

How to complete “Staff Notifications” and “Start Date Report”

Select “My Grant” as highlighted below, followed by the “Edit” button as circled in red.


- [Home](#)
- [My Applications](#)
- [My Grants](#)
- [My Reviews](#)
- [Manage My Details](#)
- [Contact Us](#)
- [Logout](#)
- [System Help](#)

My Grants

Active Projects

You have 4 active projects.

To view more details or to update a project please select it from the grid below.

Reference	Title	Last Updated	Status	
Test DND - Q1	Test DND - Q1	29/09/2017 16:14:55	Active	

To add the researcher to your grant, please select “Staff Positions” as highlighted below.

- [Home](#)
- [My Applications](#)
- [My Grants](#)
- [Test DND - Q1](#)
- [Details](#)
- [Staff Positions](#)
- [Claims](#)
- [Progress Reports](#)
- [Papers](#)
- [My Reviews](#)
- [Manage My Details](#)
- [Contact Us](#)
- [Logout](#)
- [System Help](#)

Active Project

Lead Applicant Geraldine Byrne

Title Test DND - Q1

Reference Test DND - Q1

Organisation University of Dundee

Total Awarded £100,000.00

Grant Type Programme Grants

Master Grant Type Default

Start Date 01 September 2013

Duration 12 months

Current End Date 31 August 2014

Summary of Progress Reports

Type	Status	Required By	Received On

Contact Us

Once an application form has been submitted it is not possible for you to change it.

If you would like to make alterations, or wish the application to be withdrawn from the review process, you can get in touch by clicking on the 'Contact Us' button below.

[Contact Us](#)

PDF the application (Print)

Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[View/Print](#)

Progress Reports

Please click on the 'Reports' button to submit progress reports.

[Reports](#)

And then select “Add Notification”

- [Home](#)
- [My Applications](#)
- [My Grants](#)
- [Test DND - Q1](#)
- [Details](#)
- [Staff Positions](#)
- [Claims](#)
- [Progress Reports](#)
- [Papers](#)
- [My Reviews](#)
- [Manage My Details](#)
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- [Logout](#)
- [System Help](#)

Staff Positions

The table below shows all the staff positions for this project. Please use the link below to provide us with details of individuals as they are appointed, to enter the latest allowance rates for the position and to inform us of a new individual's details if appointed.

Any details provided will be shown below once they are validated by our team, where details have been submitted these are shown in the Pending Notifications column.

Position	Type	Current Individual	Contact Organisation	Pending Notifications	
1	Administrator	Staff Member 1	N/A	0	Add Notification

Enter the Researcher's details as follows and select 'OK'.

Enter Staff Member
✕

Please Enter or update the details for this staff member.

Start Date

End Date

Individual Allocated to Position

Title <input style="width: 80%;" type="text"/>	Address 1 <input style="width: 80%;" type="text"/>
Forename <input style="width: 80%;" type="text"/>	Address 2 <input style="width: 80%;" type="text"/>
Surname <input style="width: 80%;" type="text"/>	Address 3 <input style="width: 80%;" type="text"/>
Role Administrator ▼	City <input style="width: 80%;" type="text"/>
Organisation <input style="width: 80%;" type="text"/>	Postcode <input style="width: 80%;" type="text"/>
Email <input style="width: 80%;" type="text"/>	Country <input style="width: 80%;" type="text"/>
Grade <input style="width: 80%;" type="text"/>	

Salary Allowances

% WTE

Please check that the details above do correlate to these Salary Allowances supplied in the application form

OK
Cancel

The Research Funding team will receive notification that staff members have been added to your grant and we will validate this on the system. Once this has been done, you will need to complete a "Start Date Report" which is located under the "Progress Report" section as highlighted below:

- [Home](#)
- [My Applications](#)
- [My Grants](#)
- Test DND - Q1**
- Details**
- Staff Positions
- Claims
- Progress Reports**
- Papers
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In your Start Date Report, we require the exact start date of your project. Note: This is required in order to set up the payment periods for your grant. We will not be able to process invoices until these steps have been completed.

The provisional start date that you put in your application form will show. If you wish to revise this date, please enter the date in the box highlighted below:

Grant dates

Currently, your grant dates are set as follows:

Grant Start Date

24/04/2017

Grant End Date

23/04/2020

If you wish for your grant start date to be revised, please enter a new date here.

Researcher Details

The information shown below is collated from the Staff Notifications section for the current grant. Please examine the information and then confirm that it is accurate.

Researcher 1 (Staff Member 1)

There were no notification details entered for this researcher. Please specify the estimated start date for this researcher here.

Researcher 2 (Staff Member 2)

You will also be required to upload a copy of the researcher's CV and answer the following questions regarding sharing of your grant data to external sources. (Please see the screen shot below).

Researcher Attachments

Please upload a CV for each of the researchers using the link below.

[Add Researcher Attachments...](#)

Grant Data Publication Agreement

Breast Cancer Now is a member of the National Cancer Research Institute (NCRI) (<http://www.ncri.org.uk/>). The NCRI is a UK-wide partnership between the government, charity and industry which promotes co-operation in cancer research among its member organisations for the benefit of patients, the public and the scientific community.

NCRI Partners submit data annually on the grants they are funding for inclusion in the NCRI Cancer Research Database (CaRD). NCRI also provide this information to the web-based International Cancer Research Portfolio (ICRP).

We must have your permission to supply this information to the NCRI for publication.

The information required by the NCRI is shown in the table below. Please specify whether you give your agreement for the item to be published by NCRI and ICRP by checking the box next to each item.

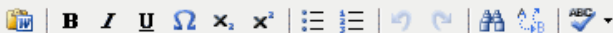
- PI Name
- PI Institution
- Institution Address
- PI Email
- Project Title
- Project Abstract

Publishable Title

You have NOT ticked to agree to publish the title of your project as given in your grant application (for example if there are any IP, confidentiality or patient recruitment issues that would be compromised if this information is made public).

Please provide an amended version that you would be happy for us to use externally.

Publishable Abstract



If you have any questions when completing this, please don't hesitate to get in contact with us at grants_admin@breastcancernow.org