

REPORTNET INSTRUCTIONS

Applications for OICR funding opportunities must be submitted online using ReportNet, OICR's online system for managing grants and awards.

If you have any questions regarding ReportNet, please contact the OICR Scientific Secretariat (ScientificSecretariat@oicr.on.ca). Once an application has been selected for funding, ReportNet questions, including questions on Key Performance Indicator (KPI) reporting, should be directed to OICR's Research Operations group at ReportNet@oicr.on.ca.

1. Accessing or registering for a ReportNet account

Applicants who have not used ReportNet before must register by visiting <https://oicr.factorial.ca/s/Login.jsp> and selecting 'Register' under 'New User?'. Once an account has been created, applicants can login to their account to view OICR funding opportunities and the associated Request for Applications (RFAs) (at the bottom of the screen under 'Funding Opportunities').

Applicants who have used ReportNet before can login to their account at <https://oicr.factorial.ca/s/Login.jsp>. If after logging in you see the screen in Figure 2 below, click the 'list' icon on the menu at the top right hand side of your screen and select 'Applicant' from the dropdown menu (refer to Figure 2). If you do not see this option, please contact the OICR Scientific Secretariat office at ScientificSecretariat@oicr.on.ca.

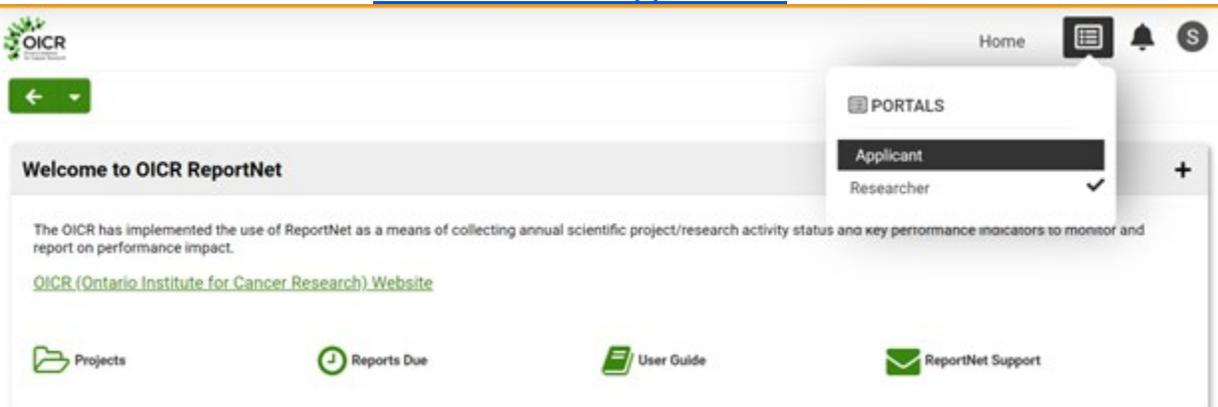


Figure 1: How to toggle to the Applicant portal to apply for funding opportunities

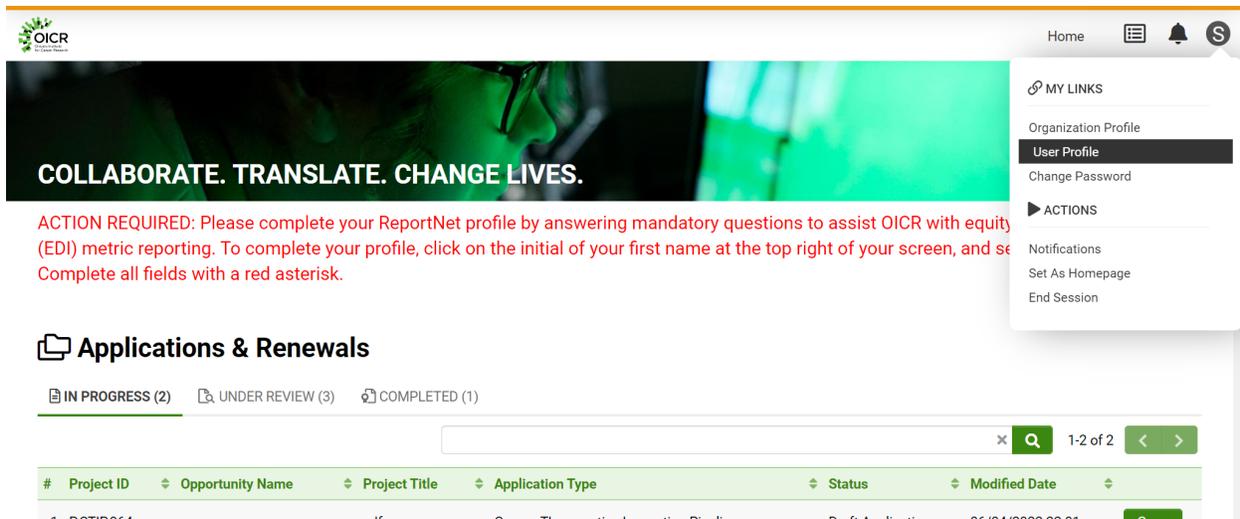
2. Completing your user profile (mandatory)

OICR is committed to embracing the concepts of equity, diversity and inclusion (EDI) in our research design, practice, personnel support mechanisms, and training. It is mandatory for all ReportNet users to answer a series of demographic questions to assist the Institute with metric reporting. **You will not be able to submit an application at any stage of a funding opportunity (Notice of Intent, Letter of Intent or Full Application) without completing your profile.** The questions are similar to those asked on the Canada Research Chairs Program Self-Identification Form, based on the current standards used by Statistics Canada in the Census.

Your data will be collected, used, disclosed, and retained in accordance with OICR's Privacy Policy, which can be accessed [here](#). It may be used for the purposes of operations, planning, communications, and key performance indicator reporting to the Institute's funder, the Province of Ontario via the Ministry of Colleges and Universities. When reported, all information will be presented in **aggregate form** to help protect your privacy.

If an applicant prefers not to self-identify and/or provide the requested information, they may select "Prefer not to answer" for any or all the questions. Self-identification or the decision to withhold self-identification information **will not be used as part of the review process** for funding applications. Opting to answer or not answer these questions **will not impact the applicant's chances of receiving funding from OICR**, now or in the future, and responses will not be shared as part of the review process.

To update your profile in ReportNet, click on the initial of your first name at the top right-hand corner of the screen, and select 'User Profile'. Complete the questions under 'Demographics' and click 'Save'. Responses to the demographics questions may be changed in the user's profile at any time.



The screenshot shows the ReportNet user interface. At the top left is the OICR logo. The main header features a banner with the text "COLLABORATE. TRANSLATE. CHANGE LIVES." and a red notification: "ACTION REQUIRED: Please complete your ReportNet profile by answering mandatory questions to assist OICR with equity (EDI) metric reporting. To complete your profile, click on the initial of your first name at the top right of your screen, and se... Complete all fields with a red asterisk." On the top right, there is a user profile dropdown menu with options: "MY LINKS", "Organization Profile", "User Profile" (highlighted), "Change Password", "ACTIONS", "Notifications", "Set As Homepage", and "End Session". Below the banner, there is a section titled "Applications & Renewals" with filters for "IN PROGRESS (2)", "UNDER REVIEW (3)", and "COMPLETED (1)". A search bar and pagination "1-2 of 2" are also visible. A table of applications is shown below:

| # | Project ID | Opportunity Name | Project Title | Application Type | Status | Modified Date | |
|---|------------|------------------|---------------|---|-------------------|------------------|------|
| 1 | PCTID064 | | self | Cancer Therapeutics Innovation Pipeline | Draft Application | 06/04/2022 22:01 | Open |

Figure 2: How to navigate to your User Profile to complete the mandatory demographics questions

3. Completing fields in ReportNet

Open text fields accept plain text only, meaning that any text formatting (bold, italic or underlined font, bulleted lists, etc.) will not be accepted.

When an uploaded file is requested, save the file name using the naming convention and file format outlined in the RFA. Uploaded files must not exceed the word/page limits specified in the RFA. Uploaded files will accept text formatting (bold, italic or underlined font, bulleted lists., etc.) and must use 11-point Arial font, single spacing, and one-inch margins, unless otherwise specified.



We recommend regularly saving your application by clicking the “Save draft” button at the bottom of your screen.

4. Inviting contacts to your application

Before inviting contacts to your application, contact them to confirm if they have a ReportNet account, and if so, which email address they are registered under. Please use their registered email address when inviting them to your application. Invited contacts will receive an email to join the application. Please advise them to check their junk/spam folders if they do not receive the invitation within 30 minutes.

While not mandatory, we encourage all investigators to accept the invitation and create their profile in the system.

If you wish to remove an invited contact from your application, click on ‘Invite Contacts’ and select the ‘x’ button at the end of the applicable contact’s row. If you wish to change their role on your application (e.g., from collaborator to Co-Investigator), you may remove them as an invited contact, and then re-add them in the new role.