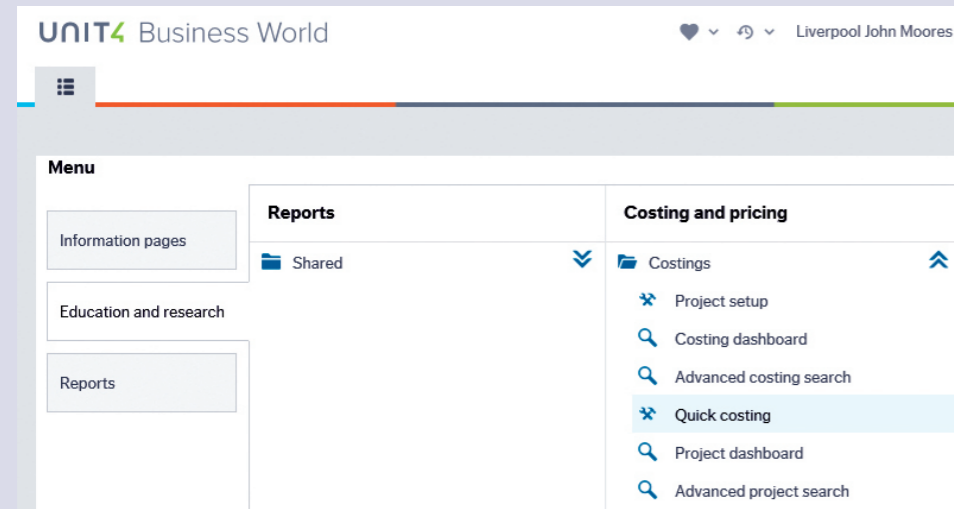# GaP Grant & Projects Quick Start Guide

Before You Begin

► There's a Quick Costing function to provide a rough idea of your project costings, for internal use only, to help you establish indicative costs for your activity


► You will need to decide on the name of your project and a basic description of your aims

► Who is funding the project, how much do you need and when are the deadlines

► Establish who will be part of the project team – staff and students

► Work out what other resources are needed to complete the project

► Use Project Setup and Costings to establish more detailed project pricing

► Speak to RIS/Faculty support teams/colleagues for advice and guidance before you begin

GaP GRANT & PROJECTS

QUICK START GUIDE

SPEAK TO RIS/FACULTY SUPPORT TEAMS/ COLLEAGUES FOR ADVICE AND GUIDANCE BEFORE YOU BEGIN

Top Tips

► You should use Chrome or Internet Explorer but GaP will work on most browsers

► Use your mouse to click **Add** and use **Tab** key to move along a line

► Go to Education and research, Costings and select Project setup to start a new project
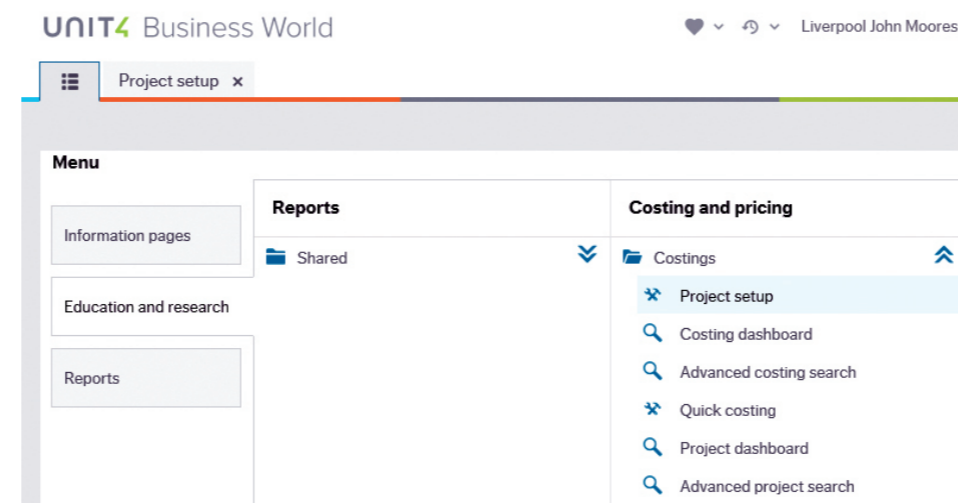
► Use the **space bar** to reveal the drop down list of choices, or begin typing what you are looking for

► Blue highlighting indicates which line is active

► Enter information into the white fields, fields which cannot be edited are grey
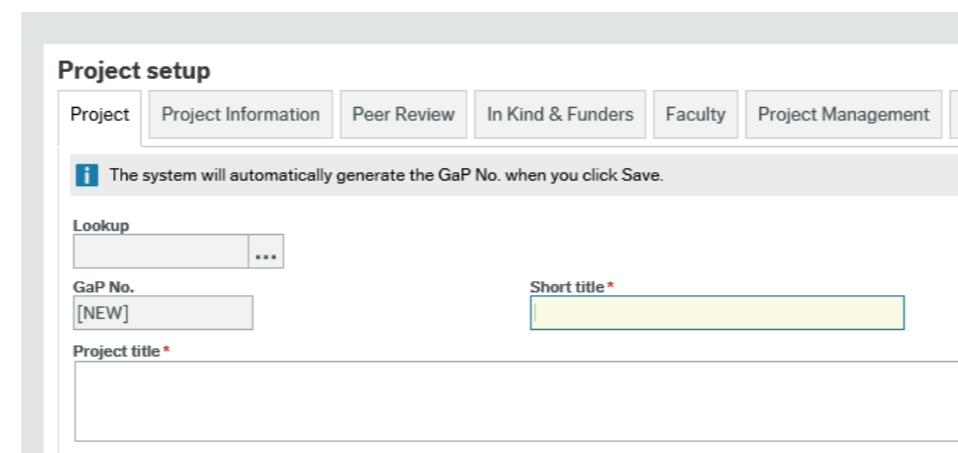
► If you add a line, for example when you add External Partners for your project, you must complete the fields in that line; you will need to delete the line, if it's not complete, before you can save

► Once the initial fields are complete and you add PI draft to project status your project's GaP reference number will be generated

► Some questions offer a 'Not Known' option so that you can continue completing the form online

GAP WILL WORK ON MOST BROWSERS

► Any fields with 'Not Known' selected will need to be resolved during the Bid Development phase
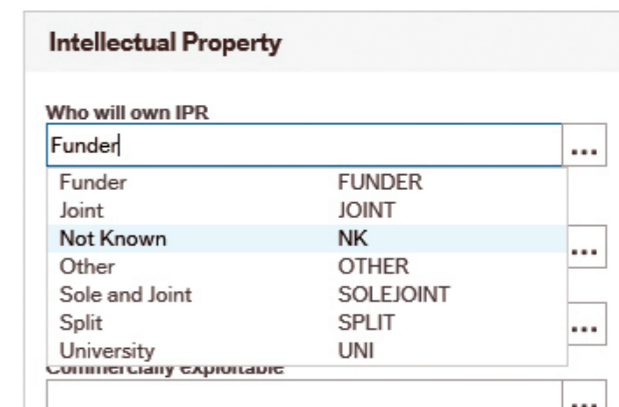
► Do not use the **back button** or arrow at any point as you could lose your work

► Remember to save your progress, a box will appear to show you that your work is saved
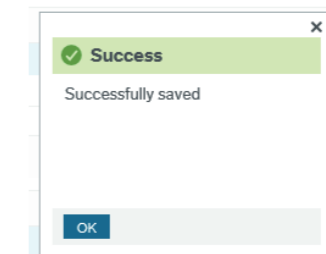
► When completing Costings Check Out to edit the document and then Check In when you are happy for others to see your work, documents are checked back in overnight

REMEMBER TO SAVE YOUR PROGRESS

Setting up a Project
Basic Outline

▶ Click **New**, at the bottom of the screen

Project setup

Tabs: Project | Project Information | Peer Review | In Kind & Funders | Faculty | Project Management

ℹ The system will automatically generate the GaP No. when you click Save.

Lookup [...]

GaP No. [NEW]

Short title *

Project title *

Costing type | Ve...

▶ Add Short title (30 characters)

▶ Add Project title (longer more detailed title)

GaP No.	Short title *	Status
[NEW]	Test	Draft

Project title *

▶ Costing type – click **Add** once, to see **Application** appear

UNIT4 Business World — Liverpool John Moores Universi...

Project setup ✕

Costing type	Version	Active
Application	1	✔

Add   Make active

▶ Principal Investigator – click **Add** and enter your surname or employee number in Employer number field and then **tab** to add your details and click **OK**

Name

Please select No to add staff ● Yes ○ No

Employee no.

Employee positions

Default position	School	Valid from	Valid until

▶ Lead Funder only – **Add** and click space to see drop down list or begin typing the name of the main funder, funding organisation or business/organisation. If your funder isn't there, use the Funder not in GaP option

Lead Funder Only

Add   Delete

Lead Funder Only

Funder name	Proposed start date	Proposed duration (mths)	Proposed end date	Scheme na...	Version	Funder deadline
[X99999997]		0.00				

Drop down list:
[X99999997] _Funder Not in GaP	99999997
[X99999998] _Various	99999998
[X00000355] EPSRC	46110
[X00005037] Matthew Arnold Primary School	956894
[X00000983] Science and Technology Facilities Council	46865
[X00001157] The British Academy	47040
[X00001176] The Leverhulme Trust	46931
[X00001227] Unilever UK Ltd	47102

Add   Delete   Edit name

▶ Enter proposed start date and then either the proposed end date or duration of project

Lead Funder Only

Funder name	Proposed start date	Proposed duration (mths)	Proposed end date	Scheme name	Version
[X99999997]		0.00			

Add   Delete   ... proposed dates   Use dates as default

Calendar: February 2019

External partner(s)

Add   Delete

▶ Complete Funder Deadline, or use project start date

Lead Funder Only

Funder nam...	Proposed start date	Proposed duration (mths)	Proposed end date	Scheme name	Version	Funder deadline	Currency	Price limit currency	Price limit amount	Lead Fund...
[X00012] 47102	04/03/2019	12.00	03/03/2020	Industry F	V1 - 201		GBP	GBP	0.00	✔

Add   Delete   ... proposed dates   Use dates as default

External partne...

Add   Delete

Costing

PI name	Funder	Funder deadline	School	School Ref	External Ref	Price GBP	Costin...

▶ Add scheme name using the space bar to see drop down menu, if your scheme is not there choose **Scheme Not in GaP** and if you are working on a commercial project choose **Non Scheme**

Lead Funder Only

Funder nam...	Proposed start date	Proposed duration (mths)	Proposed end date	Scheme name	Version	Funder deadline
[X00012] 47102	04/03/2019	12.00	03/03/2020	Industry		

Drop down: Industry Funded / Non Scheme

Add   Delete   Change scheme   Change proposed dates   Use dates as default

External partner(s)

	Partner PI name	Partner name	Is partner leading?

Add   Delete   Edit name

▶ External Partners – add if you are working with any external partners here

External partner(s)

	Partner PI name	Partner name	Is partner leading?	Funds paid via
		[X00000355] EPSRC		

Add   Delete   Edit name

Drop down:
[X00000355] EPSRC	46110
[X00000983] Science and Technology Facilities Council	46865
[X00001157] The British Academy	47040
[X00001176] The Leverhulme Trust	46931
[X00001227] Unilever UK Ltd	47102
[X00001365] Medical Research Council	51426
[X00001893] Innovate UK	109707
[X00004881] Wellcome Trust	921495
[X00005037] Matthew Arnold Primary School	956894
[X00007705] European Commission - Horizon 2020	1951360
[X00007708] European Commission - Interreg	1951367
[X00007708] European Commission - ERDF	1951369
[X00007712] European Commission - ESF	1951373
[X99999997] _Funder Not in GaP	99999997
[X99999998] _Various	99999998
[X99999999] _Quick Costing Funder	99999999
Liverpool Hope University (GB)	LHOPE

Costing

PI name	Funder	Fu... dea...			Price GBP	Costi...

Save   Clear   Export   New

▶ Now go to the next tab – Project Information, press the space bar in the Project status field and select PI Draft then Save until you see the Pop Up with your GaP Number.

Tabs: Project | Project Information | Peer Review | In Kind & Funders

Project Information

Project Status *
PI Draft

PI Draft	PIDRAFT

Basic Description

Name of Call

LIVERPOOL JOHN MOORES UNIVERSITY