

NETSCC MIS Brief – Joint Lead Applicant / Co-Applicant

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NETSCC MIS

The NETSCC MIS 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 the NETSCC MIS to complete it.

Joint Lead Applicant / Co-Applicant Process

When applicants are completing a stage 2 application they invite a joint lead applicant (maximum of one) / co-applicants to work with them on the proposal and, if funded, throughout the life of the project.

When you are invited by an applicant you receive an email invitation and a task to accept participation.

If you accept participation you will get a further 'collaborate' task in which you will be asked to supply information about yourself such as Contact Details, Qualifications, Previous Jobs and Publications.

When you accept participation you will also be given access to the application so you can work on it as required by the applicant – your level of access to the application is decided by the applicant.

If you accept participation in a stage 2 application and the applicant is asked to make changes and submit a revised application you will not be asked to accept participation or provide personal information again.

If you are added as a joint lead applicant / co-applicant during the revised application process you will be asked to accept participation in the revised application and provide information about yourself.

Logging In to MIS

- The NETSCC MIS can be accessed using this link - <https://netscc-mis.nihr.ac.uk>
- In Login ID enter the email address you are registered with.
- In Password enter your password and click the Log In button.

Accept Stage 2 Application Participation (Joint Lead App / Co-App)/Accept Revised Application Participation (Co-App)

My Tasks							
System Reference Number	NETSCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date
			Accept Full Application Participation	NIHR Health Technology Assessment	12/27 Art therapy for people with non-psychotic mental disorders	Incomplete	31 Dec. 2020

In your My Tasks list click on the Accept Stage 2 (or Revised) Application Participation task link.

- The Application Information section shows the Chief Investigator (Applicant), Contracting Organisation, Project Title, Application Submission Deadline and Your Role.
- In Outcome choose Agree to Participate or Decline to Participate.
- Enter any explanatory comments in the text box, especially if you are declining the invitation.
- When you have finished click *Submit* at the foot of the page.
- If you agree to participate the 'collaborate' task will immediately appear in your My Tasks list on the Home page and must be completed before you officially appear as a co-applicant on the application.

Collaborate on Stage 2 Application (Joint Lead App / Co-App)/Collaborate on Revised Application (Co-App)

System Reference Number	NETSCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date	
			Collaborate on Full Application (Co-Applicant)	Efficacy and Mechanism Evaluation	12/66 Retinal Disease	Incomplete	31 Dec 2020	View PDF

- In your My Tasks list click on the Collaborate on Stage 2 Application task link.

- The task's first page (Main) is displayed.
- Select Contact Info in the left-hand menu.

- If you have previously entered contact details into the NETSCC MIS (either as an applicant or co-applicant or in your profile) the details previously entered will be displayed on this screen.
- **Any changes made here will update your main profile contact details.**
- In the Contact Details section ensure that all mandatory fields are completed (denoted by a red asterisk *) including 'Speciality' and click Save.
- In the Organisation Affiliations, Address, Phone and Fax, E-mail and Web Address sections click *Add* to add a new entry, *Edit* to amend or view an existing entry or *Delete* to remove an entry.
- You can only have one Primary entry in each section but other Non-Primary entries can be added if required. If you select Primary for a new entry or when editing an existing one any previous Primary entry will automatically become a Non-Primary.
- Your Primary E-mail is the one we will use to contact you and is your Login ID for NETSCC MIS, so if you change your Primary E-mail that will become your new login to MIS.
- Click *Save and Continue* to move to the CV page.

- If you have previously entered CV details into the NETSCC MIS (either as an applicant or co-applicant or in your profile) the details previously entered will be displayed on this screen.
- **Any changes made here will update your main profile CV.**
- To add details of Degrees and Professional Qualifications click the relevant *Add* button.
- To amend an existing entry click *Edit* or to remove an entry click *Delete*.
- If you are a patient/service user or a carer select Yes from the drop down list and enter details of you relevant knowledge, skills and experience in the text box.
- Otherwise select No from the drop down list.
- Click *Save and Continue* to move to the Publications and Grants page.

- Enter your %FTE Commitment to the project (to 2 decimal places).
- In Recent Relevant Publications enter a **maximum of 6** of your recent publications relevant to this project in Vancouver or Harvard citation format with a blank line between each one.
- If you have previously entered publication details into the NETSCC MIS and saved them to your profile click *View All Publications Held* to see the list currently in your profile. You can copy and paste relevant publications from this list into the current screen.
- If you wish to replace the list in your profile with what you have entered in this screen click *Overwrite main publications list with above*. **Be aware that the original list will be overwritten so if there are publications listed there that you have not used in this screen they will be lost from the list held in your profile.**
- If you have no relevant publications enter N/A.
- In Research Grants Held enter grants you hold **currently** or have held in the **last 5 years** with a blank line between each one.
- If you have previously entered grant details into the NETSCC MIS and saved them to your profile click *View All Grants Held* to see the list currently in your profile. You can copy and paste grants held from this list into the current screen.
- If you wish to replace the list in your profile with what you have entered in this screen click *Overwrite main grants list with above*. **Be aware that the original list will be overwritten so if**

there are grants listed there that you have not used in this screen they will be lost from the list held in your profile.

- If you currently hold no grants enter N/A.
- Click Save and Continue to move to the Review and Submit page.

Page Name	Status
Contact Info You have not provided a primary Web address. Please update as needed.	Attention
CV You have not entered any degrees or professional qualifications. Please update as needed. Are you a patient or public contributor response is required.	Incomplete
Publications & Grants	Complete

- When you have entered all the required information you must *Submit* the task to send the information to NETSCC.
- On the Review and Submit screen if any red crosses are displayed use the left-hand menu or the page name link in the Validation Status section to revisit that section to supply the missing information.
- There may also be yellow warnings for sections where information is not mandatory but for which you may wish to enter information. Yellow warnings will not stop you submitting the task.
- Once you've submitted a task it is removed from your My Tasks list and you can no longer enter information into it.
- If you realise you need to make changes to the information after you have submitted the task contact the lead applicant who can re-open the task for you to edit the details.

Note: If you need any help completing the screens click the “For help and guidance click here.” link at the top of the screen (click the word “here”) or contact a member of NETSCC staff.

Browsers and Browser Settings

The NETSCC MIS 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

For answers to common browser problems you may encounter when using NETSCC MIS, see the technical guidance documents at <http://www.nets.nihr.ac.uk/mis/mis-technical-support>.

Passwords

Passwords must be between 8 and 16 characters and contain at least one upper case letter, one lower case letter, one number OR one special character (e.g. !,\$,%,*,#), 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 NETSCC to get it unlocked.
- For NETSCC contact details click on the “For technical assistance” link at the bottom of the screen (click on the word “here”).

Forgotten Password

- If you forget your password click on the *Forgot your password?* link.
- In the Password Assistance screen in Login ID enter your login email address and click *Submit*.
- You will be sent a temporary password with which you can log in, you will then be asked to enter a new password and to confirm it.

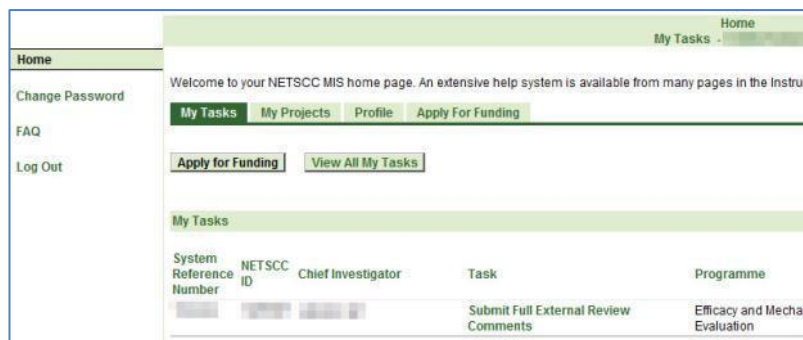
Change Password

- You can change your password using the Change Password option in the left-hand menu when you are logged into the NETSCC MIS. 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

Tabs

Once you are logged into the NETSCC MIS you will see four tabs across the top of the screen.



My Tasks – lists all your outstanding tasks (i.e. tasks that you have not yet submitted to NETSCC).

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 NETSCC.

Note: If there are more than 15 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 – for Chief Investigators to access information about the projects they are (or have been) the Chief Investigator for.

Profile – allows you to view and update information about yourself including your contact details.

Apply For Funding – for Applicants when applying for a funding opportunity

When you are on your home screen the left-hand menu contains options to change your password, view frequently asked questions about the NETSCC MIS 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 & Submit screen at the bottom with the screens pertaining to the task between these two. To complete the task you will need to access each screen and enter the required information.

Your Contact Details

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

- In the basic name details at the top of the screen amend anything as required. If you amend any details click *Save*
- In any of the sections below (Address, Phone and Fax, E-mail Address and Web Address) you can *Add* new details, *Edit* existing details and *Delete* details no longer needed.

Note: If your address is in the UK (England, Scotland, Wales, N Ireland, Isle of Man, Jersey and Guernsey) you can use the *Find Address* postcode finder to find the address.

Note: For some contact details, you can only delete a non-primary entry. If you want to delete the primary entry, you first need to make another entry primary or add a new entry and make that primary (you can only have one primary entry in each section).

Note: If you change your primary email address the new email address will become your Login ID.