RESEARCH ADMINISTRATORS
ONLINE FORMS PACKAGE

Overview

The SSHRC online forms system enables applicants from Canadian postsecondary institutions and non-academic organizations to create grant applications and submit them to SSHRC electronically.

The system also allows master research administrators to browse, comment on, forward and submit grant applications to SSHRC on behalf of applicants; to assign the same privileges to other research administrators at their institution; and to assign access and browsing privileges to research administrator assistants.

Besides increasing efficiency at institutions and at SSHRC, the online forms system also facilitates the sharing of information between applicants and research administrators, and reduces the risk of error involved in manual processes.

Terms of Use

Applicants and research administrators wishing to create and submit applications to SSHRC electronically via the online forms system must agree to comply with the following terms of use:

— Electronic Submission of Applications to SSHRC: Terms of Use

Information for Research Administrators

Newly appointed master research administrators requiring full access privileges within the online forms system must first register by submitting to SSHRC the following form:

— Electronic Submission of Grant Applications: Registration Form for Master Research Administrators

All research administrators and research administrator assistants are advised to read the following instructions before using the online forms system:

— Online Forms: Instructions for Research Administrators

Technical Support

If you encounter problems using the online forms system, contact the SSHRC helpdesk at:

Tel.: 613-995-4273, Monday to Friday from 8:00 a.m. to 5:00 p.m. (Eastern)
Email: webgrant@sshrc-crsh.gc.ca

ELECTRONIC SUBMISSION OF APPLICATIONS TO SSHRC TERMS OF USE

The SSHRC online forms system enables authorized institutional representatives to access, browse, comment on, approve and electronically forward applications to SSHRC while respecting the confidential nature of the information provided. User ID / password-based electronic "signatures" allow the authorized representatives of the institution's research grants office to "sign" and forward the applications and other documents to SSHRC. All information entered in the system is managed and protected in accordance with applicable federal laws and policies, and in accordance with the following terms of use.

Research Administrators

As an authorized research administrator forwarding an application electronically, you confirm that:

— the institution will abide by the roles and responsibilities set out in the Memorandum of Understanding with the three federal granting agencies;
— the applicant has met or will meet the eligibility requirements;
— the institution agrees to comply with SSHRC's data protection requirements and has adequate safeguards in place to protect sensitive information entrusted to it by SSHRC for the purpose of administering applications and awards;
— the institution is willing to administer any grant received according to SSHRC policies;
— the applicant (principal investigator) is affiliated with the institution;
— the applicant has the necessary time and facilities to carry out the research;
— the institution will release funds to the successful candidate once all necessary certification requirements and conditions have been met;
— the institution will notify SSHRC of any change in the grant holder's status during the tenure of the grant;
— the institution has verified that the budgetary estimates are in accordance with the university's rates and policies;
— you will not use or disclose any information that you obtain or view in connection with your permitted access to the SSHRC online forms system for the purposes of your participation in the SSHRC process;
— SSHRC reserves the right, at its sole discretion, to terminate or restrict your access to the SSHRC online forms system at any time, without notice.

Applicants

As an applicant submitting an application to SSHRC through the research administrator (representative of the institution), you confirm that you:

— accept the terms and conditions of the grant as set out in SSHRC's policies, guidelines and the Memorandum of Understanding between SSHRC and Canadian institutions;
— accept the terms and conditions of the grant, if awarded;
— have read and agree to comply with SSHRC's research integrity policy and the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*;
— have not been barred from applying to SSHRC or any other research organization for reasons of breach of standards of ethics or integrity (financial or scholarly misconduct);
— certify that, to the best of your knowledge, the information provided in the application is complete, accurate and consistent with institutional policies (the provision of false or inaccurate information may result in sanctions, including termination of funding and disentitlement from eligibility for future funding);

- accept that, in the case of joint and special initiatives, all information in an application is accessible to representatives of the named partner agency for the purposes of adjudicating candidates and monitoring and evaluating the program;
- understand that competition results will be made available through the university research office shortly after the adjudication committee meetings;
- agree to SSHRC's use of the summary for publicity purposes, if a grant is awarded; and
- understand the federal *Access to Information Act* and *Privacy Act* as they pertain to grant application information (see Regulations Governing Grant Applications).

Co-applicants and collaborators

As a co-applicant or collaborator accepting an invitation to participate on an application, you certify that you:

- also agree to the above; and
- agree that the applicant will administer the grant on behalf of the team.

Social Sciences and Humanities Research Council of Canada   Conseil de recherches en sciences humaines du Canada

Electronic Submission of Grant Applications:
Registration Form for Master Research Administrators

Présentation de demandes électroniques : Formulaire d'inscription
à l'intention de l'administrateur de recherche responsable

Statement	Énoncé
I have read and agree to comply with the Terms of Use for the electronic submission of applications to SSHRC. I also agree to keep my primary email and password confidential and to notify the SSHRC helpdesk immediately at institution@sshrc-crsh.gc.ca of any changes to my position at the institution.	J'ai lu les conditions d'utilisation relatives à la présentation de demandes de subvention électroniques au CRSH et j'accepte de m'y conformer. Je m'engage aussi à garder mon courriel principal et mot de passe confidentiels et à informer immédiatement le service de dépannage du CRSH (institution@sshrc-crsh.gc.ca) de tout changement au statut de mon poste à l'établissement.

I am authorized to access, browse, approve and forward online grant applications to SSHRC and to provide the same privileges to other research administrators at my institution, as needed. I am also authorized to provide access and browse privileges, as needed, to research administrator assistants. / Je suis autorisé à accéder en ligne aux demandes de subventions, à les visionner, à les approuver et à les soumettre au CRSH et à accorder les mêmes privilèges à d'autres administrateurs de recherche de mon établissement, le cas échéant. Je suis également autorisé à accorder les privilèges d'accès aux administrateurs de recherche adjoints, au besoin.

_____   _____
Name (printed) / Nom (en lettres moulées)   Position/Poste

_____   _____
Email address* / Adresse de courrier électronique *   Telephone/Téléphone

_____
Institution/Établissement

_____   _____
Signature   Date

Approval process / Procédé d'approbation: If the institution's vice-president, Research, is also the institution's master research administrator, then his/her administrative superior must approve the registration form. / Dans le cas où le vice-président à la recherche est aussi l'administrateur de recherche responsable de l'établissement, son supérieur administratif doit approuver le formulaire d'inscription.

Approved by / Approuvé par

_____   _____
Vice-president, Research (printed) / Vice-président   Email address* / Adresse de courriel*
à la recherche (en lettres moulées)

_____   _____
Signature   Date

* This email address should be the same as that used for other institutional online transactions with SSHRC. / *L'adresse de courriel doit être la même que celle utilisée pour les transactions en ligne avec le CRSH au nom de l'établissement.

(SSHRC-CRSH 2011)

ONLINE FORMS:
INSTRUCTIONS FOR RESEARCH ADMINISTRATORS

Introduction

The Research Administrator portfolio within SSHRC's online forms system is a secure electronic workspace for research administrators at eligible Canadian institutions. It allows these individuals to:

— review grant applications;

— return applications to applicants; and

— approve applications and forward them to SSHRC.

Roles and Privileges

The Research Administrator portfolio provides the following three roles:

Role	Access Privileges
Master Research Administrator **Note**: This is the only role that will be pre-assigned by SSHRC.	— browse applications, comment on applications, and return applications to applicants — approve and forward applications to SSHRC — delete or assign Research Administrator and Research Administrator Assistant roles to other individuals
Research Administrator	— browse applications, comment on applications, and return applications to applicants — approve and forward applications to SSHRC
Research Administrator Assistant	— browse applications, comment on applications, and return applications to applicants

Note: Research administrators will be able to perform these actions and communicate with applicants only once the applicants have submitted their applications to the institution.

Registration Process

In order to access grant applications in the online forms system, you must do the following:

1. If you do not already have a SSHRC account, please register as a new user.
2. Complete, sign and email to SSHRC a scanned copy of the Electronic Submission of Grant Applications: Registration Form for Master Research Administrators. **Note:** There is no need to mail or fax the original signed form.

SSHRC will grant you the role of master research administrator once your registration form has been received.

Note: The Registration Form for Master Research Administrators also requires the approval and signature of your institution's vice-president, research. If the vice-president, research, is also the master research administrator at the institution, his or her administrative superior must approve the registration form.

Accessing the Online Forms System

1. Log in to the online forms system using your email address and password. **Note:** When you log in for the first time as a research administrator, the *Electronic Submission of Applications to SSHRC: Terms of Use* will appear in a pop-up window. After reading the Terms of Use, click **I Agree**.
2. On the Role Selection page, select "Research Administrator (master)" from the Available Roles dropdown list. Then click either the arrow to the right of the dropdown box or **Portfolio** in the top navigation bar. The Research Administrator portfolio page will appear.

How to View an Application

On the Research Administrator *portfolio* page, applications are listed alphabetically by surname. In the Form Status Summary section, you will see the application status. There are six possible status labels, as follows:

In Progress: application is created (or it is being updated by the applicant on the basis of your comments), but you, the research administrator, will not be able to view it at this stage.

Verified: application is complete and validated by the applicant.

Submitted: application is submitted to the research administrator by the applicant. The research administrator can view the application and the CVs, return it to the applicant with comments or forward it to SSHRC.

Returned: application requires changes and is returned to the applicant by the research administrator with comments. The applicant receives a system-generated email and accesses the Message Center on his/her My Portfolio page to retrieve the comments. The research administrator can no longer view the application.

The cycle above repeats itself as long as you make further comments on the application and return it to the applicant. This process is a one-way functionality; research administrators and applicants cannot engage in a dialogue via the "Return" function.

Forwarded: application is approved and forwarded to SSHRC by the research administrator. The research administrator can view the application and CVs.

Received: application has been received by SSHRC and is ready for processing.

To view an application:

1. Select a funding opportunity from the Form dropdown list. The page will refresh to display applications for that funding opportunity only.
2. Click the title of the application you wish to view. The View Application page will appear.
3. On the View Application page, under Applicant, click the application title in order to view a PDF version of the application, including all electronic attachments. Under Participants and Partners, you may click the name of a participant (co-applicant or collaborator) or partner to view PDF versions of all their forms and attachments.

How to Return Applications with Comments to Applicants

Research administrators and research administrator assistants can browse applications and communicate with applicants about required changes, missing information or missing documents.

Below are the steps to follow if the application you are reviewing requires changes or additional information before you can approve it and forward it to SSHRC on behalf of the applicant:

1. If you are still on the View Application page, click **Portfolio** in the top navigation bar to return to the Research Administrator portfolio page.
2. On the Research Administrator portfolio page, in the Return to Applicant column to right of the application in question, click **Return**. A window will appear that allows you to enter the comments you want to convey to the applicant.
3. Type your comments to the applicant. If your message is urgent, click the **Mark as Urgent** checkbox.
4. Click **Return** at the bottom right of the comment window to send your comments to the applicant. The comment window will close. In the Status column on your Research Administrator portfolio page, the application's status will have changed from "*Submitted*" to "*Returned*". **Note:** Once you have submitted your comments to the applicant, the Return button for that application will disappear from the Research Administrator portfolio page.

The changes made by an applicant to his/her application as a follow-up to your comments will trigger changes to the application's status that both you and the applicant will be able to see. See the types of status above in How to View an Application.

Submit and Forward Buttons

Submit button

The act of "submitting" an application to the research administrator constitutes the applicant's electronic signature, and replaces his/her handwritten signature. It also certifies that the information provided is accurate and complete; that the applicant has read and understood the references to the *Access to Information Act* and the *Privacy Act*, and that he/she consents to the uses and disclosures described therein. It also certifies that the applicant accepts the terms and conditions of the grant as outlined in the corresponding funding opportunity description.

Forward button

All applications must be approved and forwarded to SSHRC by the master research administrator or the research administrator. The act of "forwarding" an application to SSHRC constitutes the institution's electronic approval/signature, and replaces the research administrator's handwritten signature. It also confirms that the research administrators have read and agreed to the Terms of Use in forwarding applications to SSHRC. (To see the Terms of Use, select "Electronic Submission of Applications to SSHRC" on your Research Administrator portfolio page).

Co-Applicant's Report

The co-applicant's report, available to all research administrators on their Portfolio page, includes all co-applicants whose primary affiliation is different from the organization that will administer the grant funds. The report results are cumulative and include only applications that have been submitted to the research administrator and forwarded to SSHRC by the administering organization. The report includes the following information:

— co-applicant name;

— primary affiliation of co-applicant;

— application title;

— administering organization of applicant; and

— applicant name.

How to Assign or Delete a Role

This task can be carried out only by the master research administrator. Before you begin, ensure that the individual to whom you intend to assign a role is registered with the online forms system.

Assigning a role

1. On the Research Administrator (*My Portfolio)* page, click **Assign a Role** in the top menu. The *Role Assignment Authority* page will appear.
2. Click **Add user**. The "*Add user"* popup window will appear.
3. Enter the new administrator's email address in the *Primary Email* field. **Note:** This email address must be the same as that used by the individual to register with the online forms system.
4. Select one of the following roles from the dropdown list:
   — Research Administrator
   — Research Administrator (assistant)
5. Click **Save**.
6. Repeat steps 3 to 5 to add other authorized research administrators from your office.
7. Click **Close** to exit the *"Add user"* window.

Deleting a role

1. From the Research Administrator (*My Portfolio)* page, click **Assign a Role** in the top menu. The *Role Assignment Authority* page will appear.
2. On the *Role Assignment Authority* page, select the name of the research administrator you want to remove from the list.
3. Click **Clear entry**. A confirmation message will appear.
4. Click **OK** to remove the individual from the list. The screen will refresh and the individual's name will no longer appear on the list.

Change of Master Research Administrator

The SSHRC helpdesk must be informed by the institution, at the email address below, as soon as the master research administrator is replaced or leaves the institution. The helpdesk will immediately remove the role of master research administrator from the individual's online forms system account.

Protection and Disclosure of Personal Information

SSHRC is subject to federal information laws and policies that govern the ways in which sensitive data may be managed, used and disclosed. In particular, the *Access to Information Act* and *Privacy Act* protect virtually all information about identifiable individuals. Because research institutions are directly involved in the administration of applications and awards, officials and employees of these institutions are entrusted with information that would not be disclosed to the public. This information must be managed by the institution in a secure manner. In general, this means that it must be maintained in a secure environment, disclosed to employees on a strict "need-to-know" basis, and used only for the purposes SSHRC intended. Institutional employees to whom such sensitive information is disclosed must be made aware of these requirements.

Because institutions are already subject to provincial freedom of information and privacy laws, and to local confidentiality policies, SSHRC does not expect that this will create any new or undue administrative burden.

> Learn more about SSHRC's provisions for the protection and disclosure of personal information

Contact Information

For help with the online forms system, please contact the SSHRC helpdesk at:

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Email: webgrant@sshrc-crsh.gc.ca