

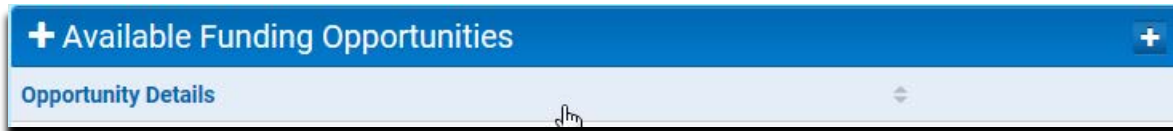
Implementation Research 2020 - Tipsheet

Go to: <https://pccgrants.smartsimple.ca>

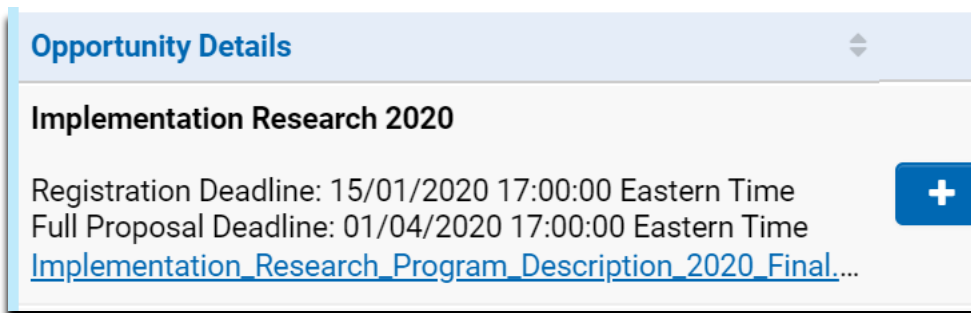
Q: What are the word limits in the application sections?

A: Research Proposal – 3,000 words, Case for Support – 250 words, Scientific Abstract – 250 words, Special Focus – 400 words.

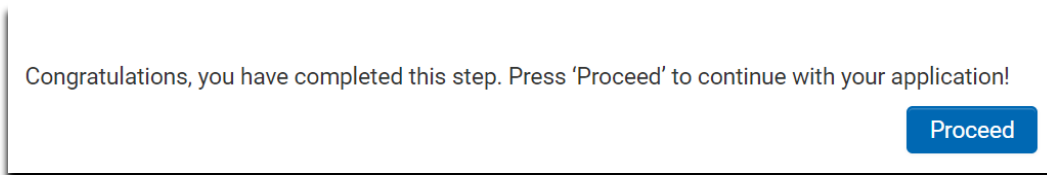
Our competitions and your applications



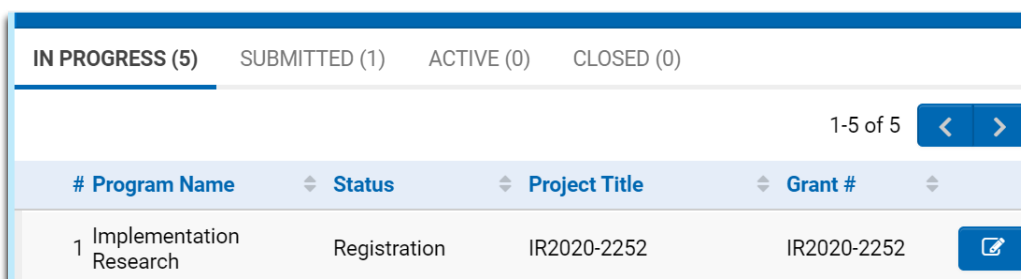
From your home page, on the left side of the screen you will see a list of competitions. This is where you will create an application.



Click on the blue **+** button and answer the eligibility questions in order to create your application.



On the right side, you will find lists of your applications; “**In Progress**”, “Submitted” and “Active”



#	Program Name	Status	Project Title	Grant #	
1	Implementation Research	Registration	IR2020-2252	IR2020-2252	

To work on your application, click on the blue button to the right of the application.

Support Documentation

IR2020-2252

Implementation Research Implementation Research 2020

Registration Deadline: January 15, 2020 at 17:00:00 Eastern Time

Full Application Deadline: April 01, 2020 at 17:00:00 Eastern Time

Call Description:

[Implementation_Research_Program_Description_2020_Final.pdf](#)

Tip Sheet:

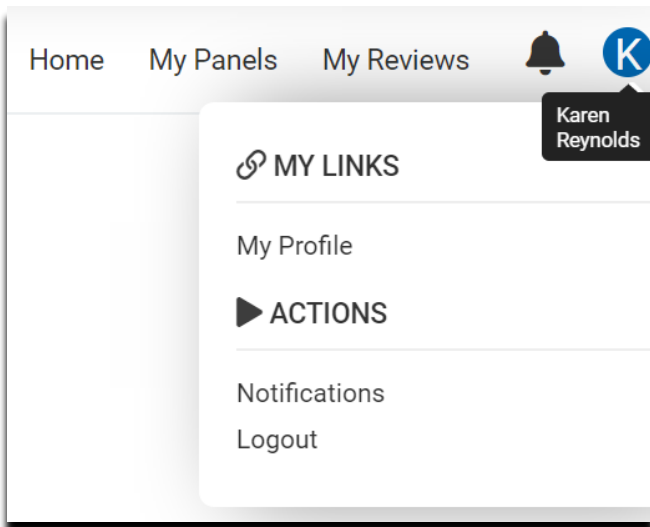
[Implementation_Research_2020_Tipsheet.pdf](#)

[Contact Us](#)

 Export to PDF

See the linked documents and our contact information to help you through the process.

My Profile - Look in the upper right corner of the screen and highlight your initial:



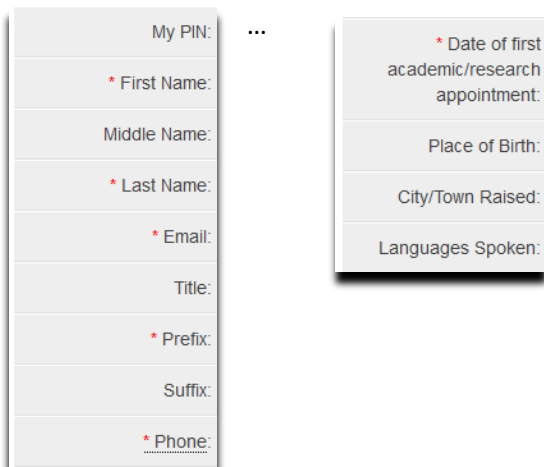
Click on **“My Profile”**, in the drop-down, you will find information about yourself.

The first item is your PIN (copy and paste to share with colleagues who require this; include all of the Xs at the end).

A screenshot of a profile form. At the top, it displays 'My PIN: BC03 28S6 F100 3BDX XXXX X'. Below this are two input fields: '* First Name: Karen' and 'Middle Name: J'. A mouse cursor is visible over the 'First Name' field.

NOTE: You will need to collect the **PIN** from each investigator (Co-Principal Investigator, Co-Investigator) you want to add to your application.

An asterisk * means this field is required information, update and save your profile:

A screenshot of a profile form with two columns of fields. The left column contains: 'My PIN:', '* First Name:', 'Middle Name:', '* Last Name:', '* Email:', 'Title:', '* Prefix:', 'Suffix:', and '* Phone:'. The right column contains: '* Date of first academic/research appointment:', 'Place of Birth:', 'City/Town Raised:', and 'Languages Spoken:'. Ellipses '...' are shown between the two columns.

Registration

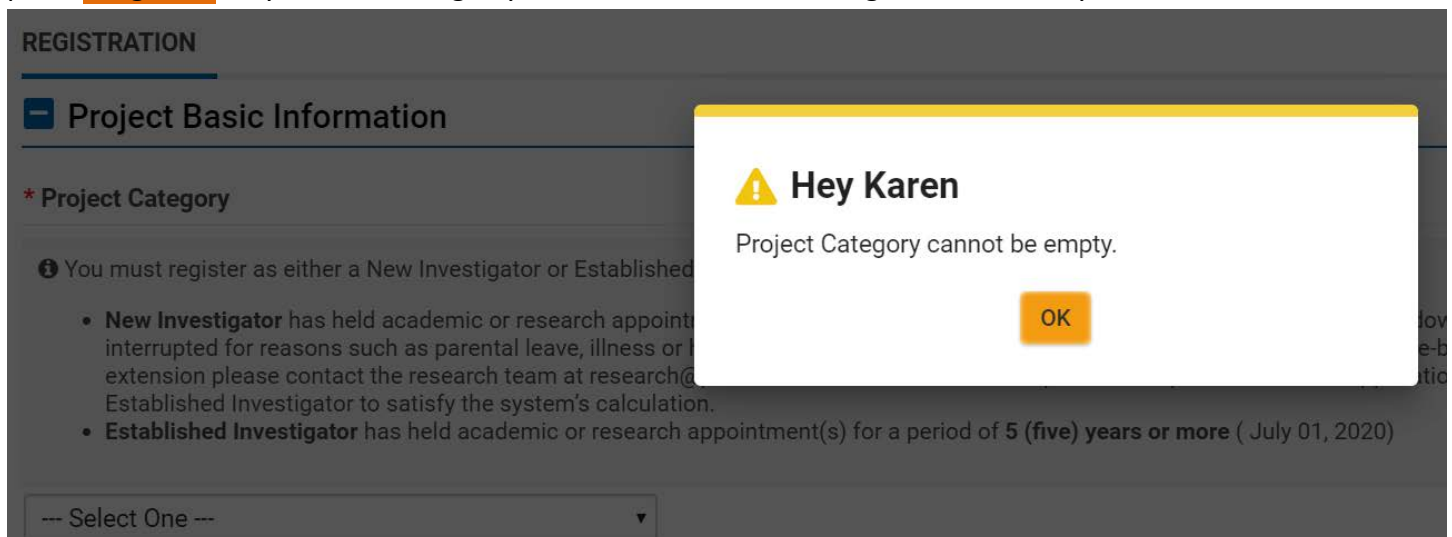
Fields required:

- Select “New Investigator” or “Established Investigator”
- Project Title
- Keywords
- Principal Investigator (PI) profile
- Update Profile to include: Date of first faculty/research appointment
- Co-Principal Investigator (maximum 1) and Co-Investigator names
- Dean of Faculty/Head of Division information
- Financial Officer information
- Recommended Reviewers with whom you are not in conflict (3 minimum required)
- Reviewers to Exclude (optional)



“Save Draft” – press to save your additions and changes.

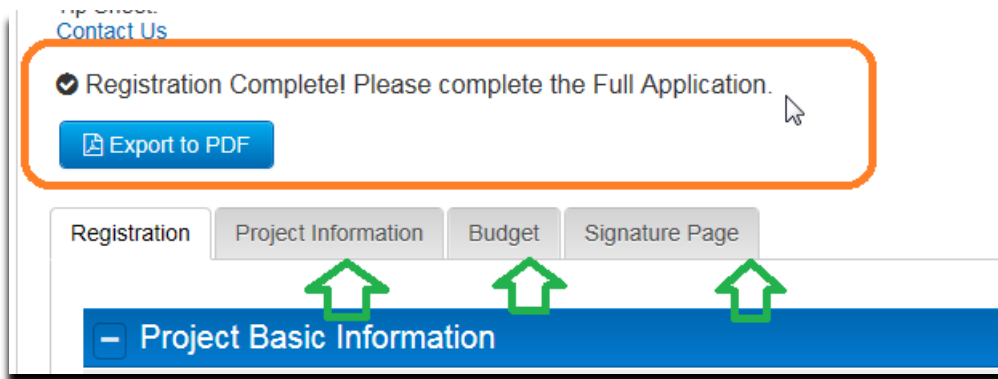
Once you’ve completed the required details on **Registration** page (you do not have to attach any CVs yet); press **“Register”**. If you are missing any information, error messages will show any deficiencies.



You must complete the information in the required fields on the Registration page by the Registration deadline. No attachments are required to complete the Registration phase (CVs are attached prior to submitting the Full Application).

You can tell that Registration has been completed successfully when:

- there are no error messages and you receive the following message on your application:



- AND - Now you can see additional tabs on the application; these are the required fields to complete the **Full Application**.

Full Application

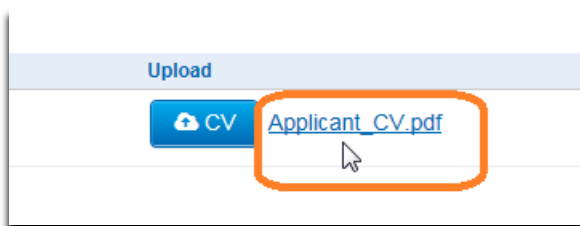
Once Registration is complete, you will have access to the rest of the application form; **Project Information**, **Budget** and **Signature Page** tabs.

Fields required:

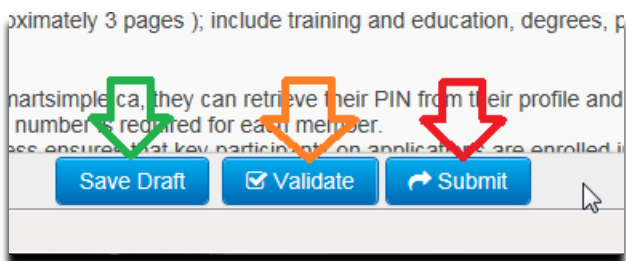
- Upload CVs for PI, Co-PI and Co-Investigators (upload in pdf format)
- List Collaborator information
- Upload Letters of Collaboration as appropriate (upload in pdf format)
- Case for Support (250 words)
- Scientific Abstract (250 words)
- Research Proposal (3000 words)
- Special Focus Question (400 words)
- References (optional upload in pdf format)
- Tables/Figures (optional upload in pdf format)
- Certificates Required
- Current and Pending Funding
- Abstracts for Current & Pending Funding (upload in pdf format)
- Reprints/Preprints/Abstracts (optional upload in pdf format)
- Proposed Budget
- Budget Justification Documents (optional upload in pdf format)
- Signature page (upload signed document in pdf format)

You can also use the **Export to PDF** button to create a copy of your application at any time during the process.

NOTE: While you have completed the **Registration** page, you will need to return to it to attach CVs etc.

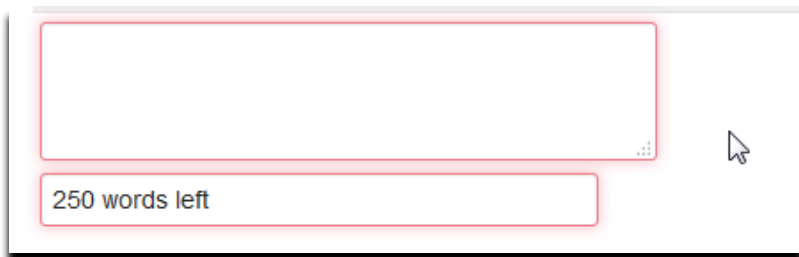
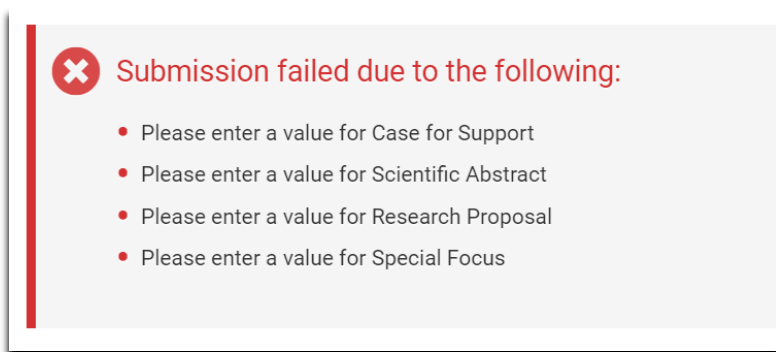


Can't see the files you've just uploaded? Press "Save Draft" and the files will show up.



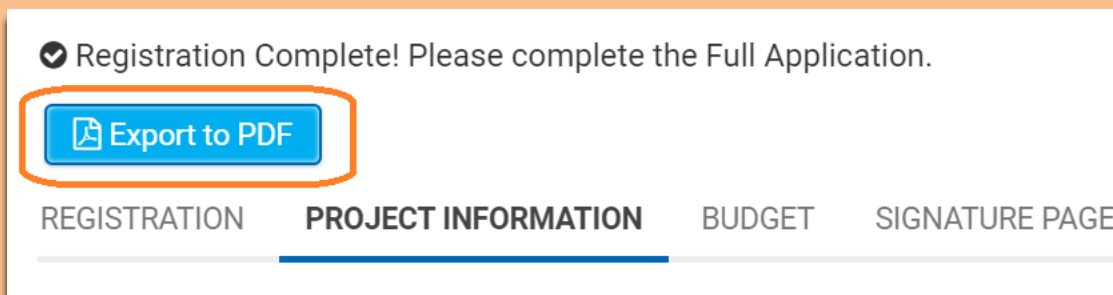
"Save Draft" – press to save your additions and changes as you work through your application.

"Validate" – when pressed, the system will review your application and provide a list of required items that must be completed before your application can be submitted. NOTE: Error messages may not show all deficiencies at once.



Deficiencies will also be highlighted in red. Additional deficiencies will be listed as you continue to validate.

TIP: Review the PDF of your application. This is what the reviewers will see. While we have inserted some pages for groups of documents that you have uploaded, ensure that the reviewers will be able to easily identify each attachment as they review your application; you may want to add a title to the top of each page.



“Submit” – press only when your application is complete and when all required attachments have been provided. **This action is final – you will not be able to revise your application once it has been submitted.**
This action must be completed before the stated **Full Application** deadline.