

Guidance for retrieving documents from Grant Tracker

Grant Tracker is being discontinued on 31 December 2026. So we're in the process of migrating to a new grants management system. As part of this migration, we'll be removing any data and documents from Grant Tracker that are older and/or no longer required. This will include:

- all unsubmitted applications
- data or documents associated with completed Awards that have been closed for 10 or more years
- unsuccessful applications submitted up to (and including) 2020
- inactive contact accounts and portal user accounts that haven't been accessed since 2020 or earlier.

Please note, this list is not exhaustive and other data not associated with currently active awards may be removed in the process.

We strongly recommended that all Portal Users retrieve any important documents or information from your Portal account before data cleaning starts. The deadline to do this was provided in the email sent to all active Portal Users. It's your responsibility to make sure you've saved anything you'd like to keep before this deadline.

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1. Retrieving unsubmitted or unsuccessful application forms

1.1. Submitted but unsuccessful application forms

Note: only the Lead Applicant can access unsuccessful application forms. These aren't available on co-applicant portal accounts.

- Click 'My Applications' in the left-hand menu.
- On this page you'll see a table showing all previously unsuccessful applications submitted.

Home

My Applications

My Co-applications

My Grants

My Research Outputs

My Review Responses

My Reviews

Manage My Details

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System Help

My Applications

You have 1 application awaiting submission.

To view more details or to update an application please select it from the list below.

Reference

Title

Last Updated

Status

1234

[New Application]

24/01/2024 10:40 GMT

Round Closed

New Application

To start a new application click here:

New Application

You have 3 submitted or Rejected applications

Reference

Title

Last Updated

Status

B001-XX.1

Previously submitted application title

12/08/2025 10:33 BST

Rejected

- Click on the title of the unsuccessful application form you want to download.
- You'll then see the below page. Click on 'View/Print' button in the 'PDF the application (Print)' box on the right-hand side. This will download a PDF of the application form which you can save.
- Repeat these steps for each submitted but unsuccessful application form you wish to save.

Home

My Applications

Catalyst Award

Ref:

Details

Journal (0)

Sign-off Status

My Co-applications

My Grants

My Research Outputs

My Review Responses

My Reviews

Manage My Details

Contact Us

Logout

System Help

Lead Applicant

Title

Reference

Status

Total Requested

organisation

Grant Type

Funding Round

Closing Date

Participants

Signatories

Rejected

Catalyst Award

2024 Catalyst Awards Round 2

18 June 2024 at 12:00 BST

Co Applicant

Finance Officer

Role: Lead Applicant

Actions shown below are for your involvement as a Lead Applicant

PDF the application (Print)

Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

PDF Formatting Problems?

View/Print

The current round is now closed, and users are unable to reapply

Re-Apply

MS Society

2

1.2. Unsubmitted application forms

Note: unsubmitted application forms should be available for both Lead Applicants and Co-applicants to download.

- Lead Applicants should click 'My Applications' in the left-hand menu. Co-applicants should click 'My Co-applications' instead. The next steps are the same for both Lead and Co-applicants, the co-applicant page will just look slightly different.
- On this page you'll see a table showing any unsubmitted applications.

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My Applications
My Co-applications
My Grants
My Research Outputs
My Review Responses
My Reviews
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My Applications

You have 1 application awaiting submission.

To view more details or to update an application please select it from the list below.

New Application
To start a new application click here:
New Application

Reference	Title	Last Updated	Status	
1234	[New Application]	24/01/2024 10:40 GMT	Round Closed	

You have 3 submitted or Rejected applications

Reference	Title	Last Updated	Status	
B001-XX.1	Previously submitted application title	12/08/2025 10:33 BST	Rejected	

- Click on the title of the unsubmitted application form you want to download.
- You'll then see the page shown below. Click on 'View/Print' button in the 'PDF the application (Print)' box on the right-hand side. This will download a PDF of the application form which you can save. **Note: if the unsubmitted application form hadn't been populated, no PDF will be generated and you'll get a 'No document found' message.**
- Repeat these steps for each unsubmitted application form you wish to save.

Home
My Applications
ZZZ PhD studentship application
Ref:
Details
View History
Journal (0)
Sign-off Status
My Co-applications
My Grants
My Research Outputs
My Review Responses
My Reviews
Manage My Details
Contact Us
Logout
System Help

Lead Applicant
Title
Reference
Status
Round Closed
Total Requested
organisation
Grant Type
ZZZ PhD studentship application
Funding Round
2019 Grant round – PhD Studentship Application
Signatories
Finance Officer
Created On
04/04/2019
Last Updated
24/01/2024
Validated
Not Complete
Applicant Submitted
Submitted On

Role: Lead Applicant
Actions shown below are for your involvement as a Lead Applicant

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

PDF Formatting Problems?

View/Print

The current round is now closed, and users are unable to reapply

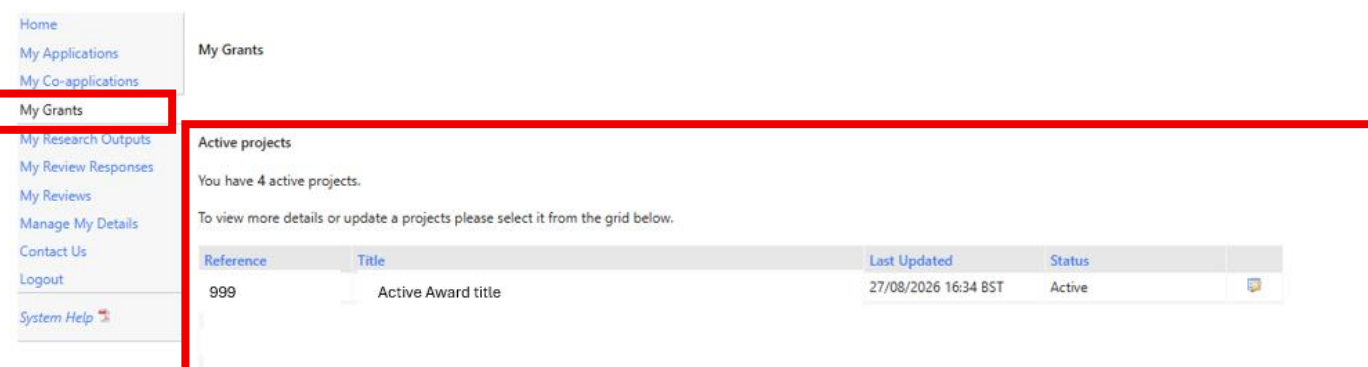
Re-Apply

2. Retrieving successful application forms – active, complete and closed Awards

2.1. Application forms for currently active Awards

Note: application forms for currently active Awards should be available for both Lead Applicants and Co-applicants to download using the same guidance below.

- Click 'My Grants' in the left-hand menu.
- On the 'My Grants' page, you'll see a table showing your active Awards ('Active projects').



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My Grants
My Research Outputs
My Review Responses
My Reviews
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My Grants

Active projects

You have 4 active projects.

To view more details or update a projects please select it from the grid below.

Reference	Title	Last Updated	Status	
999	Active Award title	27/08/2026 16:34 BST	Active	

Complete projects

You have 1 completed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	
900	Completed Award title	23/04/2026 13:03 BST	Complete	

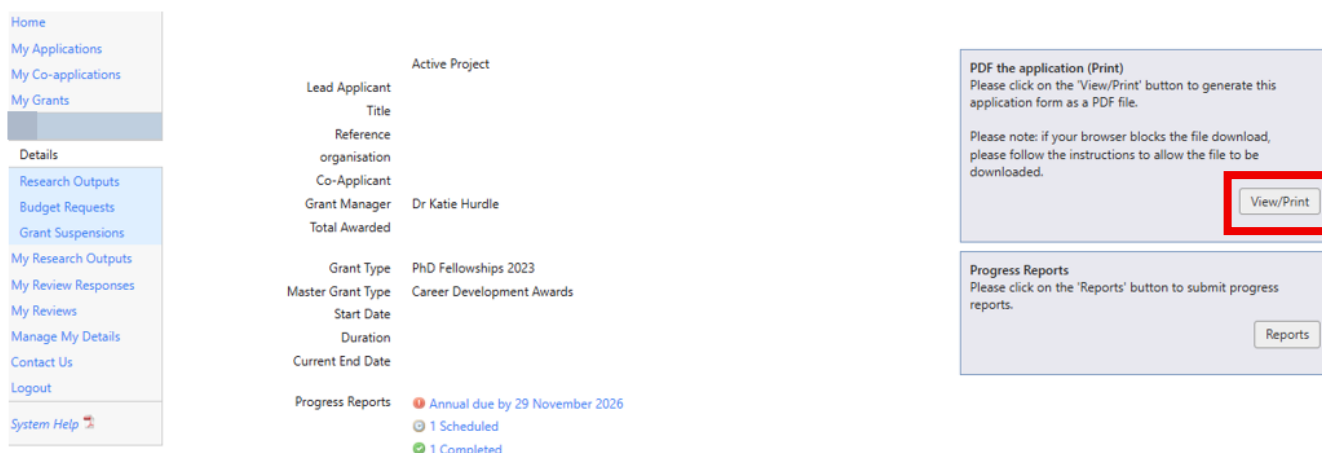
Closed projects

You have 1 closed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	Outcome	
850	Closed Award title	12/08/2025 10:34 BST	Closed	Funded	

- Click on the title of the active Award application form you want to download.
- You'll then see the page shown below. Click on 'View/Print' button in the 'PDF the application (Print)' box on the right-hand side. This will download a PDF of the application form which you can save.
- Repeat these steps for each active Award application form you wish to save.



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My Grants
Details
Research Outputs
Budget Requests
Grant Suspensions
My Research Outputs
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Active Project

Lead Applicant
Title
Reference
organisation
Co-Applicant
Grant Manager
Total Awarded

Dr Katie Hurdle

Grant Type
Master Grant Type
Start Date
Duration
Current End Date

PhD Fellowships 2023
Career Development Awards

Progress Reports

Annual due by 29 November 2026
1 Scheduled
1 Completed

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

View/Print

Progress Reports
Please click on the 'Reports' button to submit progress reports.

Reports

2.2. Applications forms for completed or closed Awards

Note: application forms for currently active Awards should be available for both Lead Applicants and Co-applicants to download using the same guidance below.

- Click 'My Grants' in the left-hand menu
- On this page you'll see tables showing any complete Awards ('Complete projects') and Closed Awards ('Closed projects'), if you have any.

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My Grants

Active projects

You have 4 active projects.

To view more details or update a projects please select it from the grid below.

Reference	Title	Last Updated	Status	
999	Active Award title	27/08/2026 16:34 BST	Active	

Complete projects

You have 1 completed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	
900	Completed Award title	23/04/2026 13:03 BST	Complete	

Closed projects

You have 1 closed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	Outcome	
850	Closed Award title	12/08/2025 10:34 BST	Closed	Funded	

- Click on the title of the complete/closed Award application form you want to download.
- You'll then see the page shown below. Click on 'View/Print' button in the 'PDF the application (Print)' box on the right-hand side. This will download a PDF of the application form which you can save.
- Repeat these steps for each complete/closed Award application form you wish to save.

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My Co-applications

My Grants

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Research Outputs

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Grant Suspensions

My Research Outputs

My Review Responses

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Logout

System Help

Complete Project

Lead Applicant

Title

Reference

organisation

Co-Applicant

Total Awarded

Grant Type

Master Grant Type

Start Date

Duration

Current End Date

Progress Reports

0 Scheduled

1 Completed

PDF the application (Print)

Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

View/Print

Progress Reports

Please click on the 'Reports' button to submit progress reports.

Reports

3. Retrieving submitted progress reports

3.1. Progress reports for currently active Awards

Note: progress reports for currently active Awards should be available for both Lead Applicants and Co-applicants to download using the same guidance below.

- Click ‘My Grants’ in the left-hand menu
- At the top of the page you’ll see a table showing your active Awards (‘Active projects’).

Home

My Applications

My Co-applications

My Grants

My Research Outputs

My Review Responses

My Reviews

Manage My Details

Contact Us

Logout

System Help

My Grants

Active projects

You have 4 active projects.

To view more details or update a projects please select it from the grid below.

Reference	Title	Last Updated	Status	
999	Active Award title	27/08/2026 16:34 BST	Active	

Complete projects

You have 1 completed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	
900	Completed Award title	23/04/2026 13:03 BST	Complete	

Closed projects

You have 1 closed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	Outcome	
850	Closed Award title	12/08/2025 10:34 BST	Closed	Funded	

- Click on the title of the active Award application you want to view and download submitted progress reports for.
- You'll then see the below page. The number of completed progress reports will be shown as a hyperlink. Click this link.

- This will take you to the progress report summary table for your active Award (shown below).
- Click on the 'View' link in the last column of the table for the submitted progress report you wish to download. This will download a PDF of the progress report which you can save.
- Repeat these steps for each progress report you want to save for your active Award(s).

3.2. Progress reports for complete or closed Awards

Note: progress reports for complete or closed Awards should be available for both Lead Applicants and Co-applicants to download using the same guidance below.

- Click 'My Grants' in the left-hand menu
- On this page you'll see tables showing any complete Awards ('Complete projects') and Closed Awards ('Closed projects'), if you have any.

Guidance for retrieving documents from Grant Tracker

August 2026

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My Grants

Active projects

You have 4 active projects.

To view more details or update a projects please select it from the grid below.

Reference	Title	Last Updated	Status	
999	Active Award title	27/08/2026 16:34 BST	Active	

Complete projects

You have 1 completed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	
900	Completed Award title	23/04/2026 13:03 BST	Complete	

Closed projects

You have 1 closed project.

To view more details or update a project please select it from the grid below.

Reference	Title	Last Updated	Status	Outcome	
850	Closed Award title	12/08/2025 10:34 BST	Closed	Funded	

- Click on the title of the complete/closed Award application you want to view and download submitted progress reports for.
- You'll then see the below page. The number of completed progress reports will be shown as a hyperlink. Click this link.

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Complete Project

Lead Applicant
Title
Reference
organisation
Co-Applicants

Grant Manager
Total Awarded
Award Letter

Grant Type PhD Fellowships
Master Grant Type Career Development Awards
Start Date
Duration
Current End Date 31 January 2026

Progress Reports **3 Completed**

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

View/Print

Progress Reports
Please click on the 'Reports' button to submit progress reports.

Reports

- This will take you to the progress report summary table for your complete/closed Award (see the below image).

- Click on the 'View' link in the last column of the table for the submitted progress report you wish to download. This will download a PDF of the progress report which you can save.
- Repeat these steps for each progress report you want to save for your complete/closed Award(s).

Home	Grant Progress						
My Applications	The table below shows any actions required on this grant.						
My Co-applications							
My Grants							
	Type	Status	Available On	Required By	Received On	Contact Type	
Details	Annual	Complete (Approved)	01/01/2024	30/04/2024	30/04/2024	(any)	 View
Research Outputs	Annual	Complete (Approved)	01/01/2025	01/05/2025	24/04/2025	(any)	 View
Budget Requests	Final	Complete (Approved)	01/01/2026	01/05/2026	30/04/2026	(any)	 View
Grant Suspensions							
My Research Outputs							
My Review Responses							
My Reviews							
Manage My Details							
Contact Us							
Logout							

3. Retrieving a peer or lay review you've completed

- Click 'My Reviews' in the left-hand menu
- On this page you'll see any peer/lay reviews you've completed.

Home	My Reviews	
My Co-applications	You have...	
My Grants	24 submitted reviews Click here	
My Research Outputs	No records were returned.	
My Approvals		
My Reviews		
Review Invites		
Submitted Reviews		
Monitored Grants		
Manage My Details		
Contact Us		
Logout		

- Click on the 'Click here' link on the right-hand side of the screen
- This will show you a table with all the reviews you've completed (shown below). Click on the PDF symbol in the 'PDF' column to download your completed review. This will download a PDF of your review which you can save.
- Repeat the previous step for each review you want to save.

4. Reviews received for your submitted application (successful or unsuccessful outcome)

- The lay and peer reviews for an application you've submitted **aren't** available to download from your portal account.
- If you're a Lead Applicant, you will have been emailed a copy of the lay and peer reviews for your application (called a 'review summary') by the MS Society, or had the opportunity to download these when completing your rebuttal to the peer and lay reviewer comments (excluding Catalyst Awards). Please check your emails and/or saved files to check that you have copies of any application peer and lay reviews ('review summary') you wish to keep.