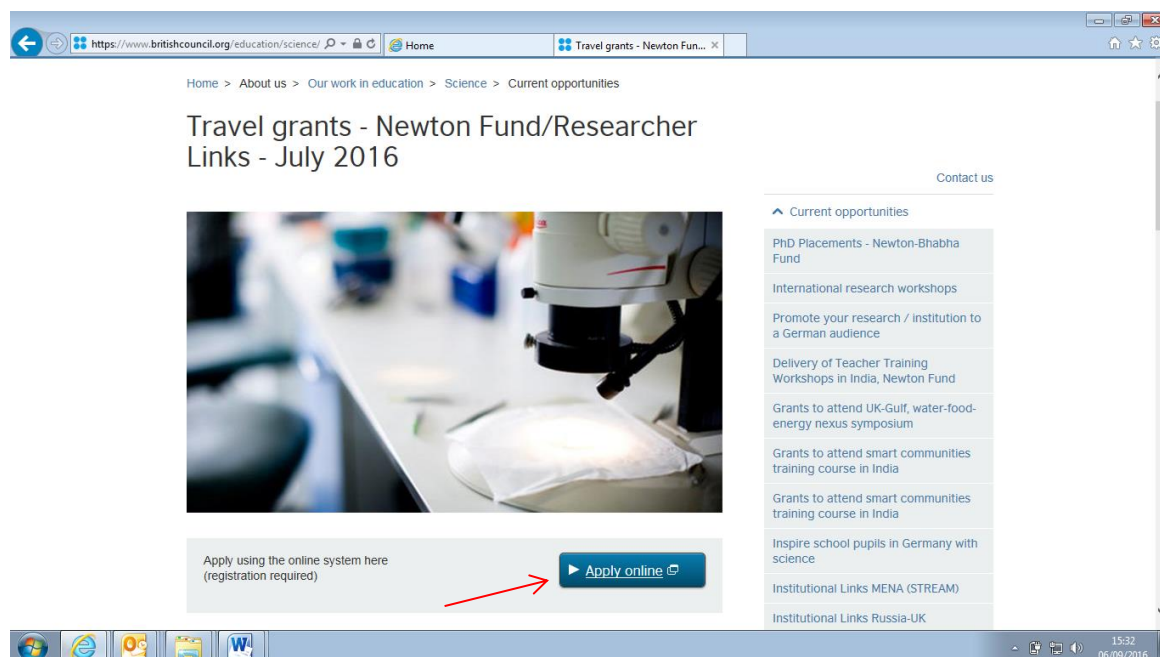


## **Guide to registering on the online tool and starting your Researcher Links application**

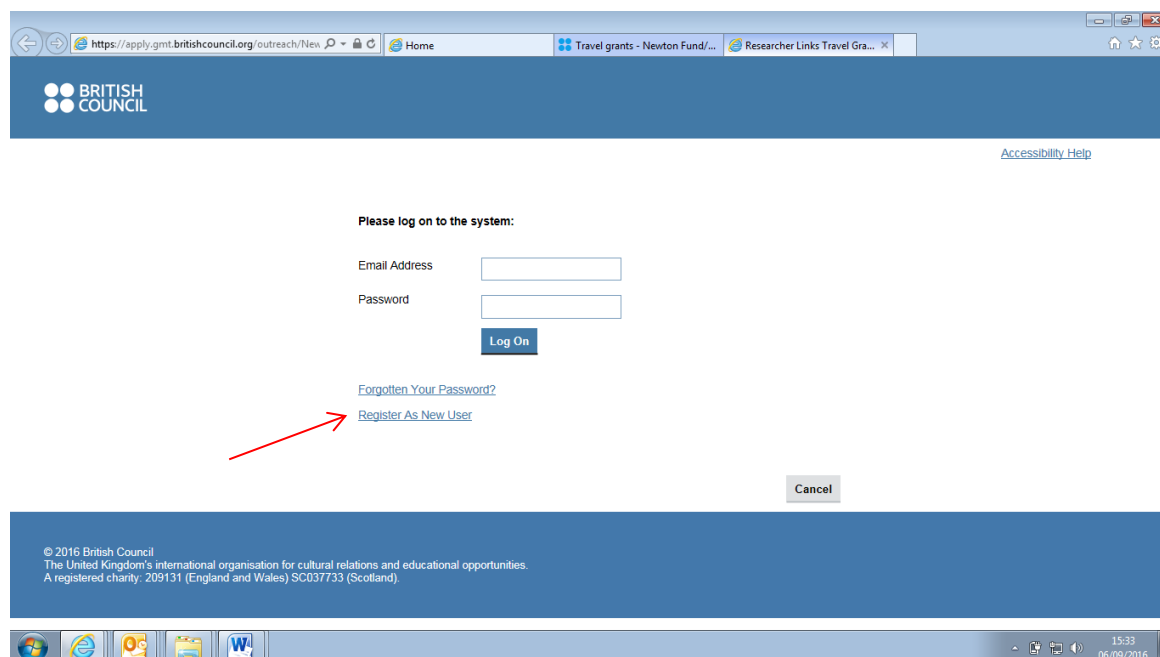
Step 1 – Make sure you are in the correct link under current opportunities via this link <https://www.britishcouncil.org/education/science/current-opportunities> for the current call and type of grant you wish to apply for.

This example is for a Newton Fund Researcher Links Travel Grant.

Once you are in the correct link, click on 'Apply online'.



Step 2 – at the next screen, click 'Register as new user'. (If you are not a new user to this online application tool then please insert your existing email and password and go to step 12).



Step 3 – at the next screen fill in your details. Then press OK you will get a notification screen that your registration is complete.

The screenshot shows a web browser window with the URL <https://apply.gmt.britishcouncil.org/outreach/self/>. The page is titled 'Your Details' and features the British Council logo. A message states: 'Thank you for deciding to start a new account. We just need a few extra details before proceeding. The email address you choose should be a permanent one because this cannot be changed once you have registered.' Below this, there are input fields for: Email address, Title, Given name(s), Family name, and Date of birth (with dropdowns for Day, Month, and Year). A 'Registration Check' section requires the user to type the characters 'KFNWPCC' from a CAPTCHA image. At the bottom right, there are 'OK' and 'Cancel' buttons. The browser's taskbar at the bottom shows the date as 06/09/2016 and the time as 15:34.

Step 4 – In the 'Registration Complete' Screen' press OK and a mail should be sent to the email address you supplied in step 3 so that you can set up a password.

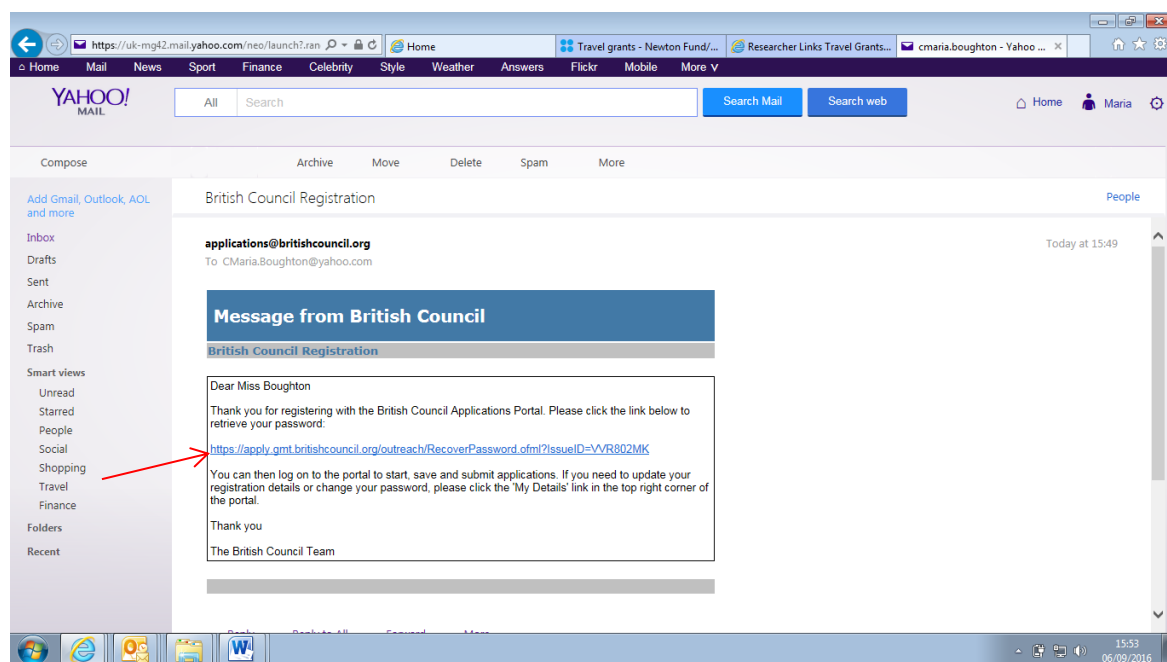
The screenshot shows the 'Registration Complete' screen. It displays the message: 'Your registration has been successful. An email will be sent to the email address that you supplied. Please use the link contained in that email to set up a password.' An 'OK' button is located at the bottom right of the message box. The browser window title is 'Registration Complete' and the URL is the same as in the previous screenshot. The taskbar at the bottom shows the date as 06/09/2016 and the time as 15:48.

Step 5 – check your inbox, junk mail or spam to see if you received this mail.

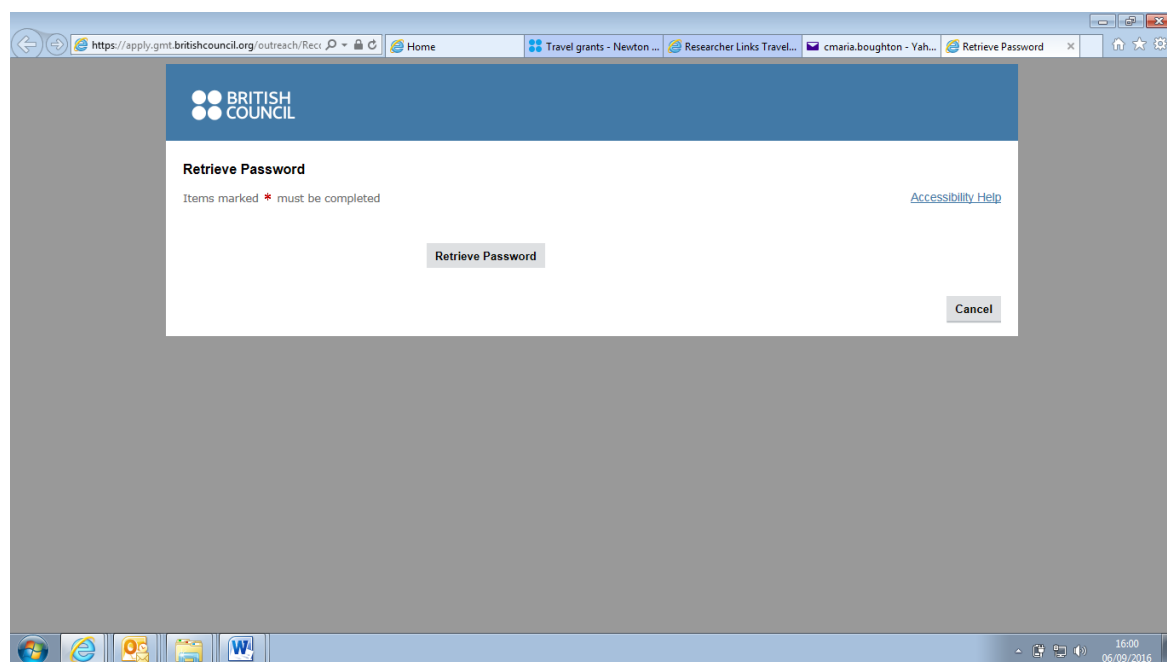
*Troubleshooting: sometimes with institutional email addresses, the mail goes to Spam. Please check with your IT services to release a mail from [applications@britishcouncil.org](mailto:applications@britishcouncil.org) (see screenshot below to view the mail). Please add [applications@britishcouncil.org](mailto:applications@britishcouncil.org) and*

[UK-researcherlinks@britishcouncil.org](mailto:UK-researcherlinks@britishcouncil.org) to your safe senders list. You will also need to receive other mails from this address once you submit your application.

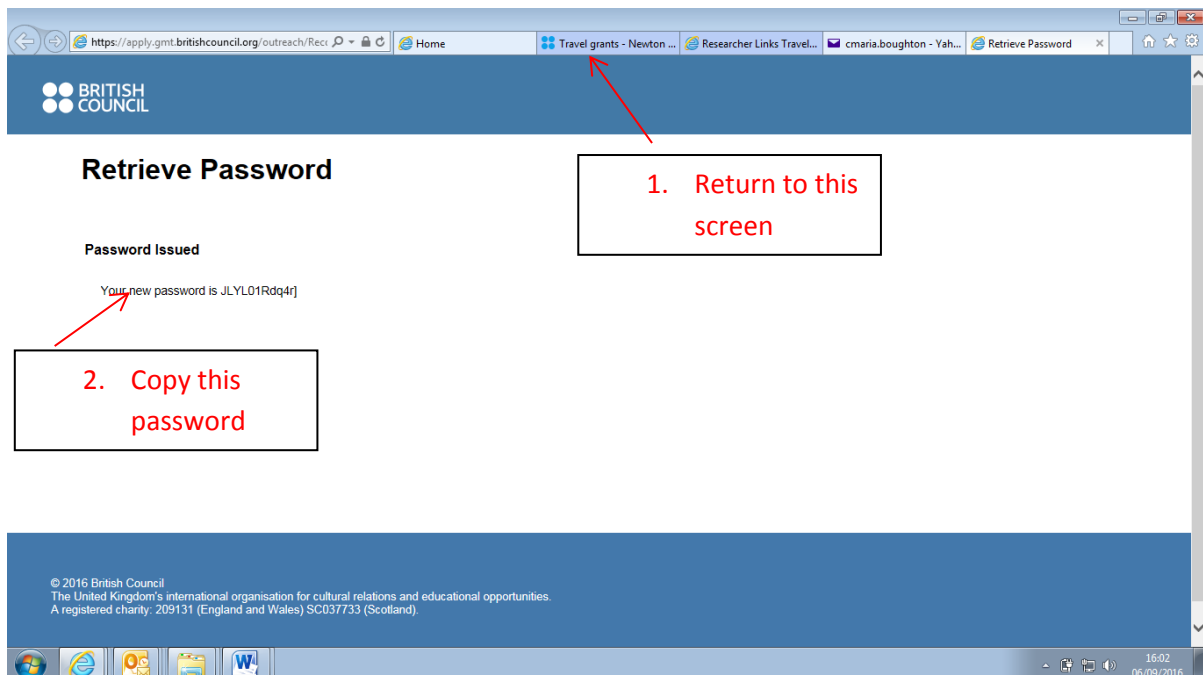
Then open the link in the mail.



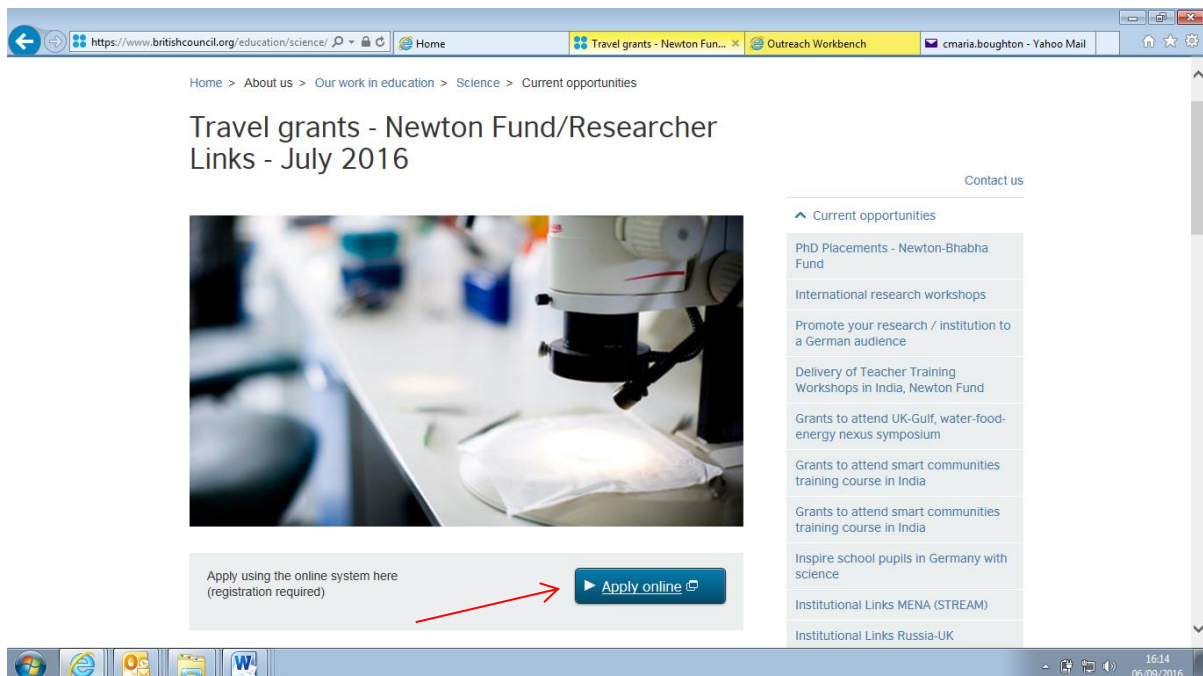
Step 6 – when you have opened the link, press ‘Retrieve password’.



Step 7 – a temporary password is then issued to you. Copy or make a note of the password.

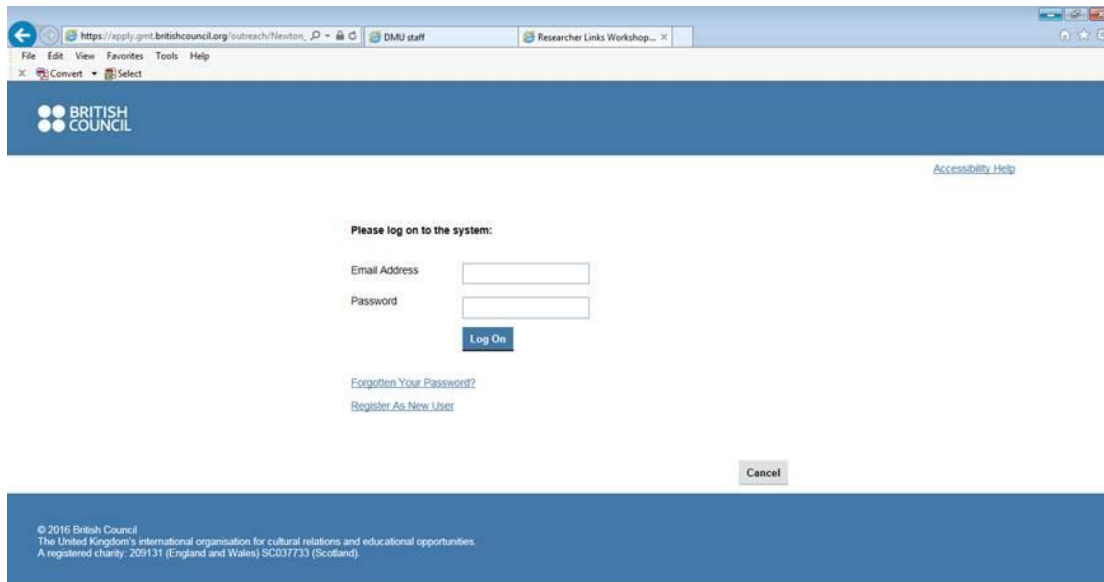


Step 8 – At this screen, copy the given password and return to the Current Opportunities page for the call you are applying for, in this case the webpage for a Newton Fund travel grant. Once you are in the correct link, click on 'Apply online'.



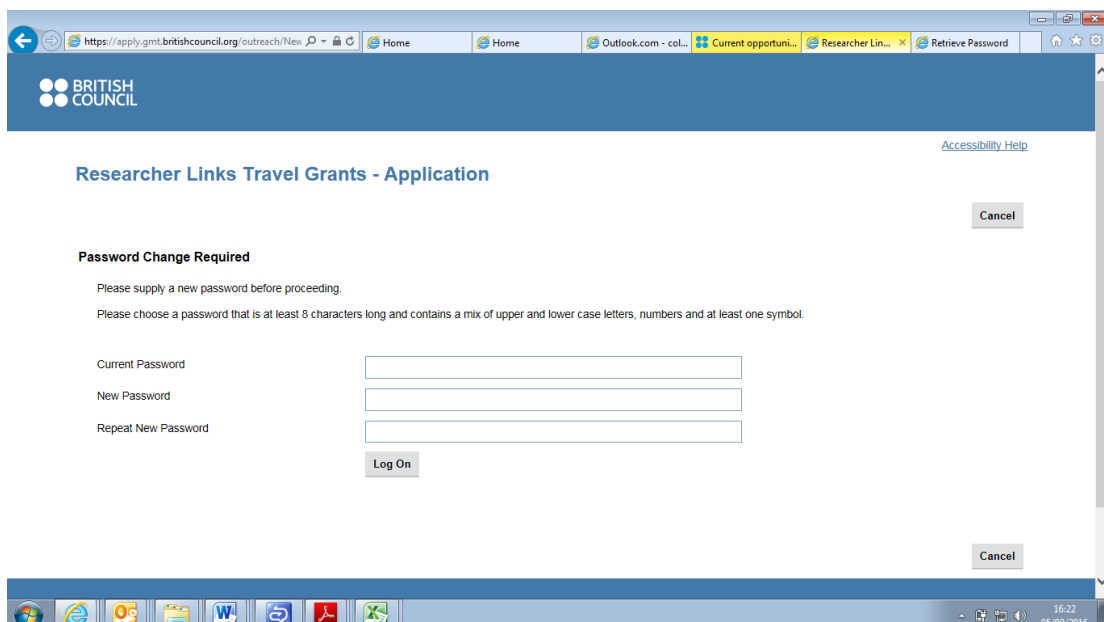
Step 9 - Insert your Email address and paste the temporary password provided to you earlier into the relevant sections and click Log on.

**Troubleshooting: If you get an error message after pressing 'Log On' at this stage, do not try to re-set your password through 'Forgotten your password'. Repeat steps 8 and 9 again. If this still does not work, contact [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org).**



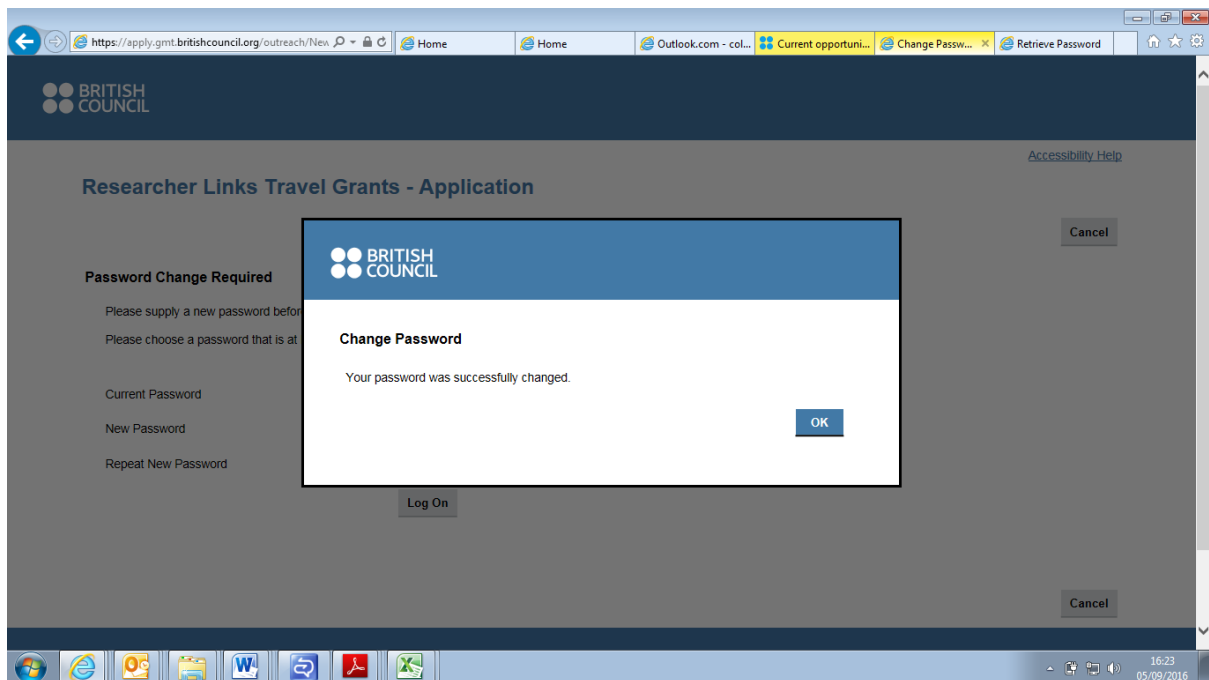
The screenshot shows a web browser window with the URL <https://apply.gmt.britishcouncil.org/outreach/Newton...>. The page features the British Council logo at the top left. Below the logo, there is a section titled "Please log on to the system:" which contains two input fields: "Email Address" and "Password". A "Log On" button is positioned below the "Password" field. To the right of the "Log On" button, there are two links: "Forgotten Your Password?" and "Register As New User". At the bottom right of the login section, there is a "Cancel" button. The footer of the page contains copyright information: "© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities. A registered charity: 209131 (England and Wales) SC037733 (Scotland)."

Step 10 - The screen below will appear to prompt you to immediately change the temporary password to a preferred password of your choice. Paste the previously used temporary password into the "current password" field, then insert your preferred password into the "new password" and "repeat new password" fields and click log on.



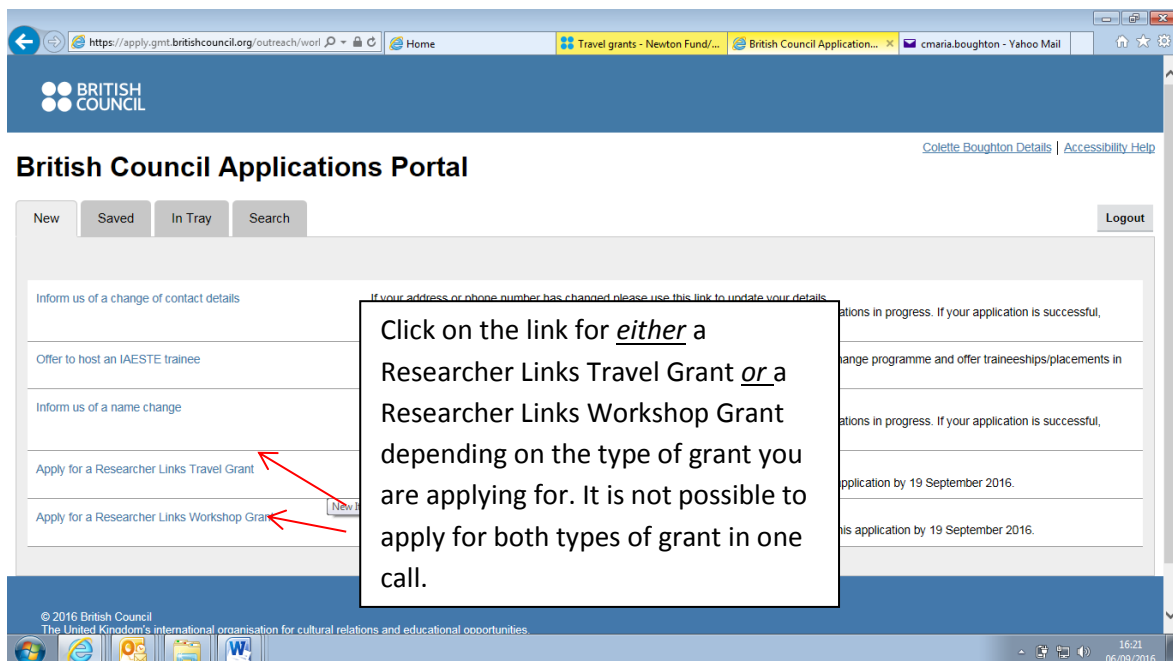
The screenshot shows a web browser window with the URL <https://apply.gmt.britishcouncil.org/outreach/Newton...>. The page features the British Council logo at the top left. Below the logo, there is a section titled "Researcher Links Travel Grants - Application". To the right of this title, there is a "Cancel" button. Below the title, there is a section titled "Password Change Required" which contains the following text: "Please supply a new password before proceeding." and "Please choose a password that is at least 8 characters long and contains a mix of upper and lower case letters, numbers and at least one symbol." Below this text, there are three input fields: "Current Password", "New Password", and "Repeat New Password". A "Log On" button is positioned below the "Repeat New Password" field. At the bottom right of the page, there is a "Cancel" button. The footer of the page contains copyright information: "© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities. A registered charity: 209131 (England and Wales) SC037733 (Scotland)."

Step 11 – when you press log on in step 10, you should get the following screen:



Press OK. Your password has now been changed and from this point onwards your preferred password should be used at all times when logging into your account.

Step 12 – Choose the form for the type of grant you are applying for.



Step 13 - You should be taken to the initial page for the type of grant you started applying for. You can then make your way through the application. Good luck with your application!

BRITISH COUNCIL

[Colette Boughton Details](#) | [Accessibility Help](#)

## Researcher Links Travel Grants - Application

### Country Selection

[Print a copy](#) [Spell Check](#) [Save](#) [Exit](#) [<< Back](#) [Next >>](#)

Items marked \* must be completed

Country Selection

#### Welcome to the Researcher Links Travel Grants Application

**Researcher Links Travel Grants** provide financial support for Early Career Researchers to undertake an international research placement to strengthen links for future collaboration, build research capacity in developing economies, and enhance the researcher's career opportunities.

Please select which country you are applying from

[Print a copy](#) [Spell Check](#) [Save](#) [Exit](#) [<< Back](#) [Next >>](#)

### *Troubleshooting - Note for trilateral workshop applications:*

*Following registration, the first page of the form asks for one country, the country in which you are applying from, which is the UK. In selecting the UK it will automatically provide a second selection box for your partner country, please enter one. Move to the next page (Instructions) and at the bottom you will be asked to select if the workshop is bilateral or trilateral. When you select trilateral, you will see that when you move to the next page (Summary Details) it will ask for details of all 3 countries etc. This will be reflected in other areas of the application also as you go along.*