



**2011 eGMS Trainee Application Form
User Guide**

**eGMS
User Guide
for Trainees**

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2011 eGMS Trainee 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.

*** IMPORTANT* BOTH THE SUPERVISOR(S) AND DEPARTMENT HEAD MUST ELECTRONICALLY APPROVE THE APPLICATION BEFORE AN APPLICATION CAN BE SUBMITTED.**

ONCE A SUPERVISOR HAS PROVIDED CONSENT TO AN APPLICATION, THE DEPARTMENT HEAD WILL RECEIVE AN EMAIL NOTIFICATION THAT AN APPLICATION IS AWAITING THEIR CONSENT. SUPERVISORS DO NOT RECEIVE EMAIL NOTIFICATIONS.

The Full Application submission process occurs in the following steps:

1. Create eGMS Account. Advise both your Supervisor and Department Head of need for them to create eGMS Accounts, as their eGMS Account Emails are requested as part of your Trainee Application form. It is through this eGMS account that these individuals access the eGMS system to indicate consent for your application.
2. Advise your Supervisor that after creating an eGMS system account he/she will need to submit a Common CV to the MHRC prior to providing consent for an application (similar procedure as for an applicant; see page 9).
3. Confirm that both your Supervisor and Department Head have provided consent for your application.
4. Submit the Full Application along with an updated MHRC CCV.

At the time the application is submitted to the MHRC, the application, as read-only PDF, is available for the Host Institution to view for information purposes.

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)	Full Application - #09SEP-250	2009-Sep-01 00:00	In progress	2008-Dec-05	

Manitoba Health Research Council

The portfolio page is your main screen on the MHRC EGMS. This screen provides information on application activity and status, and allows applicants, Supervisors and Department Heads to Print/Preview applications. 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

Submitted

The status changes to "Submitted" when:

- Full Application is approved by the Supervisor and Department Head and submitted by the Applicant to the MHRC through the eGMS 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 attachment page of the web form.
- 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**
- **SUPERVISOR/CO-SUPERVISOR**

If you, or your Supervisor, 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.cvc-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.

NOTE: 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).

The screenshot shows the 'Home - My CV' page with a green header. The main content area is divided into several sections:

- System information:** Contains text about common elements and a link to 'The common CV project'.
- Access my CV:** Includes a 'Transfer CV data' button and a table of CV sections with their last update dates.
- Functionalities:** A sidebar menu with links like 'Confirm my agency PINs', 'Preview / Print my CV', 'Validate my CV', and 'Finalize and submit my CV' (circled in red).
- My file:** Contains links for 'My logon information', 'My CV activity log', 'My consent', and 'Synopsis/Youth Connection'.
- Help:** Contains links for 'Getting started', 'User guide', 'FAQ', and 'Effective use of the CV'.

by section (Full CV)	Last update
Identification	23-10-2008 15:36 PM
Contact information	23-10-2008 15:13 PM
Language skills	18-09-2008 11:51 AM
Academic background	27-05-2008 10:04 AM
Distinctions/Awards/Credentials	24-10-2008 10:37 AM
Work experience	18-09-2008 11:54 AM
Expertise	
Funding	12-11-2008 20:37 PM
Supervisory experience	
Contributions - summary	01-10-2008 14:03 PM
Contributions - details	24-10-2008 11:29 AM

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

The 'Submit my CV' page has a green header and contains the following text:

During the finalize/submit process, the following actions will take place:

1. If the agency to whom you are applying requires validation before being finalized, your CV will be checked for completeness. If there are any errors or omissions you will be alerted and asked to correct them.
2. An Adobe Acrobat Reader (PDF) file of this version of your CV will be generated. You are encouraged to save it on your hard drive as your record of the CV you are finalizing/submitting to this agency. Your CV activity log will be updated.
3. If the agency you have selected electronically transmits the data, you will be asked to give your consent to this, **before** it is electronically sent to the agency.

You may customize the information submitted on your CV if you do not wish to submit your entire CV.

Select "Integral CV" to submit all your CV information or select "Customized CV" to choose the information to submit.

Integral CV
 Customized CV

Select an agency:

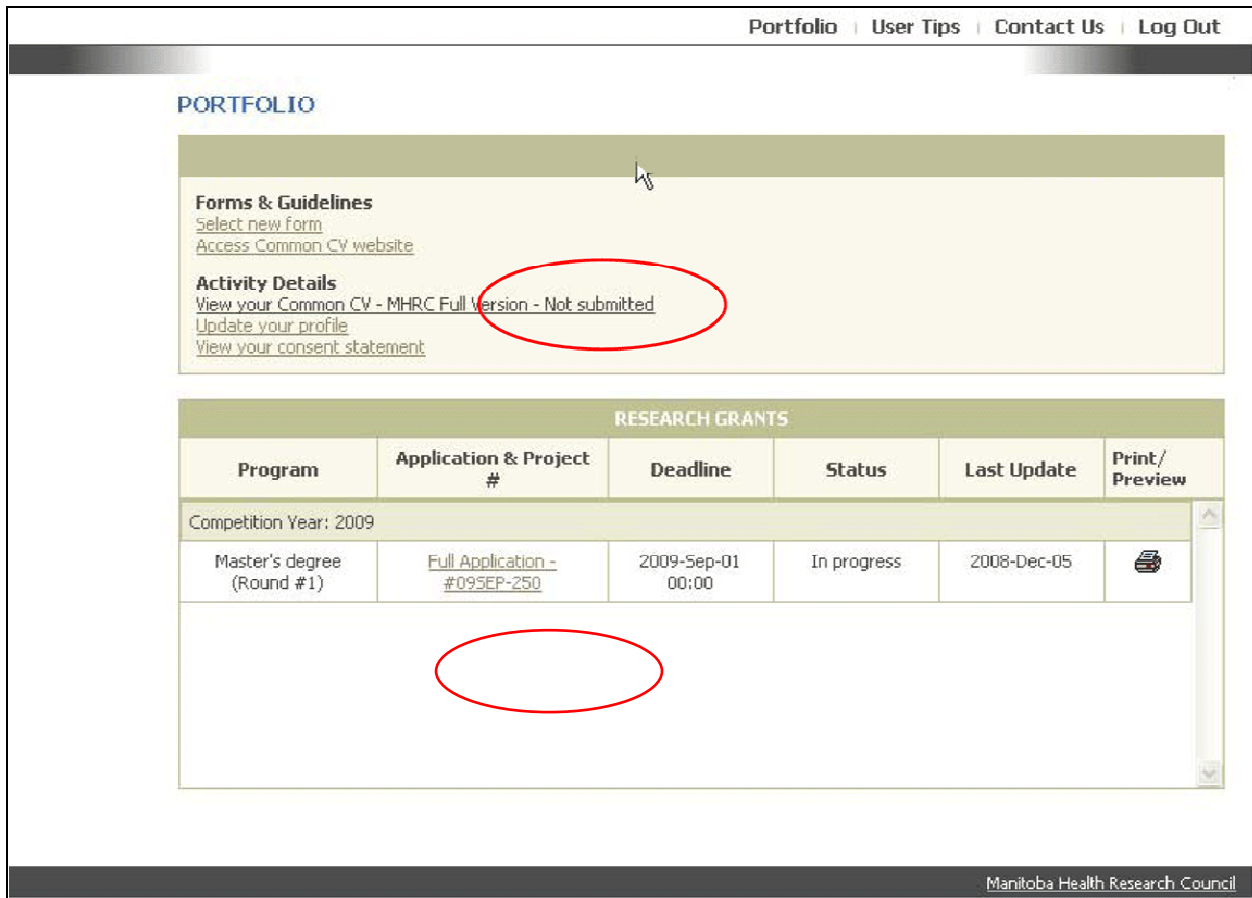
At the bottom, there are two buttons: 'Submit...' and 'Cancel submission'.

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 Supervisor’s) portfolio page on the MHRC Electronic Grants Management System.



The supervisor 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 Supervisors’) are attached to the application by the eGMS.