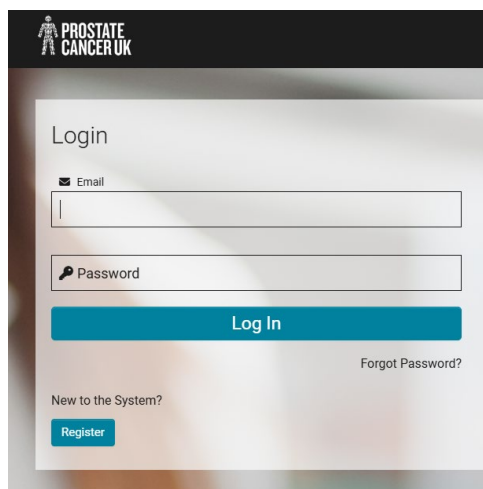


SmartSimple – System Guidance for Applicants

- [How to register](#)
- [How to complete your profile](#)
- [Applying for funding](#)
 - [Invite others to participate on your application](#)
 - [Completing participant questions](#)
 - [Completing the finance table](#)
 - [Organisation declarations](#)
 - [Submission](#)
- [Revisions requested by Prostate Cancer UK staff](#)
- [Completing and submitting a rebuttal](#)
- [Expression of Interest outcomes](#)
- [Accepting a grant offer](#)

How to register

Access the SmartSimple landing page



When you first access the [SmartSimple landing page](#), you will see options to either log in or register.

If you have already set up your login details, enter your email address and password, then select the login button. If you are new to the system, select the register button in the bottom left of the white box.

Select the applicant registration option

On the registration options page, select **I'm applying as: Applicant**, then choose the option to register yourself.

Search for your organisation

In the Organisation Name field, begin typing the first few letters of your organisation, to bring up a lookup list. Check the list carefully and select the correct organisation, ensuring the name is spelled correctly.

Organisation Information

Already have an account? [Login](#)

i
Instructions

Please enter your Organisation Name in the field below to search for your organisation in our system. As you start typing a name, our database will suggest a match and then click on the name. If you can't find your organisation, please [click here to add a new organisation](#). Required fields are marked with an asterisk **

*** Organisation Name**

Organization Name: University of Bath
City: Amersham
State:
Zip Code: HP7 9HH

Organization Name: University of Birmingham
City: Birmingham
State: West Midlands
Zip Code: B15 2TT

Organization Name: University of Cambridge
City: Cambridge
State: Cambridgeshire
Zip Code: CB2 1TN

Organization Name: University of Exeter
City: London
State:
Zip Code: AB13 233

Add a new organisation if required

If your organisation does not appear in the lookup list, use the link '[click here to add a new organisation.](#)' in the blue instructions box above to add a new organisation. This will open the organisation registration form.

Organisation Information

i
Instructions

Required fields are marked with an asterisk **.

*** Organisation Name**

*** Address**

Address 2

*** City**

State / County

*** Postal/Zip Code**

*** Country**

Contact Information

Complete the organisation registration form by entering the organisation name and the street address for your organisation.

Please note – this should not be your department or institute's address but the address for your organisation.

Once you've registered your organisation, navigate down the screen to the Contact Information to complete your own registration details.

Troubleshooting

If you've registered a new organisation as part of your own registration, but then receive an alert stating that your organisation already exists in the system. You'll need to restart the registration process by returning to the [landing page](#) and clicking on the 'Register' button.

When using the lookup list on the Contact Information screen, we advise you to try using the different variations of your Organisation's name – eg MIT for Massachusetts Institute of Technology.

If you believe your organisation does not exist in the system, but you are still getting this message, or if you have any other problems registering, please contact us by email at research@prostatecanceruk.org.

Complete your contact information

In the contact information section enter your details. Please complete all fields marked with an asterisk, as these are mandatory.

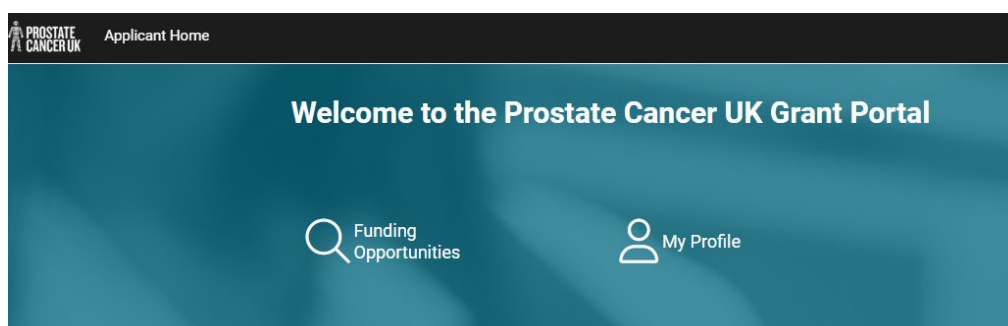
Submit your registration

Complete the reCAPTCHA at the bottom of the form, then submit your registration. Prostate Cancer UK staff will need to approve your account (and your organisation if you have registered it as a new organisation).

Once your profile has been approved, you will receive a link by email that allows you to set your password and log in to SmartSimple.

How to complete your profile

When you first log in to the applicant portal, you should see a landing page with two main icons: '**Funding Opportunities**' and '**My Profile**'.



Before starting an application, you should complete your profile - information from your profile will automatically pull through into your funding application, so it is important that this is accurate and up to date. Having an **incomplete profile may prevent** you from submitting your application.

Select '**My Profile**' from the landing page. Some fields may already be populated from your registration form, but you will need to check the information carefully and complete all fields marked with an asterisk, as these are mandatory.

In particular, please ensure that the following information is complete:

- Your current position.
- Your ORCID ID, where required. This is particularly important if you are applying as a Lead Applicant, Joint Lead Applicant, Primary Mentor or Partnering Mentor.
- Your degree and qualification history.
- Your employment history.

Adding qualifications and employment history

To add this information to the table, select the '**Open**' button. Enter the required details and select '**Save**' before leaving the table. Once saved, the information will appear as a new line in the table.

Degree/Qualifications

Degree Qualifications

Qualification	From	To	Subject	Organisation	Country	
BSc	03/09/2007	30/06/2010	Biochemistry	University of Cambridge	United Kingdom	X
PhD	05/09/2011	30/06/2015	Biochemistry	University of Exeter	United Kingdom	X

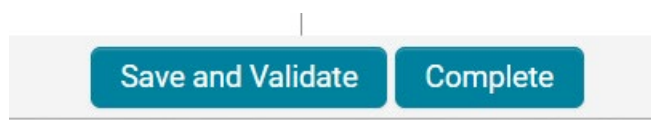


Save Clear

If you need to add more than one entry, use the plus button within the table to add additional rows. You can add as many entries as required, please remember to press '**Save**' before navigating away from the form.

Validating and completing your profile

At the bottom of the profile screen, you should see two buttons: **Save and Validate** and **Complete**.



Select **Save and Validate** to check whether any required information is missing. The system will flag any incomplete areas.

PAGE NAVIGATION

Home

Main

Transactions

←

Actions

Dr Julia Applicant

Submission failed due to the following:

- Please complete your Degree/Qualifications.
- Please complete your Employment History.

* Title:

Dr

* First Name:

Julia

* Last Name:

Applicant

* Email:

* Organisation:

University of Leeds

* Department:

Medicinal Chemistry

98 words left

Once all required fields have been completed and there are no validation flags, select **Complete**. This confirms that your profile is complete and helps prevent issues when you come to submit your application. You can still return to your profile and update it with additional information at any time.

Applying for funding

To view current funding opportunities, you will need to be logged in. Select the **Funding Opportunities** icon. This will open a page showing open and recently closed funding opportunities.

Funding Opportunities

Opportunity Details

Career Acceleration Fellowships
2026 Career Acceleration Fellowships
EOI Deadline: N/A
Full Application Deadline: 27/08/2026 01:00 PM
[2026_Career_Acceleration_Fellowships_Guidance_-_FINAL.pdf](#)

Apply Now

Research Innovation Awards
2026 Research Innovation Awards
EOI Deadline: 15/09/2026 01:00 PM
Full Application Deadline: 09/03/2027 01:00 PM
[Research_Innovation_Awards_2025_-_EOI_Application_Guidelines.pdf](#)

Apply Now

Each funding opportunity should include summary information about the grant call as well as a link to the scheme guidance document. If the call is currently open, you will see an **Apply Now** button. All guidance documents are also available [on our website](#).

Complete the eligibility check

After selecting **Apply Now**, you will be taken to an eligibility check. Complete the questions and select **Submit**. If you pass the eligibility check, the system will take you to the grant application form.

Completing the application form

The application form is divided into a series of tabs running from left to right. Each tab represents a different section of the application. You must complete all mandatory sections (denoted by a red asterisk *****) before you are able to submit your application.

Grant Reference: JA-CAF-43

Call for submissions is open

PERSONNEL PROPOSAL SUMMARY RESEARCH DELIVERY REFERENCES PARTNERING COLLABORATION(S) PATIENT & PUBLIC INVOLVEMENT OUTPUTS AND IMPACT PLAIN ENGLISH SUMMARY APPROV >

Lead Applicant Details

Some of the information in this section is automatically populated from your profile and will be read only. Please ensure that your Degree/Qualifications, Employment History and Contact Information are up to date via the 'CV' section of your profile. (Please note: to access this section you must first click 'Save Draft' and then navigate to the home page and select 'My Profile')

All applicants must have an up to date ORCID account and the ORCID ID must be added to your profile. Our Committee will refer to your ORCID account for further details about your career and track record. Please ensure that you have populated your ORCID record and set visibility to 'public'. For more details please visit the [ORCID website](#).

JUMP TO
Lead Applicant Details

Please read all instructions carefully. Instructions may appear in grey information boxes, or in small grey question mark boxes . Hover over the question mark boxes to view additional guidance.

You can hide the instructions at any time by clicking on **Actions** at the top of the page and selecting "Hide Instructions". You can repeat this action, selecting Show Instructions, to make them visible again.

PROSTATE CANCER UK Applicant Home

PAGE NAVIGATION

- Main
- Notes
- Publications

Actions

- Hide Instructions

PERSONNEL PROPOSAL SUMMARY RESEARCH DELIVERY REFERENCES

250 words left

Invite Participants

Please note: autosave is enabled in the form, but we still recommend you use the **Save Draft** button regularly. There are a number of places where autosave is unavailable, such as the finance table, so please pay attention to instructions and use the Save button regularly.

You can expand the answer boxes on the application form by grabbing and dragging the handle in the bottom right hand corner of the box:

* Publications

Please enter up to 10 of your most significant/relevant publications for this application. Publications should be entered in Vancouver format.

Examples of Vancouver formatted references:

Endres M, Engelhardt B, Koistinaho J, Lindvall O, Meairs S, Mohr JP, et al. Improving outcome after stroke: Overcoming the translational roadblock. *Cerebrovasc Dis*. 2008, Feb, 22;25(3):268-78.

Fanta CH. Asthma. *N Engl J Med*. [Internet] 2009 [cited 2013 Jan 9]; 360(10):1002-14. Available from: doi: 10.1056/NEJMa0804579

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <https://www.nap.edu/catalog/10149/improving-palliative-care-for-cancer>

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <https://www.nap.edu/catalog/10149/improving-palliative-care-for-cancer>

Endres M, Engelhardt B, Koistinaho J, Lindvall O, Meairs S, Mohr JP, et al. Improving outcome after stroke: Overcoming the translational roadblock. *Cerebrovasc Dis*. 2008, Feb, 22;25(3):268-78.

Fanta CH. Asthma. *N Engl J Med*. [Internet] 2009 [cited 2013 Jan 9]; 360(10):1002-14. Available from: doi: 10.1056/NEJMa0804579

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <https://www.nap.edu/catalog/10149/improving-palliative-care-for-cancer>

728 words left

If there are word counts associated with any of the boxes, this will show underneath and will show the remaining word count as you type into the box.

Personnel tab and profile information

The **Personnel** tab is usually the first section of the application. It pulls information directly from your profile, including contact and CV information. If any of this information needs to be

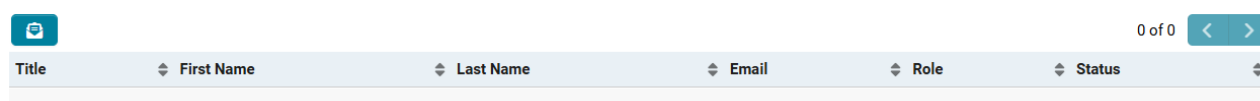
updated, return to **My Profile**, make the changes there, save them, and then return to the application. The updated information will then pull through into the application form.

Invite others to participate on your application

Depending on the funding scheme, you may need to invite other people to participate in your application. For example, Career Acceleration Fellowship applications require Primary Mentors, Partnering Mentors and Supporting Applicants. Other schemes may require Joint Lead Applicants, Co-Applicants or Collaborators.

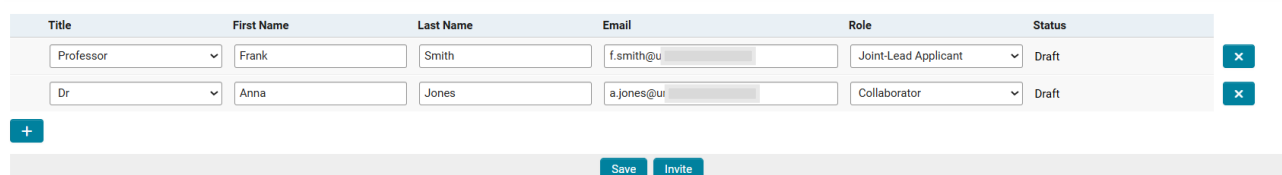
To invite participants, select the blue envelope button. This should display as **Invitations** when you hover over it. A new screen will open where you can enter participant details.

Invite Participants



Select the blue plus button to add a participant. You will need to enter the person's title, first name, surname and email address. Please check the email address carefully, as the system will use this address to send the invitation. Use the drop down list under Role to select what role they will play on the project.

Invitations



Title	First Name	Last Name	Email	Role	Status
Professor	Frank	Smith	f.smith@u	Joint-Lead Applicant	Draft
Dr	Anna	Jones	a.jones@ui	Collaborator	Draft

You can:

- Use the plus button to add further participants.
- Select **Save** if you want to save the participant details but are not yet ready to send the invitation.
- Select **Invite** to send invitations to the people you have added.

You can return to the invitation screen at any time to add more participants. If you are leaving the invitation screen and are not ready to invite people, always select **Save** before navigating away.

Checking invitation status

Once you have sent an invitation, the participant's status will show as **Invited** on the main application form. The participant will receive an email asking them to accept or decline the invitation. If they're not already signed up on the system they may be required to register, after they have accepted the invitation.

You will not be able to submit your application while any required participant remains in **Invited** status. They must either accept or decline the invitation before submission.

If someone remains in **Invited** status and you need to submit your application, you can cancel the invitation. Open the invitations screen using the blue envelope button and select the cancel invitation button next to their name.

If you have other participants named on your application, you will need to make sure they have also completed all the relevant parts of their profile as show in the table below (this may be in addition to any basic information they complete at registration):

Role	Scheme	Mandatory profile information required
Lead Applicant (view/edit the application)	- Research Innovation Awards - Transformational Impact Awards	- Position - Department - ORCID ID - Education/Qualifications - Employment
Joint Lead Applicant (view/edit the application)	- Research Innovation Awards - Transformational Impact Awards	- Position - Department - ORCID ID - Education/Qualifications - Employment
Co-applicant (view/edit the application)	- Research Innovation Awards - Transformational Impact Awards	- Position - Department - ORCID ID
Collaborator (No access to the application)	- Research Innovation Awards - Transformational Impact Awards	- Position - Department
Primary Mentor (view/edit the application)	Career Acceleration Fellowships	- Position - Department - ORCID ID - Education/Qualifications - Employment
Partnering Mentor (view/edit the application)	Career Acceleration Fellowships	- Position - Department - ORCID ID - Education/Qualifications - Employment
Supporting applicant (view/edit the application)	Career Acceleration Fellowships	- Position - Department

Depending on the participants you have added, additional questions will become visible in the application form, usually relating to their CV or their role on the proposed project. Please see the next section for guidance on how to access and complete these questions.

Completing participant questions

For any other applicants added to your application, additional questions will become visible once they accept the invitation. You will be able to access these questions through this table within the Invite Participants section.

Name	Position	Department	Organisation	Role	
Professor Frank Smith	Head of Medical School	Medicine	Inverness University	Primary Mentor	Edit Details
Dr Anna Jones	Clinical Lecturer	Medicine	Amsterdam UMC	Partnering Mentor	Edit Details
Professor Eve Hobbs	Professor of Bioinformatics	Medicine	Aberystwyth University	Partnering Mentor	Edit Details
Professor John Haynes	Professor of Molecular Oncology	Medicine	Cardiff University	Supporting Applicant	Edit Details
Dr Jane Cray	Professor of Biochemistry	Medicine	Cedars-Sinai Medical Center	Supporting Applicant	Edit Details

[Participant Details](#)

Each applicant who has accepted their invitation will appear in this table with the **Edit Details** button at the end of the row. Clicking on this button will open a pop-out form with all the questions you will need to answer for that applicant. These will generally relate to their CV information and/or role on the project. The exact questions being asked will depend on the grant scheme and their role.

The pop out form has a number of mandatory questions that all have to be completed (or populated with some text) before you can save and close the form. We recommend writing the answers out in Word and then copying and pasting them all in one go. You can also use placeholder text in any boxes you are still working on.

At any time you can get an overview of the information you have entered for each participant by clicking on the **Participant Details** button below the table. This will allow you to see where you may be missing information or where you may still have placeholder text. This view also contains information about certain participant's (eg. Joint Lead) education and employment that is auto-populated from their profile. Please ensure all applicants have [completed their profile](#) within the system.

Completing the finance table

Please use the finance table to provide a full breakdown of the costs requested for your application. The number of years shown in the table will be determined by the duration of your proposed grant. For example, a 12-month project will show one year of costs, while a 36-month project will show three years of costs. You will **need to complete the duration of the proposed project** on the Proposal Summary tab before completing the finance table.

Before completing this section, **please read the Finance Guidance carefully** for details of eligible and ineligible costs, and any limits that apply. You should also ask the finance contact at your host institution to check the budget before submission. If an award is made, Prostate Cancer UK will not be able to increase the award value if the costs have been calculated incorrectly.

How to open and save the finance table

- Navigate to the **Finance** tab of the application form.
- Select **Open** to launch the finance table.
- Select **Save** regularly while completing the table. **The finance table does not auto-save, so you may lose entered information if you navigate away without saving.**
- Use the **Clear** button only if you want to remove all information from the finance table.

- Always select **Save** before leaving the finance table.

Finance Table

Click save when finished.

Staff Details

*Please enter "Unknown" if Staff Name not known at time of application.
Staff Post example: Post doctoral researcher, statistician, trial manager, etc*

Staff Name	Staff Post	Starting scale and grade	Inflation Rate (%)	% FTE
+				

Salary Costs

Please ensure that you include all the staff listed in the Staff Details table above.

Staff Name	Staff Post	Year 1	Year 2	Year 3	Year 4	Total
		£0.00	£0.00	£0.00	£0.00	£0.00
+						

Research Expenses

Save **Clear**

Staff details

Add here the details of all staff who will work on the grant. If the individual has not yet been recruited, enter **Unknown** in the staff name field and provide the post title in the next field, for example postdoctoral researcher, statistician or trial manager.

For each staff member or post, complete the starting scale and grade, inflation rate and the percentage full-time equivalent (FTE) they will work on the project. Use the plus button to add further rows as required. You can return to the table later to add or remove staff details if needed.

Salary costs

The salary costs section should include everyone whose salary will be charged to the grant. Please ensure that all staff listed in the staff details section are also included in the salary costs section.

For each entry, provide the staff member's name and post. If the staff member has not yet been recruited, enter **Unknown** for the name and provide the post title. Enter the total cost for each year – the cost you enter should include the salary, employer contributions and London allowance (where applicable). If any grant years have no costs for that budget line, please enter a zero into the field.

All other cost categories

Complete the remaining cost sections in the same way, entering each budget item under the appropriate heading. These sections may include research expenses, animal purchase costs, animal maintenance costs and other costs. Add each item as a separate row and provide the cost for each relevant year of the grant.

Use the plus button to add additional rows. If you need to remove a row, use the X button at the end of the row. You will not be able to save the table if you have empty rows so please ensure you remove these before saving. remove row cross at the end of that row. If any grant years have no costs for that budget line, please enter a zero into the field.

Summary of costs

The summary of costs table at the bottom of the finance table will update as you enter costs.

Organisation declarations

Before you can submit your full application, you must add the required organisational approvers - your Head of Department and a Finance Officer - to the application. Both approvers must accept their invitation and approve the application ahead of the submission deadline.

Please note: organisation approval is not required at Expression of Interest stage for our Research Innovation Awards.

Add your organisational approvers

In the application form, select the Declarations tab. This is the tab furthest to the right. Scroll to the bottom of the page and find the Organisational approval invitation section.

Organisational Approval

Organisational Approval Invitation

+					0 of 0		< >
#	Organisational Approver	Activity Type	Activity Status	Created Date	Role on Project		

Select the plus button to open the invitation screen. Enter the first approver's title, first name, surname and email address. Please check the email address carefully, as the system will use this address to send the invitation.

Select the approver's role. You must add one person as Head of Department and one person as Finance Officer.

You can select Save Draft if you are not ready to send the invitation, or Invite participant to send the invitation. Repeat this process until both organisational approvers have been added.

Once you have sent an invitation, the approver will be listed as having an invited status on the declarations tab. They will receive an email asking them to accept or decline the invitation. If they have not used SmartSimple before, they will need to register, and their account will need to be approved by Prostate Cancer UK staff before they can complete the approval process.

Please ensure you add your approvers well ahead of the submission deadline to allow this process to take place.

If an approver declines the invitation, you should receive an email explaining that they have declined and the reason for this. You will then need to add a different individual as the replacement organisational approver.

As the approvers accept, you will receive an email to confirm this and their status on the Declaration tab will show as accepted (or declined). You will not be able to submit the application for approval until both organisational approvers have accepted their invitations (this is not the same as approving the application).

Organisational Approval

Organisational Approval Invitation

+ 1-2 of 2 < >

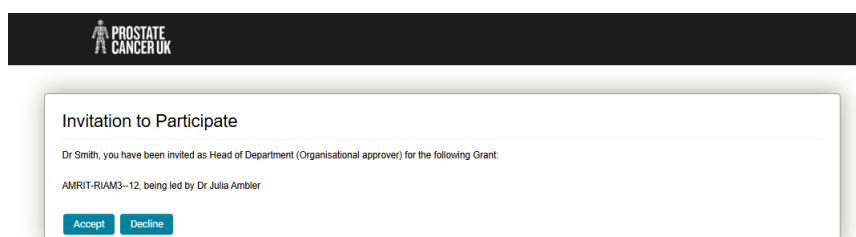
	#	Organisational Approver	Activity Type	Activity Status	Created Date	Role on Project
Open	1	John Brown	Organisation Declaration Invitation	Accepted	30/06/2026 10:20AM	Head of Department
Open	2	Amy Adams	Organisation Declaration Invitation	Accepted	30/06/2026 10:20AM	Finance Officer

Final checks before submission

Before submitting your application, please make sure both organisational approvers have accepted their invitation and know the submission deadline as they will be required to approve the application as the final step in the submission process.

What will my Organisational approvers see?

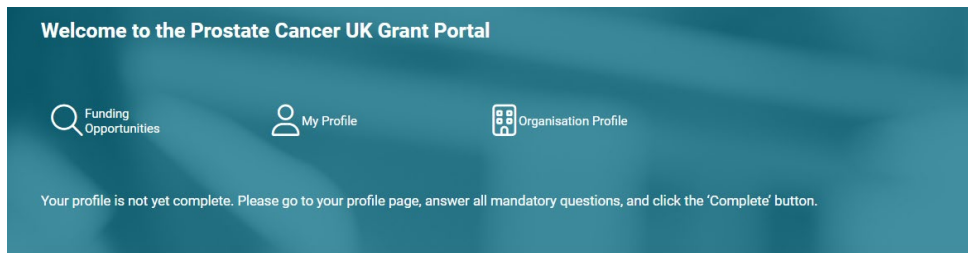
When you add your approvers to your application, they will receive an email with a link. They will need to click that link in order to accept or approve the application:



If they do not already exist on the system, they will be prompted to register when they accept the invite. Prostate Cancer UK staff will need to approve their account before they can set their password.

Once you submit your application (both approvers must first accept their invite before you can submit), your approvers will receive an email asking them to login and approve the application ahead of the submission deadline. Once they have logged in, on their home page under action items, they should navigate to the Organisation Declaration tab.

They should be able to see any approvals in this list.



Action Items

APPLICATIONS (0)

ACTIVITIES (0)

REPORTS (0)

ORGANISATION DECLARATION (1)

Application ID	Organisation	Lead Applicant	Type	Status	Due Date
Open AMRIT-RIAM3-12	Aberdeen University	Frank Smith	Organization Declaration	Draft	30/07/2026

Show More

Clicking on the Open button will take them to the declaration where they can view the application and submit their approval.

←

Actions

AMRIT-RIAM3-12 (Organization Declaration)

Due Date: 30/07/2026

View application online

PROPOSAL DETAILS

Lead applicant

Julia Applicant7

Grant Reference Number

AMRIT-RIAM3-12

Scientific Title

Personalising treatment for advanced prostate cancer

Duration (in months)

36

Declaration

1

If the Head of Department is the Lead or Joint Lead Applicant, a suitable deputy, with sufficient authority to approve, must be assigned to complete the approvals.

Head of Department Declaration

Terms and Conditions*

*These terms are subject to change.

☐

As Head of Department, by 'ticking' this box I am confirming that I have read this application and the accompanying Terms and Conditions and that, if granted, the work will be accommodated and administered in the Department/Institution according to the regulations laid down by Prostate Cancer UK. All the necessary licences/approvals have been or are being sought.

Save Draft

Submit

In order to approve, they will need to tick the checkbox at the bottom of the screen and click submit. Clicking View Application, will open up a copy of the application in split screen format.

←

Actions

AMRIT-RIAM3-12

Application form pdf

Grant Reference: AMRIT-RIAM3-12

PERSONNEL

PROPOSAL SUMMARY

RESEARCH DELIVERY

REFERENCES

CLINICAL RESEARCH

PATIENT & PUBLIC INVOLVEMENT

Lead Applicant Details

Full Name: Julia Applicant7

Position: Research Fellow

Department: Medicine

ORCID ID: 12345678

Education

Qualification	From	To	Subject	Organisation	Country
BSc	01/01/2011	01/01/2014	Science	University of Bristol	United Kingdom
PhD	01/01/2015	01/01/2018	Medical Science	University of Bristol	United Kingdom

Employment

Position	From	To	Organisation
Post doc	01/01/2019	01/01/2022	University of Bristol
Senior Lecturer	01/01/2023	01/01/2025	University of Bristol
Group Leader	01/01/2026	01/01/2028	University of Bristol

Publications

AMRIT-RIAM3-12 (Organization Declaration)

Due Date: 30/07/2026

View application online

PROPOSAL DETAILS

Lead applicant

Julia Applicant7

Grant Reference Number

AMRIT-RIAM3-12

Scientific Title

Personalising treatment for advanced prostate cancer

Duration (in months)

36

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If the Head of Department is the Lead or Joint Lead Applicant, a suitable deputy, with sufficient authority to approve, must be assigned to complete the approvals.

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Save Draft

Submit

They will receive an onscreen confirmation of their approval and the activity will no longer be visible in their action items list on the home screen.

Submitting your application

Before submitting your application, please make sure that:

- Your profile has been completed.
- All other applicants have completed the necessary parts of their profile
- All required participants have accepted or declined their invitations.
- All mandatory application sections have been completed.
- You have followed all word limits and scheme-specific instructions.
- You have allowed enough time before the submission deadline to resolve any validation issues.

Applications must be submitted before the stated deadline. Once the deadline has passed, you will no longer be able to submit your application. Please ensure you leave enough time for your organisational approvers to approve your application before the deadline.

To submit, please click the button **Submit for approval** at the bottom of the screen (please note, this step is not required at expression of interest stage and the button will simply say Submit – no organisation declaration is needed at Expression of Interest). If you have any incomplete fields in the application form, these should be flagged to you at the top of the screen in red. If your application is complete, an email will be sent to your organisational approvers prompting them to log in and approve. Once your approvers have both approved the application, you will receive an email to confirm that submission has been successful.

Revisions requested by Prostate Cancer UK staff

If Prostate Cancer UK staff need you to revise your application after submission, you will receive an email asking you to make changes in SmartSimple. The steps you need to follow depend on whether you are revising an Expression of Interest or a full application.

Expression of Interest revisions

1. Log in to the applicant portal.
2. Find your application in the Action Items table. The status will show as EOI Revisions Requested.
3. Select Open to open the application form.
4. Read the red message at the top of the screen. This will explain the revisions Prostate Cancer UK staff have requested.
5. Navigate to the relevant section, or sections, of the application form.
6. Make the requested changes, following the instructions provided in the red message box.
7. Save the form.

- When you have completed all requested changes, select Submit Revisions at the bottom of the form.

Full application revisions

If you are asked to revise a full application, the application will open in annotation mode. This means Prostate Cancer UK staff have added notes to the specific fields that need to be revised. Only the fields included in the annotations will be available for you to amend.

- Log in to the applicant portal.
- Find your application in the Action Items table. The status will show as Revisions Requested.
- Select Open to open the application.
- Read the red message at the top of the screen. This may include additional instructions from Prostate Cancer UK staff.

- Use the annotation list on the right-hand side of the screen to review each requested revision. Selecting a note will take you to the relevant field.
- Select Reply on the annotation and add your revised text to the Field Value box. This will overwrite any previous information that was in that field, so please ensure what you add into the box is the full answer you wish to see displayed.

- Add a short message in the Message box. This field is mandatory. If you do not need to add a note back to staff, you can enter Completed or N/A.
- Select Save.
- Return to the annotation list using the back arrow in the right-hand navigation pane.

10. Repeat these steps for each annotation until all requested revisions have been completed.

Checking revision status

Annotations with an orange bar still need to be actioned. Annotations with a blue bar have been completed. Please check the annotation list carefully before submitting your revisions.

Changing a revision before submission

If you need to make further changes to one of the annotated fields before re-submitting the application, open the relevant annotation again from the annotation list. You will see the original request and the response you have entered. Use the edit option if you need to amend your message. If you need to update the revised answer itself, select Reply again, amend the Field Value and then save.

Saving and submitting revisions

You can select Save Draft at the bottom of the application screen at any point and return to the application later. You do not need to complete all revisions in one session. When you have completed all requested changes, select Submit Revisions. This will send the revised application back to Prostate Cancer UK staff.

Organisational approval

Submitting revisions does not send the application back through organisational approval. If your revisions include changes to finances or other material elements of the proposal, you should discuss these with the relevant people at your institution before submitting the revised application.

Confirmation

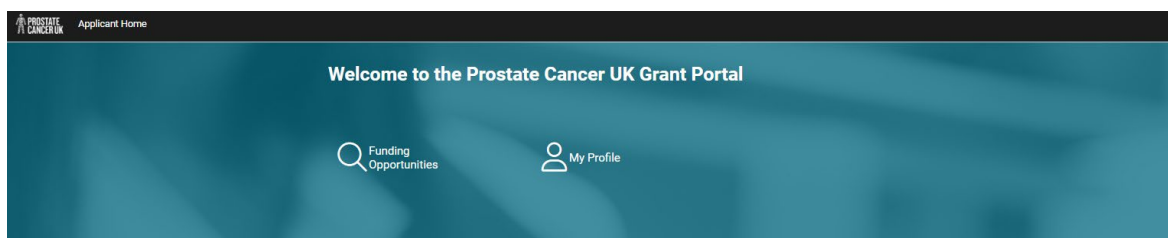
After you submit your revisions, you should receive an email confirming that the application has been successfully submitted back to Prostate Cancer UK. Your application will now show in the completed actions table in your home screen and should have a status of submitted. If staff are happy with the revisions, it will move on to peer review (status of Under Review).

Completing and submitting a rebuttal

When rebuttals open, you will receive an email from SmartSimple. Log in to the applicant portal to view and complete the rebuttal form. Your application will appear in your Action Items list with the status Rebuttal Draft.

Please note: not all grant calls have a rebuttal stage.

Open the rebuttal form



Action Items

APPLICATIONS (2) ACTIVITIES (1)

	#	Application ID	Type	Project Name	Primary Contact	Status	Due Date
Open	1	JA-RIA26-57	Rebuttal		AmritTEST Leadapp2	Draft	09/07/2026

[Show More](#)

In the Action Items table, select the Activities tab. Your rebuttal form will be listed there. If you have more than one application at rebuttal stage, open the relevant rebuttal form for each application.

Check the due date shown at the top of the rebuttal form, just below your grant reference. Your rebuttal response has a word limit, which will be shown in the response box.

[Read the peer review comments](#)

In the rebuttal form, go to the Response to Reviews section and click the Feedback button. This will open a downloadable PDF containing the peer review comments for your application. Each reviewer will be identified by a review number so you can refer to individual reviews in your response.

[View your application if required](#)

If you need to refer back to your application while completing your rebuttal, select the down arrow next to Actions at the top of the screen, then choose “view grant in split screen”. This allows you to scroll through your application while keeping the rebuttal form open.

To close the application view, select the cross in the top left of the application side of the screen. The rebuttal form will return to full screen.

[Complete your rebuttal response](#)

Enter your response in the rebuttal response box. Basic text formatting is available. Please ensure your response stays within the stated word limit. If supporting documentation is required, use the document upload section below the response box.

You can select Save Draft at any point if you want to return to the rebuttal later. When the rebuttal is complete and you are ready to send it to Prostate Cancer UK, select Submit.

Once submitted, the rebuttal will no longer appear in the Activities tab of your Action Items table. It will move to the Completed Items table under completed activities.

After your application has been reviewed by our funding committee we will communicate with you to let you know the outcome of your submission. This may be different for rounds with an expression of interest stage than for those without.

Expression of Interest outcomes

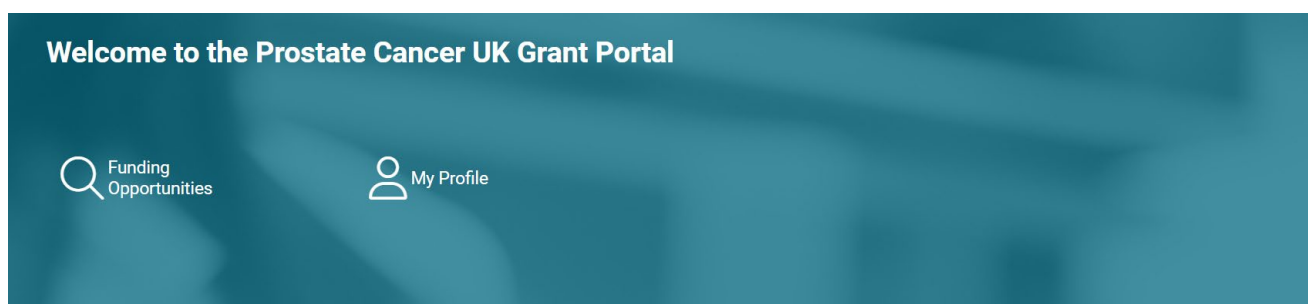
After the Committee have considered your expression of interest (EOI), we will either invite you to submit a full application or decline your application moving to the next stage. If we decline to take your EOI on to the full stage application, you will receive an email from us letting you know it has been declined, and containing the feedback from the Committee reviewers as well as from the meeting where your EOI was discussed.

If your EOI was successful, you will receive an email from us with two attachments. One will be the outcome letter which will include feedback from the Committee meeting at which your application was discussed as well as any instructions or administrative points you will need to consider for your full stage application. The second document will contain the Committee reviews. When you next login to the application portal, you will see your application has moved back into your Action Items list and will have a Draft status. If you open this up, you will see the full stage application. Any information you entered at EOI should still be visible and editable in the form at full stage.

Accepting a grant offer

If your application is successful you will receive an email from us letting you know. Your offer letter and feedback won't be attached at this stage, but will shortly become available to view in the system.

Once your offer letter is ready, you'll receive another email from us asking you to log in to view it. When you log in, please look at your action items list and navigate to the Activities tab. In this list you should see an item called Offer Letter.



Action Items

APPLICATIONS (1)		ACTIVITIES (1)		REPORTS (4)		ORGANISATION DECLARATION (1)	
#	Application ID	Organisation	Lead Applicant	Type	Status	Due Date	
Open	1	JA-RIA26-59	Applicant	Frank Smith	Offer Letter	Pending Execution	31/07/2026

[Show More](#)

On clicking Open, you will see a form that will allow you to download your offer letter and committee feedback. Further down the screen will be the details of your Head of Department Signatory and Finance Signatory.


JA-RIA26-59 (Offer Letter)

Due Date: 31/07/2026

OUTCOME NOTIFICATION

Please read your offer letter and note any conditions of award or requests for further information that are required before you accept. If you wish to decline the grant, please include a reason in the box at the bottom of the form. If you have any questions, please get in touch at research@prostatecanceruk.org.

*** Offer Letter**






☐ File Name	Size	Date
 OfferLetter_JA-RIA26-59.docx	1,006.6 KB	24/07/2026 10:14 AM

Total Files: 1

Head of Department Signatory

Please update your Head of Department and Finance signatory details if they are different to those you supplied when you submitted your application. These contacts will be the signatories on your Terms and Conditions, so please ensure they are correct before accepting the offer.

*** Head of Department Title**

*** Head of Department Full Name**

100 words left

*** Head of Department Email**

Finance Officer Signatory

*** Finance Officer Title**

*** Finance Officer Full Name**

100 words left

*** Finance Officer Email**

Decline Reason

 Save Draft
  Accept
  Decline

The details for your Head of Department and Finance Officer should already be completed in these fields, but you should now update them with the details of the individuals who will be signing your Terms and Conditions of Award (if different). It is important that you include the correct details so please do not Accept the award until you have confirmed the names of the signatories, and in particular the finance signatory - we may be unable to change these later.

You can save the form at any time by clicking Save Draft – it will remain in your portal to return to. Once you are ready to accept the Award please click the Accept button.

If you decide not to accept the award, please complete the box marked decline with the reasons and click the Decline button.

If you have any questions about completing the form you can get in touch with us by email at research@prostatecanceruk.org.

Signing the Terms and Conditions

Once you have accepted the award, we will share a draft copy of the Terms and Conditions for review by your contracts team. Once they have agreed the Terms, they will be uploaded back into Smart Simple and send for signature via AdobeSign. You'll receive a notification from AdobeSign that will come from

Gregory Brown on behalf of Prostate Cancer UK. Please note, you cannot delegate or forward onto another signatory.