Directions for Co-applicants on a SSHRC Insight Grant  
Fall 2018

Co-Applicant Eligibility:

An individual is eligible to be a co-applicant if they are formally affiliated with any of the following:

- **Canadian**: Eligible postsecondary institutions.
- **International**: Not eligible for co-applicant status.

Co-applicants not affiliated with an eligible Canadian postsecondary institution at the time of application must [contact SSHRC](https://webapps.nserc.ca/SSHRC/logon_e.htm). Any co-applicants on a successful application must be affiliated (i.e. a research eligible position) with an eligible institution before the grant is awarded.

Researchers who maintain an affiliation with a Canadian postsecondary institution, but whose primary affiliation is with a non-Canadian postsecondary institution, are not eligible for co-applicant status.

**Postdoctoral researchers** and PhD candidates are eligible to be co-applicants. However, in order for SSHRC to release grant funds, successful co-applicants must formally establish an affiliation with an eligible Canadian postsecondary institution within five months of the grant start date (i.e., by September 2019 for the current competition), and maintain such an affiliation for the duration of the grant period.

Inviting a Co-Applicants to your application:

This help sheet covers the following steps which are required for all co-applicants applying for an Insight Grant with SSHRC:

**STEP 1: Registering for the SSHRC web-based forms**
**STEP 2: Verifying a SSHRC CV**
**STEP 3: Accepting invitation(s) in the SSHRC web-based forms**

Invitations are sent by email to each individual with a unique authorization code that will be required to accept the invitation. Every Co-Applicant receives the following email:

*You have been invited to participate on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC) - Insight Grant.*

**Role:** Co-applicant  
**Application Deadline:** 2016-10-15 20:00:00.0  
**Applicant:** Professor X  
**Authorization Number:** A580612492AC3D53 (not case sensitive)  
To accept the invitation, follow these steps:

1. Register/Logon to SSHRC’s on-line system ([https://webapps.nserc.ca/SSHRC/logon_e.htm](https://webapps.nserc.ca/SSHRC/logon_e.htm))
2. Complete all mandatory fields in your CV.
3. Return to the "My Portfolio" screen and click on "Verify".
4. On the "My Portfolio" screen, select "Accepted Invitations" from the drop-down menu and click "Accept an invitation".
5. Copy and paste the Authorization Number shown above and click "Accept".
6. FOR CO-APPLICANTS ONLY: Accept the Consent to Disclosure of Personal Information by clicking on "I agree and wish to continue".
7. Follow the instructions to complete the form.
8. Return to the "My Portfolio" screen, click on the Verify button for the Accept Invitation form and correct the data until the Verification Report indicates successful verification.
9. The status for that Accept Invitation form will change to "Verified".

NOTE: We recommend that you complete, verify and submit your Accept Invitation form as soon as possible. Please take into consideration the application deadline and the time required to fulfill the acceptance requirements. If you do not confirm your participation on this proposal, you will be removed from the application.

For additional information, contact Professor X at mailto: professorx@uwo.ca.

Therefore, every co-applicant must complete the following steps:

1) **Finish and verify their SSHRC CV** (keep in mind that every page has to be verified one at a time);
2) Click “accept invitation” from the drop down menu in your portfolio;
3) Enter the authorization code from the email you received;
4) You will then be routed to a screen where you can only see “application” and “research contributions” (please refer to the screen shot below)
5) After uploading the research contributions attachment – ensure that you verify the application from the main portfolio screen – this ensures that your contributions will be uploaded as part of the main application

**Please Note:** if you have not completed your CV in the SSHRC system – you will not be able to accept an invitation until this step is complete

**STEP 1: Registering for the SSHRC web-based forms**
(Please note: if you already have an account on the SSHRC web-based forms, you can skip STEP 1 and move on to STEP 2: Verifying a SSHRC CV)

1. Go to the following url: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA
2. Find the “New Users” paragraph and click on “register”
3. Enter Registration Information required to make an account for the SSHRC web-based forms (make sure you use an email that the principal applicant and SSHRC can send correspondence to). If you have a spam filter the automated email(s) from the system could be caught and you will need to check your junk folder(s).
New User Registration

To register with SSHRC, complete the registration information below. Then click on "Save". It is important to remember your password and to keep it in a secure location because you will need it every time you log on to the SSHRC on-line system. If you forget your password, do not re-register. Instead, click on the link "Forgot your password?" located on the Logon screen.

The information you provide in your on-line Curriculum Vitae (CV) or application will be stored on a secure server and protected in accordance with federal laws and policies. It will be password protected and accessible only to you. This information will be used for the purposes of reviewing applications and administering awards.

Your registration information will be kept on file indefinitely provided that you use the SSHRC on-line system. Should you discontinue the use of this system, your information will remain valid for six years from the time of your last interaction with the system. Once the six-year period has elapsed, your registration information will be deleted.

REGISTRATION INFORMATION

<table>
<thead>
<tr>
<th>Family name</th>
<th>(30 chars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td>(30 chars)</td>
</tr>
<tr>
<td>Initials</td>
<td>Do not include initials from given or family names.</td>
</tr>
<tr>
<td>Title</td>
<td>Required for correspondence purposes.</td>
</tr>
</tbody>
</table>

Correspondence language

| English | Language selected will be used by SSHRC for all correspondence. |

IMPORTANT: Enter a valid E-mail address. It will be used for E-mail notifications and correspondence with SSHRC.

<table>
<thead>
<tr>
<th>Primary E-mail</th>
<th>(100 chars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>(8-10 chars)</td>
</tr>
<tr>
<td>Password confirm</td>
<td>Must be identical to the password above.</td>
</tr>
</tbody>
</table>

Save | Logon Page | Exit
---|------------|---

Date modified: 2014-07-23

4. Your account will be created and you will be required to verify it from your email. **Please note:** automated emails may be caught in a spam filter – so please check your junk folder(s).

Your account has been created but there's one last step...

To complete the registration process and activate your account, you must follow the instructions contained in the automated E-mail. Until then, you will not be able to access your account.

This E-mail should reach your mailbox within a few minutes. In rare cases it can take up to 24 hours possibly due to maintenance on our servers. If you never receive the E-mail, search through your "junk mail" and "bulk mail" folders for our "Account Activation" E-mail, as it could have been moved there by your spam filters. If your E-mail is never found, contact the Helpdesk by telephone: 613-995-4273 or by E-mail: webgrant@sshrc-crsh.gc.ca
5. Once you have verified your account – you will be able to log in on the SSHRC web-based forms: [https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA](https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA). You will also have to agree to the privacy act the first time you login.

**Security/Privacy Act Statement**

**SECURITY INFORMATION**

Users of the Web-based Forms: Registration and Login will no longer be required to periodically change their passwords. However, for their own protection, users are encouraged to change their passwords regularly. Keep your passwords safe and confidential; do not divulge them to anyone. SSHRC will not be held liable to any loss of your data should you neglect to protect your password.

System administrators monitor SSHRC’s electronic application system to protect it from unauthorized use and to ensure that it is functioning properly. Those who access the system without authorization, or who misuse their authority to access private information without just cause, are liable to legal pursuit.

The information you provide in your on-line Curriculum Vitae (CV) or application will be saved in an encrypted format, stored on a secure server and protected in accordance with federal laws and policies. The personal information you provide in your CV will be deleted once six years have passed.

**STEP 2: Verifying your SSHRC CV**

**Please note: A SSHRC CV is automatically created when you register for the SSHRC web-based forms**

**My Portfolio**

**REMINDER**

To be eligible to apply for any SSHRC grant, applicants must have submitted any outstanding final research or activity reports for previous SSHRC grants.

**NEW - CONSENT TO DISCLOSURE OF PERSONAL INFORMATION**

I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting an application, by linking my CV to an application led by another researcher or institution, or by accepting funding from the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and/or the Social Sciences and Humanities Research Council of Canada (SSHRC), I affirm that I have read and I agree to respect all the policies of these agencies that are relevant to my research, including the [*Tri-Agency Framework: Responsible Conduct of Research*](https://www.science.gc.ca/eic/site/08-068-eng.cfm).

In cases of a serious breach of agency policy, the agency may publicly disclose my name, the nature of the breach, the institution where I was employed at the time of the breach and the institution where I am currently employed. I accept this as a condition of applying for, or receiving, agency funding and I consent to such disclosure.

(For further information, see [Questions and Answers on the consent to disclosure of personal information](https://www.science.gc.ca/eic/site/08-068-eng.cfm))

**Curriculum Vitae**

Laura Moxy

Status: **Verified**

Updated: 2013/09/26 - 14:26:32
1. All co-applicants will be required to fill in the sections of the SSHRC CV:

2. After entering the information required for each module in the CV; you must verify each page in the CV.

3. Once you have verified each page of the CV – the CV status on the portfolio page will say “verified”
STEP 3: Accepting invitations for a SSHRC Insight Grant

1. Once you have registered in the system you will be required to “Accept an invitation” from your portfolio screen.

2. The next screen will prompt you to enter the authorization code which was sent in the invitation email from the SSHRC web-based forms:

3. Once the code is entered, the system will automatically route the user to the application summary and research contributions attachment. *PLEASE NOTE: the research contributions attachment is mandatory for all co-applicants*
*PLEASE NOTE: the CV will have to be refreshed if filled out prior to receiving an invitation.

4. After verifying all the pages in the CV, system will prompt the user to return to the “portfolio” screen in order to verify the invitation.

5. Select “Portfolio” from the top menu row in order to verify the entire invitation.
6. You will be required to select “verify” next to the PDF link for the invitation in order to complete the final step of “verifying” the invitation.

7. The status of the invitation will change from “in progress” to “verified”. Once “verified” appears in the status then the invitation is complete and the main applicant will be able to submit their application.
List of accepted invitations

Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Accepted Invitations ▼ Accept an Invitation

Important: If you have updated your SSHRC web CV after having accepted an invitation, you must click on the "Refresh CV" button. Once an application is submitted, any updates made to your CV will not be reflected in the CVs presented for adjudication.

<table>
<thead>
<tr>
<th>Form</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept Invitation - Collaborator Insight Grant Test Application</td>
<td></td>
</tr>
<tr>
<td>Status: Verified</td>
<td></td>
</tr>
<tr>
<td>End Date [PP1]: Thu, 16 Jul 2015</td>
<td></td>
</tr>
<tr>
<td>Updated: 2015/07/16 - 15:09:18</td>
<td></td>
</tr>
</tbody>
</table>

Status changes to "verified"