

A female scientist with dark hair, wearing a white lab coat, safety goggles, and blue nitrile gloves, is focused on her work. She is using a white pipette to transfer liquid into a multi-well plate. The background is a blurred laboratory environment with various pieces of equipment and shelves.

Applicants' user guide

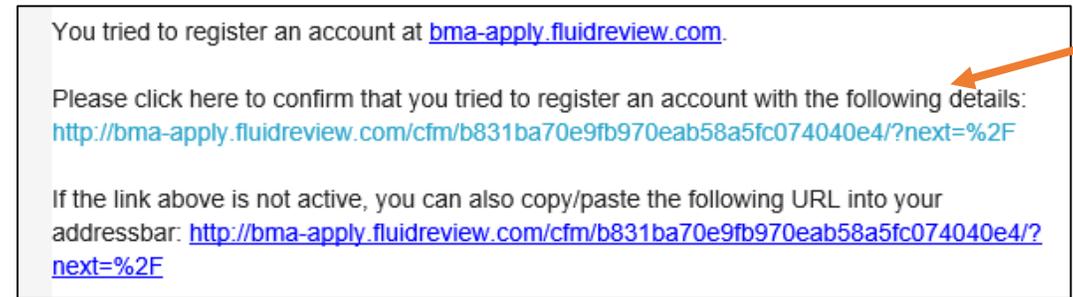
BMA Grants Management System

Please follow the steps below to create an account and apply for a grant

1. Go to <http://www.bmafoundationmr.org.uk/> website and click on 'Apply now'. Then click on 'Sign Up' to create an account, if you already have an account login with your details and disregard step 2.



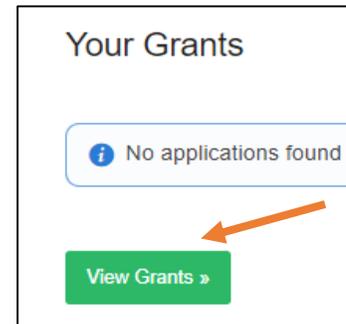
2. You will receive an email to confirm your account. Click on the link to login to your account.



3. Once logged in, click on the 'Start' button next to 'Register Your Details'.

TASK	STATUS	ACTIONS
Register Your Details	INCOMPLETE	Start

4. Once registration is complete, to apply for grants, scroll down to the bottom of the page and click on 'View Grants'.



- Make sure to read the guidance on the grants page. Scroll down to the bottom of the page to view the grants. Before applying click on the name of the grant (e.g. Margaret Temple) to view T&Cs of the grant. Click the 'Apply Now' button on the grant you wish to apply for.
- Click on 'Start' on each section to complete the required form (some forms are optional and you don't need to complete them).
- You can view the progress of the application on the right hand side of the screen.
- Once you have completed your application, and your submission is 90% complete, scroll down to the bottom of the page and click on 'Submit Your Application'. Please note once submitted you won't be able to make any changes to your application.

GRANT	DESCRIPTION	CATEGORY	DEADLINE	ACTIONS
<input type="checkbox"/> Margaret Temple	Research into schizophrenia	Grant (Internal)	OPEN 01/11/2017 CLOSED 02/03/2018	Apply Now

Mike Smith (A-6755994179)

Margaret Temple

Grant deadline: 02/03/2018 11:59 PM GMT

Application Round

TASK	DEADLINE	STATUS	ACTIONS
Add Co-applicant (optional)		INCOMPLETE	Start
Further Applicant Details		INCOMPLETE	Start
Project Details		INCOMPLETE	Start
Upload Full Project Proposal		INCOMPLETE	Start

Please upload your project proposal (Maximum of 2,500 words, excluding images and references) as a PDF Filed. Please also ensure that you include the title of the research project, the name of the applicant(s) and the grant applicaed for at the start of the PDF.

Progress

This submission is **0.0%** complete. You still need to:

- Complete task "Further Applicant Details"
- Complete task "Project Details"
- Complete task "Upload Full Project Proposal"
- Complete task "Funding of Project"
- Complete task "Referees and Ethical Approval"
- Complete task "Upload Reference Letter #1"
- Complete task "Upload Reference Letter #2"
- Complete task "Upload Organisational Permission Letter"
- Complete task "Final checks"
- Submit

[Add your Logo](#)

[Download submission](#)

Progress

This submission is **90.0%** complete. You still need to:

- Submit

What happens next...

- ❖ Once you have submitted your application, you will receive an email confirming we have received your submission.
- ❖ If further adjustments are needed on your application, we will contact you and will ask you to log back in to your account, make the necessary adjustments, and re-submit your application.
- ❖ If no adjustments are needed, once your application have been assessed, you will be notified if you were successful or not.
- ❖ For any queries please email: researchgrants@bma.org.uk

