

REGGS Grants: How-To Guides

Instructions for Internal Ramsay Users

V1 - September 2021

Table of Contents

1. [How to Create an Account and Log in \(Instructions for Internal Ramsay Users\)](#)
2. [How to Create an Application](#)
3. [How to Edit an Existing Application](#)
4. [How to Save your Application](#)
5. [How to Share an Application](#)
6. [How to Navigate your Application using the Side Bar](#)
7. [How to Navigate your Application using the “Next” buttons](#)
8. [How to Preview your Application before Submission](#)
9. [How to Submit your Application](#)
10. [How to View and Download your Submitted Application](#)
11. [How to Delete your Application](#)
12. [FAQs](#)

How to Create an Account and Log in

Instructions for Internal Ramsay Users

[Back to Contents](#)

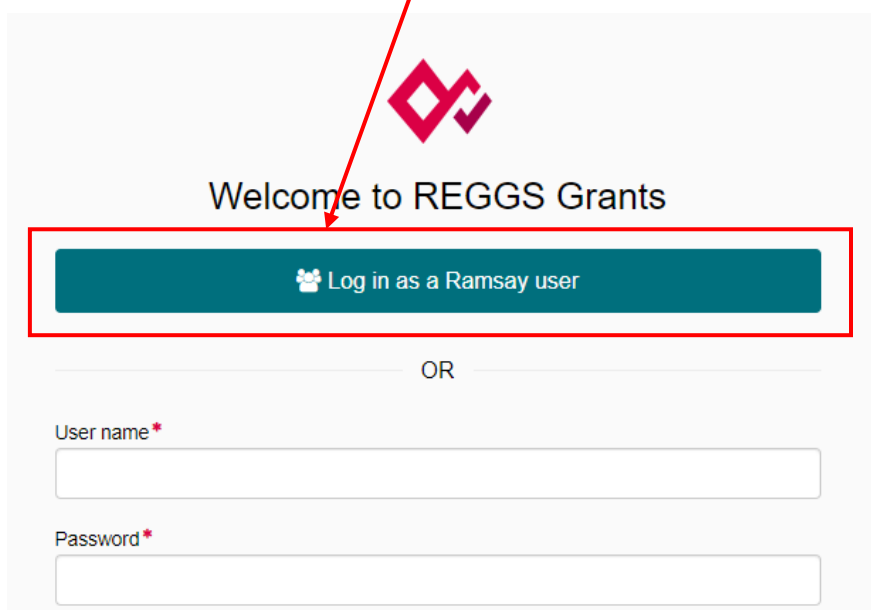
Note: In order to log in as an Internal Ramsay user, you must be using a “ramsayhealth” email address.

Step 1


Go to <https://grants.rhrf.org.au/>. To create an account as a Ramsay user, click “Log in as a Ramsay user”.

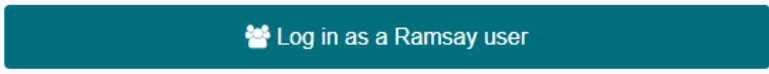
Your account will be created automatically using your Ramsay credentials.

Any time you wish to log in, you can click the “Log in as a Ramsay user” button.



Welcome to REGGS Grants





OR

User name*

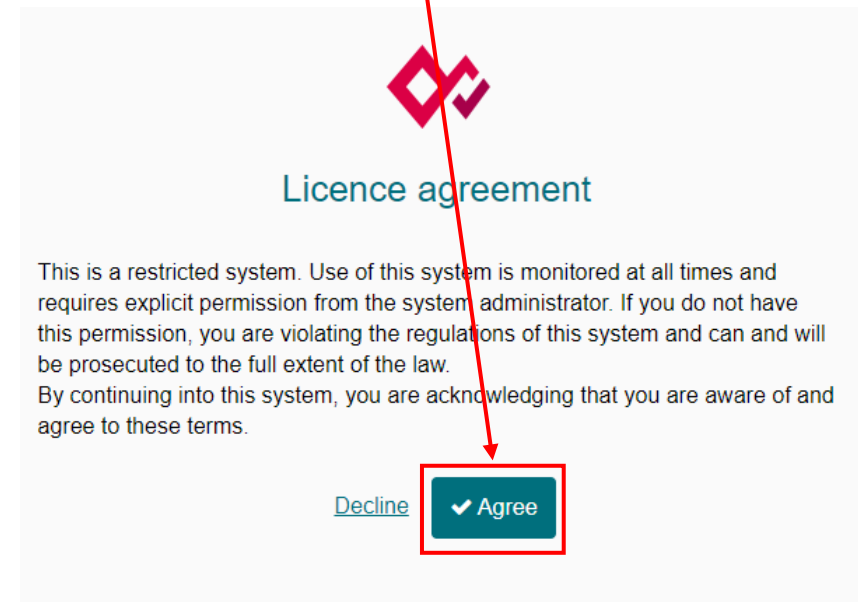
Password*


Step 2

You will see the following “License agreement” notice appear on your screen.

Click 

This will log you into your account.

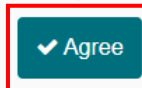




Licence agreement

This is a restricted system. Use of this system is monitored at all times and requires explicit permission from the system administrator. If you do not have this permission, you are violating the regulations of this system and can and will be prosecuted to the full extent of the law.

By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

[Decline](#) 

How to Create an Application

[Back to Contents](#)

Step 1

After you have logged into your account, your REGGS Grants home screen will appear.

You will see any open Grants in the "Rounds" section.

Step 2

To lodge an application for any of our rounds, please click on the "Apply now" button to begin your application.

Ramsay Hospital Research Foundation REGGS Grants Applications Approvals Projects Summary

Welcome to the REGGS Grants

Please use the apply now button below

Rounds

+ Apply now	RHRF Translational Challenge - Make a Difference
+ Apply now	Collaborative Research Requests
+ Apply now	Illumination Grant

Note: If a Grant does not appear under this section, it is not currently open for applications.

Please refer to our website for details of upcoming Grant rounds: <https://www.ramsayhealth.com.au/Ramsay-Research/Ramsay-Hospital-Research-Foundation/Applying-for-a-Grant>

How to Edit an Existing Application

[Back to Contents](#)

Step 1

On your REGGS Grants home page, click on the “Applications” tab at the top of the screen, or click on “Applications” under the “Your activities” section.

Step 2

You will be taken to the “Applications” page, where you can view all of your current open applications.

To edit an application, click on the Title of the relevant application.

You will automatically be taken into the application where you can begin editing.

Note: You cannot edit an application after it has been submitted.

The screenshot shows the Ramsay Hospital Research Foundation REGGS Grants Applications page. The top navigation bar includes the logo, 'REGGS Grants', and tabs for 'Applications', 'Approvals', 'Projects', and 'Survey'. The 'Applications' tab is highlighted with a red box. Below the navigation bar, a message says 'Welcome to the REGGS Grants' and 'Please use the apply now button below'. A section titled 'Rounds' lists two rounds: 'RHRF Translational Challenge - Make a Difference - Expression of Interest' and 'Collaborative Research Requests - Expression of Interest', each with an 'Apply now' button. On the right side, a 'Your activities' sidebar shows 'Applications' with '1 in progress'. Below this, a breadcrumb trail reads 'Application > Applications'. A message states 'This page shows all existing applications that have not yet been processed.' Below this, there are links for 'Download', 'Export CSV', and a search bar. At the bottom, a table lists applications. The first row is highlighted, and the title 'DF Test 2' is highlighted with a red box. Red arrows point from the text in Step 1 and Step 2 to these specific elements in the screenshot.

	IDENTIF...	TITLE	VERSION	STATUS	OWNER	ORGANI...	ROUND	STAGE	ROUND ...
<input type="checkbox"/>	2021/0029	DF Test 2	1.00	In Progress	DF		RHRF Tran...	Expression ...	Open

How to Save your Application

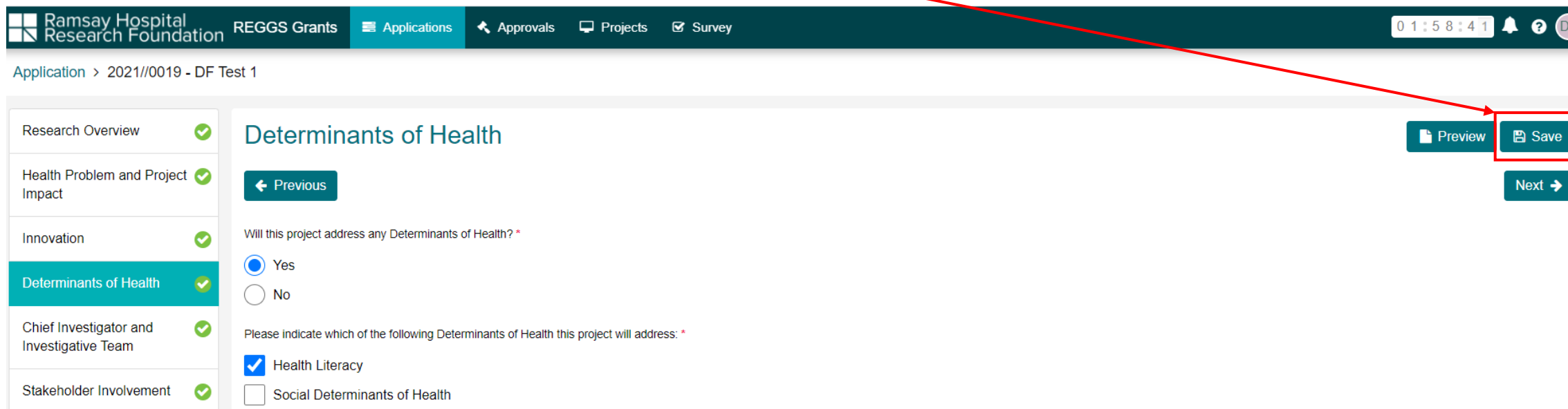
[Back to Contents](#)

Step 1

To save your application, please click the “Save” button in the top right-hand corner of the screen.

This will appear on every screen of your application.

Note: *It is important to save your application regularly.*



Ramsay Hospital Research Foundation REGGS Grants Applications Approvals Projects Survey 01:58:41

Application > 2021//0019 - DF Test 1

Research Overview ✓
Health Problem and Project Impact ✓
Innovation ✓
Determinants of Health ✓
Chief Investigator and Investigative Team ✓
Stakeholder Involvement ✓

Determinants of Health

← Previous

Will this project address any Determinants of Health? *

☒ Yes
☐ No

Please indicate which of the following Determinants of Health this project will address: *

☒ Health Literacy
☐ Social Determinants of Health

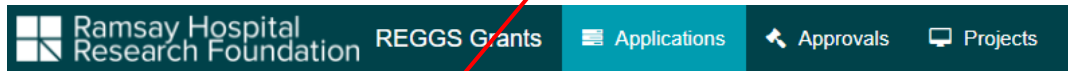
Preview Save Next

How to Share an Application

[Back to Contents](#)

Step 1

On your “Applications” page, find the application you wish to share. Select the tick box next to the application (you may have to double click). The application will expand and a new menu will appear.



Application > Applications

This page shows all existing applications that have not yet been processed.

Download Export CSV Search...

	IDENTIFIER	TITLE	VERSION	STATUS	OWNER
<input checked="" type="checkbox"/>	2021/TCG/0002	RHRF Test	1.00	Submitted	DF

Application information

Copy application

New version

Invite user to register or share application

Download application attachments

View submitted application

Identifier

2021/TCG/0002 Submitted

Owner

DF

Title

RHRF Test

Users

None

Version

1.0

Organisation

Ramsay Hospital Research Foundation

Step 2

Select the “Invite user to register or share application” option from the menu.



Application > Applications

This page shows all existing applications that have not yet been processed.

Download Export CSV Search...

	IDENTIFIER	TITLE	VERSION	STATUS	OWNER
<input checked="" type="checkbox"/>	2021/TCG/0002	RHRF Test	1.00	Submitted	DF

Application information

Copy application

New version

Invite user to register or share application

Download application attachments

View submitted application

Identifier

2021/TCG/0002 Submitted

Owner

DF

Title

RHRF Test

Users

None

Version

1.0

Organisation

Ramsay Hospital Research Foundation

Instructions continued
on next page

How to Share an Application (cont'd)

[Back to Contents](#)

Step 3

You will now be able to see a list of all users who currently have access to the application.



To share with another user, please click “Add another user”.

Step 4

If the user already has a REGGS Grants account associated with their email address, the system will recognise this and a notification will appear below.

Invite user to register & manage access

The list of users currently assigned to this application are listed below

SEND	NAME	USERNAME	ACCESS STATUS	MODIFY ACCESS	
<input type="checkbox"/>	Caruso, Lena	CarusoL@rhrf.org.au	Shared with edit access	Share with edit access	
<input checked="" type="checkbox"/> ?		NieJ@rhrf.org.au	No current access	<div>Share with view access Share with view access Share with edit access</div>	 ?

[+ Add another user](#)

User NieJ@rhrf.org.au is found. A notification will be sent to this email address and the user will be able to access this application

 Save and send

 Cancel

Step 5

You can choose the type of access you would like the user to have to this application by selecting from the dropdown provided.

For example, if you want to share the application with a colleague and want them to be able to edit it, you can select “Invite and share with edit access”.

Instructions continued
on next page

How to Share an Application (cont'd)

[Back to Contents](#)

Step 6

If the user you are adding does **not** already have a registered REGGS Grants account, the system will recognise this.



When you share this application with them, they will be invited to create an account.

Note: Only registered REGGS Grants users can access applications.






Step 7


You can choose the type of access you would like the user to have to this application by selecting from the dropdown provided.

For example, if you want to share the application with a colleague but do not wish for them to be able to edit it, you can select “Invite and share with view access”.

 Invite user to register & manage access 

The list of users currently assigned to this application are listed below

SEND	NAME	USERNAME	ACCESS STATUS	MODIFY ACCESS
<input type="checkbox"/>	Caruso, Lena	CarusoL@rhfr.org.au	Shared with edit access	Share with edit access 
<input checked="" type="checkbox"/> 		<input type="text" value="test@test.com"/> <div>No user is found. An invitation will be sent to this email address</div>	No current access	<div><div>Invite only </div><div>Invite only</div><div>Invite and share with view access</div><div>Invite and share with edit access</div></div> <div><div> Save and send</div><div> Cancel</div></div>

 Add another user

Step 8

Click on the  button to complete this step and share the application.

The user will receive an email to notify them you have shared the application with them.

How to Navigate your Application using the Side Bar

[Back to Contents](#)

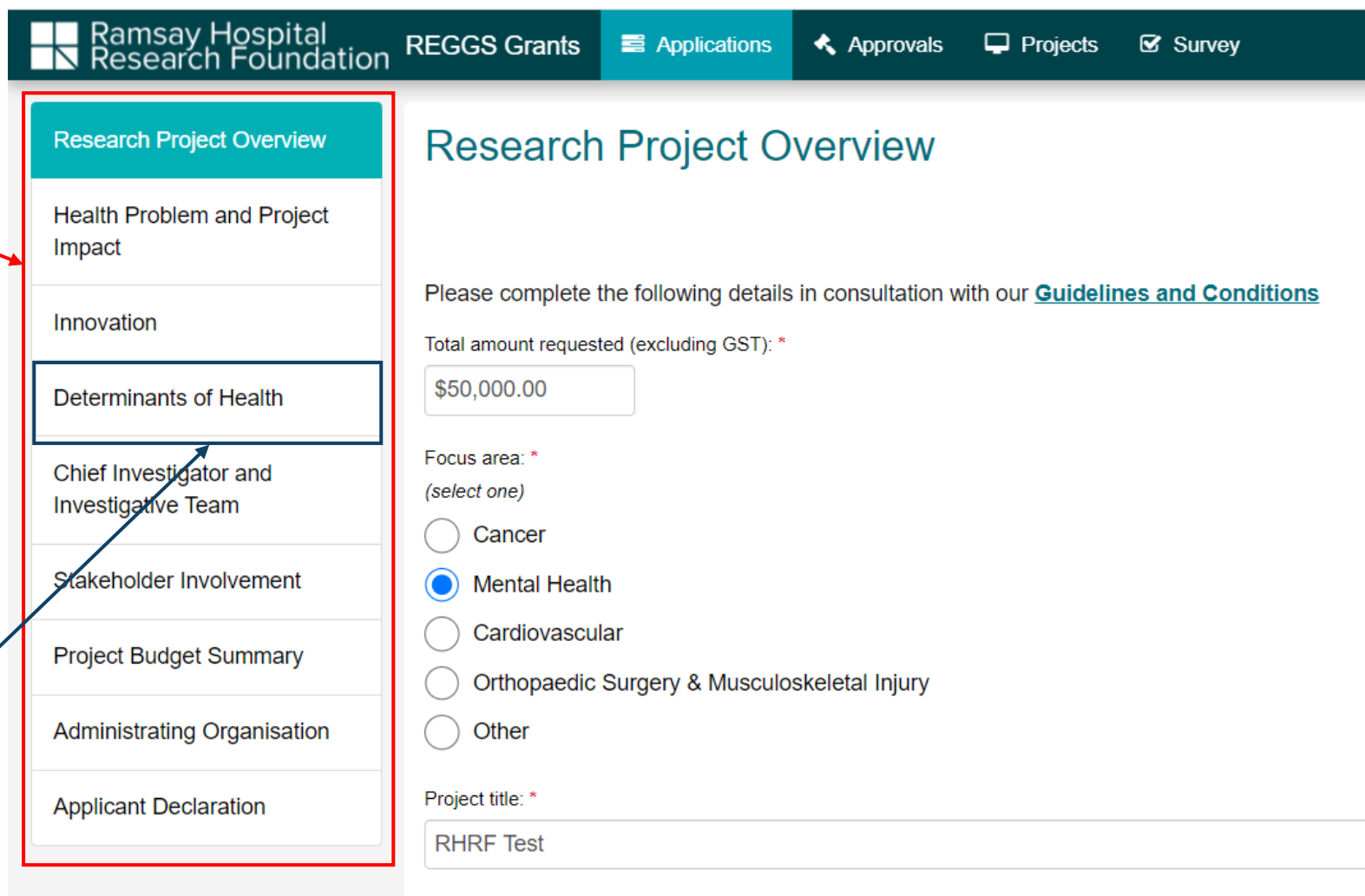
Step 1

When you are editing or completing an application, there are two ways of navigating to the next section.

The first way is to use the side navigation bar to jump to the section you wish to complete.

EXAMPLE

e.g. To complete the “Determinants of Health” section next, click the “Determinants of Health” section.



Ramsay Hospital Research Foundation REGGS Grants Applications Approvals Projects Survey

Research Project Overview

- Health Problem and Project Impact
- Innovation
- Determinants of Health**
- Chief Investigator and Investigative Team
- Stakeholder Involvement
- Project Budget Summary
- Adminstrating Organisation
- Applicant Declaration

Research Project Overview

Please complete the following details in consultation with our [Guidelines and Conditions](#)

Total amount requested (excluding GST): *

\$50,000.00

Focus area: *
(select one)

- ☐ Cancer
- ☒ Mental Health
- ☐ Cardiovascular
- ☐ Orthopaedic Surgery & Musculoskeletal Injury
- ☐ Other

Project title: *

RHRF Test

How to Navigate your Application using the “Next” buttons

[Back to Contents](#)

Step 1

Another way to navigate through your application is by clicking the **Next →** button on the Applications screen.

This will take you sequentially through the application (i.e. from “Research Overview” to “Health Problem and Project Impact”, and so on).

The screenshot shows the Ramsay Hospital Research Foundation application interface. The top navigation bar includes 'REGGS Grants', 'Applications', 'Approvals', 'Projects', and 'Survey'. The left sidebar lists sections: 'Research Overview' (checked), 'Health Problem and Project Impact' (checked), 'Innovation' (active), 'Determinants of Health', 'Chief Investigator and Investigative Team', 'Stakeholder Involvement', and 'Project Budget Summary'. The main content area is titled 'Innovation' and contains a 'Previous' button, a text prompt 'Please outline the ways in which this project is innovative: *', a text area with the word 'TEST', another 'Previous' button, and a 'Next →' button. The text area has a word count of '299 words remaining.' and a rich text editor toolbar. Two red arrows originate from the 'Next →' button in the text above: one points to the 'Next →' button in the top right of the 'Innovation' section, and the other points to the 'Next →' button at the bottom right of the 'Innovation' section.

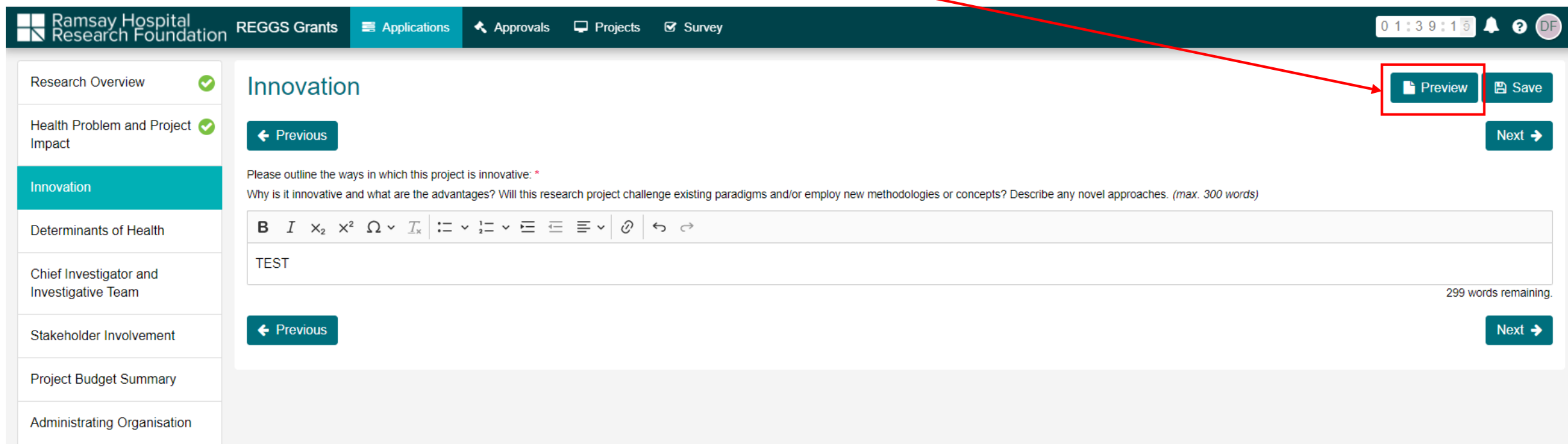
Note: You are only able to use the “Next” buttons if the current section has been completed. If you have **not** completed a section and wish to skip it and return to it later, please refer to “[How to Navigate your Application using the Side Bar](#)” instructions.

How to Preview your Application before Submission

[Back to Contents](#)

Step 1

To preview your application, open the application you wish to preview and click on the “Preview” button in the top right-hand corner of the screen. This will download your application as a word document in a .zip file for you to review outside of the portal.



Ramsay Hospital Research Foundation REGGS Grants Applications Approvals Projects Survey

0 1 : 3 9 : 1 5 ? DF

Research Overview ✓

Health Problem and Project Impact ✓

Innovation

Determinants of Health

Chief Investigator and Investigative Team

Stakeholder Involvement

Project Budget Summary

Administering Organisation

Innovation

← Previous

Please outline the ways in which this project is innovative: *

Why is it innovative and what are the advantages? Will this research project challenge existing paradigms and/or employ new methodologies or concepts? Describe any novel approaches. (max. 300 words)

B I \times_2 \times^2 Ω \vee \mathcal{I}_x \therefore \vee $\frac{1}{2}$ \vee \equiv \equiv \equiv \vee \otimes \leftarrow \rightarrow

TEST

299 words remaining.

← Previous

Next →

Preview **Save**

How to Submit your Application

[Back to Contents](#)

Step 1

In order to submit your Grant application, all relevant questions must be answered.

You can check the status of each section by looking at the menu on the left-hand side of the screen. If the section is complete, it will have a green tick.

Step 2

Once your application is complete, click “Submit”.

This will lodge your application.

Note: Only the Chief Investigator of the study is able to click “Submit” on a Grant application. This process replaces a signature.

If you cannot see the “Submit” button, it may be because you are not listed in the Application as the Chief Investigator.

To share an existing application with the Chief Investigator, please refer to “[How to share an application](#)” instructions.

Ramsay Hospital Research Foundation REGGS Grants Applications Approvals Projects Survey

Research Overview ✓

Health Problem and Project Impact ✓

Innovation ✓

Determinants of Health ✓

Chief Investigator and Investigative Team ✓

Stakeholder Involvement ✓

Project Budget Summary ✓

Adminstrating Organisation ✓

Applicant Declaration

As the Chief Investigator for this project, I certify that:

- ☒ All of the investigators listed in this application have had the opportunity to review and comment on the proposed project, and have agreed to part
- ☒ All details contained in the project are true and correct; and *
- ☒ I have read and understand the Guidelines and agree to the terms of the RHRF grant if awarded. *

Submit

Instructions continued
on next page

How to Submit your Application (cont'd)

[Back to Contents](#)

Step 3

After you have submitted your application, you have the option to download a copy of all application forms and attachments.

To download these documents, click on the .zip link.

Application submission

Your application has now been submitted. If you wish to download a copy of your application and attachments please click on the link below. A copy has been emailed to you.

[All application forms and attachments \(.zip\)](#)

This package of files contains your application content, attachments, and other files supporting your application.

> Next

Step 4

Your submission is now complete.

You can now click “Close” or close your browser.

✓ Application submission

Your application reference number is **2021/TCG/0002**. You will be notified of the outcome of your application via email by mid June 2021. Please click the close button to finish and exit from your application.

Your application has been successfully submitted. Thank you for your application. To continue please click the close button.

< Back

✕ Close

Note: You will automatically be sent a copy of your application as an attachment in your “Confirmation of submission” email.

How to View and Download your Submitted Application

[Back to Contents](#)

Step 1

On your “Applications” page, find the application you wish to download.

Select the tick box next to the application (you may need to double click). The application will expand and a new menu will appear.

The screenshot shows the Ramsay Hospital Research Foundation REGGS Grants Applications page. The breadcrumb trail is "Application > Applications". A message states: "This page shows all existing applications that have not yet been processed." Below this is a table with columns: IDENTIFIER, TITLE, VERSION, STATUS, and OWNER. The first row is highlighted with a red box around the tick box in the first column. The application details are expanded below the table.

IDENTIFIER	TITLE	VERSION	STATUS	OWNER
2021/TCG/0002	RHRF Test	1.00	Submitted	DF

Application information

- Copy application
- New version
- Invite user to register or share application
- Download application attachments
- View submitted application

Identifier: 2021/TCG/0002 Submitted Owner: DF

Title: RHRF Test Users: None

Version: 1.0

Organisation: Ramsay Hospital Research Foundation

Step 2

Click “View submitted application”.

The screenshot shows the same Ramsay Hospital Research Foundation REGGS Grants Applications page. The breadcrumb trail is "Application > Applications". A message states: "This page shows all existing applications that have not yet been processed." Below this is a table with columns: IDENTIFIER, TITLE, VERSION, STATUS, and OWNER. The first row is highlighted with a red box around the tick box in the first column. The application details are expanded below the table.

IDENTIFIER	TITLE	VERSION	STATUS	OWNER
2021/TCG/0002	RHRF Test	1.00	Submitted	DF

Application information

- Copy application
- New version
- Invite user to register or share application
- Download application attachments
- View submitted application

Identifier: 2021/TCG/0002 Submitted Owner: DF

Title: RHRF Test Users: None

Version: 1.0

Organisation: Ramsay Hospital Research Foundation

Instructions continued
on next page

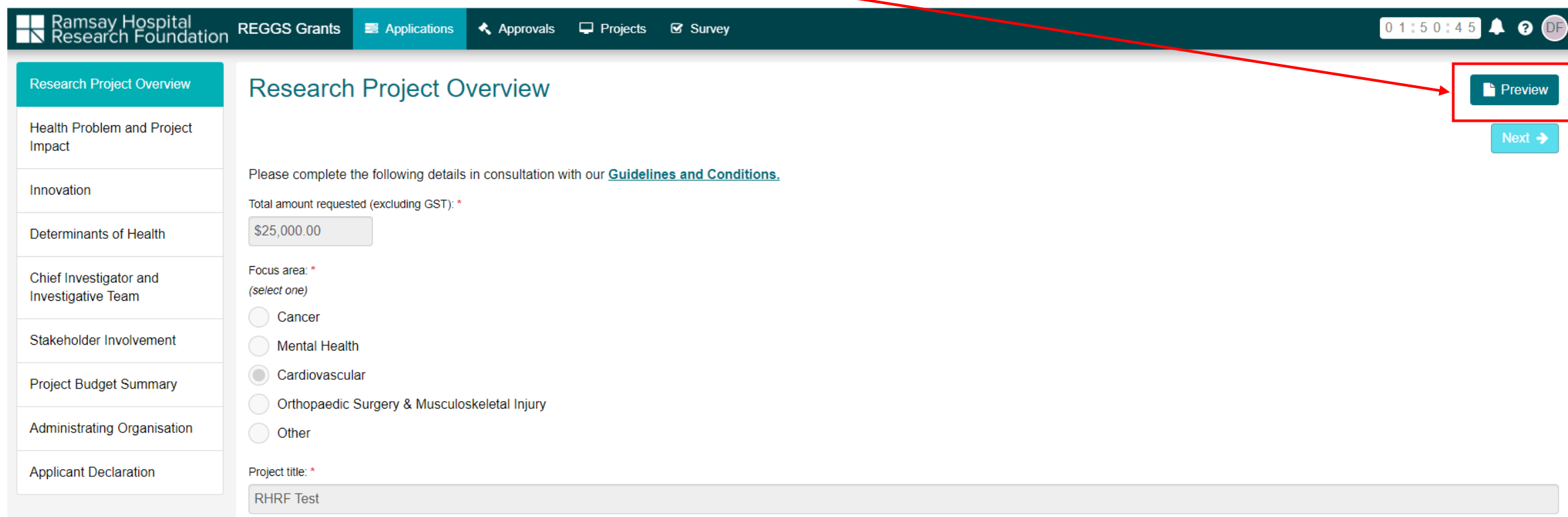
How to View and Download your Submitted Application (cont'd)

[Back to Contents](#)

Step 3

Your submitted application will open on your screen. To download your application, click on the “Preview” button in the top right-hand corner of the screen.

This will download your application as a word document in a .zip file.



The screenshot shows the 'Research Project Overview' page of the Ramsay Hospital Research Foundation application system. The top navigation bar includes 'REGGS Grants', 'Applications', 'Approvals', 'Projects', and 'Survey'. The left sidebar lists various sections: 'Health Problem and Project Impact', 'Innovation', 'Determinants of Health', 'Chief Investigator and Investigative Team', 'Stakeholder Involvement', 'Project Budget Summary', 'Administering Organisation', and 'Applicant Declaration'. The main content area displays the 'Research Project Overview' form. It includes a text input for 'Total amount requested (excluding GST):' with the value '\$25,000.00'. Below this is a 'Focus area:' section with radio button options: 'Cancer', 'Mental Health', 'Cardiovascular' (which is selected), 'Orthopaedic Surgery & Musculoskeletal Injury', and 'Other'. At the bottom, there is a 'Project title:' field with the text 'RHRF Test'. In the top right corner of the form, there is a 'Preview' button with a document icon, which is highlighted by a red box and a red arrow pointing from the instructional text above. A 'Next' button with a right arrow is located below the 'Preview' button.

Ramsay Hospital Research Foundation REGGS Grants Applications Approvals Projects Survey 0 1 : 5 0 : 4 5

Research Project Overview

Health Problem and Project Impact

Innovation

Determinants of Health

Chief Investigator and Investigative Team

Stakeholder Involvement

Project Budget Summary

Administering Organisation

Applicant Declaration

Please complete the following details in consultation with our [Guidelines and Conditions](#).

Total amount requested (excluding GST): *

\$25,000.00

Focus area: *

(select one)

☐ Cancer

☐ Mental Health

☒ Cardiovascular

☐ Orthopaedic Surgery & Musculoskeletal Injury

☐ Other

Project title: *

RHRF Test

Preview

Next →

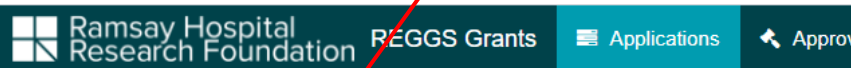
How to Delete your Application

[Back to Contents](#)

Step 1

On your “Applications” page, find the application you wish to delete. Select the tick box next to the application (you may need to double click).

The application will expand and a new menu will appear.



Application > Applications

This page shows all existing applications that have not yet been processed.

Download Export CSV Search...

	IDENTIFIER	TITLE	VERSION	STATUS
<input checked="" type="checkbox"/>	2021/TCG/0007	RHRF Test 12	1.00	In Progress

Application information

Copy application

Invite user to register or share application

Rename application

Delete application

Identifier
2021/TCG/0007 ● In Progress

Title
RHRF Test 12

Version
1.0

Organisation

Step 2

Click on the “Delete application” option.



Application > Applications

This page shows all existing applications that have not yet been processed.

Download Export CSV Search...

	IDENTIFIER	TITLE	VERSION	STATUS
<input checked="" type="checkbox"/>	2021/TCG/0007	RHRF Test 12	1.00	In Progress

Application information

Copy application

Invite user to register or share application

Rename application

Delete application

Identifier
2021/TCG/0007 ● In Progress

Title
RHRF Test 12

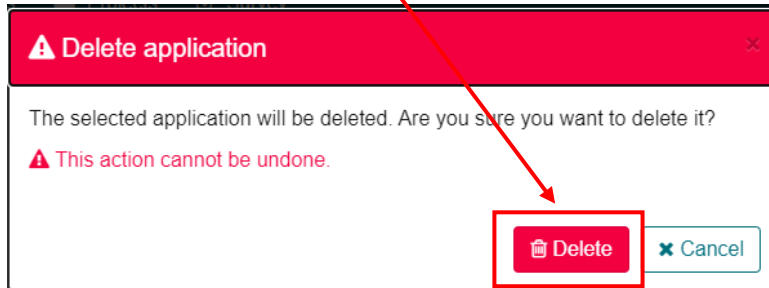
Version
1.0

Organisation

Step 3

You will be prompted to confirm you want to delete your application, as this cannot be reversed.

If yes, click the “Delete” button.



Note: You are only able to delete applications which have not yet been submitted.

If you wish to withdraw a submitted application, please email info@rhrf.org.au

Can I edit my application after I have submitted it?

No. If you wish to edit or withdraw your application after you have submitted it in REGGS Grants, please contact info@rhrf.org.au.

Can I download a copy of my application?

Yes! You can download a copy of your application at any time.

Please refer to “[How to Preview your Application before Submission](#)” and “[How to View and Download your Submitted Application](#)” instructions for further information.

My account doesn't work. Who do I contact?

Please contact info@rhrf.org.au if you are having any issues with your account.

I have a question about my account

Please contact info@rhrf.org.au with any questions.

How do I know when a Grant round is open?

We keep current information about our open Grant rounds on our website: <https://www.ramsayhealth.com.au/Ramsay-Research/Ramsay-Hospital-Research-Foundation/Applying-for-a-Grant>