

Animal Free Research UK Online Application Portal Guide For Summer Student Programme

Introduction

Thank you for your interest in applying to Animal Free Research UK for a Summer Studentship. We use an online application system, Blackbaud Grantmaking, as the platform to apply for grants from Animal Free Research UK. You will need to register for an account in order to use the online application system. Details of how to do so and a brief guide to using the system are given below.

Animal Free Research UK is a registered charity, established in 1970 to promote the development of techniques and procedures to replace the use of living animals in biomedical research and teaching. To further this aim, Animal Free Research UK supports and assists scientists to discover and develop techniques that will replace, in full or in part, experiments on living animals; assists in the provision of facilities and equipment for such research; and encourages through publicity and education the wider adoption of such techniques.

For any queries or technical assistance, please call Hikmot Ademosu (Grant Admin Assistant) on +44 (0)2038592801 or email grants@animalfreeresearchuk.org. Please note that support will only be available during normal office hours (Mon-Fri, 9.00am-5.00pm).

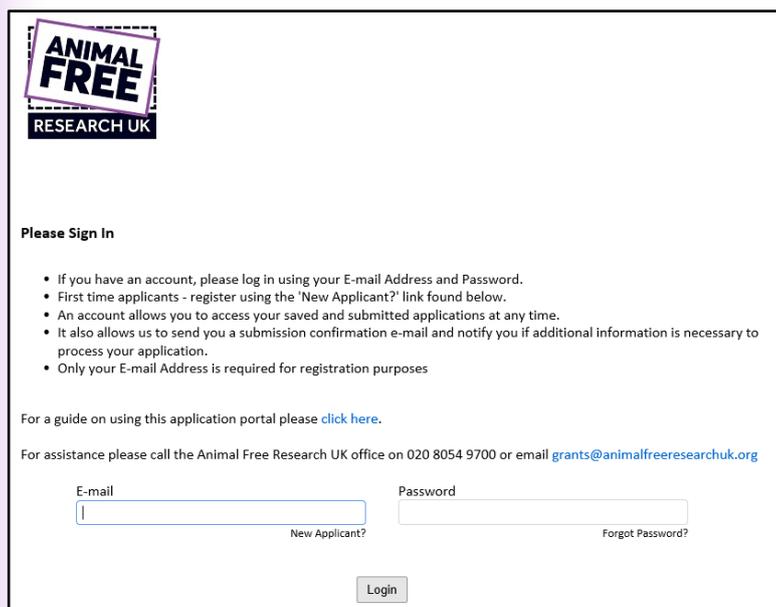
IMPORTANT: Late applications **will not** be accepted, regardless of the reason (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and “SUBMIT” the application well in advance of the deadline. If you are “in progress” at the deadline, you will be locked out of the application. This is the default behaviour of the system and is not a policy of Animal Free Research UK.

To Start a NEW Online Application

Either: Click on the link from our website or Science newsletter to access the new application screen.

You will be redirected to the Application login page if you are not already logged in (Figure 1), otherwise you will be taken straight to the application page.

OR: Log into (or create) your online account to access the application form. If you have previously applied using our Online system you can access your account using the following link: www.GrantRequest.co.uk/SID_63?SA=AM



The screenshot shows the Animal Free Research UK online application landing page. At the top left is the Animal Free Research UK logo. Below the logo, the text reads "Please Sign In". A bulleted list provides instructions for existing and new applicants. Below the list, there is a link for a guide and contact information for the office. At the bottom, there are two input fields: "E-mail" with a "New Applicant?" link below it, and "Password" with a "Forgot Password?" link below it. A "Login" button is centered below the input fields.

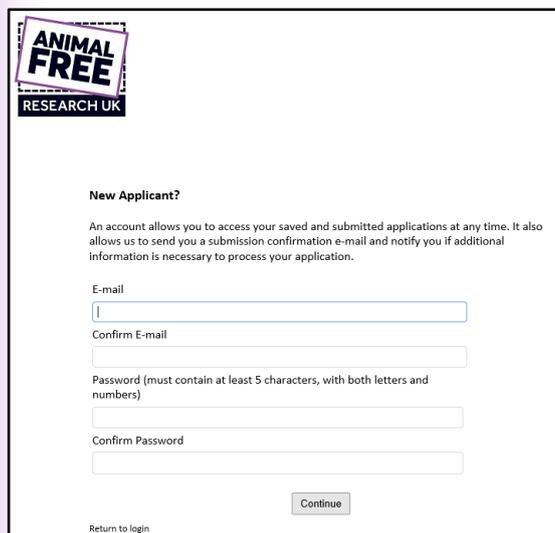
Figure 1 – Screenshot of the Application landing page

Creating your Online Account

Each applicant must use one online account with a unique e-mail address, so each applicant's applications are saved individually in one account. This will allow easy access to your online application history. If you create multiple accounts using multiple e-mail addresses, it will become very complicated for you to access your history/documents.

Note the e-mail / password used to create your account. Use this same e-mail / password to login to your account on the grant portal to access your online grant history / applications in progress.

Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.



The registration screen features the Animal Free Research UK logo at the top left. Below the logo, the heading "New Applicant?" is followed by a paragraph explaining the purpose of the account. There are four input fields: "E-mail", "Confirm E-mail", "Password (must contain at least 5 characters, with both letters and numbers)", and "Confirm Password". A "Continue" button is located at the bottom right, and a "Return to login" link is at the bottom left.

Figure 2 – Registration screen for first time users of the Blackbaud Grantmaking system.

Accessing Your Online Account

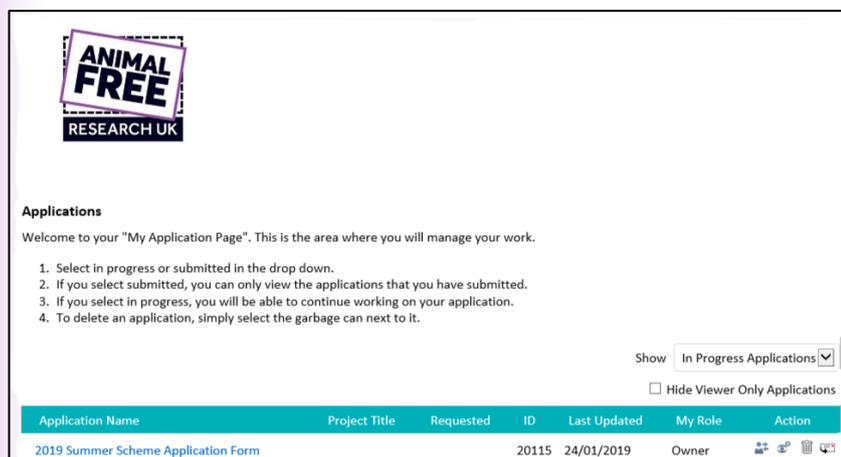
Once you create an account, you will be able to access new or saved applications, and if successful, submit reports and other documentation.

Accessing your saved applications ("in progress/drafts" or "submitted"):

Log into your account at www.GrantRequest.co.uk/SID_63?SA=AM to access your saved drafts and your submitted requests; sign in and select "in progress" or "submitted" in the drop-down menu to see those applications (Figure 3).

Do not use the new application form link on the website to access saved drafts. If you use the application form link, it will create a new application each time you use it. If you keep entering the system through the application form link, you will end up with multiple copies of "draft/in progress" applications.

- **Select "in progress"**, to continue working on draft applications which have not been submitted and are still in draft form
- **Select "submitted"**, to view the applications that you have submitted. You cannot edit submitted applications.
- **To delete an application**, select the rubbish bin icon next to it.



The landing page displays the Animal Free Research UK logo and a heading "Applications". Below this, there is a welcome message and a list of instructions. A dropdown menu is set to "In Progress Applications" with a "Show" label. There is also a checkbox for "Hide Viewer Only Applications". At the bottom, a table lists applications with columns for Application Name, Project Title, Requested, ID, Last Updated, My Role, and Action.

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
2019 Summer Scheme Application Form			20115	24/01/2019	Owner	  

Figure 3 - Your personal applications landing page. This is where all your saved applications will be listed.

Application Form: “How To” start a new application (Figure 4)

Click on the “new application” link on the Animal Free Research UK website or Science e-newsletter email for Summer Studentships.

If you are trying to access an application already in progress (and NOT start a new one), see “Accessing Your Online Account” above and use the account URL not the “new application” link.

Data entered onto a page/field is NOT automatically saved. When working on the application or moving between tabs, always click the “SAVE” button at the bottom of the page before closing the page or your data will not be saved.

You do not have to complete the application in one sitting. To come back and work on the application later: Click “SAVE”, and sign out. You can then and sign back into your account later to complete and submit it at a later time (directions below). Click “SAVE” regularly in case of computer or internet issues or power outage.

The application will not be submitted to Animal Free Research UK until you click the “SUBMIT” button. When the application is in your account as an “in progress” draft, Animal Free Research UK cannot see or access the application.

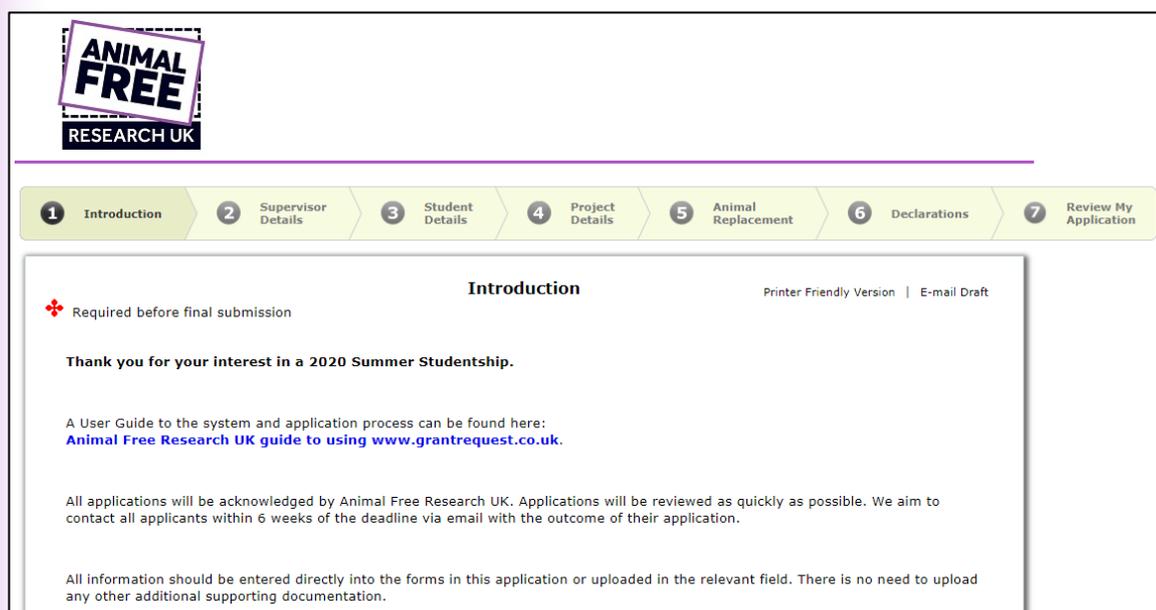


Figure 4 – 2020 Summer Studentship application welcome screen.

Contact Information

The contact information relates to you, the applicant, not to a Grants/Programme Manager at your organisation. If these details (for a Grants/Programme Manager) need to be provided, then please use the “Request Contact” field ONLY, as this information will be added as a secondary contact.

The e-mail address listed on your application form as the “organisation e-mail” is used as your unique identifier, so each applicant must have a unique e-mail address. If you use the same e-mail address as the “organisation e-mail” for different applicants, the account/records may be merged by the system when importing, possibly deleting important information related to the specifics of an application.

When filling in an application, you MUST use your organisational contact info (e-mail, phone, mailing address) in the fields listed as “Organisation”. Do NOT use your personal (home) information in these fields.

Filling in the Form

You are able to work directly in the application window and save and return to it when necessary.

- Fill in the application form, by entering your data directly in the fields.
- To navigate through the pages, use the buttons at the bottom or the tabs at the top of the page.
- Limit the use of bullets, extra lines as spaces and other formatting. For points in a list in a field form, use a dash then enter your text.
- “SAVE” the application as “in progress” using the buttons at the bottom to come back and work on it later.

- Information entered into a form field/page will NOT be automatically saved. You must click save at the bottom of the page to save any information entered before moving on to the next tab.

To return to your application DO NOT use the new application form link on the website. Log into your account here: www.GrantRequest.co.uk/SID_63?SA=AM. If you use the new application form link, it WILL create a new application each time you use it.

Remember to “SUBMIT” the application prior to the application deadline. If the application is open and you are working on it when the deadline cut-off occurs, the system will close and will not allow the submission past the deadline.

To print a paper/offline copy of the questions

If you prefer to read through a print copy before entering your answers in the online form, or read through the questions then draft your answers in a word processing program to then copy and paste into the online form fields, you can ‘export’ a copy of the questions by following the instructions below:

Open the application and select “**Printer Friendly Version**” (Figure 5). Note: the check box answers will not print off unless you select each of the boxes.

You can then read the form, draft your answers in a word processing program, then copy and paste each answer into the appropriate field in the online application form.

If copying and pasting from a word processing program, limit your use of bullets, and other formatting. Use a dash (-) instead of bullets (•).



Figure 5 – Click ‘Printer Friendly Version’ to get an overview of the complete application. You can copy+paste the questions and any inputted text into a word processing document if you prefer to complete the application offline.

To e-mail a copy of the draft application

To e-mail a copy of a completed (but not submitted) application or a draft version of an application to yourself or to someone else for review or discussion, select “e-mail draft” (Figure 5). Note: the check box answers will only print the ones that have been selected. If no choice/option has been made these will appear blank on any email/printed version of the application form.

Attachments

Attachments are allowed (where requested in the application) up to a **MAX of 20 MB per application (not per file uploaded)**. If you have very large images or additional documents that need to be submitted with your application, it is better to provide a link to an online storage solution (Dropbox, Google Drive, OneDrive etc.) from where we can download the files.

If you have multiple documents (such as letters of support) it is best to either scan or copy and paste them together to combine them into one document to upload.

When attaching electronic files, use **PC compatible** file formats (.doc; .docx; .rtf; .pdf; .xls; .jpg; .tiff etc.). We will not be able to open/process MAC-only compatible files/formats.

How to Submit the Completed Application

NOTE: Late applications will not be accepted, regardless of the reason (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and “SUBMIT” the application well in advance of the deadline.

When your application is complete: you must click the “SUBMIT” button on the final screen of the application form, and submit the application before the deadline.



Once you “SUBMIT” successfully you will receive a confirmation e-mail (sent to the registered e-mail) with a copy of your application.

If you do not see the e-mail in your inbox, which should arrive within a few minutes of submission, check your “junk” or “spam” folders. Add mail@grantapplication.com to your safe senders list in your e-mail program to ensure you receive all system communications.

If you still do not see the confirmation e-mail, log out and log back in to your Blackbaud Grantmaking online account – if the draft is still “in progress” then re-submit.

Browser Compatibility for the Online Application Portal

Supported Browsers (latest versions preferred) for PC or Mac:

Mozilla Firefox for Windows or Mac

Chrome for Windows or Mac

Microsoft Edge or Internet Explorer 11 for Windows

Safari for Mac

Issues Common to All Browsers

- Viewing is best using a resolution of 1680 x 1050 or larger. Lower resolutions may require use of full screen mode (F11) to access some buttons or fields.
- Custom modifications to the default browser settings may cause compatibility issues.
- Zoom levels (more than 100%) may cause loss of scroll bars.
- If your browser blocks cookies (especially third party ones), you may experience problems logging in.

Known Browser Issues

Internet Explorer

If using IE and your computer is blocking the site, or not allowing pop-ups, please use following steps: Setup/Verify Pop-up and Security Settings

- Go to Tools > Pop-up Blocker > Pop-up Blocker Settings.
- Add the Online Applications site to the list of Allowed Sites in your Pop-up Blocker: <https://www.grantrequest.com>
- Click Close.
- Go to Tools > Internet Options > Security tab.
- Click Trusted Sites and then click the Sites button.
- Add the Online Applications site: <https://www.grantrequest.com>

Firefox

Scrolling may not be available In Firefox for Windows: When using Firefox, you may encounter scrolling issues depending on which version of Firefox you are using. Screens may not display horizontal and vertical scroll bars. If scroll bars are present, the scroll wheel on your mouse may not work.

The workaround: As an alternative, use the arrow keys to navigate the website. If scroll bars are displayed, you can click and drag the scroll bar to move through the page. If the issue persists, it is recommended to use IE/Chrome.