Crohn's & Colitis UK Research Awards
Flexigrant Guidance

1. Submission of Grants

All applications must be submitted through our online grants management system, Flexigrant.

At outline stage, only the Principal Investigator needs to complete the form and upload an outline scientific plan and a short CV.

If you are invited to submit a full application, a representative of the Host Institution (e.g. Head of Department) and a Finance Officer must be invited to the application and complete their relevant sections of the application form before the form can be submitted. Details of how to invite participants to the application can be found below.

At full application, you are required to upload the following:
- a detailed scientific proposal
- CVs for the Principal Investigator, a Co-Principal Investigator (if applicable) and any Co-Investigators
- Letters of Support from all collaborators
- A copy of ethical approval (if applicable)
- Stakeholder confirmation of participation forms for any additional Principal Investigators, Co-investigators and Public or Patient Contributors. A copy of this form can be found on our website.

If you have any queries about the application process, please contact us at research@crohnsandcolitis.org.uk

2. How to start an application

To start an application, please create an account on our Flexigrant portal.

Once registered, please go to the 'Application Portal' page by clicking the button at the top left of the screen. On the 'My Applications' tab on the left hand side, you can see all the applications you have currently in progress, or start a new one. Please note, you can only start one application per call.
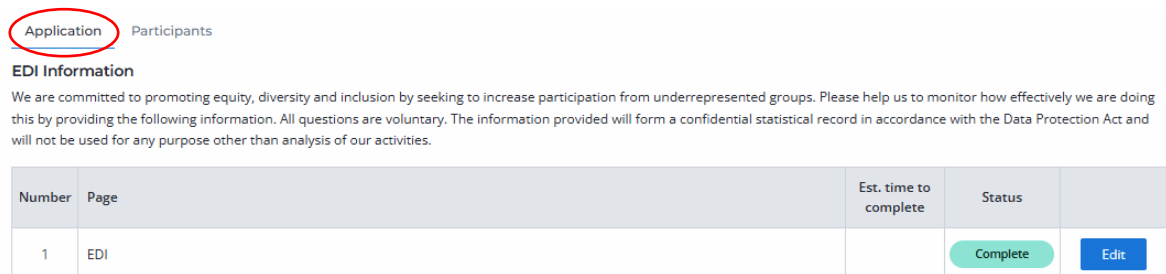
Please read the guidance and confirm you understand the remit and eligibility of the call before starting an application.
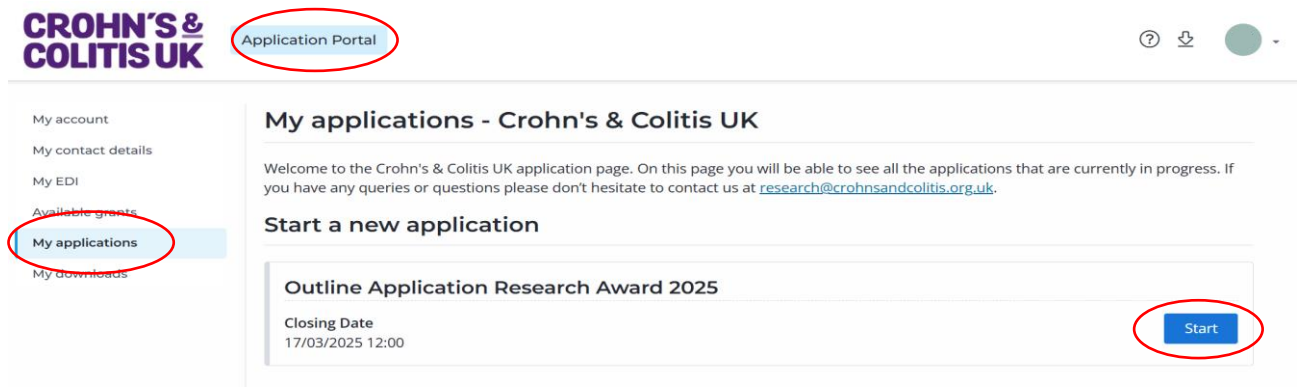
3. Completing an application

The application summary page (highlighted by a red circle in the image below) provides an overview of the sections you are required to complete. Please note the image below represents the outline application form.

You must also complete the EDI section. The information provided will form a confidential statistical record in accordance with the Data Protection Act and will not be used for any purpose other than analysis of our activities. Although the questions are mandatory, you can choose to answer 'Prefer not to say' for any question.
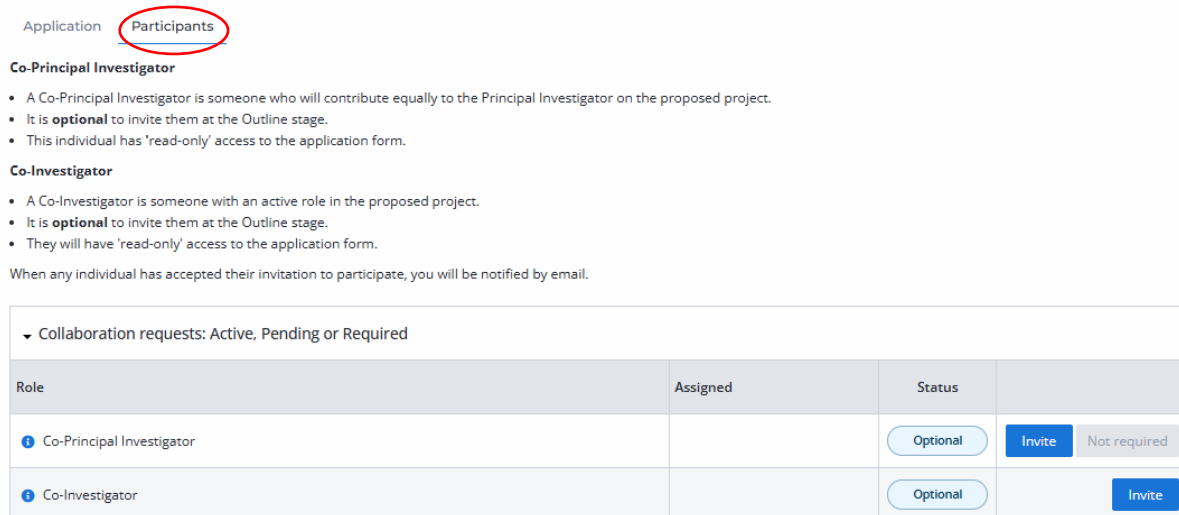

You can use the Start buttons at the right hand side of the page to start each section. Sections can be completed in any order, and you can save and come back to your application at any point. There are save buttons at the top and bottom of every

section of the application form. It is strongly recommended to save your application regularly as you complete it.

4. Inviting participants to the application

At outline stage, it is not required to invite anyone to the application. However, you may wish to invite a Co-Principal Investigator (if applicable) or any Co-Investigators to have 'read-only' access to the application. You can do this via the Participants tab as shown in the image below (outline application)

To invite participants to the application, click on the 'Invite' button on the right hand side of the page and complete the details. The invited participant will then be sent an email detailing what is required of them and a link to accept or decline the invitation. They will need to register or login to their Flexigrant account to access the application.

If you are invited to submit a full application, a representative of the Host Institution (e.g. Head of Department) and a Finance Officer must be invited to the application, as shown by the 'Required' status in the image below.

It is optional to invite a Co-Prinicipal Investigator or any Co-Investigators. The access each participant has to the application form is detailed on the Flexigrant portal in the image below.

Co-Principal Investigator

- Co-Principal Investigator is someone who will contribute equally to the Principal Investigator on the proposed project.
- This individual has 'read-only' access to Page 5 - Finance and Expenses.
- They have **Edit access** to pages 1-4 and on page 9 (Supporting documents), a Stakeholder - Confirmation of participation form must be uploaded for the Co-Principal Investigator.

Co-Investigator

- A Co-Investigator is someone with an active role in the proposed project.
- These are individuals that are optionally invited.
- They must respond to your invite and confirm access to the application form to allow you to submit your application.
- They will have 'read-only' access to the application form.

Head of Department

- For you to be able to submit your application, these individuals must be invited (and have accepted the invite). They must confirm their participation and complete Page 7 - Host Institution declaration on the application form, which only they can edit.
- They will have 'read-only' access to the rest of the application.

Finance Officer

- For you to be able to submit your application, these individuals must be invited (and have accepted the invite). They must confirm their participation and complete Page 8 - Finance Officer declaration on the application form, which only they can edit.
- They will also have **Edit access** for Page 5 - Finances and Expenses, and 'read-only' access to the rest of the application.

When any individual has accepted their invitation to participate, you will be notified of this by email.

▾ Collaboration requests: Active, Pending or Required

Role	Assigned	Status	
ℹ Co-Principal Investigator		Optional	Invite Not required
ℹ Head of Department		Required	Invite
ℹ Finance Officer		Required	Invite
ℹ Co-Investigator		Optional	Invite

The Head of Department and Finance officer must complete the relevant sections of the application form as shown in the image below before you can submit your application.

Application Form

Number	Page	Est. time to complete	Status	Required documents	
1	Project details		Not Started		Start
2	Facilities and other support		Not Started		Start
3	Abstract and Plain English Summary		Not Started		Start
4	Justification for the use of animals		Not Started		Start
5	Finance and Expenses		Not Started		Start
6	Principal Investigator declaration		Not Started		Start
7	Host Institution declaration		Not Started		Start / Invite Head of Department
8	Finance Officer declaration		Not Started		Start / Invite Finance Officer
9	Supporting documents		Not Started	0 / 4	Start
10	Independent experts		Not Started		Start

Invited participants must select the 'Finish Contribution' button which appears when they have completed their actions. This button can be found on the top right or bottom right of the relevant declaration page (as shown in the image below) or at the bottom of the application summary page.

5. Submitting your application

Once you have completed all the sections, you can submit your application by clicking on the 'Submit application' button as show in the image below. This button will only appear once the application is 100% complete, i.e. all sections of the form are completed and all participants have clicked the 'Finish contribution' button.

You will receive an email confirmation from Flexigrant that your application has been successfully submitted. If you don't receive an email, please check your junk folder. It is recommended to add the following email address to the list of safe senders: no-reply@eu.mail.flexigrant.com

If you have any questions or problems completing the application, please get in touch with us as soon as possible at research@crohnsandcolitis.org.uk.