



Rialtas na hÉireann
Government of Ireland



EPA Research Programme 2014 - 2020

EPA's Online Grant Application & Project Management Portal

QUICK GUIDE TO MAKING AN APPLICATION

April 2018 – **Version 3**

Powered by SmartSimple

The EPA Research Programme is a Government of Ireland initiative funded by the Department of Communications, Climate Action and Environment

Contents

Introduction.....	3
Application Steps.....	3
More Information	3
Disclaimer	3
The Online Application Form.....	4
Create your Online Application form	4
Your Online Application form	5
Type of Information required	5
Mandatory fields	5
Collapsing/Expanding Section.....	6
Downloading the Templates.....	6
Complete the Online Application form	7
Online Fields	7
Add Project Participants.....	11
Declaration.....	15
Saving your Draft Application	15
Submit your Application for authorisation by your Organisation.....	16
Pre-Submission Checklist	16
Submission of your proposal for authorisation by your organization	16
Error Messages on “Submit”	17
Proposal Authorisation Process.....	18
Overview of the Process	18
Evaluation Process	21
Negotiation Process	21
Overview of the Process	21
View and Respond to the Budget & Technical Queries.....	21
Grant Offer & Grant Award Processes	24

Introduction

This guide shows you how to use SmartSimple to make an application for a grant award.

For details of the topics in the call, refer to the relevant 'Call Technical Description'.

For hints and tips of what to include in the application upload and the budget template, refer to the '2018 User Guide for Applicants'.

In reading this document, it is important that you have read the related call technical descriptions provided by the EPA. This document does not replace, but is complimentary to, the EPA Research Terms & Conditions of Grant Award and the EPA Research Guide for Applicants available on the EPA website (www.epa.ie).

Application Steps

1. Registration as an Applicant (Validation of organisation where required)
2. Create a draft Application Form & Download the template
3. Complete the Application Form (including adding project partners where required)
4. Submit the Application Form **before the Call Deadline**
5. Where required by the Research Office / Managing Director, revise & resubmit the Application form **before the Call Authorisation Deadline**
6. Authorisation by Research Office / Managing Director **before the Call Authorisation Deadline**

More Information

For further information and assistance with the EPA Grant Application and Project Management Portal, please contact: research@epa.ie.

Disclaimer

Although every effort has been made to ensure the accuracy of the material contained in this User Guide, complete accuracy cannot be guaranteed. The Environmental Protection Agency does not accept any responsibility whatsoever for loss or damage occasioned or damages claimed to have been occasioned, in part or in full, as a consequence of any person acting, or refraining from acting, as a result of a matter contained in this document.

This document does not replace, but is complimentary to the following documents, available for download on <http://www.epa.ie/pubs/reports/research/opencalls/currentcalldocuments/>

- 2018 Guide for applicants
- 2018 Terms and Conditions for support of grant awards
- 2018 Call Technical Descriptions

The Online Application Form

Create your Online Application form

1. Log in to the EPA Grant Application and Project Management Portal
2. Scroll to the Open Calls section to view a list of the calls for which applications can be submitted:

#	Call Topic Reference	Current Call Documents	Call Deadline	
1	Sustainability 2018 Project 1	View	2018-04-17 13:00	You have already created an Application for this Call.
2	Sustainability 2018 Project 2	View	2018-04-17 13:00	Apply
3	Sustainability 2018 Project 3	View	2018-04-17 13:00	Apply

To begin the application process, select Pillar under which relates to the call topic reference that you wish to apply for. In the example above the application is going to be made for the call topic reference “Sustainability 2018 Project 2”

To open the online application form, click the “Apply” button as shown above:

Please note that:

- you can only submit an application using the relevant form and when a call for proposals is open.
- it is only possible to submit one proposal per call topic reference.
- application forms for Event Support grants (rolling calls) are also available under the Open Calls section.

Your form will load automatically and after a few seconds generate a unique proposal number. The form will be displayed under two tabs entitled “General” and “Project”. The General section is pre-populated with the information you entered on your Applicant Registration form as shown in the screenshot below. **To continue completion of the application form please click on the Tab entitled “Project”.**

Your Online Application form

Type of Information required

To complete & submit an Online Application form, you will be required to:

1. Complete Text Fields;
2. Complete Numerical Fields;
3. Dynamic Pop Up Fields;
4. Complete Fields with dropdown menu options;
5. Upload documents using the templates provided;
6. Where relevant, Assign project participant(s);
7. Complete the Declaration Section.

Important: Please familiarise yourself with the Online Application form layout and fields to be completed online before writing the proposal.

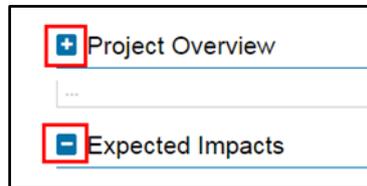
Mandatory fields

Mandatory fields are indicated by a red asterisk (*). You can leave a mandatory field blank while an application is at the Draft status. However, when you attempt to submit the application, the submission will be rejected unless you enter data into all mandatory fields.

Examples of mandatory fields are shown in the screenshot below:

Collapsing/Expanding Section

The system provides the ability to expand or collapse certain areas or sub-sections of the form. The Expand and Collapse functionality is provided by the “+” and “–” icons displayed to the left of the screen area they control.

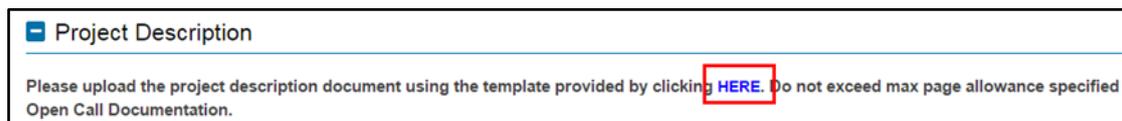


- Clicking on the “–” symbol will collapse the form area;
- Clicking on the “+” symbol will expand the form area.

Downloading the Templates

The template of documents to be uploaded are available from the “HERE” links on the form. To download a template:

1. Click on the “HERE” link as shown in the screenshot below:



2. Save the template on your computer to be completed offline

Important: Before writing your proposal, please take note of the specified file format and page limits of the Uploads.

Important: Where a template is provided, it **MUST** be used to submit an application. Any deviation will invalidate the proposal.

An example of upload field where no template is provided includes the CV upload fields for Research Fellowships and Green Enterprise applications.

Complete the Online Application form

Online Fields

Complete the online fields as indicated on the online form taking note of the following:

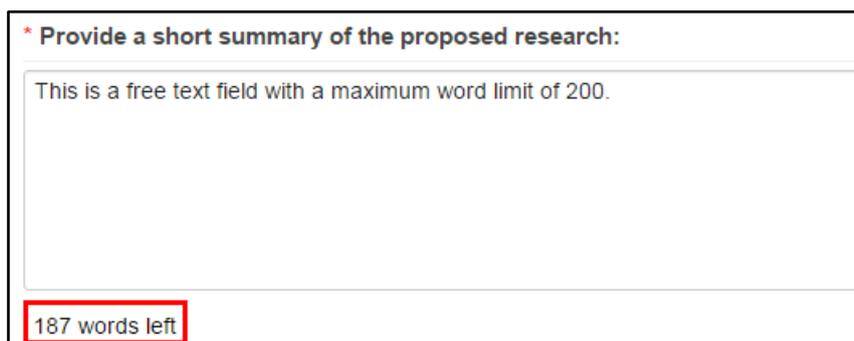
Fields with Dropdown list

Please select one of the options available from the dropdown menu.

Free-text fields

Please note that in some cases, word limits are applied to free-text fields e.g. Project Title, Research Summary and Statement on Expected Outputs

Text limits are usually indicated underneath the Text fields. This figure will reduce as you enter your text and the remaining available word count of the text field will be displayed as shown in the screenshot below:

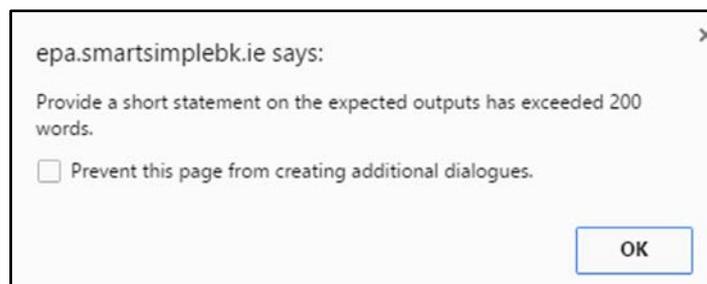


* Provide a short summary of the proposed research:

This is a free text field with a maximum word limit of 200.

187 words left

If the text that you have entered/ copied in the text box is above the limit, the following error message will appear:



epa.smartsimplebk.ie says:

Provide a short statement on the expected outputs has exceeded 200 words.

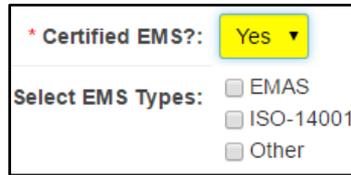
Prevent this page from creating additional dialogues.

OK

Important: Please note the word limits before writing your proposal. If copying & pasting text into a text field with a word count limit, only the words up to the word-count limit will be copied into the field. Any extra words will **NOT** be copied.

Tick-box fields

Please select one of the options available from the tick boxes available on screen. The screenshot below provides an example of Tick boxes on the STRIVE – Green Enterprise Application form.



* Certified EMS?: Yes ▾

Select EMS Types:

- EMAS
- ISO-14001
- Other

Numeric fields

There are three numeric fields to be completed on the Application form, namely:

- Projected Duration (Months) Only Numeric Characters - Do not use comma, full stop or symbols
- Total Cost of Project Requested (€) Only Numeric Characters - Do not use comma, full stop or symbols
- Total Grant Aid Requested (€) Only Numeric Characters - Do not use comma, full stop or symbols

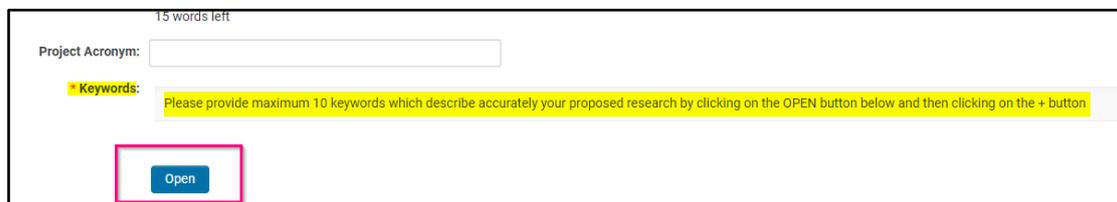
Only numeric characters (i.e. no commas, full stops or symbols) should be used in these fields.

Important: Please ensure that the “Total Cost of Project Requested” is equal or greater than the “Total Grant Aid Requested” as you will not be able to submit your application if this is not the case.

Dynamic Pop Up Fields

The completion of a dynamic pop up field is required to add a list of key words to the proposal.

1. Click on the OPEN button



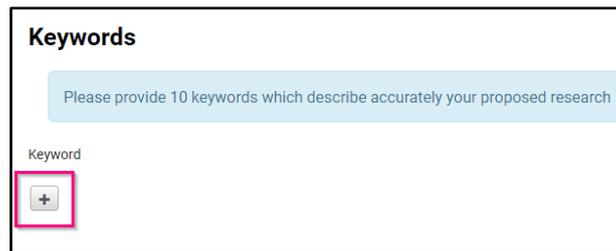
15 words left

Project Acronym:

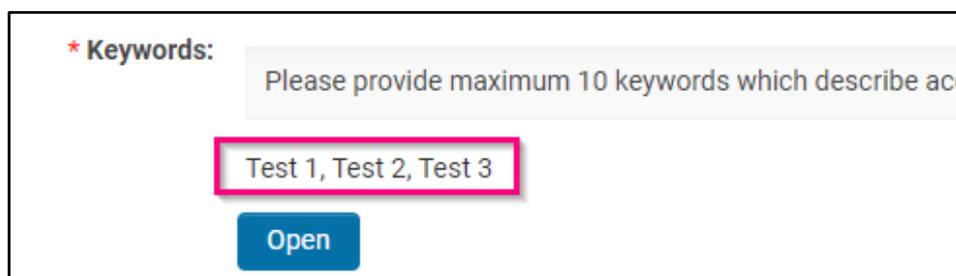
* Keywords: Please provide maximum 10 keywords which describe accurately your proposed research by clicking on the OPEN button below and then clicking on the + button

Open

2. Click on the + button



3. Add Key word
4. Click on + Button to add additional key words (up to a maximum of 10)
5. Click on the SAVE button
6. Click the Close button – the key words will be added to your form



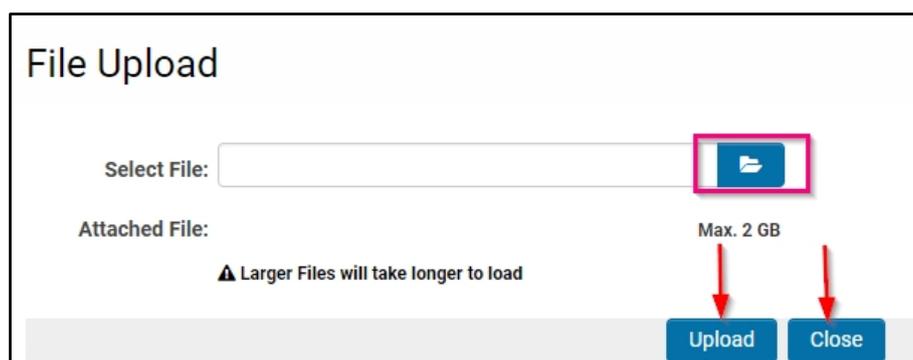
Upload Fields

You will be required to upload documents and files as part of your application – please note the file type required for each section (e.g. PDF, Excel, etc).

1. Click on the “Upload” icon provided as shown in the screenshot below.



2. This will bring you to the “File Upload” window as shown in the screenshot below:



3. Select the file you wish to upload by clicking on the “Browse” button and choosing the appropriate file.
4. Click the “Upload” button. Once the file has been uploaded, it will appear as a hyperlink. If you wish to replace the document with an updated version click on the “Delete” button and repeat this process.



Auto-Populated Fields

Some fields will auto-populate from the information supplied on the Applicant Registration form – see below example where address fields have auto-populated – you cannot amend such fields.

Address 1:	Level 1, 14 Teeling Street Co. Sligo
Address 2:	Sligo
City/Town:	Co. Sligo

Date Fields

Date Fields are an example of auto-populated fields on the application form.

Add Project Participants

In the section entitled: “Adding Project Participants and their Organisation”, you can select the project participants to be associated with your proposal.

Adding Project Participants and their Organisations

For instructions on how to add a project participant, please refer to the **current Quick Guide to the Online Portal (making an application)**. For participants who are not registered: you will need to request them to register.

Request Participant Signup: [Request](#)

Assign Project Participant / Co-Supervisor: [Click Here to Add a Participant](#)

Project Co-ordinator and Participants:

Full Name	Role	Organisation
Test Applicant	Project Coordinator	test 2

All project participants must be registered on the EPA Grant Application and Project Management Portal. Your proposed participant will need to provide you with her/his Personal Identification Number (PIN) as you will need it to complete the form (**refer to the EPA PIN Section for more information**). The EPA PIN is listed in your personal details and on the confirmation email received after submission of the Applicant Registration form.

Important: Check if your proposed partner is a Registered User as soon as possible.

Proposed project participant has already an EPA Pin

1. Ask your proposed participant to provide you with his/her PIN.
2. Click on the “Click Here to Add a Participant” button in the field entitled: “Adding Project Participants and their Organisations”.
3. The “Assign Project Participant” window will open as shown in the screenshot below. Complete the fields.

ASSIGN PROJECT PARTICIPANT

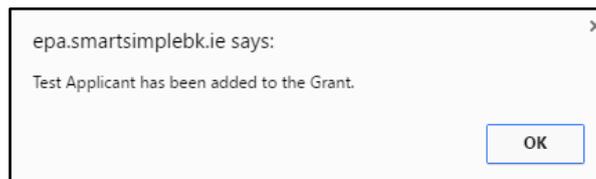
EPA PIN:

Researcher Last Name:

[Retrieve Project Participant](#)

4. Click on the “Retrieve Project Participant” button
5. The project participant’s details will appear on the window.

6. If this information is correct, please click on the “Add Project Participant to Application” button.
7. A confirmation pop-up window will appear on the screen as shown.



8. Click the “OK” button to close the pop-up window
9. Click on the “Close” button on the “Assign Project Participant” window.
10. Click the “Save draft” button on the application form to update the information. The name of the project participant who has been associated with the application will appear in the Project Coordinator & Participants Table.

Project Co-ordinator and Participants:		
Full Name	Role	Organisation
Test Applicant	Project Coordinator	test 2

11. To add more project participants, repeat the above steps

Proposed project participant does not have an EPA Pin

The proposed project participant must register.

1. Click on the “Request” button in the “Request Participant Signup” field as shown in the screenshot below:

Request Participant Signup:

- The “Adding a Project Participant” Window will open as shown in the screenshot below. Complete the Requested Fields

epaResearch
Climate - Water - Sustainability
Identifying pressures • Informing policy • Developing solutions

Adding a Project Participant

* Requested participants's name:

* Requested participant's e-mail address:

Important: Please ensure that you are entering a valid email address in the field: “Requested Participants E-mail Address” as a Registration Request will be emailed to your proposed project participant.

- Click on the “Send Request” button.
- The “Send Request” button will change to “Email Sent” as shown in the screenshot below:

epaResearch
Climate - Water - Sustainability
Identifying pressures • Informing policy • Developing solutions

Adding a Project Participant

* Requested participants's name:

* Requested participant's e-mail address:

- Your proposed participant will receive an automated email asking them to register on the EPA Grant Application and Project Management Portal.

Subject: EPA Call for Research Proposal - Request to be added as a Project Participant

Dear Test Participant,

Alice Applicant has requested that you be added as a Project Participant to their proposal.

If this is a valid request and:

- a) You are already registered on the EPA Online Grants Management Portal, you will have been provided with a password and PIN number. Please provide Alice Applicant with your PIN number for the system so that you can be associated with the proposal.
- b) You are not registered on the EPA Online Grants Management Portal, please click the link below to enter your details and register as a participant:

https://epa.smartsimple.ie/files/347278/f92681/grant_applicant_registration.html

Once registered, you will be provided with a password and PIN number. To be associated with the proposal, please provide your PIN number to Alice Applicant.

This is an auto-generated email. Please do not respond to this email address. If you have any queries in relation to its content, please contact research@epa.ie.

Regards,

EPA Research Programme

Important: Please contact the Project Participant to ensure that this step is carried out as soon as possible.

6. Once the proposed project participant has registered and provided you with their EPA PIN (available from the Email of confirmation of registration), you can then add your project participant on your application (see Section: "Proposed project participant has already an EPA Pin").

Important: Allow enough time for this step – do it as soon as possible

Important: you will NOT be able to submit your proposal if you upload the wrong file format or do not respect the page limit.

Declaration

Once you are satisfied that you have completed all the fields, uploaded all the requested documents using the correct templates, respecting the page limits and file formats and assigned all your project participants, you can complete the declaration:

1. Read the declaration statements carefully;
2. Tick the “I agree” tick box as shown in the screenshot below.
3. Click the “Save Draft” button as shown in the screenshot below.

Authorisation and Declaration

Part A: Declaration

I confirm that I have read the Technical Description, Terms and Conditions and Guide for Applicants available in this portal via the home button.

I declare that the information I have provided in this application is complete and accurate.

I agree that the Environmental Protection Agency may make any enquiries it considers necessary to verify the information therein and consent to the release by other people or organisations of such information as may be necessary for that purpose.

I confirm that my organisation and any partner organisations will adhere to the commitments of the National Policy Statement on Ensuring Research Integrity in Ireland and will abide by the Guidelines included in the European Code of Conduct for Research Integrity.

I note that applicants may be disqualified from consideration for funding if false or misleading information is provided and/or the application is not specific to one of the topics listed in the associated Technical Description document available on the EPA website.

IF YOUR ORGANISATION OR ANY OF YOUR PARTNER ORGANISATIONS IS/ARE A HIGHER EDUCATION INSTITUTION: I confirm that my organisation and any partner organisations has/have attained the Athena Swan Bronze Institutional award or that it is / they are committed to attaining the award by 2019.

I Agree: I confirm agreement with the above statements

I have uploaded all required documents:

(including the Budget Document) Yes No

Name of Project: Test Applicant
Coordinator: Test Applicant

Date: 10 May 2017

Email of Project Coordinator: test.user@test.fake

Saving your Draft Application

You can access your application as many times as you wish, saving the information you have entered using the “Save Draft” button at the bottom of the form.

You can access your draft application by scrolling to the Applications & Historic Grants section on your home page and selecting the Draft Applications tab, as shown in the screenshot below:

Applications & Historic Grants

Draft Applications Submitted Applications Historic Applications and Grants

#	Proposal Number	Project Type	Project Title	Institution	Created Date	Status	Edit
1		CCRP - Project Based Awards		test 2	05/05/2017	Draft	<input type="button" value="Open"/>
2		CCRP - Project Based Awards		test 2	05/05/2017	Draft	<input type="button" value="Open"/>

To open your draft application, please select the “Open” button located next to the correct application.

Important: Only Click Submit once you have checked that you have completed all the form & uploaded all your documents (including the Budget Spreadsheet) Clicking the “Submit” button will submit your proposal for authorisation by your organisation (except for submissions for Research Travel Support Grants, Event Support and Small Scale Studies).

Submit your Application for authorisation by your Organisation

Important: Only click on the Submit button once you are satisfied that you have fully completed your application.

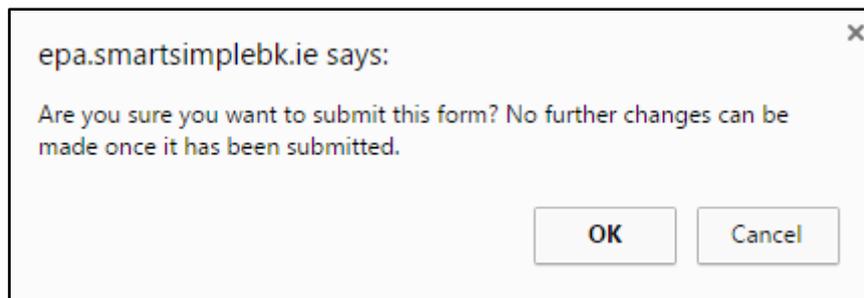
Pre-Submission Checklist

Checklist:

- ✓ Check that you have completed all compulsory fields
- ✓ Check that you have selected the correct call topic reference and project type
- ✓ Check that your Total Project Cost Requested is greater or equal to the Total Grant Aid Requested.
- ✓ Check that you have uploaded all the requested documents using the correct template where provided, and respecting the file format and page limits where relevant.
- ✓ Check that you have uploaded your budget template
- ✓ Check that you have completed the Declaration Section

Submission of your proposal for authorisation by your organization

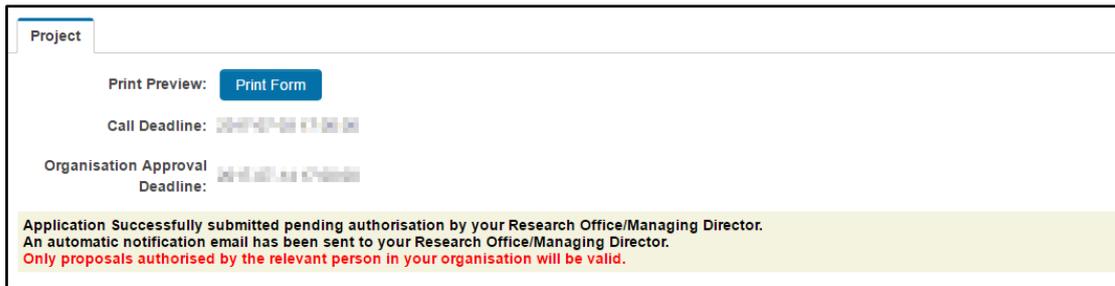
1. To ensure that your application form reflects all your changes, click the “Save Draft” button one last time
2. Click on the “Submit” button at the bottom of the screen to submit your application for authorisation by your organisation.
3. The message below will then appear. Click “OK” and the form will then be submitted.



If you wish to amend your form further, click the “Cancel” button.

Important: you will **NOT** be able to submit your proposal if you upload the wrong file format or do not respect the page limit.

Once you click “OK”, your proposal will be checked automatically for missing data, wrong file format and page numbers for the upload field with a page limit. Once it has completed successfully, the on-screen message highlighted below will appear, confirming that an e-mail has been sent to your Research Office/Managing Director requesting them to authorise the proposal. You will also receive an automated email from donotreply@epa.ie confirming that your proposal has been successfully submitted pending your institution approval.



The content of your application will then be locked.

You can still view the application by scrolling to the Applications & Historic Grants section and selecting the Submitted Applications tab as shown below:

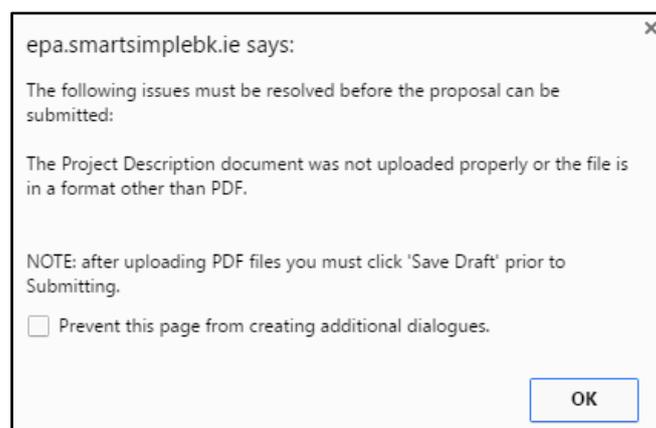


Important: Do not wait until the last moment before submitting your proposal! Call deadlines are absolute and strictly enforced

Note: There is no Authorisation-step for submissions for Researcher Travel Support Grants, Event Support and Small Scale Studies.

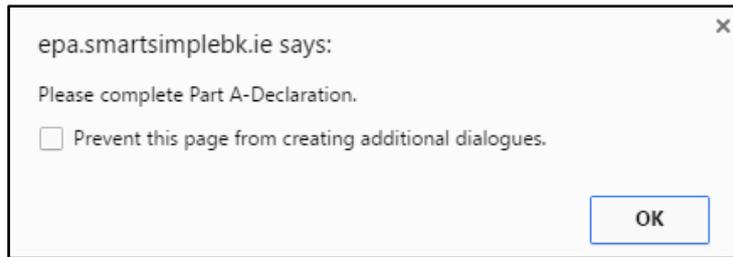
Error Messages on “Submit”

If you have used the wrong file format or not respected the page limit, you will not be able to submit your proposal. The following error message will appear:



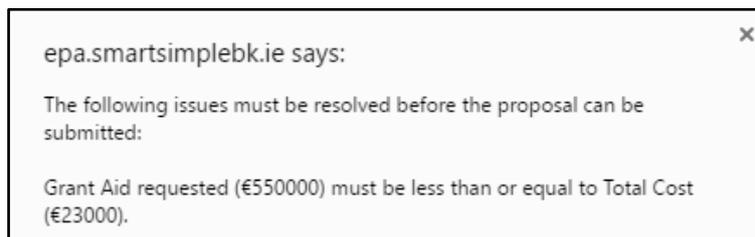
Click “OK” and check the files that you have uploaded

If you have forgotten to tick the “I agree” box in the Declaration Section. The following error message will appear:



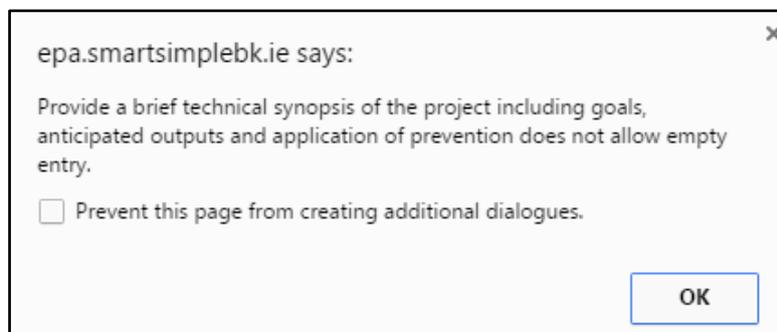
Click “OK” and complete the “Declaration” section

Your Total Project Cost Requested is less than the Total Grant Aid Requested. The following error message will appear:



Click “OK” and amend the relevant fields.

You did not complete a compulsory field. An error message similar to the one below will appear:



Click “OK” and complete the relevant field.

Proposal Authorisation Process

Overview of the Process

Staff in your organisation’s Research Office/Managing Director will also use the EPA Grant Application and Project Management Portal to authorise the submission of your proposal. They will review any application you submitted on the EPA Grant Application and Project Management Portal and can:

- Authorise any application you created before submission to the EPA;

- Require revision of applications you created before submission to the EPA;
- Review and decline the application you created.

Important: The Authorisation Deadline detailed in the Technical Description document is not negotiable. Proposals which have not been authorised by your institution will not be considered further.

The proposal is authorised by your Research Office/Managing Director

You will be notified that your application has been authorised by automated email from donotreply@epa.ie.

You can view the application by scrolling to the Applications & Historic Grants section and selecting the Submitted Applications tab as shown below:

Proposal Number	Project Status	Project Title	Institution	Created Date	View
1	Submitted - Approved By Institution	Test live project 1	test 2	2017-05-05 09:27:40	Open

The proposal has not been authorised by your Research Office/Managing Director

You will be notified that your Grants application has been declined by automated email from donotreply@epa.ie.

You can view the reason/ justification for this decision by viewing your submitted applications. Scroll to the Applications & Historic Grants section, select the Submitted Applications tab and click on the Open button as shown below:

Proposal Number	Project Status	Project Title	Institution	Created Date	View
1	Submitted - Declined by Institution	Test live project 1	test 2	2017-05-05 09:27:40	Open

The justification will be visible in the “Authorisation” section at the foot of the application. The status of your application will now be: Submitted – Declined by Institution as shown in the screenshot below. **It will not be processed any further.**

Provide Justification / Reason if not authorised or revision is required - this will be made visible to the applicant:

The proposal requires revision

In the case where your Research Office/Managing Director requires that you revise your proposal, you will receive an automated email from donotreply@epa.ie asking you to log in and revise your proposal.

You can access your application by scrolling to the Applications & Historical Grants section, selecting the Draft Applications tab and clicking on the Open button as shown below:



Review the justification provided by your Research Office/ Managing Director in the “Justification/Reason” box at the foot of the page:

Provide Justification / Reason if not authorised or revision is required - this will be made visible to the applicant:

Test - revision required by applicant

- Amend your form where required
- Click the “Save Draft” button to save your changes
- Once you are satisfied that the changes have been made, click on “Submit” to submit your application for authorisation by your organisation.

Your proposal will then be “Submitted – Pending Institution Approval” and your Research Office/Managing Director will receive an automated notification requesting them to review the proposal and to authorise it.

You can continue to view the application on a read-only basis by scrolling to the Applications & Historic Grants section, selecting the Submitted Applications tab, and clicking on the Open button as shown below:



Important: The revision of the proposal and its review & approval by the Research Office/Managing Director should be made before the Call Organisation Approval Deadline.

Your proposal has not been authorised before the Organisation Approval Deadline

The Organisation Approval deadline is strictly enforced. Proposals cannot be authorized once this deadline has passed. If your proposal has not been authorised by your Research Office/Managing Director before the Organisation Approval deadline, **it will not be valid.**

Evaluation Process

All valid submissions (i.e. authorised by your institution) will then be processed for the evaluation stage. You will be notified in writing of the outcome of this process.

If your proposal has been recommended for funding following the evaluation process, you will use the EPA Grant Application and Project Management Portal to: respond to any technical and financial queries raised during the evaluation of your proposal.

Negotiation Process

Overview of the Process

If your proposal has been recommended for funding following the evaluation process, you will use the EPA Grant Application and Project Management Portal to respond to any technical and financial queries raised during the evaluation of your proposal.

On completion of the Evaluation Process, you will be notified by letter of the outcome of the evaluation of your proposal. If your proposal has been recommended for funding, you will also be notified by automated email from donotreply@epa.ie when you are required to respond to technical and financial queries. Please note that you will have 14 days to respond to these queries.

View and Respond to the Budget & Technical Queries

View the Budget and/or Technical Queries

1. Log into the EPA Grant Application and Project Management Portal.
2. You can access the queries relating to your application by scrolling to the Applications & Historic Grants section, selecting the Submitted Applications tab and clicking on the “Open” button as shown below:

Proposal Number	Project Status	Project Title	Institution	Created Date	View
	Grant Negotiation	Test live project 1	test 2	2017-05-05 09:27:40	Open
	Evaluation - Negotiation	Revision Required		11/05/2017	Open

3. You can then view and download the Budget & Technical Queries by clicking on the hyperlinks in the Technical Queries and Budget Queries Sections:

Upload your Responses to the Budget and/or Technical Queries

Responses to Budget Queries

1. Prepare your response to the budget queries, then upload it using the button indicated below and complete the drop-down box to indicate this is the latest response:

2. Click on the “Save Draft” button.

Responses to Technical Queries:

1. Prepare your response to the technical queries, then upload it using the button indicated below and complete the drop-down box to indicate this is the latest response:

2. Click on the “Save Draft” button.

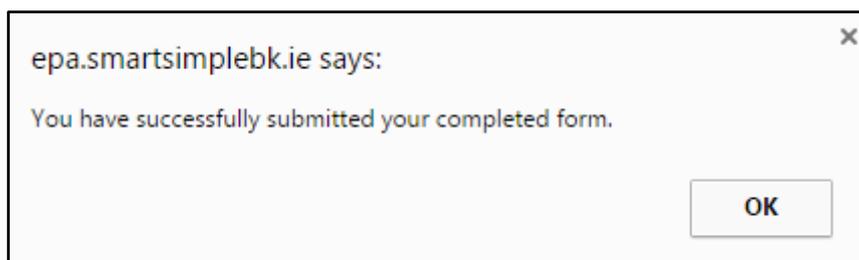
Important:

1. You do not have to upload Financial and Technical Responses at the same time
2. If you do not upload the Financial or Technical response – you will need to select the “No” option in the relevant Latest Query Responses Uploaded dropdown menu.

Submit your Responses

To submit your response(s), click on the Submit button

- If you have uploaded responses to both Technical & Budget Queries:
 - The status of the Evaluation-Negotiation Activity changes to Submitted;
 - Click the OK button on the popup window:



- If you have uploaded responses to only Technical or Budget Queries:
 - The status of the Evaluation-Negotiation Activity stays at Revisions Required (you can upload outstanding responses at a later stage).

Notification when additional (Budget and/or Technical) queries have been submitted

In the case where following the review of your responses, additional clarifications/amendments are required, you will be notified by automated email from donotreply@epa.ie.

On receipt of such notification, please log onto the EPA Grant Application and Project Management Portal and review these additional queries following the same steps as described above.

Notification when all queries have been resolved (end of the Negotiation Process)

In the case where following the review of your responses, all queries have been resolved, you will be notified by automated email from donotreply@epa.ie that the Negotiation Process has now been successfully completed.

On receipt of such notification, please contact the EPA Research Staff managing your project and provide him/her with a proposed project Start Date (and Student Details (Name; Address; Email & Gender))

On receipt of this information, the EPA Research Staff will then proceed with the Grant Offer process.

Grant Offer & Grant Award Processes

Grant Offer & Grant Award Processes

The Grant Award documentation will be sent to you by email. You will be requested to return a signed and stamped copy of the Acknowledgment Letter of Receipt of Grant Award to the EPA Research Staff managing your project. Please note that any correspondence and documents will refer to your project using its project code rather than proposal number.

On receipt of this signed letter, the EPA Research Staff will change the status of your project to “Grant Awarded” on the EPA Grant Application and Project Management Portal. Where appropriate, the advance payment will then be processed. You will be notified by automated email from donotreply@epa.ie once the payment has been made.

Please note that once your project is at the “Grant Awarded” status, you will be able to access it via the “Live Grants” section on your Home portal – please refer to the User Guide for Grantees for guidance on the management of live