



Research  
Manitoba

# Supervisor and Department Head GMS USER GUIDE

Actions required by:	Supervisor (and co-supervisor)	Department Head
Create/use a Research Manitoba GMS account	✓	✓
Complete/update your CCV and attach it to your GMS account	✓	✗
Consent to the Master's Studentship Application	✓	✓

For additional support please contact the Research Manitoba [Helpdesk](#) (Monday – Friday – 8:30AM – 4:30PM).

### [New Research Manitoba GMS Users](#)

If you do not already have a Research Manitoba GMS user account you will need to create one to complete your application.

To create a new account please go to the Research Manitoba [GMS home page](#) and click on the 'sign-up here' link in green. Review the *Terms of Use* and then click "I accept" at the bottom of the page to continue.

You will then be prompted to enter some required information on the 'Create your Research Manitoba Account' page. All fields marked with an asterisk are required and the system will not let you move forward until these fields are completed. The email you use when completing this section will serve as your GMS system account email. It will also be your PIN for the Research Manitoba version of your Canadian Common CV (CCV).

Once you have completed all required fields, clicking on 'Submit Registration' at the bottom of the page will result in an account verification email being sent to the email address you have provided. Follow the link from within this email and add your password to validate your account.

### [Returning Research Manitoba GMS Users](#)

#### Forgot your password?

From the Research Manitoba [GMS home page](#), click on 'Forgot Your Password?' located next to the login button. Once you click on this, you will be taken to a *Password Reset Page* where you will 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 and/or **both** your username and password?

**Do not create a new account if you think you already have one.** This will cause problems with the GMS account that you currently have.

## Portfolio Page

After you log into your GMS account you will arrive at your 'Applicant Portfolio' page. From this page you have access to the following documents:

- Program Guides for the various Research Manitoba funding opportunities
- FAQs for the various Research Manitoba funding opportunities
- Research Manitoba Finance and Administration Guide

## Canadian Common CV (CCV)

### **\*Department Head's skip this section\***

An updated Research Manitoba Canadian Common CV (no older than six months) for supervisor's and co-supervisor's is required in order for trainees to submit their application.

Your GMS portfolio page shows whether you have a CCV attached to your account, and if you do, when that CCV was attached. If you haven't attached a CCV, the text 'Your CV is not yet attached' will appear above the *Grant Application Status* list.

**Note:** You can go to the [CCV website](#) directly to work on your CV without going via the GMS. You do not have to complete your CV all at once.

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

1. Go to the CCV website and create a CCV User Account/Log In
2. Select a Funding Source CV: the CCV enables researchers to create CVs for different funding agencies. Select CV – Funding - Research Manitoba (as the funding source) - Research Manitoba (as the CV type).
3. 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 each entry for the information group(s) required.
4. Validate your PIN: you need to validate your PIN in order to create the link between your Research Manitoba CCV and the Research Manitoba GMS system account. Click PIN/System Account from the second-row menu. The PIN for Research Manitoba 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.

5. 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 the consent page where you will need to click 'I Agree'. You will then receive a notice confirming your CCV submission to Research Manitoba and providing a confirmation number. **Please keep this number for your records.**
6. Log into your Research Manitoba GMS account to confirm your CCV has uploaded and linked: if you didn't logout from the Research Manitoba GMS, then logout and log back in. You should now see in your portfolio page that your CCV is 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 GMS application. When you re-submit your CCV to the GMS, the previous version is replaced. However, once you submit your research grant application, the version of your CCV attached at that moment will be submitted with your application. Any changes you make to your CCV after your application is submitted will not be updated.

#### Help with Attaching Your CCV

The PIN you need to validate your CCV and connect it with 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 the PIN validation in your CCV account: when you click on PIN/System Account, use the garbage can to delete your Research Manitoba validation. Then click 'Add' and follow through the instructions, manually entering your GMS user account email and GMS password. Finish by clicking 'Validate'.

Once this is completed, go back into your CV and go through selecting the Funding CV (Research Manitoba) and CV Type (Research Manitoba) to get back to the screen that lets you edit your CCV.

From there, click 'Submit' again and follow through the instructions. Wait a few minutes and then go back to your GMS account – if needed, logout then log back in— to see if the CCV is attached now.

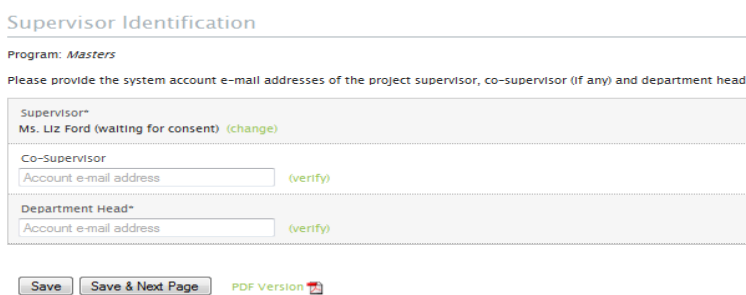
## [Consenting to a Trainee's GMS Application](#)

Before you can consent to the trainee's application, your trainee will need to have linked your GMS account to their application. Trainee's are not able to access or see your GMS account, they are only 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 as other email addresses will not work.



The screenshot shows a web form titled "Supervisor Identification". Below the title, it says "Program: Masters". A note reads: "Please provide the system account e-mail addresses of the project supervisor, co-supervisor (if any) and department head." The form contains three sections: "Supervisor\*" with the text "Ms. Liz Ford (waiting for consent) (change)", "Co-Supervisor" with an "Account e-mail address" input field and a "(verify)" link, and "Department Head\*" with an "Account e-mail address" input field and a "(verify)" link. At the bottom, there are three buttons: "Save", "Save & Next Page", and "PDF Version" with a PDF icon.

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 application and your Supervisor/Department Head will be able to see your application from their GMS account.

### ***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.

### ***Department Head Consent***

Once the Supervisor provides consent, the Department Head will be automatically sent an email advising that they can now login to their GMS account and view/consent to the trainee application. Trainees are not be able to submit their online application until after you have provided your consent.

## [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 Adobe Reader to open any PDF documents that you download to your desktop/device.