

Telfer School of Management Research Grants (SMRG)

Online Portal User Guide

This guide has been created for the use of the online portal of the Telfer School of Management Research Grants (SMRG). All Telfer research funding applications will be managed in the portal. In order to take advantage of the internal opportunities, all eligible faculty members need to register and create an account.

Step 1: Registration and login

1. Open the online portal in your browser: <https://securetelfer.uottawa.ca/research-grants/en/grants>
2. Click "Register" on the top right of the page

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Log in Register

Home



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3. Complete all fields and click "Register"
4. Check your inbox for an activation e-mail:

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CONNECTS YOU TO WHAT MATTERS


You have successfully registered for the Telfer School of Management Research Grants (SMRG) website. To complete your registration, please click on the following link:

<http://securetelfer.uottawa.ca/research-grants/users/activate/28/7492e35f36d75b87f99a70c3e2d05d86238d5427>



5. Click the link in your email to complete the registration
6. You will be directed to the online portal with a confirmation message:


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You account has been successfully activated.  x

7. You have now successfully created your account.
8. To login at another time, repeat step one, select "Log in" and insert the e-mail and password you used to create an account.

Step 2: Navigation of the portal

The "Home" button brings you to the homepage with links to SMRG grant opportunities, procedures and eligibility, application deadlines and possible actions.



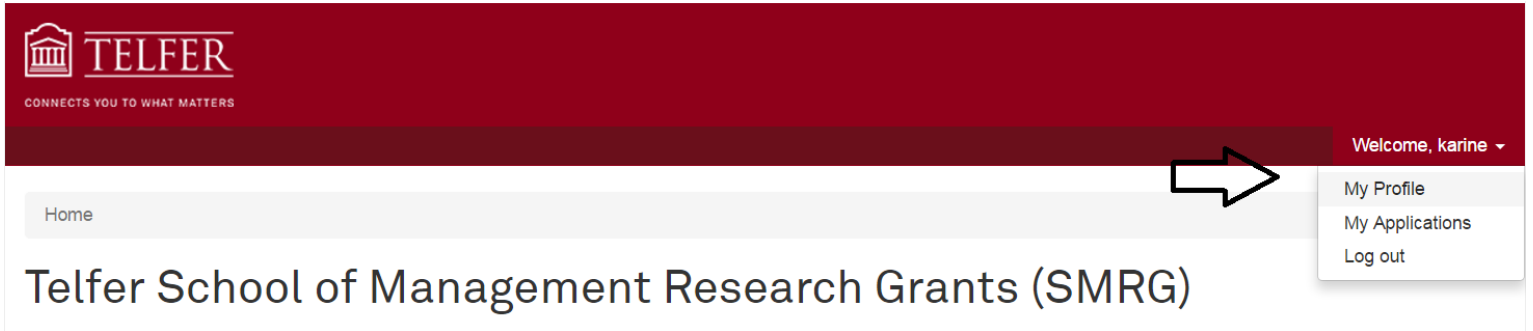
Welcome, karine ▾

Home 

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Title ▲	Maximum	Deadlines	Actions
Back on Track Grant	\$12,000	December 1, 2016 April 15, 2017	Details and application
Research Event Grant	\$3,000	June 15, 2016 August 15, 2016 December 15, 2016 March 15, 2017	Details and application
Research Grant	\$12,000	December 1, 2016 April 15, 2017	Details and application
Student Research Grant	\$6,000	June 15, 2016 September 30, 2016 January 31, 2017	Details and application
Travel Support Grant	\$3,500	April 30, 2017	Details and application

The drop-down menu options appearing when clicking the arrow besides the "Welcome" at the top right of the home page allow you to manage your account and check your application status.

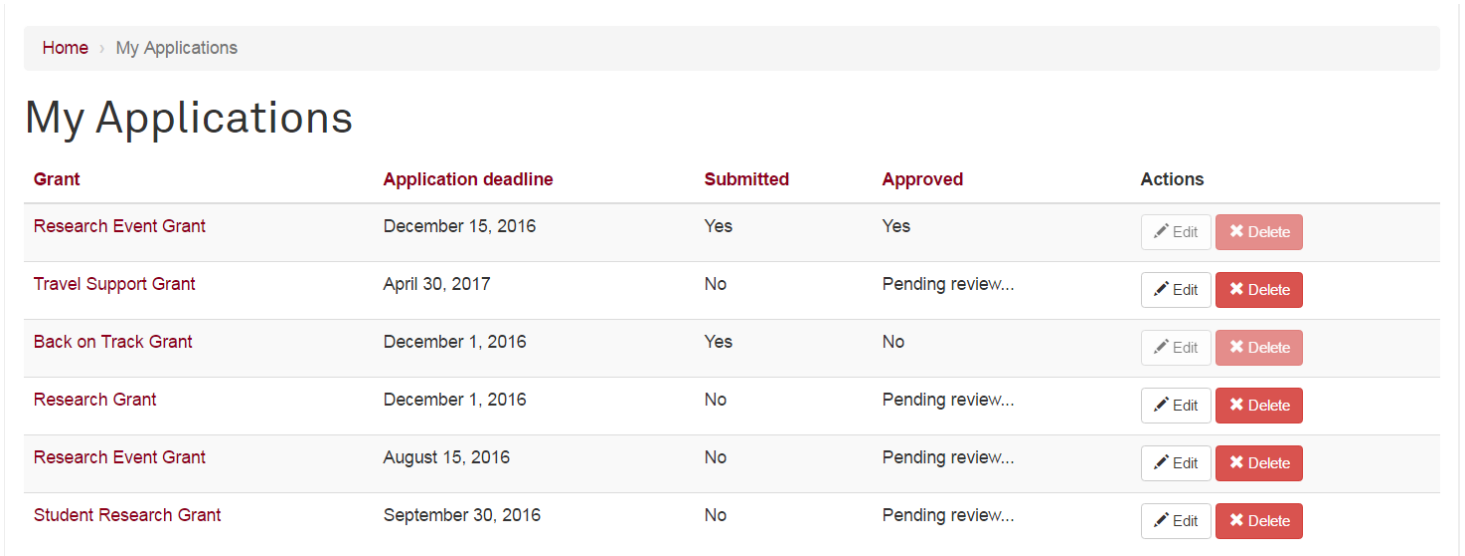


Home

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"My Profile": account management.

"My Applications": management of the applications, including status of current application(s), and applications' history; it is also possible to start editing non-submitted application(s) here.



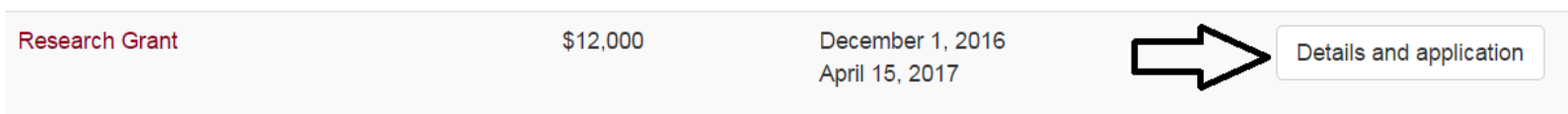
Home > My Applications

My Applications

Grant	Application deadline	Submitted	Approved	Actions
Research Event Grant	December 15, 2016	Yes	Yes	Edit Delete
Travel Support Grant	April 30, 2017	No	Pending review...	Edit Delete
Back on Track Grant	December 1, 2016	Yes	No	Edit Delete
Research Grant	December 1, 2016	No	Pending review...	Edit Delete
Research Event Grant	August 15, 2016	No	Pending review...	Edit Delete
Student Research Grant	September 30, 2016	No	Pending review...	Edit Delete

Step 3: Applying for a grant

1. Log in to your account
2. Once on the Homepage, select SMRG grant opportunity by clicking on "Details and application" button beside the opportunity.



Research Grant \$12,000 December 1, 2016
April 15, 2017 [Details and application](#)

3. Read the grant procedures and guidelines. Click "Apply for this grant"
4. Confirm eligibility by checking the confirmation box.
5. The Grant application form is generated. All of the information written is saved automatically.

6. In order to complete the sections, please navigate through the right-hand side menu or using the arrows at the end of each section page. **DO NOT USE THE BACK BUTTON OF YOUR BROWSER** as some information may be lost if you do.

[◀ Previous](#)

[🏠 Save progress](#)

[Next ▶](#)

7. Once all sections are completed, you have an opportunity to review your application before submitting.

<input checked="" type="checkbox"/> Eligibility
<input checked="" type="checkbox"/> Your information
<input type="checkbox"/> Lay abstract
<input checked="" type="checkbox"/> Quality and importance of the proposed research idea
<input type="checkbox"/> Approach
<input type="checkbox"/> Budget and budget justification
<input type="checkbox"/> Deliverables
<input type="checkbox"/> References
<input type="checkbox"/> Review your application

8. After reviewing the application, it can be either edited or submitted to the competition.

[◀ Edit your application](#)

[Submit your application ▶](#)

This is the final step. Once you click the "Submit your application" button, it can no longer be modified.

9. Submitted application will be automatically considered for the next deadline.