Employment and Social Development Canada
Emploi et Développement social Canada

Canada

Now and Tomorrow, Excellence in Everything We Do

GRANTS AND CONTRIBUTIONS ONLINE SERVICES:

USER GUIDE (PROJECT MANAGEMENT)

APRIL 2015

TABLE OF CONTENTS

THE GCOS HAS 3 MODULES

1. **Account Management**: Manages access to GCOS, enables you to create, validate and modify your account and manage organization tombstone information, mandate and supporting documentation.

2. **Applications and Projects**: Manages individual Gs&Cs applications and enables you to create, modify, submit and view your Application for Funding. For detailed information on how to submit an application to ESDC, consult the Grants and Contributions Online Services: User Guide (Applications and Projects).

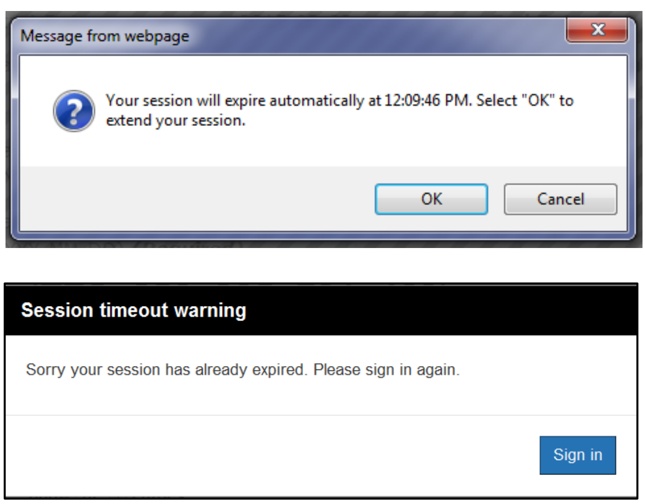
3. **Project Management**: Manages claims, FPEs, activity reports, supporting documents and participant information. You are able to create, modify, submit and view project management items in this module only after your Application for Funding has been approved by the Department and the funding agreement is signed. For detailed information on how to submit participant information to the Department, consult the Grants and Contributions Online Services: User Guide (Participant Information).

Important Things to Remember

A. TIME OUT FEATURE

GCOS has a timeout feature. After 20 minutes of account inactivity, GCOS will prompt you with a "*Message from webpage*" (see *Figure 1*) warning you that the session is about to expire. If the "*OK*" button is not clicked by the time indicated in the message, your GCOS account session will be terminated and you will need to log back into GCOS to continue.

Figure 1 – Time Out Warning Message



B. SAVING

GCOS does not automatically save information. It is important to remember to save often throughout each session.

C. UPLOAD RESTRICTIONS

Each document uploaded to GCOS cannot exceed 15MB in size; however there is no limit to how many documents can be uploaded.

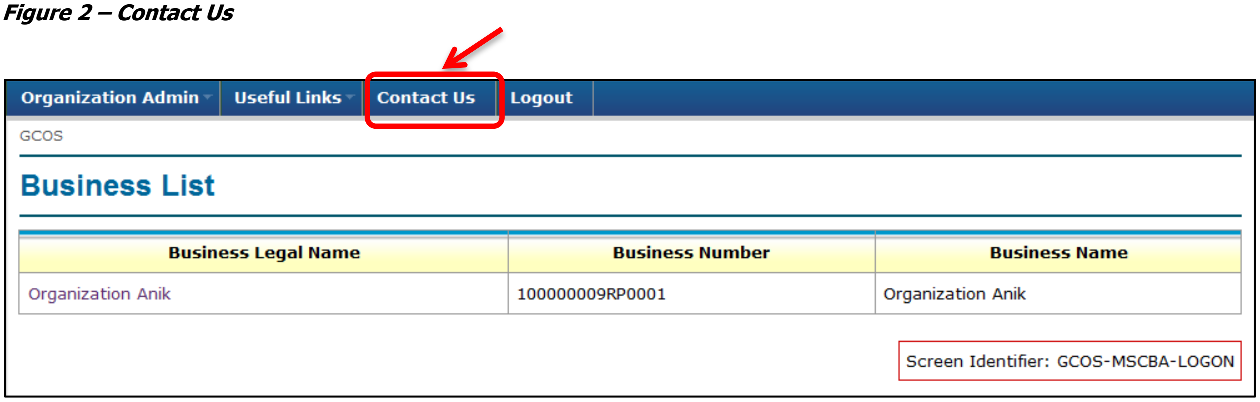
D. <u>Required Fields</u>

While using GCOS, if you do not enter information into a "*required field*" and attempt to save or submit the item, an error message will appear (e.g. "Error *1: Must have one* "*Main Application Contact*""). An incomplete "required field" will prohibit your ability to submit until you have entered information into this field.

E. <u>Questions</u>

Technical and non-technical questions can be submitted directly to the GCOS team using the "*Contact Us*" feature located at the top of the screen available from the business list (see *Figure 2*). Once you select your business, the "*Contact Us*" function will remain available at the top of each screen. Consult the [Grants and Contributions Online Services : User Guide (Applications and Projects)]() for additional details on the "*Contact Us*" feature.

Figure 2 – Contact Us



1. Module 3: Project Management

1.1 How to access the Project Management module

To access the "*Project Management*" module, you must be within a project that has an "*Active*" status. Once you have selected your business (see *Figure 2*); you will have two options to access project management items.

With the first option, you can click the "*View List of Applications*" link available from the "*Welcome*" screen (see *Figure 3*), which will bring you to the "*Applications and Projects* (see *Figure 4*). Only projects that have an "*Active*" status will have the function "*Manage*" that allows the organization to submit project management items.

Figure 3 – Welcome

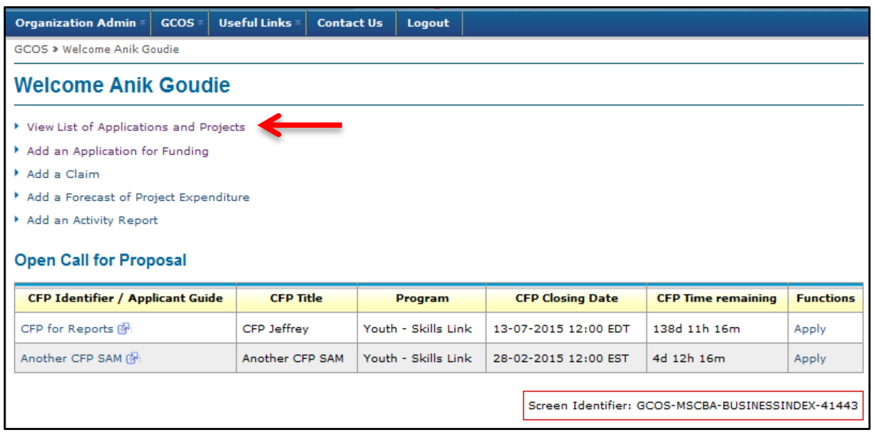
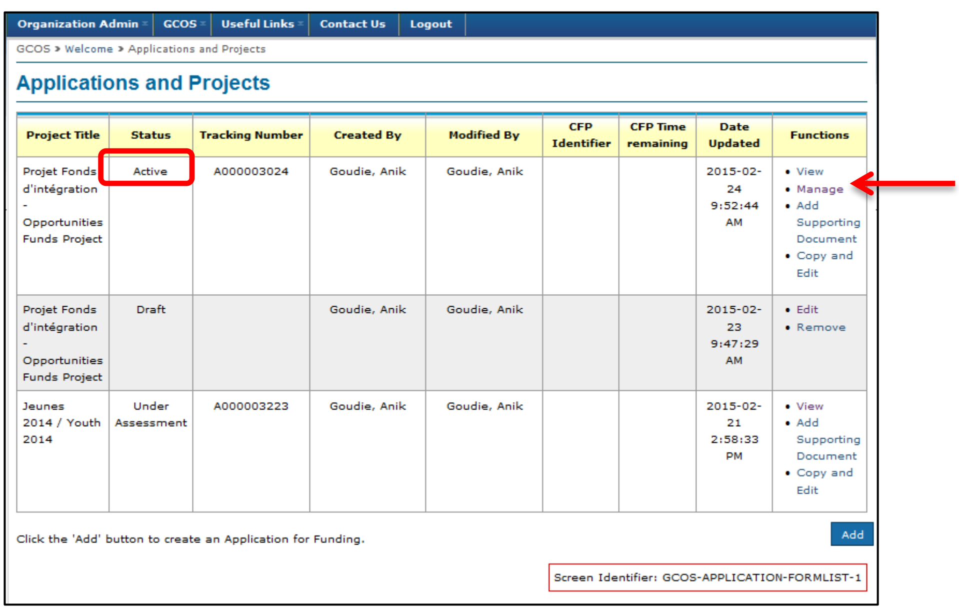
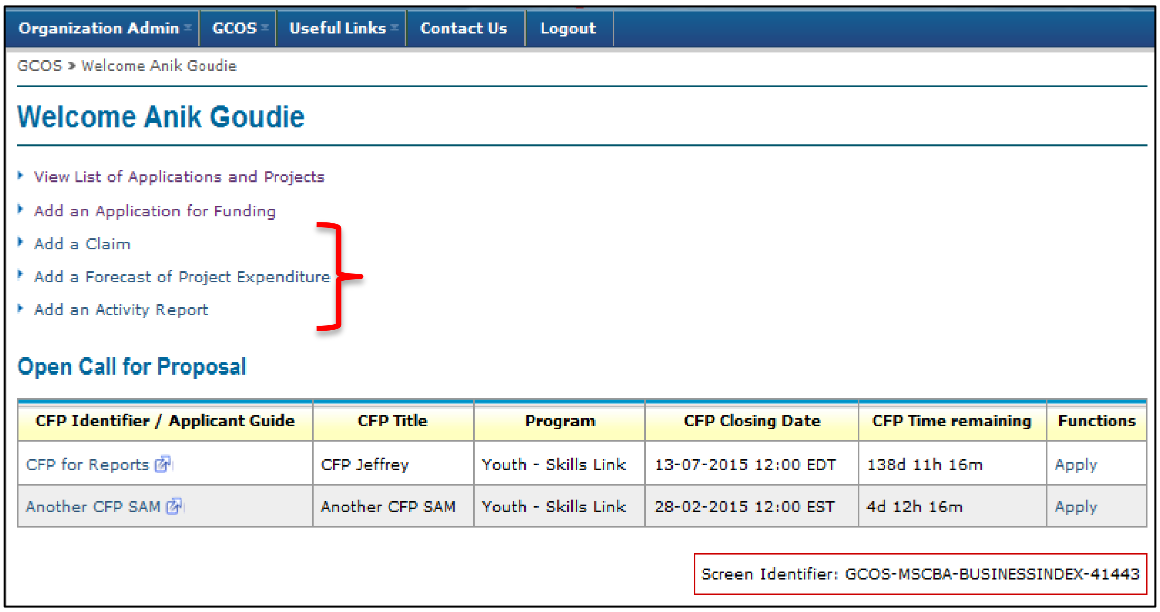


Figure 4 – Applications and Projects



The second option allows you to add project management items directly from the "*Welcome*" screen (see *Figure 5*). When clicking on any of the following functions: "*Add a Claim*", "*Add a Forecast of Project Expenditure*" or "*Add an Activity Report*", you will be brought to the "*Select Project*" screen (see *Figure 6*) where you will be required to select for which active project you want to create the item (claim, FPE or Activity Report). Once selected, you will be brought to the corresponding screen of the selected item.

Figure 5 – Welcome – Add a project management item


Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS » Welcome Anik Goudie

Welcome Anik Goudie

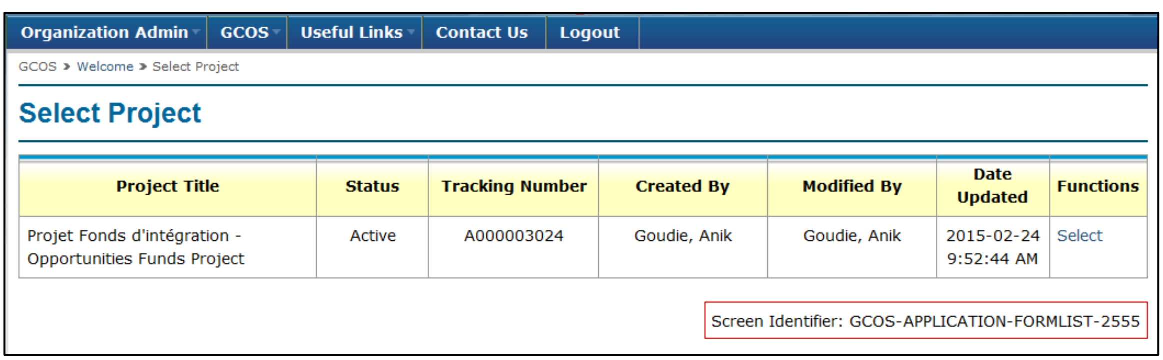
- View List of Applications and Projects
- Add an Application for Funding
- Add a Claim
- Add a Forecast of Project Expenditure
- Add an Activity Report

Open Call for Proposal

CFP Identifier / Applicant Guide	CFP Title	Program	CFP Closing Date	CFP Time remaining	Functions
CFP for Reports	CFP Jeffrey	Youth - Skills Link	13-07-2015 12:00 EDT	138d 11h 16m	Apply
Another CFP SAM	Another CFP SAM	Youth - Skills Link	28-02-2015 12:00 EST	4d 12h 16m	Apply

Screen Identifier: GCOS-MSCBA-BUSINESSINDEX-41443

Figure 6 – Active Project List


Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS » Welcome » Select Project

Select Project

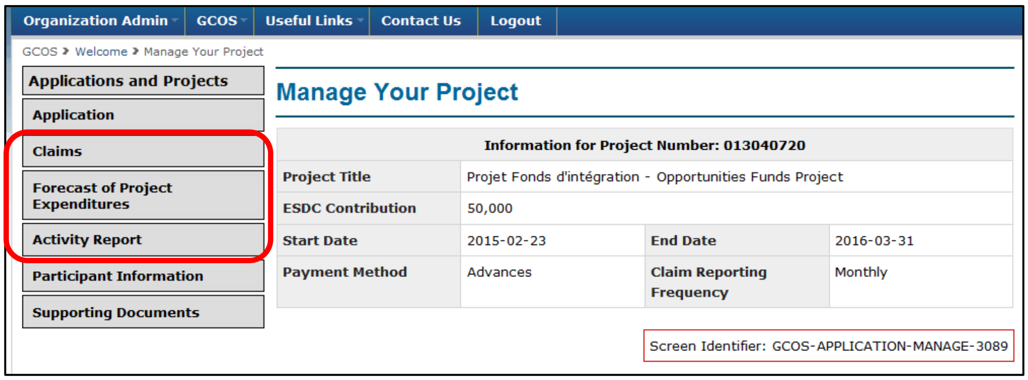
Project Title	Status	Tracking Number	Created By	Modified By	Date Updated	Functions
Projet Fonds d'intégration - Opportunities Funds Project	Active	A000003024	Goudie, Anik	Goudie, Anik	2015-02-24 9:52:44 AM	Select

Screen Identifier: GCOS-APPLICATION-FORMLIST-2555

1.2 Verifying Project Information

When the function "*Manage*" on an "*Active*" project is exploited, the "*Manage your Project*" screen (see *Figure 7*) will display a summary table including your project title, project number, start date, end date, payment type, and payment frequency. Project management items will be available from the left side menu.

Figure 7 – Manage Your Project



1.3 Claims

Claims are used to report expenses incurred either quarterly or monthly as identified in the summary table of the "*Manage Your Project*" screen as well as in your signed agreement. The claim uses the same cost categories structure as your agreement.

1.3.1 How to access the Claims section

All project management items are available from the left side menu of an "*Active*" project once the "*Manage*" function has been used or directly from the from "*Welcome*" screen as identified in *Figure 3*. The first time you access the "*Claims*" screen (see *Figure 8*), only an "*Add*" button will be displayed. This screen will eventually lists all existing claims for a project in order of "*claim period*" with the most recent claim at the top (see *Figure 9*).

Figure 8 – Claims

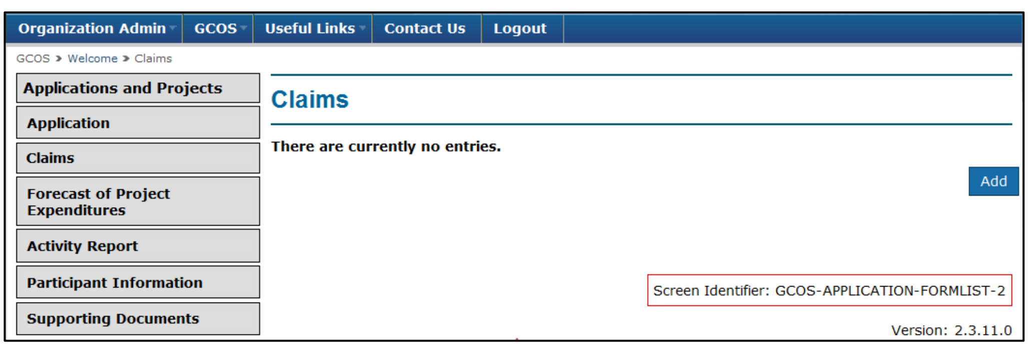
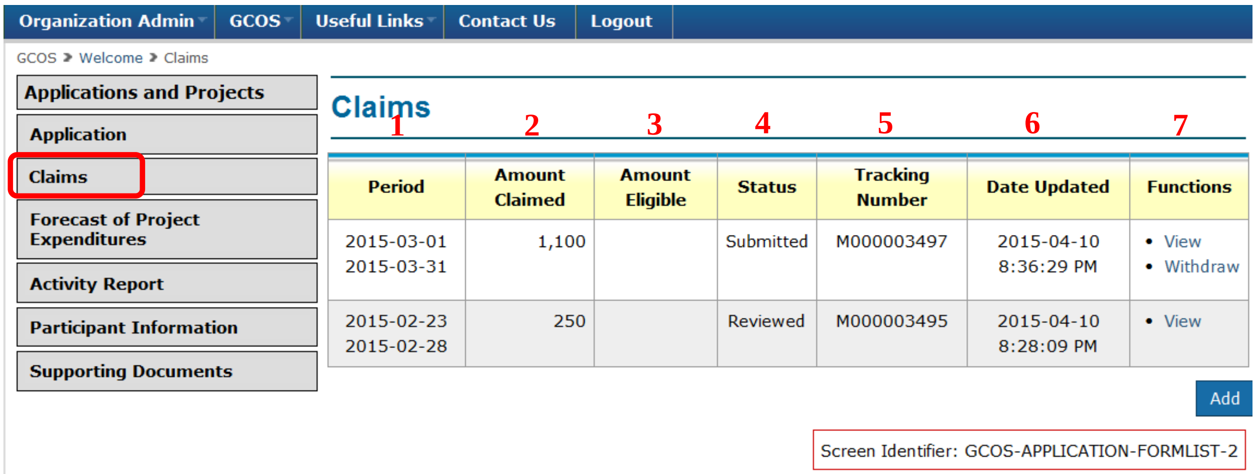


Figure 9 – Claims – Summary table



Note: The numbers and information in the table correspond to *Figure 9.*

#	Label	Description
1	Period	The period "*from*" and "*to*" for the claim.
2	Amount Claimed	The amount of the claim.
3	Amount Eligible	The amount the Department approved.
4	Status	The current status of the claim. The statuses available are: draft, submitted, pending signatories, reviewed, processed, pending resubmission, rejected or withdrawn.
5	Tracking Number	The tracking number for the claim.
6	Date Updated	The date the claim was last modified.
7	Functions	The options available are to view, edit, action, remove or withdraw the claim.

1.3.2 Statuses and Functions

The table below provides the functions that are available for each claim status. The available functions are identified with an "*X*" in the table. For example, you will be able to "*View*", "*Submit*" and "*Action*" a claim with a status of "*Pending Signatories*", however you will not be able to "*Edit*", "*Remove*" or "*Withdraw*" a claim.

Status ↓	Actions →	View	Edit	Submit	Action	Remove	Withdraw
Draft			X	X		X	
Submitted		X					X

Status ↓	Actions →	View	Edit	Submit	Action	Remove	Withdraw
Pending Signatories		X		X	X		
Reviewed		X					
Processed		X					
Pending Resubmission[1]			X	X			X
Rejected[2]		X				X	
Withdrawn		X				X	

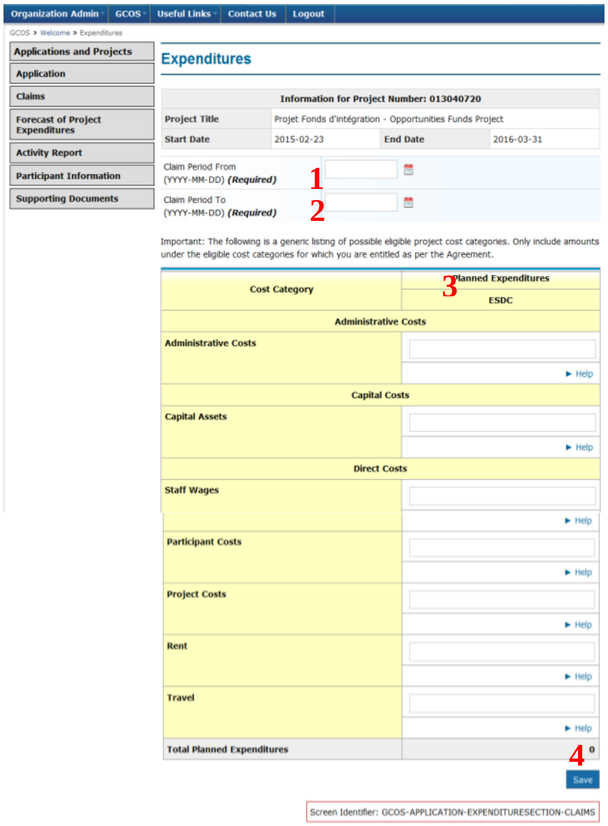
1.3.3 How to Add Claim Expenditures

The "*Expenditures*" screen (see *Figure 10*) is accessible by clicking the "*Add*" link from the "*Claims*" screen or when selecting an active project from the "*Select Project*" screen. This screen is used to capture the expenditures for your project using the cost category structure as identified in your signed funding agreement. The "*Help*" link provides examples as to the type of expenditures that can be included under each cost category. The left side navigation bar will not expand to show the "*Supporting Documents*" and "*Review & Submit*" menus until you click the "*Save*" button on the "*Expenditures*" screen (see *Figure 11*).

[1] The "*Pending Resubmission*" status means that the item submitted requires modifications before it can be approved by ESDC. Your assigned Program Delivery Staff will contact you with the information required to move forward.

[2] The "*Rejected*" status means that either two (2) identical claims were submitted or that the item submitted was not approved by ESDC.

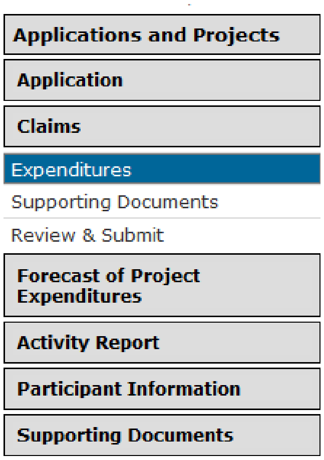
Figure 10 – Expenditures



Note: The numbers and information in the table correspond to *Figure 10*.

#	Label	Description
1	Claim Period From yyyy-mm-dd	The period "*from*" for the claim period.
2	Claim Period To yyyy-mm-dd	The period "*to*" for the claim period.
3	Cost Categories/Planned Expenditures	The amounts (dollar value) for the project period being claimed. **<u>Note:</u>** Cost categories displayed serve as an example only.
4	Total Planned Expenditures	The total planned expenditures for the project claim period is calculated for you once you click "*Save*".

Figure 11- Expenditures sub-menus

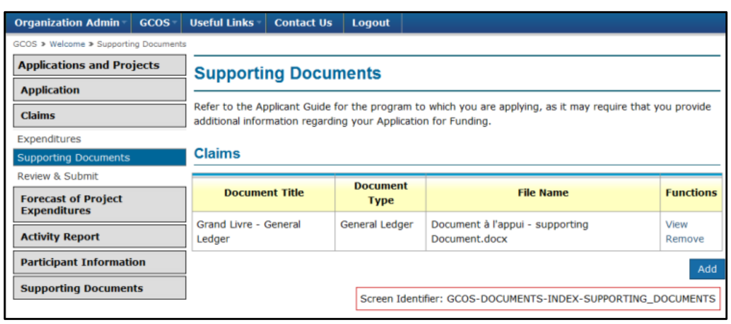


1.3.4 How to Add Supporting Documents to a claim

The "*Supporting Documents*" screen (see *Figure 12*) can be accessed from the left side sub-menu once you have clicked "*Save*" on the "*Expenditures*" screen (see *Figure 11*). This screen allows you to add files that support the claim being submitted.

- All files are stored in the format in which they are uploaded.
- All file types are accepted.
- All files uploaded in the GCOS are scanned by an anti-virus application before being submitted to ESDC.
- If a file contains a virus, it will not be submitted to ESDC.

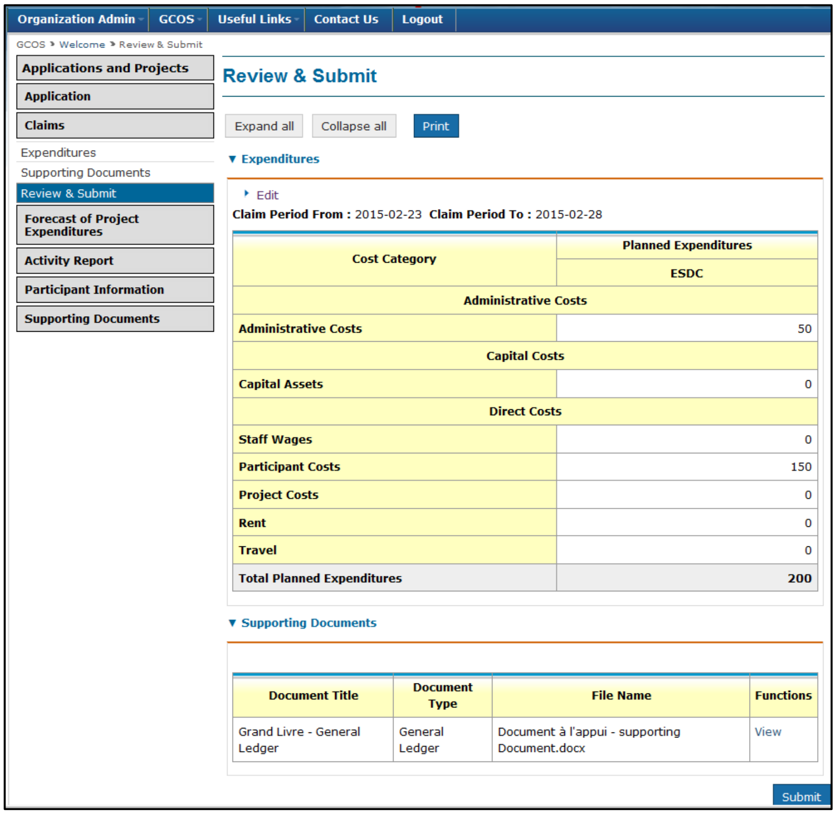
Figure 12 –Supporting Documents



1.3.5 How to Review a Claim

The "*Review & Submit*" screen (see *Figure 13*) is a full summary of the information entered in the claim screen including the "*Supporting Documents*" uploaded to the claim. This screen allows you to review the information and, if necessary, edit the information by using the "*Edit*" link displayed on screen which will direct you to the "*Expenditures*" screen (see *Figure 10*).

Figure 13 – Review & Submit


Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome > Review & Submit

Applications and Projects
Application
Claims
Expenditures
Supporting Documents
Review & Submit
Forecast of Project Expenditures
Activity Report
Participant Information
Supporting Documents

Review & Submit

Expand all | Collapse all | Print

▼ Expenditures

Edit

Claim Period From : 2015-02-23 **Claim Period To :** 2015-02-28

Cost Category	Planned Expenditures
	ESDC
Administrative Costs	
Administrative Costs	50
Capital Costs	
Capital Assets	0
Direct Costs	
Staff Wages	0
Participant Costs	150
Project Costs	0
Rent	0
Travel	0
Total Planned Expenditures	**200**

▼ Supporting Documents

Document Title	Document Type	File Name	Functions
Grand Livre - General Ledger	General Ledger	Document à l'appui - supporting Document.docx	View

Submit

1.3.6 How to Submit a Claim

Only users that have the "*Submit*" right for claims will be able to access this screen and complete the declarations. The "*Confirmation*" screen (see *Figure 14*) will provide you with a confirmation that your submission to the Department has been successful and provide you with a tracking number for reference that will also be available on the "*Claims*" screen (see *Figure 9*).

In order for a claim to be approved by ESDC, it must be completed by the official representative(s) of your organization in accordance with your organization's by-laws or other constituting documents as identified on the "*Signing Officer Form*" that was completed at the signature of your agreement. You can view how many signatories are required by accessing the GCOS menu at the top of the screen and selecting the sub-menu "*GCOS Organization Identification*" (see *Figure 15*).

Figure 14 – Submit

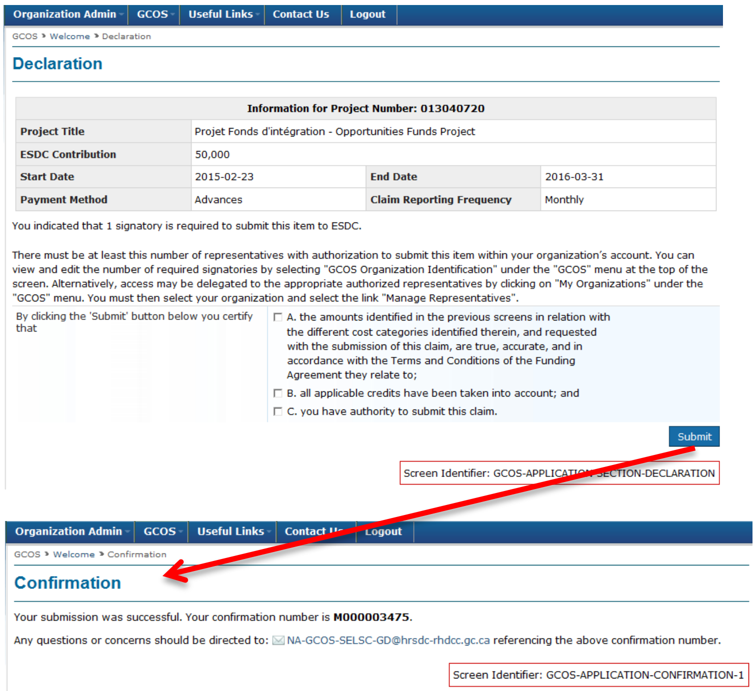
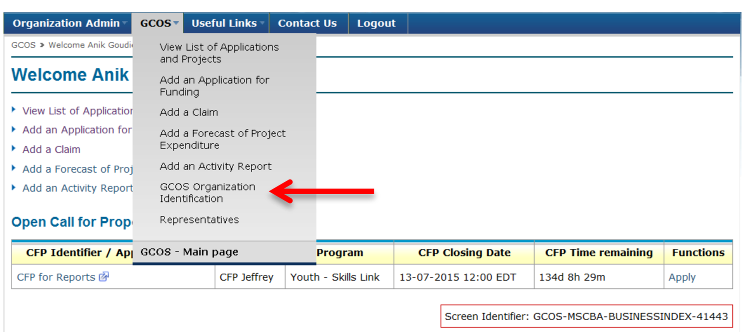


Figure 15 – GCOS Organization Identification – Required Signatories

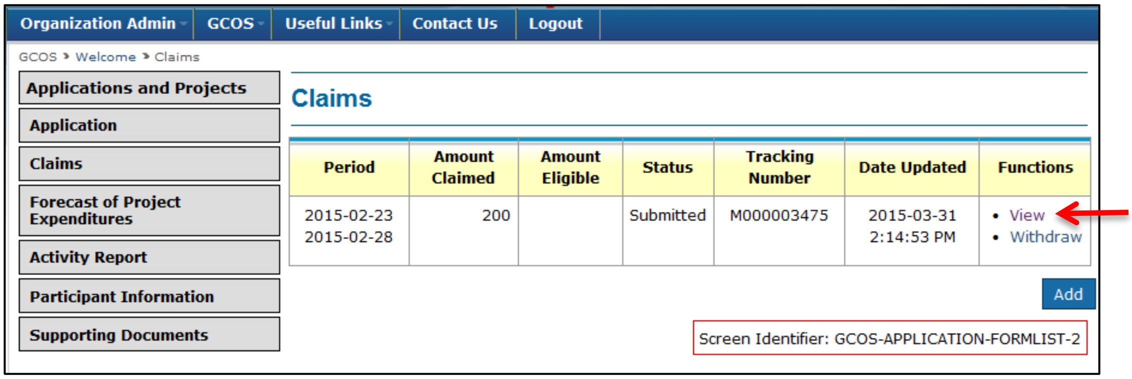


Note: For detailed information on Signatories processes, consult the [*GCOS: User Guide (Applications and Projects)*].

1.3.7 How to View a Submitted Claim

The "*View*" function on the main "*Claims*" screen (see *Figure 16*) will direct you to the "*Expenditures*" screen where you will be able to view the submitted claim in read-only format only.

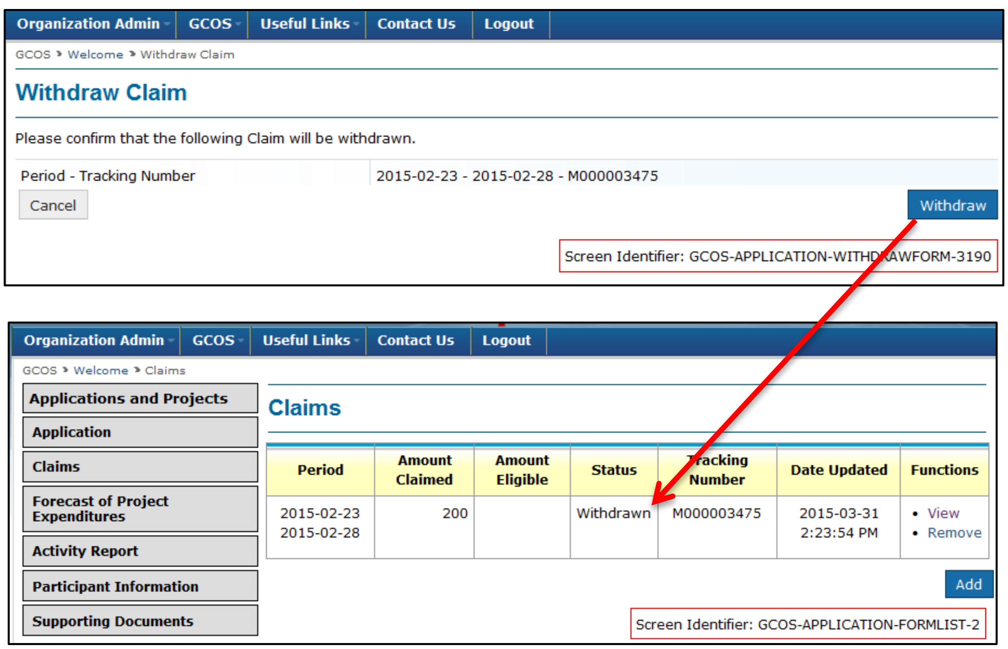
Figure 16 – View a Claim



1.3.8 How to Withdraw a Claim

You can withdraw a claim that has already been submitted to ESDC. The "*Withdraw*" function can be used up until the processing of the claim begins, at which point, to withdraw a claim you will need to contact your assigned program delivery staff. By clicking on the "*Withdraw*" function, you will be directed to the "*Withdraw Claim*" screen (see *Figure 17*). Make sure to review the details of the claim before clicking the "*Withdraw*" button.

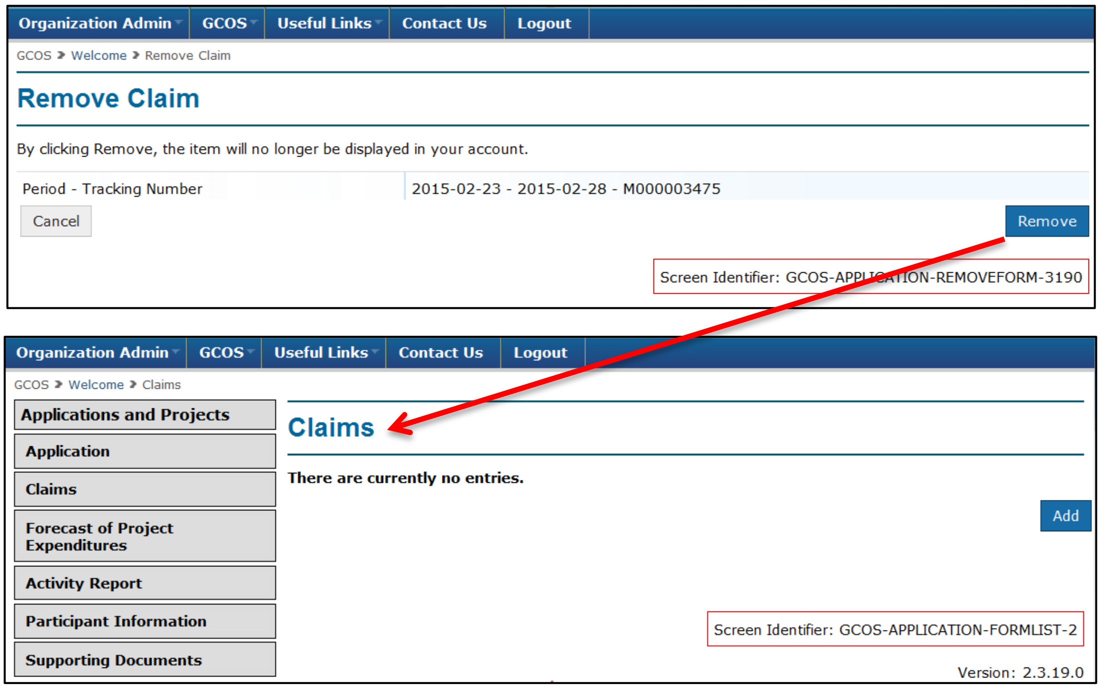
Figure 17 – Withdraw a claim



1.3.9 How to Remove a Claim

You can remove a claim that hasn't been submitted to ESDC or has a status of "*Withdrawn*" (see *Figure 17*). Make sure to review the details of the claim before clicking the "*Remove*" button. By clicking on the "*Remove*" function, you will be directed to the "*Remove Claim*" screen (see *Figure 18*). The "*Remove*" button will bring you back to the main "*Claims*" screen and the claim will no longer appear in the list of existing claims for your project.

Figure 18 – Remove a Claim



1.4 Forecast of Project Expenditures (FPE)

The FPE track anticipated agreement expenses requirements for future periods and is mandatory on all new projects using an advance payment frequency. You complete the FPE to:

- estimate expenditures you expect to incur for your project; and
- revise future estimates (if required).

Note: Progress payments do not require the FPE to be completed as recipients are reimbursed as they incur expenses.

1.4.1 How to access the FPE section

All project management items are available from the left side menu of an "*Active*" project once the "*Manage*" function has been used or directly from the from "*Welcome*" screen. The first time you access the "*Forecast of Project Expenditures*" screen; only an "*Add*" button will be displayed unless you have submitted an FPE with your initial application (see *Figure 19*). This screen will eventually list all existing FPEs for a project with the most recent FPE at the top (see *Figure 20*).

Figure 19 – Forecast of Project Expenditures

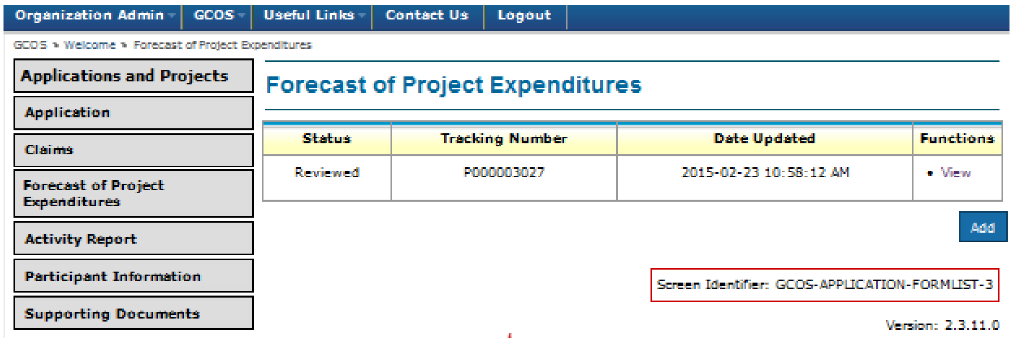
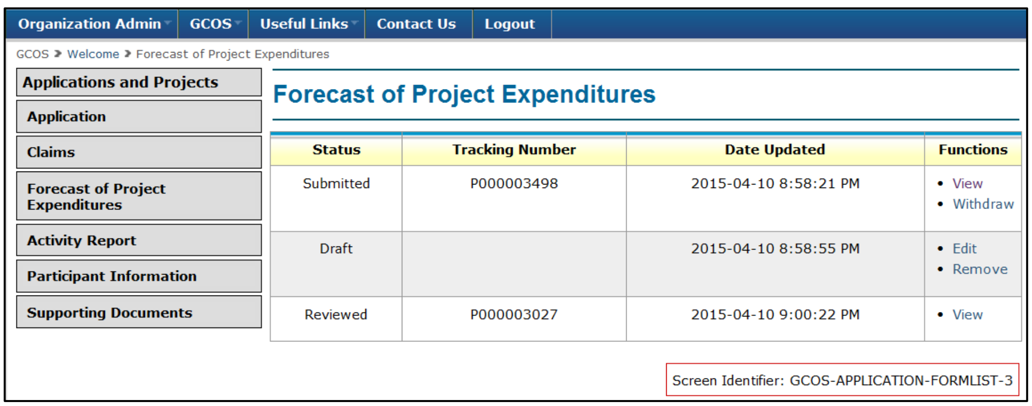


Figure 20 – FPE Table



1.4.2 Statuses and Functions

The table below provides the functions that are available for each FPE status. The available functions are identified with an "*X*" in the table. For example, you will be able to "*View*" and "*Withdraw*" an FPE with a status of "*Submitted*", however you will not be able to "*Edit*", "*Submit*", "*Action*" or "*Remove*" an FPE.

Status ↓ / Actions →	View	Edit	Submit	Action	Remove	Withdraw
Draft		X	X		X	
Submitted	X					X
Pending Signatories	X		X	X		
Reviewed	X					
Pending Resubmission[3]		X	X			X
Rejected[4]	X				X	

[3] The "*Pending Resubmission*" status means that the item submitted requires modifications before it can be approved by ESDC. Your assigned PDS will contact you with the information required to move forward.

[4] The "*Rejected*" status means that either two (2) identical FPEs were submitted or that the item submitted was not approved by ESDC.

Status ↓	Actions →	View	Edit	Submit	Action	Remove	Withdraw
Withdrawn		X				X	

1.4.3 How to Add an FPE

The "*Forecast of Project Expenditures*" screen (see *Figure 21*) is accessible by clicking the "*Add*" link from the "*Forecast of Project Expenditures*" screen or when selecting an active project from the "*Select Project*" screen. This screen is used to capture the monthly financial requirements for projects that have an advance payment method.

The Forecasted Grand Total and the Claimed amount must be lower or equal to ESDC Project Budget Amount.

Figure 21 – Forecast of Project Expenditures

Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome > Forecast of Project Expenditures

- **Applications and Projects**
- Application
- Claims
- Forecast of Project Expenditures
- Activity Report
- Participant Information
- Supporting Documents

Forecast of Project Expenditures

Information for Project Number: 013040720			
Project Title	Projet Fonds d'intégration - Opportunities Funds Project		
ESDC Contribution	50,000		
Start Date	2015-02-23	End Date	2016-03-31
Payment Method	Advances	Claim Reporting Frequency	Monthly

Month	Fiscal Year	
	2014-2015	2015-2016
April		0
May		0
June		0
July		0
August		0
September		0
October		0
November		0
December		0
January		0
February		0
March	0	0
Forecasted Fiscal Year Total	0	0
Forecasted Grand Total		0
Amount Eligible [1]		0
ESDC Project Budget Amount		50,000

1 Eligible amount represent the claims amount that have been approved and processed by ESDC

Forecasted Grand Total + Amount Eligible ≤ ESDC Project Budget Amount

Save

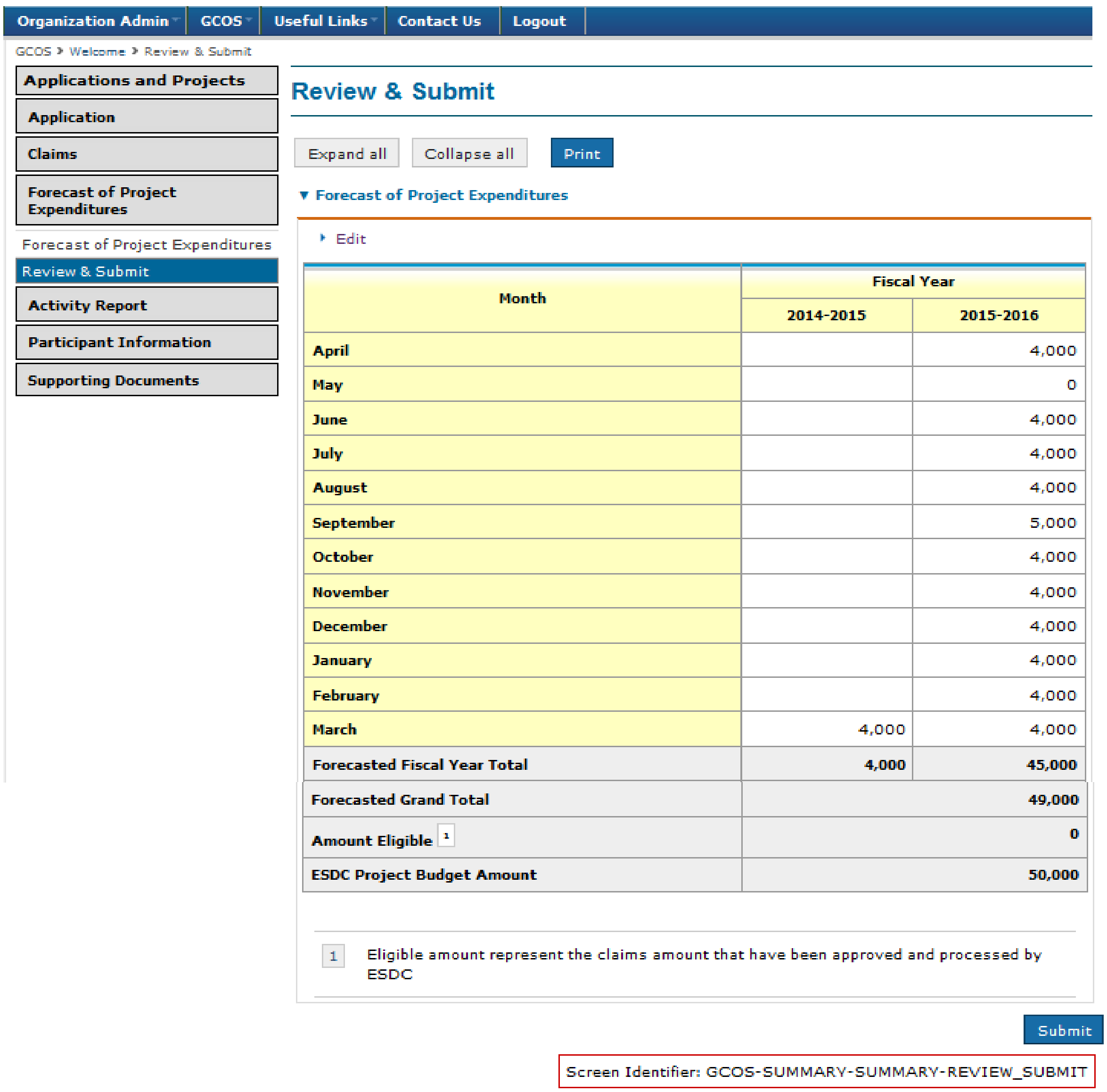
Screen Identifier: GCOS-APPLICATION-FPE

Version: 2.3.11.0

1.4.4 How to Review an FPE

The "*Review and Submit*" screen (see *Figure 22*) is a full summary of the information entered in the FPE. This screen allows you to review, and if necessary, edit the information on the "*Forecast of Project Expenditures*" screen.

Figure 22 – Review and Submit



Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome > Review & Submit

- Applications and Projects
- Application
- Claims
- Forecast of Project Expenditures
  - Forecast of Project Expenditures
  - Review & Submit
- Activity Report
- Participant Information
- Supporting Documents

Review & Submit

Expand all | Collapse all | Print

▼ Forecast of Project Expenditures

Edit

Month	Fiscal Year	
	2014-2015	2015-2016
April		4,000
May		0
June		4,000
July		4,000
August		4,000
September		5,000
October		4,000
November		4,000
December		4,000
January		4,000
February		4,000
March	4,000	4,000
Forecasted Fiscal Year Total	**4,000**	**45,000**
Forecasted Grand Total		**49,000**
Amount Eligible [1]		**0**
ESDC Project Budget Amount		**50,000**

1 Eligible amount represent the claims amount that have been approved and processed by ESDC

Submit

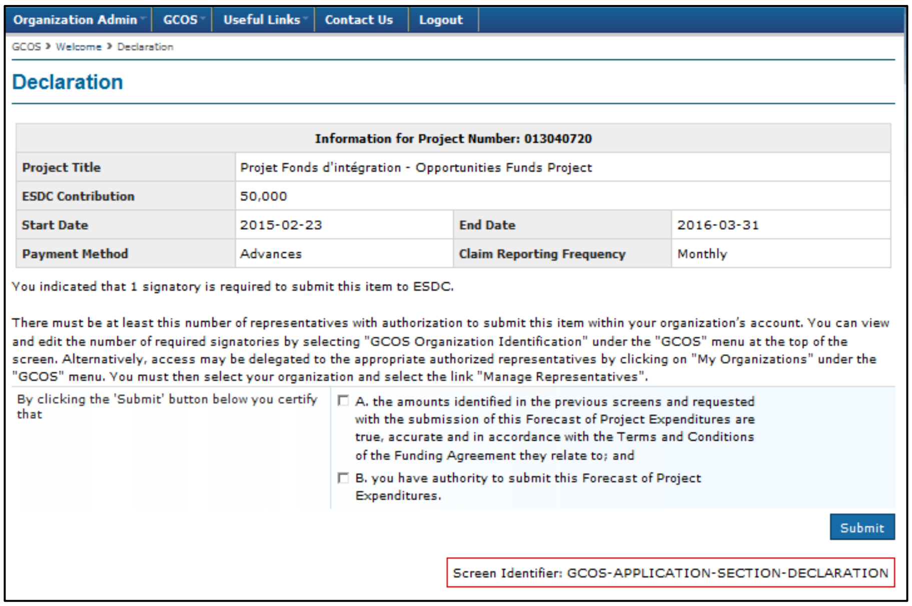
Screen Identifier: GCOS-SUMMARY-SUMMARY-REVIEW_SUBMIT

1.4.5 How to Submit an FPE

Only users that have the "*Submit*" right for FPEs will be able to access this screen and complete the declarations (see *Figure 23*). The "*Confirmation*" screen (see *Figure 24*) will provide you with a confirmation that your submission to the Department has been successful and provide you with a tracking number for reference that will also be available on the "*Forecast of Project Expenditures*" screen (see *Figure 20*).

In order for an FPE to be approved by ESDC, it must be completed by the official representative(s) of your organization in accordance with your organization's by-laws or other constituting documents as identified on the "*Signing Officer Form*" that was completed at the signature of your agreement. You can view how many signatories are required by access the GCOS menu at the top of the screen and selecting the sub-menu "*GCOS Organization Identification*" (see *Figure 25*).

Figure 23– Submit



Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome > Declaration

Declaration

Information for Project Number: 013040720			
Project Title	Projet Fonds d'intégration - Opportunities Funds Project		
ESDC Contribution	50,000		
Start Date	2015-02-23	**End Date**	2016-03-31
Payment Method	Advances	**Claim Reporting Frequency**	Monthly

You indicated that 1 signatory is required to submit this item to ESDC.

There must be at least this number of representatives with authorization to submit this item within your organization's account. You can view and edit the number of required signatories by selecting "GCOS Organization Identification" under the "GCOS" menu at the top of the screen. Alternatively, access may be delegated to the appropriate authorized representatives by clicking on "My Organizations" under the "GCOS" menu. You must then select your organization and select the link "Manage Representatives".

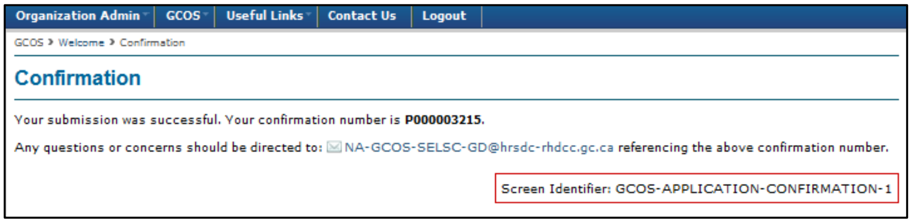
By clicking the 'Submit' button below you certify that

- ☐ A. the amounts identified in the previous screens and requested with the submission of this Forecast of Project Expenditures are true, accurate and in accordance with the Terms and Conditions of the Funding Agreement they relate to; and
- ☐ B. you have authority to submit this Forecast of Project Expenditures.

Submit

Screen Identifier: GCOS-APPLICATION-SECTION-DECLARATION

Figure 24 – Confirmation



Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome > Confirmation

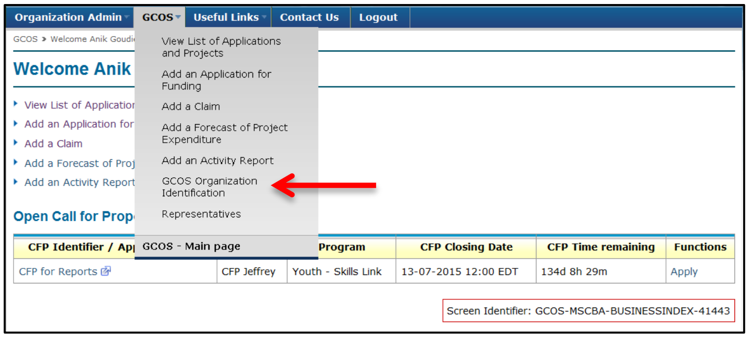
Confirmation

Your submission was successful. Your confirmation number is **P000003215**.

Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.

Screen Identifier: GCOS-APPLICATION-CONFIRMATION-1

Figure 25 - GCOS Organization Identification – Required Signatories

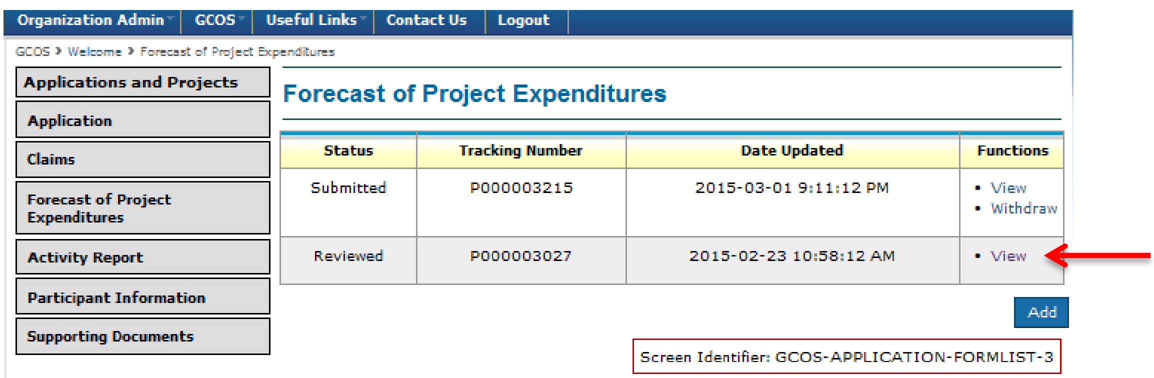


Note: For detailed information on Signatories processes, consult the *GCOS: User Guide (Applications and Projects)*.

1.4.6 How to View an FPE

The "*View*" function on the main "*Forecast of Project Expenditures*" screen (see *Figure 26*) will direct you to the "*Forecast of Project Expenditures*" screen where you will be able to view the submitted FPE in read-only format only.

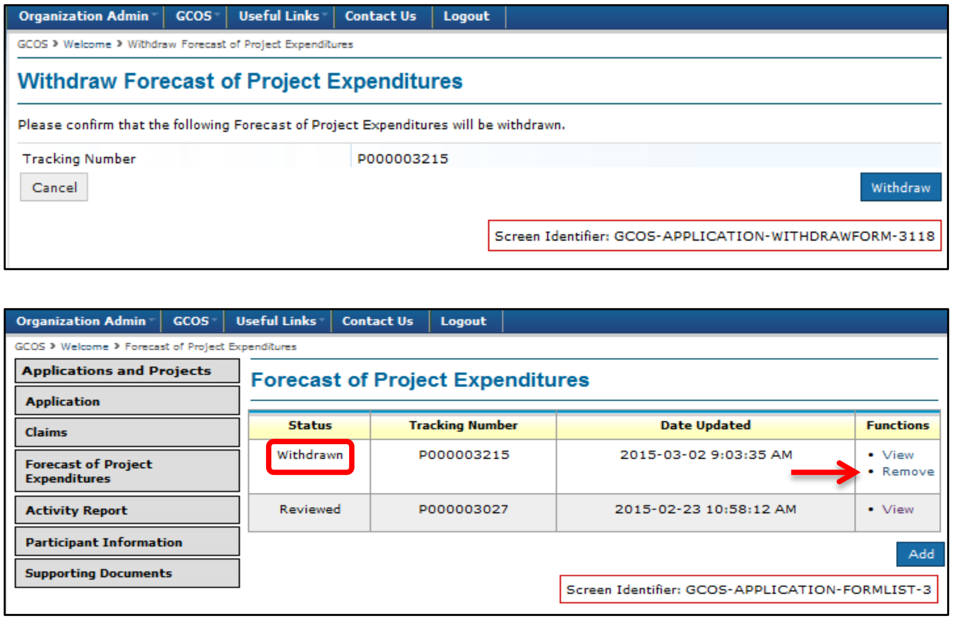
Figure 26 – View FPE



1.4.7 How to Withdraw an FPE

You can withdraw an FPE that has already been submitted to ESDC. The "*Withdraw*" function can be used up until the reviewing of the FPE begins, at which point, to withdraw an FPE you will need to contact your assigned program delivery staff. By clicking on the "*Withdraw*" function, you will be directed to the "*Withdraw FPE*" screen (see *Figure 27*). Make sure to review the details of your FPE before clicking the "*Withdraw*" button.

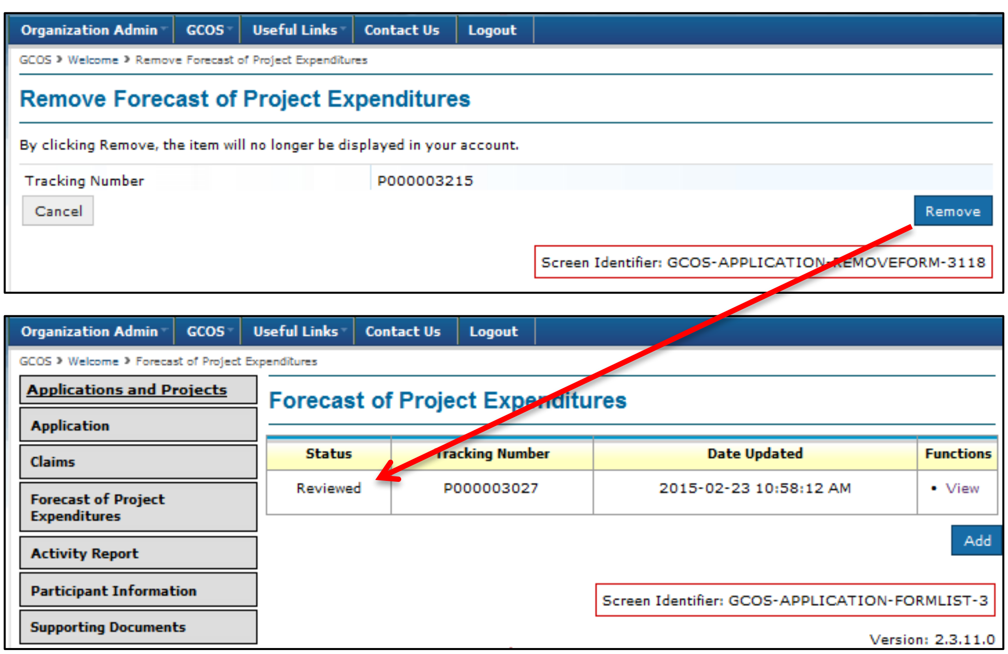
Figure 27– Withdraw an FPE



1.4.8 How to remove an FPE

You can remove an FPE that hasn't been submitted to ESDC or has a status of "*Withdrawn*" (see *Figure 27*). Make sure to review the details of the FPE before clicking the "*Remove*" button. The "*Remove*" button will bring you back to the main "*Remove Forecast of Project Expenditures*" screen (see *Figure 28*) and the FPE will no longer appear in the list of existing FPE for your organization.

Image 28 – Remove FPE



1.5 Activity Reports

The activity report summarizes the overall project progress against the project's objectives, the activities conducted to achieve the outcomes, and the possible issues which could affect the success of the project.

Overall, the activity report:

- streamlines project reporting;
- improves accountability;
- provides an overview of the project's overall performance; and it
- helps determine what the recipient plans to achieve and what has been achieved in their project.

The completion of the activity report is mandatory for all contribution projects (excluding Canada Summer Jobs).

1.5.1 How to access the activity report section

All project management items are available from the left side menu of an "*Active*" project once the "*Manage*" function has been used or directly from the from "*Welcome*" screen as identified in *Figure 3*. The first time you access the "*Activity Report*" screen; only an "*Add*" button will be displayed (see *Figure 29*). This screen will eventually list all existing Activity Reports for a project with the most recent at the top (see *Figure 30*).

Figure 29 – Activity Report

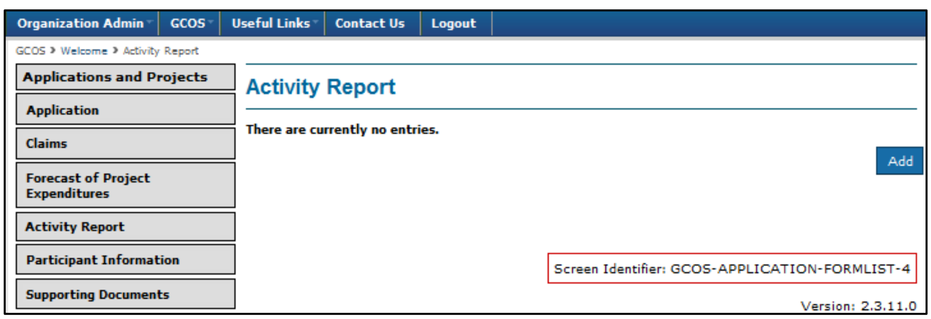
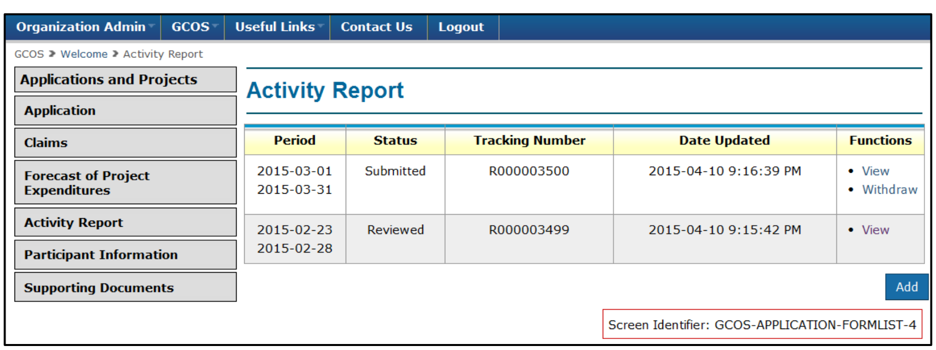


Figure 30 – Activity Report List



1.5.2 Statuses and Functions

The table below provides the functions that are available for each Activity Report status. The available functions are identified with an "*X*" in the table. For example, you will only be able to "*View*" an Activity Report with a status of "*Reviewed*", however you will not be able to "*Edit*", "*Submit*", "*Action*", "*Remove*" or "*Withdraw*" an Activity Report.

Status ↓	Actions →	View	Edit	Submit	Action	Remove	Withdraw
Draft			X	X		X	
Submitted		X					X
Pending Signatories		X		X	X		
Reviewed		X					
Pending Resubmission[5]			X	X			X
Rejected[6]		X				X	
Withdrawn		X				X	

1.5.3 How to Add an Activity Report

The "*Report on Progress*" screen (see *Figure 31*) is the first in a series of screens that allow recipients to enter details about their projects' status on a monthly or quarterly basis. The activity report must be submitted at the same time as the claim and FPE (only required for project using advances).

Clicking the "*Save*" button will expand the left side navigation bar (see *Figure 32*). You will now see links to the following screens:

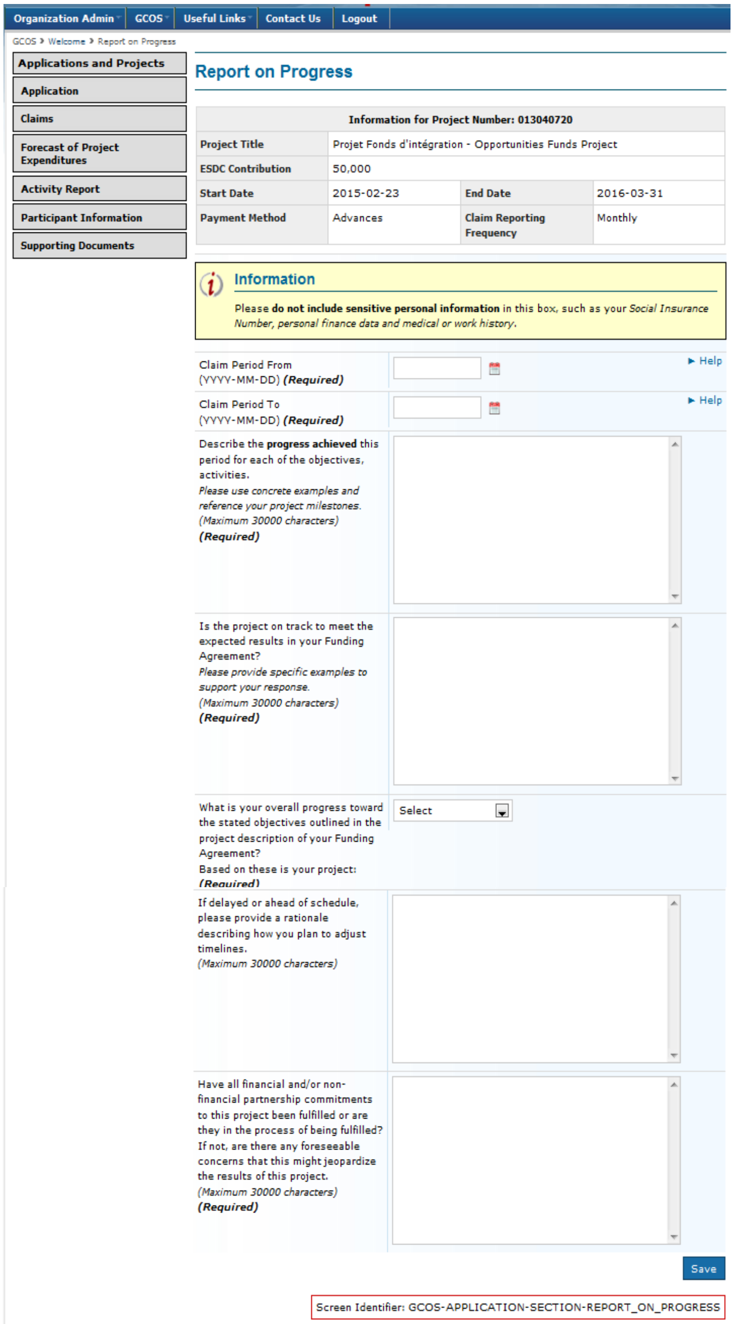
- Report on Progress;
- Amendment;
- Success Stories/Lessons Learned;
- Additional Information as per program specific requirements;
- Other Information; and
- Review & Submit.

You will be able to "*Submit*" your activity only once all required questions, displayed on different screens (see *Figure 32*), have been answered.

[5] The "*Pending Resubmission*" status means that the item submitted requires modifications before it can be approved by HRSDC. Your assigned PDS will contact you with the information required to move forward.

[6] The "*Rejected*" status means that either two (2) identical activity reports were submitted or that the item submitted was not approved by HRSDC.

Figure 31 – Report on Progress



Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome > Report on Progress

- Applications and Projects
- Application
- Claims
- Forecast of Project Expenditures
- Activity Report
- Participant Information
- Supporting Documents

Report on Progress

Information for Project Number: 013040720			
Project Title	Projet Fonds d'intégration - Opportunities Funds Project		
ESDC Contribution	50,000		
Start Date	2015-02-23	End Date	2016-03-31
Payment Method	Advances	Claim Reporting Frequency	Monthly

Information

Please **do not include sensitive personal information** in this box, such as your *Social Insurance Number, personal finance data and medical or work history.*

Claim Period From (YYYY-MM-DD) ***(Required)*** ► Help

Claim Period To (YYYY-MM-DD) ***(Required)*** ► Help

Describe the **progress achieved** this period for each of the objectives, activities.
Please use concrete examples and reference your project milestones.
(Maximum 30000 characters)
(Required)

Is the project on track to meet the expected results in your Funding Agreement?
Please provide specific examples to support your response.
(Maximum 30000 characters)
(Required)

What is your overall progress toward the stated objectives outlined in the project description of your Funding Agreement?
Based on these is your project:
(Required)
Select

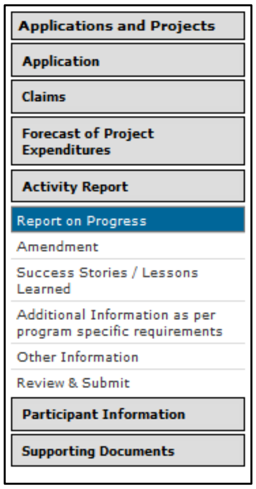
If delayed or ahead of schedule, please provide a rationale describing how you plan to adjust timelines.
(Maximum 30000 characters)

Have all financial and/or non-financial partnership commitments to this project been fulfilled or are they in the process of being fulfilled? If not, are there any foreseeable concerns that this might jeopardize the results of this project.
(Maximum 30000 characters)
(Required)

Save

Screen Identifier: GCOS-APPLICATION-SECTION-REPORT_ON_PROGRESS

Figure 32 – Activity Report Sub-menus

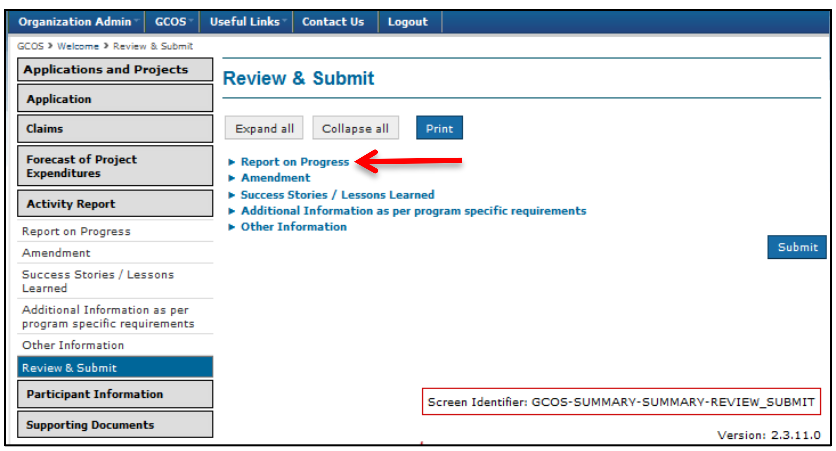


1.5.4 How to Review an Activity Report

The "*Review and Submit*" screen (see *Figure 33*) is a full summary of the information entered in the Activity Report. This screen allows you to review, and if necessary, edit the information on the specific screen of the "*Activity Report*" screen. It also validates that all mandatory fields are completed and displays error messages where information is still required.

The details of each section in the activity report are hidden. To expand the sections click the links provided.

Figure 33 – Review and Submit an Activity Report



1.5.5 How to Submit an Activity Report

Only users that have the "*Submit*" right for activity reports will be able to access this screen and complete the declarations (see *Figure 34*). The "*Confirmation*" screen (see *Figure 35*) will provide you with a confirmation that your submission to the Department has been successful and provide you with a tracking number for reference that will also be available on the "*Activity Report*" screen (see *Figure 30*).

In order for an activity report to be approved by ESDC, it must be completed by the official representative(s) of your organization in accordance with your organization's by-laws or other constituting documents as identified on the "*Signing Officer Form*" that was completed at the signature of your agreement. You can view how many signatories are required by access the GCOS menu at the top of the screen and selecting the sub-menu "*GCOS Organization Identification*" (see *Figure 36*).

Figure 34 – Submit – Declaration

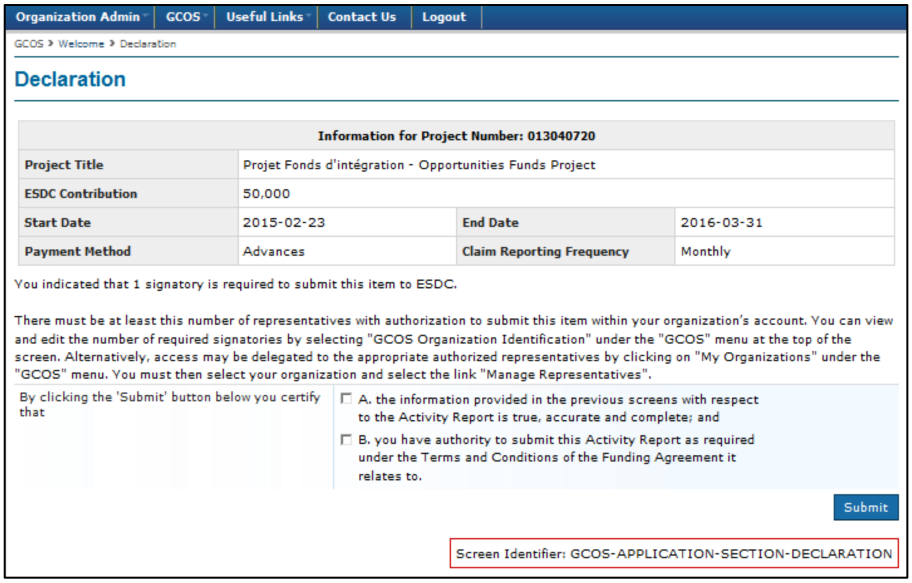


Figure 35 – Confirmation

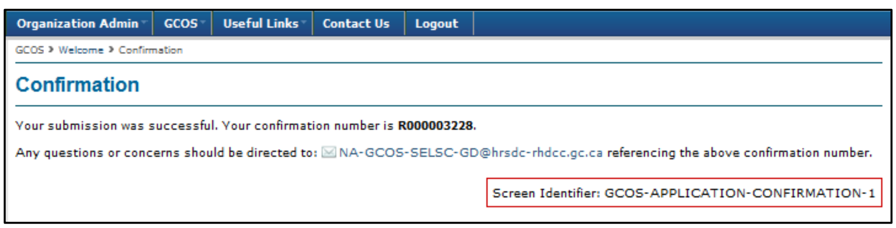
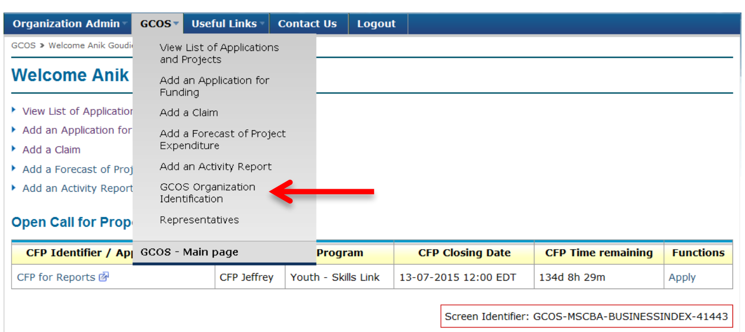


Figure 36 - GCOS Organization Identification – Required Signatories

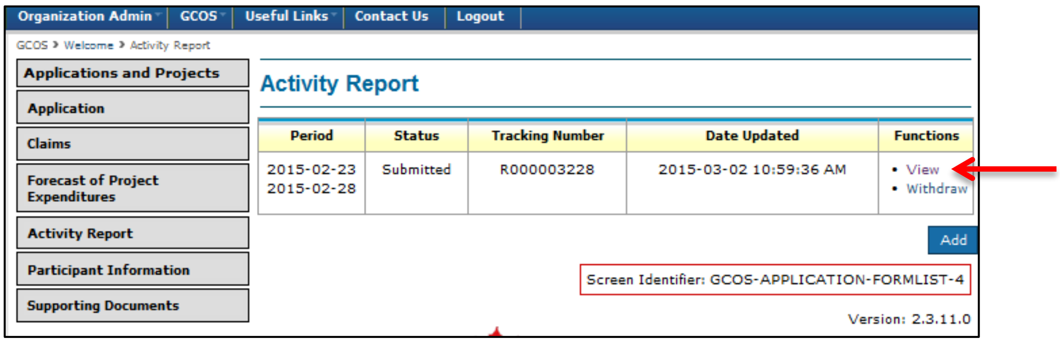


Note: For detailed information on Signatories processes, consult the GCOS: User Guide (Applications and Projects).

1.5.6 How to View Your Activity Report

The "*View*" function on the main "*Activity Report*" screen (see *Figure 37*) will direct you to the "*Report on Progress*" screen where you will be able to view the submitted activity report in read-only format only.

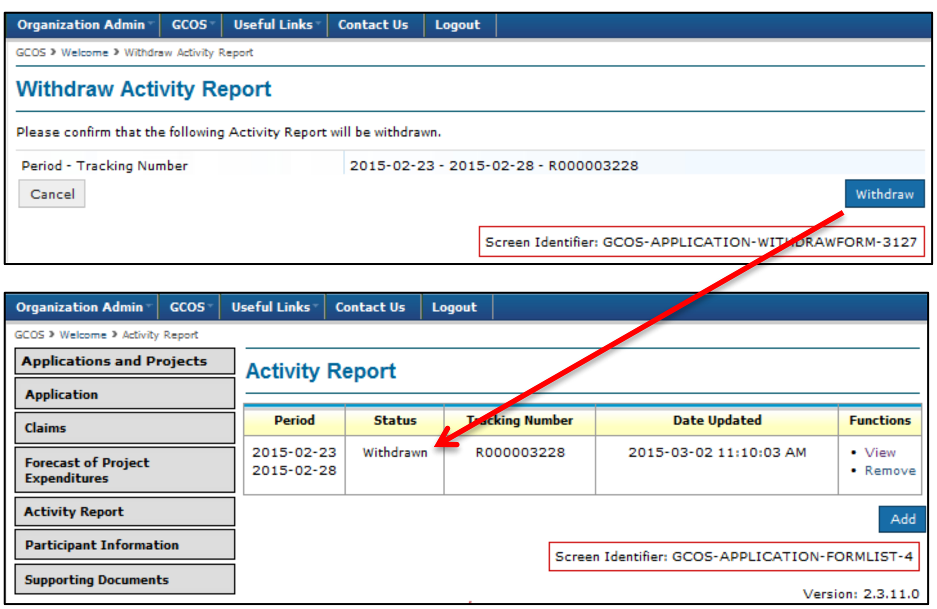
Figure 37 – View Activity Report



1.5.7 How to Withdraw an Activity Report

You can withdraw an Activity Report that has already been submitted to ESDC. The "*Withdraw*" function can be used up until the reviewing of the Activity Report begins, at which point, to withdraw an Activity Report you will need to contact your assigned program delivery staff. By clicking on the "*Withdraw*" function, you will be directed to the "*Withdraw Activity Report*" screen (see *Figure 38*). Make sure to review the details of your Activity Report before clicking the "*Withdraw*" button.

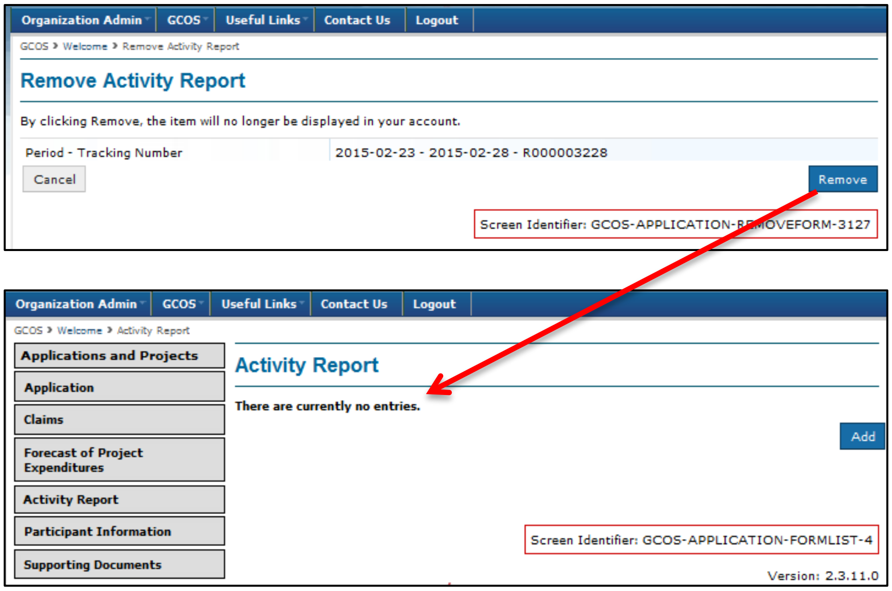
Figure 38 – Withdraw an Activity Report



1.5.8 How to Remove an Activity Report

You can remove an Activity Report that hasn't been submitted to ESDC or has a status of "*Withdrawn*" (see *Figure 38*). By clicking on the "*Remove*" function, you will be directed to the "*Remove Activity Report*" screen (see *Figure 39*). Make sure to review the details of the Activity Report before clicking the "*Remove*" button. The "*Remove*" button will bring you back to the main "*Activity Report*" screen (see *Figure 39*) and the Activity Report will no longer appear in the list of existing Activity Reports for your organization.

Figure 39 – Remove Activity Report



1.6 Supporting Documents

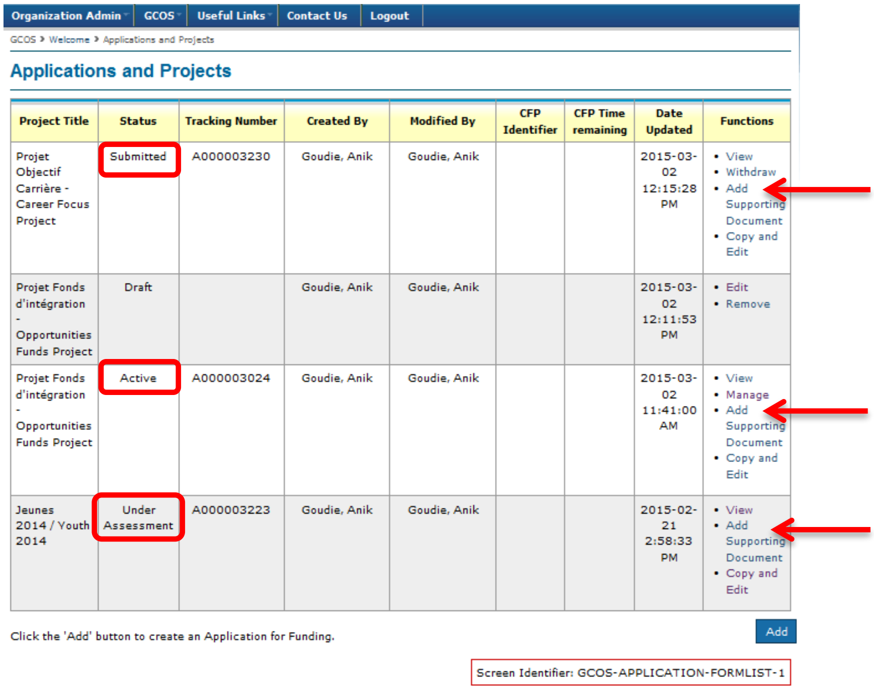
Once an Application for Funding has been submitted, it is possible to submit a supporting document, no matter what the status of the application is and link it to the specific application or project. The "*Supporting Documents*" screen (see *Figure 42*) allows you to view, add and manage files uploaded as supporting documentation for your Application for Funding or a project.

- All files are stored in the format in which they are uploaded.
- All file types are accepted.
- All files uploaded in the GCOS are scanned by an anti-virus application before being submitted to ESDC.
- If a file contains a virus, it will not be submitted to ESDC.

1.6.1 How to Access the Supporting Documents section

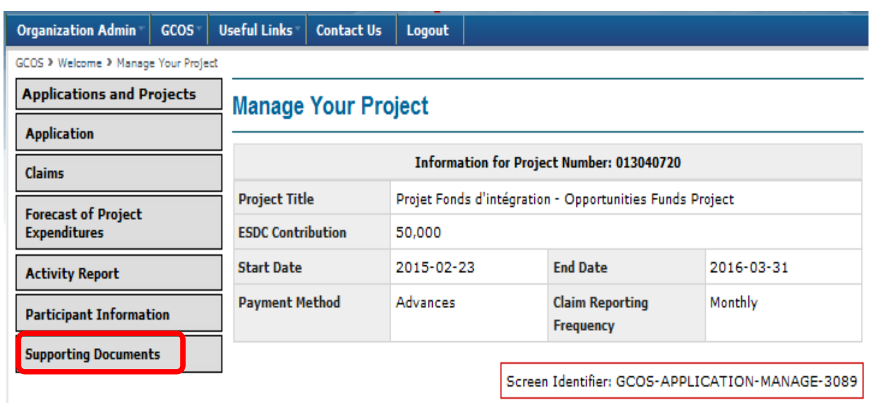
The "*Add Supporting Document*" function is available directly from the "*Applications and Projects*" screen (see *Figure 40*) or from the "*Manage Your Project*" sub menus (see *Figure 41*) which is accessible once you click on "*Manage*" for an "*Active*" project.

Figure 40 – Supporting Documents on the Applications and Projects screen



Project Title	Status	Tracking Number	Created By	Modified By	CFP Identifier	CFP Time remaining	Date Updated	Functions
Projet Objectif Carrière - Career Focus Project	Submitted	A000003230	Goudie, Anik	Goudie, Anik			2015-03-02 12:15:28 PM	• View • Withdraw • Add Supporting Document • Copy and Edit
Projet Fonds d'intégration - Opportunities Funds Project	Draft		Goudie, Anik	Goudie, Anik			2015-03-02 12:11:53 PM	• Edit • Remove
Projet Fonds d'intégration - Opportunities Funds Project	Active	A000003024	Goudie, Anik	Goudie, Anik			2015-03-02 11:41:00 AM	• View • Manage • Add Supporting Document • Copy and Edit
Jeunes 2014 / Youth 2014	Under Assessment	A000003223	Goudie, Anik	Goudie, Anik			2015-02-21 2:58:33 PM	• View • Add Supporting Document • Copy and Edit

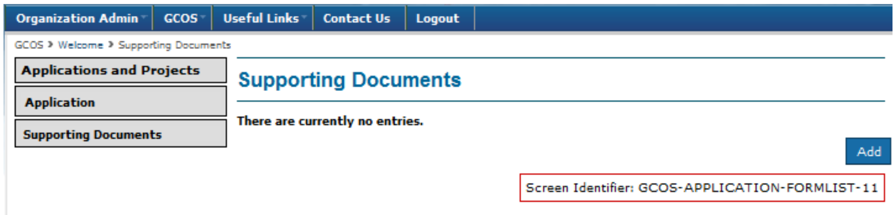
Figure 41 - Supporting Documents from the Manage Your Project screen



1.6.2 How to Add a Supporting Document

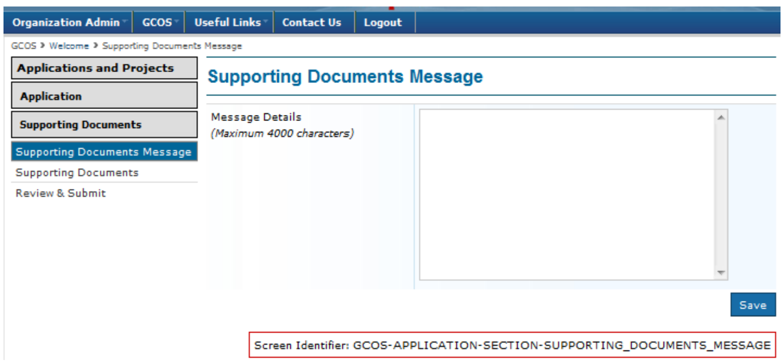
You can add a supporting document by clicking "*Add*" from the "*Supporting Documents*" screen (see *Figure 42*) whether you access this screen from the "*Application and Projects*" screen (see *Figure 40*) or from the "*Manage Your Project*" screen (see *Figure 41*).

Figure 42 – Supporting Documents – Add



Using the "*Add*" button will direct you to the "*Document Details*" screen (see *Figure 43*), allowing you to provide details on the document you are sending.

Figure 43 – Supporting Documents Message



Once you have selected the "*Supporting Documents*" menu from the left, the "*Add*" button on this screen (see *Figure 44*) will allow you to browse your computer's file structure and select a document type and file to upload to the "*Document Details*" screen (see *Figure 45*).

Figure 44 – Supporting Documents

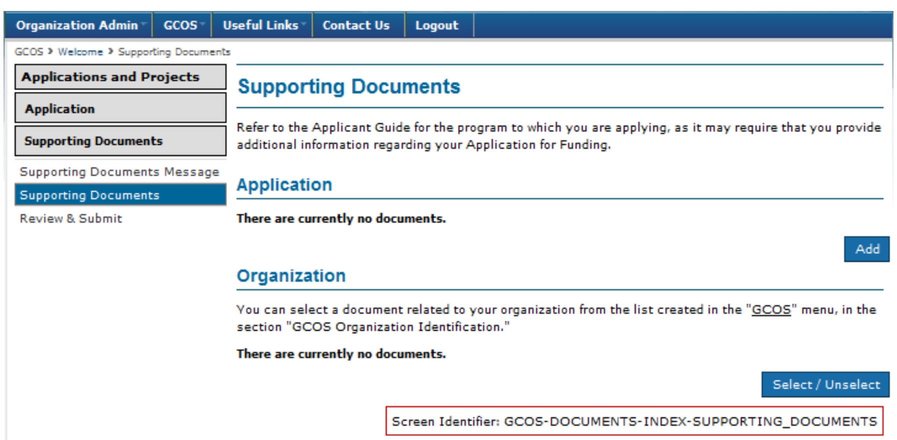
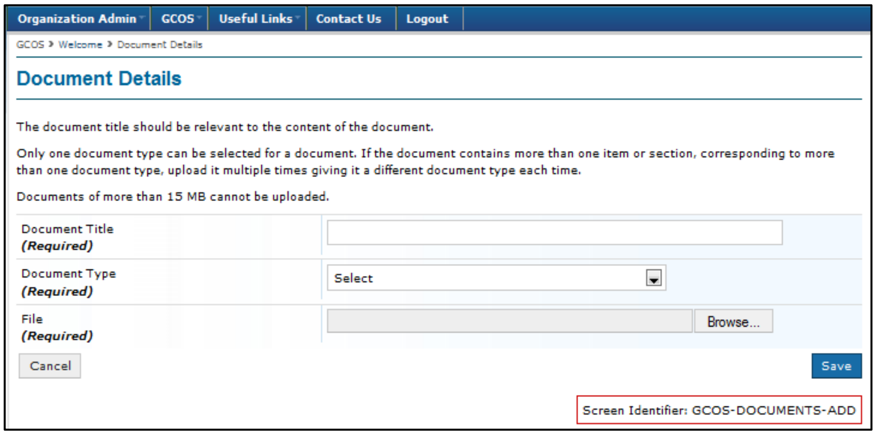
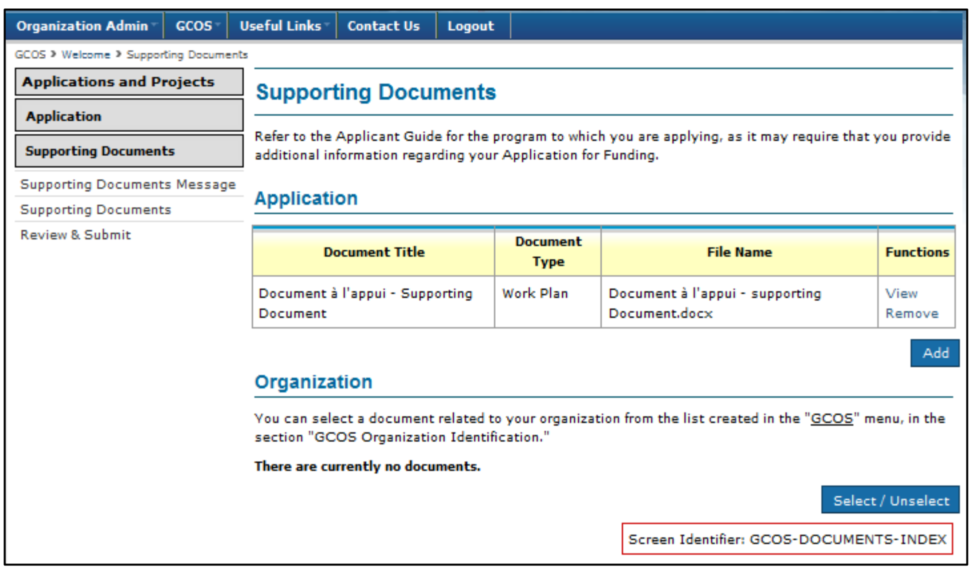


Figure 45 – Document Details



Clicking "*Save*" will bring you to the "*Supporting Documents*" screen (see *Figure 46*). This screen will display, in a table format, all the documents that have been attached to your Application for Funding or project.

Figure 46 – Supporting Documents Table



1.6.3 How to Review and Submit an Supporting Document

The "*Review and Submit*" screen (see *Figure 47*) is a summary of the documents that were uploaded. This screen allows you to review, and if necessary, edit the document (s) and/or information on the "*Supporting Documents*" screen. Only users that have the "*Submit*" right for supporting documents will be able to click the "*Submit*" button. There are no declarations to complete. The "*Confirmation*" screen (see *Figure 48*) will provide you with a confirmation that your submission to the Department has been successful and provide you with a tracking number for reference that will also be available on the "*Supporting Documents*" screen (see *Figure 42*). You can view how many signatories are required by access the GCOS menu at the top of the screen and selecting the sub-menu "*GCOS Organization Identification*" (see *Figure 49*).

Figure 47 – Review and Submit a Supporting Document

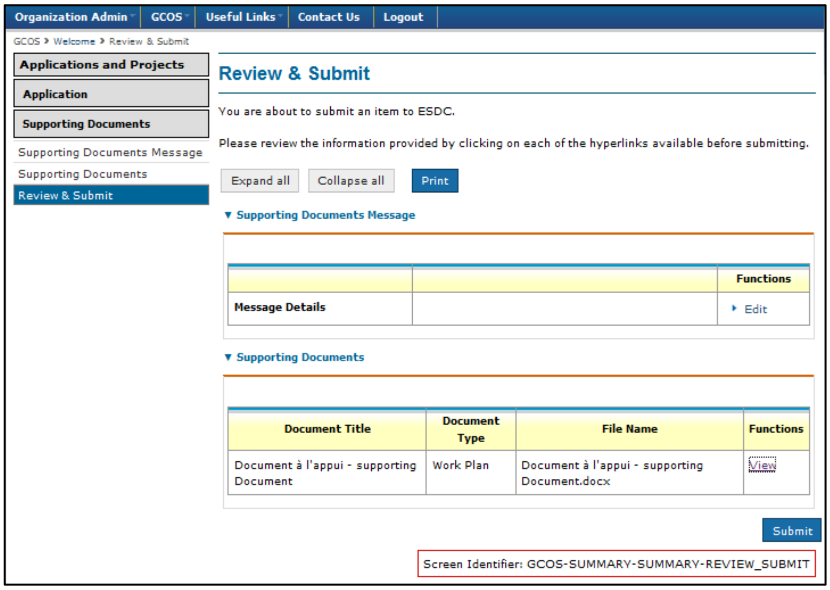


Figure 48 – Confirmation

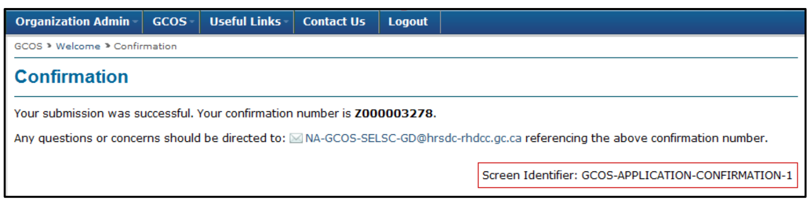
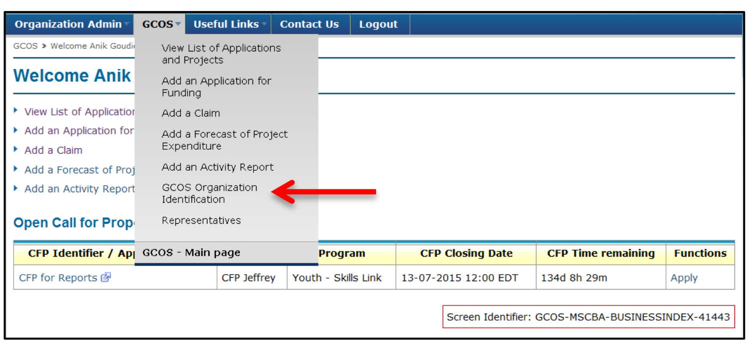


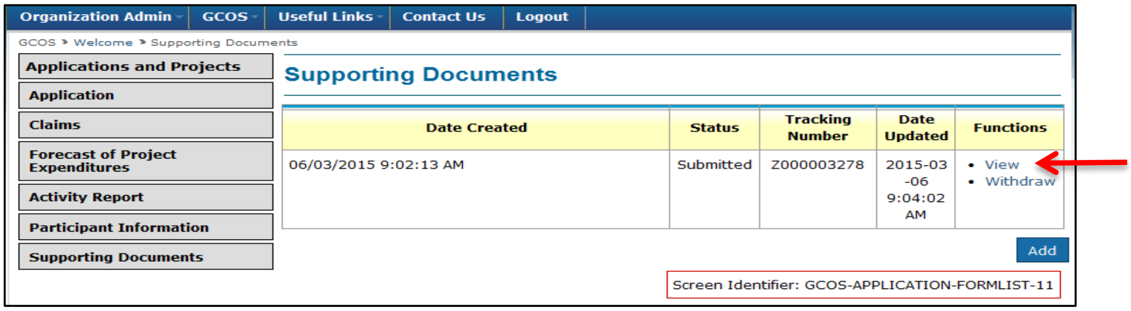
Figure 49 - GCOS Organization Identification – Required Signatories



1.6.4 How to View Your Supporting Documents

The "*View*" function on the main "*Supporting Documents*" screen (see *Figure 50*) will direct you to the "*Supporting Documents Message*" screen where you will be able to view the submitted message and document in read-only format only.

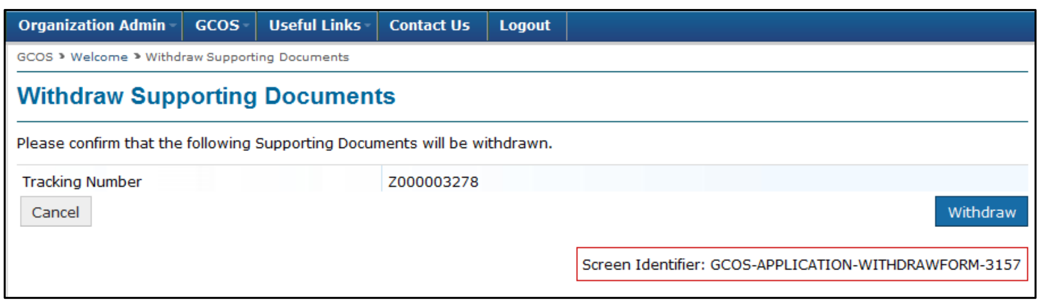
Figure 50 – View Supporting Documents

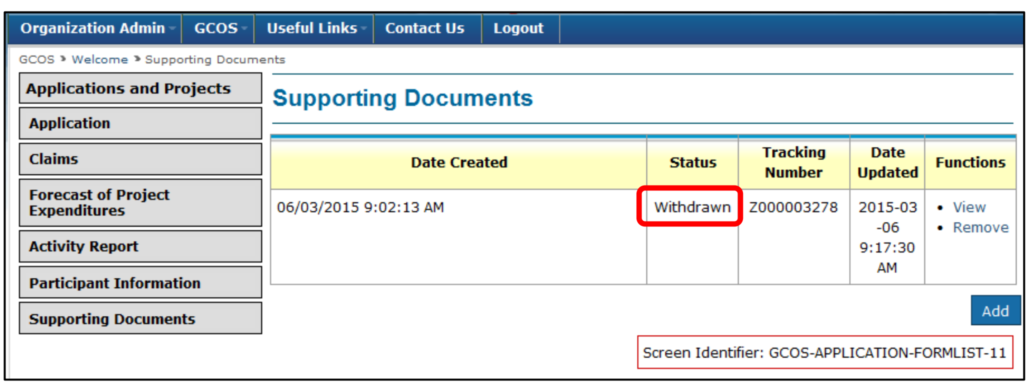


1.6.5 How to Withdraw a Supporting Document

You can withdraw a Supporting Document that has already been submitted to ESDC. The "*Withdraw*" function can be used up until the reviewing of the Supporting Document begins, at which point, to withdraw a Supporting Document you will need to contact your assigned program delivery staff. By clicking on the "*Withdraw*" function, you will be directed to the "*Withdraw Supporting Documents*" screen (see *Figure 51*). Make sure to review the details of your Supporting Document before clicking the "*Withdraw*" button.

Figure 51 – Withdraw a Supporting Document





1.6.6 How to Remove a Supporting Document

You can remove a Supporting Document that hasn't been submitted to ESDC or has a status of "*Withdrawn*" (see *Figure 51*). By clicking on the "*Remove*" function, you will be directed to the "*Remove Supporting Documents*" screen (see *Figure 52*). Make sure to review the details of the Supporting Document before clicking the "*Remove*" button. The "*Remove*" button will bring you back to the main "*Supporting Documents*" screen (see *Figure 42*) and the document will no longer appear in the list of existing Supporting Documents for your application or project.

Figure 52 – Remove Supporting Document