Directions for Collaborators on a SSHRC Insight Grant

Collaborator Eligibility:

Collaborators
Any individual who makes a significant contribution to the project is eligible to be a collaborator. Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution.

Collaborator Funding:

Insight Grant funds ***cannot*** be used for research costs of collaborators. Insight Grants can fund travel for dissemination purposes, i.e. conference travel.

Inviting a Collaborators to your application:

NOTE! Especially for International Collaborators, send the invitation, and ensure a response, at least one (1) week prior to the sponsor deadline, as last minute problems over different time zones often occur.

This help sheet covers the following sections which are required for all collaborators applying for an Insight Grant with SSHRC:

STEP 1: Registering for the SSHRC web-based forms
STEP 2: Accepting invitation(s) in the SSHRC web-based forms
STEP 3: Completing collaborator "Information" section

Invitations for a SSHRC Insight Grant are sent by email to each individual with a unique authorization code that will be required to accept the invitation. Every Collaborator 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: Collaborator
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)*
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 NOT required for collaborators.*

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, all "collaborators" must complete the following steps:

1) Click "accept invitation" from the drop down menu in your portfolio;
2) Enter the authorization code from the email you received;
3) You will then be routed to a screen where you can only see "application" and "information" sections (please refer to the screen shots in STEP #3)
4) After filling in the information section – ensure that you **verify the application from the main portfolio screen** – this ensures that your invitation will be accepted.

Please Note: if you do not "verify" from the main portfolio screen, then the main applicant cannot "submit" their application in the web-based forms.

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: Accepting invitation(s) in the SSHRC web-based forms*)*

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"

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

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Web-based Forms: Registration and Logon

You can create, edit and save a SSHRC on-line CV, application and Final Research Report using an Internet browser. Presently, we support the following browser versions: Firefox 3.0 to 5.0 or Internet Explorer 7 or 8.

NEW! **For users of Internet Explorer (IE) 9:** Websites that were designed for earlier versions of Windows Internet Explorer will **not** display or function correctly in IE9. Follow the *Compatibility View instructions* to correct the display/function issues.

Browser Tabs/Multiple Browsers Unsupported: Our system does not support browsing simultaneously with multiple browsers or multiple tabs. Doing so will result in loss of data.

Browser Back Button Unsupported: You should avoid using your browser's back button. Use our Web site navigation instead.

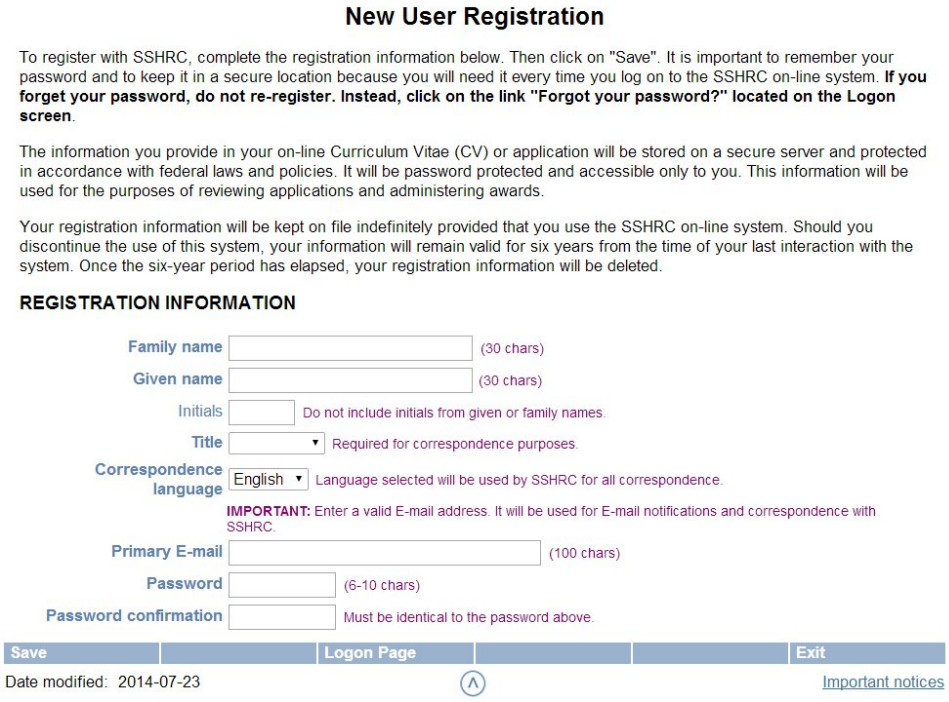
New users
Complete the registration information to register with SSHRC's on-line system.

Click here to receive your missing account activation E-mail.

Registered users
Enter your primary E-mail address and password to access your portfolio. If you forget your password, do not re-register. Instead, go to the Forgot your password? page.

60 minutes after your last interaction with our system (e.g., Save, Preview, etc.), your session will be terminated and you will have to log on again. We recommend you save your work every 10-15 minutes.

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.

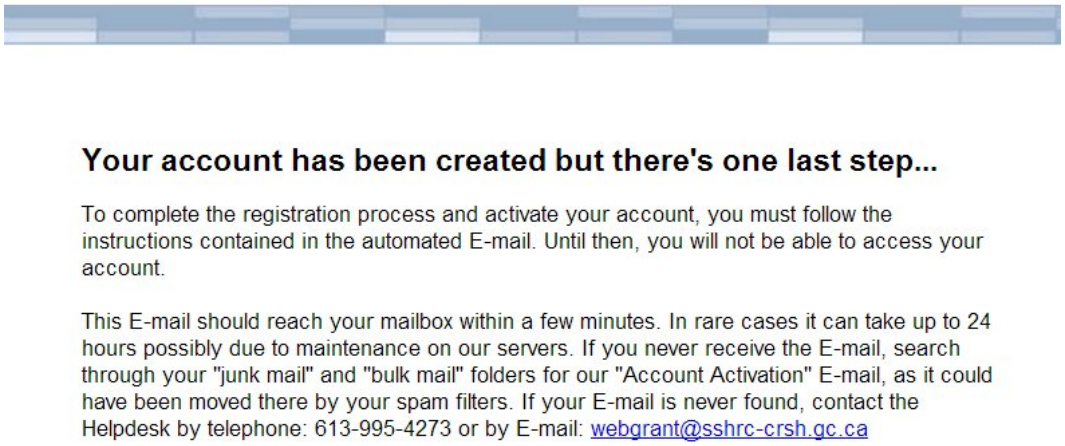
REGISTRATION INFORMATION

Family name (30 chars)
Given name (30 chars)
Initials Do not include initials from given or family names.
Title 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 (100 chars)
Password (6-10 chars)
Password confirmation Must be identical to the password above.

Save | Logon Page | Exit

Date modified: 2014-07-23 Important notices

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

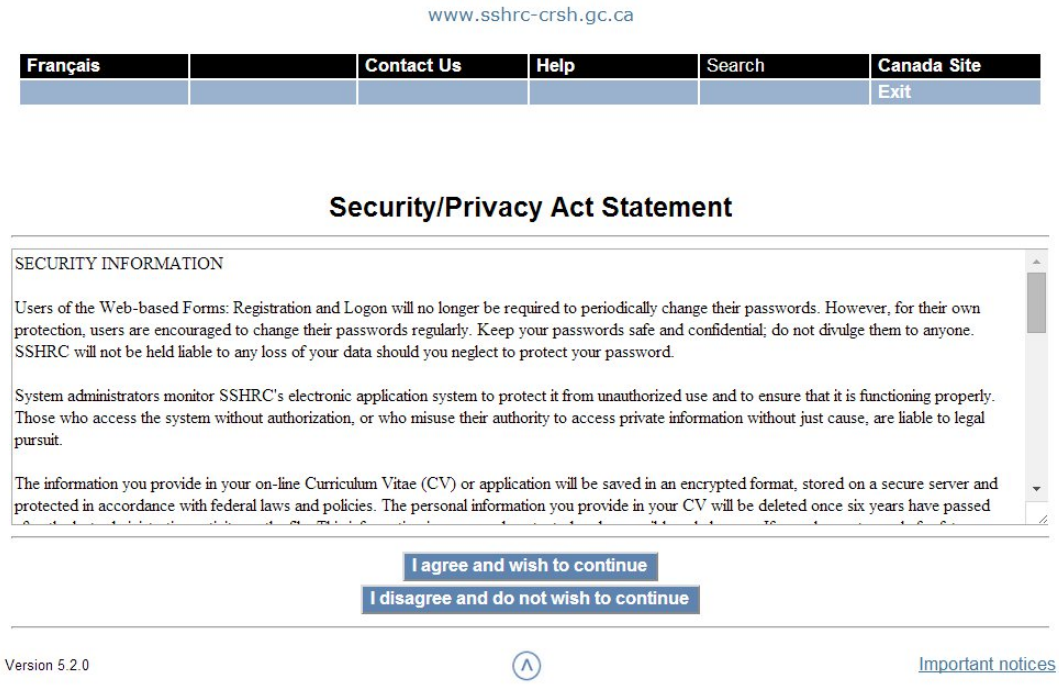


Your account has been created but there's one last step...

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.

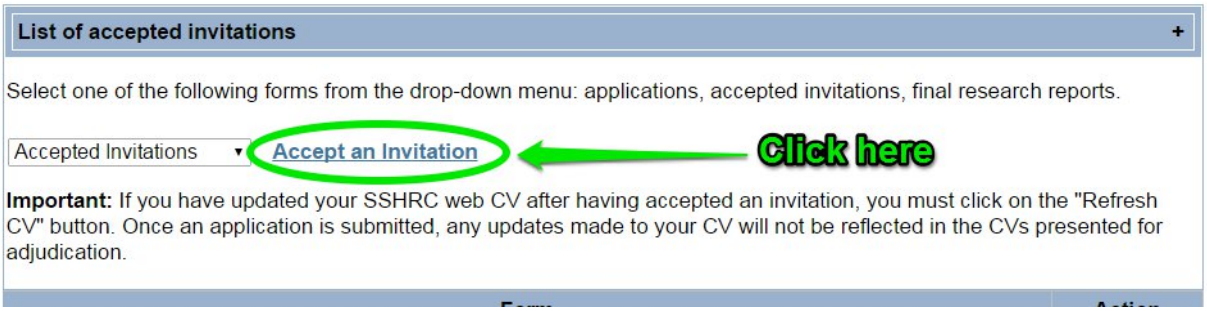
This E-mail should reach your mailbox within a few minutes. In rare cases it can take up to 24 hours possibly due to maintenance on our servers. If you never receive the E-mail, search through your "junk mail" and "bulk mail" folders for our "Account Activation" E-mail, as it could have been moved there 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



STEP 2: Accepting invitation(s) in the SSHRC web-based forms

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

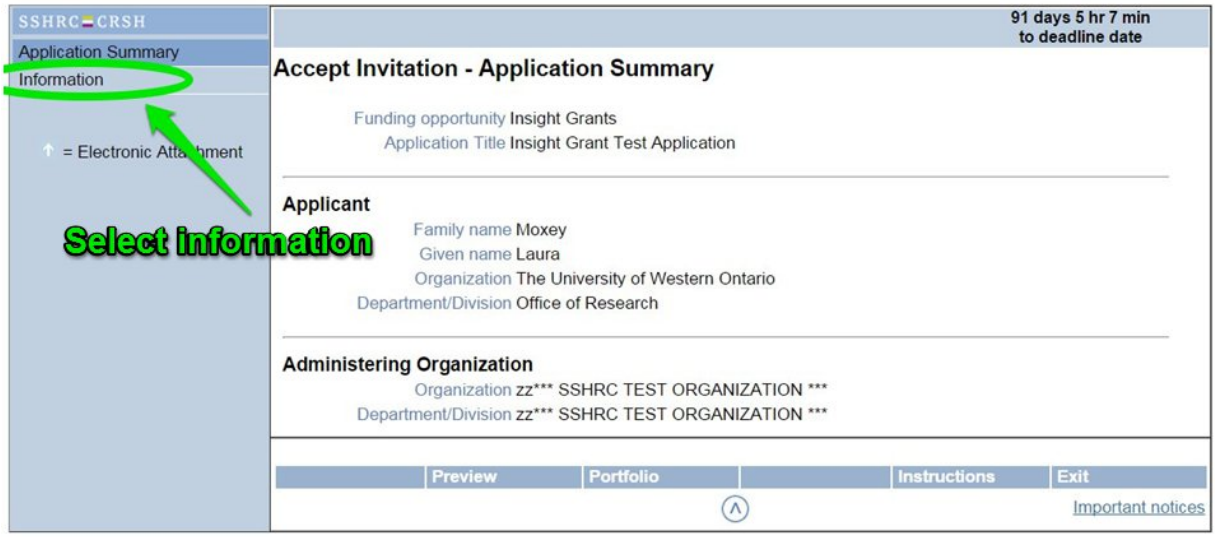


2. The next screen will prompt you to enter the authorization code which was sent in the invitation email from the SSHRC web-based forms:

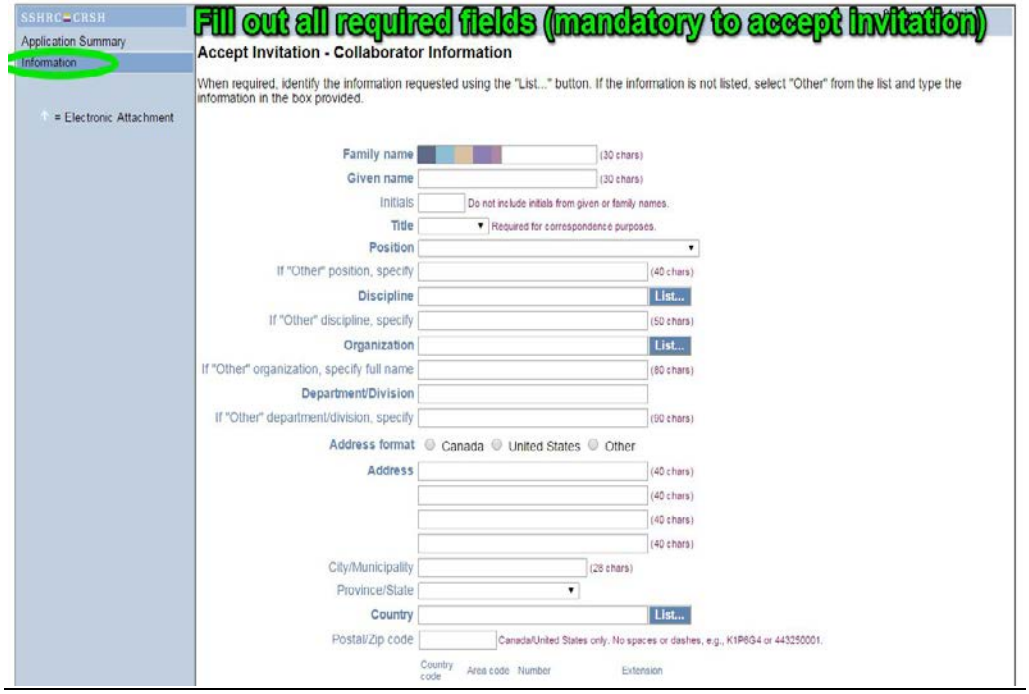
3. Once the code is entered, the system will automatically route the user to the application summary and “information” section.

STEP 3: Completing collaborator “Information” section (*NEW)

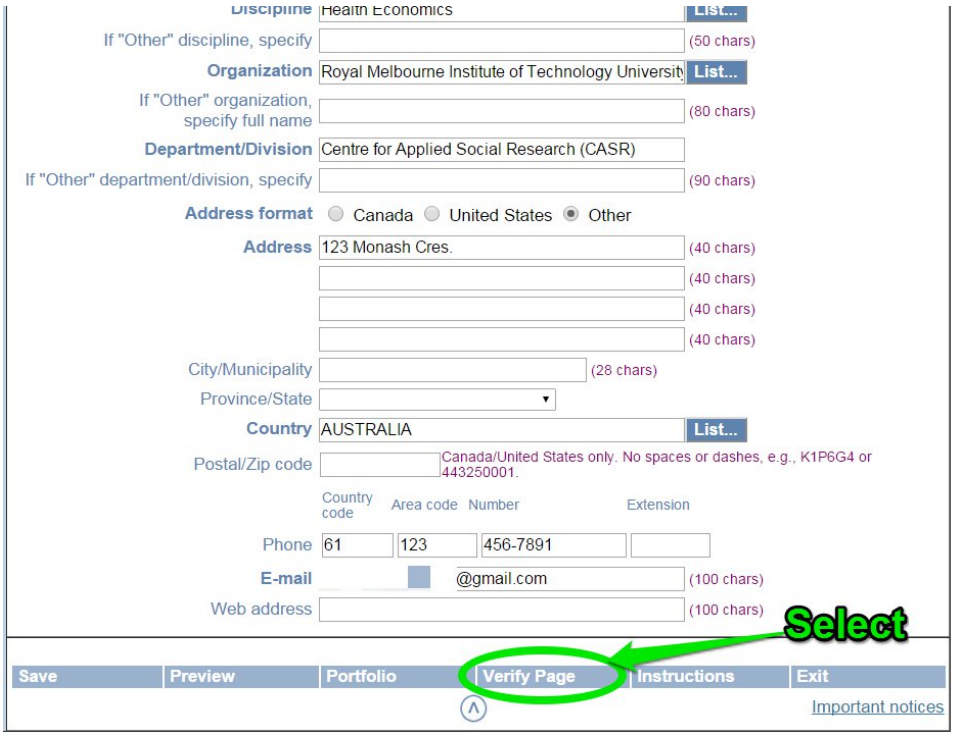
1. Select “Information” in the left side bar



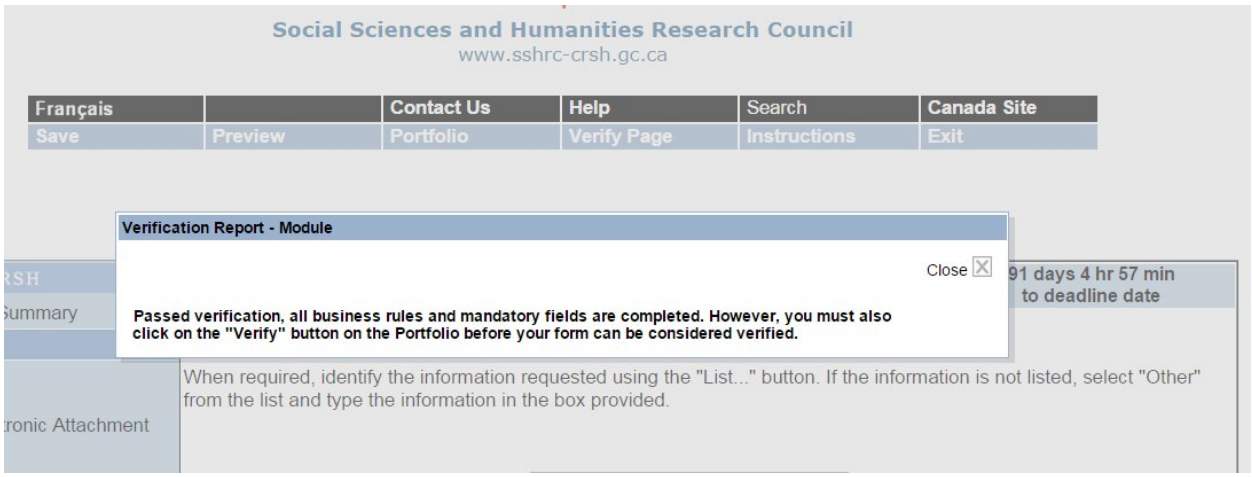
2. All Collaborators are required to fill out the “information” section in the SSHRC Insight Grant



3. Once the information section is complete – you will be required to “verify” the page. You can find the “verify” button at the bottom right of the screen.

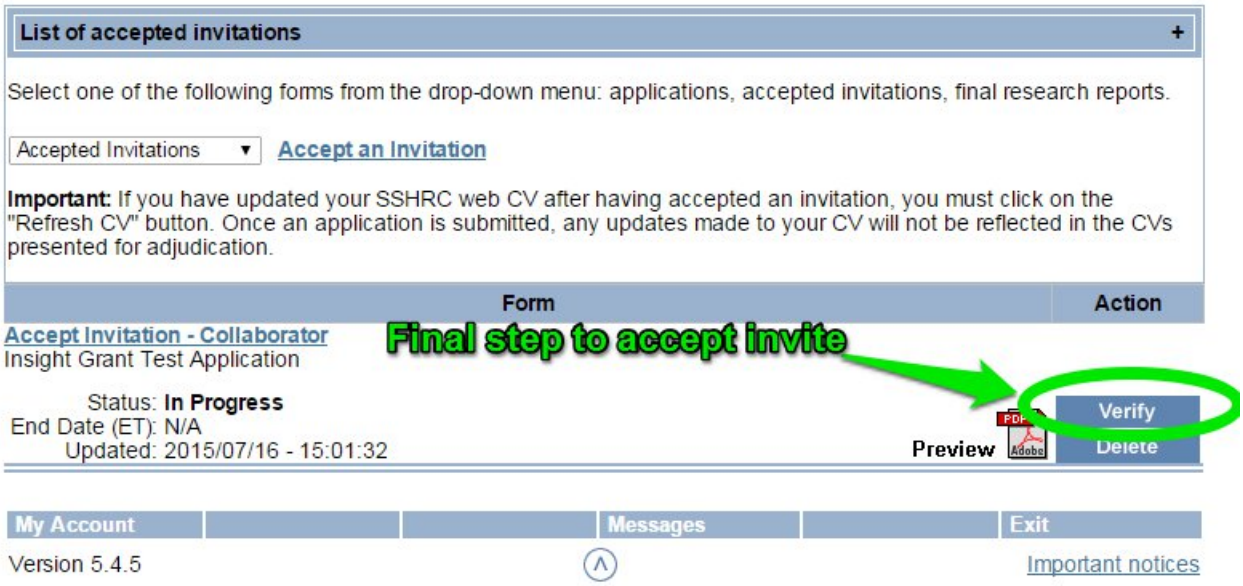


4. The system will prompt the user to return to the “portfolio” screen in order to verify the invitation.

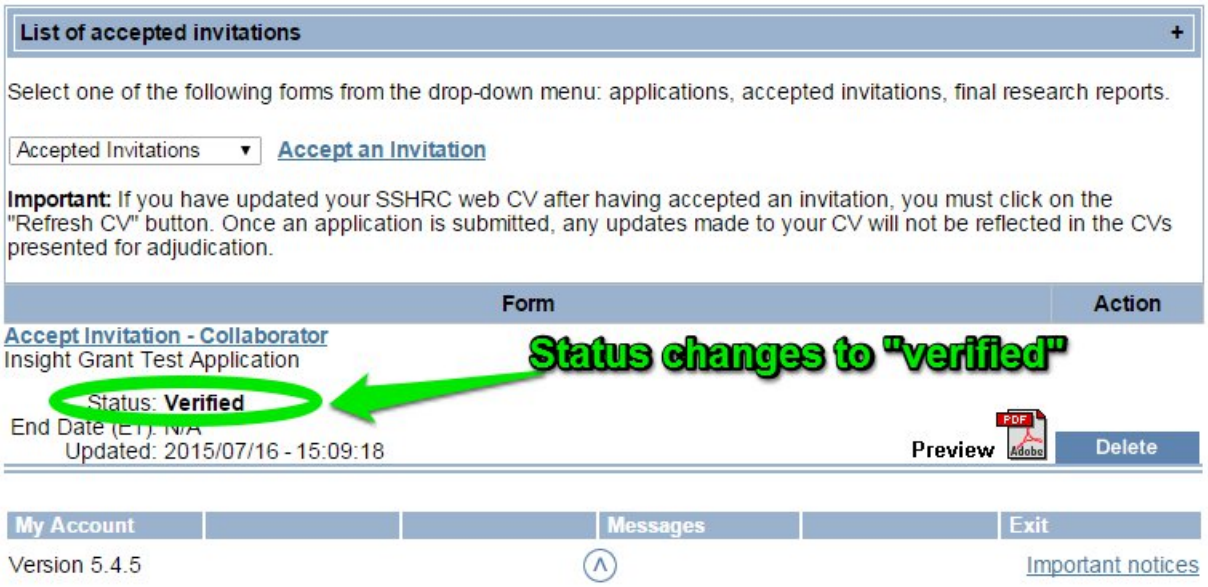


5. Select “Portfolio” from the top menu row in order to verify the entire invitation

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.
Form
Action
Accept Invitation - Collaborator
Insight Grant Test Application
Status changes to "verified"
Status: Verified
End Date (ET): N/A
Updated: 2015/07/16 - 15:09:18
Preview
Delete
My Account
Messages
Exit
Version 5.4.5
Important notices