

ACCIA phone line and inbox: bank holiday hours

You may still email the Advisory Committee on Clinical Impact Awards (ACCIA) during this time, however, please be aware that you will not receive a response until Monday 6 June at the earliest. We'll respond to all enquiries as quickly as possible, but do allow sufficient time for these to be handled upon our return.

You may find the below 'quick fixes' helpful in answering potential issues. Please review this list before contacting ACCIA.

If you're unable to log into your account

Try logging in via a different browser. If you're currently using Google Chrome, try using Microsoft Edge or Mozilla Firefox.

Ensure you're on the correct portal: you should be using the new [ACCIA application portal](#), not the ACCEA portal.

If you have requested a password reminder or have just registered, be sure to check your junk and spam as automated emails from the system may be filed there.

You cannot see your application

If you have started and saved an application, it will appear on your homepage under the 'My Awards' heading. On some smaller screens you may need to scroll down to reach this section.

Any draft applications will appear under the 'in progress' tab.

If you have submitted your application for employer validation it will be under the 'submitted' tab.

Word limits

Word limits for domains are 2,000 characters, including spaces.

Citations for both employers and national nominating organisations are 900 characters, including spaces.

You have a query relating to eligibility, transitional arrangements or the NCIA reforms

Please review the relevant [ACCIA guidance documents](#) and [resources](#) for information in the first instance.

You are an employer wanting to provide your sign off and are unsure where to find applications

Ensure you are registered on the [ACCIA portal](#) – the registration link for employers is different.

Any applications that have been submitted for your sign off will be shown under the 'Employer Validation' heading on your homepage. Some smaller screens may not show this immediately – you may need to scroll down to see any applications

Please be aware that only applications under this heading are to be reviewed. You may be able to see applications by clicking on 'Organisation Profile' but many of these applications will still be in draft and have not yet been submitted to you. Please ignore these until they appear on your homepage.