



Research
Manitoba

2018

Instructions for Referees of Applicants for Trainee Awards

Research Manitoba Referee Instructions: *RFHS Graduate Entrance Scholarship Applicants*

Your letter should speak to *the applicant's academic accomplishments and aptitude for research.*

SUBMITTING your Reference Letter ONLINE:

Research Manitoba applicants apply for our Awards online, through our Grants Management System (GMS). The trainee for whom you have agreed to be a referee has entered your *name* and *email address* into their online application.

When the trainee's **APPLICATION** is **SUBMITTED** (by **4:00 PM CST, Tuesday November 13, 2018**), you will be sent an email from RESEARCH MANITOBA with instructions and an embedded link to a confidential site where you will be able to upload your printed, scanned and PDF'ed letter.

The uploaded letter itself will never be visible to the applicant; however, they will be able to tell whether your letter has been uploaded. The application will be deemed incomplete if you haven't uploaded your letter by: **4:00 PM CST, Monday November 26, 2018.**

Having Difficulties?

- **Trouble uploading your letter?** Please see the following pages.
- **More than one applicant?** You will receive a separate email for each applicant. Each embedded link is UNIQUE to a particular applicant. You will need to ensure that you upload the correct letter to each link.
- **No Research Manitoba email?** Has the applicant submitted their application yet? If they have, please check your JUNKMAIL.
- **Other problems? Still no email?** Please email: helpdesk@researchmb.ca for assistance.

Referee letter attachment

First Screen after clicking on link (or copy and paste the link into your browser address window)



The screenshot shows the Research Manitoba Grants Management System interface. The header includes the Research Manitoba logo, the text 'Research Manitoba', a user greeting 'Welcome necole.sommersell@researchmb.ca | Logout', and a home icon. The main heading is 'Grants Management System'. The page title is 'Application Referee Support Letter Upload'. The left sidebar lists navigation options: Portfolio, Apply for Grant or Award, Account Settings, Trainee FAQ, PI FAQ, Trainee User Guide, PI User Guide, SIRJ CMS User Guide, Finance & Administration Guide. The main content area contains the instruction 'Upload your letter of support for the application submitted by Marcie Fehr.' Below this is a file upload field labeled 'Support Letter*' with a '(select new file)' link. A 'Submit Letter' button is positioned below the field.

Then click on **(select new file)** and find your PDF'ed letter on your computer. Then click on it and click "open".



This screenshot is identical to the previous one, but the file upload field now displays a file name: 'Support Letter*' followed by '(select new file)'. The 'Submit Letter' button remains below the field.

Now you should see your file name under 'Support Letter'. If you need to re-load your letter, just click on **(select new file)** again and when you select the correct file, it will replace the one you uploaded.

Then click on the “Submit Letter” button. You should see this screen:



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Welcome necole.sommersell@researchmb.ca | Logout

Grants Management System



Applicant

Application Referee Support Letter Received

- ▶ Portfolio
- ▶ Apply for Grant or Award
- ▶ Account Settings
- ▶ Trainee FAQ
- ▶ PI FAQ
- ▶ Trainee User Guide
- ▶ PI User Guide
- ▶ SIRI CMS User Guide
- ▶ Finance & Administration Guide
- ▶ Application Checklists
- ▶ Contact Us

Thank you.