Using TETRA - Telethon Tracker Portal

_TETRA is Telethon’s new online project management system_

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REGISTRATION

Existing users
Please log in to access your account.

New users
Please register with us to create your account using your institutional email address.

New users
Only registered users of the system can apply for new grants or manage progress reports of Telethon funded grants. Please click Register and follow the on-screen instructions to complete the registration process.

Important notice
Users of Telethon discontinued grant management systems (http://proposals.telethon.it or http://webtric.telethon.it) must enter the same email used in their previous account to be automatically recognized by TETRA. In case you don’t remember that email address, send an email to soffice@telethon.it. Avoid duplication of accounts.

You may find the following notes useful:

- You will use the email address you register with to identify yourself to the system when logging in.
- The system will use this email address for all correspondence, so it’s a good idea to choose an address you use regularly.
- When you register, an email will be sent to you to allow you to confirm the registration and log in for the first time.
- In case you move to a new email address in the future, you can change your registered TETRA email address if you need to.
- If you’re a Telethon grant holder, or if you’ve previously contributed to an application or review, your email address may already be registered. The system will detect this automatically and will invite you to log in without needing to re-register.
- The system allows you to store the answers to security questions to assist the secure retrieval of your password if you ever forget it.
Forgotten password

If you forget your password, you may click the Forgotten Password? link on the Registration and Login Page, and ask for a replacement password to be sent to you by email. This replacement password gives temporary access to the system, during which time you will be asked to provide a new, permanent password.

Account lock out

Persistent use of an incorrect password will lock your account; this is to protect you from attempts to access your data by a third party. If this happens you can request a new password via the ‘Forgotten password’ function.

Existing users.

Log in with your email and password.
HOME PAGE

The home page is your starting point to create applications, or to update your details, including your professional and academic CV.
It shows a list of items that you are working on, whether unsubmitted grant applications or tasks allocated to you as grant holder or reviewer.

PUBLICATIONS

To import a list of your publications to the portal go to My Research Outputs menu on the left-hand side. No search results will be available until you import your records. Once imported, the Research Outputs will populate below the search bar.
To import, you must first confirm which source you wish to import your records from. At the moment only Europe PMC can be selected.

Once selected, please click **Select Records** as shown below.

Enter your search criteria and click **Search**.

The import will retrieve and display all found Research Records from Europe PMC. You can select the records you wish to actually import to TETRA by selecting the checkboxes provided against each record. At all times through the import page, you can return to the previous screen to make any adjustments.

Once you have selected the Research Output records you require, click on **Complete Import** at the bottom of the page to display a preview of those ones to be imported.
To complete the import you must select **Import**.

A small pop-up will appear on screen when the import has been successfully completed.

If you wish to perform another import, you can select **Yes** which will redirect you to the first page of the import page.
CREATING AND COMPLETING A GRANT APPLICATION

An overview of the grant application process

- The Lead Applicant must be the one who creates the application, but it may be jointly completed by the Lead Applicant and any other invited participants such as partners.
- Partners may be added to the application. When a Partner is added, TETRA will automatically email them to invite their participation. Partners can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
- Applicants and Partners can manage their CVs in ‘My Details’. The CVs are automatically included in the application submission.
- When the application form is complete it must be validated prior to submission. This will highlight any omissions in the form, and allow these omissions to be corrected.
- The Lead Applicant may follow the progress of the approval process on the grant summary page.
- When all Partners have approved the application, the Lead Applicant can submit the application and a confirmation email will be sent to the Lead Applicant.

New applications

The Funding Rounds (Call for Applications) page lists the available applications. This page is accessed from the link “here” on the home page under New Grant Application.

- All the grant rounds currently open are listed.
- Click Apply to create an application form.

Completing a grant application

The created Applications are listed in My Applications menu on the left-hand side. The pages of the application form are listed as a menu down the left-hand side of the screen. Each page will contain a number of fields and questions. To complete the application all pages must be filled in.
- You can move from page to page using the buttons, or use the menu on the left-hand side; these actions automatically save any changes you have made on the page.

- The button also saves your work while brings you to the initial details page for this application. You will be prompted to save your work if you leave the screen but it is always good practice to save work often in case of computer problems.

- You can save and return to the application form as often as you like.

- The system will prevent your Partners accessing your application pages at the same time as you. This stops Applicants and Partners making changes to the same part of the application at the same time and inadvertently overwriting each other’s work.

**Partners or Collaborators**

If you are invited to participate in an application as Partner or Collaborator, you will be informed about this by email. Clicking on the link in the invitation email opens a page where you can accept or decline this invitation.

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**Partner confirmation page**

As a co-applicant you most first ‘Confirm’ your participation before the application can be submitted by the Lead Applicant. Please ensure your CV is up to date (this can be updated in the Manage My Details section).

**Confirm your Participation**

Please click the confirm button to confirm your participation in the application.

**Reject your participation**

If you do not wish to participate in this application or think that this approach was in error please click the reject button below. This will send an email to the lead applicant and remove you from the application.
Collaborator confirmation page

If you are invited to participate as Partner or Collaborator, you can also manage the related Application in the My Co-applications left-hand menu.

You will then be able to examine the application’s details, to allow you to decide how to respond. When you have made your decision, click Confirm or Reject as appropriate.

Your applications

All grant applications you have applied to and their statuses, are listed on the My Applications section of the system.
Managing an application

If you select an application from the My Applications page, a summary is presented.

The boxes on the right enable you to:

- **Edit** the application on return visits
- **View the application** as a PDF. This creates a form with your latest edits for you to review or to create a paper copy. The PDF features a ‘Working Copy’ watermark, which disappears after the application is successfully submitted.
- **Validate** that your application is complete for submission.
- **Submit the application** for approval – this button is only available when validation has been successfully completed.
- **Delete the application** if you wish to. **Note that this is an irreversible action**; the application cannot be recovered after deletion.

The menu items on the left:
• **View History** - shows the changes made to the application form, this can be useful for the review of changes made by partners.

• **Journal** - is a notepad function allowing collaborators to leave messages and/or attachments for each other.

• **Sign-off status** - reports on the progress of the sign-off process by each of the *Partners or Collaborators*.

**SUBMISSION**

To submit an application all required questions and fields must be completed, the last page of the application is called ‘**Validation**’ and shows any missing information.

- When the application validates the lead applicant may submit the application.
- If the application requires approval by Partners can be submitted only after their approval.
- On completion of the final approval:
  - A grant application number is assigned to the application.
  - An email is sent to applicants to confirm this.

**After the Application is submitted**

Once the Application is submitted is shown to be ‘Under Review’ until you receive further notifications. A submitted Application cannot be further modified; should you need to apply some amendments prior to the Call deadline date click the **Contact Us** on the left hand menu.