

## NETSCC MIS Brief – Board and Panel Members

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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.

### Board and Panel Member Process

The NETSCC programmes regularly hold board/panel meetings to consider applications for funding – these meetings are held to help NETSCC make the right decisions about which research applications should be funded.

Prior to the meeting we will send you copies of the applications for funding and other relevant papers, through the **Review Board Papers** task in the NETSCC MIS, so you can prepare for the meeting.

After a funding board, applicants who have been asked to make changes to their proposal submit a revised application. When the application is submitted we may send you a task called **Provide Revised Application Input** to ask you to review the revised application and provide us with your comments.

### Logging In to MIS

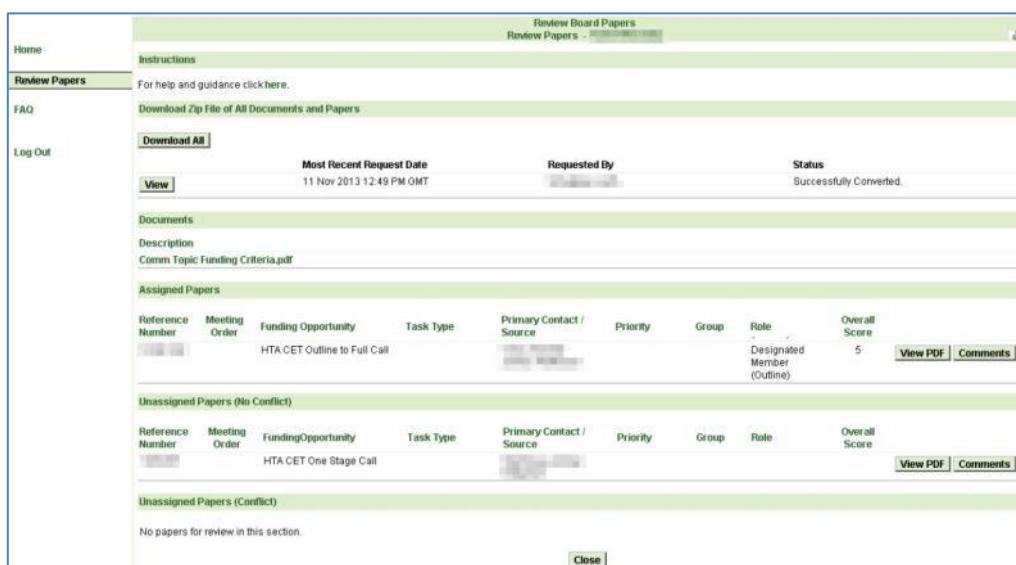
- The NETSCC MIS can be accessed using this link - <https://netscc-mis.nihr.ac.uk>
- In Login ID enter the email address you are registered with.
- In Password enter your password and click the Log In button.

### Review Board Papers



System Reference Number	NETSCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date	
			Review Board Papers	NIHR Health Technology Assessment	HTA CET November 20/21 2013	Incomplete	21 Nov 2013	<a href="#">View PDF</a>

- In your My Tasks list click on the Review Board Papers task link.
- Click View PDF if you want to see a copy of your completed comments (if relevant).



- ***There is no need for you to click Download All as programme staff will run this process for you when the papers are ready.***
- Click *View* on the most recent Successfully Converted line to save all of the latest non-conflicted applications, papers and board documents associated with the meeting to a local hard drive, dependent on your browser settings. This will allow you to view the board papers at any time without the need to be online.
- For some programmes the PDFs will also include external reviewer comments and scores. If new external reviewer comments have been added to the files by programme staff you will see a new line with a more recent date. If you have already copied the most recent file to your PC you do not need to click *View* again as you already have the most recent version.
- In the Documents section if we have attached a document to the meeting (e.g. the meeting agenda) you can view it here by clicking on the file name.
- In the Assigned Papers section applications specifically assigned to you as a DBM are listed.
- In the Unassigned Papers (No Conflict) section applications not specifically assigned to you are listed.
- In the Unassigned Papers (Conflict) section applications from applicants with whom you have a conflict are listed. You may or may not be able to view conflicted papers depending on the Programme Board you sit on.
- You can view a PDF of an application by clicking on *View PDF* next to the relevant application.
- If you have been asked to provide comments about an assigned application and, if relevant, a score click *Comments*.
- When you have finished viewing applications and providing comments and scores, where requested, click *Close*.
- ***The task remains in the task list on your home page until the board meeting has taken place so you can access it at any time to view the latest versions of the board papers and review any comments you have made.***

**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.

## Provide Revised Application Input (Role Name)

System Reference Number	NETSCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date	
			Provide Revised Application Input (Designated Member)	NiHR Health Technology Assessment	12/146 Clinical and cost-effectiveness of tonsillectomy in adults	Incomplete	22 Oct 2013	<a href="#">View PDF</a>

- In your My Tasks list click on the Provide Revised Application Input task link.

Provide Revised Application Input (Designated Member)  
Internal Review - [redacted]

[Home](#)  
  
[Internal Review](#)  
  
[FAQ](#)  
  
[Log Out](#)

**Instructions**

Summary

Programme	NiHR Health Technology Assessment	Call	12/146 Clinical and cost-effectiveness of tonsillectomy in adults
NETSCC ID	[redacted]	Project Status	Submitted
Chief Investigator	[redacted]	Contracting Organisation	[redacted]
Research Type	Primary Research	Project Period (duration)	01 Jan 2014 to 30 Sep 2016 (57 Months)
Project Title	[redacted]	Research Costs	[redacted]

**Application Tasks**

Assigned Person	Task Name	Task Status	Task Outcome	Submit Date	Options
[redacted]	Full Application	Complete	Submitted	16 May 2013	<a href="#">View PDF</a>
[redacted]	Revised Application	Complete	Submitted	24 Sep 2013	<a href="#">View PDF</a>

**Financial Variance**

Full Application Costs Version [redacted] [View Details](#)

Revised Application Costs Version [redacted] [View Details](#)

**Revised Application Reviewers**

Name	Role	Status	Task Outcome	Due Date	Submitted Date	Options
[redacted]	DM	Complete	Acceptable	09 Oct 2013	07 Oct 2013	<a href="#">View PDF</a>

**Reviewer Comments**

Limit: 10000 characters
Remaining: 10000

**Outcome**

Outcome + Acceptable

**Complete Review**

- The Summary section of the page shows the Programme, Chief Investigator, Research Type, Project Title, Call Name, Contracting Organisation, Project Period and Research Costs.
- In the Application Tasks section you can view the original full application or the revised application by clicking the relevant *View PDF* button.
- In the Financial Variance section you can view the budget from the original full application or the revised application by clicking the relevant *View Details* button.
- In the Revised Application Reviewers section you can view any reviews already provided by other board members by clicking the relevant *View PDF* button.
- In the Reviewer Comments text box enter your comments.
- In Outcome choose the option that best describes your thoughts about the viability of this revised proposal (Acceptable, Potential Revisions Required, Resubmission Needed)
- When you have entered your comments and an outcome click *Submit* to send the information to NETSCC.
- Once you've submitted a task it is removed from your My Tasks list and you can no longer enter information into it.

**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.

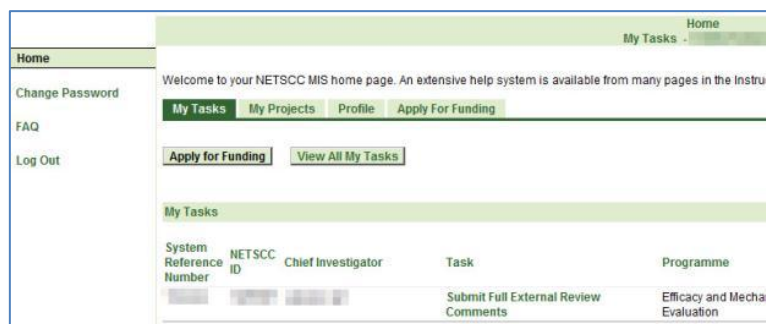
### Change Password

- 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

#### *Left-hand menu*

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.