



Research  
Manitoba

*Accelerating  
Innovations for Aging  
and Brain Health*  
GMS User Guide

## [Creating your Research Manitoba GMS User Account](#)

1. If you do not already have a user account, you will need to create one.
2. From the [login page](#), click on a sign-up link – second line in the center, top right or in the menu, left.
3. Review the Terms of Use and then click “I accept” at the bottom of the page to continue.
4. Enter the required information in the following Create your RESEARCH MANITOBA System Account page. All fields marked with an asterisk 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.
5. The email you use here will serve as your GMS system account email.
6. 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.
7. 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 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:

- Accelerating Innovations for Aging and Brain Health GMS User Guide,
- Research Manitoba Finance and Administration Guide, in the left side menu.

Research Manitoba  
Welcome marcie.fehr@researchmb.ca | Logout  
Grants Management System

Applicant Applicant Portfolio 2017

Apply for Grant or Award

- 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

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

1 rows

## Completing your GMS Application

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

Research Manitoba  
Welcome marcie.fehr@researchmb.ca | Logout  
Grants Management System

Applicant Applicant Portfolio 2016

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- 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.
- Select which Research Pillar your research falls under, click 'Save and next page' and then your screen will change to the next stage.
- 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 green checkmark 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.
- Your application has been given a number. Keep this number for your reference as well.



## 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".

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.

### [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.