

# GMS User Guide

Applying for an FCAECC grant



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## 1. What is GMS

The Grant Management System (GMS) of AECC Scientific Foundation (FCAECC) is an online system designed to coordinate and streamline the work of all the parties involved in a research application process. It is used by applicants, grantees, research centres, peer reviewers and the FCAECC team for the management of all applications and awarded grants and fellowships.

This document will introduce you to the basic functioning of the platform and guide you in the steps of your application.

## 2. User roles in GMS

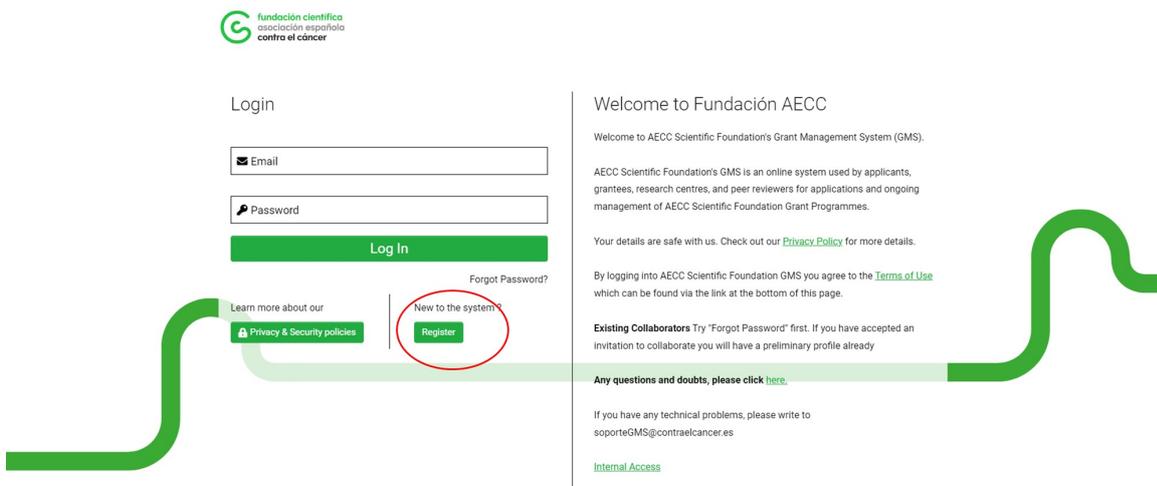
GMS has three different types of user profiles that can be involved in an application depending on the type of call:

- **Applicant:** potential beneficiary of the fellowship/grant. This person must always be the one initiating the application process.
- **Grant Manager:** When applicable, a third person can be assigned by the Applicant to manage the application on his/her name.
- **Collaborator:** When applicable a group leader of a collaborating centre can be invited by the Applicant to be involved in the application

## 3. Registration and access to GMS

Before being able to submit and manage an application, all users are required to register in FCAECC's GMS. You can access the platform following link:

<https://grants-fundacioncientifica-aecc.smartsimple.ie>



 **fundación científica**  
asociación española  
contra el cáncer

Login

Email

Password

Log In

Forgot Password?

Learn more about our [Privacy & Security policies](#)

New to the system? [Register](#)

Welcome to Fundación AECC

Welcome to AECC Scientific Foundation's Grant Management System (GMS).

AECC Scientific Foundation's GMS is an online system used by applicants, grantees, research centres, and peer reviewers for applications and ongoing management of AECC Scientific Foundation Grant Programmes.

Your details are safe with us. Check out our [Privacy Policy](#) for more details.

By logging into AECC Scientific Foundation GMS you agree to the [Terms of Use](#) which can be found via the link at the bottom of this page.

**Existing Collaborators** Try "Forgot Password" first. If you have accepted an invitation to collaborate you will have a preliminary profile already

**Any questions and doubts, please click [here](#).**

If you have any technical problems, please write to [sopORTEGMS@contraelcancer.es](mailto:sopORTEGMS@contraelcancer.es)

[Internal Access](#)

### 3.1. User registration process.

To sign in for the first time, click on [Register](#).

And then select the option  
[Applicant/Grant Manager/Collaborator - Solicitante/Gestor/Colaborador](#).



### Registration Options

I am registering as:

**Applicant/Grant Manager/Collaborator --- Solicitante/Gestor/Colaborador**  
Please register here if: - You are an Applicant Or Collaborator group to submit proposals to FC AECC open calls or - You want to manage an awarded grant. —  
Por favor, regístrate aquí si: - Tú eres el solicitante o Jefe de Equipo del equipo colaborador de la ayuda o - Tú eres el gestor del proyecto y vas a presentar justificaciones o modificaciones.

**Research Center Manager --- Gestor del Centro de Investigación**  
Please register as a Research Center Manager if you are accredited to manage your Center information within FC AECC's grants system. — Regístrate aquí si vas a gestionar los documentos oficiales de tu centro con Fundación Científica AECC.

Proceed by following the next steps:

1. Fill in your personal details (name, surname, telephone, etc.).
2. Read and accept the registration terms.
3. Select your current research centre or university in the field [Business Name](#).

For users based in Spain, please type the name of your centre, and select it in the drop-down menu. If you do not find your centre in the database in the "[Business Name](#)" field, please contact [fundacion.cientifica@contraelcancer.es](mailto:fundacion.cientifica@contraelcancer.es) so that we can register your centre.

For users based outside of Spain, please proceed by choosing [Individual Registration](#).

4. Contact Information: Pay special attention to the [Email](#) field, as the provided email address will be used to access GMS. Applicants must provide an email address that they regularly check as they may receive communications from FCAECC through this channel.
5. Select the profile.
  - Please choose the [Researcher](#) profile if you are the main applicant and potential beneficiary of the grant/fellowship, a principal investigator or research collaborator.

- Please select **Grant Manager** if you are managing a grant on behalf of a Researcher.

\* To continue updating your profile, select what role you will have in our system/platform

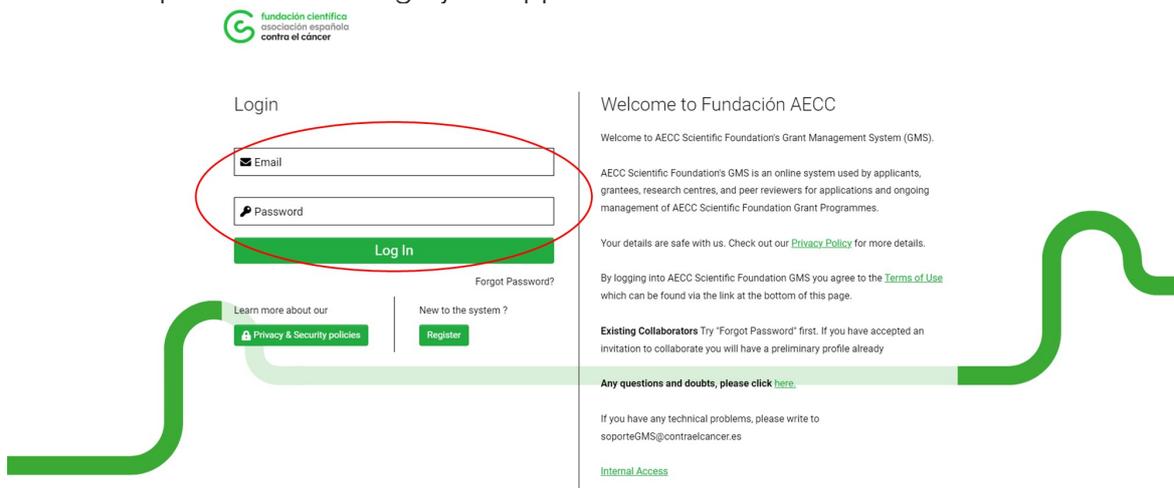
- Researcher (applicant, collaborator, mentor)
- Grant Manager

Once you have filled in all the fields, for the registration to be complete you must click **Submit**, and the following confirmation screen will appear.

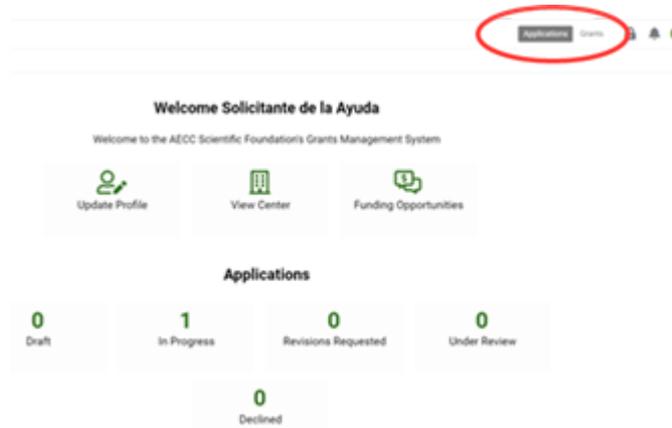


### 3.2. Access to the platform.

Once you have completed the registration, the system will send an automatic e-mail to the provided address to set up a password. With these credentials you will then be able to access the platform to manage your applications.



The main GMS page is divided into two sections, with two tabs which can be found in the top right corner: **Applications / Grants**



**Applications:** this tab is highlighted by default and shows all the started proposals, according to their status. In this tab you will be able to:

- Update your profile information ([Update Profile](#))
- View your research centre's information ([View Center](#))
- Apply to an open call ([Funding Opportunities](#))

At the bottom, you will be able to see the status of your applications:

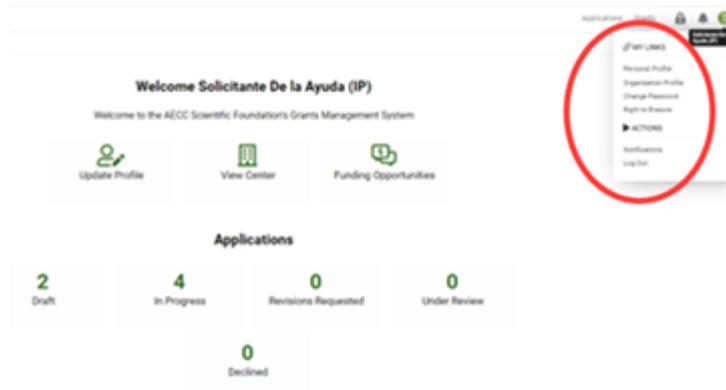
- **Draft:** not submitted yet, still being edited by the applicant
- **Submitted [In Progress]:** application submitted, no longer editable.
- **Revisions Requested:** application reviewed by FCAECC that requires the Applicant to review, complete or correct some information.
- **Under Review:** application that is being reviewed by the FC AECC team or evaluators.
- **Declined:** applications that have been denied at some point in the process.

**Grants:** this tab shows successful applications that have resulted in an awarded project by the FCAECC Board of Trustees. Here you will be able to manage everything related to the running projects once they have been awarded.

In addition to the **Grants** and **Applications** tabs, at the top right corner you can find privacy policy, notifications, and your personal profile, which is identified by the first letter of your name.

Click on it to open the dropdown menu:

Personal Profile, Organisation Profile, Change Password, Right to Erasure, along with Notifications and Log out.



## 4. Applying for a FCAECC grant

### 4.1. How to start your application

PLEASE NOTE:

The Applicant must always be the person starting the application process (Managers and Collaborators can be added at a later step, following the steps described in sections 4.2 and 4.3)

You must be in the [Applications tab](#) and click on [Funding Opportunities](#). All the open calls will be displayed on the list, with a brief summary of their scope and the relevant documents associated with each call.

Click on the [Apply Now](#) button to start the application of your interest.

**Funding Opportunities**

Q 1-7 of 7 < >

Call Name	Summary	Call Guidelines	Submission Start Date	Submission End Date	
POSTDOCTORAL AECC 2023	Prueba	<a href="#">h00r4yhet00s: coloringbook.pdf</a>	24/07/2020	31/08/2020	<a href="#">Apply Now</a>
PROYECTOS ESTRATÉGICOS AECC 2023	ABC	<a href="#">h00r4yhet00s: coloringbook.pdf</a>	28/04/2020	31/08/2020	<a href="#">Apply Now</a>

All calls have an [Eligibility Questionnaire](#) for applicants to review the mandatory eligibility requirements.

The [Call Information](#) tab contains all the useful data and documents easily and conveniently available for the applicant.

Edit Research Application > ⓘ 🗑️

**Eligibility Check**

Please respond to the eligibility questionnaire below to determine if you are eligible to apply to this program.

ELIGIBILITY QUESTIONNAIRE
CALL INFORMATION

\* Have you been a Lab PI for over 5 years?

Yes  
 No

\* Do you have at least two last author scientific or corresponding author papers published or accepted in a peer reviewed international journal of the first quartile in the last 5 years in the time of submitting the application?

Yes  
 No

\* Are you working in a Spanish based public or private non-profit research institution?

Yes  
 No

NEXT >

[Continue](#)

If applicants meet all the criteria, they will be able to proceed with the application by clicking on [Continue](#). In case the eligibility criteria are not met, the system will show an error message when clicking on continue, please carefully read the application guidelines of each call to ensure eligibility.

The next screen contains all the tabs to be completed by the [Applicant](#) (these may vary depending on the call):

- [Applicant Information](#): personal info and contact
- [Scientific Information](#): about the research project
- [Grant Research Center](#): centre where the research will be carried out.

- **Economic Information:** relative to the budget



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CALL INFORMATION APPLICANT INFORMATION SCIENTIFIC INFORMATION GRANT RESEARCH CENTER ECONOMIC INFORMATION DISSEMINATION

Grant Amount: 300 €

More information

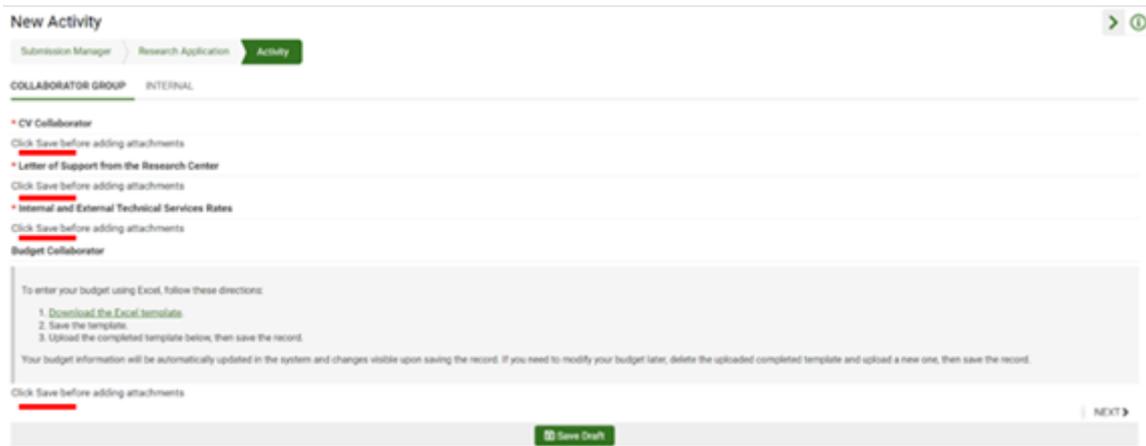
▼ Call Documentation

Tips for Submission

Application Guidelines

PLEASE NOTE:

- Applicants must complete the mandatory fields on all these tabs. A help text will appear in some of them to indicate how to complete the information, where to find the templates and the format and extension limitations. Please pay attention to these instructions, they will be key for the acceptance of the application and its subsequent evaluation.
- Please click **Save draft** to activate the fields that require uploading documents *“Click Save before adding attachments”* as you can see in the following image.



New Activity

Submission Manager Research Application Activity

COLLABORATOR GROUP INTERNAL

• CV Collaborator  
Click Save before adding attachments

• Letter of Support from the Research Center  
Click Save before adding attachments

• Internal and External Technical Services Rates  
Click Save before adding attachments

Budget Collaborator

To enter your budget using Excel, follow these directions:

1. Download the Excel template.
2. Save the template.
3. Upload the completed template below, then save the record.

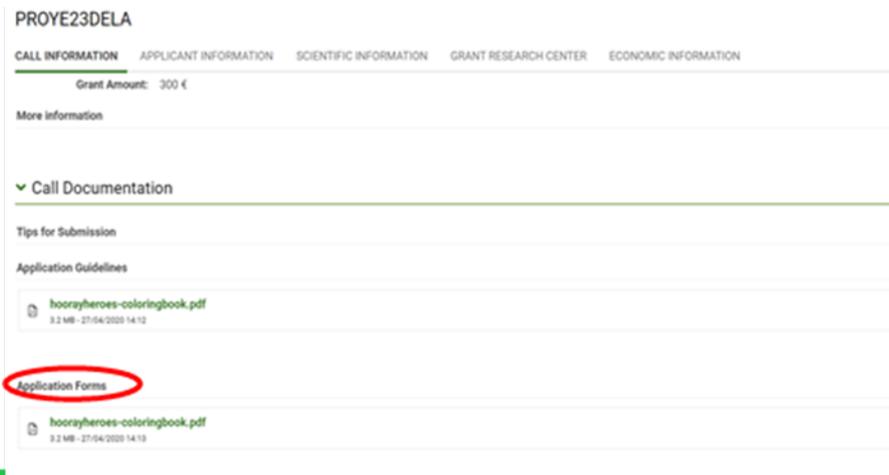
Your budget information will be automatically updated in the system and changes visible upon saving the record. If you need to modify your budget later, delete the uploaded completed template and upload a new one, then save the record.

Click Save before adding attachments

Save Draft

NEXT

All the required templates can be found under **Call Information > Call Documentation** or in a link in within the field.



PROYE23DELA

CALL INFORMATION APPLICANT INFORMATION SCIENTIFIC INFORMATION GRANT RESEARCH CENTER ECONOMIC INFORMATION

Grant Amount: 300 €

More information

▼ Call Documentation

Tips for Submission

Application Guidelines

hoorayheroes-coloringbook.pdf  
3.2 MB - 27/04/2020 14:12

Application Forms

hoorayheroes-coloringbook.pdf  
3.2 MB - 27/04/2020 14:13

On the bottom of the application tab, you will find three buttons



- **Save Draft** - save the draft application so that you can continue with it later.
- **Submit** - to submit the application.
- **Withdraw** - to discard the application.

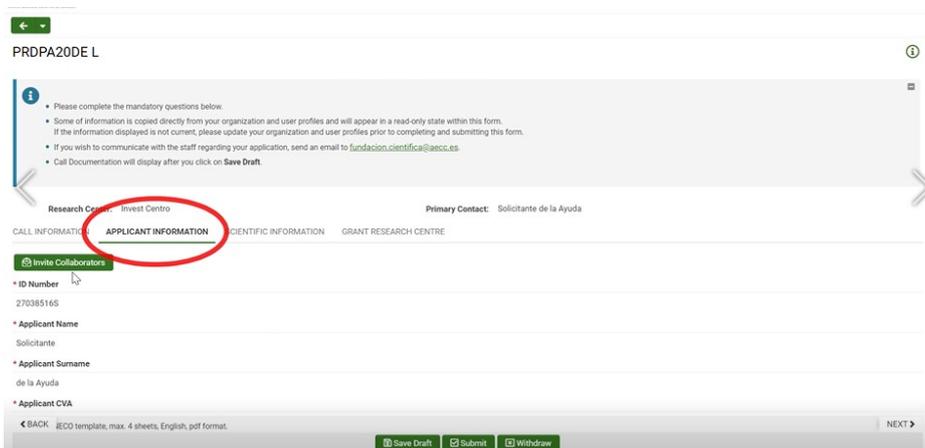
Once all fields have been filled in, remember to click on the **Submit** button to successfully submit and finalise the application process. The system will send automatic reminder emails to all applicants with Draft applications prior to call end.

#### 4.2. Assigning a manager to your application (Grant Manager)

A **Grant Manager** is a person who can be assigned by the **Applicant** to manage all the documentation on his/her behalf and assist in the application process.

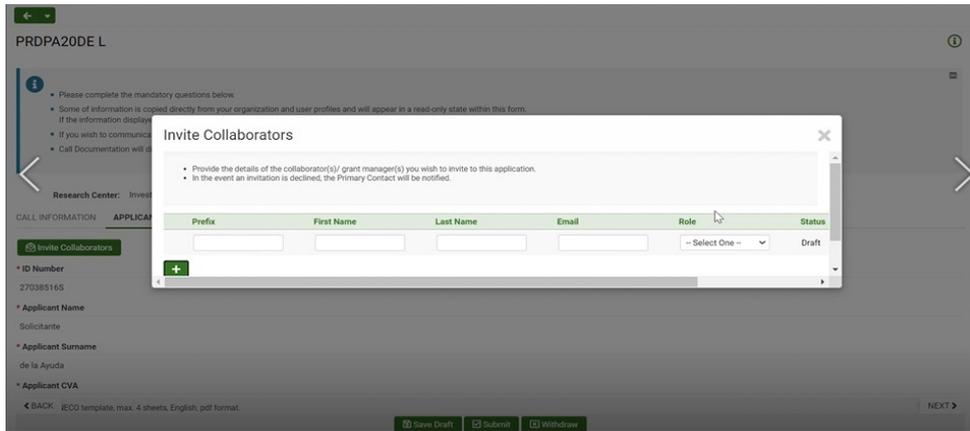
Please remember that the **Applicant** must always be the one who initiates the application, i.e. generates the draft on which the **Grant Manager** will work at a later step.

1. Once inside the draft application, under **Applicant Information**, click on **Invite Grant Manager and Collaborators**.

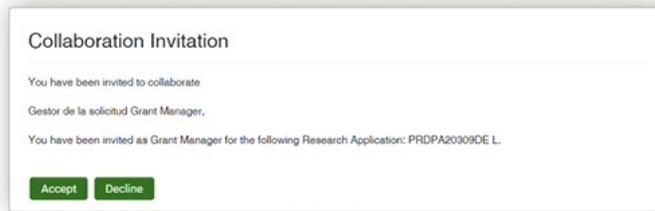


The screenshot shows a web application interface for a grant application. At the top, there is a header with a back arrow and the application ID 'PRDPA20DEL'. Below this is a grey information box with instructions. The main content area has a navigation bar with tabs: 'CALL INFORMATION', 'APPLICANT INFORMATION' (which is selected and circled in red), 'SCIENTIFIC INFORMATION', and 'GRANT RESEARCH CENTRE'. Below the tabs, there is a green button labeled 'Invite Collaborators' which is also circled in red. The form fields below include: 'ID Number' (27038516S), 'Applicant Name' (Solicitante), 'Applicant Surname' (de la Ayuda), and 'Applicant CVA'. At the bottom, there are 'Save Draft', 'Submit', and 'Withdraw' buttons, along with a 'NEXT' arrow.

2. A new window will open. Fill in the information of the person to be invited and select the role **Grant Manager**. Click on **Invite** to generate the invitation. If you want to invite more than one person, click to add a new line. The **Grant Manager** will receive an email notification through which he/she **must accept the role**.



Both the **Applicant** and the **Grant Manager** will be able to manage, edit and submit the application.



Grant Managers that are new to the platform will have to register first following the process explained on section 3.1 User registration process. Those that are already registered can access GMS using their user and password.

Once the **Grant Manager** accesses his/her profile, the application initiated by the **Applicant** will be available on the dashboard under Drafts. From that point onwards the manager will be able to take over and complete the application process

#### 4.3. Adding a Collaborator or Partner Group

Numerous FCAECC grants require the collaboration of several research groups. These applications will be managed by a main **Applicant** who will be responsible to include the information of his/her collaborators in GMS. This applies to projects, such as:

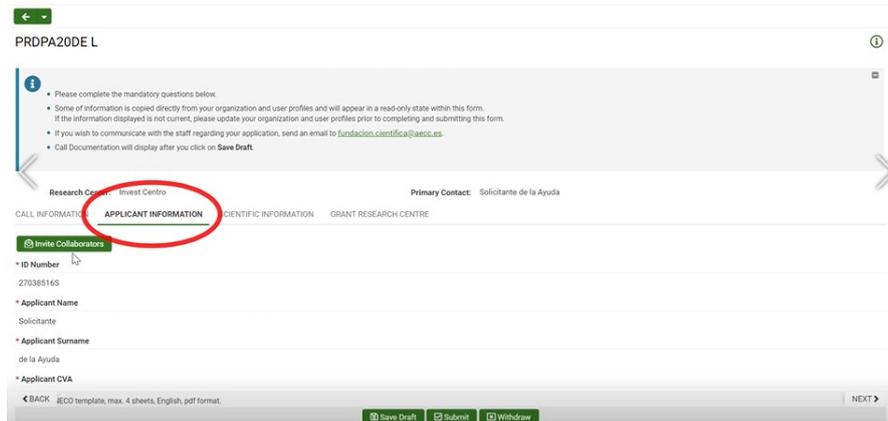
- Lab AECC
- Projects/Proyectos
- Coordinated Groups

The Partner Group will be represented by its group leader, who will be assigned to role of **Collaborator** in GMS by the Applicant.

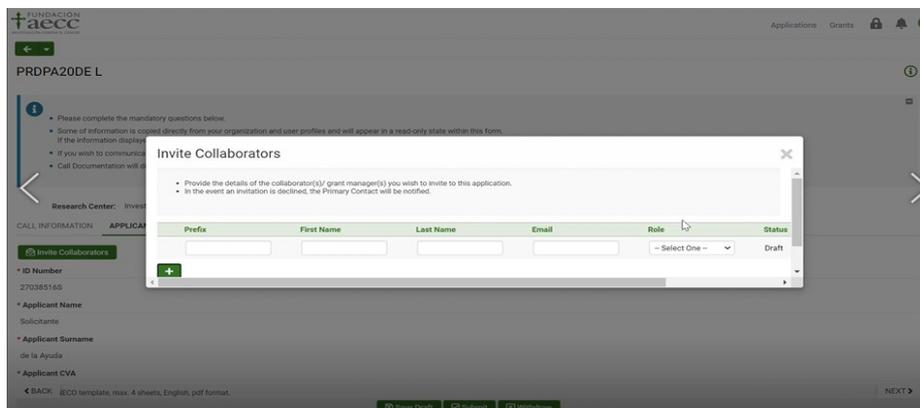
Each collaborator will be responsible for carrying out the scientific and technical management of their part of the work and thus contribute to the achievement of the

objectives set out in the grant. All the documentation required from these collaborating groups will be attached to the application by the main **Applicant** (Principal Investigator).

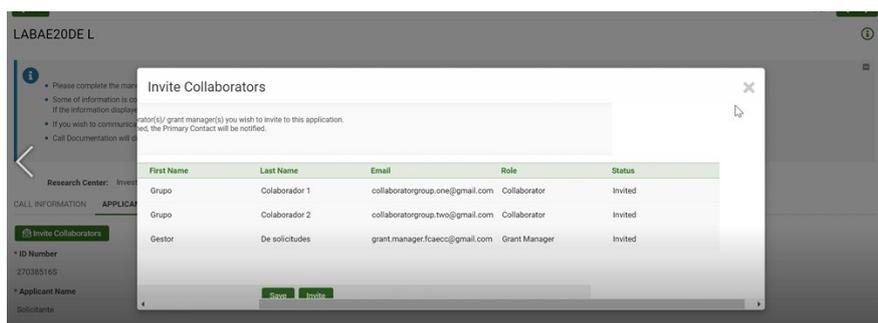
Once the call has been selected, and the eligibility test has been passed, click on the **Applicant Information** section, and then click on **Invite Grant Manager and Group Collaborators**.



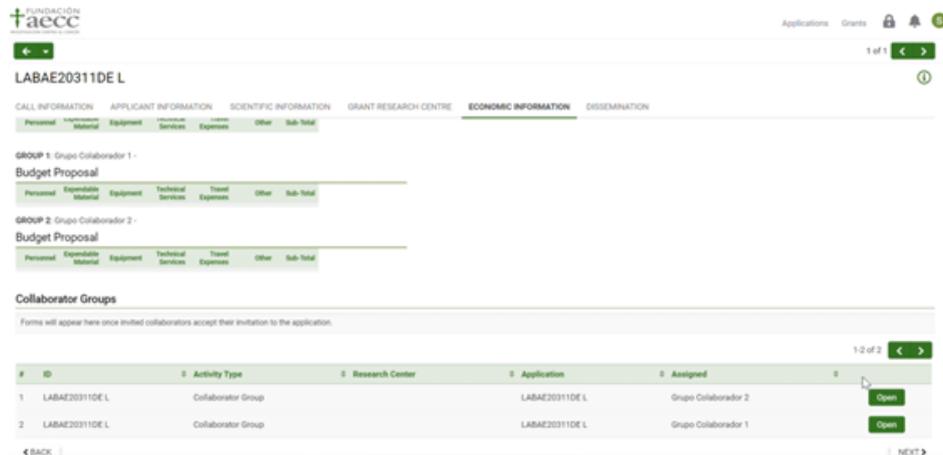
Fill in the name, surname, and e-mail fields, and assign the role **Collaborator**. If you wish to add more than one person, click on the + symbol. Like all the other users, Collaborators must be registered in the platform to be added to the application (See section 3.1)



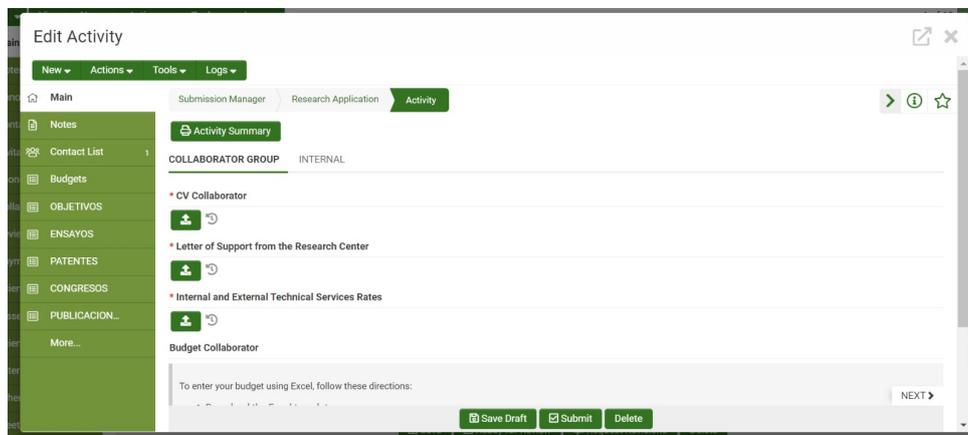
After completing this step, an automatic invitation will be sent to the **Collaborators** for their confirmation. In the meantime, the **Applicant** can continue working on the application.



Once they accept the invitation, the status will change from **Invited** to **Accepted**, and the information from the Collaborators and their centres will appear in both the **Economic Information** and **Collaborator Groups** sections.



By clicking on **Open**, the main applicant will be able to submit the required information about the collaborators in a new tab (CV of the group leader, letter of support from the collaborating centre, internal/external service fees of the collaborating centre, or the budget associated with that centre.)



While working on this section, save the changes by clicking on **Save Draft**. Once finished please make sure that all the provided information and documentation is correct before clicking **Submit**, after this, the partner registration will no longer be editable.

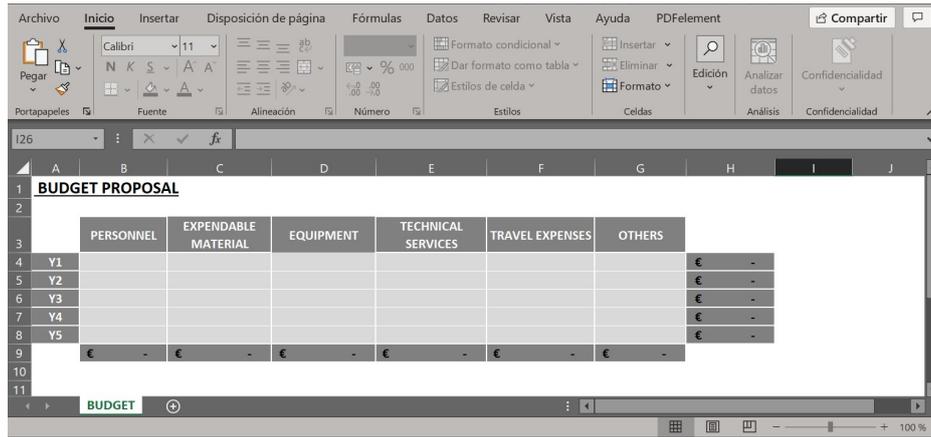
If the added Collaborator/Partner group has been allocated part of the budget of the grant, please read following section 4.4.

#### 4.4. How to attach a project budget

This feature does not apply in individual fellowships, and it is used in Project Grants, where the funding must be allocated and distributed among groups and divided in

annual instalments and cost categories (including but not limited to personnel, consumables, infrastructures, technical services, travel, and others) using the provided [budget template](#) shown below.

Go to the Budget section of the Economic Information tab and download the template. The template provides a generic 5-year structure, but this can be adapted as required if the project has a different duration.



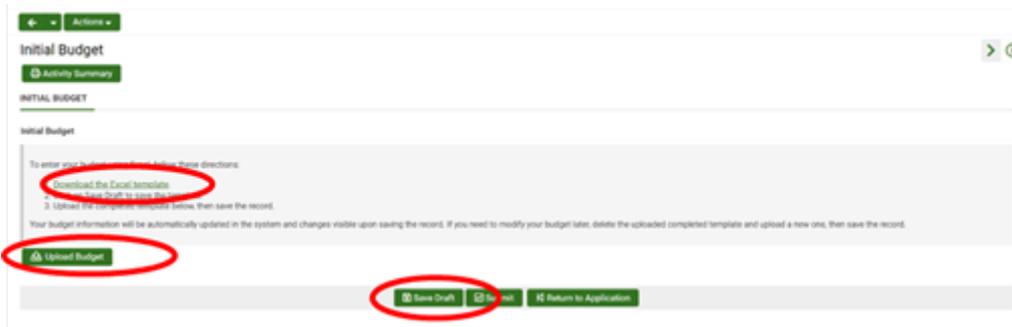
	PERSONNEL	EXPENDABLE MATERIAL	EQUIPMENT	TECHNICAL SERVICES	TRAVEL EXPENSES	OTHERS	
Y1							€ -
Y2							€ -
Y3							€ -
Y4							€ -
Y5							€ -
	€ -	€ -	€ -	€ -	€ -	€ -	€ -

To attach the budget of the Principal Investigator/Applicant:

1. Click on [Add/ Update Budget of Leading Applicant](#).

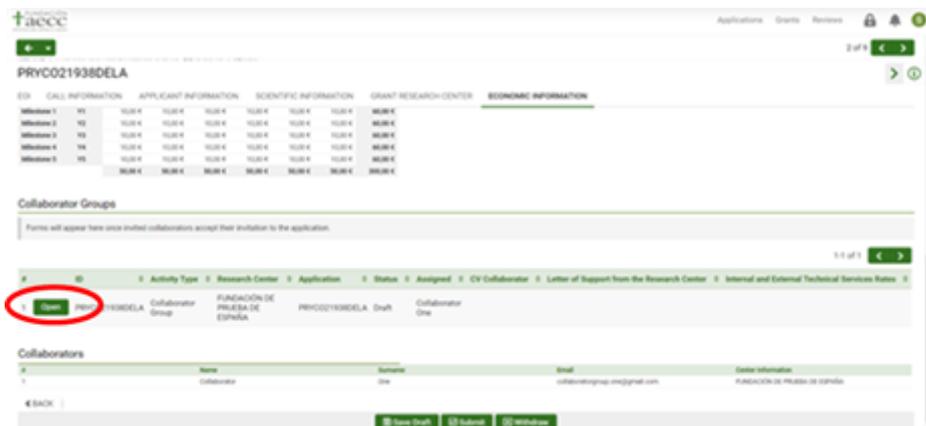


2. To activate the document upload field, first click on [Save Draft](#) and then proceed to select and upload the file.
3. [Download the Excel template](#) and once filled, attach the template clicking on the button [Upload Budget](#). Click on [Save Draft](#) to continue working on the budget later or if you need to add budget for collaborating groups. To return to the full application and view the budget summary on the chart, click on [Return to Application](#).

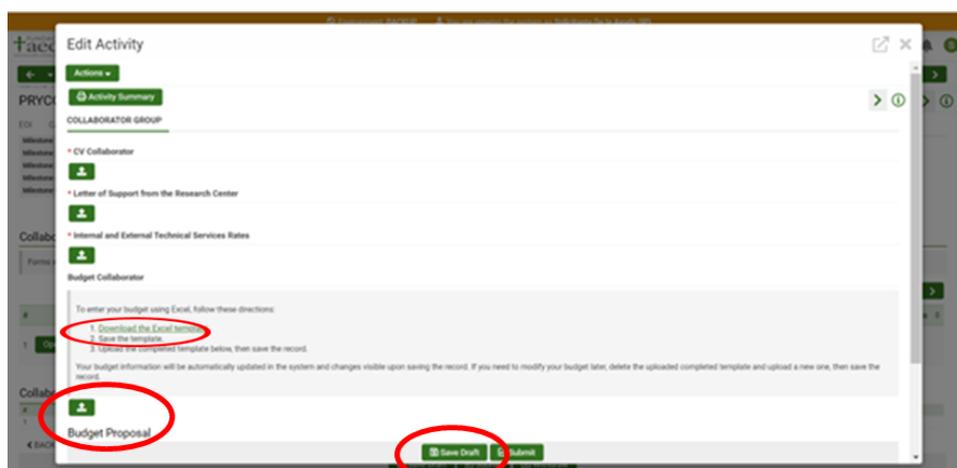


To attach the budget of the collaborating groups:

1. Go to the **Economic Information** tab and scroll to the **Collaborating Groups** section. Click on **Open** to edit the desired group.



2. Proceed to attach the budget for that group as explained above. **Save Draft** to activate the field > **Download template** > **Fill in file** > **Upload Budget** > **Save Draft**.



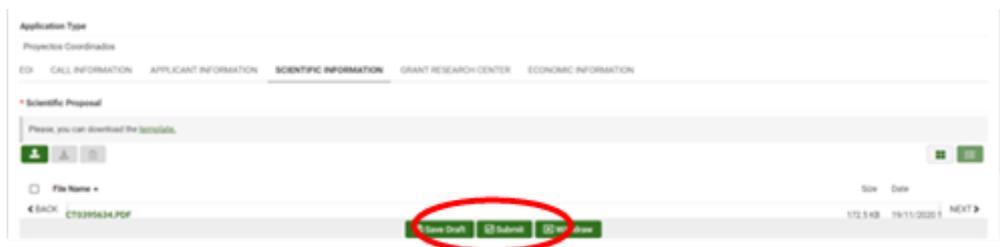
PLEASE NOTE:

- Only the Excel template provided in the application can be used to upload the budget correctly. Other files will cause an error.
- The system will automatically transfer the values from the Excel files to the summary charts after clicking on **Save Draft**.
- We recommend working with drafts (**Save Draft** button) for both the Principal Investigator/Main Applicant and the collaborators until the total figures have been reviewed in the budget charts as once submitted, they would be no longer editable

Only click **Submit** once all the information has been completed and reviewed as no modification will be possible after this step.

#### 4.5. How to correctly submit your application

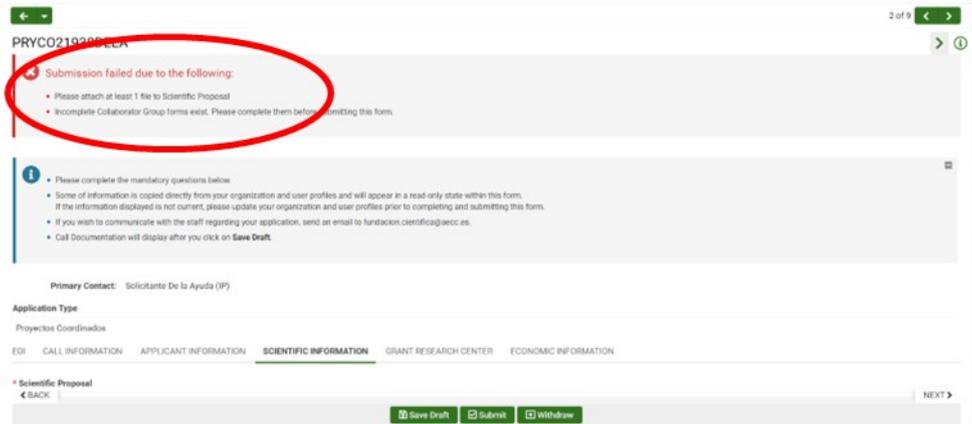
Once all the required fields have been filled in all the tabs (Applicant Information, Scientific Information, Grant Research Centre and/or Economic information depending on the type of call) you can proceed to submit the application. To do so, go to the main page of the application and click on the **Submit** button.



PLEASE NOTE:

- This action cannot be undone. If the application is submitted erroneously, the applicant must inform FCAECC and start a new application.
- Only those applications submitted within the corresponding call deadlines will be considered. All the application submitted after the established date and time will be automatically rejected.

An error message will appear at the top of the page in case a mandatory field is not filled in. Review the indicated points and submit again.



PRYCO210208-ECA

**Submission failed due to the following:**

- Please attach at least 1 file to Scientific Proposal
- Incomplete Collaborator Group forms exist. Please complete them before submitting this form.

Please complete the mandatory questions below.

- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with the staff regarding your application, send an email to [fundacion.cientifica@aecc.es](mailto:fundacion.cientifica@aecc.es).
- Call Documentation will display after you click on **Save Draft**.

Primary Contact: Solicitante De la Ayuda (IP)

Application Type

Proyectos Coordinados

EDI CALL INFORMATION APPLICANT INFORMATION **SCIENTIFIC INFORMATION** GRANT RESEARCH CENTER ECONOMIC INFORMATION

Scientific Proposal

← BACK

Save Draft Submit Withdraw

NEXT →

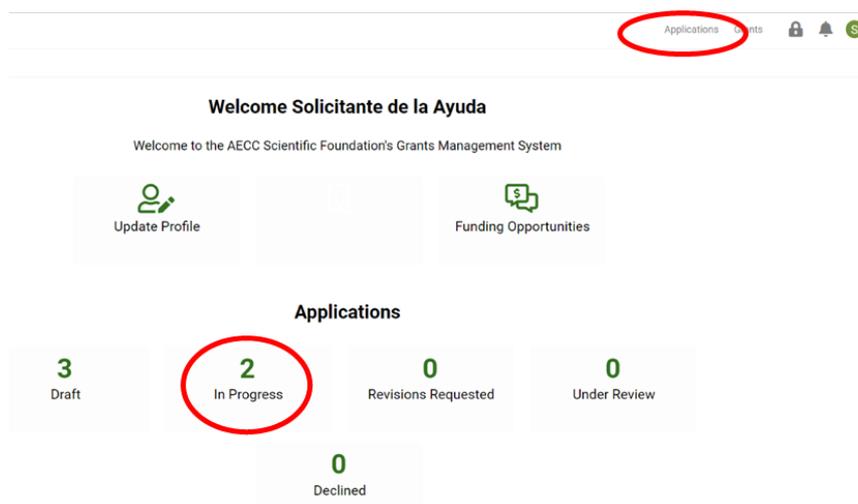
If all mandatory fields are correctly filled in, the application will be successfully submitted.



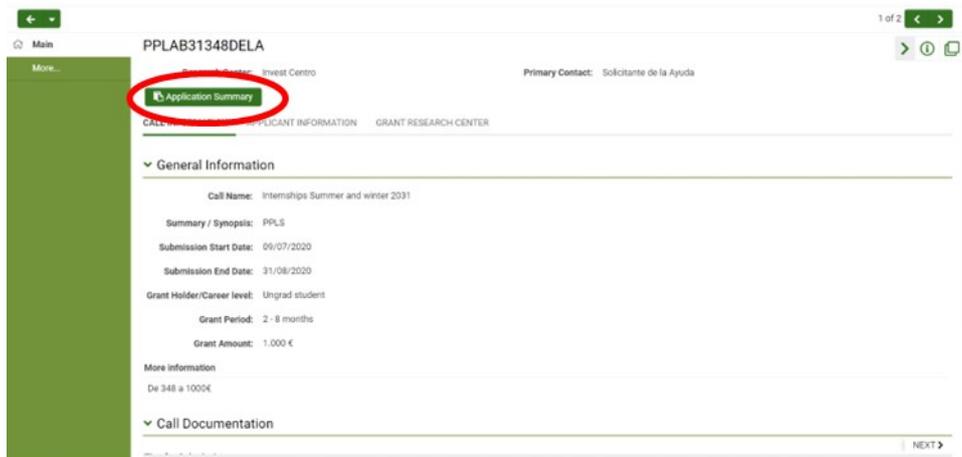
The **Application Summary** (pdf format) will be sent to the email address of the **Applicant** and if applicable, the **Grant Manager**.

The Application Summary contains all the information provided in the application and can be used for any queries they applicant may need to make to FCAECC. It can be downloaded as follows:

Click on **Applications** at the top right (Step 1) and then on the **In Progress** box (Step 2).



Underneath the Application ID (in the example PPLAB1348DELA) you will find the button to download the [Application Summary](#) (Step 3)

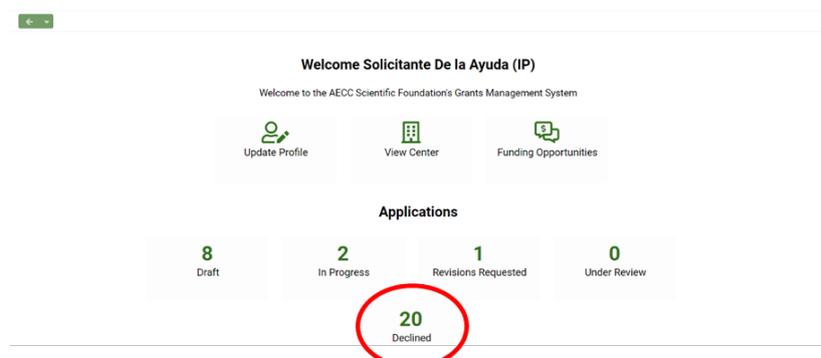


All applications will be reviewed by FCAECC to ensure that they are complete and meet all the requirements and eligibility criteria of each call. On the main dashboard, the Applicant will be able to check the status of his/her applications at any stage, in the corresponding box:

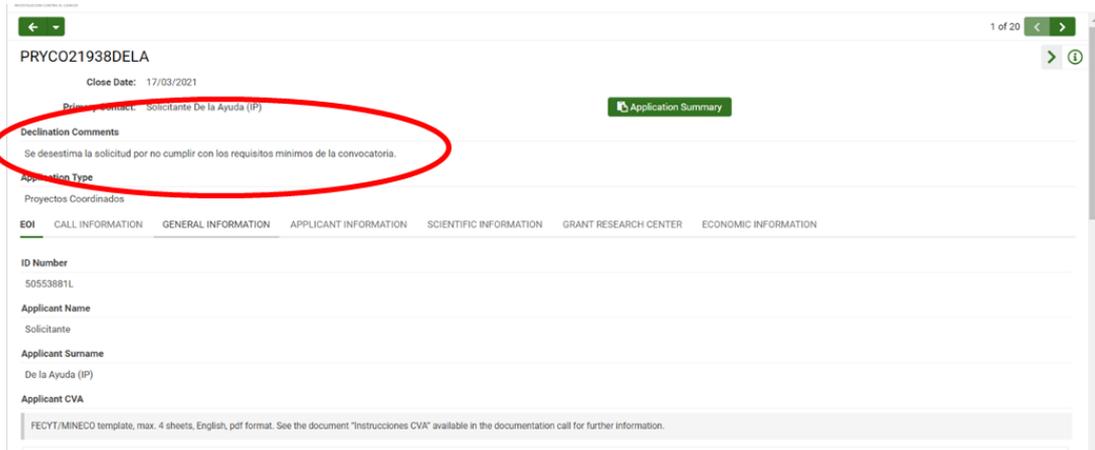
- **Draft:** application in draft status, has not been submitted yet.
- **Submitted:** application submitted
- **Revisions Requested:** eligibility of the application has been reviewed by FCAECC and changes need to be implemented by the Applicant.
- **Under review:** application ready to be evaluated.
- **Declined:** application rejected.

If the application fulfils the requirements, it will be evaluated changing from **Submitted** to **Under review**.

In case of declination the **Applicant** and **Grant Manager**, if any, will be notified. The application will change to the status **Declined** and appear in the corresponding box.



Clicking on the declined application, the Applicant will be able to consult the reasons for the rejection.



#### 4.6. Two-stage calls

Some of FCAECC calls have two phases and thus the application process has additional steps explained below.

Phase I Pre-proposal: where basic documents for the application are requested. These include Applicants ID and CVA as well as the pre-proposal description or **Expression of Interest (EOI)**

The draft status of this application will be **Draft EOI** and once the application is submitted it will be **Submitted EOI**.

The workflow is the same as described single stage applications in section 4.1 but with fewer fields to fill in. Collaborators will be added in the full proposal stage.

After the closure of Phase I, the FCAECC team will review the eligibility of the submitted documentation and proceed by either rejecting the application in case of not meeting the requirements (**Declined EOI status**) or accepting it and forwarding it for evaluation (**Under Review EOI**).

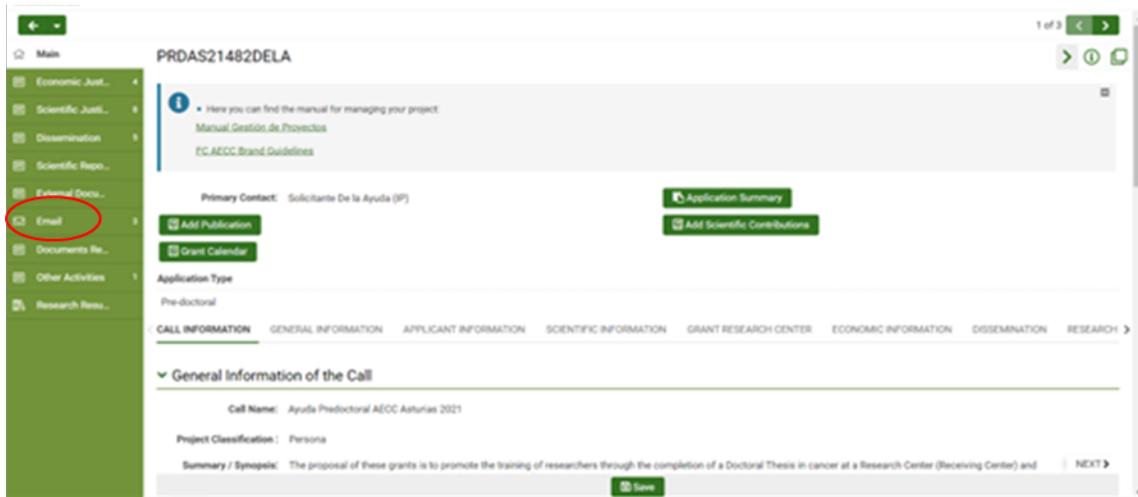
In this phase a pre-selection of the best applications will be made by an internal Evaluation Committee of the FCAECC inviting them to Phase II. Applications that pass to Phase II will switch to the status **Draft Application**, (as drafts of the full proposal) and those that do not pass the pre-selection will have the status **Declined EOI**.

The result of this phase will be communicated to all applicants through GMS.

Phase II Full Proposal: those who have passed the first evaluation phase will have to submit a full proposal as described in point 3, 3.1, 3.2, 3.3 and 3.4.

## 4.7. Communications

All the communications from the platform will be both sent to the Applicant's email and get stored on GMS in the **Email** tab of the menu on the left of the application.



To avoid receiving these emails in the spam folder we recommend adding the addresses [noreply@smartsimple.ie](mailto:noreply@smartsimple.ie) and [noreply.fundacioncientifica@smartsimple.ie](mailto:noreply.fundacioncientifica@smartsimple.ie) to the list of trusted emails.

## 5. Resolution

The Board of Trustees of FCAECC, on the basis of the reports of the AEI and the strategic lines of the AECC, will ratify the final award decisions, which will be final and non-appealable.

The granting decisions will be communicated in writing to the awardees (the status of their applications will switch to **Approved - Pre-Award**) and a notification will also be sent to those applicants who have not been awarded (their applications' status will be **Declined**). Applicants will be able to access their evaluation reports on GMS that will be located under the application code. The final grant decisions will also be published on the AECC website.

Upon award, grant beneficiaries will receive a new GMS guide with all the information related to the management and monitoring of awarded grants.

If you have any questions about the use of the platform, please write to [soportegms@contraelcancer.es](mailto:soportegms@contraelcancer.es).

For other queries, please contact us at [fundacion.cientifica@contraelcancer.es](mailto:fundacion.cientifica@contraelcancer.es).