



# Grant Management System (GMS) User Guide for Supervisors and Department Heads of RFHS Graduate Entrance Scholarship Applicants

## Note to all applicants:

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

All RFHS Graduate Entrance Scholarship applications to Research Manitoba must be electronically approved by **BOTH** the **SUPERVISOR** (and any **CO-SUPERVISOR**) and **DEPARTMENT HEAD** of the applicant – before the deadline.

Supervisors (and any **CO- SUPERVISOR**) will also need to attach their Canadian Common CV (CCV) to their GMS user account.

Please follow the links to the actions you will need to complete.

Actions required by:	Supervisor (and Co-Supervisor)	Department Head
<a href="#">Create/use a Research Manitoba GMS account</a>	YES	YES
<a href="#">Complete/update your CCV and attach it to your GMS account</a> <a href="#">CLICK HERE FOR HELP ATTACHING YOUR CCV</a>	YES	<b>NO</b>
<a href="#">Consent to the Application</a>	YES	YES

## **GMS System requirements\***

**For Additional Support**, please contact the [Research Manitoba Helpdesk](#) (Mon-Fri, 8:30 am – 4:30 pm) For information about what is required in each application, please see the appropriate Program Guide.

### **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.
- e) The email you use here will be 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.

Research Manitoba

Welcome [marcie.fehr@researchmb.ca](mailto:marcie.fehr@researchmb.ca) | [Logout](#)

# Grants Management System

Applicant

Applicant Portfolio 2017

[Apply for Grant or Award](#)

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

- Open the [Common CV](#) site in a new window
- Attach your CCV to your GMS Account (see the GMS user guide in your *Program's Guide*)  
\*\*YOUR PIN for this purpose is your [Research Manitoba GMS System account EMAIL](#)\*\*
- Your CV is not yet attached

**Grant Application Status**

<input type="checkbox"/>	ID	Program	Deadline	Status	Last Update	Print/Preview	Review
<input type="checkbox"/>	2782	Health Research New Investigator Operating Grant	March 1, 2017, 4 p.m.	In Progress	Dec. 8, 2016		

1 rows

## 2. Creating your CCV and attaching it to your GMS account

**\*Department Heads, skip this section**

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.

**Create a CCV user account/log in. (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**, then "*Research Manitoba*", as your CV Type. If you run into difficulty, review the instructional

### 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.

**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**.

**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 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 trainee's GMS application. When you re-submit your CCV to the GMS, the previous version is replaced.

Once your trainee **submits** their **GMS Award Application**, the version of your **CCV attached** to your GMS account at that moment **will be submitted** with your trainee's application.

**ANY CHANGES YOU MAKE TO YOUR CCV AFTER YOUR TRAINEE'S GMS APPLICATION IS SUBMITTED WILL NOT BE UPDATED ON THE CCV SUBMITTED WITH THE 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 icon to delete your Research Manitoba validation (see image following). Then, Click **ADD** and follow through, manually entering your GMS user account email and GMS password etc., and finally 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" as 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 corrected), 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:



  
**Canadian Common CV**  
www.ccv-cvc.ca

<b>Français</b>		<b>Home</b>		<b>Contact Us</b>		<b>Help</b>		<b>Logout</b>	
<b>Welcome</b>	<b>CV</b>	<b>Versions</b>	<b>History</b>	<b>Consent</b>	<b>Utilities</b>	<b>PIN/System Account</b>	<b>Account</b>		

**Agency PIN/System Accounts** 2016-12-09 12:45 EST

<u>Agency</u>	<u>PIN/System Account</u>	<u>Status</u>
 Research Manitoba	marcie.fehr@researchmb.ca	Valid

[Add](#)

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Modified: 2016-09-06\_CCVPRODUCTION [Important Notices](#)

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

### 3. Consenting to your Trainee's GMS Application

Before you can consent to the application, **your trainee will need to have linked your GMS account to their application.** Don't worry, no trainee will ever be able to SEE your GMS account, however they WILL be able to see whether you have consented to their application.

**Here are the instructions the Trainee follows to link their application to YOUR GMS user account:**

#### *Supervisor Identification Page*

To complete this page, you will need to have asked both your Supervisor and Department Head to provide you with their Research Manitoba Grants Management System account **email address**. Make sure you have the exact email address that they use to login to their GMS user account. Other emails will not work.

#### Supervisor Identification

Program: *Masters*

Please provide the system account e-mail addresses of the project supervisor, co-supervisor (if any) and department head.

Supervisor*	Ms. Liz Ford (waiting for consent) <a href="#">(change)</a>
Co-Supervisor	<input type="text"/> <a href="#">(verify)</a>
Department Head*	<input type="text"/> <a href="#">(verify)</a>

[PDF Version](#)

Enter each email address and click on **(verify)** to create a link between your application and your Supervisor or Department Head's GMS account. Once verified, the message will change to **(waiting for consent)** in your **(applicant)** account AND your Supervisor/Department Head will be able to see your application from their GMS account.

Trainee instructions

#### *Supervisor (and Co-Supervisor) Consent*

Your trainee should advise you once they have completed their application. Click on the PDF of the application to review it. To consent, check the appropriate box in the **Consent** field.

#### Supervisor/Department Head Review

ID	Program	Applicant	Deadline	Status	Last Update	Consent	Print/Preview
Please print/preview each application listed below before providing your consent							
557	Postdoctoral Fellowship	Rogalski, Shannon	Dec. 31, 2013, 5 p.m.	Submitted	Oct. 31, 2013		
556	Masters	Rogalski, Shannon	Feb. 1, 2014, 5 p.m.	Submitted	Oct. 31, 2013		
144	Masters	Rogalski, Shannon	Feb. 1, 2014, 5 p.m.	In Progress	Jan. 30, 2013	co-supervisor <input type="checkbox"/>	
3 rows							

***Department Head email and Consent***

Once the Supervisor provides consent, you will be automatically sent an email advising that you can now login to **your GMS account** and view/consent to the trainee application.

**The applicant** will not be able to submit their online application until AFTER you have provided your consent. They must submit by the following deadline:

**TRAINEE APPLICATION DEADLINE: 4:00 PM CST, Tuesday November 13, 2018**

**\*GMS System Requirements**

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

**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.