

Register and Complete an Annual Report in the OMAFRA-U of G Research Management System (RMS)

** For OMAFRA-U of G Research Projects
Starting on or After May 1, 2011*

- ✓ Getting started and creating your profile if you have not already registered with the RMS
- ✓ Starting your Annual Report
- ✓ Tips for completing your Annual Report within RMS
- ✓ Contact information if you need help

Who should use the RMS for their annual report?

- Researchers with OMAFRA-U of G Research Projects starting on or after May 1, 2011 should complete and submit their Annual Report through the on-line Research Management System (RMS).
- Researchers with OMAFRA-U of G Research Projects starting earlier than May 1, 2011 should use the templates provided on the Office of Research website at: <http://www.uoguelph.ca/research/omafra/Reports/index.shtml>

Researchers already registered with the RMS:

- **Researchers who submitted an LOI in the Fall 2011 Call and who are already registered with the OMAFRA-U of G RMS should skip to slide # 10.**

Researchers who are not registered with the RMS:

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 (for project beginning May 1, 2011 or later), outreach activities, and publications for this current call as well as for subsequent calls and OMAFRA competitive programs.

Follow the instructions below 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'

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



UNIVERSITY of GUELPH  **Ontario**
MINISTRY OF AGRICULTURE
FOOD & RURAL AFFAIRS

**University of SmartSimple (Test)
RMS Workbench**
Welcome: Ken Hough


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

Create your profile



	Manage Profile Click here to manage your profile.
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	Change Password Click here to change your password.
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Current Applications	Awards	Annual Reports
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Change your password

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 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).

Completing and Submitting your Annual Report

There is a tab on the Researcher Portal called “**Annual Reports**”. Using this tab, you can:

1. Create a new historic submission and,
2. Submit your annual report once it is completed.

Annual Reports



The screenshot shows a navigation bar with three tabs: 'Current Applications', 'Awards', and 'Annual Reports'. The 'Annual Reports' tab is selected and highlighted in green. Below the navigation bar, there is a text instruction: 'Click the button to create a new historic submission. After creating the submission, **Annual Report** form will be enabled.' Below this instruction is a red button labeled 'Create Historic Submission'. Below the button is a table with the following columns: 'Submission #', 'Proposal Title', 'Lead Applicant', 'Status', and 'Annual Report'. A blue arrow points from the 'Annual Reports' tab to the 'Create Historic Submission' button, and another blue arrow points from the button to the text below.

Create Historic Submission


- Once you click on this tab, you will see five mandatory fields to complete
- You must create your own historical submission for any project approved to begin on May 1, 2011 or later.


The submission number must be the OMAFRA project number assigned to your project.

Once you have completed these fields and identified the theme(s) for your project, you will be directed to the body of the template.

Submission Details

* **Submission Number:**

* **Project Start Date:** 

* **Project End Date:** 

* **Proposal Title (Max 20 words):**
20 words left

* **Objectives (Max 150 words. Describe the purpose/ main goals of the research project - what the research is intended to accomplish)**

150 words left

The Project Start Date, End Date, Project Title and Project Objectives should all be copied and pasted from your approved proposal. Adjust word length for the objectives if necessary.

Fill in the Milestones section by clicking on the Open tab.

2.Activities and Progress

Indicate which milestones have been met and which have not been met and why.

Open

Milestone	Description of Activities	Target Completion Date	Actual Completion Date	Brief Explanation (50 words max)
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This will open the screen shown below where you should cut and paste your milestones from your approved project into the first field and then fill in the rest of the information based on your results to date.

Welcome: Ken Hough Home Profile Fran

XML Data Field - Mozilla Firefox

smartsimple.ca https://omafra.smartsimple.ca/s_viewxmlpage.jsp?fieldid=1743292&codedid=Z3VURmgaD5kYGQggMIBVpGgIMBA0F3cYH2JdWEZEZFg~

Milestones

Milestone	Description of Activities	Expected Completion Date	Actual Completion Date	Brief Explanation (50 words)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add **Del**

Use the Add button to complete your milestones.

Completing the template

- You will be able to complete the rest of the template by filling in the appropriate text boxes with the results of your project.
- You will see additional “Open” tabs in Section 5, Contributions to Education, Training and Knowledge Translation and Transfer.
- These tabs will allow you to provide more detailed information on both HQP and KTT activities associated with your project.
- You will also be able to upload files associated with KTT in this section such as presentations or plain language articles and factsheets.

Financial Reporting

- In section 9, Financial Reporting and Budget, you will need to insert the budget information for each year for the full term of your project.
- Once this is complete, please follow the directions for filling in the 'actual' expenditures for the period **May 1- December 31, 2011.**

Saving your draft and submitting your report

- Once you have started to work on your report, you will want to use the 'Save Draft' button regularly.
- Be sure to check the 'Declaration' box under Section 10 to certify that all researchers associated with this project have approved your report.
- Be sure that all fields marked with a **red *** have been completed.
- Click the 'Submit' button to complete your report submission process.

Need Help?

Please feel free to contact us if you need any help at all with the Research Management System or with the Annual Report Submission process.

Amanda Budd at resadmin@uoguelph.ca

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