



UNIVERSITY
of GUELPH

OFFICE of RESEARCH

AGRI-FOOD PARTNERSHIP

Ontario Agri-Food Innovation Alliance: USEL Application and Report Guidelines

March 2022

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OVERVIEW

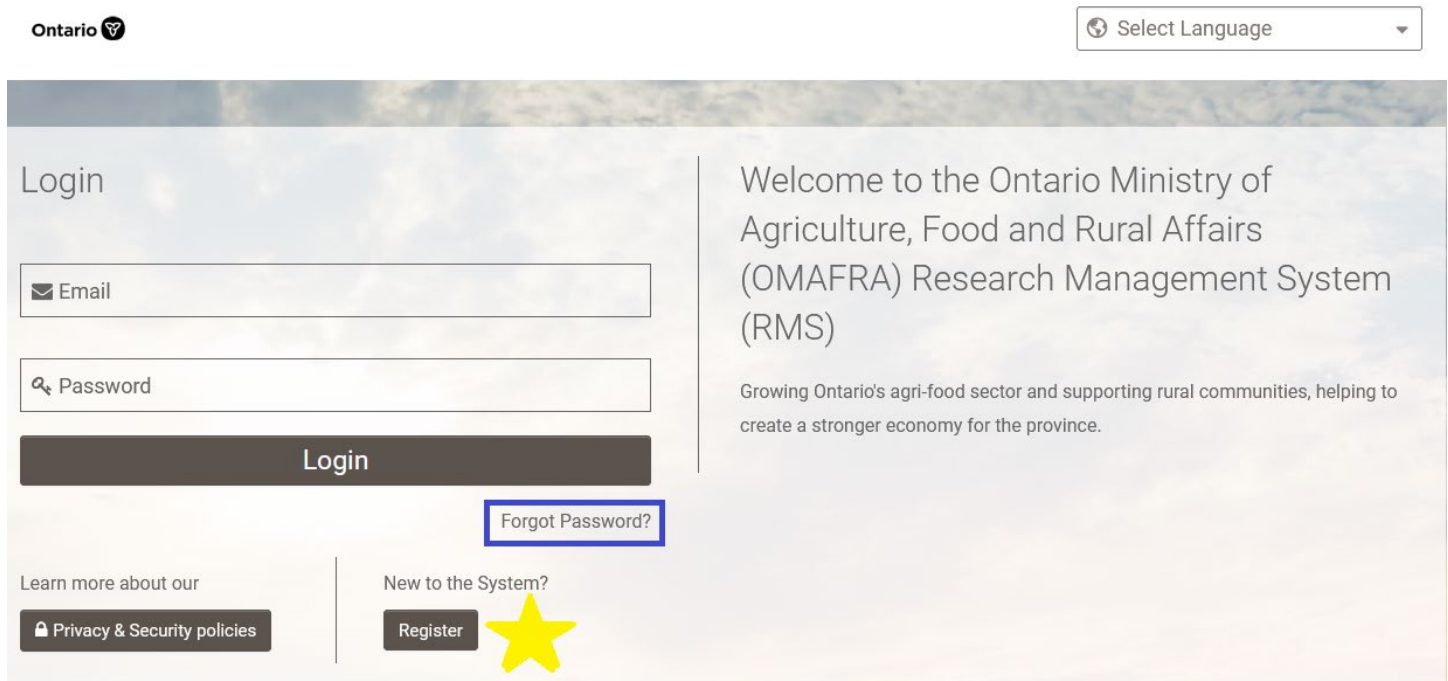
The Undergraduate Student Experience Learning (USEL) program is funded by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) through the Ontario Agri-Food Innovation Alliance to provide senior University of Guelph undergraduate students the opportunity to gain work experience and hone their knowledge translation and transfer skills through a summer work placement with an OMAFRA Mentor and a University of Guelph (UofG) Faculty member.


As a condition of funding, the Alliance requires project information and a final report to be submitted in the OMAFRA Research Management System (RMS). These project records and reports provide important information to document projects and outcomes and justify program funds and support the longevity of the USEL program.


The OMAFRA Mentor holds the responsibility for ensuring the project records and final reports are submitted to the Alliance. The OMAFRA Mentor can direct USEL student to complete nearly all related tasks.

LOGGING INTO THE RMS

To access the RMS login page, go to <https://omafra2.smartsimple.ca>:



Ontario 

Select Language 

Login


Email

Password

Login

[Forgot Password?](#)

Learn more about our [Privacy & Security policies](#)

New to the System? [Register](#) 

Welcome to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Research Management System (RMS)

Growing Ontario's agri-food sector and supporting rural communities, helping to create a stronger economy for the province.

OMAFRA staff should have an account created. If they have not previously accessed the RMS, they can use the 'Forgot Password' function (blue box) to receive a link to set a password within ten minutes.

COMPLETING A PROJECT RECORD

Initiating a Project Record (OMAFRA Mentor)

The OMAFRA Mentor must initiate the project record. Once you login to the RMS, you will enter a workbench that looks like this:

Active Calls



Current Applications

DRAFT (0) UNDER REVIEW (1) AWARDED (1) INACTIVE PROJECTS (2)

0 of 0

#	Program Type	Submission Number	Lead Applicant	Proposal Title	Amount Requested from the Program	Last Modified Date	Status
No Results Found							

- If you don't by default go to this screen – look for the Home button along the top right of your screen which will bring the above dashboard into view.
- To start the project record, go to the Invited Calls button, highlighted in the blue box above.
- Under the Invited Calls listview, find the call with the name Alliance – USEL (year the project will be taking place). Only OMAFRA Mentors that have been awarded a USEL project will be able to start a USEL project record. If you believe you should see the USEL call but do not, please reach out to rescoord@uoguelph.ca.
- This tip sheet will be available under the Documents column, and it will also be available within the application. Use the Determine Eligibility button to start an application. If you have two USEL awards this year, when starting the second project record it will show Apply Now here instead of Determine Eligibility.
- Once a project record is created – it will be accessible under the Draft tab, highlighted in the yellow box.

Invited Calls

1-2 of 2

#	Call Name	Description	EOI Due Date	Full Proposal Due Date	Documents
1.	Alliance - USEL (Test)	Testing USEL program	2022-04-15		TIP_SHEET_AVAILABLE_HERE.pdf

Determine Eligibility

There will be a brief question which will require an answer (Yes), and the submit button to proceed.

New Eligibility

Alliance - USEL - 2022

Testing USEL program

Has this project already been awarded? If so, select Yes and please ensure you capture complete project details in the RMS fields.

 Yes

 No

On the next screen, click the Proceed button to initiate the application.

Alliance - USEL (Test)

Testing USEL program

Has this project already been awarded, and you are ensuring the project details are captured in the RMS?

 Yes

You have successfully completed the eligibility questionnaire, please click on the Proceed button to start your application.

Finally, the last screen prior to entering the application provides an overview of tips to use while you progress through an application. Use the Continue button to enter the Application.

New Application



i By clicking the continue button below, you will create your application. After which consider the following:

1. As you work on your application, remember to frequently click the Save Draft button at the bottom of the page. Any changes you make to the application will not be retained until you click Save Draft, so we recommend you click it often while working on your proposal.
2. You will be required to upload files during this process. If your file name has special characters within it (e.g., period, dash, etc.) the file may not upload properly. Remove all special characters from your file name before attempting to upload them.
3. Text boxes can be resized by clicking on the bottom right corner & dragging down and/or to the right (Chrome, Firefox). This will make reading the content easier as it is being entered.
4. Please make sure you complete the content on all of the tabs.
5. You can validate your proposal at any time (using the Validate button). Note, that clicking on any errors will take you to the field in question.

Lead Applicant

Zach TelferDELEGATE

* Organization

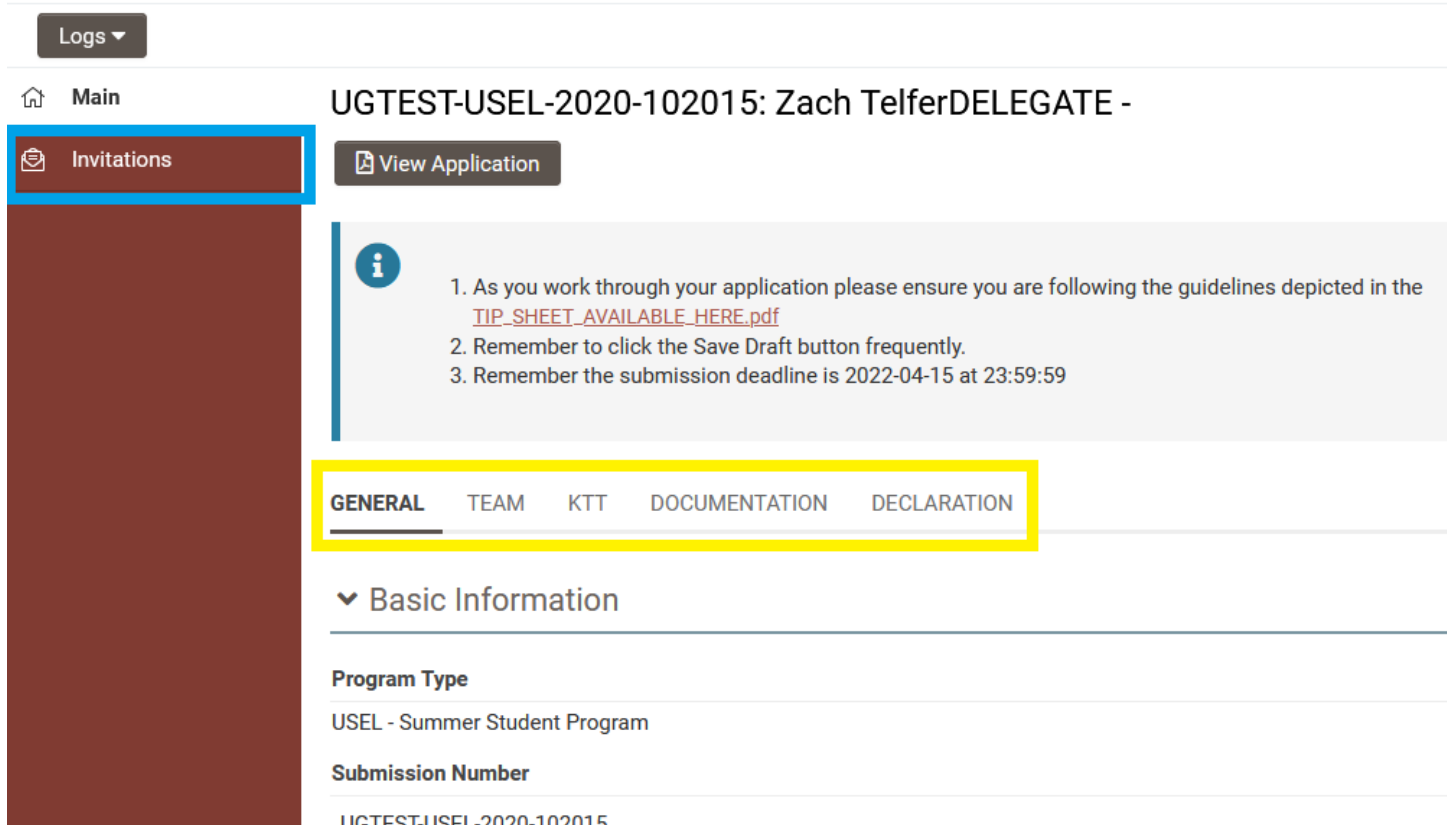
University of Guelph - Department of Cookies (CoD) (Test)

Providing the USEL Student Access to the Project Record (OMAFRA Mentor)

Once the OMAFRA Mentor has created the application, they can invite the USEL Student as a delegate using the Invitations process. Inviting the USEL student as a delegate will allow the student to complete the rest of the application. The picture below shows the Invitations menu tab in the blue box. The yellow box denotes the various tabs about the project that will need to be completed.

NOTE: The Declaration Tab will require both the OMAFRA Mentor and the UofG Faculty team member, as the Lead and Co-Applicant, to select a box to affirm the project is properly recorded prior to submission.

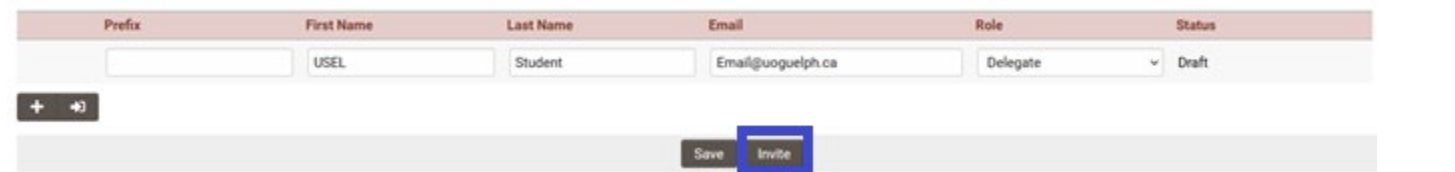
Instructions are provided later in this document.



Once you navigate to the INVITATIONS Menu, you will be able to add the USEL Student using the Plus button, highlighted in the blue box below.



Complete the text fields. Assign the Delegate role to the USEL Student. Click the Invite button, highlighted in the blue box. This will send an e-mail link to the USEL Student who, when following the link, will create an RMS profile and gain editing access to the project record.



Filling in the Application (USEL Student)

All fields to be completed within the USEL application are across multiple tabs. This section provides explanations on how to complete each field in the application under specific tabs.

General Tab

Program Type, Submission Number, and Status:

These fields auto-generate, reflecting the program type of your project record.

Proposal Title:

Please use the title of your awarded USEL project, as indicated in the Job Posting.

Short Title:

Please provide a summarized version of the project title from the Job Posting.

Project Description:

Use the Project Description associated with the Job Posting ad here.

Start Date:

The Start Date for all USEL projects in the RMS should be 1 May.

End Date:

Please enter the end date for your project, typically August 31st.

Project Duration in Days:

This field auto-calculates based on the project Start and End Dates.

Lead Applicant and Organization:

These fields auto-generate based on your profile created upon registration.

Main Sector or Commodity:

Choose from a drop-down menu for the most relevant field

Intended Benefit:

For USEL Programming – please select: Knowledge Translation and Transfer – Supporting the transformation of knowledge into use

Primary Research Priority:

Select the most appropriate Research Priority from the Job Posting. Some Job Postings contain multiple priorities, please select the most relevant priority as only a single priority can be entered.

Primary Research Focus Area:

Similar to above, choose the best Research Focus Area. Most Job Postings have at least one Focus Area indicated, please select the most relevant Focus Area as only a single focus area can be entered.

Geographic Reach of Project Impact:

Choose which best fits the project, typically Local or Provincial for USEL projects

Region(s) of Ontario where project research is conducted: Select all counties where project activities will take place, including the county of the Preferred Location on the Job Posting

Team Tab

The Team Member table is an important aspect of reporting UofG faculty and OMAFRA staff involvement in the USEL program.

Add and Invite Team Members and Delegates:

To add a team member using the [Invitations process described above](#). Select 'Invitations' on the left navigation bar to identify and invite your team members). This is the only way team members can be associated with your project in the RMS. You can add a row to input the name and e-mail of new individuals by pressing the '+' button. Once new individuals are added, press the 'Invite' button at the bottom of the screen to send the invitation. This will send an e-mail to the team member inviting them to the project record. The team member

will not be added to the table until they follow the link in an e-mail from the RMS and accept the role on the project.

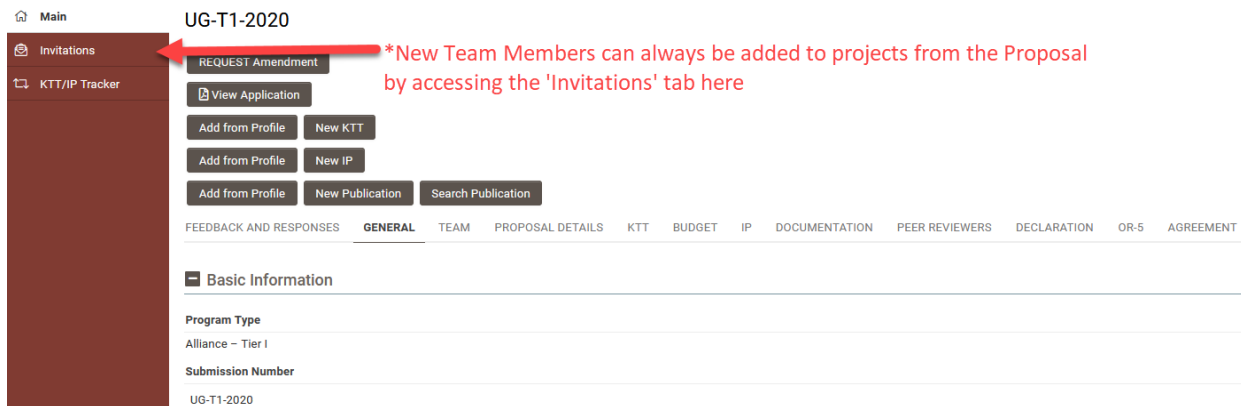
For USEL projects:

The University of Guelph Faculty member should be invited as a **Co-Applicant**.

Additional faculty members or OMAFRA staff involved in the project should be invited in the **Collaborator** role.

Team members must be confirmed (invitation accepted) at the time of submission.

Please note: Delegates and Co-Applicants will be able to view and edit the entire project record. Collaborators will be able to view the project record but will have no editing privileges.



Below is a screenshot showing some example invitations a USEL student may need to create. New records can be added using the + button highlighted in orange, the Invite button highlighted in blue sends Draft invitations. The Role column is highlighted in grey – please ensure invitees have the correct role as outlined above.

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	UoG	Faculty	faculty@uoguelph.ca	Co-Applicant	Draft
<input type="text"/>	OMAFRA	Collaborator	collaborator@omafra.ca	Collaborator	Draft
<input type="text"/>	UoG	Collaborator	collaborator@uoguelph.ca	Collaborator	Draft

Project Team Member Table

Once Team Members have accepted their Invitations:

- A row with their Name, Email, Organization, and Role is auto-populated based on their user profile information.
- Complete the table with their Position & FTE, Affiliation, Funding Source, and Expertise and Participation will need to be completed.
- For the 'Participation' field, 'OMAFRA Mentor' or 'UofG Faculty' as appropriate is sufficient for USEL projects.
- FTEs must be entered as a value between 0 and 1 where 1.0 is a full-time contribution (35 hours per week over the course of the summer). For example, an average time commitment of 10%, or 3.5 hours

a week, to this project is an FTE of 0.1. Please consult with your OMAFRA mentor to advise on the appropriate FTEs for each team member.

- All OMAFRA staff should have the affiliation: ‘Government – OMAFRA’ while all UofG Faculty should have the affiliation ‘Academic/Research’. Funding sources for all team members should be ‘N/A’.

HQP Table

- The HQP Table can be accessed using the ‘ADD/Edit HQP’ button beneath the table.
- HQP do not require an invitation to be added to the table.
- Add an entry for the USEL student associated with the project.
- Identify them by name and describe their Participation in the Project, which is the expected activities the student will undertake over the summer.
- For Funding Source, specify ‘This project (in whole or in part)’.

If other HQP (graduate students, post-docs) are expected to provide support to the USEL student through the summer project, they can also be recorded in the HQP table. For Funding Source, specify ‘Other Funding Source’.

KTT Tab

Knowledge mobilization is a key focus of the USEL Program. The KTT Plan will document anticipated KTT activities and the final report will capture all the KTT activities that were accomplished during the project.

Use the ‘ADD KTT Activity’ button to add each KTT Opportunity from your Job Posting as a unique KTT Activity. Some work may be needed to parse out the specific information required in the KTT Activity form. For USEL KTT Activities, the Suitability of KTT Methods can be set to ‘N/A’, the Projected Timeline should follow the project timeline, and the estimated cost should be 0.

▼ KTT Plan

The KTT Plan lists all the activities that will be completed during the project to engage the User Audiences identified above. Please refer to the following when building your KTT Plan:

- (i) KTT Manual
- (ii) KTT sample plans
- (iii) KTT Plan Checklist

These documents can be found [here](#)

For each KTT activity, click ‘ADD KTT Activity’ button. A pop-up window will appear. Click ‘Save Draft’ below to update your KTT Plan when you have made changes.

Note: pulling the bottom right corner of a text box will enlarge it.

User Audiences	KTT Activity	Activity Details	Suitability of KTT Methods	Anticipated number of activities	Projected Timeline - start	Projected Timeline - end	Estimated Cost
Total Estimated Cost							

ADD KTT Activity

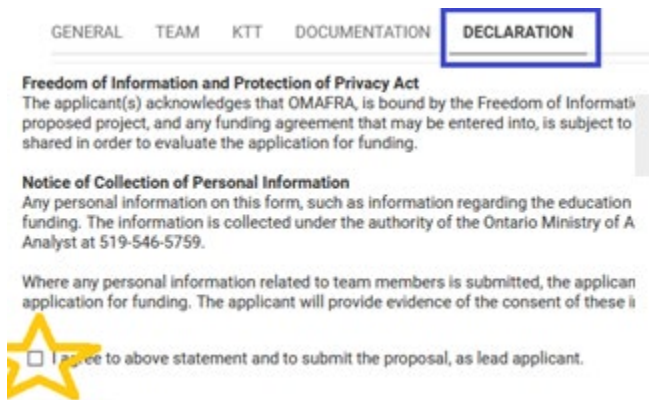
Documentation Tab

Upload the job posting pdf to the ‘Other Supporting Documentation’ field as a pdf.

Declaration Tab (OMAFRA Mentor and UofG Faculty)

The RMS has a declaration that must be acknowledged by BOTH the Lead Applicant (OMAFRA Mentor) and the Co-Applicant (UofG faculty) prior to submitting the project record – there are two checkboxes with visibility limited to the respective Lead or Co-Applicant.

Please note the USEL student is unable to complete the Declaration. This will indicate the OMAFRA Mentor and University of Guelph faculty member have confirmed the student's work on the project record. The following screenshot captures where this field needs to be completed.



The screenshot shows a navigation menu with tabs: GENERAL, TEAM, KTT, DOCUMENTATION, and DECLARATION. The DECLARATION tab is highlighted with a blue border. Below the tabs, there are three sections of text:

Freedom of Information and Protection of Privacy Act
The applicant(s) acknowledges that OMAFRA, is bound by the Freedom of Information Act and the Access to Information Act. Any information shared in order to evaluate the application for funding, is subject to these acts.

Notice of Collection of Personal Information
Any personal information on this form, such as information regarding the education funding. The information is collected under the authority of the Ontario Ministry of Agriculture, Food and Rural Affairs at 519-546-5759.

Where any personal information related to team members is submitted, the applicant will provide evidence of the consent of these individuals.

I agree to above statement and to submit the proposal, as lead applicant.

To submit the project – the RMS will validate the project to ensure all fields are complete. If successful, the project record will move to Alliance staff for a brief review. It is expected within 1-2 weeks the project will formally move the status Project – In Progress, at which point we will also make the Final Report available to you. The OMAFRA Mentor will receive an e-mail notifying them of this action. The Final Report will be due at the end of the summer, upon the completion of the USEL project.

FINAL REPORT

Reporting Overview

Information in USEL reports may be used to support Alliance reporting on Key Performance Indicators, such as HQP involvement, and also to support knowledge mobilization efforts and promotion of the Alliance by both OMAFRA and UofG. While the OMAFRA Mentor, as the Lead Applicant, is ultimately responsible for ensuring the report is complete, submitted on time, and is of good quality, the USEL Student will be able to complete all fields in the report.

USEL Reports are due by August 31, at the end of the project. Report templates will become editable to the OMAFRA Mentor and the USEL Student in the RMS as soon as the project record is formally approved. An e-mail reminder of the report due date will be sent 45 days prior to the report due date (~July 16th). The RMS will also send additional automatic reminders by e-mail in starting 7 days advance of the report due date.

- Reports are accessible from the homepage in the 'In Progress' table, which is beneath the 'Current Applications' table (screenshot below)
- Reports requiring completion are identified in the table under the tab 'Reports – Draft (#)' and can be accessed by clicking on the relevant table row
- Please note that information provided in the reports may be shared publicly
- This Tip Sheet contains information to help with all report fields that may be present in the system
- Whenever making changes in another window/popup from the original application (such as KTT Activities), please click the **'Save Draft' button after completing**. The system won't show changes made in another window/popup until you 'Save Draft'. It is recommended to 'Save Draft' frequently to ensure data is never accidentally lost.

Current Applications

DRAFT (5) UNDER REVIEW (4) AWARDED (5) INACTIVE PROJECTS (14)

#	Program Type	Submission Number	Lead Applicant	Proposal Title	Amount Requested from the Program	Last Modified Date	Status
1	Gryphon's LAAIR (GLAAIR) - MV	UG-GLAAIRTEST-2021-101568	Cattest Tisshaw			2021-08-25 14:35	FP - Draft

In Progress

Reports, financial claim requests, amendment requests.

***Use these tabs to open reports in different statuses**

REPORTS - DRAFT (2) REPORTS - UNDER REVIEW (0) REPORTS - APPROVED (0) AMENDMENT REQUESTS (0) CLAIMS (0)

#	Status	Type	Submission Number	Lead Applicant	Organization	Year #	Report Start Date	Report End Date	Report Due Date
1	Draft	Final Report	UG-HQP-2021-TEST-101175	Cattest Tisshaw	University of Guelph - Department of Cookies (CoD) (Test)	Final Report	2020-11-16	2020-11-30	2021-01-29
2	Draft	Final Report	UG-HQP-2021-TEST-101175	Cattest Tisshaw	University of Guelph - Department of Cookies (CoD) (Test)	Final Report	2020-11-16	2020-11-30	2021-01-29

***Clicking on the row a report is in will open the report**

Filling in the Report (USEL Student)

All fields to be completed within the USEL report are in a single tab, 'Project Information'. Below, there are instructions on how to complete each field, and what info to include.

Project Results

Provide an overview of the information/ products developed during the placement including the benefit(s) of these products to industry (i.e. potential economic impact of knowledge transferred).

Results Files

Please upload any relevant results files concerning the project here, including any written reports from the student. This can be datasets, other reports, and tables and figures referenced in the Project Results section. Presentations or posters presented at events should not go here, but rather input as a KTT Activity.

KTT Plan

This section will populate with the proposed KTT activities from the project record.

KTT Activities

This section is intended to outline the involvement both within your project and events you assisted with. Any presentations, articles, newsletters, etc. created during the USEL project should be input here. Use the KTT Plan as a guideline for what activities should be added. **The USEL student's final presentation also needs to be added as a KTT Activity.**

Use the 'New KTT' button underneath the KTT activities table to add activities to the table. A window will open with several required fields which document and explain what the KTT activity entailed. Once you hit 'Save Draft' with the fields completed, the final field will present an upload button which will allow you to attach relevant files to the KTT activity and automatically save to the activity upon upload. If the document is instead stored online, there is also a field to add a URL.

To return to the report, you will have to close the pop-up window. Note, you can only add a single activity at a time and newly added activities will not appear until you press the 'Save Draft' button on the report. For a USEL report, only the 'New KTT' button should ever be needed – the 'Add from Profile' button is intended for other programs.

Publications

Publications are not expected from USEL projects. If you do happen to create a publication, this section is very similar to KTT Activities, with three buttons available to add new publications: 'Add from Profile', 'New Publication', and 'Search Publication'. Only the 'New Publication' button would ever be needed for USEL reports. Note, publications for Alliance reporting consist of Journal Articles, Web Articles, Newspaper Articles, Magazine Articles, Trade Publications, Books/chapters, Theses, and Reports. Posters and conference presentations should be reported under the KTT Activities.

KTT Activities

For each KTT activity, click the 'New KTT' button or the 'Add from Profile' button'. An overlaid pop-up window will appear. Click 'Save Draft' below to update your KTT Activities table when you have made changes. Please note: you can add KTT activities to your profile at any time and then attribute them to projects and/or reports. This is particularly true of activities that involve more than 1 project. Also note, KTT activities are pulled based on the reporting period dates found on the project information tab. Final reports cover the entire duration of the project, however, annual reports only show activities within that year.

#	KTT Activities Events and Products	Title	Author(s)/Presenter(s)	Date	Type of audience reached by the activity/product
	Add from Profile New KTT	*These buttons allow for KTT Activities to be added to a project. See the instructions in the Tip Sheet for further information.			

Publications

For each Publication activity, click the 'New Publication' button or the 'Add from Profile' button' or the 'Search Publications' button. An overlaid pop-up window will appear. Click 'Save Draft' below to update your Publications table when you have made changes. Please note: you can add Publications activities to your profile at any time and then attribute them to projects and/or reports. This is particularly true of activities that involve more than 1 project. The 'Search Publication' allows you to pull data directly from PubMed or AGRICOLA. Also note, Publications are pulled based on the reporting period dates found on the project information tab. Final reports cover the entire duration of the project, however, annual reports only show activities within that year.

#	Publication Name	Title	Author(s)	Publication Date
	Add from Profile New Publication Search Publication	*These buttons allow for Publications to be added to a project. See the instructions in the Tip Sheet for further information.		

Team Member Table

The Team Member table is an important aspect of reporting for the Alliance as it describes and provides a measure (actual full-time equivalents - FTE) of U of G faculty and staff involvement in the Alliance Programs, which is a key aspect of performance reporting for the Alliance.

Completing the team member table:

It is important that the Team Member table is filled out entirely for reports. The 'Edit Team Members' button brings up the table in an editable form. Researchers only have access to edit certain aspects of the table after projects are awarded, but two fields are critical for reporting, summarized in the visible table below under Actual Participation, which splits into two fields when you open the table for editing:

- Actual FTE should reflect, as accurately as possible, the actual work-hours an individual has contributed to the project for the reporting period (assuming a 35 hour work week, an FTE of 1.0 would be full time involvement; an FTE of 0.1 would be 3.5 hours per week).
- 'Engagement' describes the actual participation of each individual on the team (the activities they were involved in).

Confirmation of team member involvement and their FTEs is important for confirming engagement in Alliance programming. The USEL student may have to confirm this information with their OMAFRA mentor. If additional members joined the project during the course of the summer, they will need to be invited to appear in this table. The RMS has instructions on how to enter the Invitations menu from a report within the instructions of the Team Member table.

Name	Organization	Role	Expertise and Participation in Project	Actual Participation
Zach TelferDELEGATE zach.telfer+delegate2@gmail.com	University of Guelph - Department of Cookies (CoD) (Test)	Lead Applicant (0.01)	Supervise the USEL student to perform project activities	Supervised USEL student in doing field trials, KTT (0.01)

Edit Team Members

HQP Table

Save draft on the main record after updating your HQP table.

Name	Organization	Position	Participation in Project	Funding Source	Engagement
HQP HQP HQP@HQP.HQP	HQP	HQP-Undergrad	Performing various agriculture related activities		Successfully completed all activities outlined in the job document

ADD/Edit HQP

Removing team members:

Researchers do not have the ability to remove team members from the table. If an invited team member ended up not participating in the project, set their FTE to zero and provide a brief explanation.

HQP Table

HQP participation in projects is a key aspect of performance reporting for the Alliance. The HQP Table can be accessed using the 'ADD/Edit HQP' button beneath the table (Figure 5 above). HQP do not require an invitation to be added to the table. Ensure the USEL student associated with the project is filled in if there is a TBD Undergrad entry for them. Identify them by name and describe their Engagement, which is the actual activities the student has undertaken in the project.

Student Experience

Briefly document the opportunities your HQP have gained. Specific skills, professional development, conference participation, and networking opportunities are all appropriate for this question.

Key Findings and Insights

Outline the achievement of deliverables as set out with your mentor.

Plain Language Project Overview

Provide a project summary suitable for sharing, including potential distribution to the public domain. This field should not contain technical information or acronyms. The wording should be kept as simple as possible. The field should describe why the project is occurring, the goals of the project, and what it has accomplished.

Key Summary Statements

Summarize your project in plain language. As Alliance research is publicly supported, we have the responsibility to share our results publicly. The text used here will be used to share the findings of your research in the public search portal of OMAFRA-supported research. This content will be translated into French as well. Due to this, please ensure no short forms, acronyms, or technical terms are used.

Submitting the Report (USEL Student/OMAFRA Mentor)

The USEL student can submit the report with no action from the OMAFRA mentor. However, we do ask that the OMAFRA Mentor reviews the final report to ensure the report's quality and completeness. There is a Submit button in the bottom right hand corner of the page.

Report Review and Revision Workflows

A report may be returned if reviewers feel the report content is lacking detail or incomplete. Revisions will typically involve updating or improving the information presented within the report. For USEL projects, this is not anticipated to be utilized frequently, but is a possibility.

If revisions are required for your report, the OMAFRA mentor will receive an e-mail from the RMS notifying you of the required revisions. The report will appear once again on both the OMAFRA mentor's and USEL student's workbench under the Reports – Draft tab in the In Progress table. The requested revisions will be visible at the top of the page within the report with the 'Researcher Response to Revisions' field beneath the revisions to provide a response. Please ensure the revision are addressed in the report and not the 'Researcher Response to Revisions' field is not intended to provide additional report information. This field is to allow the researchers to respond to the requested revisions (answer questions posed or indicate the changes they have made to the report).

Select the 'Submit Revisions' button to send the report back to review.