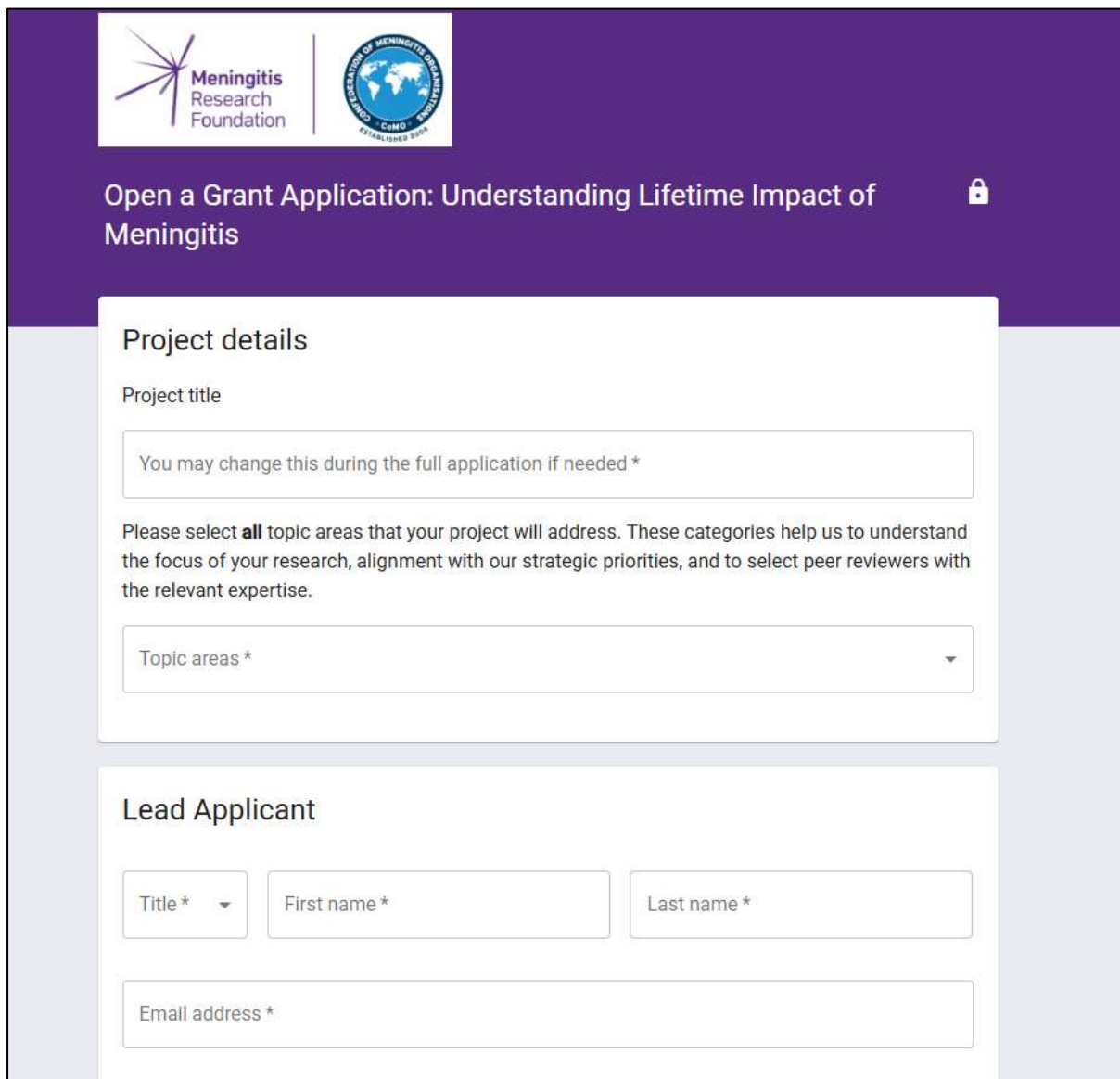


# Guidance for Lead Applicants: Submitting Applications via the Portal

## 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:



The screenshot shows the 'Open a Grant Application: Understanding Lifetime Impact of Meningitis' page. It features the Meningitis Research Foundation and CoMo logos at the top. The main heading is 'Open a Grant Application: Understanding Lifetime Impact of Meningitis' with a lock icon. Below this is a 'Project details' section with a 'Project title' field containing the text 'You may change this during the full application if needed \*'. Below the title field is a paragraph: '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.' Below this paragraph is a 'Topic areas \*' dropdown menu. Below the 'Project details' section is a 'Lead Applicant' section with three input fields: 'Title \*' (a dropdown menu), 'First name \*', and 'Last name \*'. Below these three fields is an 'Email address \*' input field.

Meningitis Research Foundation

COOPERATION OF MENINGITIS ORGANIZATION • CoMo • ESTABLISHED 2004

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.

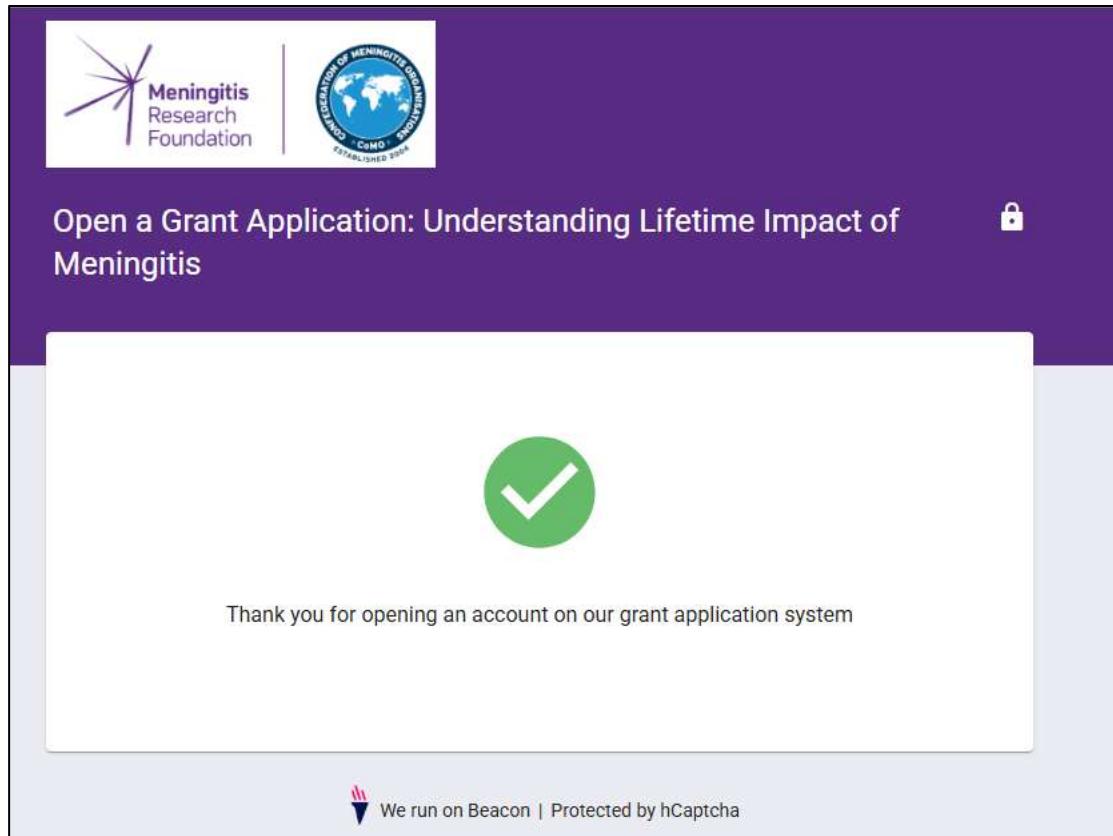
Topic areas \*

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.

The screenshot shows the login page for the Meningitis Research Foundation. At the top, there are two logos: the Meningitis Research Foundation logo on the left and the CoMo logo on the right. Below the logos, the text 'Portal for Lead Applicant' is displayed. A white box in the center contains the login instructions: 'Please log in', followed by a paragraph explaining that a password is not required but two-factor authentication will be needed if the account hasn't been accessed in the past hour. Below this is a text input field labeled 'Email address \*' and a 'LOG IN' button. At the bottom of the page, there is a small icon and the text 'We run on Beacon | Protected by hCaptcha'.

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'

The screenshot shows an email from the Meningitis Research Foundation. The email starts with 'Hi there,' followed by the text 'To securely access your details, please click the link below:'. Below this is a blue hyperlink that says 'Access my details' followed by the text '(you will need to enter this one-time passcode: 1844)'. The email then states 'To keep your data secure, this link will automatically expire after 60 minutes, and can only be used once.' and ends with the text 'Meningitis Research Foundation'.

- Enter the passcode on the webpage when prompted.

The screenshot shows the 'Portal for Lead Applicant' login page. At the top left are the Meningitis Research Foundation logo and the CoMo logo. The title 'Portal for Lead Applicant' is centered, with a lock icon to its right. A white box in the center contains the heading 'Enter one-time passcode', followed by the instruction 'Please enter the one-time passcode sent to your email.' Below this is a text input field labeled 'One-time passcode \*' and a grey button labeled 'ACCESS MY DETAILS'. At the bottom center, it says 'We run on Beacon | Protected by hCaptcha'.

### 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.

The screenshot shows the 'Portal for Lead Applicant' application page. At the top left are the Meningitis Research Foundation logo and the CoMo logo. The title 'Portal for Lead Applicant' is centered, with a 'LOG OUT' button to its right. Below the title, the heading 'Lead Applicant' is displayed. Underneath is the section 'Introduction' with the text: 'This application form contains guidance within each section. We have created further guidance for specific sections to help ensure your proposal meets our evaluation criteria. Our goal is to make the process clear and accessible. [Please download and read the further guidance document.](#)' To the right of the 'Introduction' section, there is a button labeled 'EDIT' with a hand cursor icon, which is circled in red.

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



← Institution \* Meningitis Research Foundation

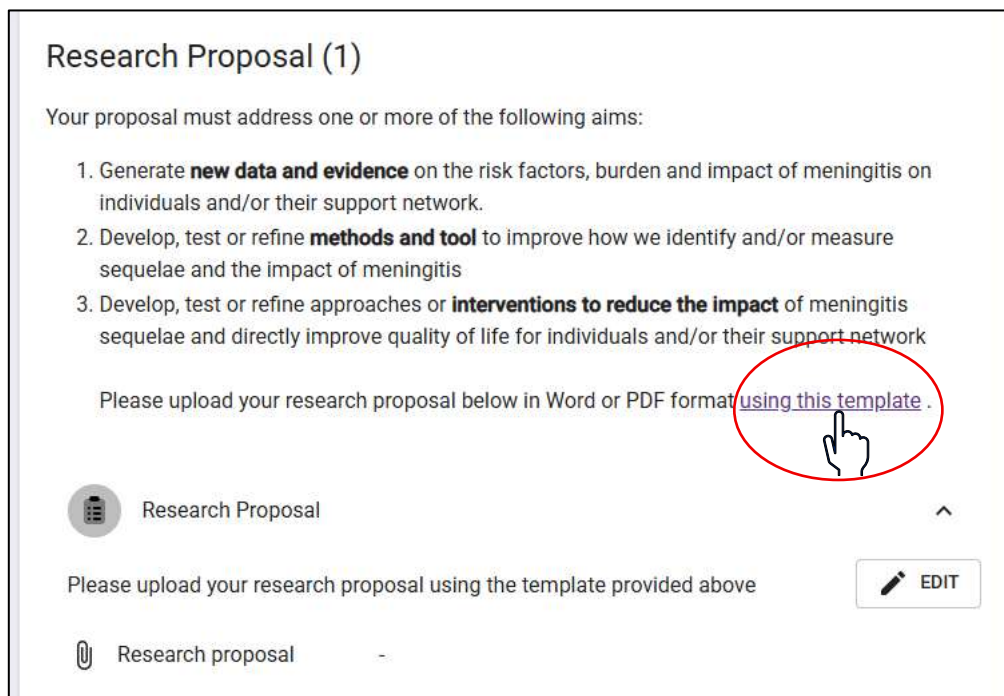
SAVE CHANGES CANCEL

- 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:

1. 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.





**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 -


2. Start the upload process
  - When you are ready to upload your Research Proposal, click 'Edit'.

### Research Proposal (1)


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1. Generate **new data and evidence** on the risk factors, burden and impact of meningitis on individuals and/or their support network.
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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

 EDIT


- Select 'Upload files'

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 Research Proposal

Please upload your research proposal using the template provided above

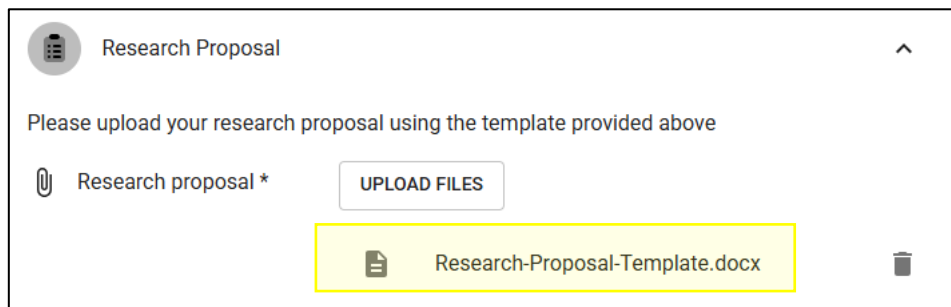
 Research proposal \*

 UPLOAD FILES

SAVE CHANGES CANCEL

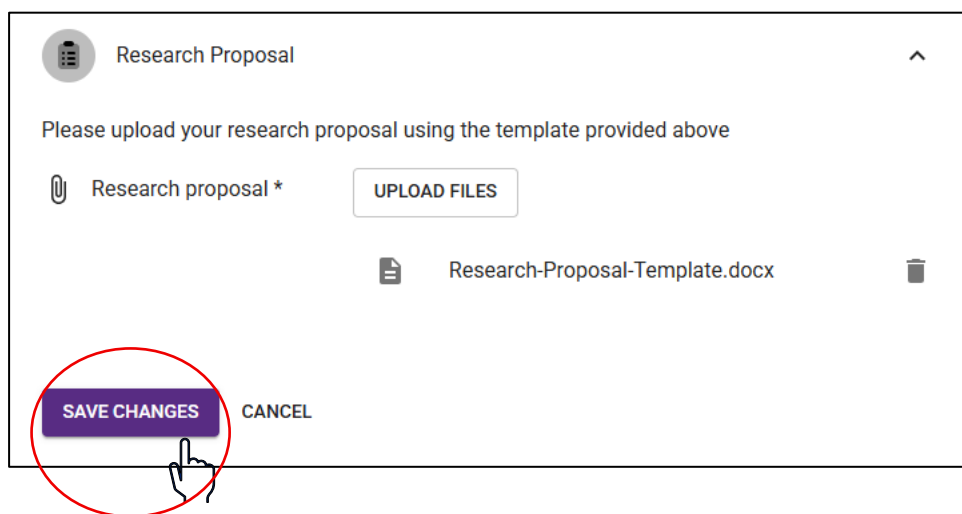
3. Select your file
  - Browse in your device and select the appropriate file for upload

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



#### 4. Confirm the upload

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



- 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](mailto: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.



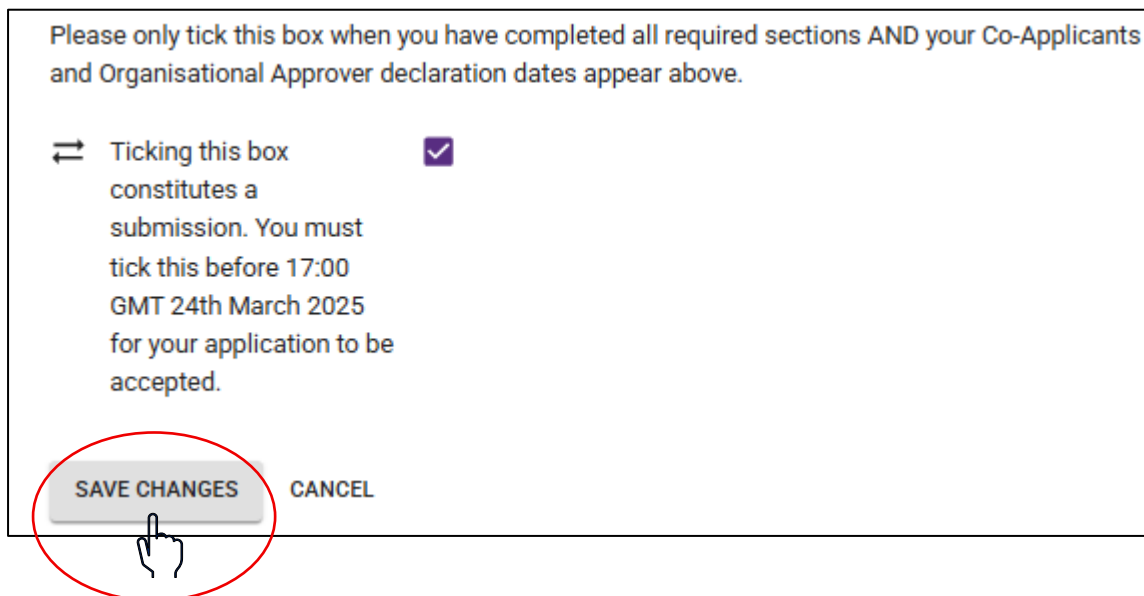
Once an Organisation Approver has finished their contributions, they must complete the 'Applicants' Declaration' section and enter the date.

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.**