

Children with Cancer UK Flexi-Grant User Guide

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Purpose of this document

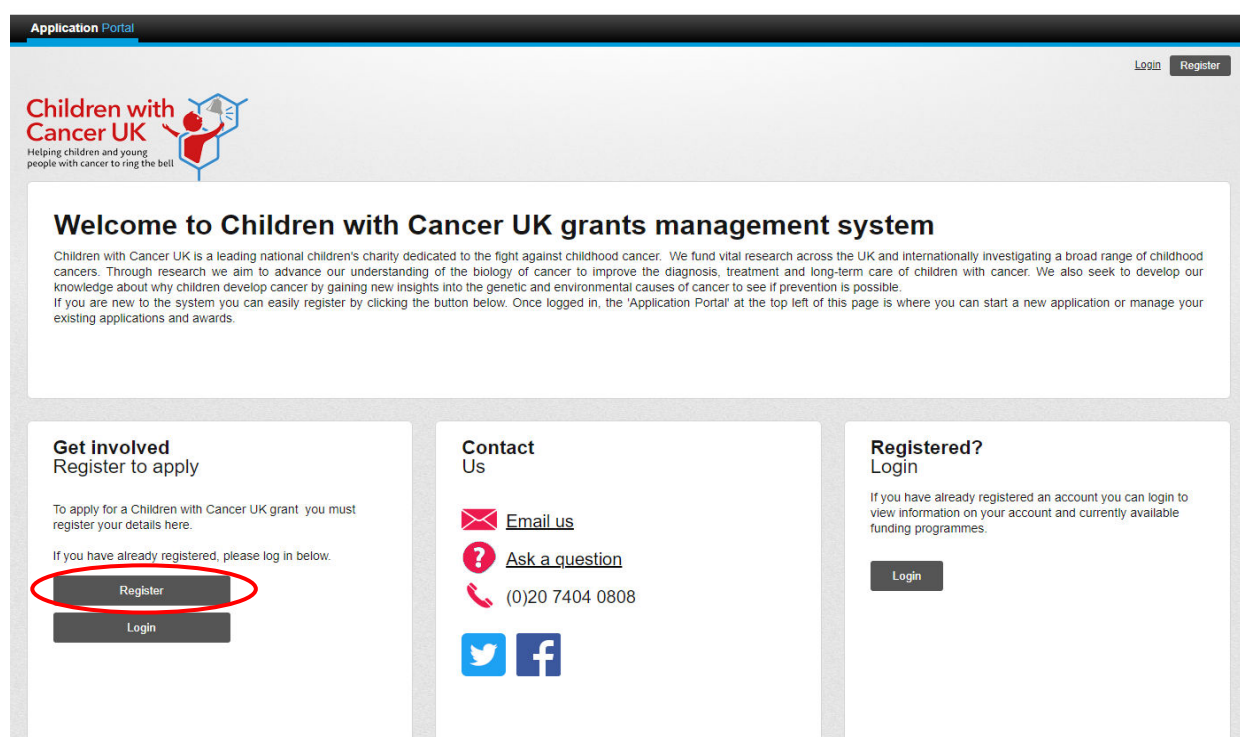
This document provides information on how to register to Flexi-Grant (our grants management system) and apply for a grant or act as a collaborator or signatory on an application. If you have any questions which remain unanswered after reading this guidance, please contact us at research@childrenwithcancer.org.uk.

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.



Forgotten passwords and locked accounts

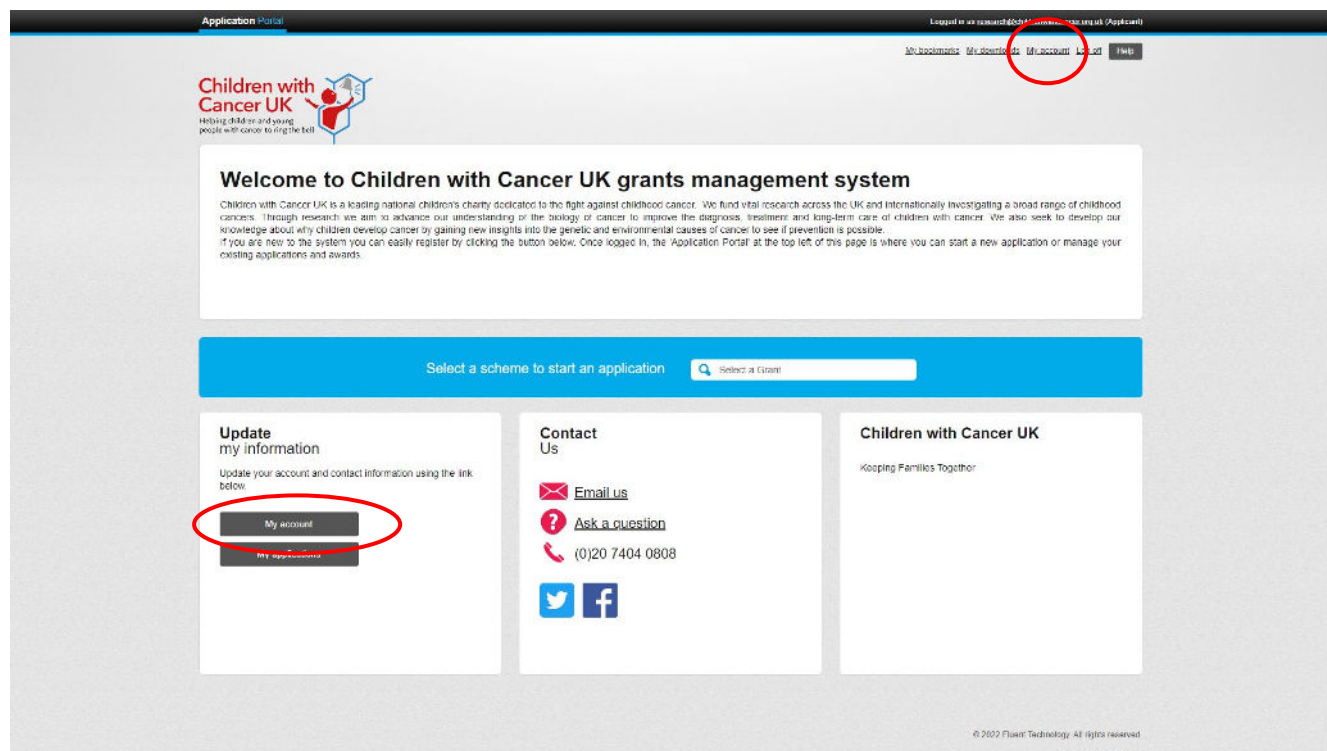
If you forget your password an email can be sent to you with a reset link. This can be accessed by the 'forgotten password' option on the login page. Your account will be locked if you enter your password incorrectly 3 times or more. To unlock your account please contact us.

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.



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, there is a sidebar with a list of links: 'My account', 'My contact details', 'My CV', 'My applications', and 'My downloads'. The 'My contact details' link is selected. The main content area is titled 'Update your personal details' and contains a form for 'Contact details'. The form has the following fields: 'Title' (a dropdown menu), 'First name' (text input), 'Last name' (text input), 'Position' (text input), 'Date of Birth' (date picker), 'Salutation' (text input), 'Phone number' (text input with a dropdown for 'Work' and 'Primary'), 'Email' (text input with a dropdown for 'Work' and 'Primary'), 'Website' (text input with a dropdown for 'Work' and 'Primary'), and 'Social media' (text input with a dropdown for 'LinkedIn' and 'Primary'). There are also links to 'Add another phone number', 'Add another email', 'Add another website', and 'Add another social network'. A profile picture placeholder with the initials 'RT' is shown on the right side of the form.

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.**

The screenshot shows the 'My CV' page in the Children with Cancer UK Application Portal. The user is logged in as research@childrenwithcancer.org.uk (Applicant). The left sidebar contains links to 'My account', 'My contact details', 'My CV' (selected), 'My applications', and 'My downloads'. The main content area is titled 'My CV' and includes a note: 'From this page you can maintain a copy of your CV. Your CV information is required to support any grant application you may make and we recommend that you keep this up to date.' Below this, it states 'Fields marked with an * are mandatory.' The 'Career' section contains the following fields: 'Name of your current employer *' (filled with 'Children with Cancer UK'), 'Current position *' (filled with 'Research Grants Officer'), 'Current department' (filled with 'Research Grants'), 'Employment start date' (filled with '01/01/2019'), and 'Employment end date' (placeholder 'dd/mm/yyyy'). At the bottom, there is a 'Career history' section with a table header: 'Employer, Position, Start Date, End Date'.

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.

The screenshot shows the 'Start a new application' section. It lists two application types: 'Grant Extension Request' and 'Project Grants - Preliminary Application'. Each has a 'Start' button. The 'Start' button for 'Project Grants - Preliminary Application' is circled in red. Below the application type, there is an 'Estimated Time' field showing '60 mins'.

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

[My account](#)
[My contact details](#)
[My CV](#)
[My applications](#)
[My downloads](#)

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
PGPA22/1001
Research Team

[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
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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.

The screenshot shows a web application interface for 'Page 3 of 4: Co-applicants & Collaborators'. On the left is a sidebar with links: 'My account', 'My contact details', 'My CV', 'My applications', and 'My downloads'. The main content area has a header with 'Project Grant - Preliminary Application', a progress bar at '100% complete', and submission details: 'Submitted: 12/04/2022' and 'Resubmission due by: 12/04/2022'. Below this is a 'Research Team' section for 'Children with Cancer UK' with buttons for 'Print form' and 'Download as PDF'. A warning message states: 'You will be logged out after 119 minutes 18 seconds of inactivity. Please ensure that you save your work regularly.' Navigation buttons include 'Previous page', 'Return to Summary', 'Save progress', and 'Next page'. The main question is 'Are co-applicants involved?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a 'Co-applicants' section with instructions and a table to add co-applicants. The table has columns: Name, Institution, Email, %FTE to be spent on the project, and Contribution to the project. Two rows are visible, each with input fields for the first four columns and a text area for the last.

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.

The screenshot shows the 'Summary' page of an application. It has a header with 'Treatment and Survival - Full Application', a progress bar at '0% complete', and submission details: 'Submitted: 12/04/2022' and 'Resubmission due by: 12/04/2022'. Below this is a 'Research Team' section for 'Children with Cancer UK' with buttons for 'Print form' and 'Download as PDF'. A warning message states: 'You will be logged out after 119 minutes 18 seconds of inactivity. Please ensure that you save your work regularly.' Navigation buttons include 'Previous page', 'Return to Summary', 'Save progress', and 'Next page'. The main question is 'Are co-applicants involved?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a 'Co-applicants' section with instructions and a table to add co-applicants. The table has columns: Name, Institution, Email, %FTE to be spent on the project, and Contribution to the project. Two rows are visible, each with input fields for the first four columns and a text area for the last.

The screenshot shows a form titled 'Invite a contributor to support your application'. It includes instructions: '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.' The form has fields for 'Title' (a dropdown menu), 'First Name' (marked with a red asterisk), 'Last Name' (marked with a red asterisk), 'Email' (marked with a red asterisk), and 'Confirm Email' (marked with a red asterisk). Below these is a text area for 'Include an optional personalised message.' and a 'Send Invitation' button.

All co-applicants need to have marked their input as complete before and 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.