Central Commissioning Facility
Research Management Systems (RMS):
User Guidance

Contents

1. How to login and register a new account ...........................................2
2. How to accept an invitation to review ..................................................8
3. How to submit a review .......................................................................12
4. How to access submitted reviews ......................................................17
1. How to login and register a new account on the RMS

- To log into the RMS system, go to [https://ccfrms.nihr.ac.uk](https://ccfrms.nihr.ac.uk)
- Click on the ‘Register’ button, to register as a new user
- Enter your ‘E-mail’ address in the two fields shown above and click the ‘Next’ button.
Complete as many of the available **fields** with your information.

* **Fields** which have red dots next to them are mandatory and **MUST** be filled in.  
* In the Expertise Section, please enter ‘Public Reviewer’ (We will ask you to tell us about your knowledge and experience in our online form called **Reviewer Match**)  
* In the **Position field**, please enter “Public Reviewer”  
* In the **Organisation field**, please enter ‘PPI Representative’

Click the ‘Next’ button to save the information and progress to the next page.
Tick the checkbox to accept the terms and conditions, this will then make the ‘Submit’ button available to click.

After clicking the Submit button, you will be shown a registration completed page.

Your new account now needs to be approved by an RMS administrator (this can take up to 48 hours), after which you will receive an email to your registered email address, which will contain your temporary password to log into the RMS.
When you have received the e-mail confirming your registration and temporary login password, go to https://ccfrms.nihr.ac.uk

Enter your 'Email' address and temporary 'Password'

Click the 'Login' button.
On your first login you will be asked to set your **own** password.

- In the ‘**Current Password**’ field, enter the temporary password that was emailed to you.
- In the ‘**New Password**’ and ‘**Confirm New Password**’ field, enter your new password. (This should be a minimum of 6 characters)
- Click the ‘**Change**’ button to save the changes
- For security purposes, select one of the security question from the drop-down list and enter your answer

- Click the ‘Submit’ button

- Congratulations - you are now logged into the RMS system, your home screen should look similar to this
2. How to accept an invitation to review on the RMS

- Log into the RMS system: [https://ccfrms.nihr.ac.uk](https://ccfrms.nihr.ac.uk)
- Enter your 'Email' address and 'Password'
- Click the 'Login' button.
Click on ‘My Reviews’ on the left hand side of the screen

On the right hand side of the ‘review invitation’, click on ‘Click here’
Under the **Reference** column, click on the application’s reference number

Click on the ‘**Accept Confidentiality Agreement**’

If you would to see a copy of the Confidentiality Agreement, click on **CCF_ConfidentialityGuidance.pdf**
Select ‘Accept’ and then click on ‘Submit’

When you have accepted the invitation on the RMS, the system will dispatch the application form, on-line review form and other relevant documentations for you to view online. You will receive an email to confirm when you can view these documents online.

Please contact the PPI team if you experience any problems in accessing the documents.
3. How to submit a review on the RMS

- Log into the RMS system: [https://ccfrms.nihr.ac.uk](https://ccfrms.nihr.ac.uk)
- Enter your 'Email' address and 'Password'
- Click the 'Login' button.
Click on ‘My Reviews’ on the left hand side of the screen

Select the review you want to complete and click on ‘Review’ on the right hand side of the screen
In the ‘Review Information’ screen, scroll down to view the ‘Review form’. Please click on the blue tabs and enter with your comments in each section. Please refer to our [guidance for public reviewers](#) document to help inform your review.
When you have finished entering your comments, click on 'Save and Validate' and then 'Next'.

Click on 'Submit Form' to submit your review.
I can’t submit my review

- If the ‘Submit Form’ button is still greyed out, it means that there are still sections in the form which have not been completed. Please click on the ‘Validation’ tab and follow the steps listed in order to complete your review.

- For further assistance, please contact a member of the PPI team on 020 8843 8041
4. How to access submitted reviews

- Log into the RMS system: [https://ccfrms.nihr.ac.uk](https://ccfrms.nihr.ac.uk)
- Enter your ‘Email’ address and ‘Password’
- Click the ‘Login’ button.

- Click on ‘My Reviews’ on the left hand side of the screen
- Click on ‘Submitted Reviews’ on the left hand side of the screen

On the right hand side, in the PDF column, you will see two icons. The red icon is your review. Click on this icon to access your completed review. Please note that you will only see this icon once your review has been submitted and validated by CCF.
When you have been notified of the outcome of a application that you have reviewed, you can then access other reviews (scientific/peer) submitted for this application. A **black icon** will appear next to the red icon. Please click on the black icon to access the other reviews.

You may find that access to other reviews for an application that has **not** been recommended for funding will be available sooner than for an application that has been recommended for funding. This is because such an application needs to go through various checks and processes. When these have been completed, the black icon will appear and you will be able to access all reviews.