Research
Manitoba

Principal Investigator
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. It will also be your PIN for the Research Manitoba version of your CCV (see image on the following page).
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:

- PI GMS User Guide,
- PI FAQs,
- Application Checklists, and the
- Research Manitoba Finance and Administration Guide, in the left side menu.

Creating your CCV and Attaching it to your GMS Account

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.

1. Go 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.

2. Create a CCV user account/log in. (Register with CCV)

3. 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.

4. 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.

5. 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.

6. Submit your CV

Once all sections are complete and marked with a checkmark, 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.**

7. 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 that 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. Any changes you make to your CCV after your

GMS application is submitted will not be updated on the version submitted with your application.

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 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 then log back in— and then look in your portfolio, to see if the CCV is attached now.

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 previous instructions.

Completing your GMS PI Application

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

2. 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.
3. Select which Research Pillar your research falls under, click 'Save and next page' and then your screen will change to the next stage.
4. 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.
5. 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.
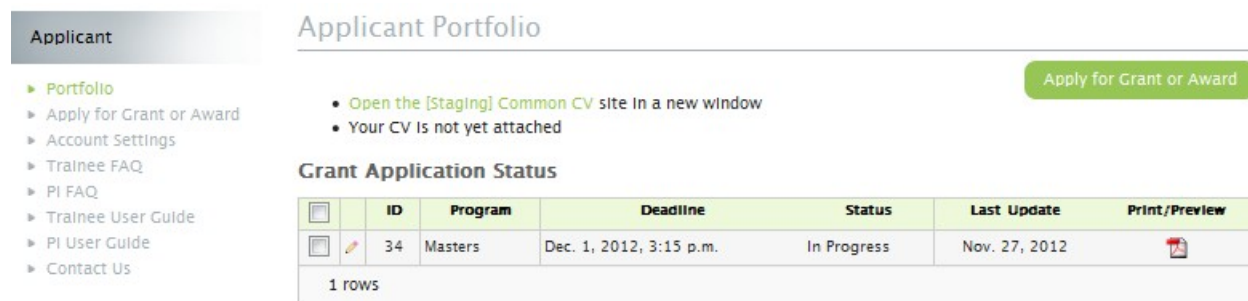
Attaching Documents

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.

If you have or are a 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.

Application #613	Application Project Location and People
▶ Applicant Information ✓	Program: *New Investigator Operating Grant*
▶ Proposed Project	
▶ People Involved	**Co-Applicant(s)**
▶ Budget	Provide the account e-mail address of individuals who are co-applicants of this application.
▶ Documentation	
▶ Abstract & Need	**Account Email Address**
▶ Research Proposal	
▶ Progress Report	
▶ Signature	(add co-applicant)

When you (the Primary, Named Investigator) submit your grant application, the CCV of your Co-applicant(s) will be submitted at the same time.

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.