



Research
Manitoba

2019

Instructions for Referees of Applicants for Trainee Awards

Research Manitoba Referee Instructions: *Trainee 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 you have agreed to be a referee for has entered your name and e-mail address into their online application.

When the trainee's application is submitted (by **4:00 PM CST, Friday, February 1, 2019**), 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 person you write it for, 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, Friday, February 15, 2019**.

Having Difficulties?

- **More than one applicant?** You will receive a separate e-mail 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 e-mail?** Has the applicant submitted their application yet? If they have, please check your junkmail.
- **Other problems? Still no e-mail?** Please e-mail: 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', and 'Grants Management System'. A user is logged in as 'necole.sommersell@researchmb.ca'. The main content area is titled 'Application Referee Support Letter Upload' and 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 the text '(select new file)'. A 'Submit Letter' button is located below the field. On the left, there is a navigation menu under the heading 'Applicant' with the following items: 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.

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 one above, showing the 'Application Referee Support Letter Upload' page. The file upload field 'Support Letter*' now displays a file name, indicating that a file has been successfully uploaded. The rest of the interface, including the header, navigation menu, and instructions, remains the same.

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.