



Research  
Manitoba

# **Assessor Letter Instructions Trainee Awards**

## [Research Manitoba Referee Instructions](#)

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 email address into their online application.

When the trainee's application is submitted 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 signed PDF letter.

The uploaded letter itself will never be visible to the trainee; 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 on or before the *Assessor Letters and Transcripts Deadline*.

## [Referee letter attachment](#)

Below is the first screen you should see after clicking on link embedded in the email. You can also copy and paste the link into your browser.



The screenshot shows the Research Manitoba Grants Management System interface. At the top left is the Research Manitoba logo. To the right, it says "Welcome necole.sommersell@researchmb.ca | Logout". The main heading is "Grants Management System". Below this, the page title is "Application Referee Support Letter Upload". On the left, there is a sidebar menu under "Applicant" with the following items: Portfolio, Apply for Grant or Award, Account Settings, Trainee FAQ, PI FAQ, Trainee User Guide, PI User Guide, SIRS CMS User Guide, Finance & Administration Guide. The main content area has the instruction "Upload your letter of support for the application submitted by [redacted]". Below this is a text input field labeled "Support Letter\*" with the placeholder "(select new file)". At the bottom of the main content area is a "Submit Letter" button.

From here, click on 'select new file' and find your assessor letter on your computer. Click on it and click "open". Now you should see your file name under 'Support Letter'. If you need to re-upload your letter, click on 'select new file' again and replace with the correct item. Please note you can only upload a PDF version of your letter. Once you are ready, click on "Submit Letter".

## 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 junk mail.

Other problems? Still no e-mail? Please contact the Research Manitoba [Helpdesk](#) (Monday – Friday – 8:30AM – 4:30PM)