



## Introducing our new grants management system – FlexiGrant®

We have introduced a new grants management system to streamline the management of our research grants. Applicants and grantholders will now use FlexiGrant® to apply for grants and for managing active grants.

Click [here](#) to go to FlexiGrant®

### Registering an account

- If you are new to Heart Research UK, you will need to register a FlexiGrant® account before you submit or review a grant application. On the FlexiGrant® homepage, click '**Register**' and follow the instructions. You will receive an email from FlexiGrant® asking you to verify your email address by clicking on a link which will activate your account.
- If you have submitted or reviewed an HRUK application previously, before FlexiGrant® was introduced, we have already set up an account for you. To activate your account, you will need to log in using your email address, request a new password and then follow the instructions.
- If you have submitted or reviewed an HRUK application previously, using FlexiGrant®, you can simply log in with your email address and password, and update your personal details if necessary.

### Submitting a grant application

- Log in to FlexiGrant® and click '**Available Grants**' on the left-hand menu. This page shows the research grants that are currently being offered. To apply for a grant, click the '**Start**' button next to the appropriate grant scheme.
- Start with the '**Applicant Information**' section first then answer the rest of the sections in any order you like.
- At any stage you can save your work and return to it later.
- Once you have completed all the sections and the Head of Department and Administrative Authority have approved the application, the '**Submit application**' button will appear on the summary page.
- Once submitted, you can log in at any time to view your application, but you won't be able to add to or change it.
- Please ensure you have read the **Research Grant Policy and Information** before you apply and have all the necessary supporting documentation ready to upload.
- Questions marked with an asterisk are mandatory and must be answered.

### Reviewing a grant application

- If you have agreed to review a grant application for Heart Research UK, then you will need to register a new account or log in to an existing account.
- If you have reviewed a grant application for us previously, before FlexiGrant® was introduced, we have already set up an account for you. To activate your account, you will need to log in with your email address (using the email address that we used to contact you), request a new password and then follow the instructions.

- We will then send you a link which will take you to the FlexiGrant® login screen. When you have logged in, go to the **'My assessments'** dashboard, click on the **'Awaiting my review'** tab and then the application reference, to view the abstract.
- You need to click **'Accept review'** or **'Decline review'** and when you have accepted the invitation to review, you will be able to open the application form and begin completing the review form.
- Please ensure that you have read the **HRUK Conflicts of Interest Policy** before accepting a review, which is in the **'Reviewer documents'** in the left-hand menu.

### Submitting grant progress reports

- Annual progress reports and final reports are submitted through FlexiGrant®. Grantholders will receive an automated email informing them that they need to submit a report by a set deadline.
- Go to **'My applications'** in the left-hand menu and click on **'Reporting'** next to the award, to begin completing your report.

### If you can't log in

- If you are new to Heart Research UK, please register yourself as a new user.
- If you think you already have an account but can't log in, click on **'Forgot password'** to reset your password.
- If your account is locked, contact [medicalgrants@heartresearch.org.uk](mailto:medicalgrants@heartresearch.org.uk)

### If you didn't receive an email to activate your account

Firstly, please check your 'Junk Email' folder. If you have not received an email to activate your account, contact [medicalgrants@heartresearch.org.uk](mailto:medicalgrants@heartresearch.org.uk)

### If you clicked 'Forgot password' but didn't receive a password reset email

Firstly, please check your 'Junk Email' folder. If you have not received a password reset email, contact [medicalgrants@heartresearch.org.uk](mailto:medicalgrants@heartresearch.org.uk)

### If you need to change your password

Once you have logged into FlexiGrant®, you can change your password at any time by clicking on **'Change password'** on the **'My account'** tab located in the left-hand menu.

### If you need to update your personal details

You can update your contact details or CV at any time through the left-hand menu.

### If the application form will not submit

Please review the status of all sections of the application form in the **'Summary'** and ensure that all sections of the application form are complete and the necessary accompanying documents have been uploaded. Once you have completed all sections and the Head of Department and Administrative Authority have approved the application, then the **'Submit application'** button will appear on the summary page.

### If you can't load a PDF or template

If you are having problems viewing pdfs and templates, it could be an issue with pop-up blockers. Some sections of FlexiGrant® launch and display in a secondary browser window. If your browser blocks pop-up windows, please allow pop-up windows from this domain.

If you have any problems or questions, please contact the Heart Research UK research team on 0113 234 7474 or [medicalgrants@heartresearch.org.uk](mailto:medicalgrants@heartresearch.org.uk)