

Directions for **Co-applicants** on a SSHRC Insight Grant Fall 2016

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.

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 web-based forms system (https://webapps.nserc.ca/SSHRC/logon_e.htm)*
- 2. On the "My Portfolio" screen, select "Accepted Invitations" from the drop-down menu and click "Accept an invitation".*
- 3. Copy and paste the Authorization Number shown above and click "Accept".*
- 4. A SSHRC CV is required for co-applicants.***
- 5. Follow the instructions to complete the form.*
- 6. 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.*
- 7. 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.

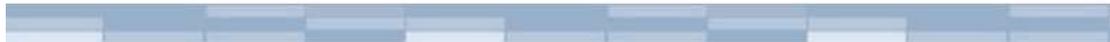
REGISTRATION INFORMATION

Family name	<input type="text"/>	(30 chars)
Given name	<input type="text"/>	(30 chars)
Initials	<input type="text"/>	Do not include initials from given or family names.
Title	<input type="text"/>	Required for correspondence purposes.
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.		
Primary E-mail	<input type="text"/>	(100 chars)
Password	<input type="text"/>	(6-10 chars)
Password confirmation	<input type="text"/>	Must be identical to the password above.

Save	Logon Page		Exit
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Date modified: 2014-07-23 [Important notices](#)

- 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. You will also have to agree to the privacy act the first time you login

www.sshrc-crsh.gc.ca

Français	Contact Us	Help	Search	Canada Site
				Exit

Security/Privacy Act Statement

SECURITY INFORMATION

Users of the Web-based Forms: Registration and Logon 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.

Version 5.2.0 Ⓐ [Important notices](#)

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](#). 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](#).)

Curriculum Vitae

Laura Moxey

Status: **Verified**
Updated: 2013/09/26 - 14:26:32

Preview  Verify

1. All co-applicants will be required to fill in the sections of the SSHRC CV:



Social Sciences and Humanities Research Council
www.sshrc-crsh.gc.ca

Français	Contact Us	Help	Search	Canada Site
Save	Portfolio	Verify Page	Instructions	Exit

SSHRC - CRSH

Curriculum Vitae - Identification (Mandatory)

Only the information in the Name section will be made available to selection committee members and external assessors. Citizens' Administrative Information will be used by SSHRC for administrative and statistical purposes only.

Name

Family name: Moxey To modify these two fields, E-mail
 Given name: Laura in at eebgsan@sshrc-crsh.gc.ca
 Initials: Modify this field on My Account page
 Title: Mrs Modify this field on My Account page

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:



Français	Contact Us	Help	Search	Canada Site
	Portfolio			Exit

Accept an Invitation

Invitations to participate on an application are received by e-mail. To accept an invitation, follow these steps:

1. Copy and paste the Authorization Number from the e-mail in the field below and click on "Accept". Read "New - Consent to Disclosure of Personal Information" and click on "I agree and wish to continue". This will create your Accept an Invitation form.
2. Complete the form.
3. To ensure that your form is complete and correct, return to your Portfolio and click the Verify button of your Accept an Invitation form.
4. Correct the data until the Verification Report indicates successful verification.

If you are a co-applicant or a collaborator, a copy of your CV will be attached to the invitation form. If you modify your CV after accepting the invitation, click on "Refresh CV" on the Portfolio screen to attach the updated version.

Authorization Number

Received by email from SSHRC

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***

SSHRC-CRSH

Application Summary

Research Contributions

Electronic Attachment

Only 2 sections if invited

Accept Invitation - Research Contributions

Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.

The file containing your attachments must ...

Your electronic file attachment must meet the following specifications:

- PDF format (pdf extension); unprotected
- Maximum file size of 500 kb
- 8 1/2" x 11" (216 mm x 279 mm)
- Maximum 4 page(s)

General Presentation

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File name No file chosen

***PLEASE NOTE: the CV will have to be refreshed if filled out prior to receiving an invitation.**

SSHRC Web CV

If a team member (i.e. co-applicant or collaborator) has updated his/her SSHRC web CV after having accepted an invitation, s/he must click on the "Refresh CV" button in the Accepted Invitations section of their Portfolio. Once an application is submitted, any updates made to the CV will not be reflected in the CVs presented for adjudication.

- 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.



- Select "Portfolio" from the top menu row in order to verify the entire invitation



- 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

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.

Form	Action
Accept Invitation - Collaborator Insight Grant Test Application Status: In Progress End Date (ET): N/A Updated: 2015/07/16 - 15:01:32	Preview  Verify Delete

My Account Messages Exit
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Final step to accept invite



- 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.

Form	Action
Accept Invitation - Collaborator Insight Grant Test Application Status: Verified End Date (ET): N/A Updated: 2015/07/16 - 15:09:18	Preview  Delete

My Account Messages Exit
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Status changes to "verified"

