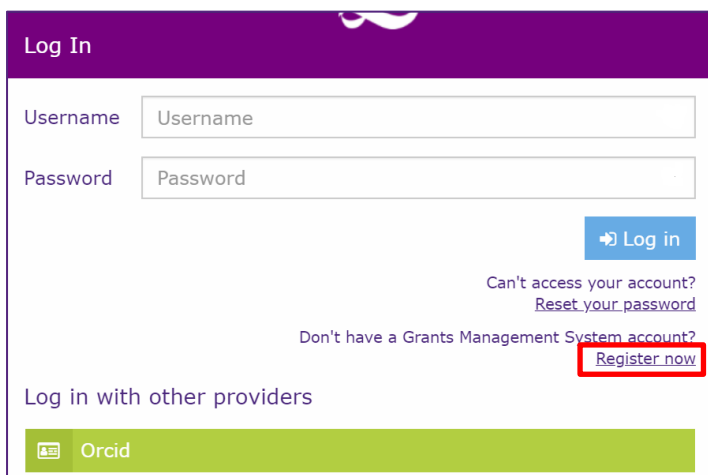
Details about ORCID can be found here: <https://orcid.org/>

2. Registration

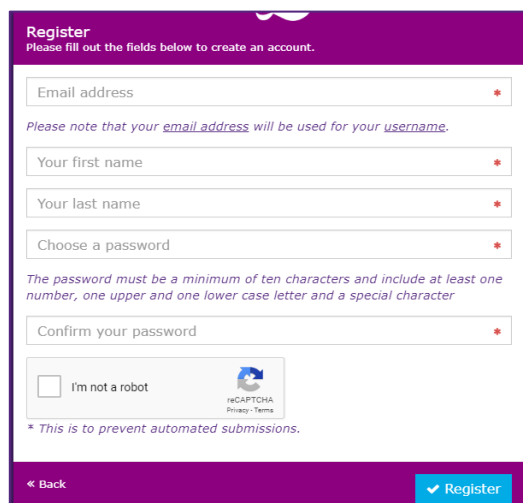
To apply for a grant you will first need to register to the Cancer Institute NSW's Grants Management System (GMS). To access the GMS go to:

<https://grants.cancerinstitute.org.au>.

1. Click on "Register now" if you have not already registered.



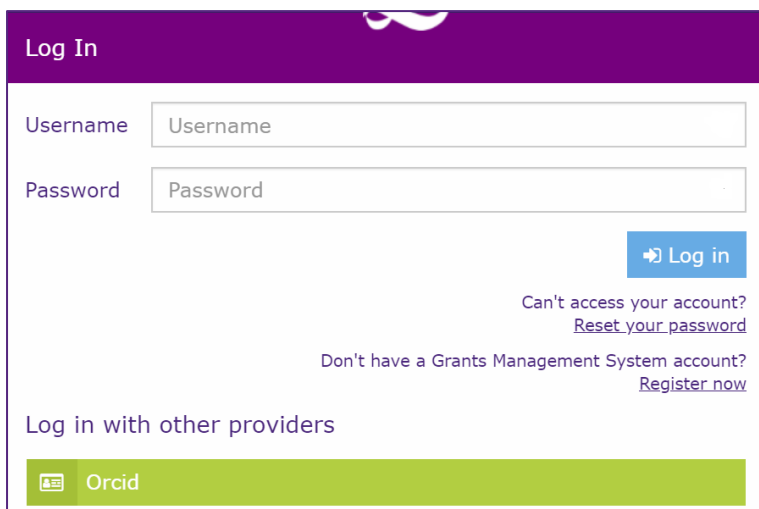
2. The **Register form** will be displayed.



3. Complete the form. The password must be 10 characters and include at least one number, one upper/lower case letter and a special character.
4. For security purposes, click **I'm not a robot** - reCAPTCHA may require you to perform an additional task by selecting tiles of various objects.
5. Select **Register**.
6. A registration email will be delivered to the email address you specified in the form.
7. If you do not receive the email within a few minutes, check your junk e-mail folder. For any further support, check with your organisation's IT support or contact the Cancer Institute NSW Grants Team on CINSW-Grants@health.nsw.gov.au.
8. Click the link in the confirmation email to activate your account.

3. Login to the GMS

Once you have registered and your account is activated, you can login to the GMS.

The image shows a screenshot of the GMS login interface. At the top, there is a purple header with the text "Log In" and a small white logo. Below the header, there are two input fields: "Username" and "Password". To the right of the "Password" field is a blue button with a white arrow and the text "Log in". Below the "Log in" button, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have a Grants Management System account? [Register now](#)". At the bottom of the form, there is a section titled "Log in with other providers" which includes a green button with the text "Orcid" and a small icon.

1. Enter your **username** and **password**.

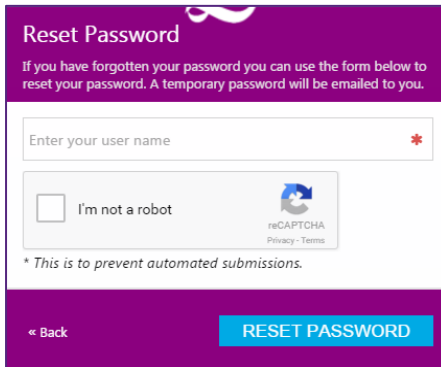
Note: Your username is your email address that you have registered for your account.

2. Select **Log in**.
3. You may prefer to link your GMS account with your ORCID for easy access to GMS. If you click on the "Orcid" button, the site will direct you to the ORCID website where you will be asked to authorise the GMS as a trusted site. GMS will then request you to register your linked ORCID. Next time you login, you can simply click on the Orcid button instead of entering your username and password.
4. Select **Agree** to accept the Licence Agreement.
5. The GMS homepage will be displayed.

4. Forgotten password

If you have forgotten your password, follow the steps below to reset your password.

1. Click the **Reset Password** link.



Reset Password

If you have forgotten your password you can use the form below to reset your password. A temporary password will be emailed to you.

Enter your user name *

I'm not a robot

reCAPTCHA
Privacy - Terms

* This is to prevent automated submissions.

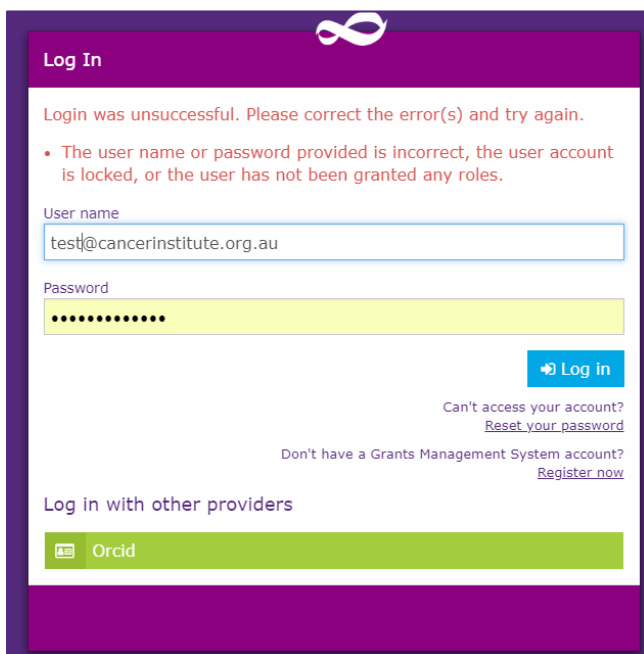
< Back

RESET PASSWORD

2. Enter your email address in the text box.
3. Click **I'm not a robot** and complete the reCAPTCHA questions if required.
4. Select **Reset Password**.
5. Click **Finish**.
6. A password reset link will be emailed to the email address associated with your user account. Click on the link to finalise the password reset.

5. Incorrect password or locked account

If you have entered your password incorrectly more than 3 times, the account will be locked. The following message may appear.



Log In

Login was unsuccessful. Please correct the error(s) and try again.

- The user name or password provided is incorrect, the user account is locked, or the user has not been granted any roles.

User name
test@cancerinstitute.org.au

Password
.....

[Log in](#)

Can't access your account?
[Reset your password](#)

Don't have a Grants Management System account?
[Register now](#)

Log in with other providers

[Orcid](#)

Before contacting CINSW, you should try to reset your password first using the instructions above. If you cannot log into your account after resetting the password, email CINSW-Grants@health.nsw.gov.au to have your account unlocked.

6. GMS homepage

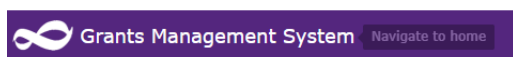
After you login and select “Agree” to the Licence agreement, you will be presented with the GMS homepage, which is the dashboard of the system.

The screenshot shows the GMS homepage with the following components:

- Header:** Cancer Institute NSW logo, "Grants Management System" title, and a navigation menu with links for Applications, Information, Profile, Projects, Survey, Help, and Sign out. A session timer shows 00:59:49.
- Main Content:**
 - Top 5 In Progress applications:** A message stating no applications are currently in progress, with a "+ New application" button.
 - Top 5 projects:** A message stating no active or approved projects are currently shown.
 - Grant rounds:** A table listing open grant rounds.

Title	Status	Start date	End date
Research Equipment Grant 2018	Open	15 Dec 2017	N/A
TEST 2019 TPG joint call - Expression of Interest	Open	05 Feb 2018	N/A
Innovations in Cancer Control Grants 2019	Open	18 Apr 2018	N/A
TEST 2018 TPG round	Open (119 days)	24 Jan 2018	29 Mar 2019
Career Development Fellowship 2019	Open (15 days)	15 Dec 2017	15 Dec 2018
 - Top 5 milestones due:** A message stating no milestones are currently associated with projects.

1. The menu bar allows access to any existing Applications, Projects and your user Profile.
2. The “New application” button allows you to start a new application.
3. The “Grant rounds” section displays the grant rounds that are currently open.
4. The timer at the top of the page shows the time left before your session will expire after inactivity.
5. To return to the home page click on **Grants Management System** on the left hand side of the tool bar.



7. Updating your user profile

Once you have registered, a basic profile will be created in the GMS. In this profile you can update your details (e.g. address, email, appointments and qualifications). You can also update your password and username in your account settings. Information stored in your profile can be used to pre-populate the application form with information e.g. appointments, so you do not need to re-type this information in the application form.

You are also able to synchronise your ORCID qualification and appointment information with GMS. To update or view your profile:

1. Select **Profile** from the toolbar.



2. The **Profile** page will appear.
3. Enter your Residential status.
4. Enter your ORCID. If you have registered your ORCID previously, it should appear here.

 A screenshot of the GMS 'Profile' page. The page has a purple header with the GMS logo and navigation links. On the left, there is a sidebar menu with options like 'Personal Profile', 'Personal details', 'Address details', 'Email details', 'Phone details', 'Social media contacts', 'Appointments', 'Qualifications', 'Publications', 'Funding', 'Employment', and 'Account settings'. The main content area is titled 'Profile' and contains a form for 'Personal details'. The form includes fields for Title (Dr), First name (test), Other names, Last name (user1), Preferred name, Residential status (Australian citizen), ORCID id (0000-0000-5000-0000), and Notification (Researcher). There are 'Save' and 'Reset' buttons at the bottom of the form.

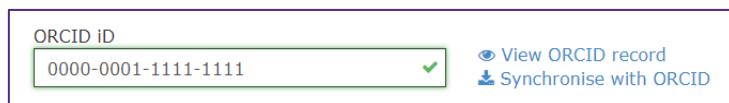
5. Using the menu on the left hand side, you can navigate through the different options and update your details.

The main sections that will require your input are listed under Personal Details below.

7.1 Personal Details

1. Select "Reset" to discard any additional changes you make.
2. Select "Notification" to receive email updates.
3. Select "Researcher" if relevant.
4. If you have an ORCID, you can synchronise your publication and qualification data that has already been entered in ORCID into GMS by clicking on "Synchronise with

ORCID". This will allow the GMS to easily link to this data to your applications. The links will only appear after you enter an ORCID into the below field:



ORCID ID
0000-0001-1111-1111 ✓

[View ORCID record](#)
[Synchronise with ORCID](#)

7.2 Email Details

Emails will be sent to your preferred email address (i.e. the email address you used to register). You can change your preferred email address as follows:

1. Select **Email details**
2. **Add new email address.**
3. Enter the email address.
4. Select the preferred checkbox (only one email address can be specified as preferred).
5. Select **Save**.
6. You cannot delete the email address used to login to your account. To change your login email address select **Account Settings > Change username**.
7. The preferred status is displayed in the email list.

7.3 Account Settings

From here you can change your username or password.

Please note that the username must be a valid email address.



8. Creating an application

You can begin an application from the GMS home page by clicking on the **“New application”** button.



1. Alternatively, you can go to the application page by clicking on the **applications tab** on the toolbar.
2. Click **New application**.
3. From the drop down list select the grant program you are applying for.
4. Create a title for the application and add any comments or notes. The application title will appear on your dashboard for your own reference when the application is in progress. The final title of the application will be the one that is entered in the application form.

5. Use the left hand menu or forward and back arrows to navigate through the application form.

Forward and back arrows:  

A green tick indicates that the page has passed the necessary validation. A cross next to the page means that it has not passed all the validation e.g. all mandatory fields have not been filled in.

6. Select **Save** to save your changes. A dialogue box will appear letting you know your application has been saved. Click Close to complete the saving process. You can save and continue as often as you like.




7. You can also download a PDF copy of the application at any time using the **preview button**. Please allow a few seconds for the system to generate the PDF preview copy to your browser.



8. Once you have started an application it will be assigned a unique **application identifier**. Applications which are in progress will be listed on the GMS homepage and on the applications page.

Notes:

- Help tips are provided throughout the form. Click on the question mark icon to display a description.
- Mandatory fields are indicated with an *.
- Incomplete sections of the application will appear with a cross symbol next to the section name.
- Certain sections of the application form will require you to provide multiple entries (e.g. milestones, publications).
- Entries can be added, deleted or duplicated using add, delete or fill down buttons. To delete a row, you must select the check box next to the row first before you click on the  symbol.

9. Submitting an application

To submit the application:

1. From the certification page read and confirm that the required actions have been undertaken.
2. Click on **Submit**. Please be aware that once an application has been submitted it cannot be changed.
3. You will receive an email confirming that the application has been successfully submitted.
4. A PDF version of the submitted application and other documents can be accessed by clicking on the **Download application attachments** icon.

10. Submitting a progress report

1. Log into the GMS portal.
2. Under **Top milestones due**, click on the progress report milestone.
3. GMS will take you to another page.
4. Click on the **Submit report** button.
5. The progress report form will be displayed.
6. Before submitting the progress report a signed letter of certification from the Administering Institution Contact must be included as an attachment to confirm that the information about the report period covered is accurate.

11. Help and information

To access help tips across the GMS, click on the help icon on the tool bar. If you do experience any problems or would like some further information, please contact the CINSW grants team on CINSW-Grants@health.nsw.gov.au.

You may also access the grant guidelines by using the “**Information**” link from the top menu bar.

