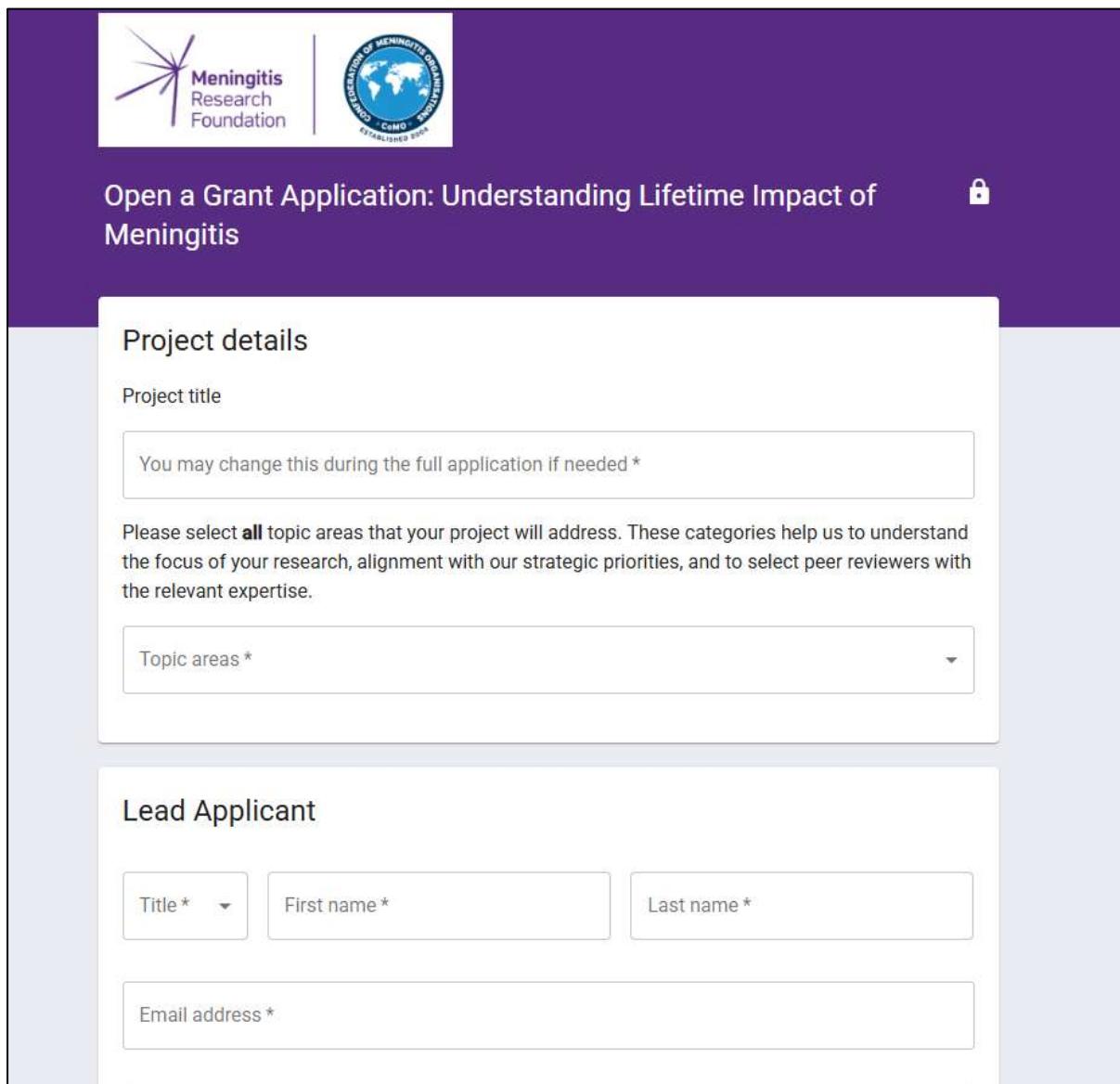


Guidance for Lead Applicants: Submitting Applications via the Portal

1. Creating an Account

- Navigate to the sign-up link provided on our webpage. The link will take you to our sign-up webpage that exists to allow you to create an account in the grant system:



Open a Grant Application: Understanding Lifetime Impact of Meningitis

Project details

Project title

You may change this during the full application if needed *

Please select **all** topic areas that your project will address. These categories help us to understand the focus of your research, alignment with our strategic priorities, and to select peer reviewers with the relevant expertise.

Topic areas *

Lead Applicant

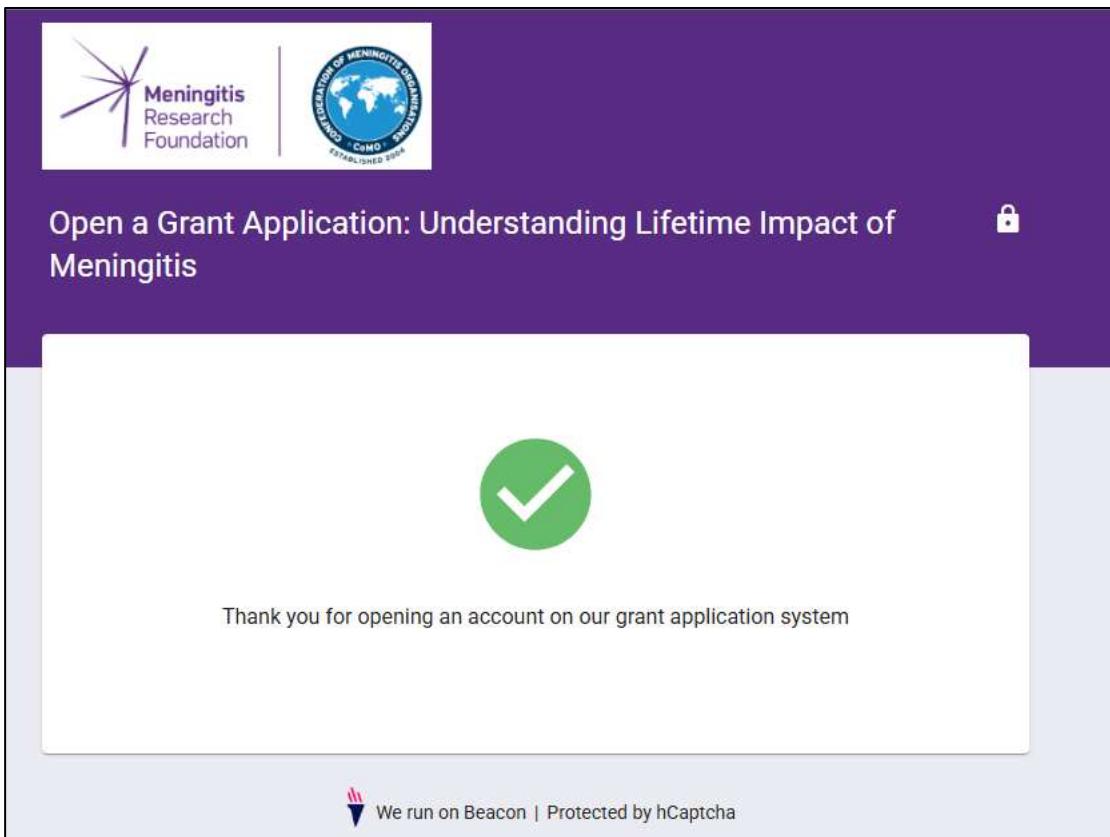
Title * ▾

First name *

Last name *

Email address *

- Complete the sign-up form with your details as instructed
- These details will transfer through to your application but you can still edit them later if necessary
- Once you have entered all the required details, the following confirmation will appear on screen:

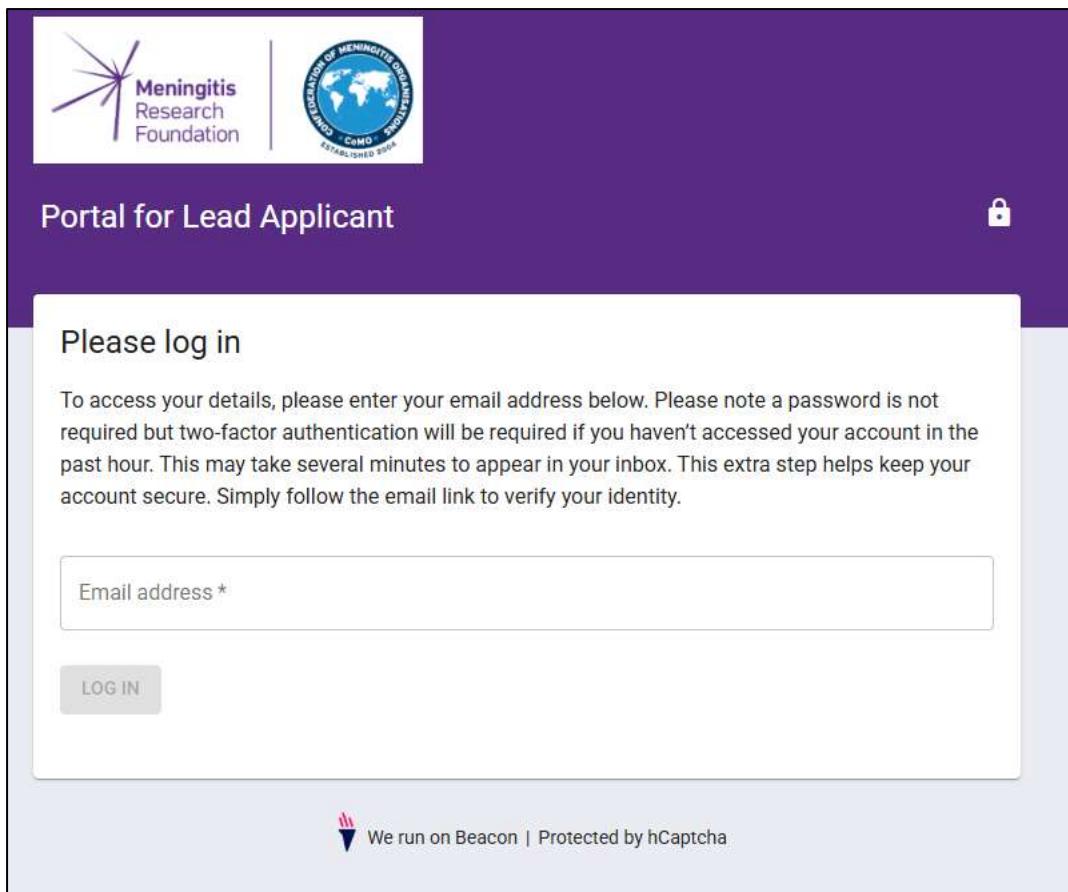


- Please note that this does not count as submitting a grant application

2. Accessing your application

1. Check Your Email

- After signing up, you'll receive a confirmation email from Meningitis Research Foundation with the subject line: "Thanks for opening an application for our research grant round: Lifetime Impact of Meningitis."
- **Please save/pin this email as it is the quickest way to access your application**
- In the email, click the link that says: "**Click here to access the Portal.**" This link is specific for the Lead Applicant Portal login page. If you are a Co-Applicant on another application, you will need to use a different link, sent via a different email.



2. Enter the email address you used to create an account:

- After you click 'Log in', you'll receive an email with a unique passcode to log in:
 - The passcode is valid for 60 minutes.
 - If your session times out or you revisit the application after 60 minutes, you'll need to request a new link and passcode. The system will prompt you automatically.
- Open the email and click 'Access my details'

Hi there,

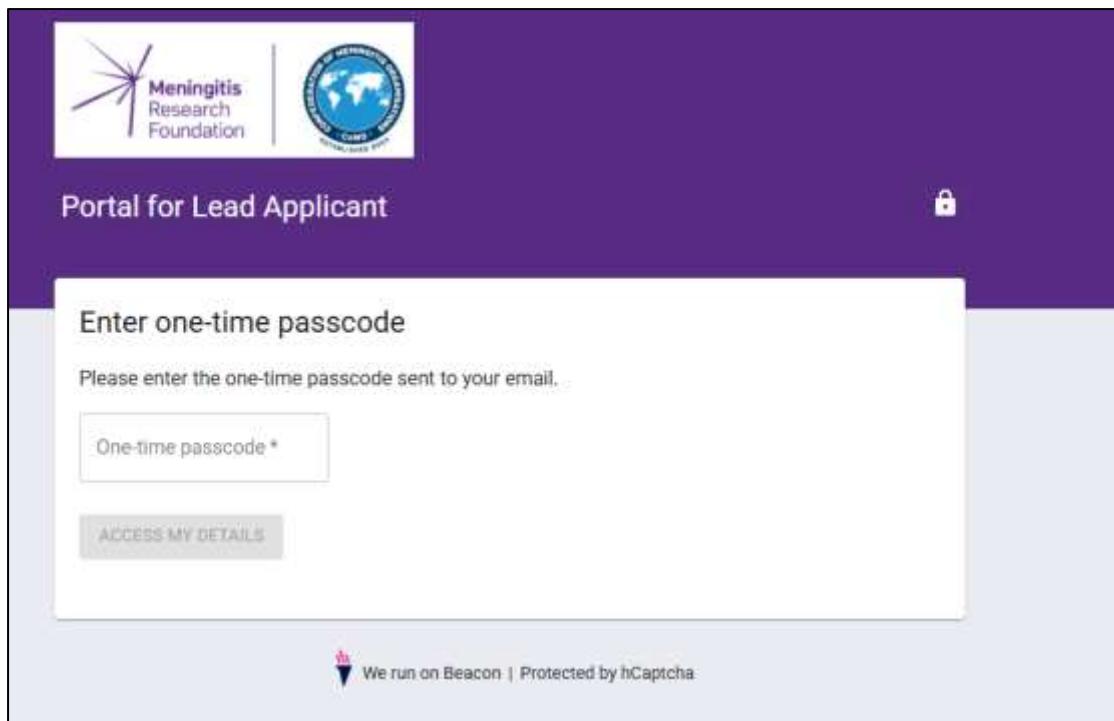
To securely access your details, please click the link below:

[Access my details](#) (you will need to enter this one-time passcode: **1844**)

To keep your data secure, this link will automatically expire after 60 minutes, and can only be used once.

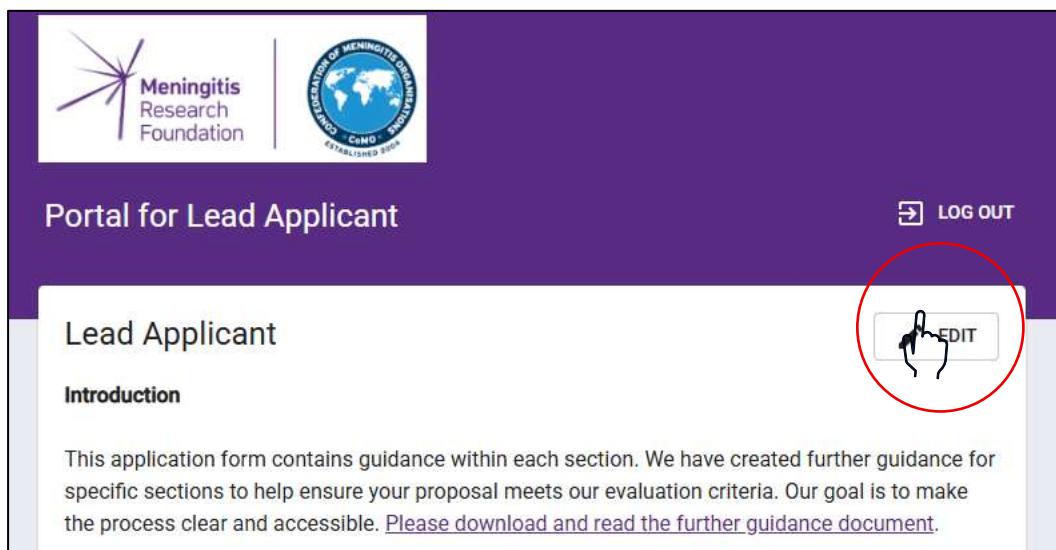
Meningitis Research Foundation

- Enter the passcode on the webpage when prompted.

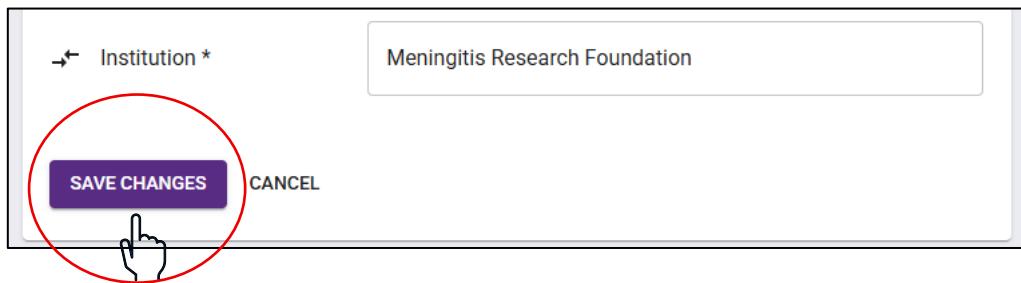


3. Completing your application

- You should now have access to the Portal for Lead Applicant
- There are several sections for you to complete in order to submit an application. For each section, there is an 'Edit' button. Click this button to edit that section.



- Once you have entered the information in that section, click 'Save changes'



- Continue to edit each section and ensure that all required fields are complete.

a. Uploading documents

Some sections will require you to upload documents to support your application. Here, we will use the *Research Proposal* section as an example:

- Download the Research Proposal Template:
- If you'd like to use the Research Proposal Template provided, click on 'using this template'. This will immediately download the document to your device.

 A screenshot of a mobile application interface for a 'Research Proposal (1)' section. The title 'Research Proposal (1)' is at the top. Below it, a text box contains: 'Your proposal must address one or more of the following aims:'. A numbered list follows: 1. Generate **new data and evidence** on the risk factors, burden and impact of meningitis on individuals and/or their support network. 2. Develop, test or refine **methods and tool** to improve how we identify and/or measure sequelae and the impact of meningitis. 3. Develop, test or refine approaches or **interventions to reduce the impact** of meningitis sequelae and directly improve quality of life for individuals and/or their support network. Below the list, a text box says: 'Please upload your research proposal below in Word or PDF format [using this template](#).' A red circle highlights the 'using this template' link, and a hand icon points to it. At the bottom, there are two buttons: 'Research Proposal' with a document icon and 'EDIT' with a pencil icon. Below these buttons, a text box says: 'Please upload your research proposal using the template provided above' and a small 'Research proposal' button with a document icon.

- Start the upload process

- When you are ready to upload your Research Proposal, click 'Edit'.

Research Proposal (1)

Your proposal must address one or more of the following aims:

1. Generate **new data and evidence** on the risk factors, burden and impact of meningitis on individuals and/or their support network.
2. Develop, test or refine **methods and tool** to improve how we identify and/or measure sequelae and the impact of meningitis
3. Develop, test or refine approaches or **interventions to reduce the impact** of meningitis sequelae and directly improve quality of life for individuals and/or their support network

Please upload your research proposal below in Word or PDF format [using this template](#).



Research Proposal



Please upload your research proposal using the template provided above



Research proposal



- Select 'Upload files'

Research Proposal (1)

Your proposal must address one or more of the following aims:

1. Generate **new data and evidence** on the risk factors, burden and impact of meningitis on individuals and/or their support network.
2. Develop, test or refine **methods and tool** to improve how we identify and/or measure sequelae and the impact of meningitis
3. Develop, test or refine approaches or **interventions to reduce the impact** of meningitis sequelae and directly improve quality of life for individuals and/or their support network

Please upload your research proposal below in Word or PDF format [using this template](#).



Research Proposal



Please upload your research proposal using the template provided above



Research proposal *

UPLOAD FILES



SAVE CHANGES

CANCEL

- 3. Select your file

- Browse in your device and select the appropriate file for upload

- Once selected, your file information should appear on screen like this:

The screenshot shows a file upload interface. At the top, there is a circular icon with a document symbol and the text 'Research Proposal'. Below this is a instruction: 'Please upload your research proposal using the template provided above'. A file input field contains the text 'Research proposal *'. To the right of the input field is a button labeled 'UPLOAD FILES'. Below the input field, a file preview box shows a document icon and the file name 'Research-Proposal-Template.docx'. A yellow box highlights the file name. In the bottom right corner of the preview box is a small trash can icon.

4. Confirm the upload

- To confirm the upload, ensure you select 'Save Changes'

The screenshot shows the same file upload interface as the previous one. The file 'Research-Proposal-Template.docx' is listed. At the bottom of the interface, there are two buttons: a purple 'SAVE CHANGES' button and a 'CANCEL' button. A red circle highlights the 'SAVE CHANGES' button, and a cursor is shown pointing at it.

- The same process applies for any sections that allow you to upload supporting documents. Ensure you read the guidance for each section carefully

4. Adding Co-Applicants to the application

You can add up to three co-applicants to your application. Once you enter their details in the designated section, Meningitis Research Foundation will be notified and will send each co-applicant a login link for Co-Applicant portal.

You should agree in advance with the relevant individuals how co-applicants will contribute. There are two options:

Option 1: Offline Contributions

- All input from co-applicants is gathered offline (e.g., via email or shared documents).
- The Lead Applicant enters all agreed content into the application.

- Co-applicants only log in to review the final version and sign off the declaration.
- Each co-applicant must enter the date under the 'Applicants' Declaration' section before submission.
- The application cannot be submitted until all declarations are complete.

Option 2: Online Contributions

- Co-applicants log in to the portal and edit sections directly.
- The Lead Applicant should clearly communicate which sections each co-applicant is responsible for.
- Co-applicants can review and edit any section of the application.
- **Important:**
 1. You will not receive notifications when changes are made, so check the application regularly.
 2. Co-applicants cannot make changes directly in the application simultaneously. They must edit the application one at a time to avoid losing saved changes.
- Once co-applicants finish their contributions, they must complete the 'Applicants' Declaration' section and enter the date.
- Submission is only possible after all declarations are completed.

5. Adding an Organisation Approver to the application

You are required to add an Organisation Approver to your application. Once you enter their details in the designated section, Meningitis Research Foundation will be notified and will send the organisation approver a login link for the application portal. If you change your nominated Organisation Approver, please inform Meningitis Research Foundation directly via researchteam@meningitis.org.

Organisation Approvers must:

1. Complete the Due Diligence form. A template is provided that can be downloaded, edited and uploaded.
2. Review and approve the following sections:
 - Research Proposal
 - Budget

The nominated individual should be someone within your organisation who has the authority to review and approve the budget and due diligence forms.

Once an Organisation Approver has finished their contributions, they must complete the 'Applicants' Declaration' section and enter the date.

Submission is only possible after all declarations are completed by all Co-Applicants and the Organisation Approver.

6. Submitting your application

Once you have completed all sections of the form and all individuals associated with the application have signed the applicant declaration section, you're ready to submit!

- Check the box as shown below:

Please only tick this box when you have completed all required sections AND your Co-Applicants and Organisational Approver declaration dates appear above.

➡ Ticking this box

constitutes a
submission. You must
tick this before 17:00
GMT 24th March 2025
for your application to be
accepted.

SAVE CHANGES CANCEL

- Click save changes

Congratulations, your application has been submitted. You will receive an email confirmation from Meningitis Research Foundation.