

# A guide to Completing the Online Summary Application Form for Applicants

**Application Login**

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**Begin a new application**

**Register**

---

**Retrieve your application**

Email

Password

**Login**

[Have you forgotten your password?](#)

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## Introduction

The main purpose of this document is to explain all the elements of our Online Summary Application Form, the different pages you will encounter, the information we ask for and what not to include in the form.

Each page of this document has a screenshot from the form explaining what information is required and specifying if there is a character count limit for any of the questions.

Please be aware that this software does not support any special characters and symbols, if you try to add these the form will crash. The software will also not support tables, figure etc.

The formatting on the form when viewed through the review option may seem strange, please do not worry about this as your information is uploaded into our Grants Management Database, a summary report is then produced and forwarded to our Biomedical Research Advisory Panel (BRAP) for review.

Each page has a help system. This system is there to help with individual questions, it provides an explanation of what information is needed for each question. To view this information just click on the question mark (?).

There are four preliminary pages before the main form begins. These pages give various information regarding logging in, data protection and how to move through the form.

The first page that appears from following the link on the website is the login page.



**Motor Neurone Disease Association  
Online Summary Application Form**

Welcome to the Motor Neurone Disease Association Online Summary Application Form. **It is important that you read our Terms and Conditions and Guidelines (available on our website) before answering each question.** It is also recommended that you read our Research Strategy and Biomedical Research Governance Overview.

**Please read the following before completing the form.**

New applicants will need to register.

To retrieve a current application and returning applicants you will need to login using the email address and password created when registered. If you have forgotten your password you can ask for a reminder to be sent to your email address.

A screenshot of the 'Application Login' page. The page has a white background with a thin black border. At the top, it says 'Application Login' followed by a horizontal line. Below this, there are two main sections. The first section is 'Begin a new application' with a blue 'Register' button. The second section is 'Retrieve your application' with input fields for 'Email' and 'Password', and a blue 'Login' button. At the bottom, there is a link that says 'Have you forgotten your password?'.

This page gives instructions on how to login for new and returning applicants. There is a link at the bottom of the page that will allow all questions to be viewed.

This page also gives an outline of the eligibility questionnaire, the help system available on the form and submission.

## Eligibility Questionnaire



### Eligibility Questionnaire

When applying for a project grant, the applicant must be based at a recognised institution or organisation. Applicants outside the UK and Ireland must meet specific criteria for overseas applicants.

When applying for a PhD studentship, the applicant must be based at a UK or Ireland institution and must be the prospective supervisor.

Please answer the following questions before completing the application form.

- 1 Are you based in the UK or Ireland?  Yes  No
- 2 If No, do you have a UK collaboration?  Yes  No  Not Applicable
- 3 If applying for a PhD studentship, are you the potential supervisor?  Yes  No  Not Applicable

**Submit**

This page consists of three questions with yes/no or not applicable answers. The purpose of this questionnaire is to make sure of eligibility to apply for either a project grant, PhD studentship or non-clinical fellowship.

Once eligibility is confirmed, an information page will show a brief data protection statement and an overview of the form regarding page names and how to move between them.



Please read the important information below:

#### Data Protection

All information provided will be entered into our grants management database and used solely for the purpose of the grants application process (please see Biomedical Research Governance Overview section 3).

#### Completing the form

To enable our records to be as accurate as possible, it is important to provide all relevant information requested as well as completing the mandatory fields, marked with a \*.

The form consists of 10 pages, please work your way through each of these using the **previous** and **next** buttons (at the bottom of each of the following pages) to navigate through the form. **Any formatted text, diagrams or tables etc will need to be prepared offline and uploaded on the attachments page. Please note the form does not support symbols and special characters.**

The form is made up of the following pages:

- Applicant Details
- Institute Details
- Co-applicant Details
- Collaboration Details
- Project Details
- Summary Details
- Estimated Costs
- Attachments (figures, pictures and publications)
- Declaration

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## Application List

This page lists the application history, including both submitted and ongoing applications. This shows when the application was entered, the institute and the application status. Click the 'new' button to add a new summary application.



### Application List

Application Reference	Change/View	Delete	Entered On	Organisation	Status
55	<a href="#">View</a>	<a href="#">Delete</a>	16-08-2011	My House	Submitted
56	<a href="#">Continue</a>	<a href="#">Delete</a>	16-08-2011	g	Being Entered
136	<a href="#">Continue</a>	<a href="#">Delete</a>	11-09-2012	z	Being Entered
185	<a href="#">Continue</a>	<a href="#">Delete</a>	29-10-2012	q	Being Entered
227	<a href="#">Continue</a>	<a href="#">Delete</a>	02-08-2013	q	Being Entered
271	<a href="#">Continue</a>	<a href="#">Delete</a>	12-02-2014	.	Being Entered
272	<a href="#">Continue</a>	<a href="#">Delete</a>	13-03-2014		Being Entered
307	<a href="#">Continue</a>	<a href="#">Delete</a>	15-09-2014		Being Entered

[Save & Exit](#)

[New](#)

Passwords can only be changed on this page. To do this click on the 'change password' link.

To open an application to continue work, click on the 'continue' button.

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# Applicant Details



- Applicant
- Institute
- Co-applicant
- Collaboration
- Project
- Summary
- Cost
- Attachment
- Declaration
- Feedback

## 1 Applicant Details

All information provided will be entered into our grants management database and used solely for the purpose of the grants application and awarding processes.

Complete all relevant boxes.

<b>1a</b>	*Name <i>(including title, first name and surname)</i>	<input type="text"/> <input type="text"/> <input type="text"/>	
<b>b</b>	*Position	<input type="text"/>	?
<b>c</b>	*Department	<input type="text"/>	
<b>d</b>	*Address Line 1	<input type="text"/>	
	Address Line 2	<input type="text"/>	
	Address Line 3	<input type="text"/>	
<b>e</b>	*Town	<input type="text"/>	
<b>g</b>	Country	<input type="text"/>	
<b>f</b>	County	<input type="text"/>	
<b>h</b>	*Post Code	<input type="text"/>	?
<b>i</b>	*Telephone Number	<input type="text"/> <input type="text"/>	?
<b>j</b>	Fax Number	<input type="text"/> <input type="text"/>	
<b>k</b>	*Email Address	<input type="text"/> @a.co.uk	

Save & Exit

Next

The above is the first page of the form and requires the applicant to enter their name, position (job title), department and contact details. It is essential we have this information.

The items that have a "\*" in front of them are mandatory items and the applicant will not be able to move to the next page until these have been completed. This is built into the software and is a feature we are unable to change. The "?" next to certain questions on the form gives more information on what is required for each particular question.

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## Institute Details

This page requires details about the institute or company where the project will primarily be based, again this is essential information. The first question requires the applicant to select the best description of their institute from the drop down box, if the selection is 'other', please specify in the box below. The rest of the page is straight forward information regarding the institute's address and web page.



### 2 Institute Details

Please complete all relevant boxes and select from the drop down menu the options that best describes your institute.

<b>2a</b>	*Institute	<input type="text" value="Other"/>	?
<b>b</b>	If other please specify	<input type="text"/>	
<b>c</b>	*Institute Name	<input type="text"/>	?
<b>d</b>	*Address Line 1	<input type="text"/>	?
	Address Line 2	<input type="text"/>	
	Address Line 3	<input type="text"/>	
<b>e</b>	*Town	<input type="text"/>	
<b>f</b>	County	<input type="text"/>	
<b>g</b>	Country	<input type="text"/>	
<b>h</b>	*Post Code	<input type="text"/>	?
<b>i</b>	Telephone Number	<input type="text"/> <input type="text"/>	
<b>j</b>	Web Address	<input type="text"/>	

**Items with a "\*" in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.**

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## Co-applicant Details

This page is for any co-applicant details. This is for the named researchers on the application, in addition to the main applicant. There is space for two co-applicants. If there are more than two co-applicants on the project, their details will not be required unless you are invited to submit a full application.



### 3 Co-applicant Details

Co-applicants are named researchers on your application

Please complete all relevant boxes.

<b>3a</b>	Name <small>(including title, first name and surname)</small>	<input type="text"/> <input type="text"/> <input type="text"/>	
<b>b</b>	Position	<input type="text"/>	?
<b>c</b>	Department	<input type="text"/>	
<b>d</b>	Address Line 1	<input type="text"/>	
	Address Line 2	<input type="text"/>	
	Address Line 3	<input type="text"/>	
<b>e</b>	Town	<input type="text"/>	
<b>f</b>	County	<input type="text"/>	
<b>g</b>	Country	<input type="text"/>	
<b>h</b>	Post Code	<input type="text"/>	?
<b>i</b>	Telephone Number	<input type="text"/> <input type="text"/>	?
<b>j</b>	Email Address	<input type="text"/>	
<b>k</b>	Name <small>(including title, first name and surname)</small>	<input type="text"/> <input type="text"/> <input type="text"/>	
<b>l</b>	Position	<input type="text"/>	
<b>m</b>	Department	<input type="text"/>	
<b>n</b>	Address Line 1	<input type="text"/>	
	Address Line 2	<input type="text"/>	
	Address Line 3	<input type="text"/>	
<b>o</b>	Town	<input type="text"/>	
<b>p</b>	County	<input type="text"/>	
<b>q</b>	Country	<input type="text"/>	
<b>r</b>	Post Code	<input type="text"/>	
<b>s</b>	Telephone Number	<input type="text"/> <input type="text"/>	
<b>t</b>	Email Address	<input type="text"/>	

**Items with a “\*” in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.**

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## Collaboration Details

If there are one or more other scientists who are collaborating (but NOT a co-applicant) on this project, then the nature of the collaboration needs to be explained in the box provided. Collaborator contact details should be entered into the boxes beneath. Co-applicants should be named in section three (previous page). Please note there is only room for two collaborators' details. If there are more than two involved in your project, then please mention this in the 'nature of collaboration' box.

**4 Collaboration Details**

If you are an overseas applicant, all of section 4 must be completed.  
If you are based in the UK or Ireland and your study involves a collaborator (not a co-applicant), please give details if available or mark "N/A".

**4a** \*State the nature of the collaboration (2000 characters maximum) ?

**b** Name (including title, full name and surname) ?

**c** Position ?

**d** Department ?

**e** Address Line 1 ?  
Address Line 2 ?  
Address Line 3 ?

**f** Town ?

**g** Country ?

**h** Country ?

**i** Post Code ?

**j** Telephone Number ?

**k** Email address ?

**l** Name (including title, full name and surname) ?

**m** Position ?

**n** Department ?

**o** Address Line 1 ?  
Address Line 2 ?  
Address Line 3 ?

**p** Town ?

**q** Country ?

**r** Country ?

**s** Post Code ?

**t** Telephone Number ?

**u** Email address ?

Save & Exit Previous Next

For overseas applicants, it is essential that you complete the collaboration page of the form, please see our [guidelines](#) for more information.

Please note that the character limit for open questions is specified under the related question, (see circled question above).

**Items with a "\*" in front of are mandatory and the applicant will be unable to move to the next page until they have been completed.**

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## Project Details

This page requires basic information about the project including project title, the type of project it is (project grant or studentship), whether the project is biomedical, clinical or healthcare and whether animals will be used.

**5 Project Details**

Please provide the title of the project and select the options from the drop down menus which best describe the project.

5a \*Project Title

b \*Funding Scheme

c \*Project Classification

d \*Animals

e \*Reporting is an important requirement of grants.

What consideration have you given to reporting when planning your experiments and project?  
(650 characters inc spaces max)

Save & Exit Previous Next

The final section on this page concerns reporting as this is an important aspect of our awarded grants. We are asking applicants to bear in mind that annual reports are expected and this should be acknowledged when planning experiments, procedures and timelines etc. Again, the character limit is specified under the open question.

***Items with a "\*" in front of are mandatory and the applicant will be unable to move to the next page until they have been completed.***

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## Summary Details

The information required for this page will make up the main part of the summary application. **Please remember not to insert figures, tables or use special characters or symbols, as the software does not support these and will crash.** There is no formatting as the information is uploaded into our Grants Management Database and then pulled out into a document to be sent to our BRAP for review. This allows for consistency in layout between all summary applications.

Sections a – d are mandatory for all project grant, studentship and non-clinical fellowship applications. (co-applicants to be named in question b).

Sections e – g are mandatory for studentship and non-clinical fellowship applications. Section h is not mandatory but will help the Association consider ways of retaining students in MND research after their PhD.

Questions a – d are asking about the principal aims of the project, an outline of the proposed workplan, how this project fits in with other work in the applicant's laboratory/institute and the potential clinical or translation relevance of the research.



### 6 Summary Application Details

Please complete all relevant sections. PhD studentship applicants must complete sections a - h, project grant applicants need to enter 'N/A' in sections e to h.

<b>6a</b>	*State the principle aims of the project. <i>(750 characters inc spaces max)</i>	<input type="text"/>	?
<b>b</b>	*Please give an outline of the proposed workplan. <i>(4000 characters inc spaces max)</i>	<input type="text"/>	?

Questions e – h are for studentship applications and are asking for details about the training opportunities and support for the student, the supervisor track record, how the student will be encouraged to say in the field of MND research and how the Association can help with this.

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Questions e – g are for non-clinical fellowship applications and are asking for details about the training opportunities and support for the fellow, how the laboratory head will be supporting the fellow and, if a second co-applicant/sponsor is named, what will their role be.

<p>e *State the details of the training opportunities and support for the student/fellow within this institution. <i>(650 characters inc spaces max)</i></p>	m	?
<p>f *PhD Applicants - What is your track record of PhD supervision?  Fellowship Applicants - How will your laboratory head be supporting you? <i>(650 characters inc spaces max)</i></p>	m	?
<p>g *PhD Applicants - What will you do to encourage the student to stay in the field of MND research?  Fellowship Applicants - If you have named a second co-applicants/sponsor, what is their role? <i>(750 characters inc spaces max)</i></p>	m	?
<p>h How could the MND Association help i) in retaining PhD students in the field of MND research and ii) in any other way? <i>(650 characters inc spaces max)</i></p>	m	?

Each question has a character limit (including spaces) and this is stated underneath each question on the form and below:

- Question a Please state the principle aims of the project  
*750 characters including spaces*
- Question b Please give an outline of the proposed workplan  
*4000 characters including spaces*
- Question c How does this study fit in with other work in the laboratory/institute?  
*750 characters including spaces*
- Question d What is the potential clinical and/or translational relevance for the research?  
*930 characters including spaces*
- Question e State the details of the training opportunities and support for the student/fellow within this institution  
*650 characters including spaces*
- Question f What is your track record of PhD supervision?  
Fellowship Applicants – How will your laboratory head be supporting you?  
*650 characters including spaces*
- Question g What will you do to encourage the PhD student to stay in the field of MND research?  
Fellowship Applicants – If you have a named second co-applicant/sponsor, what is their role?  
*750 characters including spaces*

Question h How could the MND Association help i) in retaining PhD students in the field of MND research and ii) in any other way?  
*650 characters including spaces*

**Prepare figures, tables etc offline and upload using the attachments page.**

It may be helpful to prepare text using an application such as Microsoft Word as this allows for a character count. Once text is organised it can be pasted into the appropriate section of the form.

Please note that there is space for literature references on the declaration page.

***Items with a '\*\*' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.***

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## Costing Details

This page is all about the financial detail of the project, here we want to know the total amount being requested and also the amount for each year. There is also space for justification of the costs being asked for (650 characters including spaces), please see our [guidelines](#) for more information.

**mnda**  
motor neurone disease  
association

Applicant Institute Co-Applicant Collaboration Project Summary **Costs** Attachments Declaration

**7 Estimated Costs and Timescale** Feedback

Please provide financial details and timescale below.

7a	*Requested Amount	£1 <input type="text"/>	?
b	*Year 1	£1 <input type="text"/>	?
c	*Year 2	£1 <input type="text"/>	?
d	*Year 3	£1 <input type="text"/>	?
e	Year 4 <small>(for advanced fellows only)</small>	£1 <input type="text"/>	?
f	Justification of Costs <small>(650 characters inc spaces max)</small>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	?
g	*Project Duration <small>(in months)</small>	1 <input type="text"/> Months	?
h	*Start Date	20th <input type="text"/> April <input type="text"/> 2017	?
i	End Date	Please select <input type="text"/> Please select <input type="text"/> 0	

Save & Exit Previous Next

The bottom half of this page is asking for the duration of the project in months, the anticipated start date and the end date.

We understand it may not be possible to have an exact costing figure at this stage, an estimated amount is acceptable.

***Items with a '\*' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.***

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## Attachments Page

This page allows the applicant to include any figures and/or a submitted but unpublished paper which has a direct relevance to the application being submitted.

A total of two documents can be uploaded to a maximum of 10MB per document in the following formats:

- Word document (.doc or .docx)
- Excel document (.xld or .xlsx)
- Adobe PDF (.pdf)

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Applicant Institute Co-applicant Collaboration Project Summary Cost **Attachment** Declaration Feedback

### 8 Attachments

Please upload any documents that are related to the summary application

**8a** Attach your document here.  
*Reuploading a file overwrites the currently uploaded file (Maximum 10MB)*

FILE NOT UPLOADED.

Browse...

Upload

**b** Attach your document here.  
*Reuploading a file overwrites the currently uploaded file (Maximum 10MB)*

FILE NOT UPLOADED.

Browse...

Upload

Save & Exit Previous Next

Please only upload documents that are related to the summary application.

**We will only accept supporting documents that contain figures, tables, charts etc; written documents will not be accepted.**

If a paper supporting your application is in preparation or is not open access, please upload it. If the supporting paper has been published and is open access, please supply the reference, the paper does not need to be uploaded.

***Items with a "\*" in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.***

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## Declaration Page

This page provides space for the applicant to make any additional comments and to include references which support their application (1500 characters including spaces). The rest of the page asks the applicants to confirm they have read the Terms and Conditions and to confirm (on behalf of their institute) that they are authorised to submit this application.



### 9 Declaration

Please answer all questions

**9a** Additional comments/references to support your application  
*(1500 characters inc spaces max)*

**b** \*Please confirm that you have read our Terms and Conditions

**c** \*Please confirm on behalf of the applying organisation detailed in question 2 (Institute), that you are duly authorised to submit this application and, to the best of your knowledge and belief all information provided is true and accurate.

Save & Exit

Previous

Next

***Items with a '\*' in front of are mandatory and the applicant will be unable to move to the next page until they have been completed.***

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## Feedback Page

The final page of the application form is a feedback survey. Applicant responses will enable the Association to maintain our high standards and to make improvements to this process.

The survey is made up of ten questions asking for very general information including how the applicant heard about our grants round and how they would like to hear about future rounds, the helpfulness of the information we provide, questions about the summary application form and space for any general comments or suggestions the applicant may want to feed back to us.

The screenshot shows the 'Feedback' page of the MND Association application form. At the top, the MND Association logo is displayed, followed by a navigation bar with buttons for 'Applicant', 'Results', 'Coapplicant', 'Collaborator', 'Trainer', 'Supporter', 'Gift', 'Attachment', 'Declaration', and 'Feedback'. The main heading is '10 Applicant Feedback Survey'. Below this, a paragraph states: 'To enable us to maintain our high standard, we require feedback from our applicants to allow us to make improvements. Please complete the below survey so we can address any areas of concern. The information provided from this survey will be used to improve our service and will have no bearing on funding decisions on applications'. The survey consists of ten numbered questions, each with a corresponding text input field or radio button options. Questions 1-3 and 4-6 have text input fields. Question 7 has radio buttons for 'Yes' and 'No'. Question 8 has radio buttons for 'Yes' and 'No'. Question 9 has a text input field. Question 10 has a text input field. At the bottom, there are three buttons: 'Save & Exit', 'Previous', and 'Review'.

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motor neurone disease  
association

Applicant Results Coapplicant Collaborator Trainer Supporter Gift Attachment Declaration Feedback

### 10 Applicant Feedback Survey

To enable us to maintain our high standard, we require feedback from our applicants to allow us to make improvements. Please complete the below survey so we can address any areas of concern.  
The information provided from this survey will be used to improve our service and will have no bearing on funding decisions on applications

- 1 How did you hear about the current funding round?  
eg MND Association website, previous grants, ALP/NDJ, journal, advert, email, alert, notice, searched online
- 2 How would you like to receive information about our grant deadlines?
- 3 How easy/difficult was it to find information on our application/grants round?  
very easy, easy, difficult, very difficult
- 4 Was the application form easy to complete and submit?  
If no, why?
- 5 Did you find it easy to access information available to assist you with submitting your application?  
If no, why?
- 6 Did you use the help system?  
 Yes  No
- 7 How would you rate the help system?  
Scale: very good, average, poor
- 8 Did you need to contact the Association to ask for additional information?  
 Yes  No
- 9 If you contacted the Association, how would you rate the response?  
Scale: very good, average, poor
- 10 Do you have any suggestions to improve the system or processes and any other feedback you wish to give?  
Please note that the technology does have limitations

Save & Exit Previous Review

Please note that not all suggested changes can be made due to the limitations of the software, however we can feed back any comments regarding the software to our supplier.

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## Review and Submission

At the bottom of the feedback page there is a 'review' button. By clicking this button the applicant can review their application. If there are changes to be made, the 'revise' button will take the applicant back to the beginning of the form.

Please do not worry about the format of the form when reviewing. Once your application is uploaded into our Grants Management Database, it is pulled out into a standard format before being sent to the BRAP for review. This process keeps all summaries consistent in layout and easier for our panel to review. If the applicant is happy with the information, please **click the 'submit' button**.

Once the summary has been submitted, the applicant will be unable to edit the form.

Once you have clicked submit you should receive an acknowledgement email. If you do not receive this email, please contact [research.grants@mndassociation.org](mailto:research.grants@mndassociation.org).