How to use Benefactor – Applicant guidance

Applications to the RSTMH Grants Programme need to be submitted on the portal Benefactor.

Applicants will need to create an account on Benefactor, where they can then submit their application. Once applications are submitted, applicants will then need to login to their account to receive updates on their progress.

All stages of the Grants Programme will be managed through Benefactor.

This guidance document is for those who intend to submit an application to the RSTMH 2025 Early Career Grants Programme.

If you have any questions on any parts of the application, please contact greta.holmes@rstmh.org.

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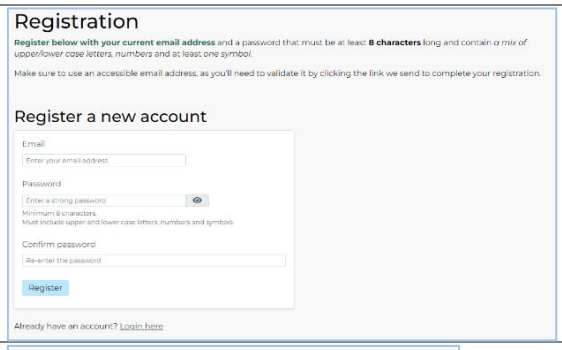
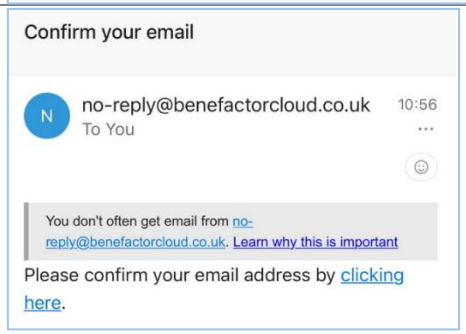
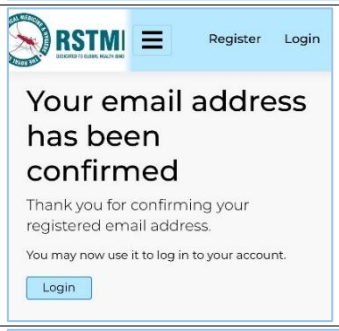
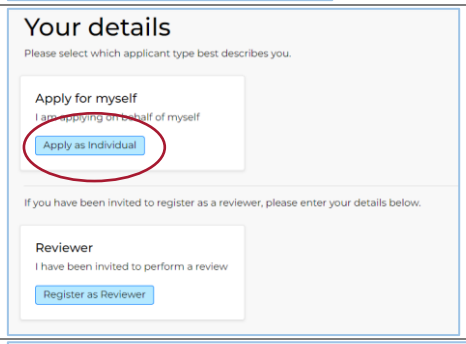
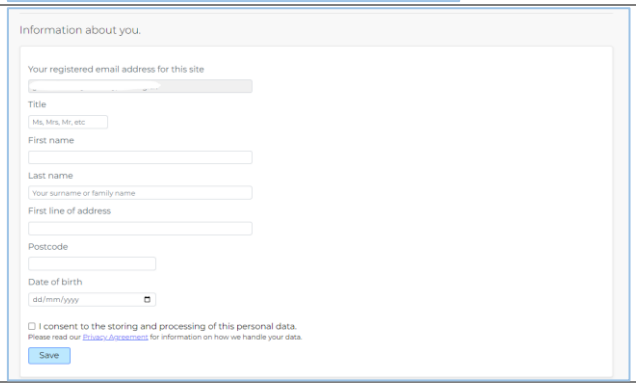
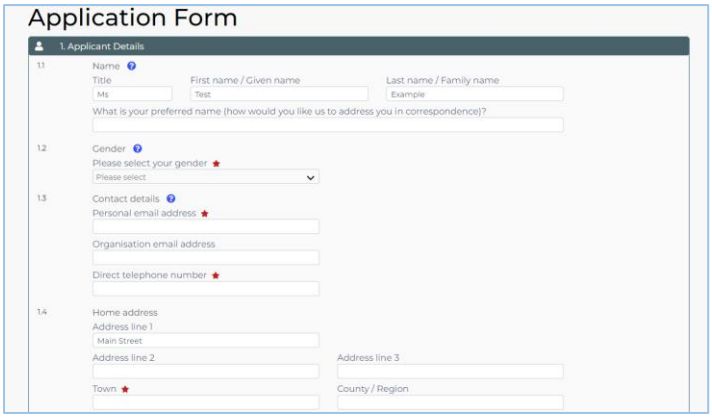
Creating an account

Please click here to begin your application.

Step	Picture	Instructions
1		When you go to the Benefactor website, you will be asked to register for an account. Enter your details and click register. *Tip: Make sure you use an email that you will have access to for the duration of your project.*
2		First, you will need to verify your email address. Please make sure to check your Junk Folder for the verification email. The email can take a few minutes to come through. Click the link in the email to verify your address.
3		Once you have clicked the link, you will be presented with a confirmation of your email being verified. You can now login to your account with the details you used to register.
4		When you are presented with this screen, click 'Apply as Individual'.
5		You will now be asked to provide summary information to begin your account creation. Click 'save' once you have completed this information.

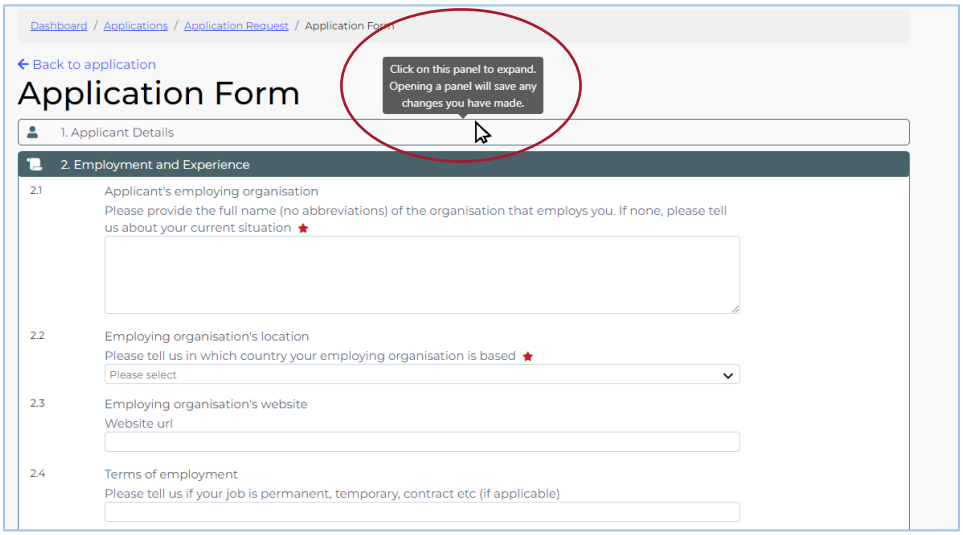
Application form

Once this is completed, you will be taken to the application form.



Saving your progress

From this page, you can logout of your account and return to your application as many times as you would like, before finishing your application. To save your answers and progress, you need to **click on one of the section titles**, as shown here:



This will save your progress and enable you to return to your application at a later time, if you logout and back in again.

If you do not save your work, your latest answers will be lost.

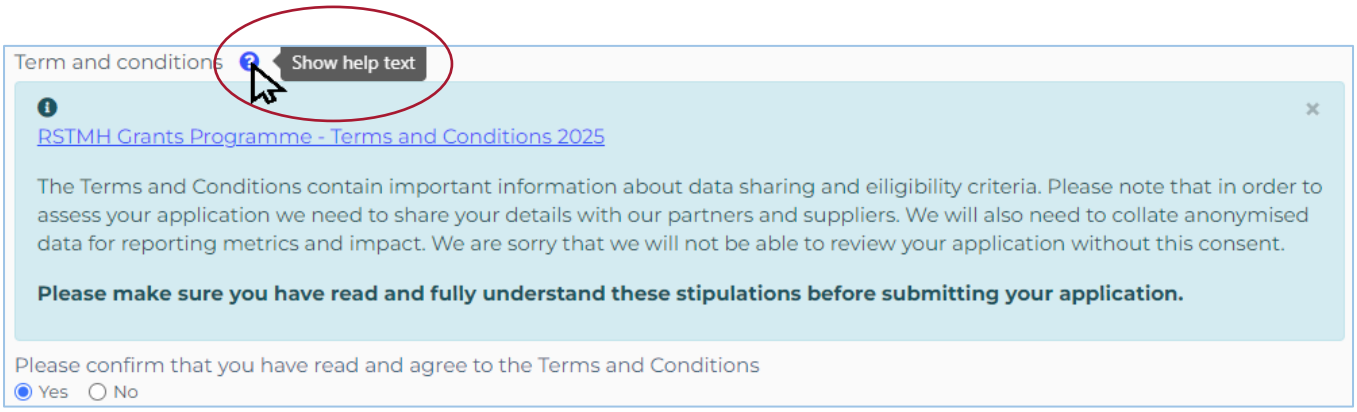
After a certain amount of time of no activity, you will be automatically logged out of your account. Make sure to save your work before you step away from your computer for any significant period of time.

How to access help text

Throughout the application form there is help text to guide your answers. In some cases, this is displayed directly next to the question. In others, you need to click the help text icon to view the text.

If there is help text that you can click to see, there will be a question mark symbol next to the question .

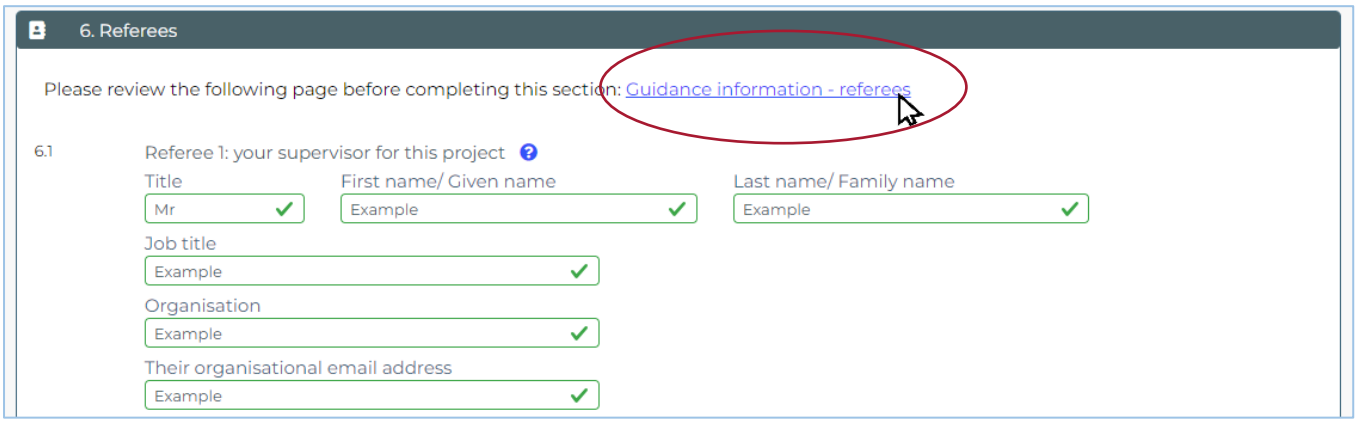
If you click on this symbol, a pop-up box will appear below the question with more information.



You can then hide the help text by re-clicking the question mark symbol.

It is a good idea to read the available help text for all questions, to make sure you have understood the question.

Some help text sections include links to the RSTMH website. You can access these by clicking the blue, underlined text.



This will open a separate tab in your browser, showing the page on the RSTMH website.

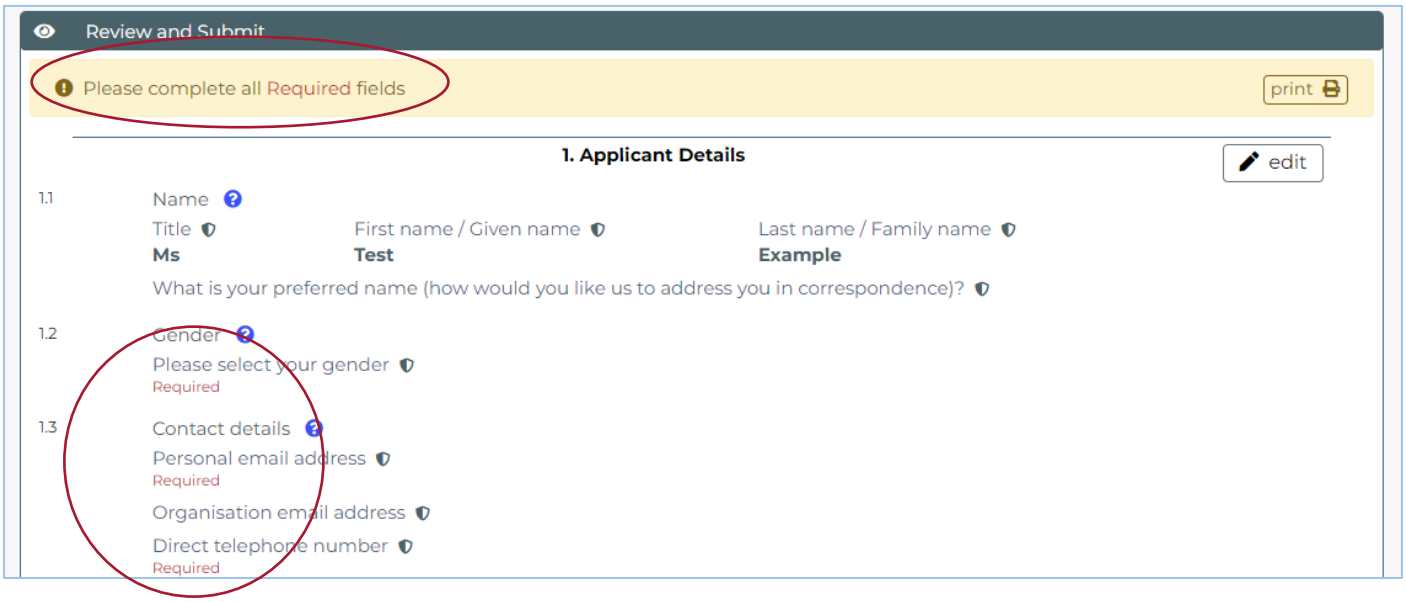
You can go back to your application form by clicking the tab that it is open on.

Mandatory questions

The majority of questions in the application must be answered before you can submit the application.

These questions have a red star symbol next to the question . Once you have answered the question, the start will disappear. Some questions also have help text to explain if the question is mandatory.

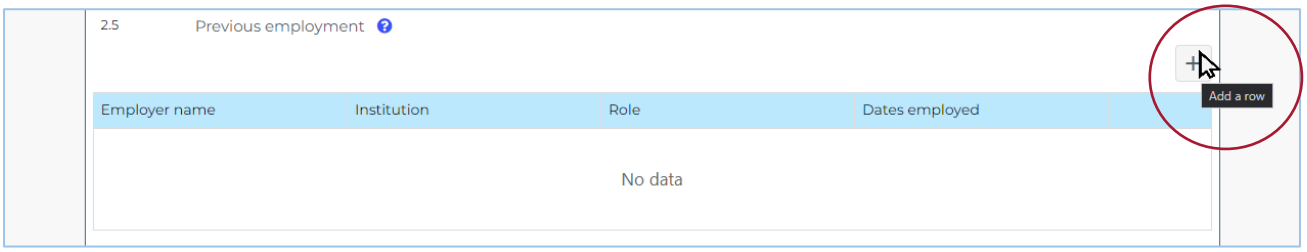
If you get to the end of the application form and you have missed any of these questions, the form will highlight to you all required answers.



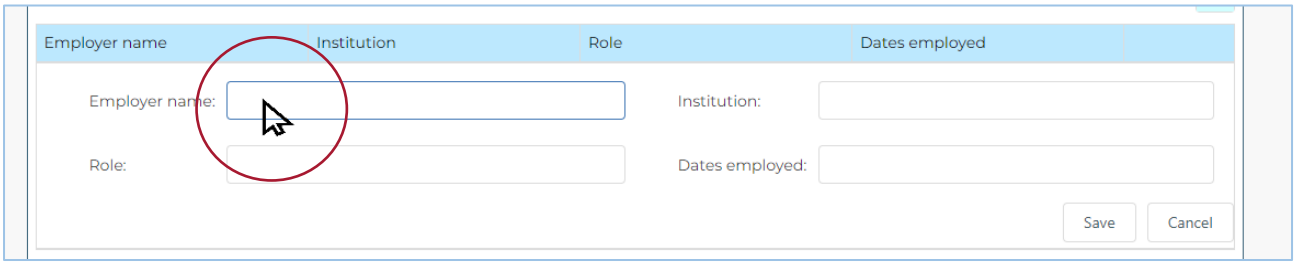
Entering information into a table

Several questions in the application form ask applicants to enter information into a table. Please read below for instructions on how to do this. Guidance on completing the budget table is listed separately on page 7.

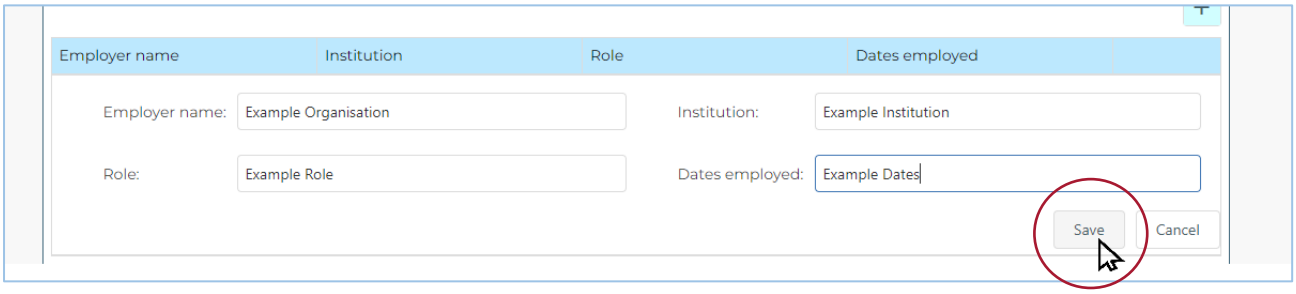
Questions where the answer must be entered into a table will look like this on the application form.



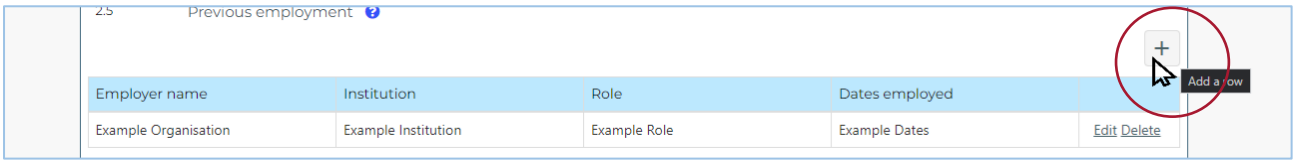
Click on the + icon to the right of the question. You will then be presented with boxes to enter information for each column:



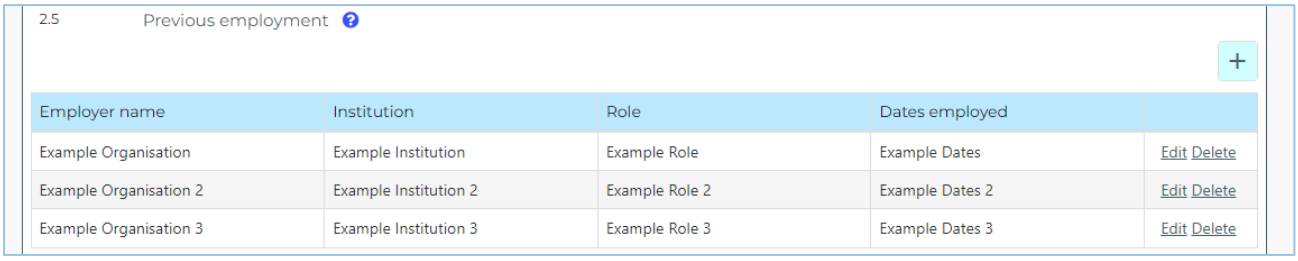
Type your answers into each box, so that they compose one row of the table. Then click 'save'.



Your answers will now be entered into the table. To enter another row, click on the plus sign again.



When you have entered all of the rows you would like to, you can move onto the next question.



The information entered first will show at the top of the table. If you would like to have your answers in chronological order, make sure you enter the information in order.

Completing the budget table

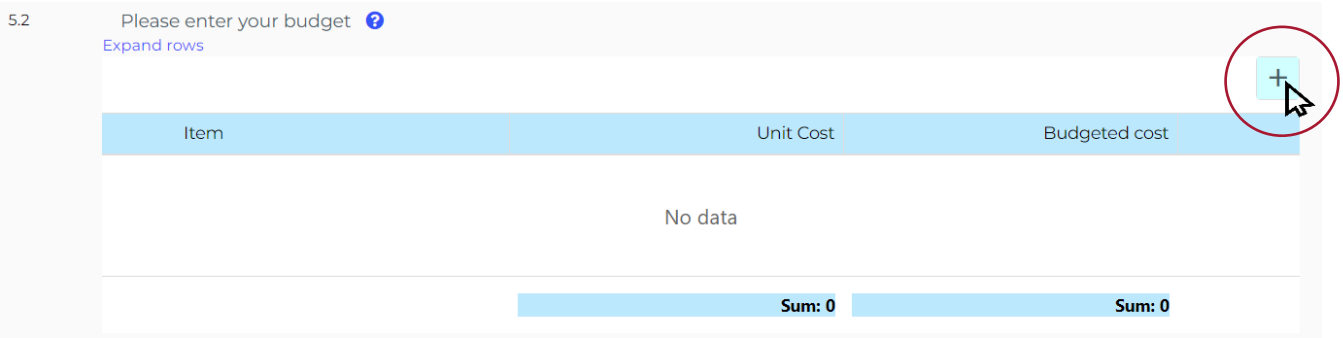
For guidance on how to construct your budget, please visit the Budget Guidance page. From here, you can also see in advance of completing your application form the available budget categories and items. Please pay particular attention to the limits on expenditure for certain categories (Terms and Conditions).

To be able to input your budget information efficiently, RSTMH recommends that you finalise your budget separately in a document or spreadsheet, and then copy over the information for each line as you input it. This will prevent you from needing to make lots of edits to the inputted information.

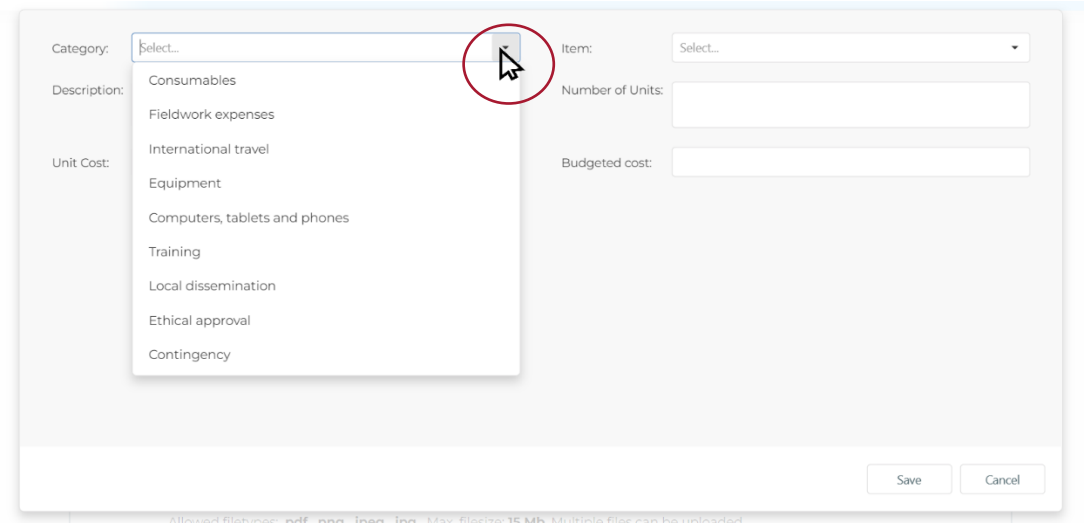
Budgets must be entered into the application form via Question 5.2. Budgets uploaded as an attachment will not be considered.

To enter your budget into the application, you will need to add in the text and numbers for each line, one at a time.

For each line, you need to click on the + icon to the right of the question.

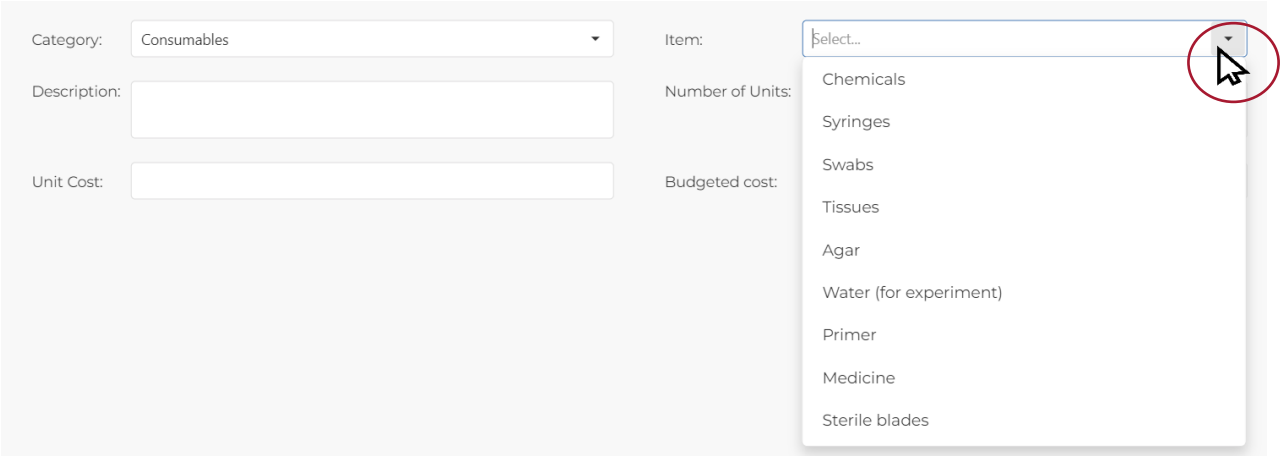


This will open a pop-up box which asks for all information related to that budget line. To begin entering your information, you should click on the category dropdown list to select the category of the item you are entering.



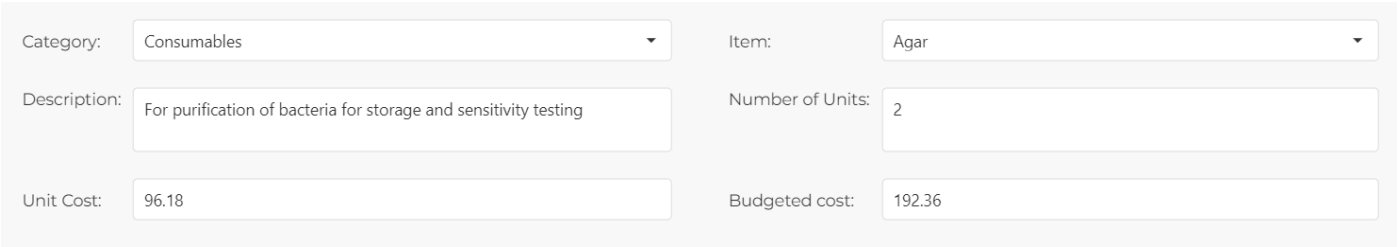
Once you have selected your category, you should click on the item dropdown list. This will show you all items that can fall under that category. To see the whole list, scroll down within the dropdown.

This list is based off items that previous applicants to the programme have budgeted for, and therefore hopefully covers everything you may need. However, if you notice that there is a cost that you need which isn't detailed, please use the 'other' option within that category and provide a full description of the item in the space provided.

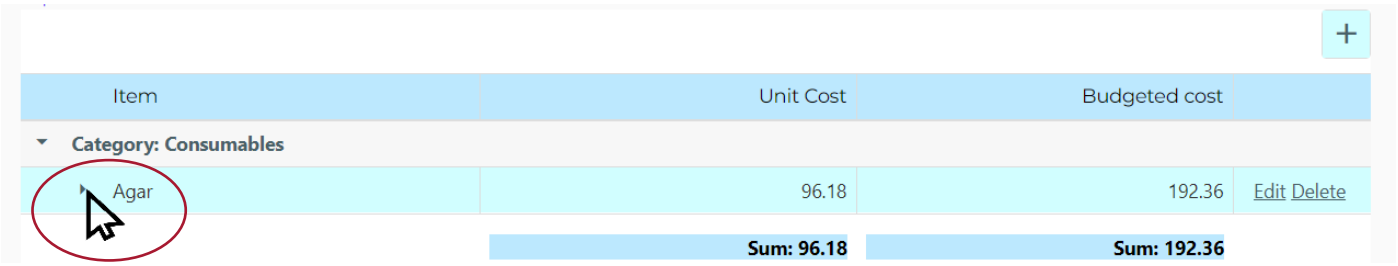


Once you have selected your item title, you should use the Description box to provide a full rationale for the item, making sure it is clear why you need the item and why you need that quantity of the item.

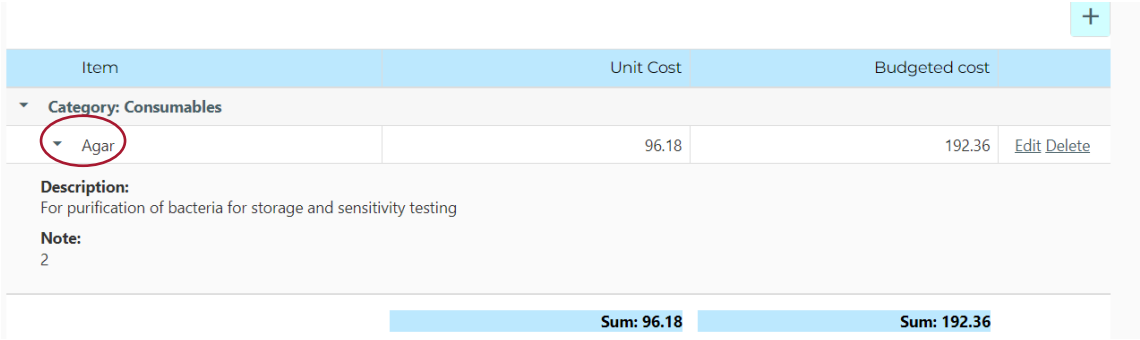
Number of units should be used to enter the quantity. Budgeted cost should be = Number of units X the Unit Cost. All entries should be in GBP. The £ does not need to be written into the box.



You should then click save for the line item, which will take you back to the budget table. Your line should now show in the budget. The main view will hide the description and Number of units – to view these, you can click on the small arrow by the name of the item.

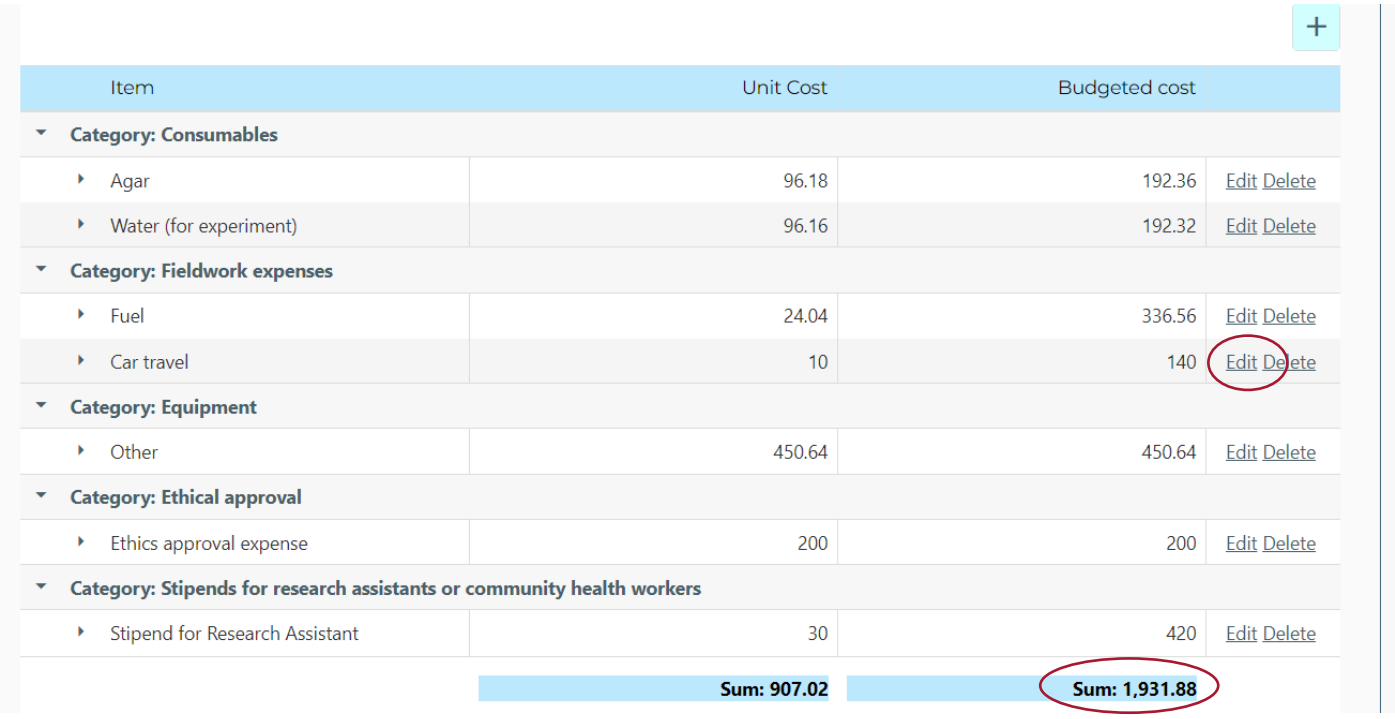


This will then show the description and number of units. To re-hide this, you can re-click the little arrow.



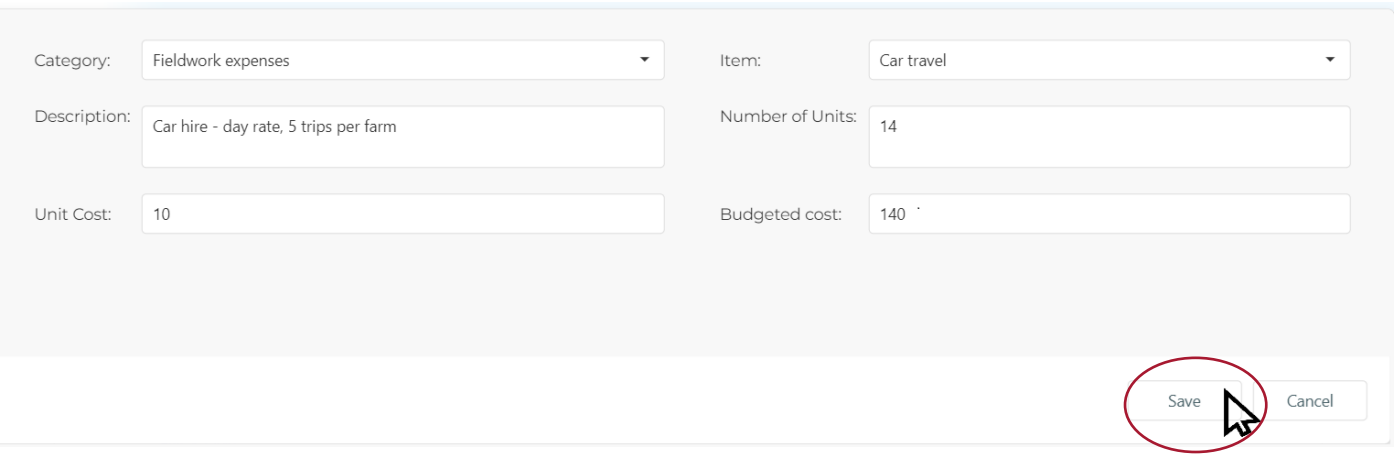
To enter another row, click on the plus sign again. Multiple items under each category can be selected per budget. Items will be grouped under subheadings of each category that you have included. A sum will show at the bottom of the table to show how much your budget totals as you enter in the information. This number cannot exceed £5,000.

If you need to edit a line you have entered, you can click on the edit button next to that line.



Item	Unit Cost	Budgeted cost	
Category: Consumables			
Agar	96.18	192.36	Edit Delete
Water (for experiment)	96.16	192.32	Edit Delete
Category: Fieldwork expenses			
Fuel	24.04	336.56	Edit Delete
Car travel	10	140	Edit Delete
Category: Equipment			
Other	450.64	450.64	Edit Delete
Category: Ethical approval			
Ethics approval expense	200	200	Edit Delete
Category: Stipends for research assistants or community health workers			
Stipend for Research Assistant	30	420	Edit Delete
	Sum: 907.02	**Sum: 1,931.88**	

This will reopen the popout box for that line, and you can amend the information, before clicking save again.

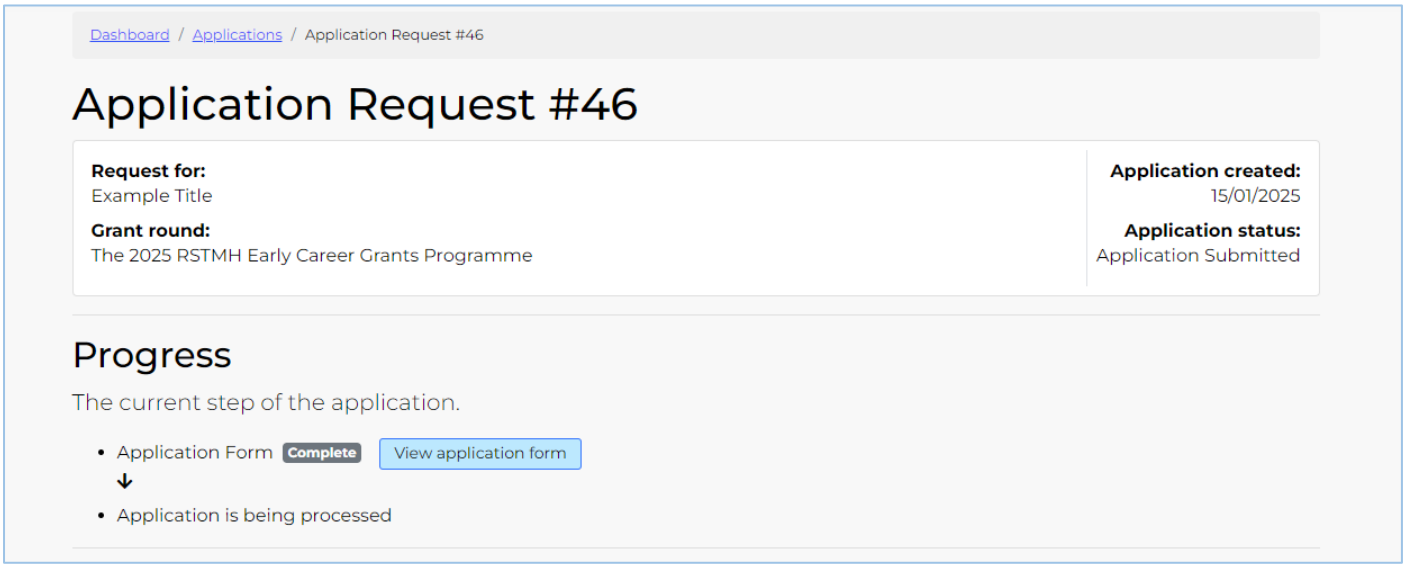


When you have entered all of the rows of budget for your project, you can move onto the next question.

Be conscious that, if awarded, your actual budget during and at the end of your project (showing what you have spent), including receipts for each item, will be compared against this budget. As part of RSTMH's Terms and Conditions, a refund can be requested for large variances. It is therefore important to be as accurate as possible in this planned budget width your expenditure, to avoid large variances later on.

After you have submitted your application

Once you have completed your application form, you will be able to log into your account to check your application status.



You will also receive emails notifying you of any updates that you need to action.

Please note that the status visible on your account is the most up-to-date information. If there are any changes you will be notified immediately. The RSTMH team will not be able to provide any further information on your status whilst it is being assessed.