DoH Grant Management System

User Guide: Application submission

Please note this document will be updated regularly. The version date is provided in the footer

SECTION A: Applicant instructions

1. Create an account

Go to https://grants.health.wa.gov.au/.

- If you are employed by WA Health, select 'Log in with WA Health Single Sign-On (SSO)'.
- If you are not employed by WA Health, select the 'Register now' weblink at the bottom.

Enter the email address you wish to use in the system (this will be your username), your first and last name, and select a password, noting the password must be a minimum of 10 characters in length and contain uppercase, lowercase, numeric and non-alphanumeric characters. Select 'Register an account' and you should see this screen:
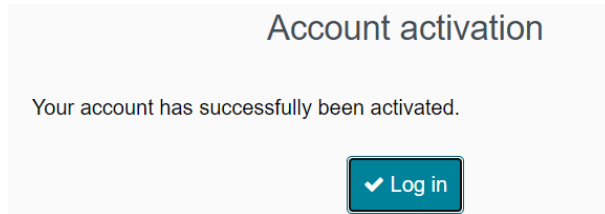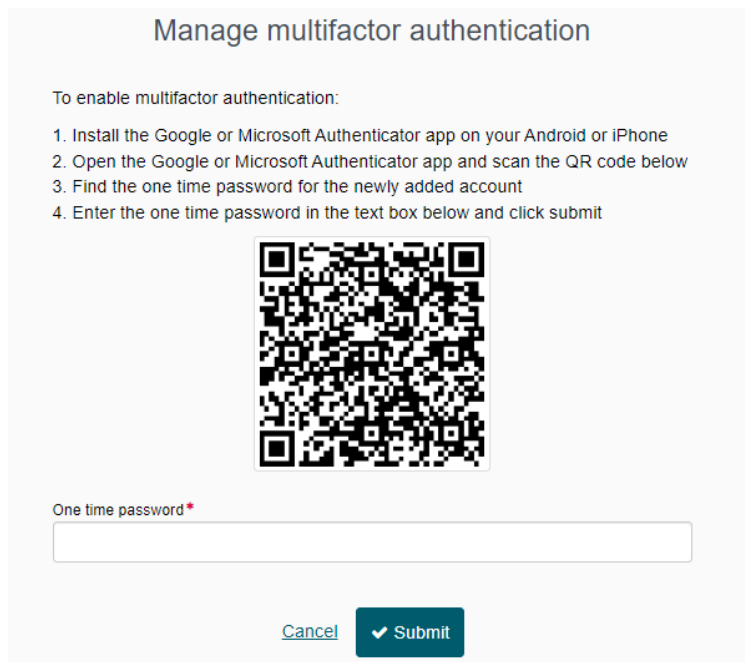

Go to your email and open the email from no-reply@mail.grants.health.wa.gov.au. Open the weblink in the email to activate your account. The Account activation screen will appear:

Account activation

Your account has successfully been activated.

✔ Log in

Select '✔ Log in' and use the details you entered to register.

2. Multi-Factor Authentication

When you first log in, the system requires Multi-Factor Authentication (MFA) using either Microsoft Authenticator or Google Authenticator on your device. Users are responsible for maintaining the security of the device that is set up for MFA and ensuring appropriate steps are taken if the device is lost or compromised.

Manage multifactor authentication

To enable multifactor authentication:

1. Install the Google or Microsoft Authenticator app on your Android or iPhone
2. Open the Google or Microsoft Authenticator app and scan the QR code below
3. Find the one time password for the newly added account
4. Enter the one time password in the text box below and click submit

One time password *

Cancel   ✔ Submit

Microsoft Authenticator

Install the Microsoft Authenticator app on your phone. The QR codes to download the app for iOS and Android devices are below:

To install Authenticator on your iOS device

Scan the QR code

To install Authenticator on your Android device

Scan the QR code

Once downloaded, open the Microsoft Authenticator app and add your 'Grant Management System' account by selecting the blue circle at the bottom right (or select the + on the top menu bar and in the 'Add account' page, select 'Other account'), which will bring up the 'Scan QR Code' screen. Scan the QR code showing on your computer to add your Grant Management System user account, which will show as 'DoH+Grants' in the Authentication app. Select 'DoH+Grants' in the app to obtain a one-time password code to enter on the computer to log in.

Google Authenticator

Android: [Google Authenticator (Google Play)](#)

iOS: [Google Authenticator (App Store)](#)

Once downloaded, open the Google Authenticator app and add your 'Grant Management System' account by selecting the '+' at the bottom right, then select 'Scan a QR Code'. Scan the QR code showing on your computer to add your Grant Management System user account, which will show as 'DoH Grants: your user email address' in the Authentication app. Enter the one-time password code showing for DoH Grants to log in.

3. User profile

Once you have successfully logged in, the first thing you need to do is set up your profile, as this contains data that will auto-populate application forms. Select the avatar icon at the top-right of the screen, then select 'Manage Profile':
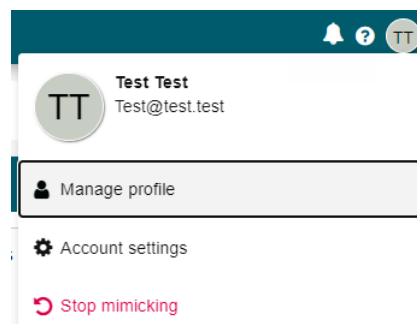
Personal details

The first profile screen is the **Personal details** screen. Please note that most of this information is collected for statistical purposes only and is not visible to the Responsible Entity. Once you enter all the mandatory fields (shown in red below), select 'Save'. Please ensure you select your 'Title' from the drop-down options.

Title

First name * | Other names | Last name *
Test | | Test

Preferred name

Has disability ☐

ORCID iD
____-____-____-____

Gender * | ATSI * | Residency *

Discipline/Profession * | Clinician Profession * | Research career stage *

Postgraduate research degree * | Date degree awarded | Number of months of career disruption
| dd/mm/yyyy |

WA Health employee * | Within which area are you located *

🖫 Save   ↺ Reset

If you enter your ORCID, the following will appear next to your ORCID iD so that you can synchronise your user profile with ORCID:

👁 View ORCID record
⬇ Synchronise with ORCID

Phone details

Select **Phone details** from the menu on the left of the screen, then '+ Add new phone number'. This will auto-populate on application forms.

i Personal details

📖 Address details

✉ Email details

📞 Phone details

Phone details

You can manage your profile on this page.

+ Add new phone number

There are no records to display. Use the add button to create a new record.

Employment, titles and affiliations

Select **Employment** from the menu on the left of the screen, then '+ Add new employment' for all the entities that you are employed by or have an affiliation with. 'Title' here is the position/title at the Entity you are employed by or affiliated with. Further instructions are on the screen. This information is required if you are a **team member** on an application and will automatically populate the 'employment and affiliations' section of the application form, so it is important to keep this up to date.

Employment

Please "Add new employment" rows for all the entities that you are employed by or have an affiliation with.
Identify in the "Title" field if it is an adjunct or honorary title or a Clinical Academic position e.g. Honorary Research Fellow, Adjunct Associate Professor, Clinical Professor.
For **Entity** you must enter the Entity name exactly as it appears on the https://abr.business.gov.au/ i.e. for WA Health employees it is the name of the Health Service Provider (HSP).
For **Department**, if there is no Department in the Entity, please enter "Not Applicable".
For **Region** please enter the State.
If the row data has been imported from ORCiD, you cannot edit it here and have to update the data in ORCiD.

There is no employment data. To import data from ORCID click here. This link will redirect you to the personal details page where an ORCID can be entered to allow data to be imported.

Note that if you have synchronised your profile with ORCID, you cannot edit the employment data imported from ORCID on this screen – you must update it in ORCID.

Important note: the 'Entity' name in the **Employment** screen must match the Entity name on https://abr.business.gov.au/ exactly, as that is what is used by the system for the 'Responsible Entity' name, and if this is not entered correctly, the user will not be linked to that Responsible Entity in the system. For example:

Once you have completed setting up your user profile, select 'External Portal' next to the Department of Health logo in the top menu to return to the home page.

4. Home page

On this page you will find available funding program rounds, applications in progress, your grants, upcoming milestones, activities and applications. You can return here at any time by selecting 'DoH Grants' next to the Department of Health logo in the top menu.
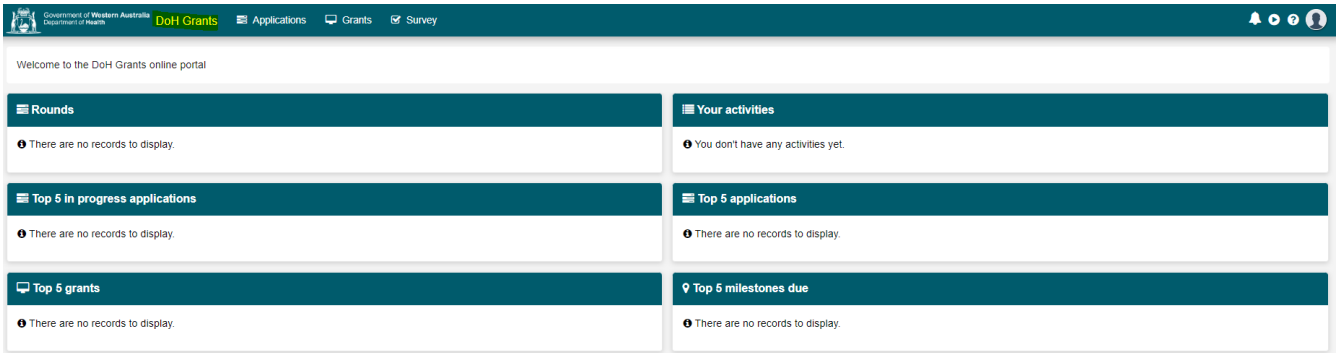
5. Apply for funding

To create a new application, in the section 'Rounds' select '+ Apply now' next to the funding program round you wish to apply to:
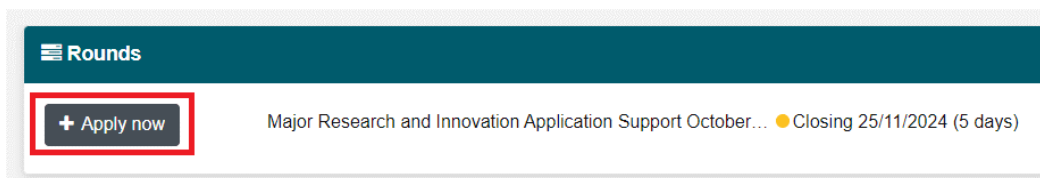
Enter the application title (use the 'Activity title') and select '✓ Done':

Note: if you change the Activity title during the application, the Application title will only update once the application is submitted.

The relevant application form will open. Answer the application questions in each section and select 'Next' to go to the next section. If there are any mandatory questions that have not been answered, a red error message will appear under each mandatory question not answered when you select 'Next'.
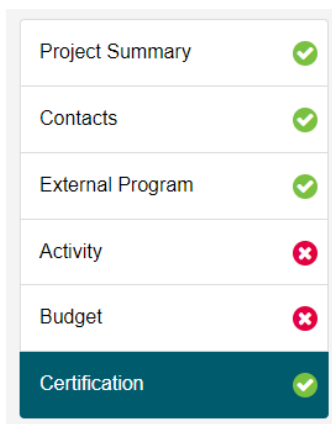
If you wish to move to another section without answering all mandatory questions, select the section from the menu on the left of the screen (example shown opposite).

Once all mandatory fields in a section are answered, the section will be marked with a green tick. If there are any mandatory questions that have been left blank, there will be a red cross. Please note the 'Activity' and 'Budget' sections for the Major Research and Innovation Application Support (MRIAS) application form are showing a cross even when all data has been entered. We are working with the vendor to fix this.

Important note: fields that are greyed out in the application form are automatically populated from the relevant user's profile. If there is no data in the greyed out field, then the relevant user needs to enter the data in their user profile so that it appears in the application form.

Activity Lead

Activity Lead name ❓ *

Title *   First Name *   Last Name *   ORCiD (if relevant) ❓

Primary phone number *   Primary email address *

Citizenship/residency status *
Note: this answer is from the Activity Lead user profile and is collected for statistical purposes only

◯ Australian citizen
◯ Australia permanent resident
◯ New Zealand citizen
◯ Appropriate work visa

Downloading the application form

At any time you can select 'Save' at the top-right of the screen to save. Select 'Preview' to download your application - the application will be downloaded in a Zip file format and include the application in word and pdf format and all uploaded documents.
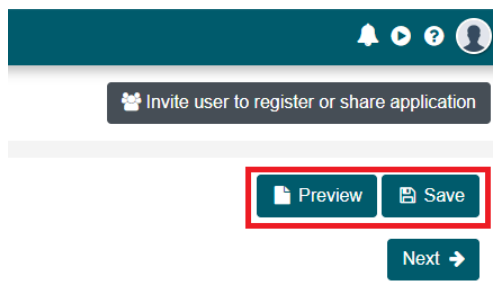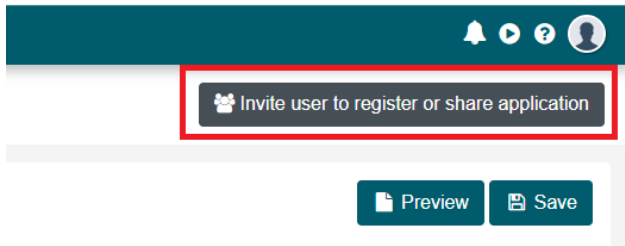

Responsible Entity

If the name of the Responsible Entity (the entity which would administer grant funds) does not appear in the Responsible Entity drop-down, please email DOH.GMS@health.wa.gov.au with the subject 'GMS New Responsible Entity' so that the forms required for setting up the Responsible Entity can be completed. This includes setting up the four position roles required in the system of pre-award contact, post-award contact, finance contact and authorised signatories.

Inviting team members

It is recommended that you invite **team members** to the application as soon as possible, since their user profile data is required for application questions and they are required to sign the application prior to inviting the Responsible Entity to certify. Select 'Invite user to register or share application' from the top-right, then select '+ Add another user':
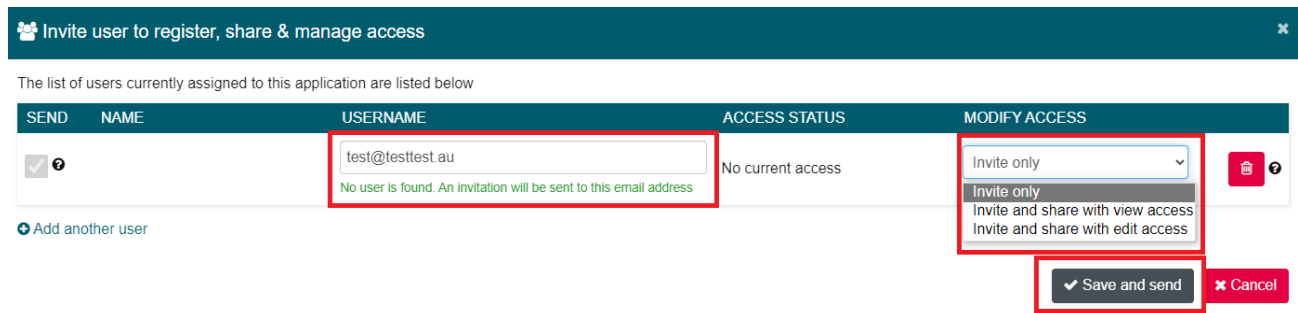
Enter the team member's email address and select 'Invite and share with edit access'. The system will advise if the user is found in the system or if no user is found. If no user is found, an invitation will be sent inviting them to register an account:

Select '+ Add another user' at the bottom left to invite multiple people, then select '✓ Save and send' to send the invitation(s). Please share this user guide with users that you invite to your application to assist them. It is important that each team member follows the instructions above to enter user profile information since the greyed out fields of the application form are automatically populated from the user profile:

Certification by consumer representatives (if applicable)

Consumers are not required to be users of the system. It is recommended that you share a copy of the application with each consumer outside the system (to download the application, select 'Preview' from the top-right), and if they agree to the consumer certification statement, any team member can insert their name, signature and date:

Consumer representative certification

I certify that:

1. I commit to taking part in the Activity proposed in this application for the duration of the grant if successful
2. I agree to abide by the *Guidelines and Conditions*
3. I agree to be contacted in relation to the grant, e.g. for evaluation of the grant funding program.

Insert additional tables as required.

Consumer Representative 1

First Name *

Last Name *

Signature *

↺ ↻

Date *

📅

Certification by team members

Invite all **team members** following the instructions above. In the 'Certification' section, each team member must read the 'Team certification' and insert their signature and date under their name:

Team certification

We certify that:

a. we commit to taking part in the Activity proposed in this application for the duration of the grant if successful.
b. the information supplied by us on this form is complete, true and correct in every particular.
c. we agree to abide by the *Guidelines and Conditions*.
d. we agree to participate in an evaluation whether the application is successful or unsuccessful.
e. we have discussed the likely impact of the Activity on participating organisations, and this Activity is acceptable to them.
f. we have relevant permissions to use any third-party intellectual property required to deliver the Activity and have Freedom to Operate for this Activity.
g. we agree to obtain any research ethics and governance approvals that might be required for undertaking the funded Activity.
h. we understand and agree that if the application is successful, that no further claim will be made on the Department of Health to cover any expenditure beyond the approved budget.
i. if the Activity Lead is employed by the WA public health system and the Responsible Entity is not the WA public health system entity (includes Clinical Academics where applicable), the Activity Lead will register a Conflict of Interest for this grant in accordance with the Department of Health Managing Conflicts of Interest Policy that addresses how the Activity Lead intends to ensure WA Health intellectual property (IP) is protected.
j. the Activity Lead does not have overdue reporting obligations for any grant funding program administered by the Office of Medical Research and Innovation (including FHRI Fund programs) from any year (excludes authorised extensions).
k. we will advise if funding is awarded for any component of the Activity.

Activity Lead invites the Responsible Entity to certify

Once all team members (and consumer representatives if applicable) have signed the 'Certification' section, scroll to the bottom of the Certification section and select 'Yes':

Application ready for Responsible Entity to certify *

◯ Yes

◉ No

The Responsible Entity is to determine whether the **finance contact** or the **pre-award contact** is to certify the application first, noting that the **pre-award contact** is the only user who can submit the application. Invite the relevant contact following the instructions below. Upon submission by the Responsible Entity to Department of Health, an email will be sent to the **pre-award contact** and Activity Lead cc'd to all team members and the application owner (the person who created the application) confirming submission with a copy of the application attached.

Pre-award contact certifies before finance contact

Invite the **pre-award contact** selected in the 'Contacts' section of the application by selecting 'Invite user to register or share application' from the top-right:
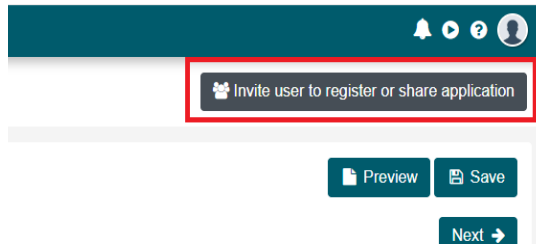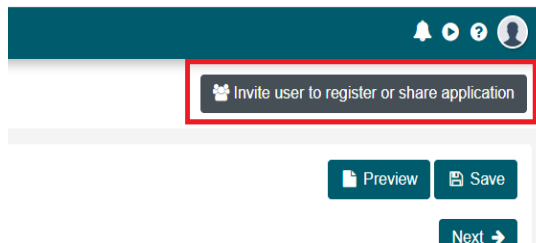
Select '+ Add another user' from the bottom left. Enter the **pre-award contact** email address as shown in the 'Contacts' section. Select 'Invite and share with edit access' then select '✓Save and send'.
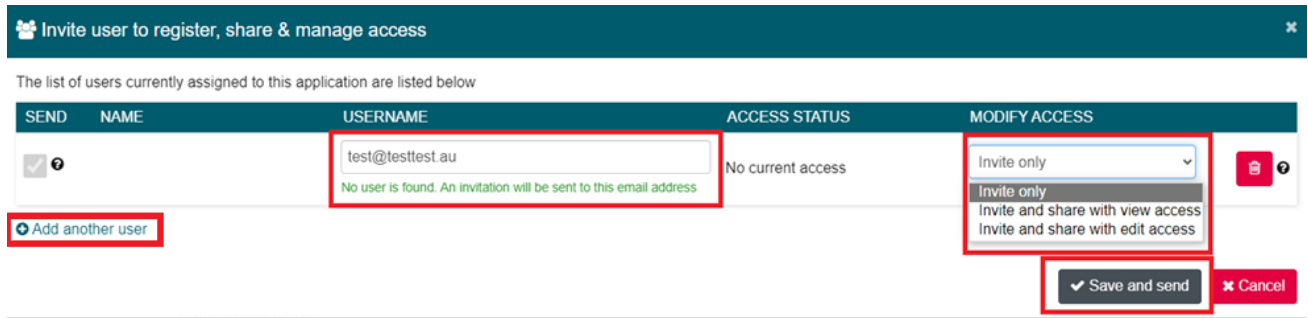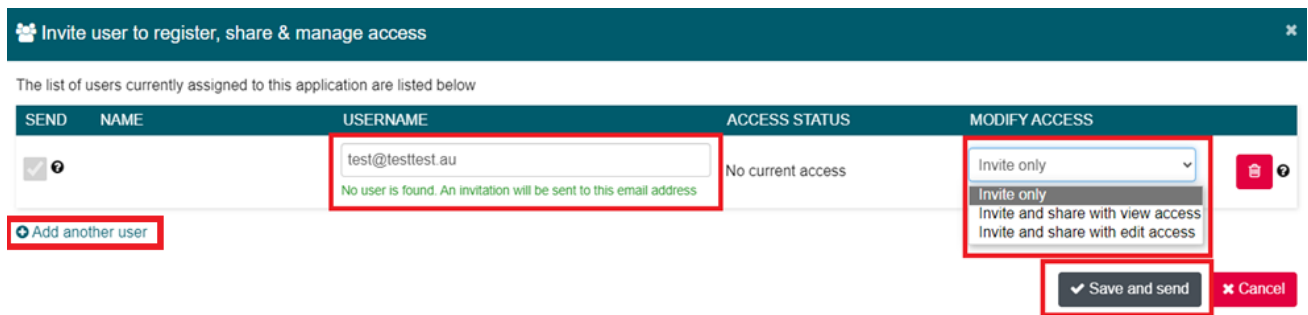

The **pre-award contact** is responsible for arranging certification by the **finance contact**.

Pre-award contact certifies before finance contact

Invite the **finance contact** by selecting 'Invite user to register or share application' from the top-right:

Select '+ Add another user' from the bottom left. Enter the **finance contact** email address. Select 'Invite and share with edit access' then select '✓Save and send'.

The **finance contact** is responsible for arranging certification by the **pre-award contact**.

SECTION B: Responsible Entity instructions

1. Application invitation

When you have been invited to certify an application, you will receive an email with the subject: WA Department of Health application invitation (application ID).

Go to https://grants.health.wa.gov.au/ and log in with your details. Select 'Applications' from the top menu:
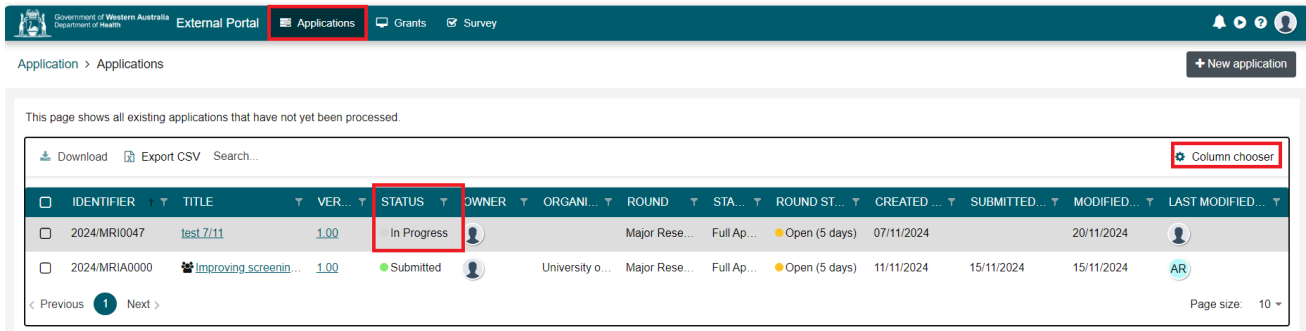
Filter by the Status 'In Progress'. The 'Round status' will show the how many days until applications close. To open an application, select the 'Title'. Note: you can choose the columns to display on this screen at the top-right of the table.

2. Pre-award contact certification

Review the details entered in each section of the application. If anything does not meet the certification criteria, email the Activity Lead the edits that are required and request that they advise you once they have been made.

In the 'Certification' section, scroll down to the 'Responsible Entity certification' and read the certification:

The name and position will be automatically populated (contact DOH.GMS@health.wa.gov.au if there are errors in these details). Insert your signature, select the date, then scroll up to the top of the screen and select 'Save'.

If the application has not been certified by the **finance contact**, invite the **finance contact** by selecting 'Invite user to register or share application' from the top-right:
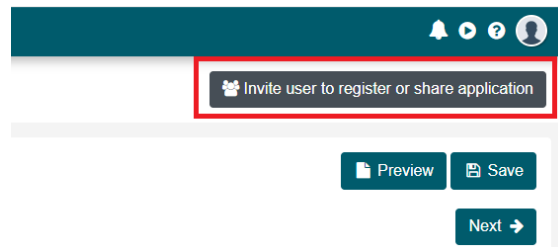
Select '+ Add another user' at the bottom left. Enter the **finance contact** email address and select 'Invite and share with edit access'. Make sure the user is found (if they are not found, then they have not been set-up in the system and therefore will not have the required system position role of 'finance contact'). Select '✓Save and send'.
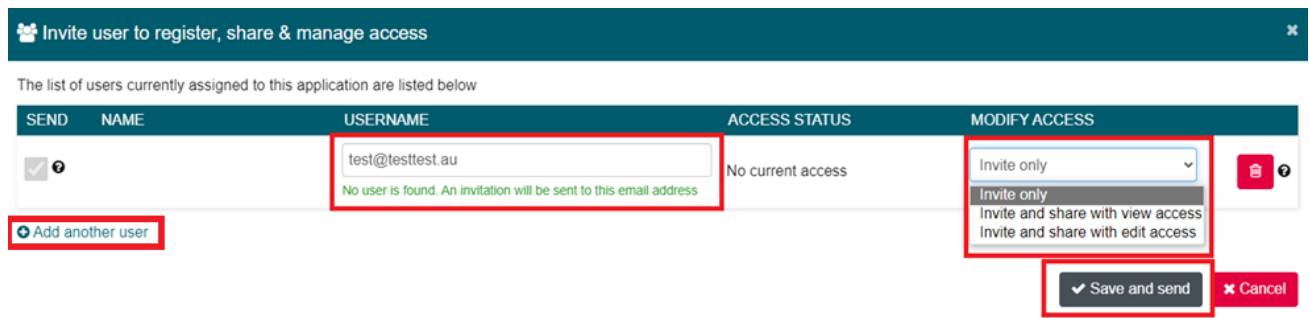
3. Finance contact certification
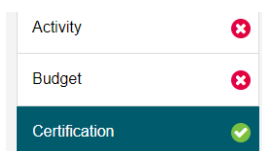
Select the 'Budget' section from the application menu on the left. Review all the details in the 'Budget' section to ensure they exclude GST, are true, correct and reflect the latest costing information.

If the anything in the 'Budget' section does not meet the certification criteria, email the Activity Lead the edits that are required and request that they advise you once they have been made.

To certify, select 'Certification' from the application menu on the left and scroll down to the 'Responsible Entity finance officer (or equivalent) certification' section:

Responsible Entity finance officer (or equivalent) certification

I certify that:

    a. I am an authorised finance representative of the Responsible Entity.

    b. the budgeted costs in this application are true and correct and reflect the latest costing information available to me.

    c. amounts requested in the Budget are in Australian dollars and are exclusive of Australian GST.

    d. I understand that funding will only be made available for the scope of work described in the application, or any modifications to the scope of work approved in writing by the Department of Health. The Department of Health is not obliged to underwrite any costs beyond funding awarded through this Program.

First Name *

Last Name *

Position *

Signature *

Date *

If you have been set up as a **finance contact** in the system then you will be able to enter your name and position title at the Responsible Entity (the fields will not be greyed out). Insert your signature, select the date, then scroll up to the top and select 'Save' at the top-right:


### *If you were invited by the pre-award contact*

Notify the **pre-award contact** that you have certified the application by forwarding the email that invited you to the application to the **pre-award contact**. Only the Responsible Entity **pre-award contact** can submit the application, hence they are the only person who can view the submit button on the application form.

If you were invited by the Activity Lead

Invite the **pre-award contact** selected in the 'Contacts' section of the application by selecting 'Invite user to register or share application' from the top-right:
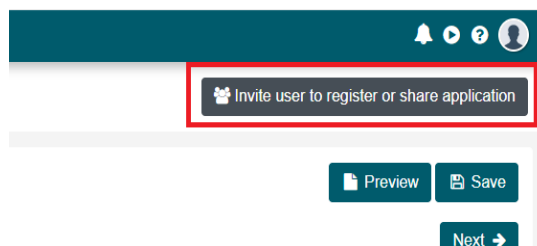
Select '+ Add another user' from the bottom left. Enter the **pre-award contact** email address as shown in the 'Contacts' section. Select 'Invite and share with edit access' then select '✓Save and send'.
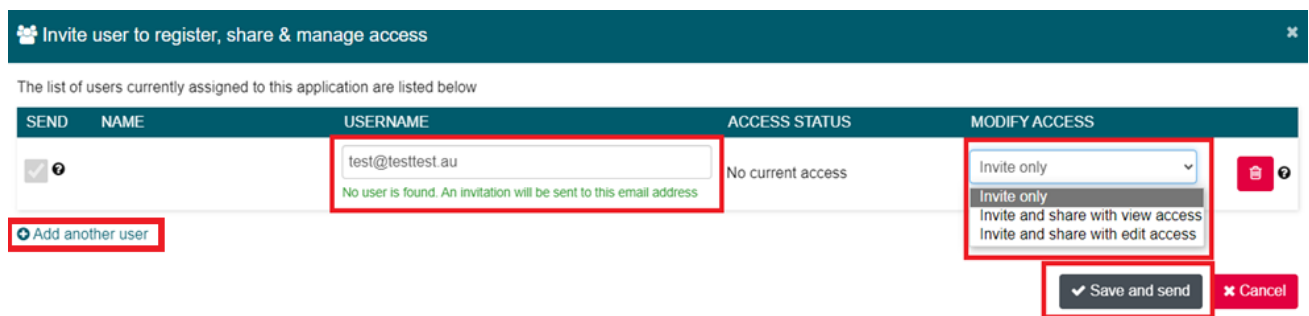
4. Application submission (by pre-award contact)

Select 'Certification' from the application menu on the left. Scroll down to the bottom of the 'Certification' section and select 'Submit':

Submit

A window will appear with the option to download the application forms and attachments:

The next screen will confirm notification of successful submission:

An email will be sent to the pre-award contact and Activity Lead cc'd to all team members and the application owner (the person who created the application) confirming submission with a copy of the application attached.