KRIMSON FAQ

1. **Why do I need to create and upload my proposal on KRIMSON?**
    a. All applications must be approved by the institution, which is also required by many funders, prior to submission to an external funder. In addition, adding your proposal to KRIMSON ensures your application (and any subsequent award) are recorded in the University's management information, which are used for both the REF and promotions processes
2. **How do I access my KRIMSON account?**
    a. Click on this link: http://kent.converis.clarivate.com/converis
    b. Use your University login credentials
3. **Can I access the system from home?**
    a. Yes, you have remote access as long as you have internet connection
4. **How do I set up an application?**
    a. Sign into KRIMSON
    b. Select 'Add New' (see blue button towards the top right hand corner)
    c. Select Project Application
    d. Select the desired Type of the Project Application
        i. KIE (Kent Innovation Enterprise) or RS (Research Services)
    e. Click 'Save' to generate a Project Application ID
5. **I have created an application, what do I do next?**
    a. Complete the 'Set up application' page and upload any relevant documents to the 'Document' section
    b. Ensure that all mandatory fields are populated (before changing the status)
    c. Click 'Save and close' and move to 'Open' or 'RS/KIE update' status
6. **I haven't received an email notification to request my approval?**
    First, check your 'email settings'. Ensure you are logged in as a 'Researcher' (the role is displayed by your name at the top right hand corner)
    a. Click on the orange pointed down triangle next to your name
    b. Go to my settings
    c. Tick 'email'
    d. Click 'Save'
    Second, CoIs, DoR, School and University approvers need to be added to the applications in order to receive email notifications on the status change. Please contact Contracts or KRIMSON administrators to check this for you.
7. **How to switch roles**
    a. Click on the orange pointed down triangle next to your name
    b. Select a role

For further information email krimson@kent.ac.uk