

Using the Extranet

The AHRC uses an online method of distributing panel meeting documents called the 'AHRC Peer Review Extranet', a website which allows us to securely distribute documents more quickly and efficiently. The site is very intuitive and following the links will allow easy access to all of the relevant sections. The site has been developed by one of our sister Research Councils, the Biotechnology and Biological Sciences Research Council (BBSRC), and as such the filenames contain '.bbsrc.ac.uk', rather than ahrc.ac.uk.

- Once you have accepted the invitation to be a panel member/Chair, you will be sent a link to register for the AHRC Extranet site if you are a new user. Please be aware that as the email is an automated invite, it may be rerouted to your spam folder. Please follow the instructions on how to sign up for the site. (If you have previously registered to any of the Research Councils' Extranet site, you will not need to register again)

NB: We would always recommend you sign up for a BBSRC Extranet account rather than with another third party (e.g. Google, Yahoo!, Windows etc). This ensures that if you forget your password, it can be reset using the 'Forgotten Password' link. BBSRC can also remotely create accounts, unlock accounts, and troubleshoot account problems, which is not possible with third party accounts.

- The password you set up needs to be a minimum of 7 characters and should contain:
 - one uppercase character
 - one lowercase character
 - one number
 - one non-alphanumeric character.
- Once you have registered, the site will take up to a day to update your details and then you will have access to the site. Once registered, your access is permanent; should you need to use the site in the future, you will need to use the same email address and password. For those signing up with a 'BBSRC Extranet Account' login, your username will always be the email address where your invitation email was sent.
- Once logged in to the site you will be taken to the Homepage. There is a list of links on the right-hand side of the screen for your interest and assistance. One of those is 'Extranet Guidance and FAQs', which gives a comprehensive list of answers to common questions and issues.
- Once you have accepted a panel invitation, you will be given access to the meetings for which you are serving as Chair or a panel member. These will always be listed down the left-hand side of the site, under 'Active Meetings'. You will be able to access the meeting papers on the pre-advised date on which they are uploaded to the site. When any late or additional papers are added, you will be informed of their availability.
- Within each meeting's homepage, you will find 3 columns of options:
 - Grant Documents
 - Grant Proposals – lists all the applications to be reviewed; clicking on each reference will show a list of all the documents attached to the proposal
 - Additional/Late Papers
 - Download Grant Papers – you can download all the documents to your PC or just the papers for those proposals for which you have an introducer role.
 - Meeting Specific Information
 - Meeting Documents – the location for agenda, panellist guidance, call specific information, introducer form template, Meeting Record listing all applications and panellists
 - Venue and Accommodation Information – contains maps to the meeting location and hotels booked for panellists, where applicable

- Travel and Subsistence Form –contains guidance for our Non-Employee Expenses Portal
- My Secure Folder
 - Personal Space – if pre-scores are being used, this is the location for uploading your version of the Meeting Record with your pre-scores

Using the Expenses Portal

Following the panel meeting you will have been provided access to our new Expenses Portal. This is a new system, introduced in November 2022, which allows all claims to be processed electronically via the Extranet.

To access the site, you must log in with the same details that you would use to access the traditional BBSRC Extranet.

If you have any questions regarding the Extranet site or the Expenses Portal, please contact ps0@ahrc.ukri.org.

Creating an expense claim:

1. Visit the [AHRC Expenses Portal - Home \(bbsrc.ac.uk\)](https://bbsrc.ac.uk)
2. Click **Start New Claim**
3. Enter the Title and Description of the claim, detailing the event that you are making these expense claims against – for instance this could be “AHRC Peer Review Meeting”
4. Numerous expenses can be made on a single claim form by adding these one at a time. To begin, click the type of expense you wish to Claim (**Mileage or General**) then add the expense details, uploading the receipt and then clicking save. This will return you to the claim summary screen, where you can re-enter the “**general**” expenses claim tab and proceed to add another expense with relevant receipts and repeat as necessary.
5. **For virtual meetings** where no expenses were incurred, **please leave the expenses tab blank**. Your council contact will add the attendance fee to your claim during the review and processing stage.
6. Input the Council, Contact Name and Email of the specific contact you have been given
7. Click **Edit User** details - these are used to authorise the banking payment
8. Click **Add Bank Details** - these details are encrypted and submitted alongside your claim
9. Click **Submit for Approval** – Check all details are correct and tick the declaration box
10. Click “**I confirm**” to submit your claim for approval

Action Buttons:

Save – will attempt to save your Claim details (provided they pass validation) and return you to your claims summary screen

Close – will return you to your claims summary screen without making any changes

Delete – will remove all details and expenses related to this claim

Submit for Approval – will attempt a final validation (checking bank details and user details are complete) and take you through to a final declaration screen

Note: Bank Details, Personal Details and Expenses are saved separately to the claim, so if you close the claim any changes you have made to these elements will still be kept.