

A Guide to using eGAS – Lead Applicant

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eGAS

The Health and Care Research Wales **RfPPB**, **Health Research Award**, **Health Research Fellowship Award**, **Social Care Fellowship Award** and **Social Care Award** programmes use the electronic Grant Application System (eGAS) to help provide a consistent and high-quality research management service. Use of eGAS helps to target, plan, fund and manage research effectively.

eGAS is used for all our Health and Care Research Wales programme activities, including applications and funding, monitoring and reviews.

Browsers and Browser Settings

eGAS can be accessed using this link - wales.soton.ac.uk

On the Log in screen you will see comments about Pop-ups, Cookies and PDFs.

- You need to ensure that your browser allows pop-ups from eGAS.
- You need to make sure that your browser is set to allow Cookies.
- eGAS uses PDFs extensively so you need to have Adobe Reader installed on your PC so you can read PDFs. A free download is available at the bottom of the log in page on eGAS.

eGAS works across a wide range of internet browsers. However, we recommend you use:

- Windows users - Internet Explorer (versions 7, 8, 9 and 10), Firefox or Chrome.
- Apple users - Safari or Firefox.
- Linux users – Opera.

For answers to common browser problems you may encounter when using eGAS, see the technical guidance documents on the eGAS webpages.

Logging into eGAS

- If you have used eGAS in the past and are registered on the system, in E-mail Address enter the email address you are registered with and input your password.
- Click the Log In button.

- If this is your first time using eGAS, click the New User? Register here link where you will be required to enter your details and agree to the terms and conditions.

Passwords

Passwords must be between 8 and 16 characters; it cannot contain your first or last name and must be different from your last 3 passwords.

Locked Account

- If you get your password wrong 4 times your account is locked – contact [Health and Care Research Wales](#) to get it unlocked.

Forgotten Password

- If you are a registered user on eGAS and have forgotten your password, click the Forgot your password? link where you will need to enter your email address.
- Click Submit.
- You will be sent a password reset link via email.
- Click on the link and you will then be asked to change your password using the criteria provided on the screen.

Change Password

- You can change your password using the Change Password option on the left-hand menu when you are logged into eGAS. You will be asked to enter your current password and then the new password twice. Click Save when you have entered the password details.

Navigation Principles

Once you are logged into eGAS you will see five tabs across the top of the home screen.



My Tasks – lists all your outstanding tasks (i.e. tasks that you have not yet submitted to Health and Care Research Wales).

In the My Tasks tab there are two other buttons at the top of the screen:

Apply for Funding - This can be used by Applicants when applying for a funding opportunity.

View All My Tasks - Click this button to view a list of all your tasks including ones you have completed and submitted to Health and Care Research Wales.

Note: If there are more than 15 tasks in your list, at the bottom right of the screen click **Next 15** to view the next 15 or click **Show All** to list them all.

Note: You can sort the list into any order by clicking a column heading. The list will be sorted in ascending order based on the information in that column. A second click on the same column sorts the list into descending order.

If you wish to see what information you entered in a completed task click the View PDF button.

My Projects – Gives you access to information about all projects that you are Lead Applicant for. Clicking on a project's reference number will take you into a screen with an application overview.

Profile - Allows you to view and update information about yourself including your contact details.

Apply For Funding - Allows you to apply for a funding opportunity.

Reports - For reports associated to funded projects.

Left-hand Menu

When you are on your home screen the left-hand menu contains options to change your password, view frequently asked questions about eGAS and Log Out.

When you are in a task the left-hand menu lists the screens that make up that task. Most tasks will have a main screen at the top of the list and a Review and Submit screen at the bottom with various other tasks in between.

To complete the task/s you will need to access each screen and enter the required information.

It is important to remember to Save each section before navigating away from the page.

Your Contact Details

You can update your contact information by selecting the Profile tab and choosing the View My Contact Details option.

- Under the Contact section you can edit and amend your details. If you do make changes, click Save.
- In any of the sections below (Organisation Affiliations, E-Mail, Address, Phone, Degrees and Web Address etc.) you can Add new details, Edit existing details and Delete details no longer needed.

Note: For some contact details, you can only delete a non-primary entry. In some instances you may want to delete the primary entry, if so, first you need to change one of the non-primary entries into a primary one or add a new entry and make that primary. Once you have made this change, the details you wanted to delete will now be non-primary and can be removed. Please note in each section you can only have one primary entry.

Note: If you change your primary email address on your eGAS account the new email address will become your Login ID, but all of your tasks and profile information will remain on this account, it will not add a new account.

Tasks Overview

eGAS is a task-driven workflow system and whenever we need you to complete a task it will appear in your task list on your home screen. An email will be sent to your primary email address telling you that you have a task and asking you to log into eGAS to complete it.

Completing Tasks

When you log into eGAS the Home screen (My Tasks tab) displays a list of all the tasks we require you to complete that you have not yet submitted.

For some tasks i.e. the Full Application task, you have the option to give edit access to members of your team to complete some, or all, of the screens on your behalf. The people you give edit all access to will be able to enter information but will not be able to do the final submission of the task – that is something only you can do.

To access a task, click the link to the task (the blue name of the task). This takes you to the Main screen which has a Validation Summary showing incomplete and complete statuses for each aspect of that particular task.

Once on the Main screen for a particular task, the left-hand menu details the different screens which make up the task. You are required to work your way through the screens remembering to press Save and Close/Save and Continue as you go. By doing this, this will then take you to the next screen until you get to the Review and Submit screen (unless it is a task that only has one screen).

If you complete details on a screen and move away from it by using the left-hand menu before pressing the Save and Close/Save and Continue, the information you entered will not be saved.

If at any point you need to revisit a screen to add further information or amend what you have entered, click on the link to that screen in the left-hand menu remembering to **Save** any new information you enter.

When you have entered all the required information you must **Submit** the task in order for it to be sent to Health and Care Research Wales.

Once you have submitted a task you will receive a notification email from Health and Care Research Wales. The task will also no longer appear in your My Tasks list and you can no longer enter information into it.



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a Gofal **Cymru**
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Research **Wales**



Llywodraeth Cymru
Welsh Government

Note: If you have submitted a task in error before the deadline date and you wish to enter further information, please contact a member of [Health and Care Research Wales](#) staff who will be able to re-open it for you.