Viewing applications

**NOTE:** Avoid using the back or forward arrow in your browser. If you do, immediately follow with refresh (F5).

- Make sure you are logged in as the correct user role to view all applications i.e. Head of School, Director of Research etc.

If not, click on the inverted triangle in the top right hand corner of the ‘Overview’ page and select the role.

- Click on ‘Project Applications’ in the ‘Content’ menu.

This will take you to a list view of all the current project applications in your school.

Whilst in the list view, you can see:

- Project application title
- Project application category
- Principal investigator
- School
- Start and end dates of the project
- Status of the project application
- Click on the title to enter the project application.

- Click on each section to view all the project application details. The status is also displayed here.