

# GMS User Guide Applying for an FCAECC grant



# Content

1.	What	is GMS	3
2.	User	roles in GMS	3
3.	Regis	stration and access to GMS	3
	3.1.	User registration process	4
	3.2.	Access to the platform	5
4.	Apply	ying for a FCAECC grant	6
	4.1.	How to start your application	6
	4.2.	Assigning a manager to your application (Grant Manager)	9
	4.3.	Adding a Collaborator or Partner Group	10
	4.4.	How to attach a project budget	12
	4.5.	How to correctly submit your application	15
	4.6.	Two-stage calls	18
	4.7.	Communications	19
5.	Resol	lution	19



# 1. What is GMS

The Grant Management System (GMS) of AECC Scientific Foundation (FCAECC) is an online system designed to coordinate and streamline the work of all the parties involved in a research application process. It is used by applicants, grantees, research centres, peer reviewers and the FCAECC team for the management of all applications and awarded grants and fellowships.

This document will introduce you to the basic functioning of the platform and guide you in the steps of your application.

### 2.User roles in GMS

GMS has three different types of user profiles that can be involved in an application depending on the type of call:

- Applicant: potential beneficiary of the fellowship/grant. This person must always be the one initiating the application process.
- Grant Manager: When applicable, a third person can be assigned by the Applicant to manage the application on his/her name.
- Collaborator: When applicable a group leader of a collaborating centre can be invited by the Applicant to be involved in the application

## 3. Registration and access to GMS

Before being able to submit and manage an application, all users are required to register in FCAECC's GMS. You can access the platform following link: https://grants-fundacioncientifica-aecc.smartsimple.ie

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Login	Welcome to Fundación AECC
C Email	Welcome to AECC Scientific Foundation's Grant Management System (GMS). AECC Scientific Foundation's GMS is an online system used by applicants, grantees, research centres, and peer reviewers for applications and ongoing management of AECC Scientific Foundation Grant Programmes.
Log In Forgot Password? Learn more about our A Privacy & Security policies	Your details are safe with us. Check out our <u>Privacy Policy</u> for more details. By logging into AECC Scientific Foundation GMS you agree to the <u>Terms of Use</u> which can be found via the link at the bottom of this page. Existing Collaborators Try 'Forgot Password' first. If you have accepted an invitation to collaborate you will have a preliminary profile already
	Any questions and doubts, please click here. If you have any technical problems, please write to soporteGMS@contraelcancer.es Internal Access



#### 3.1. User registration process.

To sign in for the first time, click on Register.

And then select the option

Applicant/Grant Manager/Collaborator - Solicitante/Gestor/Colaborador.

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Registration O	ptions
am registering as:	
	ger/Collaborator Solicitante/Gestor/Colaborador ou are an Applicant Or Collaborator group to submit proposals to FC AECC open calls or - You want to manage an awarded grant si: - Tú eres el solicitante o Jefe de Equipo del equipo colaborador de la ayuda o - Tú eres el gestor del proyecto y vas a presentar aciones.
Please register as a Rese	ager Gestor del Centro de Investigación arch Center Manager if you are accredited to manage your Center information within FC AECC's grants system. — Registrate aquí si nentos oficiales de tu centro con Fundación Científica AECC.

Proceed by following the next steps:

- 1. Fill in your personal details (name, surname, telephone, etc.).
- 2. Read and accept the registration terms.
- 3. Select your current research centre or university in the field Business Name.

For users based in Spain, please type the name of your centre, and select it in the drop-down menu. If you do not find your centre in the database in the "Business Name" field, please contact fundacion.cientifica@contraelcancer.es so that we can register your centre.

For users based outside of Spain, please proceed by choosing Individual Registration.

- 4. Contact Information: Pay special attention to the Email field, as the provided email address will be used to access GMS. Applicants must provide an email address that they regularly check as they may receive communications from FCAECC through this channel.
- 5. Select the profile.
- Please choose the Researcher profile if you are the main applicant and potential beneficiary of the grant/fellowship, a principal investigator or research collaborator.



• Please select Grant Manager if you are managing a grant on behalf of a Researcher.

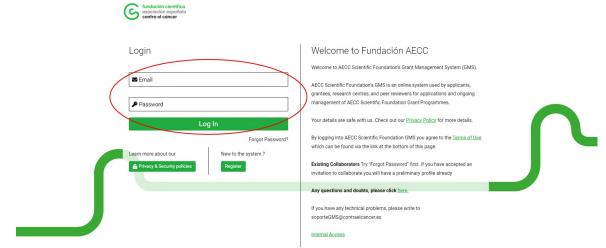
To continue updating your profile, select what role you will have in our system/platform
 Researcher (applicant, collaborator, mentor)
 Grant Manager

Once you have filled in all the fields, for the registration to be complete you must click Submit, and the following confirmation screen will appear.

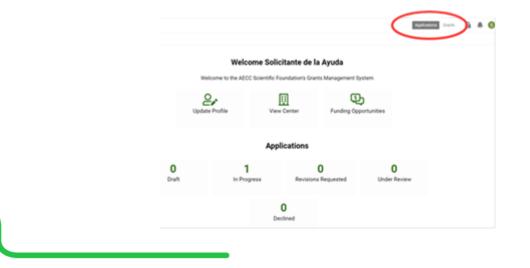
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	ed. If you have not received it, please contact	
Login here		

#### 3.2. Access to the platform.

Once you have completed the registration, the system will send an automatic e-mail to the provided address to set up a password. With these credentials you will then be able to access the platform to manage your applications.



The main GMS page is divided into two sections, with two tabs which can be found in the top right corner: Applications / Grants





Applications: this tab is highlighted by default and shows all the started proposals, according to their status. In this tab you will be able to:

- Update your profile information (Update Profile)
- View your research centre's information (View Center)
- Apply to an open call (Funding Opportunities)

At the bottom, you will be able to see the status of your applications:

- Draft: not submitted yet, still being edited by the applicant
- Submitted [In Progress]: application submitted, no longer editable.
- Revisions Requested: application reviewed by FCAECC that requires the Applicant to review, complete or correct some information.
- Under Review: application that is being reviewed by the FC AECC team or evaluators.
- Declined: applications that have been denied at some point in the process.

Grants: this tab shows successful applications that have resulted in an awarded project by the FCAECC Board of Trustees. Here you will be able to manage everything related to the running projects once they have been awarded.

In addition to the Grants and Applications tabs, at the top right corner you can find privacy policy, notifications, and your personal profile, which is identified by the first letter of your name. Click on it to open the dropdown menu:

Personal Profile, Organisation Profile, Change Password, Right to Erasure, along with Notifications and Log out.



# 4. Applying for a FCAECC grant

#### 4.1. How to start your application

#### PLEASE NOTE:

The Applicant must always be the person starting the application process (Managers and Collaborators can be added at a later step, following the steps described in sections 4.2 and 4.3)



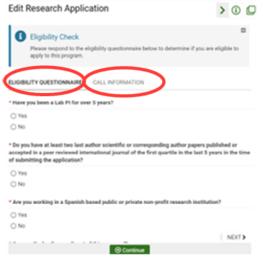
You must be in the Applications tab and click on Funding Opportunities. All the open calls will be displayed on the list, with a brief summary of their scope and the relevant documents associated with each call.

Click on the Apply Now button to start the application of your interest.

Funding Opportunities									
								×Q	1-7 of 7 < 🗲
Call Name	0	Summary	0	Call Guidelines	0	Submission Start Date	0	Submission End Date	•
POSTDOCTORAL AECC 2023		Prueba		hoorayheroes- coloringbook.pdf		24/07/2020		31/08/2020	Apply Now
PROYECTOS ESTRATÉGICOS AECC 2023		ABC		hoorayheroes: coloringbook.pdf		28/04/2020		31/08/2020	Apply Now

All calls have an Eligibility Questionnaire for applicants to review the mandatory eligibility requirements.

The Call Information tab contains all the useful data and documents easily and conveniently available for the applicant.



If applicants meet all the criteria, they will be able to proceed with the application by clicking on Continue. In case the eligibility criteria are not met, the system will show an error message when clicking on continue, <u>please carefully read the application</u> guidelines of each call to ensure eligibility.

The next screen contains all the tabs to be completed by the Applicant (these may vary depending on the call):

- Applicant Information: personal info and contact
- Scientific Information: about the research project
- Grant Research Center: centre where the research will be carried out.



• Economic Information: relative to the budget

PROYE23DELA					
CALL INFORMATION	APPLICANT INFORMATION	SCIENTIFIC INFORMATION	GRANT RESEARCH CENTER	ECONOMIC INFORMATION	DISSEMINATION
Grant Amou	unt: 300 €				
More information					
✓ Call Document	tation				
Tips for Submission					
Application Guidelines					

PLEASE NOTE:

• Applicants must complete the mandatory fields on all these tabs. A help text will appear in some of them to indicate how to complete the information, where to find the templates and the format and extension limitations. Please pay attention to these instructions, they will be key for the acceptance of the application and its subsequent evaluation.

• Please click Save draft to activate the fields that require uploading documents *"Click Save before adding attachments"* as you can see in the following image.

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Letter of Support from the Research Center	
Tick Save before adding attachments	
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Your budget information will be automatically updated in the system and changes visible upon saving the record. If you need to modify your budget later, delete the uploaded completed template and upload a new one, then save the record.	
Sck Save before adding attachments	NOT
10 Save Davit	1 100,011

All the required templates can be found under Call Information > Call Documentation or in a link in within the field.

Grant Amount: 300 €		
More information		
<ul> <li>Call Documentation</li> </ul>		
Tips for Submission		
Application Guidelines		
boorayheroes-coloringbook.pdf 32 MB-27/54/2020 1412		
Application Forms		



On the bottom of the application tab, you will find thee buttons

- Save Draft save the draft application so that you can continue with it later.
- Submit to submit the application.
- Withdraw to discard the application.

Once all fields have been filled in, remember to click on the Submit button to successfully submit and finalise the application process.

The system will send automatic reminder emails to all applicants with Draft applications prior to call end.

#### 4.2. Assigning a manager to your application (Grant Manager)

A Grant Manager is a person who can be assigned by the Applicant to manage all the documentation on his/her behalf and assist in the application process.

Please remember that the Applicant must always be the one who initiates the application, i.e. generates the draft on which the Grant Manager will work at a later step.

1. Once inside the draft application, under Applicant Information, click on Invite Grant Manager and Collaborators.

PRDPA20DE L	<b>(i)</b>
Plase complete the mandatory questions below.	-
<ul> <li>Some of Information is copied directly from your organization and user profiles and will appear in a read-only state within this form.</li> <li>If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.</li> </ul>	
<ul> <li>If you wish to communicate with the staff regarding your application, send an email to <u>fundacion.cientifica@aecc.es</u>.</li> </ul>	
Call Documentation will display after you click on Save Draft.	~
	//
Research Contro Primary Contact: Solicitante de la Ayuda	
* ID Number 4/2	
27038516S	
* Applicant Name	
Solicitante	
* Applicant Sumame	
de la Ayuda	
* Applicant CVA	
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18 Save Draft 🛛 Submit 🗇 Submit 🗇 Withdraw	

2. A new window will open. Fill in the information of the person to be invited and select the role Grant Manager. Click on Invite to generate the invitation. If you want to invite more than one person, click to add a new line. The Grant Manager will receive an email notification through which he/she must accept the role.



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KLE INFORMATION APPLICAT Of Worke Collaborators D Number Co2055165 Applicant Name Olicitante	Prefix		will be notified.		Note -	Draft -	

Both the Applicant and the Grant Manager will be able to manage, edit and submit the application.

You have been invite	i to collaborate				
Gestor de la solicitud	Grant Manager,				
You have been invite	d as Grant Manager for th	e following Research	Application: PRDPA203	09DE L.	

Grant Managers that are new to the platform will have to register first following the process explained on section 3.1 User registration process. Those that are already registered can access GMS using their user and password.

Once the Grant Manager accesses his/her profile, the application initiated by the Applicant will be available on the dashboard under Drafts. From that point onwards the manager will be able to take over and complete the application process

#### 4.3. Adding a Collaborator or Partner Group

Numerous FCAECC grants require the collaboration of several research groups. These applications will be managed by a main Applicant who will be responsible to include the information of his/her collaborators in GMS. This applies to projects, such as:

- Lab AECC
- Projects/Proyectos
- Coordinated Groups

The Partner Group will be represented by its group leader, who will be assigned to role of Collaborator in GMS by the Applicant.

Each collaborator will be responsible for carrying out the scientific and technical management of their part of the work and thus contribute to the achievement of the



objectives set out in the grant. All the documentation required from these collaborating groups will be attached to the application by the main Applicant (Principal Investigator).

Once the call has been selected, and the eligibility test has been passed, click on the Applicant Information section, and then click on Invite Grant Manager and Group Collaborators.

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* Applicant Sumame	
de la Ayuda	
* Applicant CVA	
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Fill in the name, surname, and e-mail fields, and assign the role Collaborator. If you wish to add more than one person, click on the + symbol. Like all the other users, Collaborators must be registered in the platform to be added to the application (See section 3.1)

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After completing this step, an automatic invitation will be sent to the Collaborators for their confirmation. In the meantime, the Applicant can continue working on the application.

Please complete the		orators				×	
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INFORMATION APPL	Grupo	Colaborador 2	collaboratorgroup.two@gmail.com	Collaborator	Invited		
Invite Collaborators	Gestor	De solicitudes	grant.manager.fcaecc@gmail.com	Grant Manager	Invited		
lumber							
38516S							
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Once they accept the invitation, the status will change from Invited to Accepted, and the information from the Collaborators and their centres will appear in both the Economic Information and Collaborator Groups sections.

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By clicking on Open, the main applicant will be able to submit the required information about the collaborators in a new tab (CV of the group leader, letter of support from the collaborating centre, internal/external service fees of the collaborating centre, or the budget associated with that centre.)

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While working on this section, save the changes by clicking on Save Draft. Once finished please make sure that all the provided information and documentation is correct before clicking Submit, after this, the partner registration will no longer be editable.

If the added Collaborator/Partner group has been allocated part of the budget of the grant, please read following section 4.4.

#### 4.4. How to attach a project budget

This feature does not apply in individual fellowships, and it is used in Project Grants, where the funding must be allocated and distributed among groups and divided in



annual instalments and cost categories (including but not limited to personnel, consumables, infrastructures, technical services, travel, and others) using the provided budget template shown below.

Go to the Budget section of the Economic Information tab and download the template. The template provides a generic 5-year structure, but this can be adapted as required if the project has a different duration.

Archivo	Inicio I	Insertar	Disposició	n de página	Fórmu	las Datos	Revisar V	/ista	Ayuda	PDFel	ement		🖻 Compartir	Þ
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To attach the budget of the Principal Investigator/Applicant:

1. Click on Add/ Update Budget of Leading Applicant.

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- 2. To activate the document upload field, first click on Save Draft and then proceed to select and upload the file.
- 3. Download the Excel template and once filled, attach the template clicking on the button Upload Budget. Click on Save Draft to continue working on the budget later or if you need to add budget for collaborating groups. To return to the full application and view the budget summary on the chart, click on Return to Application.



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To attach the budget of the collaborating groups:

1. Go to the Economic Information tab and scroll to the Collaborating Groups section. Click on Open to edit the desired group.

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2. Proceed to attach the budget for that group as explained above. Save Draft to activate the field> Download template > Fill in file > Upload Budget > Save Draft.

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PLEASE NOTE:

- Only the Excel template provided in the application can be used to upload the budget correctly. Other files will cause an error.
- The system will automatically transfer the values from the Excel files to the summary charts after clicking on Save Draft.
- We recommend working with drafts (Save Draft button) for both the Principal Investigator/Main Applicant and the collaborators until the total figures have been reviewed in the budget charts as once submitted, they would be no longer editable

Only click Submit once all the information has been completed and reviewed as no modification will be possible after this step.

#### 4.5. How to correctly submit your application

Once all the required fields have been filled in all the tabs (Applicant Information, Scientific Information, Grant Research Centre and/or Economic information depending on the type of call) you can proceed to submit the application. To do so, go to the main page of the application and click on the Submit button.

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PLEASE NOTE:

• This action cannot be undone. If the application is submitted erroneously, the applicant must inform FCAECC and start a new application.

• Only those applications submitted within the corresponding call deadlines will be considered. All the application submitted after the established date and time will be automatically rejected.

An error message will appear at the top of the page in case a mandatory field is not filled in. Review the indicated points and submit again.



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RYC021920EEA	> (
Submission failed due to the following:	
Please attach at least 1 file to Scientific Proposal	
Incomplete Collaborator Group forms exist. Please complete them before formitting this form.	
Please complete the mandatory questions below.	
<ul> <li>Some of information is copied directly from your organization and user profiles and will appear in a read only state within this form.</li> <li>If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.</li> </ul>	
If you wish to communicate with the staff regarding your application, send an email to fundacion clentificaglaecc.es.	
Call Documentation will display after you click on Save Draft.	
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Scientific Proposal ¢ BACK	NEXT >

If all mandatory fields are correctly filled in, the application will be successfully submitted.

Submission Successful		
You have successfully submitted your application.		
	You have successfully submitted your application.	You have successfully submitted your application.

The Application Summary (pdf format) will be sent to the email address of the Applicant and if applicable, the Grant Manager.

The Application Summary contains all the information provided in the application and can be used for any queries they applicant may need to make to FCAECC. It can be downloaded as follows:

Click on Applications at the top right (Step 1) and then on the In Progress box (Step 2).

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Underneath the Application ID (in the example PPLAB1348DELA) you will find the button to download the Application Summary (Step 3)

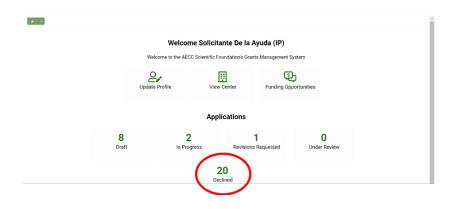
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	Submission End Date:	11/08/2020		
	Grant Holder/Career level:	Ungrad student		
	Grant Period:	2 - 8 months		
	Grant Amount:	1.000 €		
	More information			
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All applications will be reviewed by FCAECC to ensure that they are complete and meet all the requirements and eligibility criteria of each call. On the main dashboard, the Applicant will be able to check the status of his/her applications at any stage, in the corresponding box:

- Draft: application in draft status, has not been submitted yet.
- Submitted: application submitted
- Revisions Requested: eligibility of the application has been reviewed by FCAECC and changes need to be implemented by the Applicant.
- Under review: application ready to be evaluated.
- Declined: application rejected.

If the application fulfils the requirements, it will be evaluated changing from Submitted to Under review.

In case of declination the Applicant and Grant Manager, if any, will be notified. The application will change to the status Declined and appear in the corresponding box.





Clicking on the declined application, the Applicant will be able to consult the reasons for the rejection.

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Applicant Surname				
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#### 4.6. Two-stage calls

Some of FCAECC calls have two phases and thus the application process has additional steps explained below.

<u>Phase I Pre-proposal</u>: where basic documents for the application are requested. These include Applicants ID and CVA as well as the pre-proposal description or Expression of Interest (EOI)

The draft status of this application will be Draft EOI and once the application is submitted it will be Submitted EOI.

The workflow is the same as described single stage applications in section 4.1 but with fewer fields to fill in. Collaborators will be added in the full proposal stage.

After the closure of Phase I, the FCAECC team will review the eligibility of the submitted documentation and proceed by either rejecting the application in case of not meeting the requirements (Declined EOI status) or accepting it and forwarding it for evaluation (Under Review EOI).

In this phase a pre-selection of the best applications will be made by an internal Evaluation Committee of the FCAECC inviting them to Phase II. Applications that pass to Phase II will switch to the status Draft Application, (as drafts of the full proposal) and those that do not pass the pre-selection will have the status Declined EOI.

The result of this phase will be communicated to all applicants through GMS.

<u>Phase II Full Proposal</u>: those who have passed the first evaluation phase will have to submit a full proposal as described in point 3, 3.1, 3.2, 3.3 and 3.4.



#### 4.7. Communications

All the communications from the platform will be both sent to the Applicant's email and get stored on GMS in the Email tab of the menu on the left of the application.

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	General Information of the Call      Gall Name: Ayuda Productoral AECC Asturias 2021
	Project Classification ) Persona
	Summary / Synopeia: The proposal of these grants is to promote the training of researchers through the completion of a Doctoral Thesis in cancer at a Research Center (Receiving Center) and NEXT3

To avoid receiving these emails in the spam folder we recommend adding the addresses <u>noreply@smartsimple.ie</u> and <u>noreply.fundacioncientifica@smartsimple.ie</u> to the list of trusted emails.

## 5. Resolution

The Board of Trustees of FCAECC, on the basis of the reports of the AEI and the strategic lines of the AECC, will ratify the final award decisions, which will be final and non-appealable.

The granting decisions will be communicated in writing to the awardees (the status of their applications will switch to Approved - Pre-Award) and a notification will also be sent to those applicants who have not been awarded (their applications' status will be Declined). Applicants will be able to access their evaluation reports on GMS that will be located under the application code. The final grant decisions will also be published on the AECC website.

Upon award. grant beneficiaries will receive a new GMS guide with all the information related to the management and monitoring of awarded grants.

If you have any questions about the use of the platform, please write to soportegms@contraelcancer.es.

For other queries, please contact us at fundacion.cientifica@contraelcancer.es.