



Research
Manitoba

Trainee GMS USER GUIDE

Each trainee application form in the Research Manitoba Grant Management System (GMS) follow the same basic process. Trainee applications have these common elements:

- Online award application form completed by applicant;
- Applicant's current Research Manitoba Canadian Common CV (CCV)
- Online consent prior to application submission by both the Supervisor and Department Head;
- Supervisor's Research Manitoba CCV;
- Assessor 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*.

[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 field, 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 will be able to create a new application and make updates to your GMS account.

You will also have access to the following documents to support you in the preparation of your application:

- 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 \(CCV\)](#)

An updated Canadian Common CV (no older than six months) for applicants is required for submission to all Research Manitoba applications.

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.

Completing your GMS PI Application

From the *Portfolio Page* in GMS, click on 'Apply for Grant or Award'. You will be taken to a page enabling you to select which application you would like to complete. Select the award program which you would like to apply for.

Once you have started your application you will be asked to select which research pillar your research falls under, click 'Save and next page' and 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.

Each application is given a unique number. Keep this number for your reference.

Required Fields

You cannot save and go to the next page without filling in all the required fields.

No need to complete your application in one try

You can log out of the GMS and return to your application 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. If you have more than one document for an upload link, you will need to amalgamate them into one PDF.

If you accidentally upload the wrong document, click 'select new file' again, navigate to the correct document 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".

Supervisor Identification Page

To complete this page you will need to have both your Supervisor and Department Head provide you with their Research Manitoba GMS account e-mail address. Make sure you have the correct e-mail address as other e-mail addresses will not work.

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

Supervisor Consent

Once you have completed all sections of your application and have your CCV attached to your GMS account, you need to advise your Supervisor (and co-supervisor if applicable) 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 can now log onto their GMS account and view/consent your application. Their consent will 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, 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 CCV attached to your GMS account
- Your supervisor, and co-supervisor's CCV attached to their GMS account(s)
- Both your Supervisor and Department Head have consented to 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 your records.

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

Assessor Letters

It is suggested you e-mail your referees the link to the **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.

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** and **Application Checklist** for information and requirements on transcripts

[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.

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