

The Cancer Institute NSW Grants Management System Cancer Screening and Prevention and Cancer Control Grants

Grant Applicant User Guide

Version 1.0 | 13 October 2022

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1. Introduction

The Grants Management System (GMS) is the online portal that the Cancer Institute NSW (CINSW) uses for grant applications. The GMS allows the grant applicant to 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 users who have access to the GMS and would like to apply for open CINSW grants.

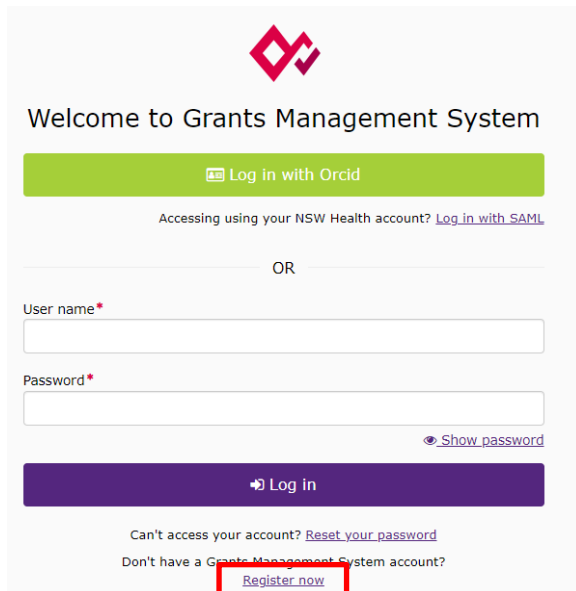
1.2 Guidelines

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.

2. Registration

To apply for a grant application, you will 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.



Welcome to Grants Management System

[Log in with Orcid](#)

Accessing using your NSW Health account? [Log in with SAML](#)

OR

User name*

Password*

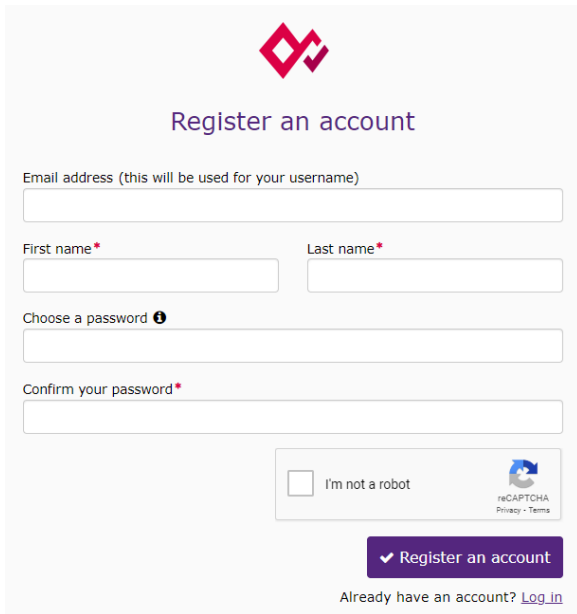
[Show password](#)


[Log in](#)

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

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

2. The **Register an account** will be displayed.





Register an account

Email address (this will be used for your username)

First name* Last name*

Choose a password ⓘ

Confirm your password*

I'm not a robot 
reCAPTCHA
Privacy - Terms

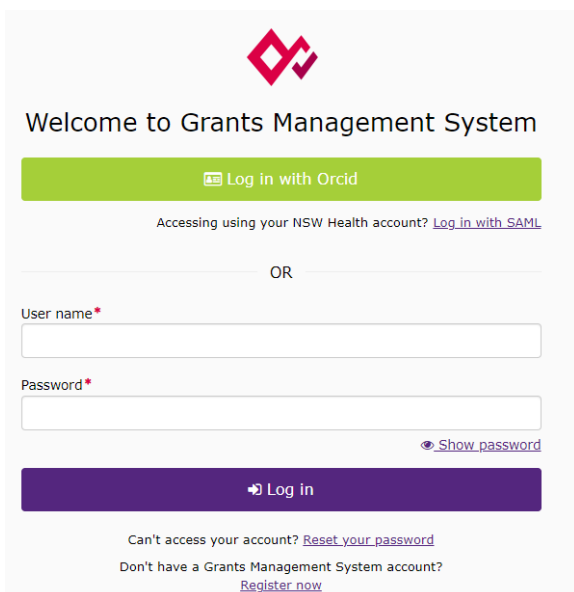
[Register an account](#)


Already have an account? [Log in](#)

3. Complete the form. Please note that 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 an account**.
6. A registration email will be sent to the email address you entered in the form.
7. If you do not receive the email within a few minutes, check your junk email folder. For any further support, check with your organisation's IT support or contact the Cancer Screening and Prevention and Cancer Control Grant Team on CINSW-Innovation@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.




Welcome to Grants Management System

[Log in with Orcid](#)

Accessing using your NSW Health account? [Log in with SAML](#)

OR

User name*

Password*

[Show password](#)

[Log in](#)

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

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

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. Select **Agree** to accept the License Agreement.
4. The GMS home page will be displayed.

4. Forgotten password

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

1. Click the **Reset your password** link.

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.

Before contacting CINSW, you should try to reset your password first using the instructions above. If you have entered your password incorrectly more than 3 times, the account will be locked. Email CINSW-Innovation@health.nsw.gov.au to have your account unlocked.

5. GMS homepage

After you login you will be presented with the GMS homepage, which is the dashboard of the system.

- The **Top 5 in progress applications** section displays the grant applications in progress.
- The **Rounds** section displays the grant rounds that are currently open.
- The **Top 5 milestones due** section displays the reports due
- The timer at the top of the page shows the time left before your session will expire after inactivity.
- To return to the home page, click on **Grants Management System** on the top left-hand

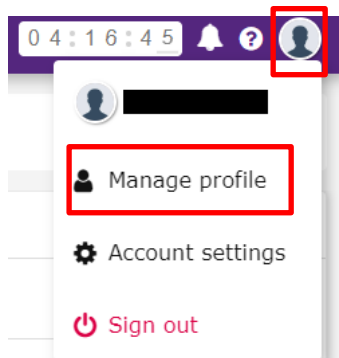
side of the tool bar.  **Grants Management System**

6. Creating a user profile

Once you have registered, a basic profile will be created in the GMS. In this profile you can update your details (for example email address). You can also update your password and username in your account settings.

To update or view your profile:

1. Select the icon on the top right corner of the page and select **Manage profile**



2. The **Profile** page will appear.

6.1 Personal Details

1. Enter your **Residential status**.
2. Enter your **ORCID** if you have one. If you have registered your ORCID previously, it should appear here.
Details about ORCID can be found here: <https://orcid.org/>
3. Select **Notification** to receive email updates.
4. Select **Researcher** if you are a researcher.
5. Select **Save** once completed.

6.2 Email Details

Emails will be sent to your preferred email address (that is the email address you used to register). You can change your preferred email address by following the below steps:

1. Select **Add new email address**.
2. Enter the email address.
3. Select the preferred checkbox (only one email address can be specified as preferred).

4. Select **Save**.
5. You cannot delete the email address used to login to your account. To change your login email address, select **Account Settings > Change username**.

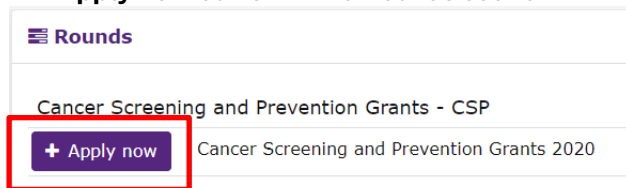
6.3 Account Settings

From here you can change your username or password.

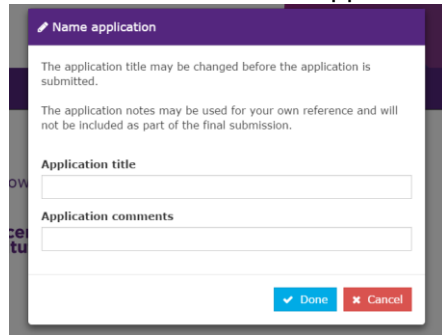
Please note that the username must be a valid email address.

7. Creating an application

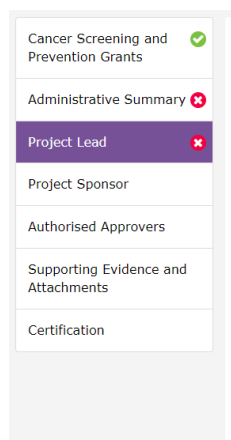
1. You can begin an application from the GMS home page by clicking on the **Apply now** button in the Rounds section.



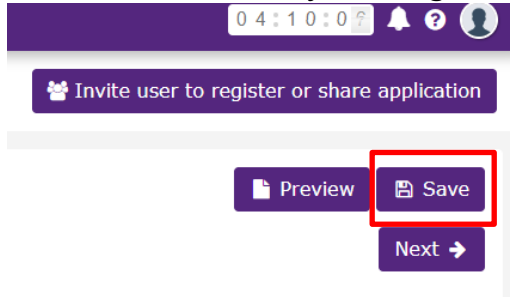
2. Create a title for the application.



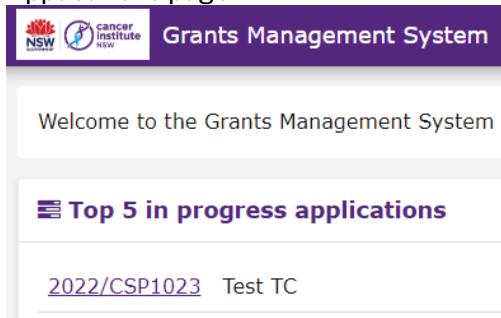
3. Use the left-hand menu to navigate through the application form or the **Previous** and **Next** buttons on the bottom of the page. A green tick indicates that the page has passed the necessary validation. A red cross next to the page means that all the mandatory fields have not been filled in.



4. Select **Save** to save your changes. You can save and continue as often as you like.



5. 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.



8. Submitting an application

To submit the application:

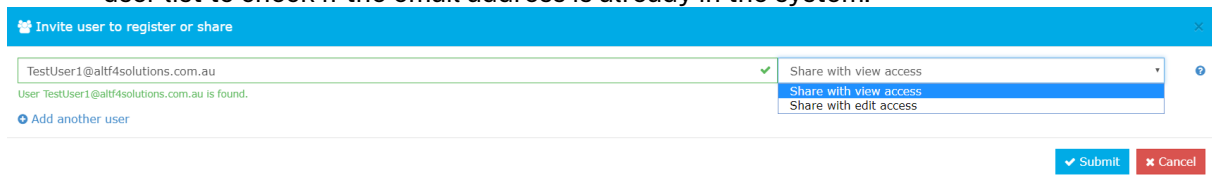
Please be aware that once an application has been submitted it cannot be changed.

1. From the certification page, read and confirm that the required actions have been undertaken.
2. Click on **Submit**.
3. You will receive an email confirming that the application has been successfully submitted.

9. Sharing an application

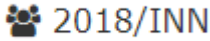
An applicant can share their application with other registered GMS users or invite other users to share the application. To access an application, the recipient must be registered on the GMS. To share an application:

1. Identify the application you wish to share, click on the application title and click on **Invite user to register or share application**
2. Enter the recipient(s) GMS username (their email address). The system will look up the user list to check if the email address is already in the system.



3. If the recipient is registered in the GMS, they will receive an email notifying them that you would like to share an application with them.
4. If they are not registered, they will receive an email inviting them to register.

5. You may enter another user in step 2 if you would like multiple users to access the application.
6. When an application is shared, only one recipient can access the application at any one time.
7. You can also delete assigned users from this dialog box.
8. The following icon appears on applications that are shared:

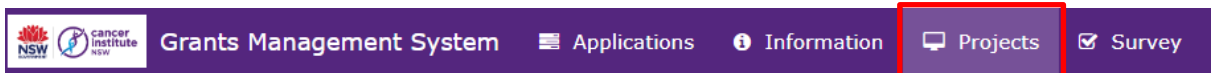


Note: Only the original owner of the application will have rights to share an application.

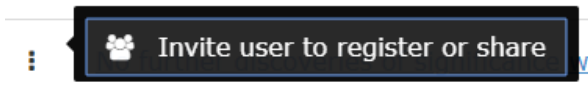
10. Sharing a Project

If your application is successful, you will have access to the “Project” record that is generated from your application. You are also able to share the Project record with others.

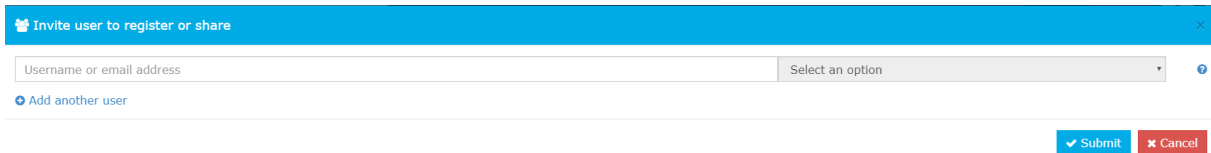
You can access your projects by clicking on **Projects** on the top toolbar. You will then be presented with a list of your approved or active grants.



Clicking on the 3 dots next to the project record will reveal the following icon:



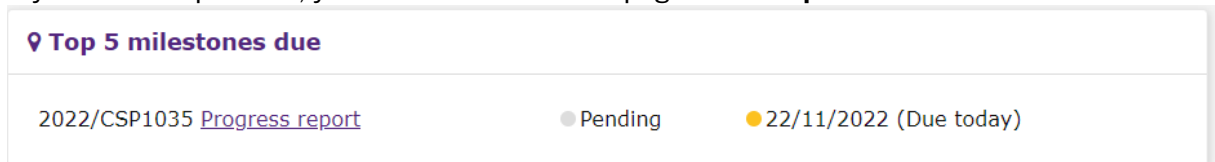
Similar to sharing the application, you are able to invite or share the project with others.



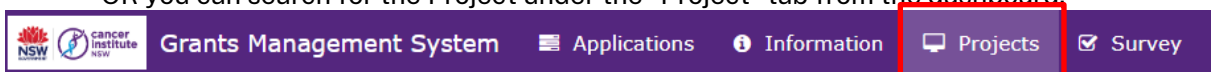
11. Submitting Milestone Reports

You may be requested to submit periodical progress reports, and these can be completed using GMS.

1. If you have a report due, you will see on the home page under **Top 5 milestones due**.

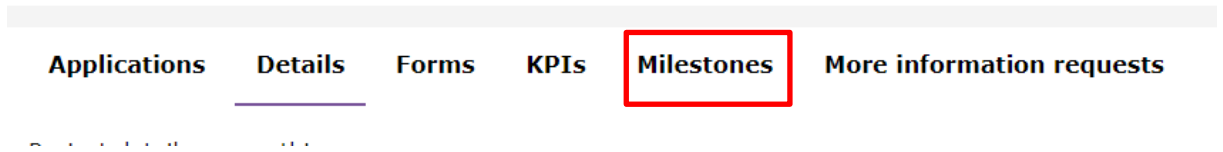


OR you can search for the Project under the “Project” tab from the dashboard.



- In the projects screen, click on the project title and select **Milestones**.

[Project](#) > 2022/CSP1035 - 211122

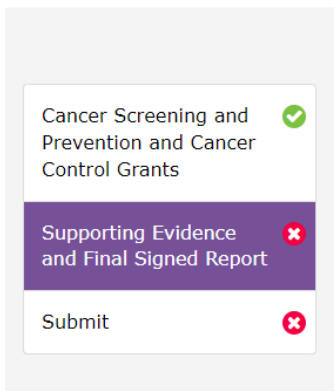


- On the Milestone page, click on the report that is due. In the example below, a progress report is due.

IDENTIFIER	MILESTONE TITLE	DETAIL
▶ 2022/CSP1035	Progress report	

- Use the left-hand menu to navigate through the report or the **Previous** and **Next** buttons on the bottom of the page. A green tick indicates that the page has passed the necessary validation. A red cross next to the page means that all the mandatory fields have not been filled in.

Submit report



- After completing the report, click on the **Submit** button.

12. 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 Cancer Screening and Prevention and Cancer Control Grants Team on CINSW-Innovation@health.nsw.gov.au.

You may also access the Cancer Screening and Prevention and Cancer Control Grants Application Guidelines by clicking on **Information** from the top menu bar.

