

APPLICATION SUCCESS

Module: Applications

➤ Status of submitted grant applications

- ✓ Select module: **Applications > Grant applications**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Documents** button on the left to find an uploaded application (green colour = attachment present). *Navigate using the title menus in MyGrant; do not use the browser forward and reverse buttons!*
- ✓ Click the **Export** tab at the top to export applications to Excel or PDF
- ✓ Select grant applications by check boxes to the right and click **Excel (selected)** or **PDF (selected)**

➤ Evaluate the application success

- ✓ Select module: **Applications > Application lists**
- ✓ Click **+New**
- ✓ Name the list and check the box **On my success rates**, then click **Save**
- ✓ Select module: **Applications > Grant applications**
- ✓ Define your search criteria and click **Search**
- ✓ Select grant applications by check boxes to the right
- ✓ Select the **Application lists** tab at the top
- ✓ Click the **Application lists** search field and add one or more Application lists
- ✓ Click **Add selected applications to list(s)**
- ✓ Select module: **Applications > Success rates**
- ✓ Select application lists by check boxes and click **Update**
- ✓ Success rates are shown in four charts: Success Per Applicant, Success Per Funding Agency, Success Per Funding Agency Type and Success Per Year
- ✓ Uncheck the **Base charts on amounts** box and click **Update** to see number of Applications/Grants in stead of amounts
- ✓ Uncheck the **Exclude pending applications** check box and click **Update** to excude your pending applications from the success rates
- ✓ Click **PDF report** to export charts to PDF