

Welcome to the new on-line Research Management System for the OMAFRA-U of G Research Program

- ✓ Getting started
- ✓ Creating your profile
- ✓ Submitting your LOI application
- ✓ Contact information if you need help

Welcome to our new Research Management System (RMS)

This is an on-line application and reporting system that will simplify and streamline the research granting process for the OMAFRA-U of G Research Program.

You will be able to create your own profile in this system that will be easy to update with project results, outreach activities, and publications for this current call as well as for subsequent calls and OMAFRA competitive programs.

Follow these instructions to start using the RMS.

How to Register

In order to create a profile, you must register to obtain a **User Name** and **Password**. Complete the fields on the [registration page](#) and hit the 'Submit' button *(note: if you have previously registered for the OMAFRA Food Safety or New Directions programs, you can skip this step).*

The system will send you an email containing a temporary password and the link to the login page on the Research Management System.

How to Create a Profile

Go to the [login page for RMS](#) using the link provided in the email that you received following registration.

Enter the following information:

Username:	the email address that you provided for registration
Password:	the temporary one supplied in the registration email

** The system will prompt you to change your password, please complete this step.*

The Researcher RMS Workbench

Learn about the Open Calls

University of SmartSimple (Test) RMS Workbench
Welcome: Bronwynne Wilton

[Home](#) [Profile](#) [Français](#) [Logout](#)

Welcome to the RMS Workbench

The Research Management System (RMS) Workbench allows you ready access to information relating to your proposals for both University of Guelph and OMAFRA's research programs. You have the ability to manage your personal profile, to create new applications to open calls, to track applications from submission through to award decision and to manage your awards through report submission. You can access information using the icons on this page. If you have any questions as you navigate the RMS Workbench, please contact the U of G Research admin at resadmin@uoguelph.ca or OMAFRA RMS help at RMS@ontario.ca

Awards
0

Manage Profile
Click here to manage your profile.

Change Password
Click here to change your password.

Open Calls

OMAFRA - University of Guelph Research Program
Deadline: 21/11/2011 12:00
Duration: up to 3 years

[Details](#)

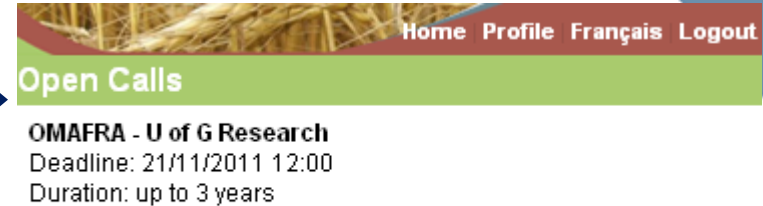
Current Applications		Awards				
Submission #	Project Title	Grant Type	Status	Created Date	Role	View / Edit

Create your profile

Change your password

How to Apply to an Open Call

You will see the **Open Calls** in the top right hand side of the screen.



[Details](#)



Click on the **Details** button to learn more about the **program, themes, and priorities**

Click on the **Apply** button to open the application form.

Note: you will want to create your **profile** before completing the application form.

Create your profile

Now that you plan to apply to the program, you will want to create your profile. This will make the application process much easier by auto-populating certain fields.

Ontario
MINISTRY OF AGRICULTURE
FOOD & RURAL AFFAIRS

RMS Workbench
Welcome: Bro Wilton

Home | Profile | Français | Logout

Edit Contact - Bronwynne Wilton

View | Settings

*First Name:	<input type="text" value="Bronwynne"/>	Organisation:	<input type="text"/> Lookup... ↕
*Last Name:	<input type="text" value="Wilton"/>	* Address:	<input type="text" value="1 Stone Rd."/>
* Job Title:	<input type="text" value="Researcher"/>	Address 2:	<input type="text"/>
* Prefix / Suffix:	<input type="text" value="Dr."/> / <input type="text"/>	* City:	<input type="text" value="Guelph"/>
Phone:	<input type="text" value="519-826-4120"/> Ext. <input type="text"/>	Province:	<input type="text" value="Ontario"/>
* Email:	<input type="text" value="bwresearcher@uoguelph.ca"/>	* Country:	<input type="text" value="Canada"/> ▾
		Postal Code:	<input type="text"/> Validate

Last Updated: 14 October 2011 Updated By: Bronwynne Wilton

Additional Information

General Information | Photo | Research Summary

Researcher Webpage:

Fax Number:

Secondary Email:

* Department:

If equivalent, please explain

To fill in your profile, click on the **Manage Profile** icon on the RMS Workbench.

Click on Edit in the View Contact section and fill in the fields.

Please note that required fields are marked with a **red ***.

Be sure to **SAVE** your information before leaving the page.

Adding Team Members

Research Team Members

Team Members

Team Members join the lead applicant in the investigative work of the research project. This includes faculty, technicians, post doctoral fellows, graduate students, research associates etc.

Add Team Members:

Add

The lead applicant will be able to add **Project Team Members** to the application. If required, a **budget page** for additional team members can also be created.

* Will this team member be listed separately on the budget (either because they require a separate funding account, funds transferred to their institution, or to indicate partner funding secured)?

--Select One--
--Select One--
No
Yes

Add Team Member

Adding your CV to the application

You will need to upload your CV to the RMS to complete your profile and application.

Lead Applicant CV. Click to upload a PDF version of your CV which will be appended to the proposal.

Lookup...

Use the Lookup button to search your files for a PDF version of your CV (NSERC 100 or SSHRC equivalent).

Working on your application: SAVE DRAFT often!



You can use the **Save Draft** button to save your work as you go, even if the mandatory fields are not all completed.

You should click this button **frequently** while you are preparing your application to avoid losing any work.

Filling out the Budget in RMS

You will be able to add **funding partners** and fill in your budget completely on-line within the RMS.

You will find the budget template about two thirds of the way through the application form.

Before opening the Budget, make sure you add any **Funding Partners** and **Project Team Members** who will require a separate budget page.

Project Funding

Funding Partners

This Program defines "Funding Partner" as people or organizations support or a combination of both.

Add Funding Partners

Use this button to record the names of your Funding Partners. Once page. On the budget page, you can indicate whether your funding pa

Add

Budget

Click on the open button and complete the budget page. The requ: page.

Note: Be sure to add Funding Partners, Co-Applicants and any Team

Open

Funding Requested from the Program

Total Leverage Funds Cash

Total Leverage Funds In-kind

Filling out the Budget in RMS

Use the **Researcher 1** sheet to fill in your budget. (Additional researchers will have their own sheets if required.)

These sheets will auto-populate the **Summary** sheet.

UofG Research Program Budget						
Project Title:		Project PI and Researcher: Natalie RPD Test				
Summary Researcher 1						
Budget for Natalie RPD Test						
Partner Contributions -- List Cash Contributions from each Partner, as confirmed or anticipated (requested) for this project						
Funding Partners		Grant Status				
(Specify agency, organization, etc.)	Status	Start Year	End Year	Trust Fund #	Year 1	Year 2
Total Partner Cash Contributions						
Total Partner In-kind Contributions						
Total Partner Contributions (Cash + In-kind)						
Research Station Fees Summary						
					Year 1	Year 2
Total Research Station Fees applicable						
Partner Share of Station Fees (8% of 'Total Station Fees' shown above)						
Value of OMAFRA 'In-kind contribution' of Research Station Fees						
Project Expenditures -- N.B.: Show only OMAFRA Project operating \$ expenditures						
Salaries and stipends					Year 1	Year 2
Graduate students (N.B.: Do NOT include Graduate Student Stipends requested or awarded from the OMAFRA / UofG 'HQP Program')						
Post doctorate stipends						

Clicking on the orange field for the **Research Station Fees** will open up additional drop-down menus where you can select the station and details required for your project. The totals will auto-populate this field.

Submitting your Application

Once your application is complete and you have previewed submission, the lead applicant should validate and submit the file.

Submission Details

Submission Number:	UofG2011-1062
* Proposal Title (Max 20 words):	<input type="text" value="The Best Research Project Ever"/> 15 words left
Letter of Intent:	Preview
Created Date:	2011-10-14 14:43

[Save Draft](#) [Validate](#) [Submit](#) [Delete](#)

Use the **Preview** button to view a PDF of your application before you submit your application.

Once you are satisfied that your application is complete, use the **Validate** button to ensure all the fields are complete and then **Submit** your LOI.

Need Help?

Please feel free to contact us if you need any help at all with the Research Management System.

Research Program administrative staff at resadmin@uoguelph.ca

Christine Taub at 519-826-3804 or at ctaub@uoguelph.ca

Ken Hough at 519-826-3827 or at kehough@uoguelph.ca