

# Applying via BenefactorCloud

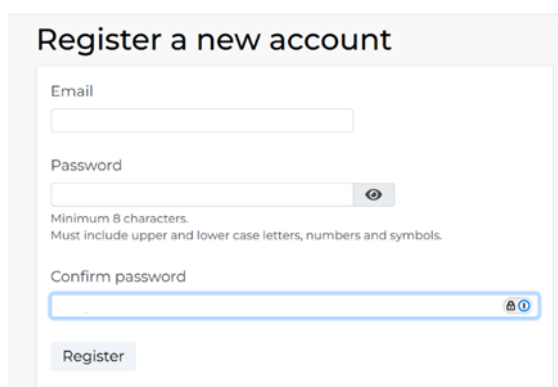
Guidance for all research funding scheme applicants

## Step 1: Check Eligibility

- Please see our funding scheme eligibility criteria on our website [here](#), before applying for funding.


## Step 2: Accessing the System

- New users: If this is your first time applying to Fight for Sight via Benefactor Cloud, click **Register** in the top right corner.
  - Enter the requested details which include your name, email and organisation.
  - After registering, you'll receive a confirmation email. This may take a few minutes to arrive in your inbox.




Register a new account

Email

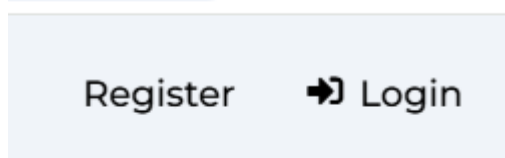
Password  
 

Minimum 8 characters.  
Must include upper and lower case letters, numbers and symbols.

Confirm password  
 

Click the link in the email to activate your account and log in

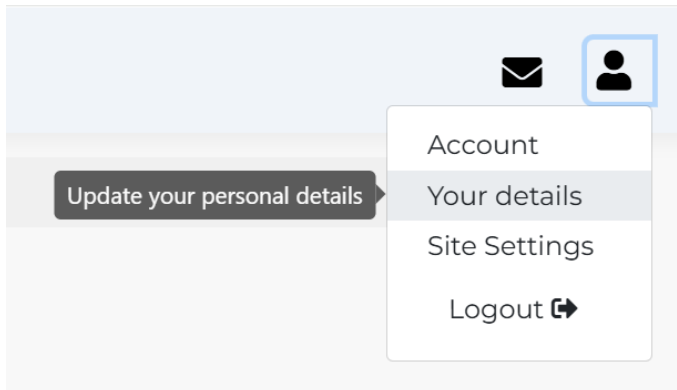
- Returning users: If you've applied before, click **Login** in the top right corner.



## Step 3: Updating Your Details

- Once logged in, ensure your profile details have been completed and are up to date.

- To do this, click on the person icon in the right-hand corner of the screen and click on "Your details".



- You will then be able to add your details - once clicking "save", these will be updated.

Information about you.

Title	First name *	Surname *
<input type="text" value="Miss"/>	<input type="text" value="Joanna"/>	<input type="text" value="Bloggs"/>
Contact email	Telephone number	
<input type="text" value="joanna.bloggs@gmail.com"/>	<input type="text" value="01234567890"/>	

I consent to the storing and processing of this personal data.  
Please read our [Privacy Agreement](#) for information on how we handle your data.

- once you have updated these, you can click on "Apply" at the top of the screen to start your application.

## Step 4: Start Your Application

- Click **Apply** at the top of the screen.



- Click **Start an application** at the bottom right of the funding round you are applying for.


UKVRN Doctoral Training Programme 2026/27 UKVRN Doctoral Training Programme

*Our Vision - Save Sight. Change Lives.*

*The UK Vision Research Network awards are for collaborating researchers from different UK organisations, and ideally different disciplines, who will co-supervise a PhD student. The programme is aiming to harness collaboration to deepen our understanding of the molecular and cellular basis of retinal degeneration, a leading cause of vision loss and blindness.*

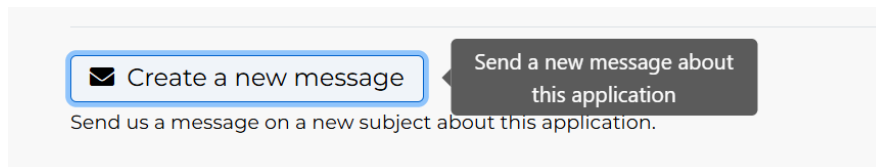
Please refer to the general and scheme specific guidance for more information [here](#).

## Step 5: Completing the Application Form

- Your progress is saved automatically when you navigate between sections, however, **we recommend that you manually click save after completing each section and before moving to the next.** If you do not click save, your work may be lost.
- Screen reader users: We recommend using arrow keys instead of the Tab key to navigate the form.
- If you want to download a copy of your application after you have completed it:
  1. Click **Expanded View** above the Completing Your application section.A rectangular button with a thin border containing the text "Expanded view" followed by a plus sign icon.
  2. Click **Print Form**
  3. In the print dialog, set the **Destination** to **Save as PDF**.
- After submitting your application, you should receive a confirmation email. If you do not receive an email within one working day, please contact [grantsadmin@fightforsight.org.uk](mailto:grantsadmin@fightforsight.org.uk)

## Step 6: Contacting us

- To contact us about your application, please use the "Create a new message" button at the bottom of the requests page.



- If you are having problems with the benefactor cloud system, and cannot access the message button, please use the email [grantsadmin@fightforsight.org.uk](mailto:grantsadmin@fightforsight.org.uk).

## Additional application guidance

### Equality, diversity and inclusion (EDI)

There is a link to complete an EDI form within the application that we ask that you fill out to improve inclusivity within our funding processes. The form is completely optional and anonymous. Your data will only be used for monitoring purposes by the internal Fight for Sight Impact team.

## Submission

- Once you have submitted your application, you will receive a message on your application portal. You can opt out of these emails should you wish.

Thank you for submitting your application for UKVRN Doctoral Training Programme 2026/27. Should you need to contact us, please do so through your applicant portal, by selecting the application and then create a message.

We will be in touch as per the dates publicised regarding the outcome of your application.

Many thanks,

The Grants Team

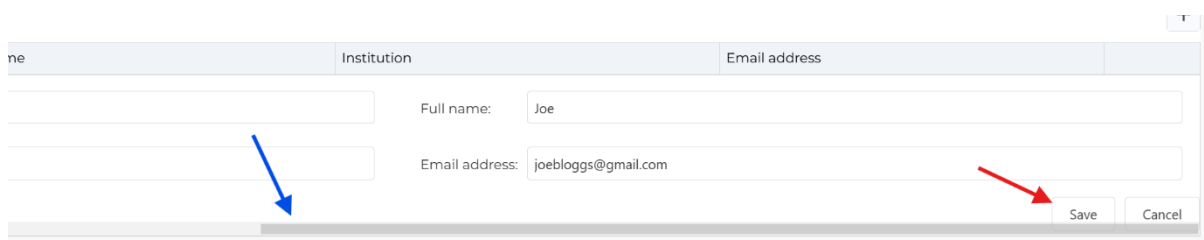
If you no longer wish to receive emails from us, you can manage your preference [here](#)

System - 05/02/2026 10:14

- Please check your portal regularly for updates, although you will also receive an email notifying you of any changes to your application status.

## Tables

- When filling in tables (for research team, suggested/excluded reviewers), you may need to slide the bar at the bottom of the page (blue arrow on image below) across to see the "save" button. You will need to click this button (red arrow on image below) after entering each individual's details.
- You may fill out tables in two different formats, to change between these, click "Edit as form" and to change back, click "Edit as table".



The screenshot shows a form with a scroll bar at the bottom. A blue arrow points to the scroll bar, and a red arrow points to the 'Save' button. The form contains the following fields:

ne	Institution	Email address
Full name:	Joe	
Email address:	joebloggs@gmail.com	

Buttons: Save, Cancel

Role	Title	First name	Last name	Institution	Hours contributing to project	ORCID ID
Role:				Institution:		
First name:			Last name:			
Institution:				Hours contributing to project:		
ORCID ID:						

Edit as form

[Edit as table](#)

## Need Help?

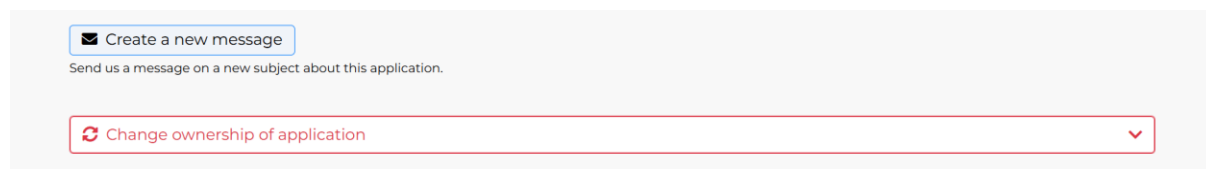
- If you have any questions or run into any issues, please contact us at [grantsadmin@fightforsight.org.uk](mailto:grantsadmin@fightforsight.org.uk) or call 020 7620 2066 and ask for the **Impact Team**.
- Once you have submitted your application, you will be able to message the team directly through the portal.

## UKVRN DTP Specific Information

### Co-supervisors

Co-supervisors must satisfy the eligibility criteria as in the [guidance](#), provide significant intellectual input into the research and contribute to the running of some aspects of the project. Throughout the application, you may have to pass the form between co-supervisors. For a co-supervisor to access to an application:

- Register as an Individual applicant on the grant application portal.
- The initial applicant can then 'change ownership' of the application over to the co-supervisor.
- The co-supervisor will receive an email with a link. Once they have clicked on the link and accepted the request, they will then become the 'application owner'.
- Once contributions are complete, please transfer back to the original applicant through your applicant portal.



The screenshot shows a light gray background with two buttons. The top button is blue with a white envelope icon and the text "Create a new message". Below it is a smaller line of text: "Send us a message on a new subject about this application." The bottom button is red with a white circular arrow icon and the text "Change ownership of application". To the right of this button is a small downward-pointing chevron icon.

## Zakarian Awards Specific Information

### Designated Mentor and Finance Approval

Your application will require **approval from one authorised signatory of the host institution** (Finance Office) as well as your **designated mentor** following application submission on Benefactor Cloud. We allow 72 hours (three days) from the deadline for approvals. It is recommended to seek the details of the appropriate signatories as early as possible, as these must be added when you submit your application. Please consider any

annual leave and double check email addresses, as applications with outstanding approvals 72 hours past the deadline will not be processed.

- The Mentor (rather than the lead applicant) is required to have a contract of employment at the host institution which extends beyond the end date of the award.
- Within the application form, you will be asked to provide the name, email address, title, position and phone number for each of the designated signatories (finance officer and mentor) for us to approach for authorisation.