



# Trainee GMS User Guide

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**BOTH** your **SUPERVISOR** and **DEPARTMENT HEAD** must electronically approve your GMS application before it can be successfully submitted.

**YOU** must advise **THEM** to **CREATE THEIR OWN GMS ACCOUNT** through which they will be able to review and consent to **YOUR APPLICATION**.

\*PhD Dissertation application forms are not part of the GMS, however a CCV is required.

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 (MHRC 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 (MHRC version) must be attached to the **supervisor's** GMS account
- Assessor (reference) letters must be uploaded by the referees to the online application on or before the *Reference letters and transcripts deadline*
- Transcripts are not attached to the GMS application, but must be sent directly to MHRC and arrive on or before the Assessor [\*letters and transcripts deadline\*](#).

See the [\*\*Application Materials\*\*](#) section of your program's description in the [Awards Guide](#).

## 1. Creating your MHRC GMS User Account

- a) If you do not already have a user account, you will need to create one.
- b) From the [login page](#), click on a **sign-up** link – second line in the centre, top right or in the menu, left.
- c) Review the **Terms of Use** and then click "I ACCEPT" at the bottom of the page to continue.
- d) Enter the required information in the following [Create your MHRC System Account](#) page. All asterixed fields 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.  
**NOTE:** the [University of Manitoba](#) is listed under "**T**" for 'The'!
- e) The email you use here will be your GMS **system account email**. It will also be your **PIN** for the MHRC version of your **CCV** (see following).
- f) Click 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.
- g) 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 (the email address you used last time) AND password?*

Please contact the [MHRC Helpdesk](#) | 204-775-1096 (Mon-Fri, 8:30am – 4:30pm), for support.

## Portfolio Page

Once you've logged in to the GMS using your user account, you will arrive at your 'Portfolio' page.

### Access MHRC Support Material from Portfolio Page

From this page, you can access the

- *Trainee GMS User Guide,*
- *Trainee FAQs,*
- *Application Checklists* and the
- *MHRC Award Guide,* in the left side menu.

**Applicant Portfolio**

Apply for Grant or Award

- Open the [Common CV](#) site in a new window
- Your CV is not yet attached
  - If you previously validated your MHRC PIN for a prior CCV submission, please DELETE THE OLD VALIDATION AND REVALIDATE to successfully submit your CV.

**Note to Applicants, Co-Applicants, Supervisors, and Co-Supervisors:**  
Contribution Details must be populated within appropriate CCV fields, not attached to your CCV.

**Grant Application Status**

	ID	Program	Deadline	Status	Last Update	Print/Preview	Review
No Grant Applications							
0 rows							

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

Your GMS portfolio page, above, shows whether you have a CCV (Canadian Common CV) 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.

### Getting 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.

### Notices and Help Page

After clicking on the ENGLISH button from the CCV home page, you'll arrive at the '[Notices and Help](#)' page

**Overview**

**News**

**Members**

**How-To**

**Webinars**

**Glossary**

**Migration**

**Documentation**

**Release Notes**

**FAQ**

**\*\*\* IMPORTANT NOTICE \*\*\***

The CCV application has been redeveloped. If you had an account on the old CCV application you can access the new application by using your previous username and password. However the following need to be done as soon as you log in:

- Change your password (if required) to meet the new security guidelines
- Change your reminder questions and answers. On top of a predefined list of questions you can now add your own question. Note that this is an important step as you will be asked to answer the chosen questions if you ever forget your username or password in the future. It is recommended to use a question/answer pair that can easily be remembered.
- Verify all your CV data. During the development process CV data was migrated, wherever possible, from the old to the new application. You need to make sure that the data was properly migrated by inspecting each section and field. Any missing or wrongly formatted data will have to be corrected. For your convenience the old CCV application will be available until further notice, for you to retrieve any data at [www.ccv-cvc-2004.ca](http://www.ccv-cvc-2004.ca).

You can always return to this page for instructions on how to complete your CV. Use the links on the left side for help. The [How-To](#) - link provides a list of **video demos** for steps of the process.

**Create a CCV user account / log in.** [demo](#) (Register with CCV).

### 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 [MHRC](#) as *Funding Source*, then [Research Application](#) , as your CV Type. If you run into difficulty, review the instructional [demo](#).

### 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. See the instructional [demo](#) here.

### Validate your PIN

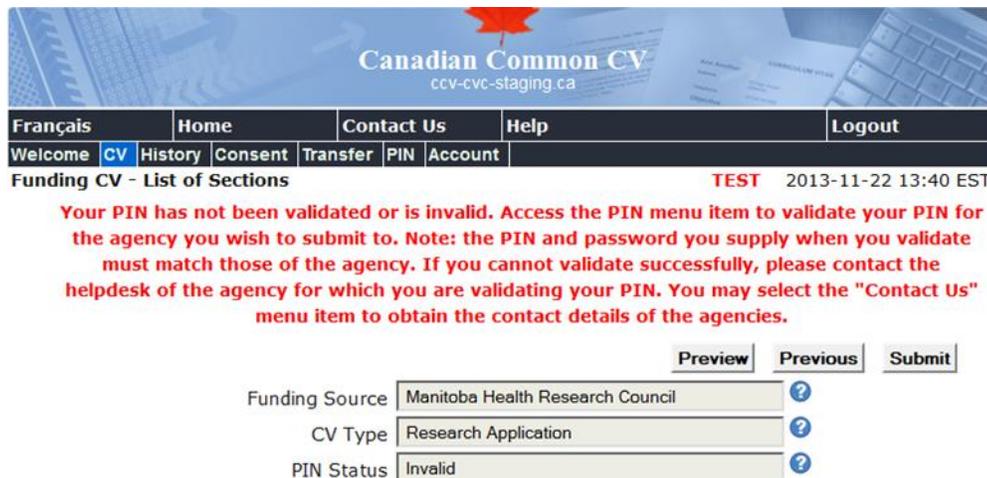
You need to do this to create the link between the CCV site and the MHRC GMS site which allows your CCV to be attached to your GMS account.

Click [PIN](#) from the second row menu above. The PIN for MHRC here is your **GMS [system account email](#)**, ie. 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 MHRC GMS **password**. See the [demo](#) here.

### Submit your CV

Once all sections are complete / have a ✓, you can submit your CV.

If you have missed some sections or have not validated your PIN, you will receive an error message like this. Go back and complete everything you need to.



The screenshot shows the 'Canadian Common CV' website interface. At the top, there is a navigation bar with links for 'Français', 'Home', 'Contact Us', 'Help', and 'Logout'. Below this is a secondary menu with 'Welcome', 'CV', 'History', 'Consent', 'Transfer', 'PIN', and 'Account'. The main content area displays a red error message: 'Your PIN has not been validated or is invalid. Access the PIN menu item to validate your PIN for the agency you wish to submit to. Note: the PIN and password you supply when you validate must match those of the agency. If you cannot validate successfully, please contact the helpdesk of the agency for which you are validating your PIN. You may select the "Contact Us" menu item to obtain the contact details of the agencies.' Below the message is a form with three rows: 'Funding Source' (Manitoba Health Research Council), 'CV Type' (Research Application), and 'PIN Status' (Invalid). Each row has a question mark icon to its right. At the top right of the form are buttons for 'Preview', 'Previous', and 'Submit'.

**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 MHRC and providing a confirmation number, which you should make a note of.

### **Log back into your 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.

**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.

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 submitted application CCV version.**

## **3. Completing your GMS Trainee Application**

- a) From the portfolio page within your GMS account click on the large green button **Apply for Grant or Award**.

ID	Program	Deadline	Status	Last Update	Print/Preview
No Grant Applications					
0 rows					

- b) 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.
- c) Select which *Research pillar* your research falls under, click 'Save and next page' and then your screen will change to this format.
- d) 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 **✔** 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.
- e) 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 will be able to click on the 'edit pencil' to re-enter your application.

### Application Status

The 'Status' of your application is will be "In Progress" until it is successfully submitted, at which time the status will change to "Submitted".

Applicant

- ▶ 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 MHRC Grants Management System account **email address**. Make sure you have the very email address that they use to login to their GMS user account. Other emails will not work.

### Supervisor Identification

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) (change)

Co-Supervisor  
Account e-mail address (verify)

Department Head\*  
Account e-mail address (verify)

Save Save & Next Page 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 can 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 to, you will see a  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  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), and
- 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 of 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.

**Your referees will be sent system-generated emails when you submit your online application.** See [REFEREES, FOLLOWUP](#) for additional information.

Congratulations!

**APPLICATION DEADLINE: 4:00pm, Friday, January 31, 2014**

## 4. Referees, Follow-up

If you have not already done so, email your referees the link to their [Referee Instructions](#).

Once you SUBMIT your online application, your referees will each be sent emails with following text:

**Subject line:** MHRC Reference Letter: Applicant Name

Dear Referee [[referee email address](#)]  
Re: [Applicant Name]

Thank you for agreeing to write a letter of reference for this MHRC [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 MHRC'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

Your assessment is greatly appreciated.

<http://mhrc.functionfour.ca/submit-referee-letter/specific link>

MHRC

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.

## Grant Application Status

<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, 2014		

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

## 5. Transcripts: Not Submitted on GMS

See the [Awards Guide](#) and your award **Application Checklist** for information and requirements. The **Checklist** can be found either on the left side of your GMS portfolio page, or at the bottom of the webpage for [YOUR AWARD PROGRAM](#).

**REFERENCE LETTER and TRANSCRIPT DEADLINE: 4:00 pm Friday, February 14, 2014**