

NETSCC MIS Brief – Supporting Role Signatory

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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.

Supporting Role Signatory Process

When applicants are applying for funding they invite supporting role signatories (*Administrative Authority or Finance Officer, Administrative Contact, Head of Department, NHS Costs Nominated Signatory, NHS Facilities and Staff Nominated Signatory, Partner Organisations Facilities and Staff Nominated Signatory, Representative of the R&D Function of the Devolved Country, Sponsor*) to work with them on the proposal and, if funded, depending on the role, throughout the life of the project.

When you are invited by an applicant you receive an email invitation and a task to accept participation.

When you accept participation you may also be given access to the application so you can work on it as required by the applicant – your access to the application is decided by the applicant.

If you accept a supporting role, when the application is finished and submitted by the applicant, you will receive an email and a task to sign off the submitted application.

If you accept participation in a full application and the applicant is asked to make changes and submit a revised application you will not be asked to accept participation again. However you will be asked to sign off the submitted revised application.

If you are added as a supporting role signatory during the revised application process you will be asked to accept participation in the revised application and to sign off the submitted revised application.

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.

Accept Full Application Participation (Role)/Accept Revised Application Participation (Role)

My Tasks							
System Reference Number	NETSCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date
			Accept Full Application Participation	NIHR Health Technology Assessment	12/27 Art therapy for people with non-psychotic mental disorders	Incomplete	31 Dec 2020

- In your My Tasks list click on the Accept Full (or Revised) Application Participation task link.

Accept Full Application Participation

[Home](#)
[Acceptance](#)
[FAQ](#)
[Log Out](#)

Instructions

For help and guidance click [here](#).
 The NIHR Carbon Reduction Guidelines can be found [here](#).

Project Information

Programme NIHR Health Technology Assessment
Funding Opportunity Art therapy for people with non-psychotic mental disorders
Call 12/27 Art therapy for people with non-psychotic mental disorders

Application Information

NETSCC ID [redacted]
System Reference Number [redacted]
Chief Investigator [redacted]
Contracting Organisation [redacted]
Project Title [redacted]
Application Submission Deadline **02 Jul 2012**
Your Role [redacted]

Accept or Decline Participation

I have read the NIHR Carbon Reduction Guidelines

Outcome Agree to Participate

Comments

Limit: 1000 characters Remaining: 1000

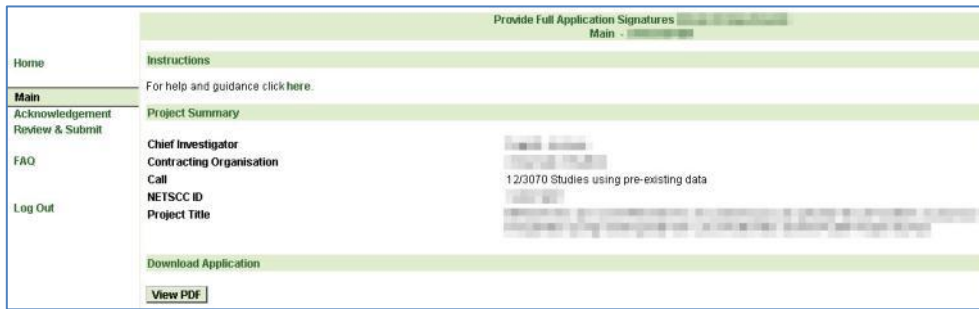
- The Application Information section shows the Chief Investigator (Applicant), Contracting Organisation, Project Title, Application Submission Deadline and Your Role.
- Tick to confirm you have read the NIHR Carbon Reduction Guidelines (a link to view the guidelines can be found at the top of the page in the Instructions section).
- In Outcome choose Agree to Participate or Decline to Participate.
- Enter any explanatory comments in the text box, especially if you are declining the invitation.
- When you have finished click *Submit* at the foot of the page.

Provide Full Application Signatures (Role)/Provide Revised Application Signatures (Role)

- After the full or revised application is finished and submitted you will be given a task to sign off the submitted application.

My Tasks							
System Reference Number	NETSCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date
			Provide Full Application Signatures	NIHR Public Health Research	12/3070 Studies using pre-existing data	Incomplete	31 Dec 2020

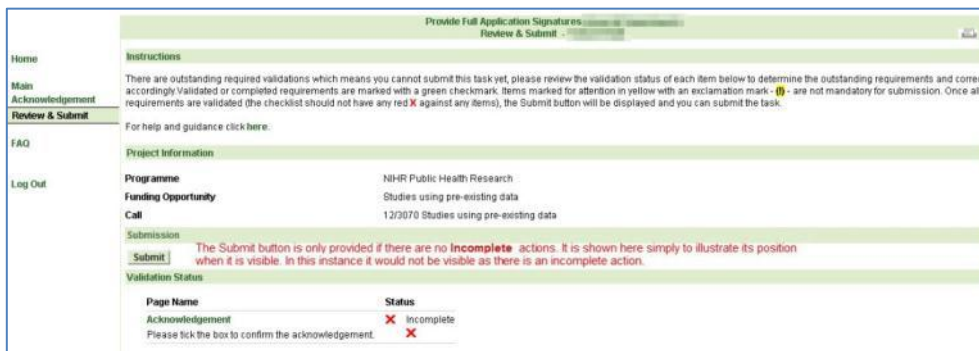
- In your My Tasks list click on the Provide Full (or Revised) Application Signatures task link.



- The task's first page (Main) is displayed
- The Project Summary section of the page shows the Chief Investigator, Contracting Organisation, the Call name and the Project Title.
- To view the application you are signing off click on the *View PDF* button.
- Select Acknowledgement in the left-hand menu when you are ready to sign off the application.



- Tick the box to confirm that you have read the terms on which you have been nominated for the role you are undertaking for the project. The terms can be found by clicking on the link in the Instructions section.
- Click Save and Continue to move to the Review and Submit page.



- When you have entered all the required information you must *Submit* the task to send the information to NETSCC.
- On the Review and Submit screen if any red crosses are displayed use the left-hand menu or the page name link in the Validation Status section, to revisit that section to update the information.
- 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.

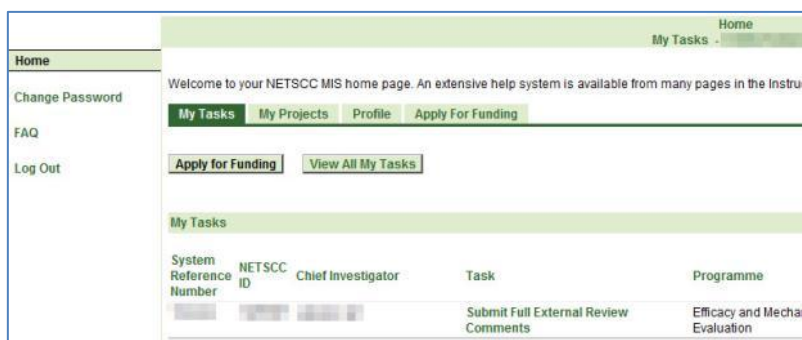
Change Password

- 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.