

# HOW TO REGISTER AND CREATE A PROFILE IN THE OMAFRA-U OF G RESEARCH MANAGEMENT SYSTEM

OCTOBER 2011

**Welcome** to our new **Research Management System (RMS)**, an on-line application and reporting system that will simplify and streamline the granting process for the OMAFRA-U of G Research program.

As a researcher, 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.

## 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. The system will send you an email containing a temporary password and the link to the login page on the Research Management System. **Note:** *if you have already registered for applications to the OMAFRA Food Safety or New Directions programs, you can skip this step.*

## 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:

<b>Username:</b>	the email address that you provided for registration
<b>Password:</b>	the temporary one supplied in the registration email

**The system will prompt you to change your password after logging in for the first time – please follow this advice!**

The password should be at least 8 characters in length and must contain at least one character from each of: lower and upper case letters, numbers or other symbols.

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

**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](mailto:resadmin@uoguelph.ca) or OMAFRA RMS help at [RMS@ontario.ca](mailto:RMS@ontario.ca)

**Awards**  
0

**Open Calls**  
**OMAFRA - University of Guelph Research Program**  
 Deadline: 21/11/2011 12:00  
 Duration: up to 3 years  
[Detail](#)

**Manage Profile**  
Click here to manage your profile.

**Change Password**  
Click here to change your password.

Submission #	Project Title	Grant Type	Status	Created Date	Role	View / Edit
UofG2011-1038		OMAFRA - U of G Research	Letter of Intent - In Preparation	12-10-2011	Lead Applicant	<a href="#">Details</a>

Screen shot of the Research Management System (RMS) Researcher Workbench

## Researcher Workbench

The personalized researcher workbench provides you with a number of tools and resources including:

1. The option to change your password
2. Access to all open OMAFRA-UofG Partnership calls for letters of intent (LOI) and all open OMAFRA calls for LOIs under their competitive programs
3. The ability to create a researcher profile that can automatically update your LOI
4. The status of your applications that have been submitted but not yet approved in the system
5. The status of your applications that have been awarded funding and the research is still in progress
6. The ability to submit annual and final reports which will allow many of the report fields to be automatically populated

### Tips

- ✓ Change your password from the one given you to one that is easily remembered.
- ✓ Save the login site as a favourite in your web-browser.
- ✓ Use the small "NEW" button on the left hand side in the middle of the bottom green bar under Manage Profile. This allows you to insert required information that has to be completed in order to submit an LOI.
- ✓ Required fields are marked with a red \*.
- ✓ You can save incomplete draft applications, log out and come back later to complete your work.

If you have any difficulties registering or getting started on the Research Management System, please contact [resadmin@uoguelph.ca](mailto:resadmin@uoguelph.ca), [Christine Taub](mailto:ctaub@uoguelph.ca) at [ctaub@uoguelph.ca](mailto:ctaub@uoguelph.ca) (519-826-3804) or [Ken Hough](mailto:kehough@uoguelph.ca) at [kehough@uoguelph.ca](mailto:kehough@uoguelph.ca) (519-826-3827)