

# Using the Dunhill Medical Trust’s Grants Management Portal

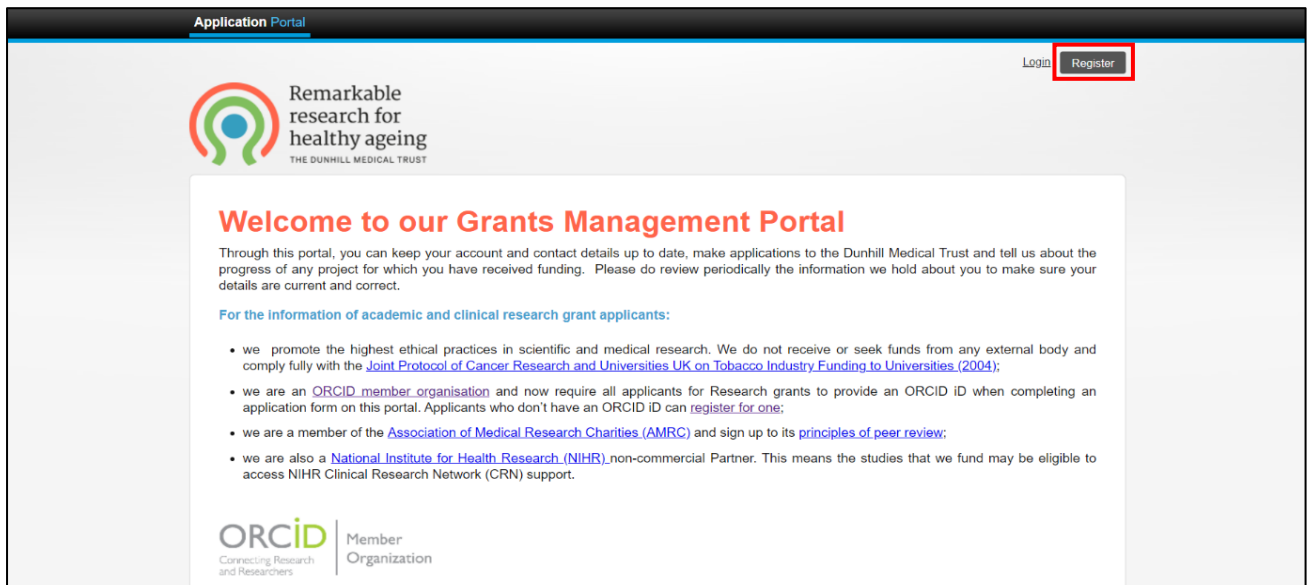
## A “how to” guide for applicants from community organisations

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## Registering for an account and navigating the system

We use an online application system and if you wish to apply for a grant, you will need to create an account on the system. To do so, visit the [portal homepage](#) and click the **Register** button in the top right of the screen.



Before providing your details, you'll be asked to read our Privacy Notice and to consent to us using your personal data. Following this, you will then need to provide your contact details and a password in order to register.

The registration form contains the following fields and options:

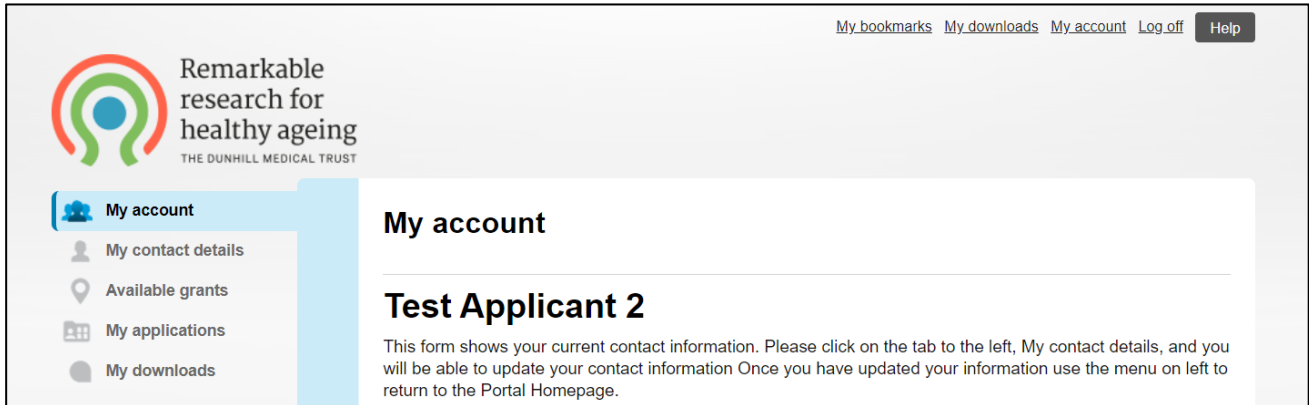
- First name:  \*
- Last name:  \*
- Contact phone number:
- Email:  \*
- ORCID identifier:  [Get my ORCID identifier](#)
- Password:  \*
- Confirm password:  \*
- How do you want to be kept informed?
  - Keep me informed of all Dunhill Medical Trust's news and events \*
  - Application progress and new grant calls
  - Only contact me regarding my application and grant progress

A 'Register' button is located at the bottom right of the form.

Please note that the information relating to ORCID is only relevant to researchers applying for research grants.

Once you've entered in your details, you should then receive an email requesting that you confirm your account. **Please ensure that you "whitelist" any emails from this system** to ensure that they aren't redirected to your "junkmail" folder in the future.

Once you've registered and confirmed your account, you will be able to complete your account profile by selecting and completing the **My account** and **My contact details** tabs.



The information saved here will then be used to automatically populate the relevant parts any future application forms.

Clicking on the **Available grants** tab will show you any open schemes to which you can potentially apply. The **My applications** tab will show you a list of all applications in which you have a role (either as Principal Investigator/lead applicant or otherwise) that are currently in progress.

## Starting and filling out an application

To start a new application, go to the **Available grants** tab of your account and click **Start** next to the scheme you wish to apply to.



Before starting your application, you'll be shown a page which provides details on the scheme and instructions on completing an application. You'll need to confirm that you have read and understood these instructions before proceeding any further.

Following this, you'll reach the summary page for your application. This includes a list of all of the sections that need to be completed as part of your application, in the **Application** tab, along with the status of each section (Not Started/In Progress/Complete).

To begin completing a section, click **Start** next to it.

Number	Page	Est. time to complete	Status	Required documents
1	About you and your organisation		<a href="#">Not Started</a>	<a href="#">Edit Page</a> <a href="#">Merge Fields</a>
2	About the support you need		<a href="#">Not Started</a>	<a href="#">Edit Page</a> <a href="#">Merge Fields</a>

**Note that the above image is just an example, and that each form will look slightly different.**

Once you've started a section, its status will change from "Not Started" to "In Progress". We strongly recommend that you save your work regularly using the **Save progress** buttons found at the top and bottom of each section of the application form. Once you've completed a section (i.e. provided answers to any mandatory questions, as indicated by an **\***) its status will change from "In Progress" to "Complete".

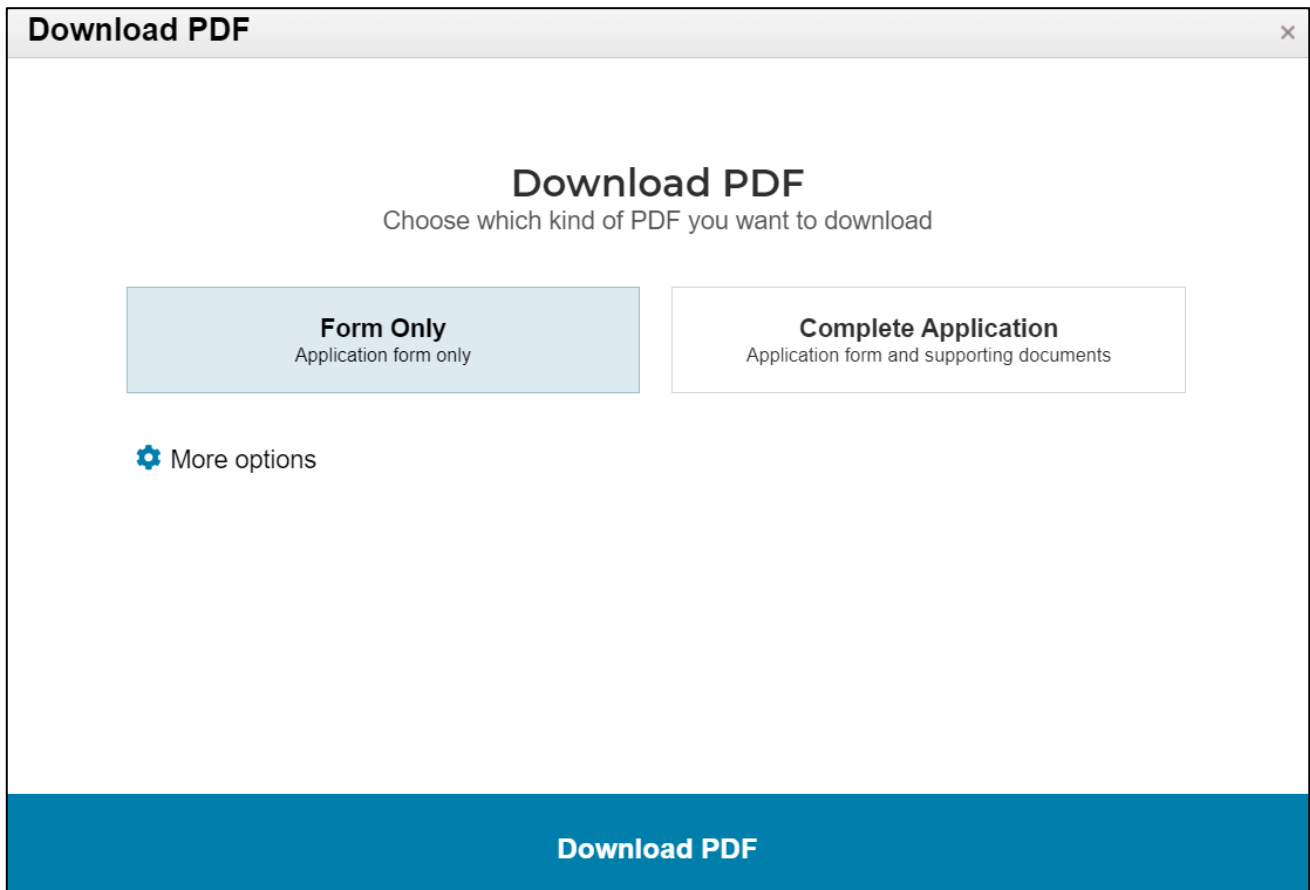
## Resuming an application you have already started

To return to an application you have already started, go to the **My applications** tab of your account and click **Resume** next to the application in question.

## Downloading a PDF copy of your application

**Please note that it is not possible to download a PDF copy of your application once it has been submitted, so we advise doing this before submitting your application.**

You can download a PDF version of your application at any time by clicking the **Download as PDF** button at the top of the application summary page. A pop-up will then appear, asking you which kind of PDF you wish to download.



**Download PDF** ×

**Download PDF**  
Choose which kind of PDF you want to download

**Form Only**  
Application form only

**Complete Application**  
Application form and supporting documents

⚙ More options

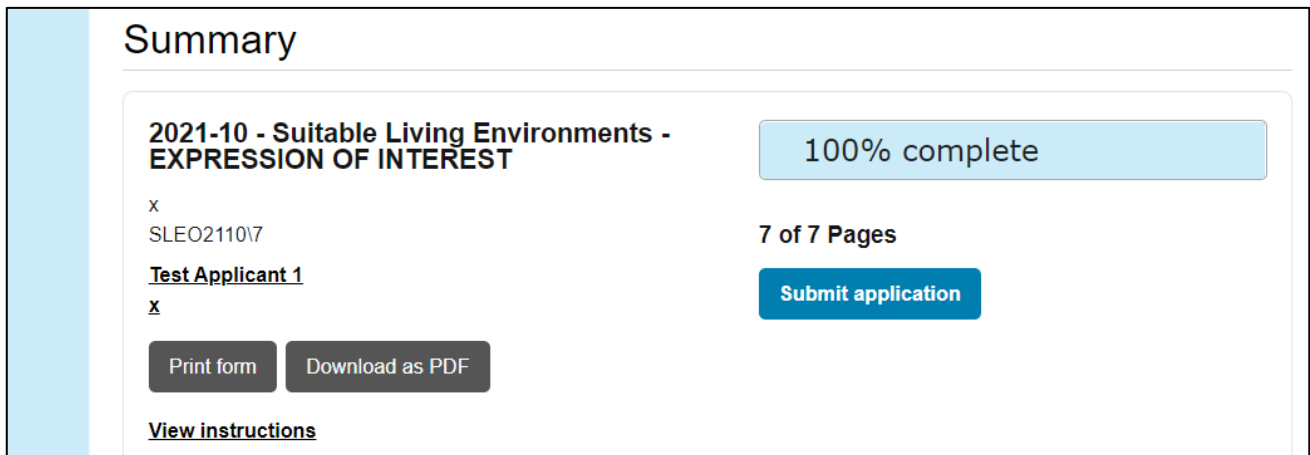
**Download PDF**

If you want your PDF to include the guidance notes used in the application, click **More options** and then check the box that says **Show guidance notes**.

Once you've clicked the **Download PDF** button, your PDF will be created (this may take a few moments). Once it's ready, you'll receive a notification enabling you to download it.

## Submitting your application

Once you have completed all sections of the application, a **Submit application** button will become available at the top and bottom of the application summary page.



The screenshot shows a 'Summary' page for an application. The title is '2021-10 - Suitable Living Environments - EXPRESSION OF INTEREST'. The status is '100% complete'. The applicant is 'Test Applicant 1'. There are buttons for 'Print form' and 'Download as PDF'. A 'Submit application' button is also visible. The page is 7 of 7 pages. There is a link for 'View instructions'.

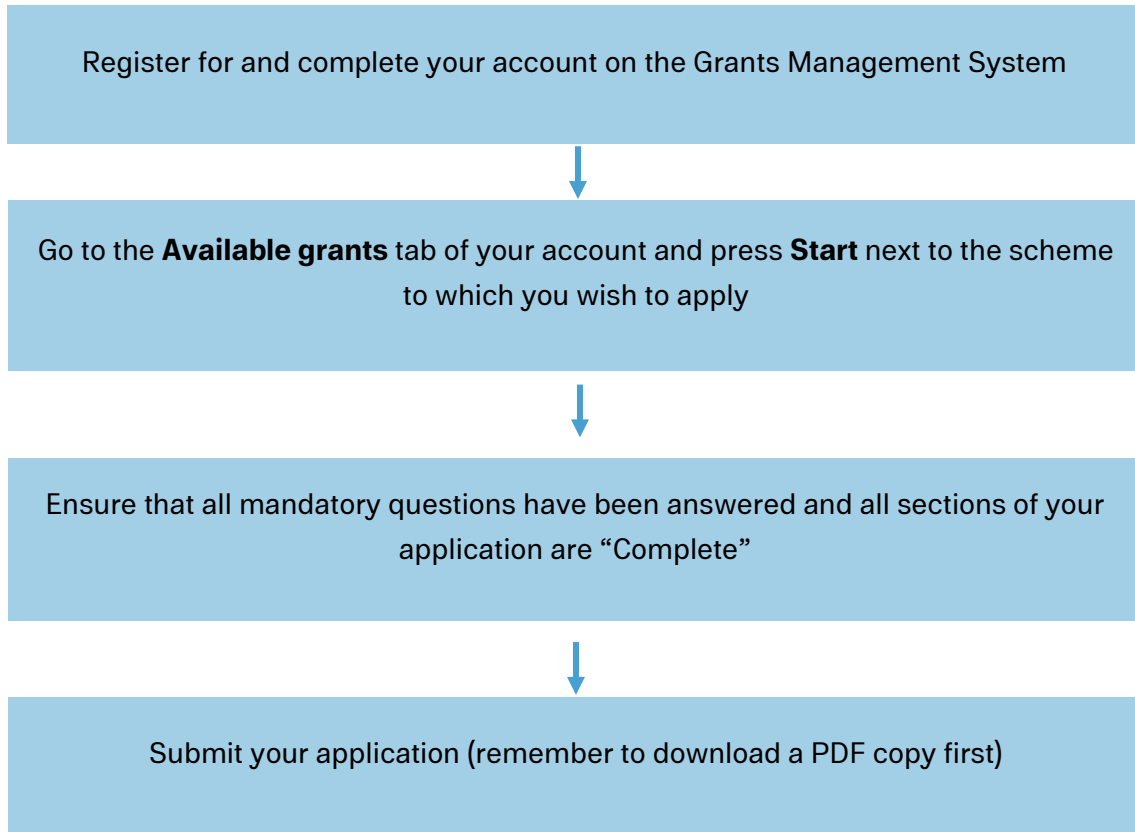
Before submitting your application, we recommend downloading a PDF copy of it (see the “Downloading a PDF copy of your application” section of this document for more details) as you will not be able to do this once it has been submitted.

Once you have clicked **Submit application** a pop-up will appear asking you to confirm the submission of your application. Upon submitting your application, you will be shown a confirmation message and should also receive an automatic confirmation email.

Once you have submitted your application, it will still be available to view in the **My applications** tab of your account but you will no longer be able to edit it.

## Completing your application: a step-by-step flowchart

The flowchart below provides a simple overview of the steps required to complete and submit an application on the Grants Management System.



### Further queries

If you have a question relating to the grants portal and cannot find the answer to it in this document, please email [admin@dunhillmedical.org.uk](mailto:admin@dunhillmedical.org.uk) and a member of our Grants Team will be able to assist you.