

Scotia Scholars (Undergraduate) 2018-2019

Grants Management System (GMS)
User Guide



Using This Guide

The information presented in this GMS User Guide is intended to assist users from a high level technical perspective. It is the responsibility of the applicants to refer to the specific award requirements.

If you have any questions regarding application requirements, [please contact your institution](#).

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Creating Your Application

- GMS website/login page: gms.nshrf.ca
- Once logged in to the GMS, you will arrive at the 'Portfolio' page.
- On the portfolio page, click on the large green button 'Apply for Grant or Award'.

The screenshot shows the 'Applicant Portfolio' page for the year 2016. On the left is a navigation menu with 'Portfolio' selected, and sub-links for 'Apply for Grant or Award', 'Account Settings', and 'Contact Us'. The main content area is titled 'Grant Application Status' and features a large green button labeled 'Apply for Grant or Award'. Below this is a table with columns: ID, Program, Deadline, Status, Last Update, PDF, and Review. The table currently displays 'No Grant Applications' and '0 - 0 of 0 records'. Annotations include: an arrow pointing from the top text to the 'Apply for Grant or Award' button; an arrow pointing from the 'Contact Us' link to a text box; and an arrow pointing from the table to another text box.

Applicant Portfolio 2016

Grant Application Status

Apply for Grant or Award

<input type="checkbox"/>	ID	Program	Deadline	Status	Last Update	PDF	Review
No Grant Applications							
0 - 0 of 0 records							

Links to update your account settings or password, also click 'Contact Us' to send our GMS helpdesk a question

Any in-draft or submitted applications will appear in this table

A page with available grant applications will be displayed. Select the appropriate **grant/award type** to begin your application.

The first page of the application (**Project Details**) will be displayed.

Project Details Section

Complete the **Project Details** page by entering/selecting the following information.

The **Project Details** page must be complete to view the rest of the application sections.

- Resume/CV upload
- Title of Proposal
- Category of Research
- Six (6) keywords that describe your project
- Most applicable NSHRF priority
- How you heard about this funding opportunity
- Institution that will administer funds

Click '**Save & Next Page**' to view the rest of the application pages/sections

Editing Your Application

REQUIRED* fields are marked with an asterisk and you will be required to complete them before you can move forward to another page within the application.

Remember to click **'Save'** or **'Save & Next Page'** after you make any changes.

If you have completed a page, a *green check mark*  will appear next to that page in the menu.

NOTE: Each section within the GMS application must have a green checkmark to submit, even if the section is not required by the grant/award requirements. (For example, if you do not choose to have Team Members in your application, simply **'Save'** the empty page to generate a green checkmark for that section).

Any uploads in GMS must be in PDF format only. Some office suites such as Microsoft Office have the ability built in to save documents as PDF. Ensure uploaded documents are not locked or password protected as the system will not be able to open them.

Returning to Your In-Draft Application

Once an application has been started, the application will appear in your portfolio page. Click the **'edit pencil'** (shown below) to return and edit that application:

Grant Application Status

<input type="checkbox"/>	ID	Program	Deadline	Status	Last Update	PDF	Review
<input type="checkbox"/>	 958	Scotia Scholars Award (Master's and Doctoral)	Mar 8, 2017 1:14PM	In Draft - Not Submitted	Feb 10, 2017 11:05AM		

Click the *pencil* to return to your in-draft application

Click the *PDF* icon to download your full application

Application Sections: Step by Step

Principal Investigator

- In this section, please review your account information and update if necessary
- Click '**Save & Next Page**' to continue

Supervisor(s)

At least one Supervisor must be added to your application, but you may add up to two.

Supervisor(s) must have a GMS user account to add them to your application. Supervisor(s) are NOT notified electronically that they have been added to your application.

- Click (add Supervisor) and add their email address (the email the Supervisor used to register to GMS with)
- Click (add Supervisor) to add an additional supervisor (if applicable)
- Click 'Save & Next Page' to continue

Objectives

- Enter your main project objectives - only one objective per text box
- Click '**(add objective)**' to enter additional objectives, up to a maximum of ten (10)
- Click '**Save & Next Page**' to continue

Project Description

- In this section, please upload your Project Description in a PDF file format.
- Click '**Save & Next Page**' to continue

Research Expertise & Potential

- In this section, please upload Research Expertise & Potential in a PDF file format.
- Click '**Save & Next Page**' to continue

Transcripts

- In this section, please upload your Transcripts in a PDF file format.
- Click '**Save & Next Page**' to continue

References

- In this section, please upload your References in a PDF file format.
- Click '**Save & Next Page**' to continue

Signature/Submission

- If you agree with the Signature and Submission text, click **'I accept'** and then click **'Save & Submit Application'**
- If you try to submit your application before all the required information is completed, you will receive messages in **red text** at the top of the page indicating what is still required
- When the application is complete and submitted, a confirmation popup will display saying ***"Your application was successfully submitted"***

Institutional Approval

After your application has been successfully submitted, it is sent for approval to the GMS account of the Institution Administering Funds you selected on the Project Details page.

If the Institution approves your application as eligible and complete, your application status will change to 'Submitted-NSHRF' on the Portfolio page. (This approval process could take up to 2 weeks.) It will then be marked "Eligible" and move to your institution's review committee for assessment. Please review Application Status Definitions for details about each status.

Application Status Definitions

Below is a list of definitions of Application Status, found on the Portfolio page of GMS (example below):

<input type="checkbox"/>	904 2016 Knowledge Sharing Support Award	Nov 4, 2016 1:24PM	Submitted - NSHRF	Oct 26, 2016 1:09PM	
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Pre-Submission

- **In Draft - Not Submitted:** The user has started the process but has not completed all the required information.
- **In Draft- Missed Deadline:** The user has not submitted their application before the deadline.
- **Withdrawn:** The user has chosen to withdraw their application from the competition.
- **Submitted – ‘Institution’:** The application has been sent to the Institution Administering Funds for approval.
- **Submitted – NSHRF:** The institution has approved the application and it has been submitted to NSHRF. This does not mean the submission is eligible.

Post-Submission

- **Eligible:** The application has been reviewed and deemed eligible.
- **Not Eligible:** The application has been reviewed and deemed not eligible.
- **Withdrawn:** The user has chosen to withdraw their application from the competition.
- **Funded:** The application has a funding offer.
- **Not Funded:** The application has not been funded.
- **Accepted:** The applicant has accepted the funding offer in GMS