



Children with Cancer UK Flexi-Grant User Guide

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Purpose of this document

This document provides information on how to register to Flexi-Grant (our grants management system) and apply for a grant or act as a collaborator or signatory on an application. If you have any questions which remain unanswered after reading this guidance, please contact us at research@childrenwithcancer.org.uk.

Children with Cancer UK Flexi-Grant portal:

<https://cwc.flexigrant.com/>

Account registration and login

New users to Flexi-Grant will need to register for an account, by clicking on the 'Register' button. You will be directed to our Data Protection and Privacy Policy to read and accept. You will then be asked to provide your contact details and create a password, to enable you to login to Flexi-Grant. After entering your account details, you will be re-directed to a registration confirmation page. An automated email will also be sent to you, asking to verify your account. If you cannot locate this email in your inbox than please check your spam/junk folder.

Application Portal Login Register

Children with Cancer UK
Helping children and young people with cancer to ring the bell

Welcome to Children with Cancer UK grants management system

Children with Cancer UK is a leading national children's charity dedicated to the fight against childhood cancer. We fund vital research across the UK and internationally investigating a broad range of childhood cancers. Through research we aim to advance our understanding of the biology of cancer to improve the diagnosis, treatment and long-term care of children with cancer. We also seek to develop our knowledge about why children develop cancer by gaining new insights into the genetic and environmental causes of cancer to see if prevention is possible.
If you are new to the system you can easily register by clicking the button below. Once logged in, the 'Application Portal' at the top left of this page is where you can start a new application or manage your existing applications and awards.

Get involved

Register to apply

To apply for a Children with Cancer UK grant you must register your details here.

If you have already registered, please log in below.

Register

Login

Contact Us

Email us

Ask a question

(0)20 7404 0808

Twitter Facebook

Registered?

Login

If you have already registered an account you can login to view information on your account and currently available funding programmes.

Login

Forgotten passwords and locked accounts

If you forget your password an email can be sent to you with a reset link. This can be accessed by the 'forgotten password' option on the login page. Your account will be locked if you enter your password incorrectly 3 times or more. To unlock your account please contact us.

Change password

You can change your password by going to the 'My account' page, which can be accessed via the portal homepage after you log in.

Contact details and CV

Your contact information will be shown on the 'My account' page. The information you provided to register for an account will be used as your contact information. You can access and change your contact details by clicking the 'My account' button(s) on the portal homepage.

The screenshot shows the homepage of the Children with Cancer UK grants management system. At the top right, the user is logged in as 'research@childrenwithcancer.org.uk (Applicant)'. The navigation bar includes links for 'My bookmarks', 'My downloads', 'My account', 'Log off', and 'Help'. The 'My account' link is circled in red. Below the navigation bar is the Children with Cancer UK logo and a welcome message. A blue bar contains the text 'Select a scheme to start an application' and a search box. Below this are three main sections: 'Update my information', 'Contact Us', and 'Children with Cancer UK'. The 'Update my information' section has a 'My account' button circled in red. The 'Contact Us' section includes links for 'Email us', 'Ask a question', and a phone number '(0)20 7404 0808', along with social media icons for Twitter and Facebook. The 'Children with Cancer UK' section has the tagline 'Keeping Families Together'. At the bottom right, there is a copyright notice: '© 2022 Fluent Technology. All rights reserved. Powered by Flexi-Grants'.

Within 'My contact details', please enter your current position at your employing organisation and enter the main address. If you are a student than please enter the address of the academic institution you are studying at.

The screenshot shows the 'Update your personal details' page. On the left, a sidebar menu has 'My contact details' selected. The main content area is titled 'Update your personal details' and contains a 'Contact details' section. This section includes a profile picture placeholder with the initials 'RT' and a note: 'Drag or add a photo. Photos should be at least 256px x 256px. Remember to save changes.' Below the profile picture are several form fields: 'Title' (a dropdown menu), 'First name' (text input with 'Research'), 'Last name' (text input with 'Team'), 'Position' (text input with 'Enter position within organi'), 'Date of Birth' (calendar icon), 'Salutation' (text input), 'Phone number' (text input with '020 7404 0808', a dropdown for 'Work', and a 'Primary' label), 'Email' (text input with 'research@childrenwithcancer.org.', a dropdown for 'Work', and a 'Primary' label), 'Website' (text input with 'Please enter a website', a dropdown for 'Work', and a 'Primary' label), and 'Social media' (text input with 'Please enter a social network', a dropdown for 'LinkedIn', and a 'Primary' label). Each of these fields has a link to 'Add another [field type]' below it.

Please enter your CV details onto Flexi-Grant and update this regularly if any changes occur. If you are the Lead Applicant or a Co-applicant than a copy of your CV will automatically be added to the application form once submitted. **If you fail to update your CV than an application may be returned to you.**

Accessing an application form

Click the 'Application Portal' button on the top left-hand side of the main landing page and go to 'My applications'. Here you will be able to see a list of all live programmes, applications you have started, and applications you have submitted. To begin an application form, scroll down to 'Start a new application' and click 'Start' on the relevant grant scheme you want to apply to.

Completing an application form

After selecting one of our grant schemes, you will be prompted to a page with a number of instructions you're required to read before progressing to the application form. Once you have read these, click to tick the box at the bottom of the page to begin your application.

Application Portal Logged in as [research@childrenwithcancer.org.uk](#) (Applicant)

Press **F11** to exit full screen

[My bookmarks](#) [My downloads](#) [My account](#) [Log off](#) [Help](#)

Children with Cancer UK
Helping children and young people with cancer to ring the bell

Project Grants - Preliminary Application

Before starting your application, please ensure you have read and understood the following guidance:

1. [Details of the project grant scheme criteria](#)
2. [Children with Cancer UK Grant Terms and Conditions](#)
3. [Children with Cancer UK Grant Cost Guide](#)
4. [Children with Cancer UK Flexi-Grant Privacy Policy](#)

If you have any questions please contact research@childrenwithcancer.org.uk

Do get in touch if we can support you in the application process by applying reasonable adjustments.

In **ticking** this box you as the Lead Applicant confirm that:

- you have read and understood the Grants Terms and Conditions, and that you will and are able to agree to them if the application is successful.
- you have read and understood the grant scheme criteria and meet the requirements to act as Lead Applicant for this project.
- you understand that all personal information provided will be used by Children with Cancer UK to process your application in accordance with our Privacy Policy and that all members of the project team (including collaborators and named staff/PhD students) have consented to you sharing their information with us.

I have read and understood the above instructions

[Start](#)

Summary page

The summary page provides an overview of your application form and progress in completing the form. You can print or download the form as a pdf by using the buttons in the left-hand corner. The status bar in the right-hand corner will increase as you complete the application. You will only be able to submit the application once you have reached 100%. You are able to progress through the application form in any order, and it's possible to leave a page incomplete. However, you will not be able to submit an application until the status of each page is marked as 'Complete'.

Summary

Project Grants - Preliminary Application
FGPA221001
Research Team

0% complete
0 of 4 Pages

[Print form](#) [Download as PDF](#)

[View instructions](#)

Questions marked with an * are mandatory, which is typically the majority of the questions. Once you have completed all sections of the application a 'Submit application' button will become available at the bottom of this summary page. This button is initially greyed out and only becomes available once all pages of the application are marked as 'Complete'. Once submitted, you will be able to log in and view your application but you will not be able to modify it.

Application Participants

Number	Page	Est. time to complete	Status	Required documents
1	Lead Applicant	10 mins	Not Started	Start
2	Diversity Monitoring Questions	10 mins	Not Started	Start
3	Co-applicants & Collaborators	15 mins	Not Started	Start
4	Project Outline	30 mins	Not Started	Start

[Enable/disable sharing and commenting for this application.](#)

Personal CVs required
As part of your application CV information is required for the lead PI and any co-applicants. Co-applicants must login to complete their CV if it is not complete.

Name	Role	Last updated
------	------	--------------

Example question page

Questions marked with a **red asterisk (*)** are mandatory; you will receive a warning prompt if you have not completed these before moving on to the next page. You will be prevented from submitting your application form if you do not complete all mandatory questions. Some questions will have word limits, and we suggest that you work offline for sections with word limits, and then copy and paste your answer into the application form. Please be aware you are not able to copy more than the set word limit and any text in excess of this will be truncated. Your answers will be saved automatically as you move from one page to the next, but the application will time out after prolonged periods of inactivity; using the 'save current page' feature is highly recommended.

Page 3 of 4: Co-applicants & Collaborators

Project Grant - Preliminary Application
Helping children with cancer
PGPAZZ1001

Research Team
Children with Cancer UK

100% complete

Submitted: 12/04/2022
Resubmission due by: 13/04/2022

Press F11 to exit full screen

Print form Download as PDF

View instructions

You will be logged out after 119 minutes 18 seconds of inactivity. Please ensure that you save your work regularly.

Previous page Return to Summary Save progress Next page

Page Comments (0)

Are co-applicants involved?

Co-applicants are expected to make a significant contribution to the proposed research by providing skills and expertise not otherwise available.

Yes No *

Co-applicants

In addition to the lead applicant you may identify up to six co-applicants. Co-applicants should have a central role in the management of the proposed project. In the table, provide a brief description of the time and contribution of each co-applicant to the project.

Name	Institution	Email	%FTE to be spent on the project	Contribution to the project.
			0	
			0	

Collaboration

Most of our grant schemes allow you to add a co-applicant to your application. To invite a co-applicant, click the 'Participants' tab on the application summary page, then click invite and enter their contact information.

Summary

Treatment and Survival - Full Application
PGTaSFv100444
0% complete

Research Team
0 of 11 Pages

Print form Download as PDF

View instructions

Once you have completed all sections of the application a 'Submit application' button will become available at the bottom of this summary page. This button is initially greyed out and only becomes available once all pages of the application are marked as **Complete**. Please note due to the requirement for input from other individuals into this application form there are several pages you, the lead applicant, are unable to complete. Once submitted, you will be able to log in and view your application but you will not be able to modify it.

Questions marked with an * are mandatory, which is typically the majority of the questions.

Application Participants

To complete and submit your application form you are required to provide supporting declarations from 2 individuals; your Head of Department and Finance Officer (or authorised official). Using the table below, please invite these 2 individuals to provide these declarations.

This scheme supports collaborative projects so you may invite up to 6 co-applicants to participate in the completion of the application.

NB Further information can be found in the scheme guidance notes, available here.

Collaboration requests: Active, Pending or Required

Role	Assigned	Status
Head of Department		Required <input type="button" value="Invite"/>
Finance Officer or other Authorised Official		Required <input type="button" value="Invite"/>
Co-Applicant		Optional <input type="button" value="Invite"/>

Invite a contributor to support your application

Enter details of the person you would like to invite along with a message explaining what you want them to do, and we will send them an email inviting them to participate. However, the person you invite may reject the invitation so be sure to check back.

Title
Please Select...

First Name *

Last Name *

Email *

Confirm Email *

Include an optional personalised message.

Send Invitation

All co-applicants need to have marked their input as complete before an application can be submitted. The Lead Applicant has the ability to revoke permissions to collaborate before the application is submitted. Select 'Revoke Invitation' within the 'Participants' tab.

Please note that co-applicants will be granted either read-only or editing access to relevant pages of the application form but **will not** be able to view or amend any confidential information about the Lead Application (e.g., diversity monitoring questions). The scheme guidance notes will detail which application pages co-applicants have the ability to access/edit.

Many of our funding schemes also require applicants to invite signatories to validate and approve an application prior to submission. These will usually be Finance Officers, supervisors, or Heads of Department. If signatories are required we strongly advise you to contact this person first, before inviting them through the system.

Signatories will receive an automated email invitation asking them to register with Flexi-Grant and accept or reject the offer to approve the application form. You will receive an email confirmation once a signatory has completed their reference.

Submitting an application form

Once you have completed all the sections of the application and all signatories have confirmed their support, the 'submit application' button should become active, and will no longer be greyed out. You will receive an automated email confirming that we have received your application.

Once your application has been submitted, you will be able to view your application and its current status, but you will not be able to modify it. If you find you have made a mistake and need to amend something before the deadline, you can contact us to ask for the application to be returned. If we return it, it will no longer be recognised as 'submitted' and you will need to make your edits and resubmit within the application deadline for your application to be considered.