



Research  
Manitoba

# TRAINEE GMS USER GUIDE

Each application form in the Grant Management System (GMS) follows the same basic process.

Trainee applications have these common elements:

- Online Award Application completed by applicant;
- Applicant's current CCV (RESEARCH MANITOBA version) must be attached to the applicant's GMS account;
- Online consent prior to application submission is required by both your Supervisor AND Department Head;
- Supervisor's CCV (RESEARCH MANITOBA version) must be attached to the supervisor's GMS account;
- Assessor (reference) letters must be uploaded by each referee to a private location on the GMS on or before the Assessor letters and transcripts deadline;
- Transcripts are not attached to the GMS application, but must be sent directly to Research Manitoba and **arrive on or before the Assessor letters and transcripts deadline.**

See Application Materials in the **Program Guidelines** section of your program's description in your *Program 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.

The screenshot displays the 'Applicant Portfolio' page in the Grants Management System. The header includes the Research Manitoba logo, the text 'Welcome marcie.fehr@researchmb.ca | Logout', and the title 'Grants Management System'. The main content area is titled 'Applicant Portfolio' with a dropdown menu set to '2017'. A green button labeled 'Apply for Grant or Award' is visible. Below this, there are instructions: '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\*\*', and 'Your CV is not yet attached'. A section titled 'Grant Application Status' contains a table with the following data:

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		

The table indicates there is 1 row of data.

## 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.




Canadian Common CV  
WWW.CCV-CVC.CA

Français Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

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

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

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

[Top of Page](#)

If the CCV site states that your PIN is valid

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 Trainee Application](#)

1. 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](mailto:marcie.fehr@researchmb.ca) | Logout

## Grants Management System

Applicant **Applicant Portfolio** 2016 ▼

[Apply for Grant or Award](#)

- ▶ Portfolio
- ▶ Apply for Grant or Award
- ▶ Account Settings
- ▶ Trainee FAQ
- ▶ PI FAQ

- 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

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.

- Your application has been given a number. Keep this number for your reference as well as the reference of your Supervisor and Department Head.

Application #34

▶ Research Pillars

▶ Applicant Information

▶ Supervisors

▶ Research Location

▶ Project Information

▶ Letters of Assessment

▶ Career Goals

▶ Submission

Application Changes Saved

Application Information

Program: *Masters*

Address and Contact Numbers

Street Address\*

### 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".

Applicant

Applicant Portfolio

▶ Portfolio

▶ Apply for Grant or Award

▶ Account Settings

▶ Trainee FAQ

▶ PI FAQ

▶ Trainee User Guide

▶ PI User Guide

▶ Contact Us

Apply for Grant or Award

- Open the [Staging] Common CV site in a new window
- Your CV is not yet attached

Grant Application Status

	ID	Program	Deadline	Status	Last Update	Print/Preview
	34	Masters	Dec. 1, 2012, 3:15 p.m.	In Progress	Nov. 27, 2012	

1 rows

## 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 e-mail address. Make sure you have the exact e-mail address that they use to login to their GMS user account. Other e-mails will not work.


**Supervisor Identification**

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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" value="Account e-mail address"/> <a href="#">(verify)</a>
Department Head*	<input type="text" value="Account e-mail address"/> <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.

## Supervisor Consent

Once you have completed all sections of your application (including your Project Description attachment), and have your CCV attached to your GMS account, you need to advise your Supervisor (and Co-Supervisor if you have one) that they should now view/consent to your completed application. When your application is consented, you will see a green checkmark next to that person's name.

## Department Head Email and Consent

Once your Supervisor provides consent, an email is automatically sent to your Department Head, advising that your Supervisor has consented to your application and that they (Department Head) can now log on to their GMS account and view/consent to your application. Their consent will also show as a green check mark next to that person's name on your Supervisor Page.

It is your responsibility to ensure that you have received both consents before you submit your application. The GMS system will not allow you to submit your application without both consents.

**Note:** If a Co-Supervisor is listed in the application (not mandatory), the Co-Supervisor must also link a revised CCV to the GMS and provide consent to the application.



## Submission of your Application

The GMS system will not allow you to submit your application without:

- Your Referee names and email addresses
- The required attachments
- Your own CCV attached to your GMS account
- Your Supervisor's CCV (and Co-Supervisor's CCV, if applicable) attached to their GMS account(s)
- both your Supervisor and Department Head have consented to your application, or the consents of your Supervisor and Department Head

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 your records and/or print off the page.

**Your referees will be sent system-generated emails when you submit your online application.**

## Referees, Follow-Up

E-mail your referees the link to their Referee Instructions. Once you SUBMIT your online application, your referees will each be sent e-mails with the following text:

**Subject line:** Research Manitoba Reference Letter: Applicant Name

Dear Referee [[referee email address](#)]

Re: [Applicant Name]


Thank you for agreeing to write a letter of reference for this Research Manitoba [Award Name] candidate.

Please follow the instructions following and when you are ready, click on the link provided below to be taken to a site on Research Manitoba's online grant/award application system (GMS) where you can upload your letter.

Instructions:

- Please write your letter and print on letterhead, if possible
- Sign your letter
- Scan the letter to PDF and give the scanned version the file name: Letter [your name]
- Click on the link to a confidential GMS site where you will be asked to upload your PDF
- Upload your PDF

From your GMS portfolio, you will be able to see which referees have uploaded their letters and which have not by hovering your mouse over the green text in the Application Status section.

<input type="checkbox"/>	ID	Program	Deadline	Status	Last Update	Print/Preview	Review
<input type="checkbox"/> 	45	Masters	January 31, 2014	Submitted (0/3 referees)	January 23,		

It is your responsibility to ensure that your referees upload their letters by the Reference Letter and Transcript deadline.

### [Transcripts: Not Submitted on GMS](#)

See the *Program Guide* (Guidelines section) and your award Application Checklist (left side of your portfolio page) for information and requirements.

### [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.