



## STFC e-Val User Guide: Issue 1 (February 2011)

### Log in and Administration

1. Log in to the system using your email address and the password of your choice.
2. Add a delegate if you wish, using the “PI Admin” function.
3. Change your password if you wish, using the “Change Password” function.

### Data Entry

1. Select the “Enter Data” function.
2. Select the relevant funding award from the list on the left. Hover your mouse over the reference number to see the grant title(s).
3. Selecting the funding award will bring up a set of questions. Each question set has specific help text associated with it and this should be used in the first instance. If this does not provide the information you need, please contact the STFC e-Val Helpdesk.
4. For each question, select by clicking on the heading. When you first enter the screen, all sections will be marked as “Not Started”, even if you have previously provided data. This is to encourage you to check that the information is correct and to amend it if necessary.
5. For each question, answer “Yes” or “No” from the drop down box.
6. If the answer is “No”, save your response and move to the next question.  
We realise it is likely that for recently-started grants, there will be few outputs to record, but it is important that we start to capture information from the outset of the funding agreement.
7. If the answer is “Yes”, please follow the on-line instructions selecting the answers from the relevant boxes, and entering text where you are prompted to do so.
8. Please remember to save your work regularly. If you try to navigate away from any data-entry screen you will be prompted to save your work.
9. Once each section has been completed, the status will change to “Complete”.
10. When all sections are shown as complete, please visit the “Contribution” page, to indicate the relationship between STFC funding, non-STFC funding and the outputs you have recorded.
11. Next visit the “Facilities” page if any outputs were dependent upon use of specific facilities. Select the relevant facility/facilities from the list provided. You do not need to visit this page if you did not make use of any facilities.
12. Finally, use the “Submit” button to send your completed return to us. Only by clicking on “Submit” will the data be made available to us for analysis purposes.
13. If you wish to retain full details of the information you have provided, use the “Download CSV” button.

If you have any questions or comments, please contact us using the Helpdesk details below:

Helpdesk contact details:

- E-mail: [evaluation@stfc.ac.uk](mailto:evaluation@stfc.ac.uk)
- Tel: 01235 445606
- Mobile: 07909 816555