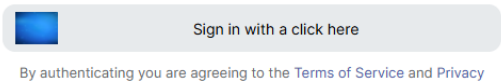
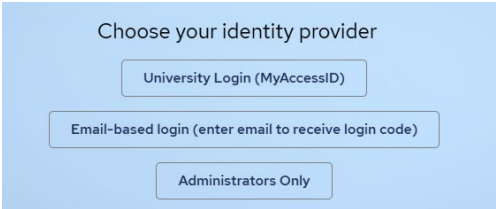

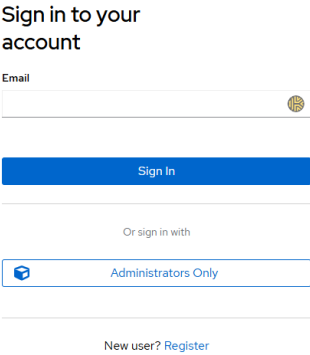


AIRRPortal guidance

For any questions not covered in this guidance, please contact airr@ukri.org.

Portal login

On the AIRRPortal landing page (https://portal-airr.isambard.ac.uk/), start the log in process by clicking on 'Sign in with a click here' button on the left of the screen.	
If your organisation has MyAccessID, then use this route to login by clicking on the 'University Login' button in the pop-up window. Otherwise, click on the 'Email-based login' button.	
For the 'MyAccessID' route, enter your organisation in the 'Login with' text box to start your login process.	
For 'Email-based login', if you are using the site for the first time, click on the 'Register' link at the bottom of the pop-up window.	

Complete the requested fields that appear and click on the **'Register'** button.

It is preferred that you use your organisational email to register, rather than a personal email.

You will then receive an email from noreply@support.isambard.ac.uk with a link to verify your email.

Once you have verified your email, you will then be able to use the **'Email-based login'** as detailed below.

Register

* Required fields

Email *

Password *

Confirm password *

First name *

Last name *

Register

[« Back to Login](#)

Once you have registered a verified account, when you use the **'Email-based login'** route you will be asked to enter your email and then a one-time access code will be emailed to you from noreply@support.isambard.ac.uk, which you will need to enter to access the portal.

Sign in to your account

Email

Sign In

Or sign in with



Administrators Only

New user? [Register](#)

When you have access to the portal, ensure the terms and conditions have been accepted, under the **'Personal information'** section of the **'Edit'** tab.

User / Manage
RB Hello Richard

Complete your profile. To ensure full access to all Waldur features and services please update your profile information to avoid any disruption in service.

View Edit

User profile

Identity provider data

Identity provider
Identity provider of the user [a click here](#)

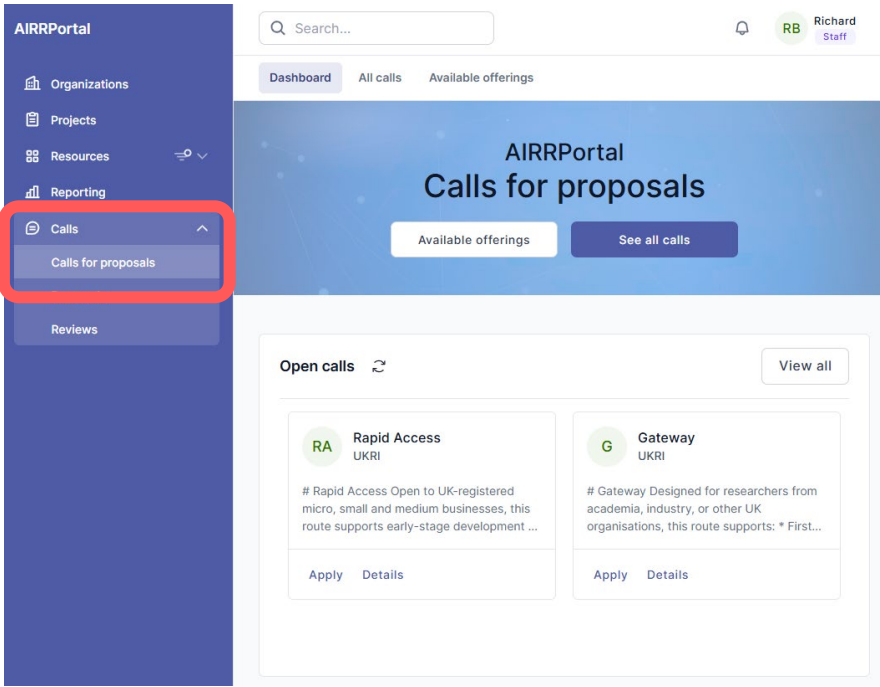
Personal information

Actions required: Accept term and conditions
You must accept the terms of service and privacy policy to access all features. To accept, please check the box below.

☐ You agree to the [Terms of Service and Privacy policy](#).

Proposal submission

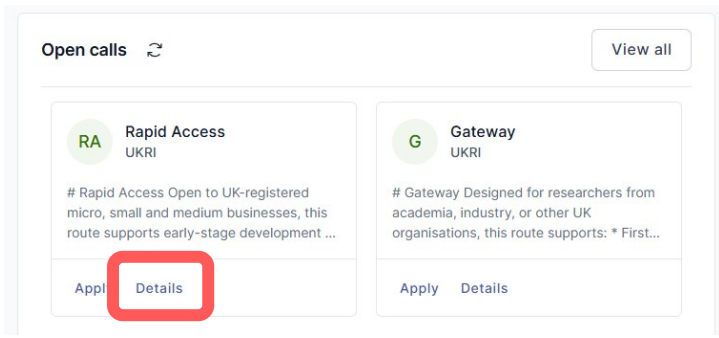
To find the open calls that you can apply for, navigate to the **‘Calls for proposal’** section, under the **‘Calls’** heading on the left-hand menu. This section lists the calls currently open.



The screenshot shows the AIRRPortal interface. On the left, a dark blue sidebar contains a menu with items: Organizations, Projects, Resources, Reporting, Calls, Calls for proposals, and Reviews. The 'Calls for proposals' item is highlighted with a red rectangle. The main content area has a header with a search bar and user profile (RB Richard Staff). Below the header, there's a section titled 'AIRRPortal Calls for proposals' with buttons for 'Available offerings' and 'See all calls'. The 'Open calls' section displays two call cards: 'Rapid Access UKRI' and 'Gateway UKRI'. Each card has a description and 'Apply' and 'Details' links. The 'Details' link for the 'Rapid Access' call is highlighted with a red rectangle.

Call – further details

To see further information on each call, click the **‘Details’** link against the call you are interested in.



This screenshot is a zoomed-in view of the 'Open calls' section. It shows the 'Rapid Access UKRI' call card. The 'Details' link at the bottom of the card is highlighted with a red rectangle.

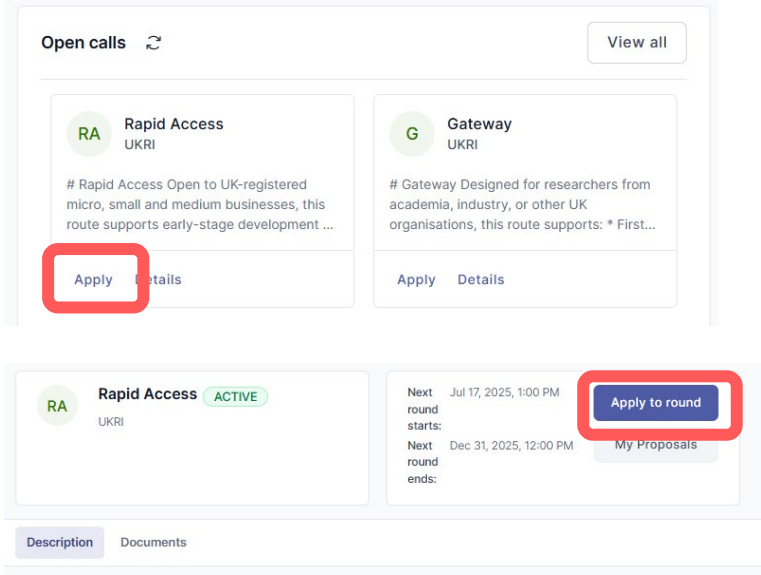
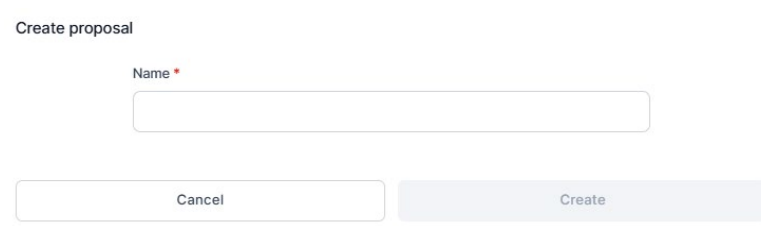
The Details page gives two tabs of information:

- The **‘Description’** tab gives an overview of the call requirements
- The **‘Documents’** tab shows the guidance for applicants as well as the templates for the additional application forms needed for this call.



The screenshot shows the 'Details' page for the 'Rapid Access UKRI' call. It features two tabs: 'Description' and 'Documents'. The 'Description' tab is active, showing the call's status as 'ACTIVE' and the next round start/end dates. The 'Documents' tab is also visible. The 'Apply to round' and 'My Proposals' buttons are present.

Call - application

<p>To apply to a call, click 'Apply' against the required call on the 'Calls for proposals' page, or on the 'Apply to round' button on the 'Call details' page.</p>	
<p>Provide your proposal title (150 characters) in the pop-up window and click the 'Create' button. This will take you to the main 'Update proposal' page.</p>	

<p>On the 'Update proposal' page, the following four steps are mandatory to complete for your proposal:</p> <ol style="list-style-type: none">1. Enter a summary of your proposal that you would be happy to be shared publicly (1000 characters maximum)2. Enter the duration of your project, in days3. Upload both of your completed supporting documents, the templates for which are available under the 'Documents' tab of the 'Call details' page. These documents are:<ol style="list-style-type: none">a. Further project and organisation detailsb. Assessment questions	<div><div><div>AIRRPortal</div><div><div>Organizations</div><div>Projects</div><div>Resources</div><div>Reporting</div><div>Calls</div><div>Calls for proposals</div><div>Proposals</div><div>Reviews</div></div></div><div><div>Update proposal</div><div><div>Search...</div><div><div>RB</div><div>Richard Staff</div></div></div><div><div>Test</div><div>Draft</div></div><div>UUID: c7e1f2ec200e4f6595c0afd78aacfe10</div><div><div>Submission</div><div>Review</div><div>Decision</div></div><div><div>Details overview</div><div>More details</div></div><div><div>Call name:</div><div>Gateway</div><div>Round deadline:</div><div>December 31, 2025 (in 5 months)</div></div><div><div>Round reference:</div><div>Round 17.07.2025-31.12.2025</div></div><div><div>Project details</div><div>Import project</div></div><div><div>Name *</div><div>Test</div></div><div><div>Summary *</div><div>Enter a summary...</div></div><div><div>Description</div><div>Enter a description...</div></div><div><div><input type="checkbox"/> Is the project non-commercial or research only?</div><div><input type="checkbox"/> Does the project involve confidential, sensitive or GDPR-protected information?</div></div><div><div>Project duration in days *</div><div>Enter number of days...</div></div><div><div>Upload supporting documentation</div><div><div>Click to upload or drag and drop</div><div>PDF, PNG/JPG/JPEG, DOC/DOCX/ODT (max. 25 MB)</div></div></div></div></div>
<p>4. To add which AIRR system you wish to use, under 'Resource requests', click the 'Add resource' button.</p>	<div><div>Resource requests</div><div>Add resource</div></div> <div><div>No resources found</div><div>No resources available in the current project. Start by adding or managing resources to get started.</div><div>Search again</div></div>