



Research  
Manitoba

2017

PROGRAM GUIDE for

*Manitoba*

*Centres of*

*Excellence Fund*

## MANITOBA CENTRES OF EXCELLENCE FUND GUIDELINES

### 1. Purpose

The Manitoba Centres of Excellence fund (MCEF) is Manitoba's research and development support mechanism for those Manitoba based researchers who are participating in a successful Networks of Centres of Excellence (NCE) funded by the federal government. MCEF support has traditionally been set at 20% of federal government funding support (NCE) targeted towards Manitoba researchers participating in national research networks. However, for NCEs that are led in Manitoba, it is possible to request a higher amount. If you will be requesting more than the 20%, you must contact Research Manitoba to obtain approval before submitting your application.

### 2. Eligibility

Applicant must be a Manitoba researcher participating in national research network (NCE).

### 3. Funding

Research funds are to be spent according to budgets approved during the review and decision process. Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. Grant holders need Research Manitoba approval for such reallocation only if the change involved 25% or more of the grant's total.

### 4. Assessment

Applications for MCEF are received on an ongoing basis throughout the year, and are evaluated in batches, on a first-come-first serve basis. Researchers can apply for MCEF funding directly to Research Manitoba through an online application on the Research Manitoba Grants Management System (GMS). This application form requires the researchers to outline how they are going to spend the MCEF funds and how this will benefit their research and Manitoba. Scientific merit review of the projects is conducted at the NCE and **Research Manitoba funding is conditional on this approval**. Researchers should apply to MCEF *after* they have received notice of approval from the NCE. Special exceptions may be made on a case by case basis:

- Availability funds in the MCEF envelope
- Budget justification
- Potential benefit to Manitoba

### 5. Application

- i. For support completing the **Research Manitoba [GMS Application](#)** and **[CCV](#)** see the **[PI User Guide](#)**.
- ii. Prepare the **PDF ATTACHMENTS** needed for your online application:

- Your **Budget**, and Budget Justification (see “Budget page” instructions in your GMS application)
- Your Abstract and details of the NCE proposal;
- A **Signature Page**, printed from your GMS application site, signed by all required individuals and then scanned to .pdf format.

**PLEASE DO NOT SUBMIT ANY HARD COPY MATERIALS TO RESEARCH MANITOBA**

## **6. Funding Decisions**

Applicants will be notified of funding decisions through their GMS account. All funding decisions are final.

## **7. Reporting requirements** (see [Finance and Administration Guide](#))



# RESEARCH MANITOBA

## Grant Management System (GMS)

### User Guide for Investigators

(Includes *Operating Grant* applicants)

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For Additional Support, please contact the [Research Manitoba Helpdesk](#) (Mon-Fri, 8:30 am – 4:30 pm).

Each application form in the Grant Management System (GMS) follows the same basic process.

Each **Investigator** application has these common elements:

- Online Award Application completed by applicant, including all required attachments;
- Applicant's current CCV (Research Manitoba version) must be attached to their GMS account;  
\*Any Co-Applicant's CCV must also be attached to their (the Co-Applicant's) GMS account
- Signatures page must be printed, signed, scanned to .pdf and uploaded prior to the application's electronic submission.

**PLEASE DO NOT SUBMIT HARD COPIES OF YOUR APPLICATION AS THEY WILL NOT BE ACCEPTED.**

See the **Application Materials** section of your program's description in your **Program Guide**, as well as your program's *Application Checklist* for a complete list of requirements.

## 1. Creating your RESEARCH MANITOBA GMS User Account

- a) If you do not already have a user account, you will need to create one.
- b) From the [login page](#), click on a **sign-up** link – second line in the centre, top right or in the menu, left.
- c) Review the **Terms of Use** and then click "I ACCEPT" at the bottom of the page to continue.
- d) Enter the required information in the following Create your RESEARCH MANITOBA System Account page. All asterixed fields are required. The system won't let you move forward until these fields are completed. Be sure to select your institution, at the bottom of the page.  
**NOTE:** If needed the **University of Manitoba** is listed under "T" for 'The'
- e) The email you use here will serve as your GMS **system account email**. It will also be your **PIN** for the Research Manitoba version of your [CCV](#) (see image on the following page).
- f) Clicking on "Submit Registration" at the bottom of this page will result in an account verification email being sent to the email address you have provided.
- g) Follow the link from within this email and add your password to validate your account.

### Returning Users

#### **Forgot your password?**

From the [login page](#), click on '**Forgot Your Password?**' next to the login button, or in the left menu. You'll be taken to a *Password Reset Page* where you'll need to enter your email address and click the '**Reset my password**' button. Follow the instructions in the email you are sent to reset your password.

*Forgot your username OR BOTH your username (the email address you used last time) AND password?* DO NOT CREATE a NEW account if you think you already have one. This could cause problems with the GMS account that you currently have.

Please contact the [Research Manitoba Helpdesk](#) (Mon-Fri, 8:30 am – 4:30 pm), for support.

### Portfolio Page

Once you've logged in to your GMS account, you will arrive at your '**Applicant Portfolio**' page.

### Access RESEARCH MANITOBA Support Material from Portfolio Page

From this page, you can access the

- *PI GMS User Guide,*
- *PI FAQs,*
- *Application Checklists,* and the
- *Research Manitoba Finance and Administration Guide,* in the left side menu.

## 2. Creating your CCV and Attaching it to your GMS Account

### New for 2017!

**An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications (including co-applicants). If you have a student(s) applying with your CCV attached to their application, be aware that both the student's and your CCV must have been updated within six months of your submission for their application to be accepted.**

Your GMS portfolio page, above, shows whether you have a CCV attached to your account, and if you do, when that CCV was attached (see above). If you created one earlier, we encourage you to update it and attach the newest version of it to your GMS account.

### Getting to the CCV site

If you haven't attached a CCV, the text 'Your CV is not yet attached' will appear above the *Grant Application Status* list. To create your CV, **Open the Common CV website link.**

**Note** that at any time you can go to the [CCV site](#) directly to work on your CV (*without going via the GMS*). You do not have to complete your CV all at once.

### Notices and Help Page

After clicking on the ENGLISH button from the CCV home page, you'll arrive at the '[Notices and Help](#)' page (see image on the following page).

You can always return to this page for instructions on how to complete your CV. Use the links on the left side for help. The **How-To** link provides a list of **video demos** for steps of the process.

Overview	<p><b>*** IMPORTANT NOTICE ***</b></p> <p>The CCV application has been redeveloped. If you had an account on the old CCV application you can access the new application by using your previous username and password. However the following need to be done as soon as you log in:</p> <ul style="list-style-type: none"> <li>• Change your password (if required) to meet the new security guidelines</li> <li>• Change your reminder questions and answers. On top of a predefined list of questions you can now add your own question. Note that this is an important step as you will be asked to answer the chosen questions if you ever forget your username or password in the future. It is recommended to use a question/answer pair that can easily be remembered.</li> <li>• Verify all your CV data. During the development process CV data was migrated, wherever possible, from the old to the new application. You need to make sure that the data was properly migrated by inspecting each section and field. Any missing or wrongly formatted data will have to be corrected. For your convenience the old CCV application will be available until further notice, for you to retrieve any data at <a href="http://www.ccv-cvc-2004.ca">www.ccv-cvc-2004.ca</a>.</li> </ul>
News	
Members	
How-To	
Webinars	
Glossary	
Migration	
Documentation	
Release Notes	
FAQ	

**Create a CCV user account/log in. [demo](#) (Register with CCV).**

### **Select a Funding Source CV**

The CCV enables researchers to create CVs for different funding agencies. Select CV from the second-row menu, then Funding, then 'Research Manitoba' as *Funding Source*, and then 'Research Manitoba' as your CV Type. If you run into difficulty, review the instructional [demo](#).

### **Complete your CV**

The CCV is completed section by section by selecting the 'pencil' to **edit/or enter** that section's information. The pencil takes you to a selection page from which you click the **Add** button to add a single entry (you could add more than one entry) for each information group required. See the instructional [demo](#) here.

### **Validate your PIN**

You need to do this to **create the link between your Research Manitoba CV** (on the CCV site) **AND the Research Manitoba GMS system account** (on our GMS site).

Click PIN/System Account from the second-row menu above. The **PIN** for Research Manitoba here is your **GMS [system account email](#)** (i.e., the **email address** you use to login to your GMS account). Be sure to click the Validate button. You will then be taken through several screens, ending with the entry of your RESEARCH MANITOBA GMS **password**. See the [demo](#)\* here.

*\*Please note, this video demonstrates 'validation' using CIHR as a funding source – the CIHR uses a numeric PIN code, unlike Research Manitoba, which uses your **GMS system account email** as your **PIN**.*

### **Submit your CV**

Once all sections are complete / have a ✓, you can submit your CV.

If you have missed some sections or have not validated your PIN, you will receive an error message. Go back and complete everything you need to.

**Submit** by clicking the Submit button. This will take you to a consent page which needs review and "I Agree" clicked.

You should then see a notice in **green text** confirming your CCV submission to Research Manitoba and providing a confirmation number. **Please keep this number for your records.**

**Log back into your Research Manitoba GMS account to check your CCV is there**

If you didn't logout, then logout and log back in. You should now see that in your portfolio page, your CCV is now attached, and the date of attachment. Please note that the update may take several minutes to take effect. If you log into your GMS and your new CCV is not attached, log out and wait 15 minutes before logging back in.

**NOTE:** you can revise and re-submit your CCV up to the submission of your GMS application. When you re-submit your CCV to the GMS, the previous version is replaced.

Once you **submit** your **GMS Grant or Award Application**, however, the version of your **CCV attached** at that moment, **will be submitted** with your application.

**New for 2017!**

**An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications (including co-applicants). If you have a student(s) applying with your CCV attached to their application, be aware that both the student's and your CCV must have been updated within six months of your submission for their application to be accepted.**

**ANY CHANGES YOU MAKE TO YOUR CCV AFTER YOUR GMS APPLICATION IS SUBMITTED WILL NOT BE UPDATED ON THE VERSION SUBMITTED WITH YOUR APPLICATION.**

**2.1 Help with Attaching Your CCV:**

The PIN you need to use to 'validate' your CCV account (to make the connection between the CCV site and your Research Manitoba account) is the **email you use to login to your GMS account.**

If you used the correct PIN and it looks like your CCV is 'validated' but still not attached, please try the following:

**DELETE your PIN validation in your CCV account.**

When you click on PIN/System Account, use the garbage can to delete your Research Manitoba validation (see image on the following page). Then, Click **ADD** and follow through, manually entering your GMS user account email and GMS password, etc. Finish by clicking **Validate**.

Then, go back into your CV (click on CV in the black menu above), and go through selecting the 'funding CV', selecting Research Manitoba and then selecting "Research Manitoba" for the CV type to get back to the screen that lets you edit your CCV.

From there, click **SUBMIT** once again (assuming there are no errors to be fixed), and follow through. Wait a few minutes and then go back to your GMS account -- logout and then login -- and then look in your portfolio, to see if the CCV is attached now.



The screenshot shows the Canadian Common CV website interface. At the top, there is a navigation bar with links for Français, Home, Contact Us, Help, and Logout. Below this is a secondary navigation bar with links for Welcome, CV, History, Consent, Transfer, PIN, and Account. The main content area displays 'Agency PINs' with a date and time stamp '2014-01-17 16:38 EST' and an 'Add' button. A table below shows the following data:

Agency	PIN	Validation Status
MHRC	lesley.mckenzie@mhrc.mb.ca	Valid

At the bottom left of the table, it indicates '1 record(s)'.

If the CCV site states that your PIN is valid:


Unfortunately, the CCV may state that a PIN is 'VALID' even if the WRONG PIN has been entered, or if your PIN (GMS account email address) has changed. Please follow the instructions [above](#).

### 3. Completing your GMS PI Application

- a) From the portfolio page within your GMS account click on the large green button 'Apply for Grant or Award'.

The screenshot shows the Grants Management System (GMS) Applicant Portfolio page. The header includes the Manitoba Health Research Council logo and the text 'Welcome ambrosio.catala@mhrc.mb.ca | Logout'. The main content area is titled 'Applicant Portfolio' and features a large green button labeled 'Apply for Grant or Award'. Below this, there is a 'Grant Application Status' section with a table that currently shows 'No Grant Applications' and '0 rows'.

ID	Program	Deadline	Status	Last Update	Print/Preview
No Grant Applications					
0 rows					

- b) You will be taken to a page enabling you to select which application you'd like to complete. Select your application **program**. The name of the award program will appear on each application page.
- c) Select which *Research Pillar* your research falls under, click 'Save and next page' and then your screen will change to the next stage.
- d) As you move through the application, the page you are on **will be highlighted** in the left menu. If you have entered all the required information for a section, a  will appear next to that section name. At any time, you can *click* on a page in the menu to either return to it or preview it.
- e) Your application has been given a number. Keep this number for your reference as well as the reference of your Supervisor and Department Head.

### Required Fields

Whenever you have tried to save and go to the next page without filling in all the REQUIRED\* fields, you will be required to complete them before you can move forward.

### No need to complete your application in one try

You can log out of the GMS (logout, top right corner) and return to your application (by logging back in) as many times as you need to complete your application.

Once an application is opened, that application will show up in your portfolio, and you can click on the 'edit pencil' to re-enter your application.

### Attaching Documents

All uploaded documents need to be in PDF format. Only one document can be uploaded to each upload link. So, if you have more than one document, make sure that you scan all your documents to ONE PDF for uploading.

If you accidentally upload the wrong document, just click (select new file) again, navigate to the correct document on your hard drive and upload it. The newest document will replace the previous one.

### Application Status

The 'Status' of your application will show as being "In Progress" until it is successfully submitted, at which time the status will change to "Submitted".

**Applicant**

- ▶ Portfolio
- ▶ Apply for Grant or Award
- ▶ Account Settings
- ▶ Trainee FAQ
- ▶ PI FAQ
- ▶ Trainee User Guide
- ▶ PI User Guide
- ▶ Contact Us

**Applicant Portfolio**

Apply for Grant or Award

- Open the [Staging] Common CV site in a new window
- Your CV is not yet attached

**Grant Application Status**

	ID	Program	Deadline	Status	Last Update	Print/Preview
	34	Masters	Dec. 1, 2012, 3:15 p.m.	In Progress	Nov. 27, 2012	

1 rows

### Submission of your Application

If you try to submit before all the required information is completed, you will receive messages in red text indicating what is still required.

When complete and submitted, a **confirmation page** with your submission number will appear. Make a note of this number for future reference.

### 3.1 If you have or are a Co-Applicant(s)

**Make a connection from the grant application, to the GMS accounts of your Co-Applicant(s)**

Contact your Co-investigator(s) and ask for the email address that they use to login to their GMS account.

Go to the 'People Involved' application page.

Enter each GMS system account email address, clicking Save, after each one.

After you have saved each Account Email Address, the GMS system will have created a link to each Co-Applicant's GMS account, where they have their CCV attached.

Application #613

Application Project Location and People

Program: *New Investigator Operating Grant*

**Co-Applicant(s)**

Provide the account e-mail address of individuals who are co-applicants of this application.

Account Email Address
(add co-applicant)

When you (the Primary, Named Investigator) SUBMIT your grant application, the CCV of your Co-applicant(s) will be submitted at the same time.

#### 4. GMS System Requirements

**Browsers:** The GMS will work on *Safari, Firefox, Internet Explorer* and *Google Chrome*.

**Pop-Ups:** We suggest that you disable your pop-up blocker on your browser when using this site.

**PDFs:** Please use the [Adobe Reader](#) to open any PDF documents that you download to your desktop/device.

# Research Manitoba Investigator Applications: Frequently Asked Questions

PLEASE NOTE, **all answers to these FAQs** can be found in the:

- **Program Guide** (available from the Research Manitoba webpage for your program)
- **Application Form** on the GMS for your program
- **PI User Guide** (in both your **Program Guide** and on the GMS)
- **Application Checklist** (in both your **Program Guide** and on the GMS)

[How is my eligibility for this grant assessed?](#)

[What will the reviewers be looking for in my application?](#)

[Already Submitted Common CV to Research Manitoba](#)

[How do I attach my CCV to my GMS account?](#)

[Are hard copies of the applications required?](#)

[Where is the University of Manitoba on the list of institutions for creating my CCV?](#)

[I can't see any of the PDFs attached to the GMS and your Website.](#)

[I still have questions](#)

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**How is my eligibility for this grant assessed?**

Your eligibility for this grant is assessed by Research Manitoba staff, after your application has been submitted. Ensure that you thoroughly review the eligibility requirements listed in the **Eligibility** section in the **Program Guidelines** part of your Program Guide. All aspects of your eligibility need to be shown through your online application. For example, your CCV should correctly show your faculty appointment(s) and dates of appointment. If you have questions about your eligibility, please contact Freyja Arnason at [Freyja.arnason@researchmb.ca](mailto:Freyja.arnason@researchmb.ca).

**What will the reviewers be looking for in my application?**

Please see the **Assessment section** in the **Program Guidelines** section of your *Program Guide*.

**Already Submitted Common CV to Research Manitoba GMS, do I have to do it again?**

As an Applicant and Co-Applicant (if applicable) you will need to **update** your CCV (Research Manitoba Research Application version) and re-submit it to attach it to your GMS account. Your portfolio page will indicate the most recent date you submitted (attached) your CCV to your application.

**How do I attach my CCV to my GMS account?**

Instructions are provided in the **Creating your CCV and attaching it to your GMS Account** section of the **GMS PI User Guide**, available in your Program Guide and from within the GMS. And see the **demo** from the CCV site here. Don't forget, the **PIN/SYSTEM ACCOUNT** that you will use for this purpose of VALIDATING (connecting) your CCV to your GMS Account is the **EMAIL ADDRESS** you use to login to your **GMS account** (i.e. your GMS system account email).

### **Are hard copies of the applications required?**

**NO**, please do not submit hard copies. All parts of your application (except for support letters, above) are dealt with through the GMS system. The signatures page of the application must now be scanned and uploaded to the application Signatures Page before it can be submitted.

### **Where is the University of Manitoba on the list of institutions for creating my CCV?**

When you create your CCV, you will be asked for the name of the institution you are affiliated with. To respond, you are directed to a list where the **University of Manitoba** is listed under '**T**' for '**The**'.

### **I can't see or OPEN any of the PDFs attached to the GMS portfolio page**

Check your browser to make sure that **your pop-up blocker is disabled** (not on).

### **I still have questions**

Please contact the *Research Manitoba Help Desk* at [helpdesk@researchmb.ca](mailto:helpdesk@researchmb.ca) (staffed from 8:30 am – 4:30 pm, Monday to Friday).