



Frequently Asked Questions

If you have any specific questions, please contact the Academy of Medical Sciences team at INSPIRE@acmedsci.ac.uk or on +44 (0)20 3141 3228.

“How do I invite collaborators?”	1
“I have been invited to participate on an application – what does this mean?”	3
“How can I submit my application?”	4

“How do I invite collaborators?”

The application form should be started by the INSPIRE Lead for each School applying for a grant, and it is their role to invite collaborators to complete the form. The collaborators are:

- The INSPIRE Student lead of their school.
- The Head/Dean of their School.
- The INSPIRE lead, INSPIRE student lead and the Head/Dean of each co-applicant school named in the application (**if making a joint application between two or more schools**). If making a joint application, only the INSPIRE lead for each co-applicant school needs to be invited to collaborate. They will provide the signatures of themselves, the INSPIRE student lead and the Head/Dean of their school.

Contact between the INSPIRE lead and the required signatories prior to submission of the application is essential as you will not be able to submit an application without the necessary declarations. When the INSPIRE lead applicant starts the application, you will be presented with this page:

INSPIRE is coordinated by the Academy of Medical Sciences and supported by the Wellcome Trust. INSPIRE activities are designed and delivered locally by individual schools.





Before completing your application please:

- Read the eligibility criteria carefully before completing an application form (more information can be found on our [website](#)).
- Refer to the guidance notes to help complete this form (application guidance can be found [here](#) and a list of past activities can be found [here](#)).
- A sample version of the application form can be found [here](#).
- A document containing FAQ's can be found [here](#).

At any stage in the application process you can save your work and return to it at a later time. The questions and sections can be completed in any order.

Before completing the application form, please use the 'Participants' option highlighted below to invite the INSPIRE Student Lead and the Head/Dean of your School. If you are making a joint application with additional schools there is the option to invite the INSPIRE lead from each co-applicant school to make a declaration. **If you are not making a joint application, please click on each 'Not Required' button and the necessary declarations will be removed.**

If you are making a joint application between two or more schools, you must invite the INSPIRE lead for each co-applicant school only. They will provide the signatures of themselves, the INSPIRE student lead for their school, and the Head/Dean of their school. This must be done for every co-applicant school named in the application.

Once you have completed all sections of the application a 'Submit application' button will become available at the bottom of this summary page. This button will be greyed out if the application is not complete. It will become available once every required page of the application is marked as 'Complete'. Once your application has been submitted, you will be able to view your application and its current status but you will NOT be able to modify it.

Questions marked with a red asterisk * are mandatory.

All applications are to be submitted electronically through FlexiGrant.

Application Participants **1**

The INSPIRE lead applicant should select the 'Participants' tab:

Application Participants **2**

In order to submit your application, you need to have two declarations confirming the validity of the application. The required signatories are the INSPIRE student lead first named on the application and the Head/Dean of your school. You will not be able to submit your application without their approvals.

If you are making a joint application with one or more schools, the additional required signatories are the INSPIRE lead, the INSPIRE student lead and the Head/Dean of each co-applicant school named in the application. To do this, you must invite the INSPIRE lead from each co-applicant who will provide the declarations of the necessary persons. All co-applicant declaration pages must be completed by the INSPIRE lead for that school.

If you are not making a joint application, please click on each 'Not Required' button and the necessary declarations will be removed. Please note, once the co-applicant schools have been removed, this action cannot be undone.

To invite your signatories, simply locate them on the table below and click 'Invite'. You will then be prompted to enter their name and email address. They will then receive an automated email asking them to accept your collaboration request. **We strongly recommend you contact them yourself before inviting them through the system.**

For more information, please refer to our FAQ document.

▼ Ongoing Declarations			
Role	Assigned	Status	
i INSPIRE Student Lead		Required	Invite
i Head/Dean of School		Required	Invite
i Co-applicant School 1 INSPIRE Lead		Optional	Invite Not required
i Co-applicant School 2 INSPIRE Lead		Optional	Invite Not required
i Co-applicant School 3 INSPIRE Lead		Optional	Invite Not required

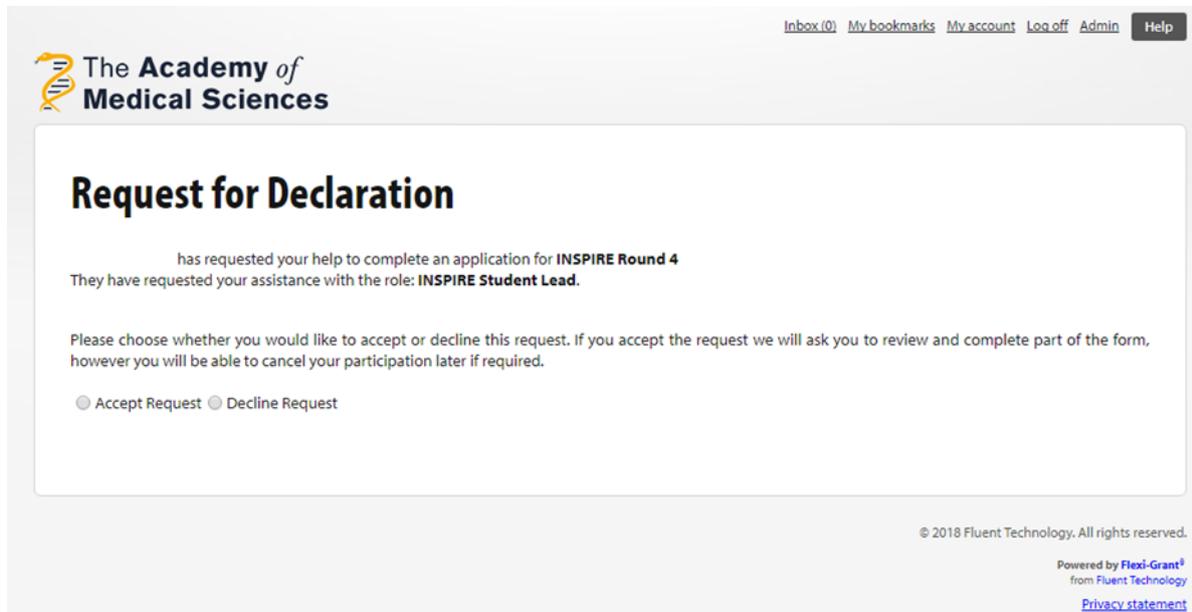
From here, you can 'invite' each applicant collaborator by entering their name and email address. **If you are not making a joint application, please click on each 'Not required' button to remove the co-applicants.**



[“I have been invited to participate on an application – what does this mean?”](#)

If you have received an invitation asking you to participate on an application, this means that you are invited to be a collaborator on this application, and will receive an email with a link to our online application portal, Flexi-Grant. Following this link will take you to Flexi-grant and you will either need to login if you already have an account, or register on our system.

You will be notified if you already have an account on our system connected to your email address, so please login using your existing details. If you would like these details reset, please contact INSPIRE@acmedsci.ac.uk



The screenshot shows the 'Request for Declaration' page in the Flexi-Grant system. At the top right, there are navigation links: 'Inbox (0)', 'My bookmarks', 'My account', 'Log off', 'Admin', and 'Help'. The page header includes the 'The Academy of Medical Sciences' logo. The main heading is 'Request for Declaration'. Below this, it states: 'has requested your help to complete an application for **INSPIRE Round 4**. They have requested your assistance with the role: **INSPIRE Student Lead**.' A paragraph follows: 'Please choose whether you would like to accept or decline this request. If you accept the request we will ask you to review and complete part of the form, however you will be able to cancel your participation later if required.' There are two radio buttons: 'Accept Request' (selected) and 'Decline Request'. At the bottom right, there is a copyright notice: '© 2018 Fluent Technology. All rights reserved.' and a note: 'Powered by Flexi-Grant® from Fluent Technology' with a 'Privacy statement' link.

Please note, re-registration on the system will lead to duplicate accounts and can cause technical issues.

After logging in when using the link sent to you via email, you will be taken to the summary page when you will find an overview of the application. Depending on the role of the collaborator, some pages will appear as 'View', and one should appear as 'Start'.

9	Monitoring and Evaluation	Not Started	View
10	Activity Sustainability	Not Started	View
11	Indication and Justification of Costs	Not Started	View
12	Overview of Costs	Not Started	View
13	Additional Information	Not Started	View
15	INSPIRE Student Lead Declaration	Not Started	Start



Complete the necessary sections of the form and select 'Save & Submit', and then select 'Submit' if you are happy to complete your statement, or Cancel if you would like to edit this further. **Please note, once submitted the declarations cannot be edited again.**

Submitting your contribution ×

Please confirm you wish to submit this form and complete your collaboration request?

Once submitted, the following message will appear at the top of the screen:

Your form has been successfully saved, submitted and your contribution completed.

Please note, the Flexi-Grant system will assign you the permission status of 'Primary Applicant', however the system will correctly assign you the collaborator role and not the applicant role.

"How can I submit my application?"

The INSPIRE student lead and Head/Dean of your school must complete their sections of the form, and must 'Record declaration as complete'. If you are submitting a joint application with two or more schools the relevant signatures must be provided otherwise your application might not be considered. Once the form has been completed, the INSPIRE lead applicant will have the option to 'Submit application' at the bottom right hand of the Summary Page:

When you click this button, the application will be formally submitted, and will move onto the "Eligibility checking" and "Under assessment" stage.

10	Activity Sustainability	<input type="button" value="Complete"/>	<input type="button" value="Edit"/>
11	Indication and Justification of Costs	<input type="button" value="Complete"/>	<input type="button" value="Edit"/>
12	Overview of Costs	<input type="button" value="Complete"/>	<input type="button" value="Edit"/>
13	Additional Information	<input type="button" value="Complete"/>	<input type="button" value="Edit"/>
14	INSPIRE Lead Declaration	<input type="button" value="Complete"/>	<input type="button" value="Edit"/>
15	INSPIRE Student Lead Declaration	<input type="button" value="Complete"/>	<input type="button" value="View"/> <small>INSPIRE Student Lead Complete</small>
16	Head of School Declaration	<input type="button" value="Complete"/>	<input type="button" value="View"/> <small>Head/Dean of School Complete</small>
17	Co-applicant School 1 Declarations	<input type="button" value="Not Required"/>	
18	Co-applicant School 2 Declarations	<input type="button" value="Not Required"/>	
19	Co-applicant School 3 Declarations	<input type="button" value="Not Required"/>	