ConRAD Navigation:
Submitting an OVPRGS application:
Aid to Research Related Events, Publication, Exhibitions and Dissemination Activities (ARRE)
Facilities Optimization Program (FOP)
Seed Funding – Team/Individual (SEED)
Introduction to ConRAD

• ConRAD (the Concordia Research Administration Database) is an electronic research management tool which replaces existing internal paper-based forms.

• As of September 1, 2013 the Office of the Vice-President, Research and Graduate Studies programs ARRE, FOP and Seed applications will be submitted through ConRAD. Paper applications/submissions will no longer be accepted.

• Forms completed through ConRAD will be routed electronically for signature – no wet signatures required.

• ConRAD also creates a Research Homepage for researchers – all past, current, and pending research activity (including grant applications, compliance approvals, and agreements) is displayed in a concise format, making it easy to review your research history or track current activities.
Logging In

• ConRAD is accessible through the MyConcordia portal under “Research and Innovation”
• Once you click the ConRAD link, you will be brought directly to your personal homepage (no second login required).
This is the **Research Portal homepage**. All researchers have **Principal Investigator** and **Project Team Member** roles.

You can view all *current* research activity by selecting “**Applications (Submitted – Post Review)**”. You can also see any applications on which you were named as a *co-investigator* through **Role: Project Team Member**.
To begin a new application, select **Apply New**.
This screen provides a list of all **currently available electronic application forms**. Forms can be added, deleted, or modified as required.

For this demonstration, we will review the **ARRE program**.
The application is sorted by tabs for ease of navigation. Certain tabs, such as Project Team Info, are automatically pre-populated with your information.

* The Errors tab will disappear when all required fields are complete.
Your information will appear in this screen automatically under Principal Investigator. You can also enter as many Project Team Members (co-investigators, research assistants, students, etc.) as necessary.
The best way to add team members to your file is to select “Retrieve Info” – all Concordia investigators (and many external investigators) will already be in the database, so try searching by name. If you can’t find your team member, you can always enter them manually on the main screen.
In ConRAD, “Sponsor” refers to the funding agency. Select “Add New” to specify Concordia University and the OVPRGS program to which you are applying.

Note: Certain fields in the Sponsor Info section will be completed by an administrator. The next page illustrates which fields must be completed by researchers (see items circled in green).
To specify the agency, click “Agency” – ConRAD contains a **master list of all funding agencies** to which researchers have applied in the past. Choose Concordia University as the Agency.

Based on your selection, a **list of OVPRGS programs** will be automatically generated, choose the program to which you are applying,

Enter only the **fiscal year** (use the current year) and the **requested amounts**. All other fields can remain blank.
Each OVPRGS program has a section that has been customized for that specific program.

The example shown here is for the ARRE.

In order to complete the application for submission these sections “Application Details, Budget Details, and Checklist” must be completed.
Each field in the Budget Details section must be completed. If the applications does not include information for one of the following fields “Request from Faculty”, “Confirmed Amounts”, “Expected Amounts” please indicated none in the field.
Documents can be uploaded and transmitted via the Attachments tab. One file in either Word or PDF format should be created and attached in order for the application to be considered complete.

Once a document is uploaded here it will remain stored in your file and you will be able to view it in the Research Portal, making it easy to reference past applications.
When your application is complete, select “Submit”. This will initiate the electronic routing process – your application will be forwarded via email to the appropriate signing authorities for submission.
To exit a form *without submitting*, click **Save** or **Close**. If you select Close, you will still be asked if you want to save your changes.

In-progress applications are listed as **Applications (Saved – Not Submitted)** in your portfolio.

Submitted applications currently undergoing the approval process are listed as **Applications (Submitted – Under Review)**.

Submitted applications that have been approved by your signing authorities are listed as **Applications (Submitted – Post Review)**.
Post-approval: Events

Once an application exists in the system, **Event Forms** can be used to update, modify, or renew the initial file.

*When would you use an Event Form?*

- **Extension requests** for OVPRGS awards (ARRE, FOP, Seed)
## Support

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**Contact:**

- **System Issues:** conrad@algol.concordia.ca
- **Content Issues:** Your research facilitator