



**2012 eGMS Operating/Establishment/Chair  
Application Form User Guide**

**eGMS  
User Guide  
Operating  
Establishment  
Research Chair**

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# 2012 eGMS Operating/Establishment/Chair Application Form User Guide

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## SECTION ONE:

### **USING MHRC ELECTRONIC GRANTS MANAGEMENT SYSTEM (EGMS)**

#### **Submitting Your Application**

**You cannot change your application after you click the submit button in your web application form.**

The Full Application submission process occurs in the following steps:

1. Create eGMS Account. Advise Co-Applicants (if applicable) of need for them to create eGMS Accounts, as their eGMS Account Emails are requested as part of your Operating Application form. It is through this eGMS account that these individuals' CCV(s) are linked to your application.
2. Advise your Co-Applicants (if applicable) that after creating an eGMS system account he/she will need to submit a Common CV to the MHRC prior to you being able to submit your electronic application to the MHRC (similar procedure as for an applicant; see page 9).
3. Once your application is complete on the eGMS **and prior to electronic submission**, print out one hardcopy of the full application (including all CCVs with attachments) for SIGNATURE/SUBMISSION TO THE MHRC. **NOTE:** CCV attachments must be printed out separately.
4. Submit the Electronic Application through the eGMS.

**ALL STEPS IN THE APPLICATION SUBMISSION PROCESS MUST OCCUR BY THE APPLICATION DEADLINE.**

#### **System Account Email**

To create your account, you will be asked to enter an email address. This is your System Account Email and needs to be entered, along with a password, to log on to the MHRC eGMS.

**Note:** this System Account email will be identical to the Agency PIN requested by the Common CV, to link your CV to your eGMS application.

We strongly recommend that you do not use a Hotmail email address as we may experience difficulty transmitting notices to Hotmail email addresses.

#### **Password**

When you create your MHRC eGMS account you will also be asked to create a password to log on to the system. The password is case sensitive and must be between 4 and 10 characters. You will also need to enter a password reminder which is a statement or question that prompts you to remember your password.

**Forgot your password?** Click on the link "Have you forgotten your System Account E-mail or password?" located on the *Log in screen*. This link opens a screen for you to confirm your registration information. Your password reminder will be emailed to you within minutes.

## Portfolio

Portfolio | User Tips | Contact Us | Log Out

**PORTFOLIO**

**Forms & Guidelines**  
[Select new form](#)  
[Access Common CV website](#)

**Activity Details**  
[View your Common CV - MHRC Full Version - Not submitted](#)  
[Update your profile](#)  
[View your consent statement](#)

**RESEARCH GRANTS**

Program	Application & Project #	Deadline	Status	Last Update	Print/Preview
Competition Year: 2009					
Master's degree (Round #1)	<a href="#">Full Application - #09SEP-250</a>	2009-Sep-01 00:00	In progress	2008-Dec-05	

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The portfolio page is your main screen on the MHRC eGMS. This screen provides information on application activity and status. The MHRC eGMS Portfolio also includes important links for completing your application.

### Status Definitions

#### *In Progress*

- Your current web application form has been saved but not submitted
- You can continue to revise your application

#### *Not Submitted*

- You have tried to submit your application and have been advised that it is missing data.
- You can continue to revise your application

#### *Submitted*

The status changes to "Submitted" when:

- Full Application is submitted to the MHRC by the competition deadline

## Glossary of Screen Functionalities

### *Fields*

You can type text directly into fields, or cut/copy and paste from a word document.

### *Mandatory Fields*

Mandatory fields are marked by a \*. You will not be able to validate a page or submit your application if mandatory fields are blank.

### *Character limits*

Character limits include spaces.

### *Special characters*

Only regular text (upper and lower case) is accepted. The system will not accept formatted text such as underlined text, bold, italics, script or formulas, curved or slanted apostrophes, double quotation marks or long dashes.

### *Print*

To print and view the application form, you will need Adobe Reader. If you do not have Adobe Reader installed, you may [download](#) it for free.

### *Print/Preview*

The Print/Preview icons on the Portfolio Screen enable you to view your application, attachments and PDF version of your Common CV attachment that was submitted with your application.

It is important to review each PDF file before submission as this is the exact format in which the reviewers will be presented with your application.

### *Save*

**IMPORTANT:** Use the "Save" function:

- at least every 10 to 15 minutes or more frequently - the system does not auto save
- before you exit each page

If your session is idle for more than 1 hour you will be automatically logged off and any unsaved data will be lost.

### *Validate*

Use the "Validate" button as you complete your online form to ensure that you have completed each page properly.

On each page, the "Validate" button will check all mandatory fields for that page have been entered.

At the end of the application, the "Validate" button will verify all mandatory fields throughout the application have been completed before submitting.

### **How to Attachment a Document to your MHRC eGMS Application**

Complete your document on your computer.

- Click on the "Browse" button on the page requiring the attachment.
- A dialog box will open that will allow you to browse for the file you want to attach.
- Select the file you want to attach; you may need to double click on the file name.
- Click the "Attach" button.
- In the table, on the attachment page of the web application form, under the column heading "Filename", you should see a hyperlink with your document's name.
- Your document is now attached. To view your document click on the hyperlink.

**Note: Only one document can be attached per "Attach" button. If you have several documents, you must combine them into one pdf. document before attaching.**

A document cannot be changed once it is attached. If you wish to make a change to the document, click **X** to delete the attached file from the web form, make the change(s) in the version on your computer, then re-attach the document using the steps above.

Documents are secure after they have been attached. They cannot be altered and resaved by another user.

**IMPORTANT:** All documents attached to your MHRC web application form and Common CV must be PDF files. The system will not accept Word, Excel and other files that are not PDF.

### **How to Convert a Document to a pdf.**

#### **PC Users**

Use Adobe Acrobat Professional software or free software, such as PrimoPDF, to convert your documents into PDF files. Free [Adobe Reader](#) software is required to preview and print the web application forms.

Using Adobe Acrobat Professional:

- Click "File".
- Click "Print".
- Select "Adobe PDF" from the printer menu.

- Click "OK".
- A window appears. Name the file (example: CVpublications.pdf).
- Click "Save". The window will close.
- The Adobe Professional software will launch and create the PDF file.
- Adobe will display the file, when the creation is complete.
- Review the PDF file for accuracy and special character conversion.
- Attach the PDF file to your application.

### **Macintosh Users**

- Click "File".
- Click "Print".
- Click the "PDF" button on the lower left side of the Print window. Select "Save as PDF...". Save the file name and file location.  
Important: The file extension ".pdf" must be added to the file name if the system does not automatically add it to the file name.
- The PDF file will save to the location specified in Step 5.
- Double click the PDF file icon.
- Review the PDF file for accuracy and special character conversion.
- Attach the PDF file to your application.

## **MHRC eGMS System Information**

### **Web Browser**

Avoid using navigation tools provided with your web browser, such as Back/Forward or Refresh/Reload. Using these tools may cause information to be lost.

### **PC Users**

MHRC eGMS is maximized for use in Internet Explorer Version 6.0 or higher and Mozilla Firefox Version 1.5 or higher.

### **Macintosh Users**

MHRC eGMS does not support Macintosh Safari web browsers. Please use Mozilla Firefox when using Mac operating systems. If you do not have Firefox for Mac, [download](#) the free software.

## **SECTION TWO:**

### **THE COMMON CV**

#### **Common CV Attachment**

#### **ALL MHRC eGMS APPLICATIONS REQUIRE COMMON CV ATTACHMENTS FOR:**

- **APPLICANTS**
- **CO-APPLICANTS (IF APPLICABLE)**

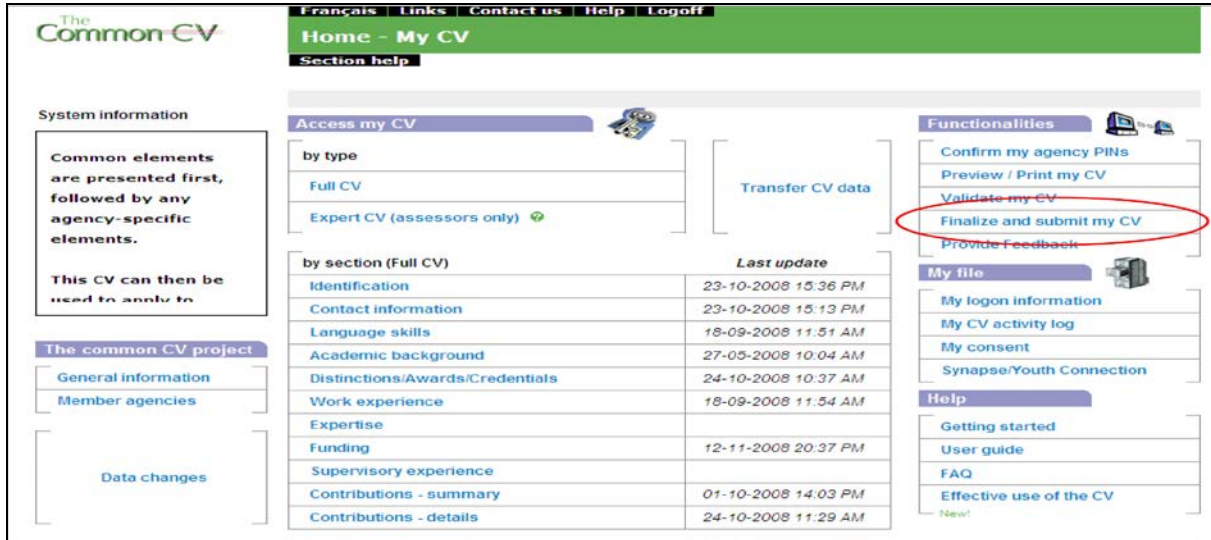
If you, or your Co-Applicant (if applicable), have previously submitted your Common CV to the MHRC eGMS, this document will still be active in the system. Therefore, you need only resubmit your Common CV to the eGMS to provide an updated copy. If you wish to submit an updated Common CV, you will need to go into your main Common CV (outside of the eGMS at <https://www.ccv-cvc.ca/pls/c3/c3.startup?pLANGUAGE=1>), ensure the updates are made, and then resubmit your Common CV to the MHRC eGMS. This copy will then replace the copy currently in the eGMS.

After the MHRC application eForm has been submitted, updates to your Common CV will not be included as part of the application.

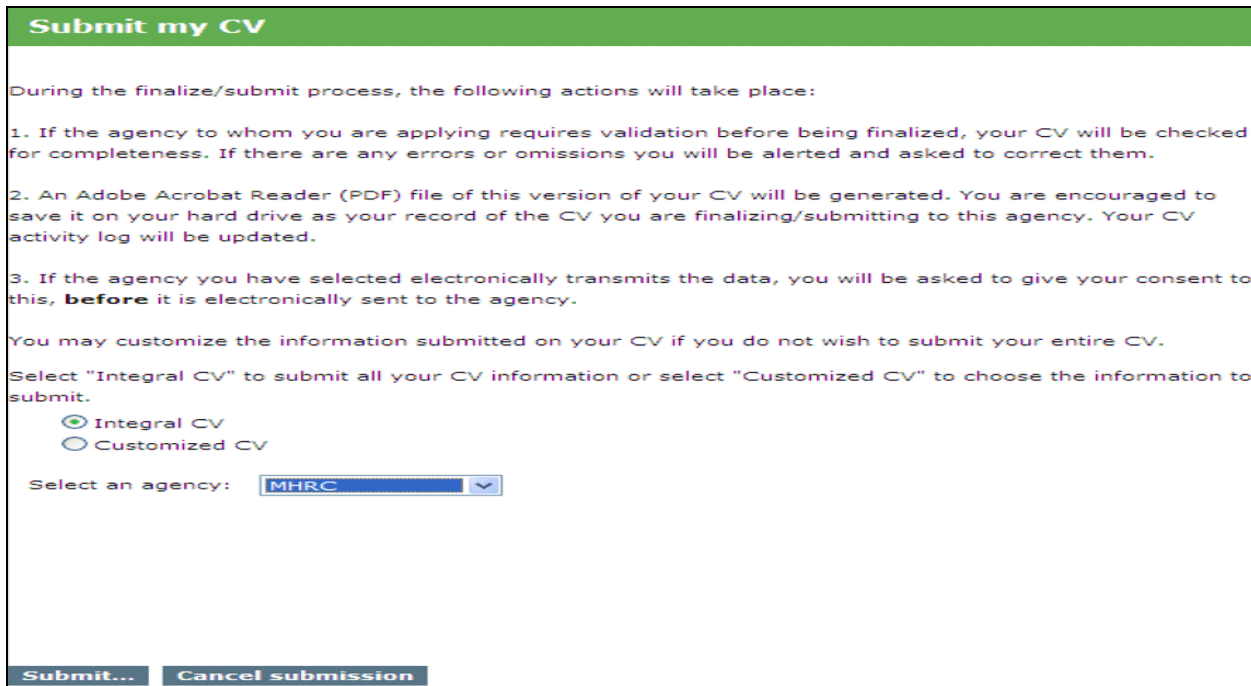
#### **How to Link a Common CV to an eGMS Application**

**STEP 1:** Enter MHRC Electronic Grants Management System (from MHRC website program page) and create an account/password (this information will be the same as the Agency PIN/password requested by the Common CV to link your Common CV to the MHRC application)

**STEP 2:** The applicant and Supervisor’s CV’s are submitted to MHRC from the Common CV site (circled in red below).



**STEP 3:** The user selects MHRC from the menu and submits from here (the CCV site).



### Agency PIN

Your Agency PIN for the CCV is the same as your MHRC eGMS Account Email; the email address you use to login to the MHRC Electronic Grants Management System.

You need to enter your PIN on the Common CV site to link your Common CV to the MHRC eGMS.

**STEP 4:** Once submitted, the CV status is confirmed on the applicant's (or Co-Applicant's) portfolio page on the MHRC Electronic Grants Management System.

The screenshot shows the MHRC eGMS Portfolio page. At the top, there are navigation links: Portfolio | User Tips | Contact Us | Log Out. The main content is divided into two sections: 'FORMS & GUIDELINES' and 'RESEARCH GRANTS'.

**FORMS & GUIDELINES**

- Forms & Guidelines**
  - [Select new form](#)
  - [Access Common CV website](#)
- Activity Details**
  - [View your Common CV - MHRC Full Version - Not submitted](#) (circled in red)
  - [Update your profile](#)
  - [View your consent statement](#)

**RESEARCH GRANTS**

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(Red circle below the table)					

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The Co-Applicant (if applicable) will submit his/her CCV to MHRC from the CCV site, similar to the applicant, and with his/her MHRC account will have this same portfolio page confirming its submission.

**STEP 5:** When the applicant submits his/her application to MHRC, all of the CCVs (applicant's and Co-Applicants') are attached to the application by the eGMS.