2017

PROGRAM GUIDE

CFI Matching Funds Program

Research Manitoba

CFI MATCHING FUND PROGRAM GUIDELINES

1.   Purpose

The purpose of this program is to leverage research funds for maximum impact in Manitoba is through providing matching funds for Canada Foundation for Innovation grants. Research Manitoba's CFI Matching Fund provides matching funds (up to 40% of the project total) for proposals that have been awarded grants through one of CFI's competitions.

2.   Eligibility

The CFI Matching funds grant is open to researchers in Manitoba who have been successful in a CFI competition and require matching funds.

3.   Funding

The CFI Matching Fund program provides matching funds (up to 40% of project total) for proposals that have been awarded grants through one of CFI's competitions.

4.   Assessment Criteria

All successful CFI proposals have been through a competitive, peer-review process. As such, Research Manitoba does not conduct a separate peer review process. Instead, applications are assessed on relevance and potential benefit to Manitoba. CFI Matching Funds grants are also contingent on availability of Research Manitoba funds.

5.   Application

All applications to the CFI Matching Funds Program are submitted through Research Manitoba's online Grants Management System, and include the following:
- An abstract of the proposal
- Summary of the budget identifying all sources of funding to be provided by CFI, Research Manitoba and other partners.
- A summary of the research proposal highlighting the importance to Manitoba
- A pdf copy of the CFI application
- A Research Manitoba submitted Common CV to the GMS
- Institutional sign off

PLEASE <u>DO NOT</u> SUBMIT ANY HARD COPY MATERIALS TO RESEARCH MANITOBA

6.   DEADLINES
APPLICATION DEADLINE   **ongoing**

7.   Funding Decisions

GRANTS GUIDELINES: CFI Matching Funds

Funding decisions will be communicated within 60 days of
the application deadline. All funding decisions are final.

8.   **Reporting requirements** (see Finance and Administration Guide)

RESEARCH MANITOBA
Grant Management System (GMS)
User Guide for Investigators

(Includes *Operating* **Grant applicants**)

CONTENTS

Click on the any of these links to go to that section of the guide

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.

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 <u>both the student's and your CCV</u> 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:

<u>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 <u>email </u>you use to login to your <u>GMS account</u>.</u>

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.

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'.

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.
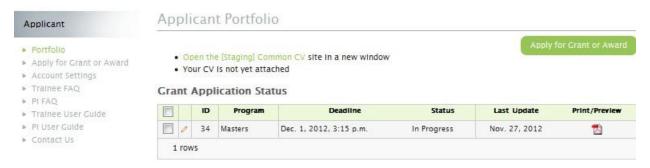
Attaching Documents

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 accidently 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*".

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.

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.