

Scotia Scholars Awards (Master's & Doctorate) 2019-2020

**Grants Management System (GMS)
User Guide**



Using This Guide

The information presented in this GMS User Guide is intended to assist users from a high level technical perspective. It is the responsibility of the applicants to refer to the specific award requirements.

If you have any questions regarding application requirements, [please contact your institution](#).

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Creating Your Application

- GMS website/login page: gms.nshrf.ca
- Once logged in to the GMS, you will arrive at the 'Portfolio' page.
- On the portfolio page, click on the large green button 'Apply for Grant or Award'.

The screenshot shows the 'Applicant Portfolio' page for the year 2016. On the left is a navigation menu with 'Portfolio' selected. A green button 'Apply for Grant or Award' is in the top right. Below it is a table titled 'Grant Application Status' with columns: ID, Program, Deadline, Status, Last Update, PDF, and Review. The table is currently empty, showing 'No Grant Applications' and '0 - 0 of 0 records'. Annotations include: an arrow pointing to the 'Apply for Grant or Award' button from the text above; an arrow pointing to the 'Contact Us' link in the menu with a text box: 'Links to update your account settings or password, also click 'Contact Us' to send our GMS helpdesk a question'; and an arrow pointing to the table with a text box: 'Any in-draft or submitted applications will appear in this table'.

A page with available grant applications will be displayed.

Select the appropriate **grant/award type** to begin your application.

The first page of the application (**Project Details**) will be displayed.

Project Details Section

Complete the **Project Details** page by entering/selecting the following information.

The **Project Details** page must be complete to view the rest of the application sections.

- Award Type (Master's or Doctorate):
If you are applying for a **Master's award**, you will be prompted to upload your CV/Resume in this section.
If you are applying for a **Doctorate award**, you must submit an NSHRF-validated CCV to your GMS profile, which will be automatically attached to your application. [Click here](#) for instructions on validating and submitting your Common CV.
- Title of Proposal
- Category of Research
- Six keywords that describe your project
- Most applicable NSHRF priority
- How you heard about this funding opportunity
- Institution that will administer funds

Click '**Save & Next Page**' to view the rest of the application pages/sections

Editing Your Application

REQUIRED* fields are marked with an asterisk and you will be required to complete them before you can move forward to another page within the application.

Remember to click **'Save'** or **'Save & Next Page'** after you make any changes.

If you have completed a page, a *green check mark*  will appear next to that page in the menu.

NOTE: Each section within the GMS application must have a green checkmark to submit, even if the section is not required by the grant/award requirements. (For example, if you are not applying for Additional Student Awards in your application, simply **'Save'** the empty page to generate a green checkmark for that section).

Any uploads in GMS must be in PDF format only. Some office suites such as Microsoft Office have the ability built in to save documents as PDF. Ensure uploaded documents are not locked or password protected as the system will not be able to open them.

Returning to Your In-Draft Application

Once an application has been started, the application will appear in your portfolio page. Click the **'edit pencil'** (shown below) to return and edit that application:

Grant Application Status

<input type="checkbox"/>	ID	Program	Deadline	Status	Last Update	PDF	Review
<input type="checkbox"/>	 958	Scotia Scholars Award (Master's and Doctoral)	Mar 8, 2017 1:14PM	In Draft - Not Submitted	Feb 10, 2017 11:05AM		

Click the *pencil* to return to your in-draft application

Click the *PDF* icon to download your full application

Application Sections: Step by Step

Principal Investigator

- In this section, please review your account information and update if necessary
- Click '**Save & Next Page**' to continue

Supervisor(s)

At least one Supervisor must be added to your application, but you may add up to two.

Supervisor(s) must have a GMS user account to add them to your application.

Supervisor(s) are NOT notified electronically that they have been added to your application.

- Click (add Supervisor) and add their email address (the email the Supervisor used to register to GMS with)
- Click (add Supervisor) to add an additional supervisor (if applicable)
- Click 'Save & Next Page' to continue

Objectives

- Enter your main project objectives - only one objective per text box
- Click '**(add objective)**' to enter additional objectives, up to a maximum of ten (10)
- Click '**Save & Next Page**' to continue

Project Description

- In this section, please upload your Project Description in a PDF file format.
- Click '**Save & Next Page**' to continue

Research Expertise & Potential

- In this section, please upload Research Expertise & Potential in a PDF file format.
- Click '**Save & Next Page**' to continue

Transcripts

- In this section, please upload your Transcripts in a PDF file format.
- Click '**Save & Next Page**' to continue

Additional Student Awards

- If you wish to apply to additional student awards listed (Colleen Elliott Award or BRIC NS Student Research Award), upload your attachment(s) under the appropriate award title, then click 'Save & Next Page' to continue
- If you are not applying to additional student awards, click 'Save & Next Page' to continue.

References

- In this section, you may upload References in a PDF file format.
- Click '**Save & Next Page**' to continue

Signature/Submission

- If you agree with the Signature and Submission text, click '**I accept**' and then click '**Save & Submit Application**'
- If you try to submit your application before all the required information is completed, you will receive messages in **red text** at the top of the page indicating what is still required
- When the application is complete and submitted, a confirmation popup will display saying ***"Your application was successfully submitted"***

Institutional Approval

After your application has been successfully submitted, it is sent for approval to the GMS account of the Institution Administering Funds you selected on the Project Details page.

If the Institution approves your application as eligible and complete, your application status will change to 'Submitted-NSHRF' on the Portfolio page. (This approval process could take up to 2 weeks.) It will then be marked "Eligible" and move to your institution's review committee for assessment. Please review Application Status Definitions for details about each status.

Application Status Definitions

Below is a list of definitions of Application Status, found on the Portfolio page of GMS (example below):

<input type="checkbox"/>	904 2016 Knowledge Sharing Support Award	Nov 4, 2016 1:24PM	Submitted - NSHRF	Oct 26, 2016 1:09PM	
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Pre-Submission

- **In Draft - Not Submitted:** The user has started the process but has not completed all the required information.
- **In Draft- Missed Deadline:** The user has not submitted their application before the deadline.
- **Withdrawn:** The user has chosen to withdraw their application from the competition.
- **Submitted – ‘Institution’:** The application has been sent to the Institution Administering Funds for approval.
- **Submitted – NSHRF:** The institution has approved the application and it has been submitted to NSHRF. This does not mean the submission is eligible.

Post-Submission

- **Eligible:** The application has been reviewed and deemed eligible.
- **Not Eligible:** The application has been reviewed and deemed not eligible.
- **Withdrawn:** The user has chosen to withdraw their application from the competition.
- **Funded:** The application has a funding offer.
- **Not Funded:** The application has not been funded.
- **Accepted:** The applicant has accepted the funding offer in GMS

Help & Support

- For application support/questions, please contact your institution. A list of institutional contacts can be found here: <https://www.nshrf.ca/scotiascholars#ResourcesandAssistance>
- For questions about the Grants Management System, please contact helpdesk@nshrf.ca or 902-424-0218.
- For questions about Canadian Common CV (CCV), please contact the CCV Helpdesk at support@cihr-irsc.gc.ca or 1-888-603-4178.

Validating Canadian Common CV (CCV) PIN and Submission for NSHRF

NSHRF requires users applying for a *Doctorate Award* to validate and submit a Common CV with their application. The PIN validation links a user's Common CV data to NSHRF's Grants Management System (GMS).

You must have a GMS account to validate your PIN and submit your CCV.

Your PIN is the email address you used to register your GMS account with.

To validate your PIN for NSHRF and submit your CCV, please follow the steps below:

1. Log into your Common CV account: <https://ccv-cvc.ca/>
2. In the top menu section of the Common CV:
 - a. Click **PIN**
 - b. Click **Add** on the right-hand side
(If you previously had a PIN validated for NSHRF, select the *edit* button).



3. Under **Agency**, choose **NSHRF**.
Under **PIN**, enter the email address used with your GMS account.
Click **Validate** when complete.

* Agency ?

* PIN/System Account ?

- You will be prompted with Terms of Use. If you agree to the terms, click **I Agree**.

PIN/System Account Validation Confirmation

2016-05-20 09:40 EST

 **I Agree** **I Disagree**

Note: By clicking on the "I agree" button, you consent to give the specified agency access to the information requested on this page and your registration information (name, day and month of birth, address, and telephone number). This is required by the agency to identify you within its own system. The agency will not have access to any other information and will not use the information you provided for any other purposes than to validate your PIN/System Account.

- The next page will prompt you to enter your **GMS account information (email and password)**. Click **Validate Account**.

PIN/System Account Validation Status

2016-05-20 09:42 EST


Done

NSHRF Account Validation

Enter your NSHRF system account email address and password.

System Account Email:

Password:

 **Validate Account**

- You will receive a confirmation message as shown in the example below. Click **Done** to exit the page.

PIN Validation Status.

2014-01-20 07:33 EST

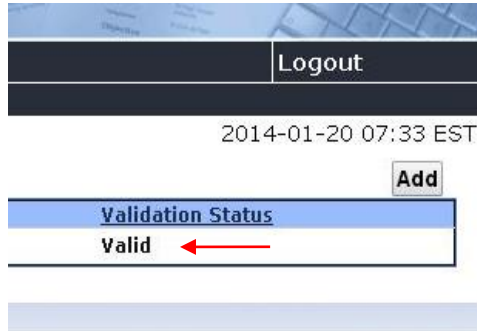
 **Done**

NSHRF Account Validation

Thank You.

The NSHRF system is prepared to accept your CV.

7. The PIN **Validation Status** will now appear as 'Valid' for NSHRF.



8. To validate and submit your CCV to NSHRF:

- a. Click **CV** from the top menu, and click **Funding**
 - i. Select **NSHRF** as the funding source
 - ii. Select **NSHRF CV** as the CV Type.
 - iii. Click **Load** to continue.

The form contains three dropdown menus: '* Funding Source' with 'NSHRF', '* CV Type' with 'NSHRF CV', and 'PIN/System Account Status' with 'Valid'. Each dropdown has a blue question mark icon. To the right are three buttons: 'Load', 'Preview', and 'Submit'. A red arrow points to the 'Load' button.

9. Your Common CV will be displayed and validated to the NSHRF CV type.
 - a. If you are missing any required information for the CV Type, it will be noted with a red 'X' on the left hand side. **You will need to correct any errors before continuing. A green checkmark indicates that the required field has been entered properly.**
 - b. Once all errors and required fields have been satisfied, check **PIN Status** as indicated below in the example. You can only submit your CCV to NSHRF with a **Valid** PIN Status.
 - c. Click **Submit** to continue.

Canadian Common CV
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV History Consent Transfer PIN Account

2014-01-20 07:34 EST

Preview Previous **Submit** ←

Funding Source Nova Scotia Health Research Foundation ?

CV Type NSHRF CV ?

PIN Status Valid ?

Section	Included/Entries	Last Updated
Personal Information		
✓ Identification	1/1	2014-01-20 07:25:48
✓ Language Skills	2/2	2012-06-16 00:00:00
✓ Address	1/1	2014-01-20 07:26:15
✓ Telephone	1/1	2014-01-20 07:27:23
✓ Email	1/1	2014-01-20 07:27:35

10. Please read the **Consent** disclaimer. Click **I Agree** to continue.

Consent

2016-05-20 10:00 EST

→ **I Agree** **I Disagree**


You are about to submit and share your electronic Curriculum Vitae with other institutions. Once such information is successfully forwarded, the designated institution will be responsible for the management and protection of the personal information shared. Please note: for privacy inquiries, you must contact each institution directly. You agree to share your CV and personal information with the institutions you have chosen here. For additional details please see the Privacy Notice Statement.


11. A confirmation page will appear as below:


Funding CV - List of Sections 2014-01-20 07:35 EST





















Your CV has been submitted. The confirmation number is : 201904
You can view the submitted PDF and XML files by clicking on the History page.

[Preview](#) [Previous](#) [Submit](#)

Funding Source: Nova Scotia Health Research Foundation 

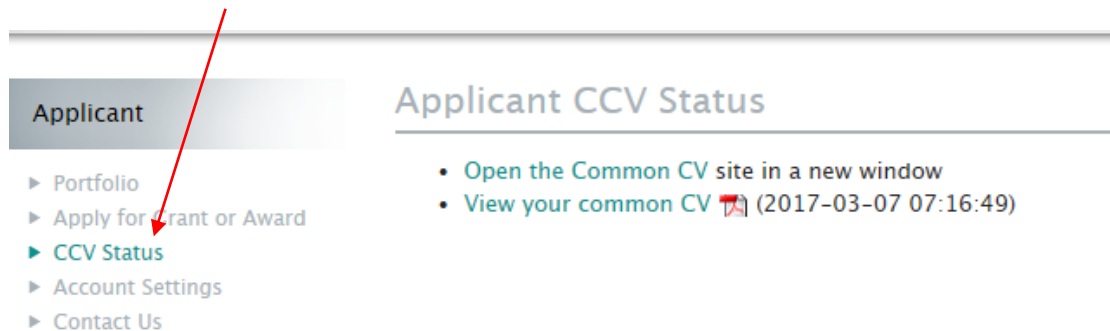
CV Type: NSHRF CV 

PIN Status: Valid 

Section	Included/Entries	Last Updated
Personal Information		
  Identification	1/1	2014-01-20 07:25:48
  Language Skills	2/2	2012-06-16 00:00:00
  Address	1/1	2014-01-20 07:26:15
  Telephone	1/1	2014-01-20 07:27:23
  Email	1/1	2014-01-20 07:27:35
  Website	0/0	No Entry
  User Profile	1/1	2012-06-16 00:00:00
Education		
  Degrees	1/1	2014-01-20 07:22:07
  Credentials	0/0	No Entry
  Recognitions	0/0	No Entry

50 record(s)


12. Login to your GMS account (<https://gms.nshrf.ca>) and view your attached CCV located under 'CCV Status' in the Applicant Menu:



Applicant

- ▶ Portfolio
- ▶ Apply for Grant or Award
- ▶ **CCV Status**
- ▶ Account Settings
- ▶ Contact Us

Applicant CCV Status

- Open the Common CV site in a new window
- View your common CV  (2017-03-07 07:16:49)