





FCDO Research Commissioning Centre

Grant Management System User Guide for Applicants

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Introduction

This guide is intended for applicants for grants and projects managed by the Foreign, Commonwealth and Development Office (FCDO) Research Commissioning Centre (RCC). Its purpose is to help applicants navigate the RCC's grant management system (SmartSimple).

The grant management system will enable users to, among other things:

- submit an application in response to a call for proposals or expressions of interest;
- review progress of their submission;
- manage their award if successful (including submission of progress reports).

The RCC will use the grant management system to

- facilitate the evaluation of applications, and
- manage grants awarded from project initiation to project conclusion.

Please ensure that you are acquainted with the following documents, guidelines and policies:

- FCDO Programme Operating Framework (PrOF)
- <u>3ie Safeguarding Policy</u>
- <u>3ie Fraud & Anti-Corruption Policy</u>
- <u>3ie Transparent, Reproducible, and Ethical Evidence (TREE) Policy</u>
- RCC Accountable Grant Agreement

Key information

- ! To access the SmartSimple grant management system, please visit: <u>https://rcc.smartsimpleuk.com/s_Login.jsp</u>.
- ! For updates on the RCC, including terms of reference, current and past calls, please visit: <u>https://www.grtd.fcdo.gov.uk/funding/</u>
- ! For further information and assistance with using the system, please contact: <u>rcc@3ieimpact.org.</u>

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Before we begin

Please ensure that your browser settings permit pop-ups for the website address: https://rcc.smartsimpleuk.com/s_Login.jsp.

IMPORTANT: If you do not enable pop-ups when logged on to SmartSimple, some functions will appear not to work because the associated pop-up windows cannot be displayed.

Logging in

- 1. Go to the log in page: <u>https://rcc.smartsimpleuk.com/s_Login.jsp</u>
 - a) If you are new to the System, Click on 'Register'.
 - b) If you already have an account, put in your email and password and log in.

| ₋ogin | Development Development Prevent : Prevent : Pr |
|------------------|--|
| - Small | Welcome to the FCDO Research |
| | Commissioning Centre |
| Password | This is the grant management system for the FCDO Research Commissioning |
| Log in | and global research partners. |
| Forgot password? | Log in or create an account to view and apply for open funding opportunities. |

Figure 1: Screenshot of RCC SmartSimple 'Login' page, highlighting the 'Email', 'Password', 'Log in', and 'Registration' boxes.

2. If you have just registered, you will progress to 'Registration Options'. Select applying as 'Grant Seeking Organisation', then complete the 'Organisation Information' and click 'Submit'.

| Registration O | ntions | | |
|----------------------------|--------|--|--|
| Registration o | puolis | | |
| I am applying as: | | | |
| | | | |
| | | | |
| Grant Seeking Organisation | n | | |

Figure 2: Screenshot of SmartSimple 'Registration options' page.

Home page

Once you have logged in with your new password, you will be given access to your 'Home' page.

All your applications that are in progress will be filed under 'Action Items'.

All your completed applications will be filed under 'Completed Items'.----

Any time you wish, you can navigate back to this page by clicking '**Home'** in the top right corner of the screen.

| elcome to the RCC | Grant Portal | | GA | Part . |
|--------------------------------------|------------------|---------------------------|--|--------|
| C Funding Opportunities | | Grganisation Profile | | P |
| ction Items | | | 193 1945 - 193 1945 | |
|) APPLICATIONS (0) | | | × Q 0 of 0 < > | l |
| # Application \$ Appli ID \$ Type | cation | ty | Status Total amount of funding requested (in GBP) | |
| | | No Results Found | | |
| | | | | |
| | | | × Q 0of0 < > | |
| # Application ID d | Application Type | tion Primary Contact Ap | proved Amount C Status C Last Modified | 2 |

Figure 3: Screenshot of SmartSimple 'Homepage', highlighting 'Action Items', and 'Completed Items' subsections.

Applying

1. To begin your submission, click on 'Funding Opportunities' on your 'Home' page.



Figure 4: Screenshot of SmartSimple 'Home' page, highlighting 'Funding Opportunities'.

2. Select the call you are interested in and click 'Apply Now'.

| Funding Opportunities | | | | | | | | | | |
|---|---------------------------------|---|----------------------------------|---|--------------------|---|-------------------|-----|--------------|--|
| | | | | | | | ×Q | 1-1 | of 1 < > | |
| Project Name | | ¢ | Opportunity Details | ¢ | Call Attachment | ¢ | Maximum Amount | ¢ | Apply Button | |
| Private sector-led digital agriculture extension for smallholder for learning study | armers: a literature review and | | Deadline: 11/04/2025 12:00 AM | D | Call_for_EOI.pdf | | up to GBP 4 | 667 | Apply Now | |
| | | | | | | | | | | |

Figure 5: Screenshot of SmartSimple 'Funding Opportunities' page, highlighting 'Apply Now' button.

Application form

1. Please fill out all the sections of the '**Application form'**. You can scroll through the sections by pressing these arrows:

| Please complete | e the mandatory questions below. | | | | | |
|---|--|--|--|-------------------------------|-------------------------|----------------------------|
| Some of inform If the information | ation is copied directly from your or on displayed is not current, please o | ganisation and user pr pdate your organisatio | ofiles and will appear in a read-only state within this form. n and user profiles prior to completing and submitting this f | form. | | |
| If you wish to co | ommunicate with staff regarding yo | ur application, use the | Notes tab located within the left side menu. | | | |
| Please ensure y | you press the Save Draft button at t | he bottom of the page | before starting your application, and whilst moving throug | h your application. | | |
| | | | | | | |
| Application Summary | | | | | | |
| ONTACT INFORMATION | ADMINISTRATIVE DETAILS | DECLARATIONS | THEORY OF CHANGE AND RESEARCH QUESTIONS | EVALUATION DESIGN AND METHODS | EVIDENCE UPTAKE AND USE | ROLES AND RESPONSIBILITIES |
| Fitle Of Proposed Study | | | | | | |
| (Please include focus, cou | untry(ies), and possible method in th | he title) | | | | |
| | | | | | | |
| 10 10 1 | | a w | | | | |
| Proposed durat | lion (in number of mon | ths) | | | | |
| Stage I: Proposed start d | late | | | | | |
| Idimmiana m | | | | | | |
| шланалуууу ш | | | | | | |
| Stage I: Proposed end da | ate | | | | | |

Figure 6: Screenshot of SmartSimple 'Application form' page, highlighting the next section arrow below the 'Application Summary' box.

2. Once you want to move on from one section to another, even if it is not fully complete, please click **'Save Draft'**.



Figure 7: Screenshot of SmartSimple 'Application form' page, showing the 'Save Draft'- circled, 'Submit', and 'Withdraw' buttons.

3. You can return to your work in progress at any time from the **'Home'** page, under the **'Action Items'**:

| Q Fundi Oppo | ing rtunities | 0 | My Profile | | B Org | ganisation Profile | |
|-----------------|--------------------------------|------------------------|-----------------|--------------------|-------------------------------------|--|---------------------------------------|
| Action It | t ems Ions (4) | | | | | | ×Q |
| | # Application ID | Application Type | Organisation 4 | Primary Contact | Modified Date | Title Of Proposed Study | To ≑ Status ≑ fu (in |
| Open | 1 2025-1222 Sylvie Test Org | e Impact Evaluation | Sylvie Test Org | Sylvie Kilford | 01/04/2025 02:43PM 01/04/2025 | Private sector-led digital agriculture extension for smallholder farmers: a literature review and learning study | Draft Full Proposal Eligibility |

Figure 8: Screenshot of SmartSimple 'Home' page, showing 'Action Items' subsection, highlighting the 'Open' button.

Notes

1. In the 'sidebar', you can click 'Notes' to send notes to the grant team as you progress through your submission:



Figure 9: Screenshot of SmartSimple 'Application form' page, highlighting the 'Notes' section in the side bar.

2. You can add a new note by clicking the '+' button.



Figure 10: Screenshot of SmartSimple 'Application form' page, 'Notes' subsection, highlighting the '+' button.

3. You will then be able to write the note. By clicking **Save** the note will be automatically sent to the grant manager.

| Type: | Note to Staff ~ | |
|----------|-----------------|-------------|
| Subject: | | |
| Body: | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | Save Cancel |
| | | |

Figure 11: Screenshot of SmartSimple 'Application form' page, 'Notes' subsection, showing the 'Message box'.

Collaboration

SmartSimple enables you to add collaborators to your project, allowing them to contribute to the submission. To invite collaborators, navigate to the '**Invitations'** function on the '**sidebar'**:



Figure 12: Screenshot of SmartSimple 'Application form' page, highlighting the 'Invitations' subsection.

Filling out the form

Word limits

The expression of interest form includes approximate word limits to guide applicants about the expected level of depth, but small margins above the word limit can be accommodated if needed to convey your ideas.

The form for research proposals does not include word limits. We encourage applicants to communicate their proposal clearly and concisely in whatever space is needed.

Text boxes

You can resize the text box as necessary by clicking and dragging the bottom right corner of the box to the desired size.



Figure 13: Screenshot of SmartSimple 'Application form' page, 'Theory of Change & Study Relevant' subsection, highlighting the bottom corner of the text box, used for resizing.

Mandatory fields

Mandatory fields are indicated by a red asterisk (*). You can leave a mandatory field blank while an application is in the 'Draft' stage.

If you submit without filling in every required field, you will receive a message stating 'Submission Failed' listing the gaps that need to be addressed before you can submit.



Figure 14: Screenshot of SmartSimple 'Application form' page, showing an example of 'Submission Failed' notification.

Uploading files

Г

When the system requests files to be uploaded, you can either drag and drop or select the relevant files by clicking the **'Browse Files**' option.

| Maximum file size: 2 GB | Drop files here or browse files |
|-------------------------|---------------------------------|
| | Maximum file size: 2 GB |

Figure 15: Screenshot of the 'Drop files here or browse files' upload box.

Once uploaded, you can rename or delete the files by clicking the 'three dots' at the end of the file listing.

You can download anything that is uploaded by clicking on the file icon, and then the download icon.

| | Drop files here or browse files | |
|----------------------|---------------------------------|-------------------|
| | Maximum file size: 2 GB | |
| | | ⊞ |
| | | |
| File Name + | Size | Date |
| Data_Management.pptx | 15.1 MB | 02/04/2025 8:1 4M |
| | | Rename |
| | | Delete |
| research questions | | |

Figure 16: Screenshot of SmartSimple 'Application form' page, highlighting the three dots on the right-hand side of uploaded files, showing 'Rename' and 'Delete.'

Application summary

At any time during your submission, you can access a full summary of your application by clicking the 'Application Summary' box, which you can print and share with your colleagues to ensure you are satisfied with the shape of your application.



Figure 17: Screenshot of SmartSimple 'Application form' page, highlighting the 'Application Summary' button.

Submitting your application

Once you have reviewed your '**Application Summary**' to ensure accuracy, please submit your application by clicking the 'Submit' button at the bottom of the '**Application form'** page.

🗈 Save Draft 📿 Submit 🛛 🗷 Withdraw

Figure 18: Screenshot of SmartSimple 'Application form' page, showing the 'Save Draft', 'Submit' - circled, and 'Withdraw' buttons.

After submission

Once you have submitted your application, you should receive an email confirming receipt of your application.