

Leprosy Research Initiative Grant Application Portal - User Guide

December 2018

Thank you for your interest in Leprosy Research Initiative (LRI). LRI is handling applications only via Flexi-Grant, an online application portal.

This document provides applicants with a guide in order to make the process as easy as possible.

Step 1 – Register an account

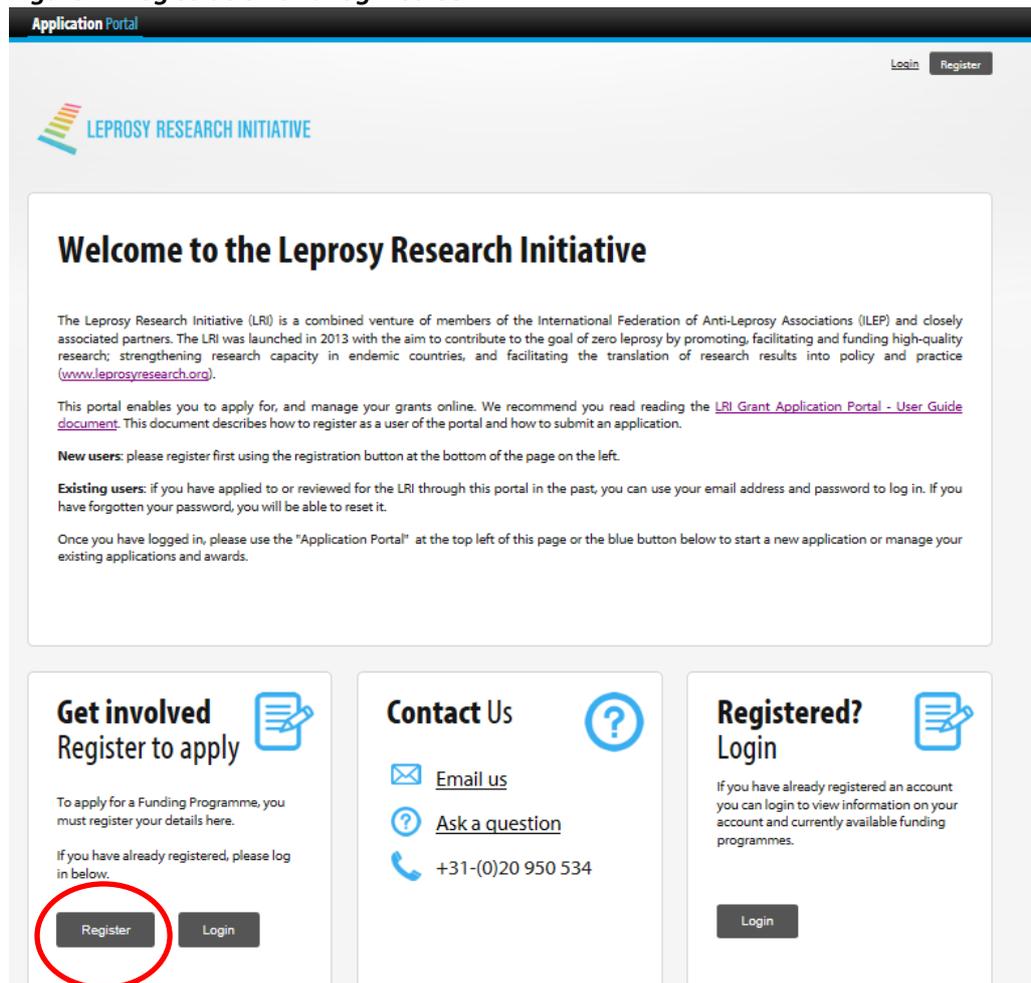
In order to submit an application via Flexi-Grant, you need to first register an account.

To register, go to: <https://leprosyresearch.flexigrant.com/>

At the bottom of the page on the left, you will find a button to create an account (or login if you already have an account).

Please click on the 'Register' button indicated in Figure 1.

Figure 1: Registration and login screen



Application Portal

Login Register

LEPROSY RESEARCH INITIATIVE

Welcome to the Leprosy Research Initiative

The Leprosy Research Initiative (LRI) is a combined venture of members of the International Federation of Anti-Leprosy Associations (ILEP) and closely associated partners. The LRI was launched in 2013 with the aim to contribute to the goal of zero leprosy by promoting, facilitating and funding high-quality research; strengthening research capacity in endemic countries, and facilitating the translation of research results into policy and practice (www.leprosyresearch.org).

This portal enables you to apply for, and manage your grants online. We recommend you read reading the [LRI Grant Application Portal - User Guide document](#). This document describes how to register as a user of the portal and how to submit an application.

New users: please register first using the registration button at the bottom of the page on the left.

Existing users: if you have applied to or reviewed for the LRI through this portal in the past, you can use your email address and password to log in. If you have forgotten your password, you will be able to reset it.

Once you have logged in, please use the "Application Portal" at the top left of this page or the blue button below to start a new application or manage your existing applications and awards.

Get involved Register to apply

To apply for a Funding Programme, you must register your details here.

If you have already registered, please log in below.

Register Login

Contact Us

Email us

Ask a question

+31-(0)20 950 534

Registered? Login

If you have already registered an account you can login to view information on your account and currently available funding programmes.

Login

Once you have accepted the Terms and conditions and our Data Protection and Privacy Policy you will be asked to provide an email address and password so that you can login to Flexi-Grant. Please provide a current email address (required) and phone number (not required) when creating your profile. We will use these details to communicate with you about your application.

You will receive a Registration Email from the Leprosy Research Initiative. If you have not received an email, please make sure you have carried out the steps above and also checked your Spam Folder.

Click 'Confirm Email Address' which will send you back to Flexi-Grant where you now can access your Flexi-Grant Account.

IMPORTANT NOTE: All e-mails automatically generated by the Flexi-Grant system will only be sent to the account holder – that is, the person under who's account an online application is submitted. This may or may not be the Lead applicant. Under section 1 of the application, the name and contact details of the Lead Applicant have to be provided. If you are the Lead Applicant, you still need to complete this question.

Forgotten passwords and locked accounts

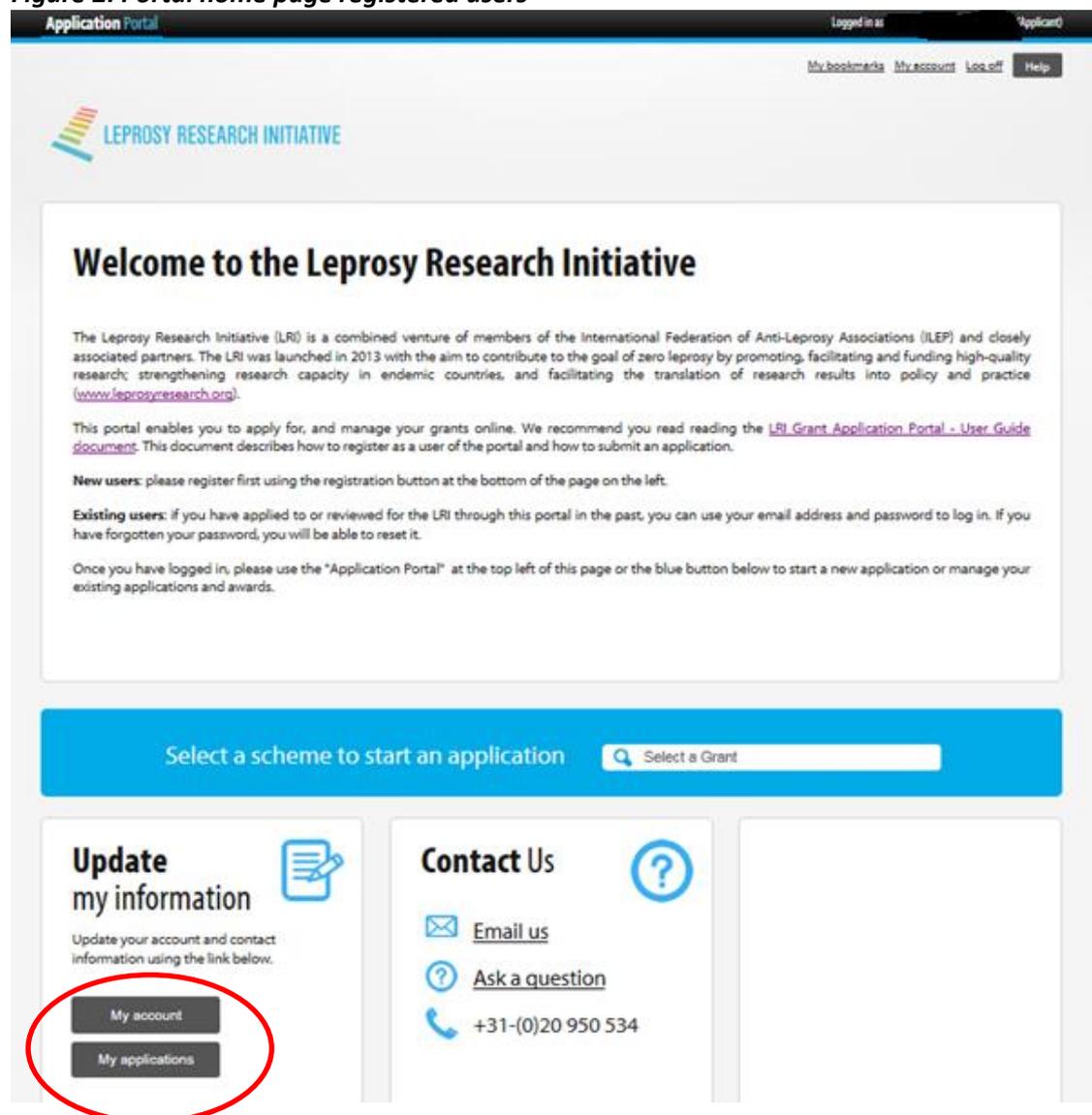
If you have forgotten your password, a reset password link can be sent you via email by following the forgotten password option on the login page.

If you enter your password incorrectly 3 or more times, your account will be locked; this is to protect you from any attempts by a third party to access your data. To unlock your account, please contact the LRI via email (info@leprosyresearch.org)

Managing your account details

LRI will use the details provided when registering your account as you contact details. You can update your contact information at any time, by clicking 'My account' button on the portal home page (see Figure 2, next page). Once you are on your account page – you can use the 'My contact details' tab to the left to update your contact and organisation details. You can change your password using the link at the bottom of the page.

Figure 2: Portal home page registered users

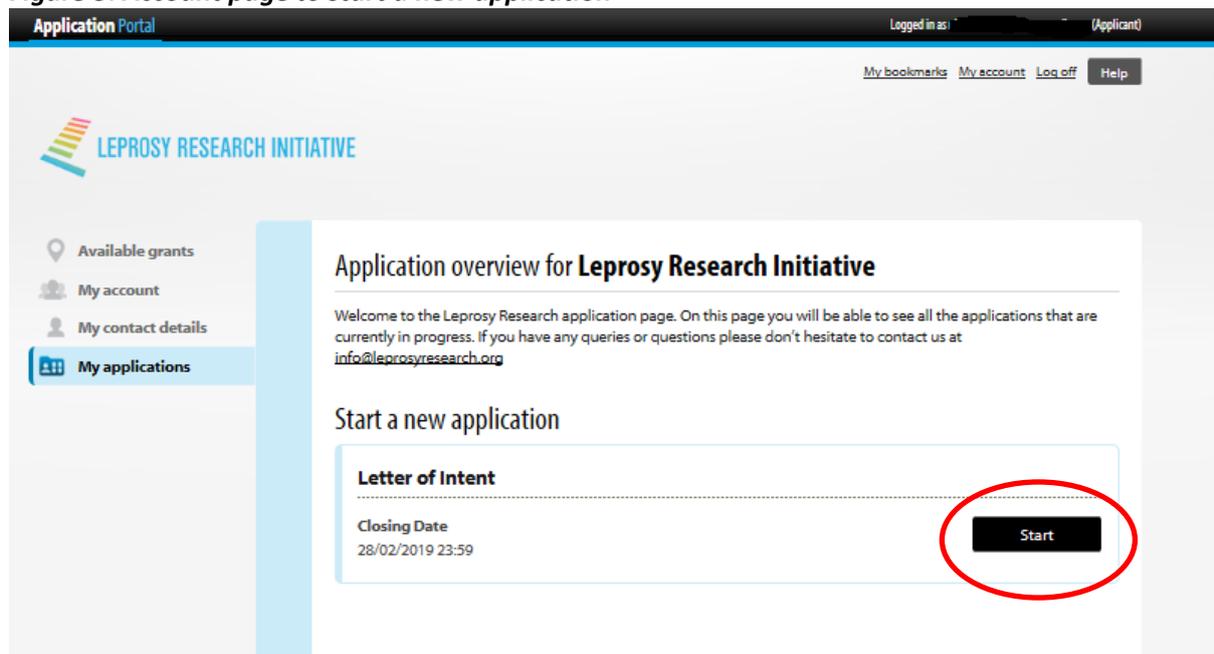


Step 2 – Start your application

The homepage is the starting point for creating and accessing applications, managing your user account and changing your password. Whilst logged into Flexi-Grant, either use the blue 'Select a scheme to start an application' button on the main home page or click the 'My applications' button on the bottom left hand side of the page (see Figure 2).

Once you are on your account page – you click the link ‘Start’ to start a new application (Figure 3).

Figure 3: Account page to start a new application



You will be prompted with a page with a number of instructions and useful documents which you can download. The documents will help you to prepare your application. Once you have read these, click to the box at the bottom of the page to begin your application.

The summary page gives you an overview of your application form and your progress in completing the form (Figure 4, next page). We recommend reading each page of the application form to familiarise yourself with the questions before starting. You may use a template to prepare your Letter of Intent offline and then paste text into the fields on Flexi-Grant. This template can be found when clicking on the “View Instructions” link (Figure 4, next page). Note that any words exceeding the word limit will automatically be deleted. And, as mentioned earlier, please do not send us a hard copy of the application or an electronic copy using word documents – these will NOT be accepted. LRI is handling applications only via the online application portal.

You can also print/download the entire application form before or after completing it (see the tabs at the top of the 'Summary' page).

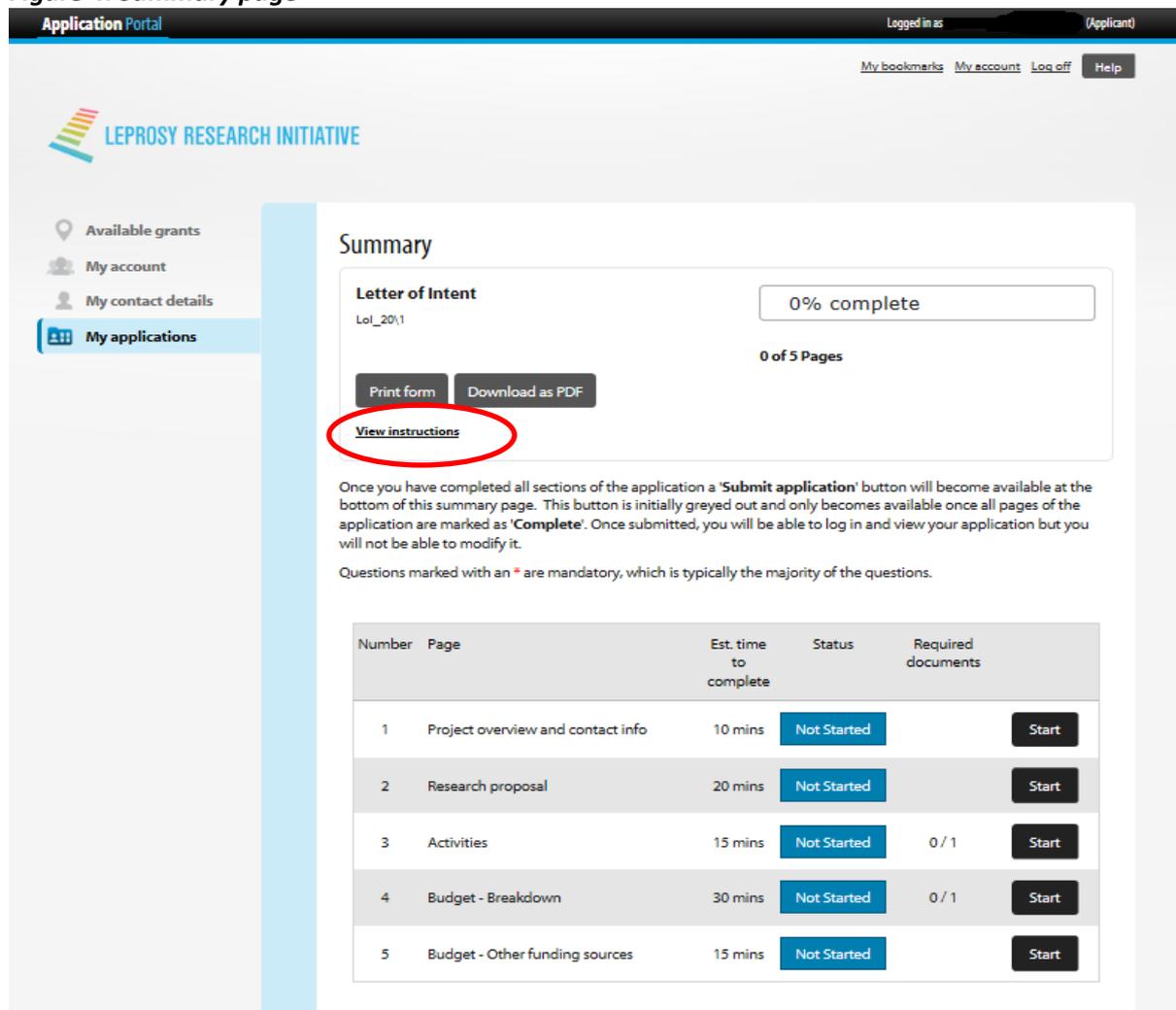
There is a tracking progress bar in the right hand corner on the summary page which will increase as you fill in the application. You will only be able to submit once you have reached 100%.

At any stage in the application process you can save your work and return to it later. The questions and sections can be completed in any order. Questions marked with a red asterisk * are mandatory. When you leave a page by clicking any of the following buttons, any edits you have made will be saved automatically:



However, if you click any of the other buttons in the Flexi-Grant programme or the back button on your internet browser without saving, new content and edits will not be saved.

Figure 4: Summary page



Application Portal Logged in as **(Applicant)**

[My bookmarks](#) [My account](#) [Log off](#) [Help](#)

LEPROSY RESEARCH INITIATIVE

- Available grants
- My account
- My contact details
- My applications**

Summary

Letter of Intent 0% complete

LoI_20\1 **0 of 5 Pages**

[Print form](#) [Download as PDF](#)

[View instructions](#)

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 is initially greyed out and only becomes available once all pages of the application are marked as 'Complete'. Once submitted, you will be able to log in and view your application but you will not be able to modify it.

Questions marked with an * are mandatory, which is typically the majority of the questions.

Number	Page	Est. time to complete	Status	Required documents	
1	Project overview and contact info	10 mins	Not Started		Start
2	Research proposal	20 mins	Not Started		Start
3	Activities	15 mins	Not Started	0 / 1	Start
4	Budget - Breakdown	30 mins	Not Started	0 / 1	Start
5	Budget - Other funding sources	15 mins	Not Started		Start

Step 3 - Submission

Once you have completed all sections of the application a 'Submit application' button will become available on the summary page. This button is initially greyed out and only becomes available once all pages of the application are marked as 'Complete'. (Figure 5, next page). When you click the 'Submit application' button you will be asked to confirm that you want to submit your application. You will be able to login and view your application but you will NOT be able to modify it.

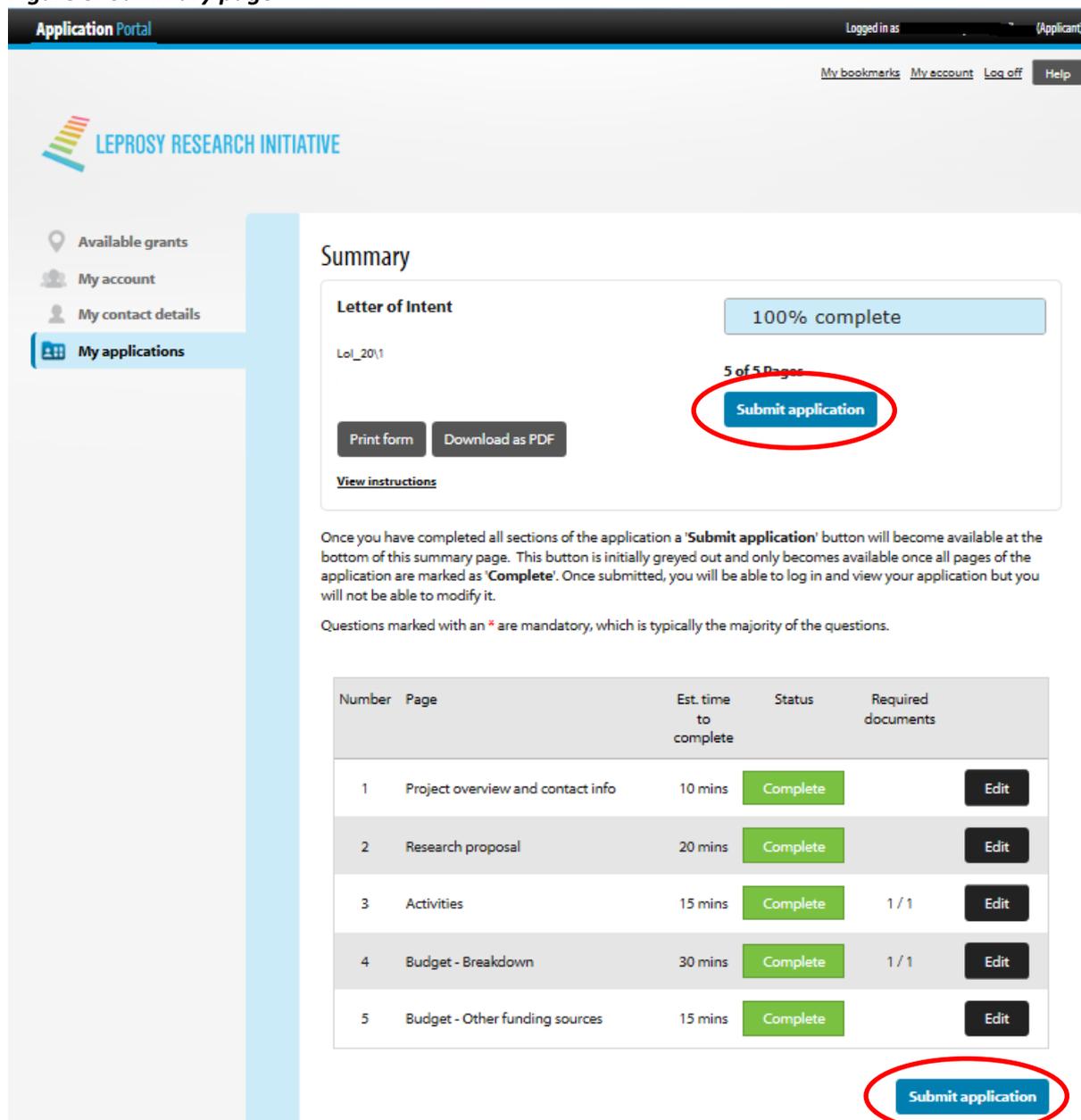
Because you are allowed to progress the application form in any order, it is possible to leave a page incomplete. However, you will not be able to submit an incomplete application. The 'summary' page indicates which parts of the application form have incomplete questions or error messages. An 'In Progress' status in Orange will indicate which page has not been completed in full.

Once you have identified which page is incomplete, click the 'edit' button to open the relevant page. Ensure all fields are completed. If you are unable to identify what information is missing, click 'save current page' at the top or bottom of the page. If there is an error, a message will pop up at the top

of the page and the relevant question will be marked. Please ensure that you have answered all mandatory questions, as shown by the red asterisk (*)

If you are still unclear what the error is contact our support team by email: info@leprosyresearch.org

Figure 5: Summary page



Application Portal Logged in as [Name] (Applicant)

[My bookmarks](#) [My account](#) [Log off](#) [Help](#)

LEPROSY RESEARCH INITIATIVE

- Available grants
- My account
- My contact details
- My applications**

Summary

Letter of Intent 100% complete

LoI_20\1

5 of 5 Pages

Submit application

[Print form](#) [Download as PDF](#)

[View instructions](#)

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Number	Page	Est. time to complete	Status	Required documents	
1	Project overview and contact info	10 mins	Complete		Edit
2	Research proposal	20 mins	Complete		Edit
3	Activities	15 mins	Complete	1 / 1	Edit
4	Budget - Breakdown	30 mins	Complete	1 / 1	Edit
5	Budget - Other funding sources	15 mins	Complete		Edit

Submit application

Once submitted, you will receive an automatic email confirming that we have received your application.