



Snow Medical

Grants Management System

User Guide for Applicants and
Research Administration Office staff

Created on January 2022

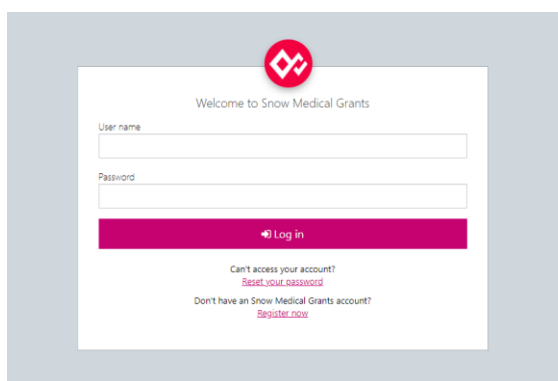
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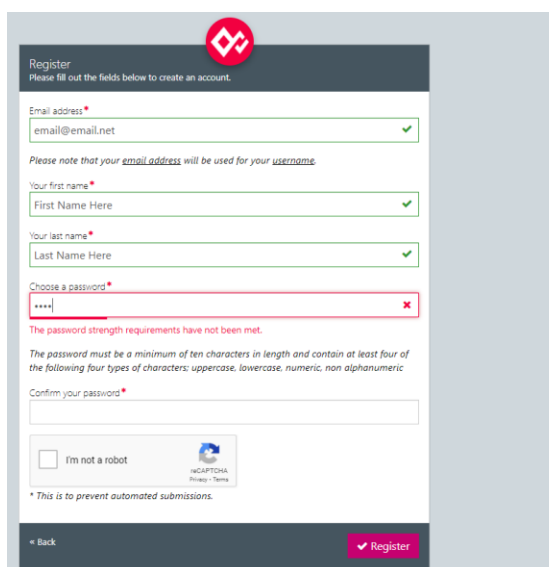
1. Registering as a new user (Applicant and RA0)

All users must register using an email address, your first & last name and a password. Please follow the steps below to create your account. Once your account is created you will receive a verification email. If you do not receive your verification email please check your Junk/Spam folder or contact the Snow Medical team (see 8. Contact/Help in this guide).

Your password must be a minimum of ten characters in length and contain at least one of each of the following types of characters; uppercase, lowercase, numeric, non-alphanumeric.



The screenshot shows the login page for Snow Medical Grants. At the top is a red circular logo with a white diamond. Below it, the text "Welcome to Snow Medical Grants" is centered. There are two input fields: "User name" and "Password". Below these is a red "Log in" button. At the bottom, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have an Snow Medical Grants account? [Register now](#)".

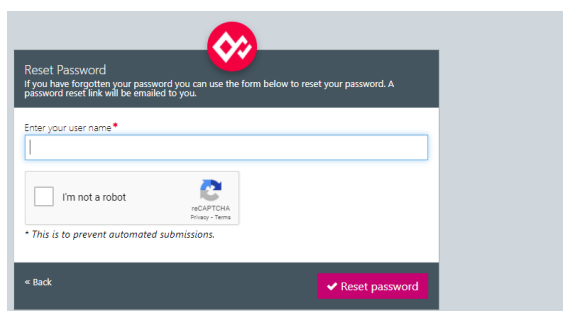


The screenshot shows the registration page for Snow Medical. At the top is a red circular logo with a white diamond. Below it, the text "Register" is centered, followed by "Please fill out the fields below to create an account." There are four input fields: "Email address" (with a green checkmark), "Your first name" (with a green checkmark), "Your last name" (with a green checkmark), and "Choose a password" (with a red X). Below the password field is a red error message: "The password strength requirements have not been met." Below this is a note: "The password must be a minimum of ten characters in length and contain at least four of the following four types of characters: uppercase, lowercase, numeric, non alphanumeric". There is a "Confirm your password" field. At the bottom, there is a checkbox labeled "I'm not a robot" and a CAPTCHA image. Below this is a note: "* This is to prevent automated submissions." At the very bottom, there are two buttons: "Back" and "Register".
















Forgotten Password

You can reset your password via the 'Reset Password' link. Please contact the Snow Medical team if you have been locked out of your account.




2. Navigation Icons

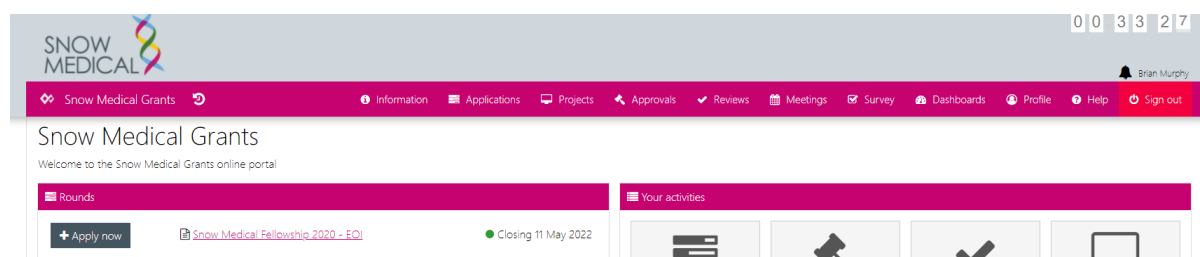
Please note that not all icons are available to all users.

Icon	Feature	External Participant access
	Applications	Create applications and view applications that belong to you or have been shared with you
	Approvals	View approval decisions assigned to you
	Dashboards	View dashboards shared with you
	Forms	View forms that belong to you or have been shared with you
	Information	View information about the portal provided by the host organisation
	Meetings	View meetings you are participating in
	Profile	View and update your profile; view projects that belong to you or have been shared with you.
	Projects	View projects that belong to you or have been shared with you
	Milestones	View and action your milestones across all projects
	Reviews	View and action reviews of applications or milestone submissions
	Panels	View panels that you are participating in
	Survey	Answer a survey about the Portal
	Help	View help for the current page

Homepage

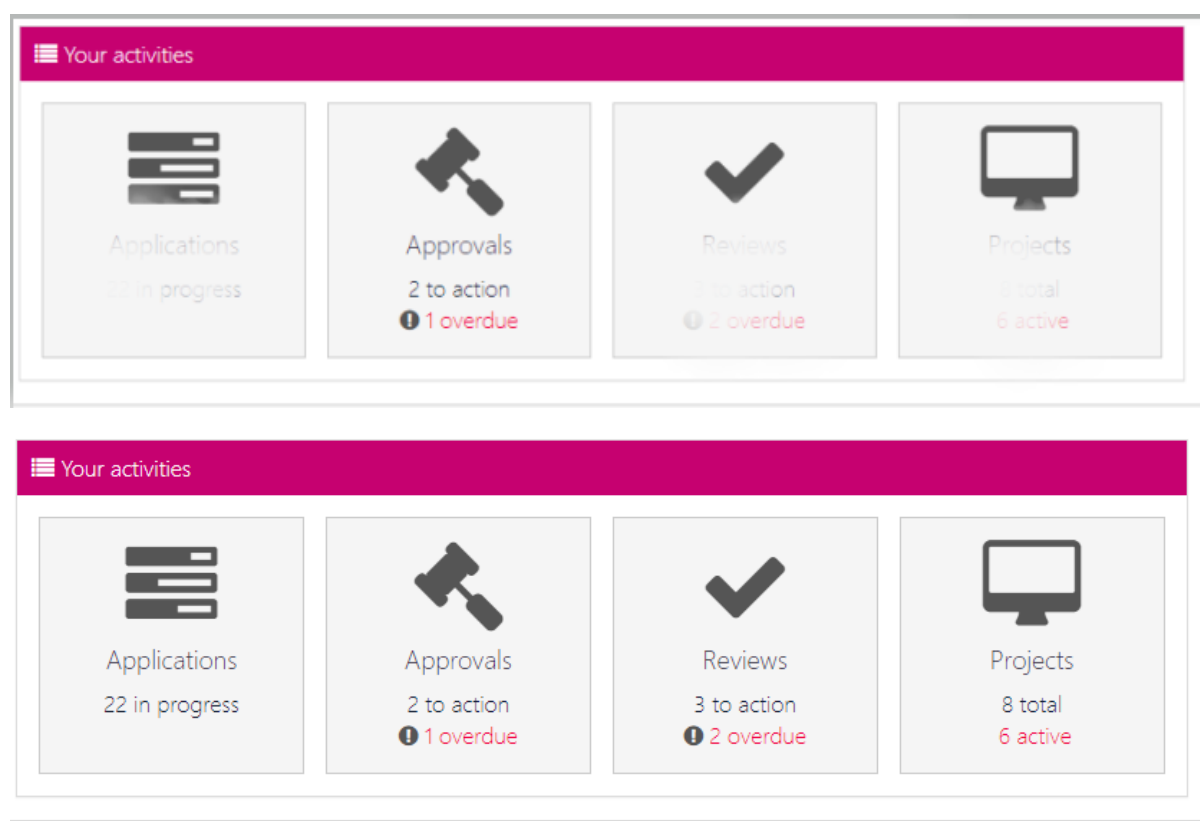
After activating your account you will be taken to the Snow Medical Grants homepage.

Here you can apply for a grant, link your ORCID ID data to your profile, view grant round information/documents. If you are successful in being awarded a grant you will manage your Funding Agreement, Milestone payments and Annual Reports through the portal.



Research Administration Office (RAO) view

If you are an RAO you will have additional actions e.g. 'Approvals' tab will be activated when you have an application or milestone to review and certify.

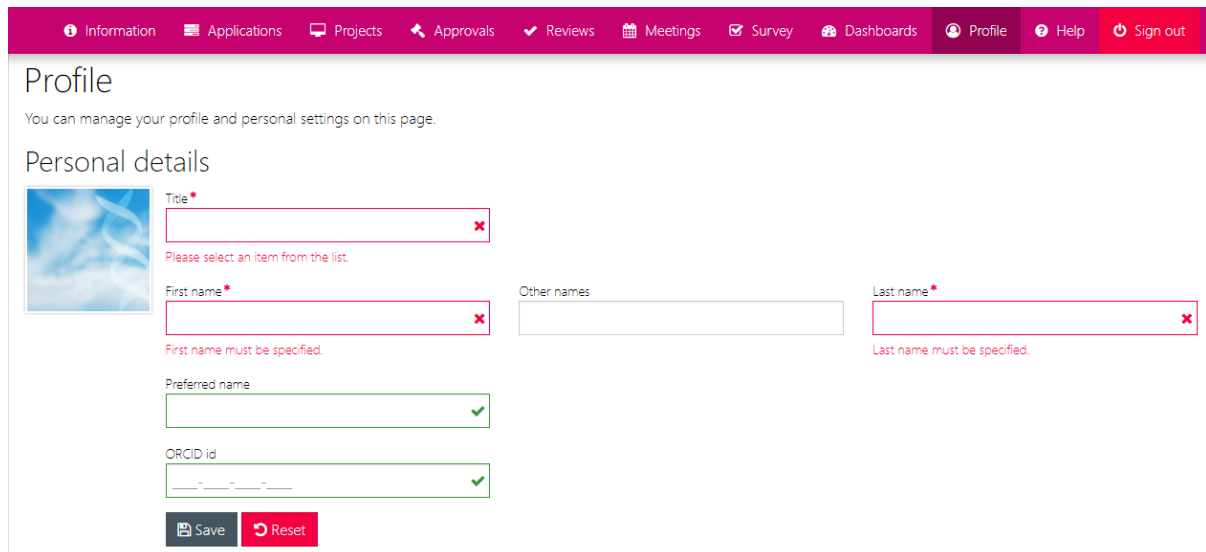


3. Grants Management System portal

Through the Profile tab you can include your personal details (e.g. phone, address, qualifications, etc).

Minimum requirements are; Title, First Name and Last Name.

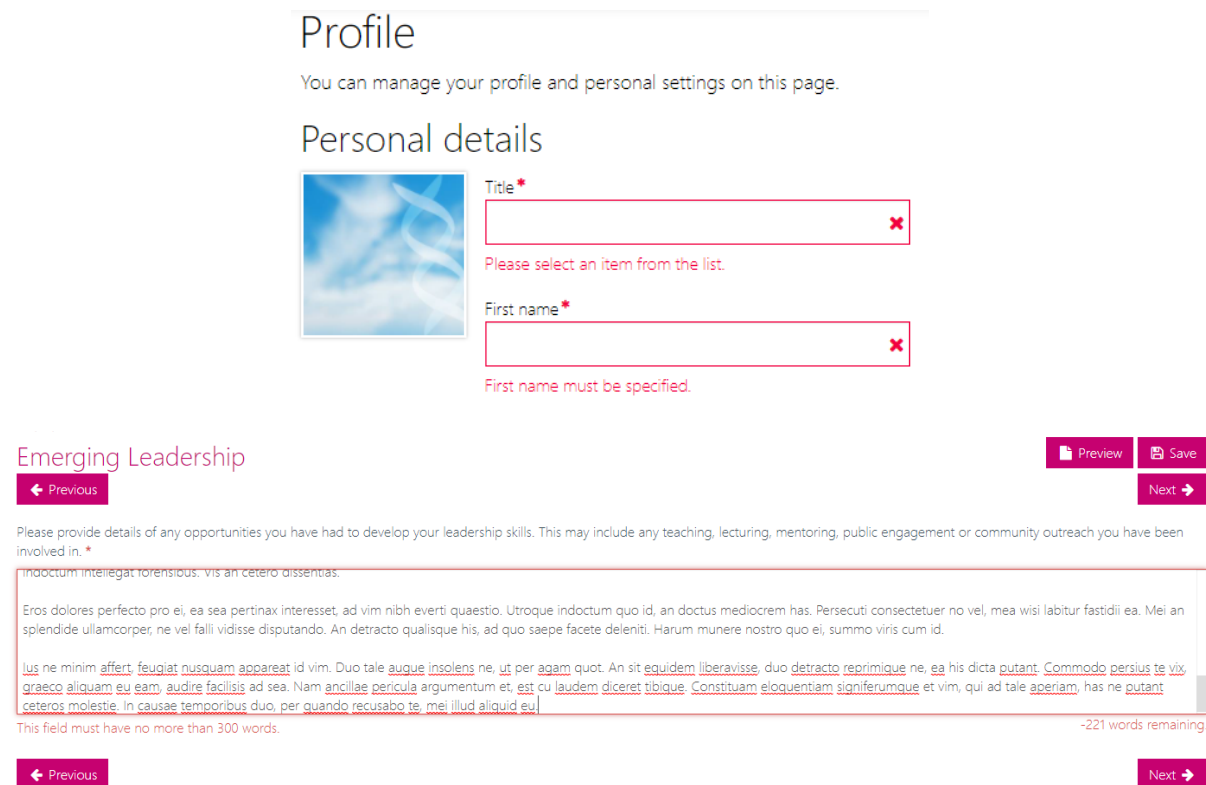
You can also link your ORCID ID to your profile, n.b. you must be the owner of the ORCID ID to link and synchronise ORCID details.



The screenshot shows the 'Profile' page with a navigation bar at the top containing links: Information, Applications, Projects, Approvals, Reviews, Meetings, Survey, Dashboards, Profile (active), Help, and Sign out. The main heading is 'Profile' with a subtext: 'You can manage your profile and personal settings on this page.' Below this is the 'Personal details' section. It includes a profile picture placeholder. The form fields are: 'Title*' (empty, red border, red 'x' icon, error message: 'Please select an item from the list.'), 'First name*' (empty, red border, red 'x' icon, error message: 'First name must be specified.'), 'Other names' (empty), 'Last name*' (empty, red border, red 'x' icon, error message: 'Last name must be specified.'), 'Preferred name' (empty, green border, green checkmark icon), and 'ORCID id' (empty, green border, green checkmark icon). At the bottom are 'Save' and 'Reset' buttons.

4. Error Messages

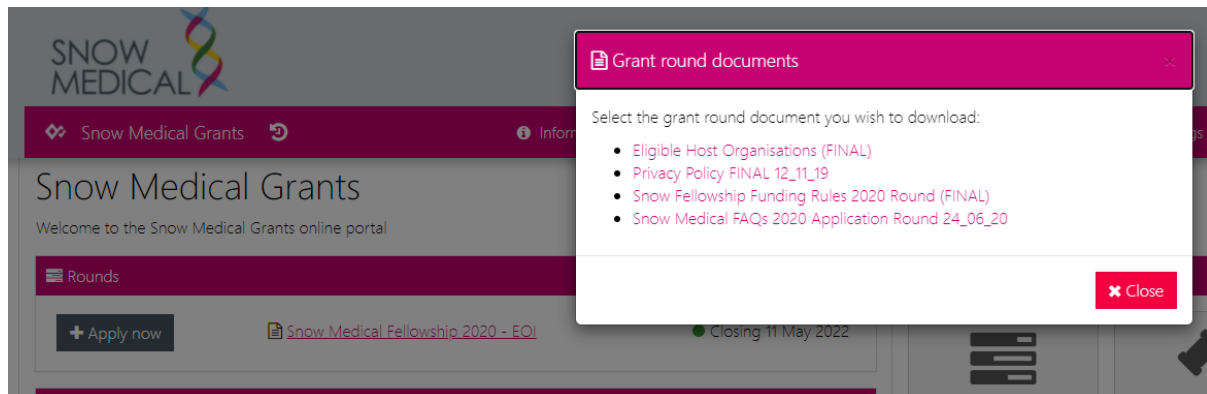
Throughout the grants portal some fields are required, these fields are shown with a red asterisk. If you have not made an entry, made an incorrect entry (e.g. date or number) or gone over a word/character limit you will be notified at the bottom of the field.



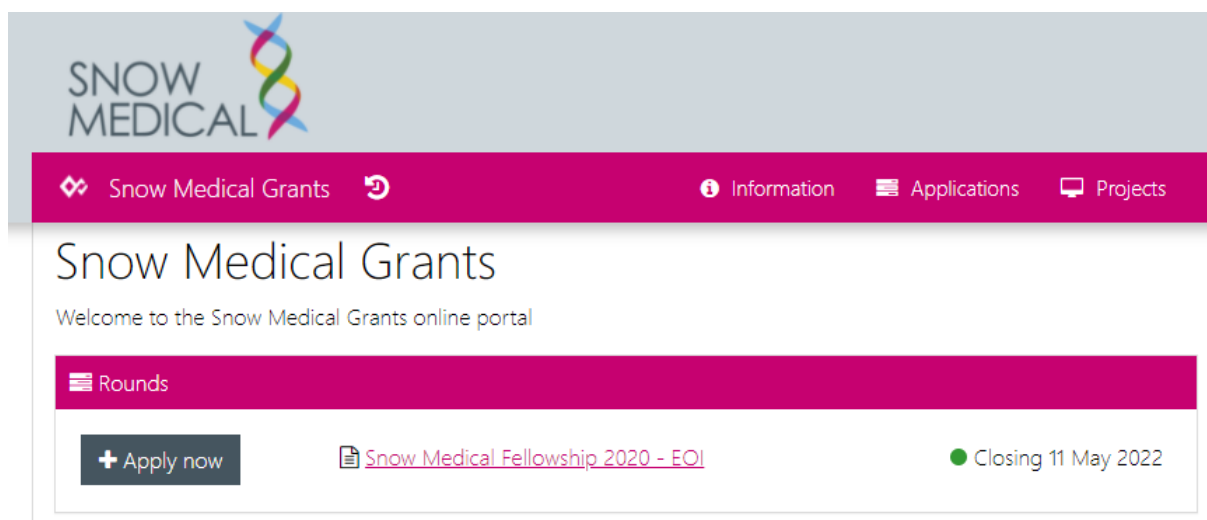
The screenshot shows the 'Profile' page with the 'Personal details' section partially visible. Below it is the 'Emerging Leadership' section. It has a heading 'Emerging Leadership' and navigation buttons: 'Previous' (left arrow), 'Preview' (document icon), 'Save' (floppy disk icon), and 'Next' (right arrow). The instruction reads: 'Please provide details of any opportunities you have had to develop your leadership skills. This may include any teaching, lecturing, mentoring, public engagement or community outreach you have been involved in. *'. Below this is a text area containing Latin text. At the bottom of the text area, a red border and error message state: 'This field must have no more than 300 words.' and '-221 words remaining.' Navigation buttons 'Previous' and 'Next' are at the bottom.

5. Applications

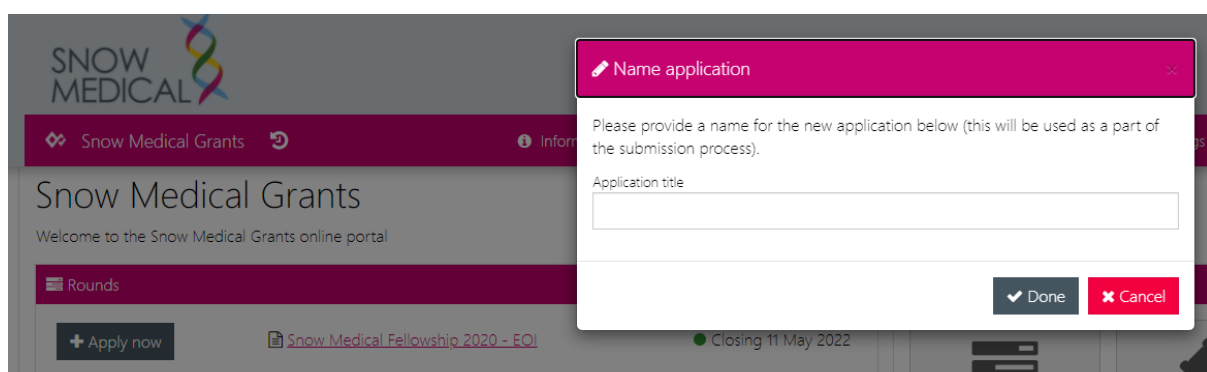
Application information can be found through the Snow Medical website or the grants portal. In the grants portal click on the grant title name to show grant round documents.



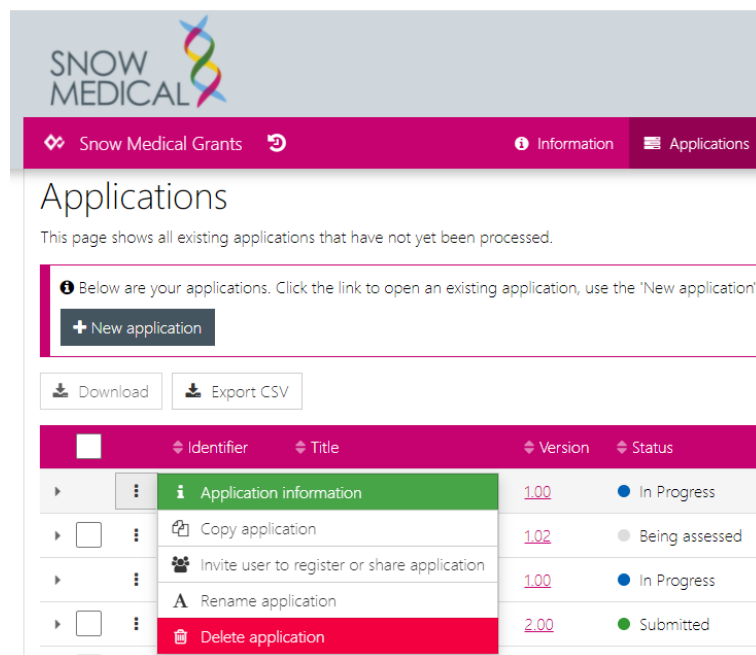
To start an application, click on the Apply now button.



You will be asked to create your application title. Then click Done to start your application.



To edit your application title, navigate to the application list and click on the three dot menu button.



You can **preview your application** at any stage by using the Preview button within the application – this will download the application progress so far.

Your Application

← Previous

Preview Save Next →

The intent of a Snow Fellowship is to accelerate the research program, career and leadership development, of outstanding researchers and their teams. Your response should indicate how award of the Fellowship will allow you to proceed at a scale and with a vision otherwise not likely. Please provide a short description of why you are applying for the Snow Fellowship and how you meet the expected skills and experience. *

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At the start of your application you will be asked to include the details of your Research Administration Office (RAO) – you can include your RAO group email address and/or a specific person at your RAO. Each application must be submitted to the RAO for certification. Only applications that are certified by your RAO will be considered as submitted to Snow Medical.

First page of application:

Research Administration Officer at Host Organisation

First name * Last name * Contact number *

Email * Job Title *

Group RAO email address

Last page of application:

Host Organisation Certification

[Preview](#) [Validate](#) [Save](#)

[← Previous](#)

Host Organisation Contact Email

Please select the email address of the contact that will be certifying this application on behalf of the host organisation.

[← Previous](#)

[Submit](#)

You can **share your application** with others using the three dots menu icon. Access levels are Read Only or Read & Write. If you have given someone else Read & Write access to your application, that user will be able to make edits to your application but is not able to submit – only the applicant can submit to their RAO.

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Snow Medical Grants [Information](#) [Applications](#)

Applications

This page shows all existing applications that have not yet been processed.

Below are your applications. Click the link to open an existing application, use the 'New application' link to create a new application.

[+ New application](#)

[Download](#) [Export CSV](#)

	Identifier	Title	Version	Status
		Application information	1.00	● In Progress
		Copy application	1.02	● Being assessed
		Invite user to register or share application	1.00	● In Progress
		Rename application	2.00	● Submitted
		Delete application		

6. Images/Figures

Images and figures can be included with some questions in your EOI and Full Application stage. Images/figures must be copied and pasted into the Rich Text Field, drag and drop may cause errors with the image.

Image dimensions: 1920x1080 pixels

This field is required

Any figures/images required to support your response may be added below. Paste the figure/image only in the figure/image field and add the reference used in your response in the reference field. For each required figure/image you will need to add a row to the figures/images section.

Figures/Images

Figure/Image

Please paste images no larger than 1920 x 1080 pixels to ensure they show correctly in the preview document for this form.

Reference

+ Add Another

7. Role of Research Administration Office team

All applications to the Snow Fellowship must be sent to your nominated RAO representative for certification.

The RAO representative will review the application and either certify or return to the applicant for further changes.

When the RAO representative certifies an application it is considered submitted to Snow Medical and cannot be changed.

Applicant view (last step in application)

Select your RAO email address to submit your application for certification.

Host Organisation Certification

← Previous

Preview Save

Host Organisation Contact Email

Please select the email address of the contact that will be certifying this application on behalf of the host organisation.

RAO@email.com

Upon submission, the application will be sent to the selected host organisation RAO contact email for certification. Prior to submitting your application you will be able to preview and download a draft copy of your application. Once submitted to your RAO, changes are only permitted at the request of your RAO.

← Previous

Submit

RAO view

The RAO will receive an email notification when an applicant has submitted an application for certification.

The RAO will be asked to log into Snow Medical Grants to review and either certify or return to researcher. To review and certify an application please use the Approval tab.

The screenshot shows the 'Approval' tab in the Snow Medical Grants system. The top navigation bar includes links for Information, Applications, Projects, Approvals (active), Reviews, Meetings, Survey, Dashboards, Profile, Help, and Sign out. Below the navigation bar, the 'Approval' section is titled, and a message states: 'This page shows all existing approvals assigned to you for review.' There are buttons for 'Download', 'Export CSV', and a 'Show' dropdown set to '10' entries. A search bar is on the right, with a filter count of '0 out of 8 filters applied'. Below this is a table with columns: Type, Approval title, Identifier, Title, Due date, Decision, Overridden, and Created date. One entry is visible: 'Certification by Host Organisation for Fe...' with identifier '2021/SF211', due date 'N/A', decision 'Pending', and created date '26/04/2021 02:00:10 PM'.

The RAO can return the application to the researcher with comments or certify the application providing details on a high-level contact person at the host organisation (e.g. DVCR or institute head). The details of the DVCR are for reference only and used by the Snow Medical team, they are not included in the application or its assessment.

The screenshot shows the 'Decision' form in the Snow Medical Grants system. The form is titled 'Decision' and contains a section for 'Certification by Host Organisation'. The text in this section reads: 'The electronic submission of this fellowship application to Snow Medical by the Research Office of the Host Organisation is certification that the Host Organisation (DVC(R) or Institute Head, equivalent or nominee) has approved the submission of the application.' Below this is a dropdown menu labeled 'Select your decision' with three options: 'Select your decision' (highlighted), 'Certify application', and 'Return to the researcher'. At the bottom of the form are 'Save' and 'Clear' buttons.

A notification email will be sent to the applicant when the RAO has certified the application. The application is then considered submitted to Snow Medical.

8. Contact/Help

Please contact the Snow Medical team for help with the system or questions about the application or process.

info@snowmedical.org.au