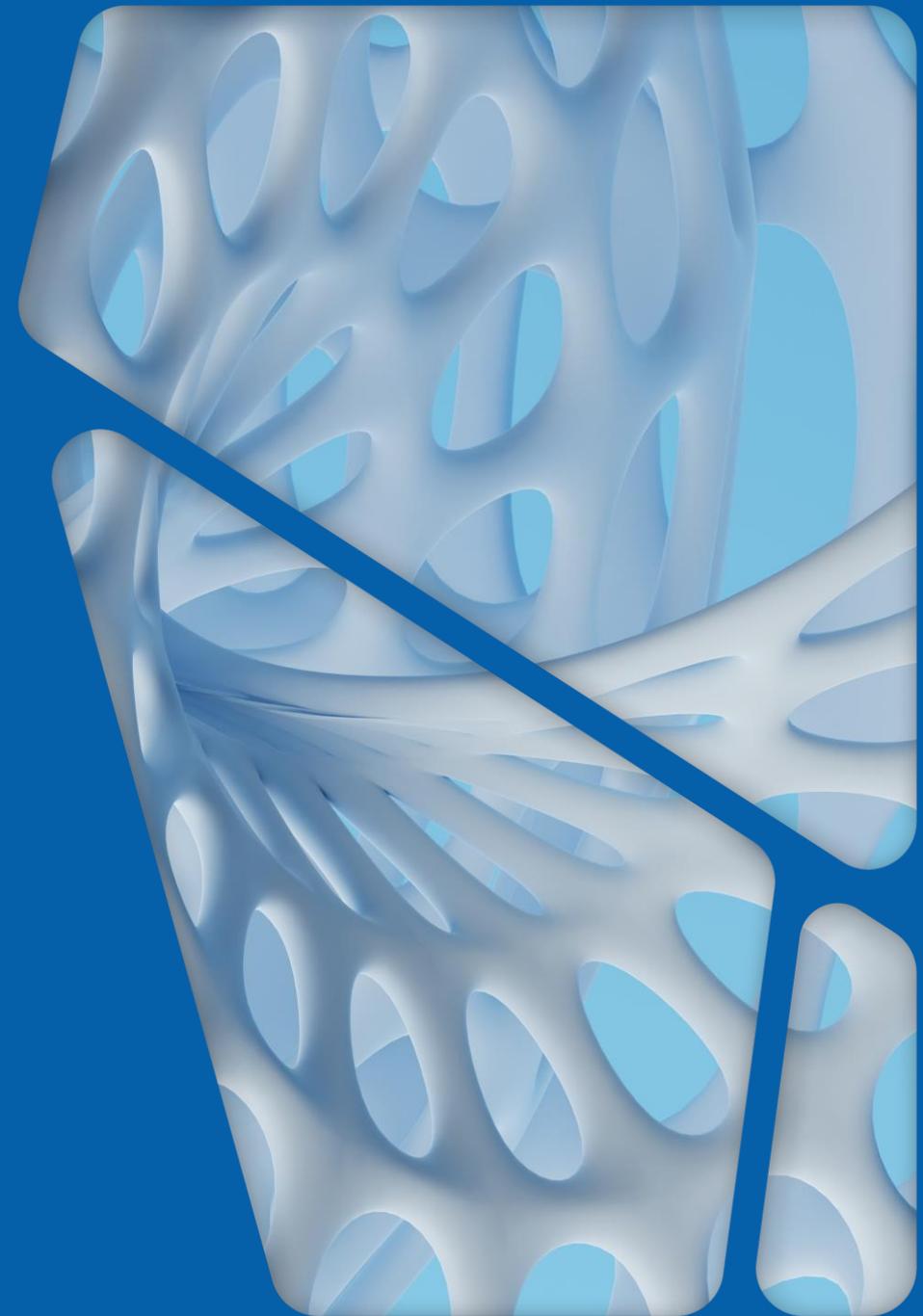


Step by Step Guide

Adding Mitacs to your NSERC Alliance Application



1. Go to the NSERC portal website: https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp

The screenshot shows the NSERC portal website. On the left, there is a 'Site Tools' menu with links for RSS, Site Map, and Login, along with social media icons for LinkedIn, YouTube, and Facebook. The main content area features an 'Accessibility Notice' with contact information for the On-line Services Helpdesk. Below this is a 'PILOT SITE NOTICE' stating that the pilot site is no longer available. A section for 'Authorized Institutional Representatives' provides instructions for registration. The 'On-line System Users' section includes a red button labeled 'On-line System Login' and a list of links: 'First-Time User? Please Register', 'Frequently Asked Questions', and 'Forms in PDF Format and Instructions'. The 'Financial Data Submission and Reconciliation' section includes a red button labeled 'FDSR System Login'.

2. Create a new application



Press Esc to exit full screen


NSERC
 www.nserc-crsng.gc.ca

[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Search](#) | [Canada Site](#)

[Login](#) >

Main Menu

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Proactive Disclosure

[Proactive Disclosure](#)

Security, Privacy and Use and Disclosure of Information

Before using NSERC's On-Line System, please read the following documents and register your acceptance below:

- NSERC's [Security Statement](#) and details on the retention periods of the data;
- NSERC's statement on the federal [Access to Information Act and Privacy Act](#);
- For applicants and co-applicants: [Use and Disclosure of Personal Information Provided to NSERC](#); and
- For Referees: [Instructions to Referees on the Privacy Act, Confidentiality and the Use and Disclosure of Information](#).

When you login and use this system, it means that you understand and accept that these policies and conditions apply.

Login

You will be automatically logged out of the system if there has not been any activity (e.g., Save, Preview, etc.) for an extended period of time. To avoid having to login again, we recommend that you select **Save** every 10 to 15 minutes.

Account name (User ID) (30 chars)

[Forgot your Account name?](#)

Password

[Forgot your Password?](#)

Must be 8-10 characters long, must contain at least one special character (! @ # \$ % ^ & * { } + = () | < > \ _ - [] / ?) and no spaces, may contain numbers (0-9), lower and upper case letters (a-z, A-Z). Please note that your password is case sensitive. (10 chars)

3. Enter your username and password





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eConsole

Version 5.89.1.1

Welcome Shazma Abdulla

Users of the eSubmission system will no longer be required to periodically change their passwords. However, for their own protection, users are encouraged to change their passwords regularly. Keep your password safe and confidential; do not divulge it to anyone. NSERC will not be held liable for any loss of your data should you neglect to protect your password.

Account Management

[Change Password](#)

[Maintain User Profile](#)

Forms Management

[Forms - Researcher](#)

[Forms - Student](#)

[Forms - Reviewer](#)

[Forms - Partners](#)

[Forms - Department Head](#)

4. Under **Forms Management**,
click on 'Forms – Researcher'



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Portfolio >

Personal Data Forms

When you register, a Personal Data Form (Form 100) and a Personal Data Form with CCV attachment (Form 100A) are generated based on your logon information. The F100A is currently used only when applying for an Alliance Grant. The F100 is used for all other grant applications.

1. Complete the form and verify (the status of the form will appear as **Completed** if the form is successfully verified).
2. If you are either the applicant or co-applicant on an application, select **Link** to attach, unlink or replace existing linked Forms 100 or 100A with the latest version.
3. Linking your Form 100 or Form 100A as a co-applicant to an application is the equivalent of you signing the application. Refer to the [Electronic Submission of Applications and What do the electronic or original signatures on the application mean?](#)

Form	Status	Last Updated	Edit Form	Verify Completeness	Preview/ Print	Link Manager
100	In Progress	2021/03/31	Edit	Verify	Preview	Link
Form	Status	Last Updated	Edit Form	Verify Completeness	Preview/ Print	Link Manager
100A	In Progress	2021/03/31	Edit	Verify	Preview	Link

Applications

Application forms and related literature are revised annually and made available a few months prior to the application deadline indicated in the program description. If the name of the program to which you wish to apply does not appear in the list upon creation of your application on the On-line System, the form is not currently available. The forms for programs that do not have set deadline dates will remain accessible at all times.

Form 101 - Grant



Click on a form number to access your applications (see [Security Statement and Access to Information Act and Privacy Act](#) for detailed information).

- [101](#)
- [102](#)
- [103](#)
- [182](#)
- [183A](#)
- [186](#)
- [187](#)
- [189](#)
- [202](#)
- [Final Report](#)

eConsole

Logout

***NOTE:** Mitacs must be added at the very beginning of creating a new Alliance application

5. Create an application

Application - Create a New Application

Select a program name using the 'List...' button

6. Under Program Name,
select 'Alliance Grants'



Program Name Alliance Grants List...

Title of proposal

TEST TEST TEST

166 (180 chars)

7. Under Select a type of call,
select 'Mitacs Accelerate'



Select a type of call Mitacs Accelerate

Create Cancel

Program Alliance Grants - Mitacs Accelerate

Title of proposal

TEST TEST TEST

166 (180 chars) (will be used for publication purposes)

Institution that will administer the grant

Use the 'List...' button

List...

Department

Use the 'List...' button

Department name if not available

(100 chars)

Application language

English ▾

What is the proposed cost-sharing ratio for this application?

66.67% ▾



8. Select 66.67%

9. Add Mitacs as a contributor, select 'Contributions'



Contributions >

Portfolio Instructions Logout

Form

- Application Profile
- Area(s) of Research
- Certification/ Requirement
- Partnership/Conflict of Interest
- Sensitive Technology Research Areas
- Cover Letter
- Co-Applicants
- Collaborators
- Biographical Sketches
- Summary of Proposal
- Proposal
- Proposed Expenditures
- Budget Justification
- Contributions
- Justification for In-kind Contributions
- Other Documents
- Environmental Impact
- Risk Assessment

Form 101 - Contributions from Partner Organizations

Note: This page looks different from the other parts of NSERC Online. This is temporary as we work towards more uniform styling throughout the system.

Before completing this section:

- see [Funding your research project](#)
- consult the [Use of Grant Funds](#) section of the NSERC Program Guide for Professors concerning the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds.

Organization Categories Select the category that applies to the organization. To determine the appropriate category for partner organizations (recognized or non-recognized for cost-sharing), refer to [Alliance Grants: Role of partner organizations](#).

Partner organization recognized for cost-sharing

Partner organization not recognized for cost-sharing

Joint call funding partner

Other funder (not involved in the research)

Postsecondary institution

Next



10. Under Organization Categories select 'Joint call funding partner'

Form
Application Profile
Area(s) of Research
Certification/ Requirement
Partnership/Conflict of Interest
Sensitive Technology Research Areas
Cover Letter
Co-Applicants
Collaborators
Biographical Sketches
Summary of Proposal
Proposal
Proposed Expenditures
Budget Justification
Contributions
Justification for In-kind Contributions
Other Documents

Form 101 - Contributions from Supporting Organizations

Important: You **must save** the information about one organization **before adding another one**.

Note: Depending on the Type of call, inviting the Joint call funding partner is either mandatory or optional. Please refer to the program description. After being invited, the authorized contact person for the organization will be able to view the application and may be required to submit information, according to the call requirements.

Before the authorized contact for the partner organization can be invited, you must complete the financial information in the table below, save the page, and then click the Lock/Invite button.

Record 1 of 1

Status: New

Organization Category : Joint call funding partner

Provide the full name and email address of the authorized contact

Family Name :
Given Name :
Email Address :

- 11. Enter your local BD Advisor's name
- 12. Enter the Mitacs email, **signoff@mitacs.ca**

Organization and department or branch

Select the organization name and department or branch from the list.

- 13. Click on **List**

Organization Search

Complete the three search criteria below and click Next to find the organisation.

Note: In order to find the department or branch, you must select the country in which the department or branch is located. Then, for Canada or the United States, you must select the province or state of the head office in that country.

1. Canada United States Other country
2. For Canada and the United States, select the province or state where the head office of the organization is located in the given country. For other countries, select the country.



Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland and Labrador
Northwest Territories
Nova Scotia
Nunavut
Ontario
Prince Edward Island
Québec
Saskatchewan
Yukon Territory

14. Select 'British Columbia'

3. Enter two or more characters of the organization name (for the head office in the given country).

15. Enter Mitacs

Organization Search

Select the organization from the list below. If the organization is not in the list, you can hit Back to change search criteria. If the organization is still not in the list, tick the box below and enter the organization name and department or branch manually.



Mitacs

16. Click 'Select' when Mitacs pops up

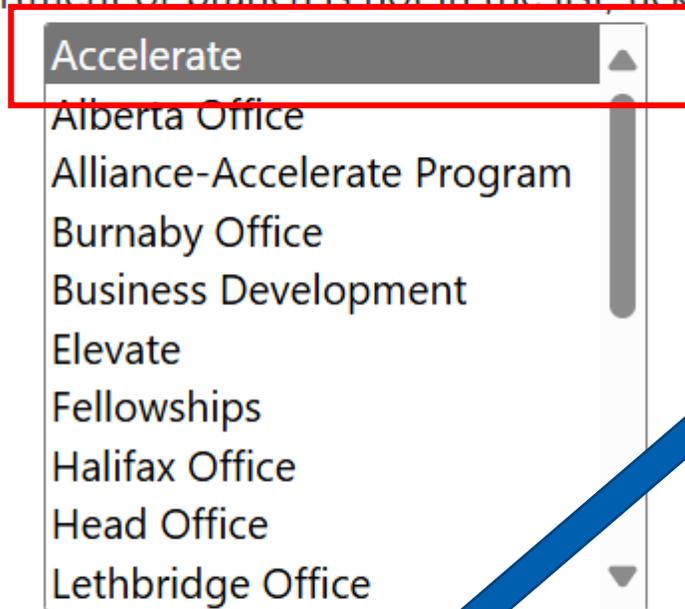
The organization name does not appear in the list.

Organization name

Department or branch

Department or branch

Select name of the department or branch below. To change the organization, click Back. If department or branch is not in the list, tick the box below the list and enter it manually.

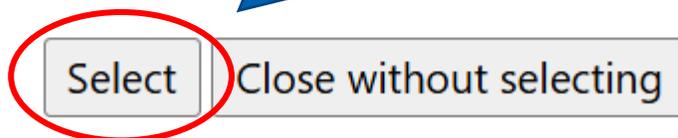


A screenshot of a web application's dropdown menu. The menu is open, showing a list of department and branch names. The top item, 'Accelerate', is highlighted in a dark grey bar and enclosed in a red rectangular box. Below it are the following items: 'Alberta Office', 'Alliance-Accelerate Program', 'Burnaby Office', 'Business Development', 'Elevate', 'Fellowships', 'Halifax Office', 'Head Office', and 'Lethbridge Office'. A vertical scrollbar is visible on the right side of the list.

17. Ensure **'Accelerate'** is selected, click **'Select'**

The department's name does not appear in the list.

Enter the name of the department or branch



Two buttons are shown at the bottom of the form. The first button, labeled 'Select', is circled in red. The second button, labeled 'Close without selecting', is positioned to the right of the first button.

Organization and department or branch

Select the organization name and department or branch from the list.

List...

Organization name : Mitacs

Department or Branch : Accelerate

	Year 1	Year 2	Year 3	Year 4	Year 5
Cash contributions to direct costs of research	0	0	0	0	0

In-kind Contributions

1) Salaries for scientific and technical staff	0	0	0	0	0
2) Donation of equipment, software	0	0	0	0	0
3) Donation of material	0	0	0	0	0
4) Field work logistics	0	0	0	0	0
5) Provision of services	0	0	0	0	0
6) Use of organization's facilities	0	0	0	0	0

18. Under Cash contributions to direct costs of research, enter in the amount Mitacs will be contributing to the project per year (Mitacs BD can assist if needed)

*NOTE: This section should only include Mitacs contribution (not the industry funds)

*NOTE: The remainder of this section should be left blank



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19. At the top of the Mitacs contribution page, click 'Add'

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Form

Application Profile

Area(s) of Research

Certification/
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Partnership/Conflict
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Sensitive Technology
Research Areas

Cover Letter

Co-Applicants

Collaborators

Biographical
Sketches

Summary of
Proposal

Proposal

Proposed

Form 101 - Contributions from Supporting Organizations

Important: You **must save** the information about one organization **before adding another one.**

Previous

Next

Add

Delete

Lock/Invite

Edit

Note: Depending on the Type of call, inviting the Joint call funding partner is either mandatory or optional. Please refer to the program description. After being invited, the authorized contact person for the organization will be able to view the application and may be required to submit information, according to the call requirements.

Before the authorized contact for the partner organization can be invited, you must complete the financial information in the table below, save the page, and then click the Lock/Invite button.

Record of

Status:

Organization Category : Joint call funding partner

Provide the full name and email address of the authorized contact person for the organization.

Family Name :

BD Last Name

20. Following the review of your Mitacs supplemental application form, your BD Advisor will ask you to upload the Mitacs supplemental form to the Other Documents section on the NSERC portal

Biographical Sketches	Record 1 of 1																		
Summary of Proposal	Organization Category : Joint call funding partner																		
Proposal	Provide the full name and email address of the authorized contact person for the organization.																		
Proposed Expenditures	Family Name : <input type="text" value="BD Last Name"/>																		
Budget Justification	Given Name : <input type="text" value="BD First Name"/>																		
Contributions	Email Address : <input type="text" value="signoff@mitacs.ca"/>																		
Justification for In-kind Contributions																			
Other Documents	<h2>Organization and department or branch</h2>																		
Environmental Impact	Select the organization name and department or branch from the list. <input type="button" value="List..."/>																		
Risk Assessment Form	Organization name : Mitacs																		
STRAC Attestation Attachment	Department or Branch : Accelerate																		
Reviewers																			
	<table><thead><tr><th></th><th>Year 1</th><th>Year 2</th><th>Year 3</th><th>Year 4</th><th>Year 5</th></tr></thead><tbody><tr><td>Cash contributions to direct costs of research</td><td><input type="text" value="0"/></td><td><input type="text" value="0"/></td><td><input type="text" value="0"/></td><td><input type="text" value="0"/></td><td><input type="text" value="0"/></td></tr><tr><td>In-kind Contributions</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>		Year 1	Year 2	Year 3	Year 4	Year 5	Cash contributions to direct costs of research	<input type="text" value="0"/>	In-kind Contributions									
	Year 1	Year 2	Year 3	Year 4	Year 5														
Cash contributions to direct costs of research	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>														
In-kind Contributions																			

Once your application is almost finalized on the NSERC portal, it is recommended that you send your BD Form 101 by clicking on 'Preview'

Form

Application Profile

Area(s) of Research

Certification/
Requirement

Partnership/Conflict
of Interest

Sensitive Technology
Research Areas

Cover Letter

Co-Applicants

Collaborators

Biographical
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Form 101 - Contributions from Supporting Organizations

Important: You **must save** the information about one organization **before adding another one**.

Previous

Next

Add

Delete

Lock/Invite

Edit

Note: Depending on the Type of call, inviting the Joint call funding partner is either mandatory or optional. Please refer to the program description. After being invited, the authorized contact person for the organization will be able to view the application and may be required to submit information, according to the call requirements.

Before the authorized contact for the partner organization can be invited, you must complete the financial information in the table below, save the page, and then click the Lock/Invite button.

Record of

Status:

Organization Category : Joint call funding partner

Provide the full name and email address of the authorized contact person for the organization.

Family Name :

BD Last Name



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Application Profile

Area(s) of Research

Certification/
Requirement

Partnership/Conflict
of Interest

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Form 101 - Contributions from Supporting Organizations

Important: You **must save** the information about one organization **before adding another one**.

Previous

Next

Add

Delete

Lock/Invite

Edit

Note: Depending on the Type of call, inviting the Joint call funding partner is either mandatory or optional. Please refer to the program description. After being invited, the authorized contact person for the organization will be able to view the application and may be required to submit information, according to the call requirements.

Before the authorized contact for the partner organization can be invited, save the page, and then click the Lock/Invite button.

Record of

Organization Category : Joint call funding partner

Provide the full name and email address of the authorized contact

Family Name :

BD Last Name

21. Once the entire NSERC application (and Mitacs proposal) has been filled in and finalized, this button will appear.

Click **'Lock/Invite'**

This will invite Mitacs to conduct their pre-review of the application

How to check on the status of Mitacs pre-review?

When Mitacs signs off on the application, applicants will be notified by email by the Mitacs Grants team. Applicants can also check the status under the Mitacs contribution page on the NSERC portal

“Invitation sent” – Mitacs has been notified the application is ready for pre-review

“Invitation accepted” – Mitacs clicks “Accept” in the NSERC Portal

“Completed by partner” – Mitacs has signed off on their pre-review

Previous Next Add Delete Re-invite Edit

Note: Depending on the Type of call, inviting the Joint call funding partner is either mandatory or optional. Please refer to the program description. After being invited, the authorized contact person for the organization will be able to view the application and may be required to submit information, according to the call requirements.

Before the authorized contact for the partner organization can be invited, you must complete the financial information in the table below, save the page, and then click the Lock/Invite button.

Record 2 of 2

Organization Category : Joint call funding partner

Status: Invitation accepted

Provide the full name and email address of the authorized contact person for the organization.

Family Name :

Given Name :

Email Address :