



**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)**

Concordia University
Office of Research
Last update: 13-Aug-2013

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).

The image shows a screenshot of the MyConcordia portal. On the left, there is a blue header with the MyConcordia logo and the tagline "Your gateway to internal resources". Below the logo is a login form with fields for "NetName (activate)", "Password (forgot?)", and a "Sign in" button. A green box highlights the login form, and a green arrow points from it to the right. On the right, there is a navigation menu titled "MyConcordia Menu" with various links. The link "Research and Innovation" is highlighted with a green box. The menu items are: Student Information System, Student Services, Course Websites (Moodle), Financial Services, Employee Services, Retail Services, Incident Reports, Alerts and Profiles, Accounts and Settings, Software and Applications, Auxiliary Services, Student Administrative Affairs, Research and Innovation, Faculty & Staff Services, Gartner Research, and Travel Registry.

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**.

Powered by **Process Pathways** Welcome: | [Home](#) | [My Profile](#) | [Contact Us](#) | [Help](#) | [Logout](#)

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Role : Principal Investigator

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(2)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(10)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(1)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Faculty Signing Authority

Applications (New - For Review)	(0)
Applications (Pending Information)	(0)

Role: Reviewer

Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(0)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

Applications (Submitted - Post Review) (10)

To begin a new application, select **Apply New**.

Powered by **Process Pathways** Welcome: **Home** My Profile Contact Us Help Logout

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Role : Principal Investigator	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(2)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(10)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(1)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Faculty Signing Authority	
Applications (New - For Review)	(0)
Applications (Pending Information)	(0)

Role: Reviewer	
Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(0)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

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**.

New Application Forms

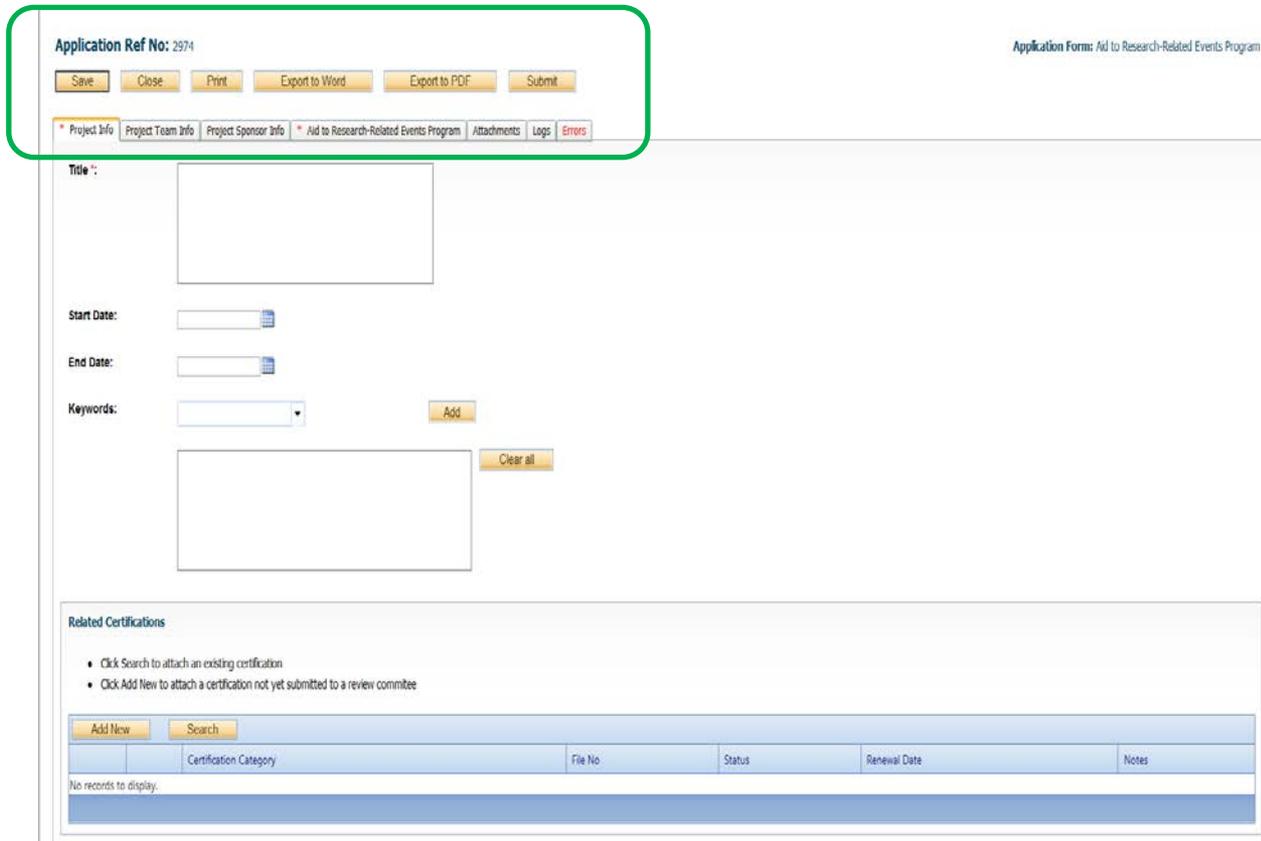
Office of Research (OOR)

Application Name	Description	Status
Grants Unit: Grant Submission Form	To be completed for all grant / award applications	Open
Research Partnerships & Innovation Unit: URO 101A	Internal Approval of Application for a Negotiated Grant	Open
Research Partnerships & Innovation Unit: URO 101	Internal Approval of Application for a Contract	Open
Aid to Research-Related Events Program	VPRGS Aid to Research Related Events, Publication, Exhibition and Dissemination Activities Program	Open

Human Ethics Research Committee (HREC)

Application Name	Description	Status
HREC: Summary Protocol Form (SPF)	The Summary Protocol Form (SPF) must be submitted to, and approved by, the University Human Research Ethics Committee (UHREC) prior to beginning any research involving human participants.	Open
HREC: STUDENT Summary Protocol Form (SPF)	For students ONLY: The Student Summary Protocol Form (SPF) must be submitted to, and approved by, the University Human Research Ethics Committee (UHREC) prior to beginning any research involving human participants.	Open

Project Info



Application Ref No: 2974

Application Form: Aid to Research-Related Events Program

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info Project Sponsor Info * Aid to Research-Related Events Program Attachments Logs Errors

Title :

Start Date:

End Date:

Keywords: Add Clear all

Related Certifications

- Click Search to attach an existing certification
- Click Add New to attach a certification not yet submitted to a review committee

Add New Search

Certification Category	File No	Status	Renewal Date	Notes
No records to display.				

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.

Team Info

Application Ref No: 2974 Application Form: Aid to Research-Related Events Program

Save Close Print Export to Word Export to PDF Submit

Project Info **Project Team Info** Project Sponsor Info Aid to Research-Related Events Program Attachments Logs Errors

Principal Investigator

Change PI

Prefix: Prof. Last Name: Adie First Name: Matthew

Affiliation: Faculty of Arts and Science

Rank: Professor Gender: Unspecified Institution: Concordia University

Phone: Phone2: Email: Matthew.Adie@concordia.ca Fax: Primary Address: Alternate Address: Preferred Address: Primary Address Alternate Address Country: Canada

Comments:

Other Project Member Info:

Add New

Last Name	First Name
No records to display.	

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.

Team Info (2)

Prefix: [dropdown] Last Name: [text] First Name: [text] **Retrieve Info**

Affiliation: [dropdown]

Gender: [UnSpecified] [dropdown]

Role In Project: [Emergency Contact] [dropdown] Country: [dropdown]

Rank: [dropdown] Institution: [dropdown]

Email: [text]

Phone1: [text]

Mailing Address: [text]

Use Of Address: [dropdown]

Comments: [text]

Save **Close**

Investigator Information

Prefix: [dropdown] Last Name: [text] First Name: [text] **Retrieve Info**

Affiliation: [dropdown]

Rank: [dropdown]

Gender: [Female] [UnSpecified] [dropdown]

Role In Project: [Emergency Contact] [dropdown]

Rank: [dropdown]

Email: [text]

Phone1: [text]

Primary Address: [text]

Mailing Address: [text]

Use Of Address: [Primary Address] [dropdown]

Preferred Address: [Primary Address] [dropdown]

Comments: [text]

Save **Close**

Investigator List

Close

Start With Any part

Last Name: [text]

First Name: [text]

Search **Reset**

Options	Last Name	First Name	Primary Affiliation
	[dropdown]	[dropdown]	[dropdown]

No records to display.

Close

Other Project Member Info:

Add Now

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.

Sponsor Info

The screenshot shows a web interface for managing sponsor information. At the top, there are buttons for 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. Below these are tabs for navigation: '* Project Info', 'Project Team Info', 'Project Sponsor Info' (which is the active tab), '* Grants Unit: Grant Submission Form', 'Attachments', 'Logs', and 'Errors'. A message reads: 'Click 'Add New' to add funding details for this project'. Below this message is a table with a header row containing columns for 'Investigator', 'Agency', 'Program', 'Currency', and 'Requested Amount'. The 'Add New' button is circled in green. Below the table, it says 'No records to display.'

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**).

Sponsor Info (2)

Sponsor Info.

Agency:

Program:

Fiscal Year:

Start Date:

End Date:

Competition Date:

Agency Reference No.:

Currency Type: Investigator:

Comments:

Click 'Add New' to add funding disbursement(s).

	Fiscal Year	Start Date	End Date	Requested Cash	Requested In-Kind
No records to display.					

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 OVRPGS programs** will be automatically generated, choose the program to which you are applying,

Funding Disbursement Info.

Fiscal Year:

Start Date:

End Date:

Requested Cash:

Requested In-Kind:

Requested Overhead:

Awarded Cash:

Awarded In-Kind:

Awarded Overhead:

Final Cash:

Final In-Kind:

Final Overhead:

Comments:

Enter only the **fiscal year** (use the current year) and the **requested amounts**. All other fields can remain blank.

Custom Tabs

Application Ref No: 2974

Application Form: Aid to Research-Related Events Program

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info Project Sponsor Info **Add to Research-Related Events Program** Attachments Log Errors

Application Details Budget Details Checklist

Provide information about your funding request below. For help, click on the blue "i" icons. IMPORTANT: For full program details, consult the official guidelines at <http://vprgs.concordia.ca/planningandadministration/planningandinitiatives/>.

1.1) Please indicate the project type(s) below.

- Event (workshop or conference)
- Lecture (speaker series, invited scholar, public lectures)
- Exhibition or Performance
- Publication
- Translation
- Media Production
- Other

1.2) If you've selected "Event", "Lecture", or "Exhibition" how many participants do you expect?

-Select-

1.3) If you selected "Other", please elaborate below.

1.4) What is the expected start date of this project/event?

1.5) What is the expected end date of this project/event?

Each OVRGS 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.

ARRE Budget Tab

Application Ref No: 2974

Application Form: Aid to Research-Related Events Program

Save Close Print Export to Word Export to PDF Submit

* Project Info | Project Team Info | Project Sponsor Info | * Aid to Research-Related Events Program | Attachments | Logs | Errors

* Application Details | * Budget Details

Please note: matching funds are REQUIRED for this program. Other revenues must be equal to (or exceed) funds requested from the ARRE program, and proof of confirmed funding must be included in the application. A detailed breakdown of expenses and justifications must be included under the "Attachments" tab.

2.1) * Total cost of project:

2.2) * Amount requested from the VPRGS (max. \$5,000):

2.3) * Amount requested from the Faculty:

2.4) * Confirmed amount(s) requested from other sources:

2.5) * Expected amount(s) requested from other sources (including income generated ie. registration fees):

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

Attachments

Application Ref No: 2974

Application Form: Aid to Research-Related Events Program

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info Project Sponsor Info Aid to Research-Related Events Program Attachments Logs Errors

NOTE: The official program guidelines are attached for your reference (just above the "Add Attachment" button). Please consult this document for detailed information on eligibility, requirements, expense eligibility, and evaluation criteria.

Applications must contain the following documents in order to be considered complete - incomplete applications will not be adjudicated by the Faculty. **Items listed below must be attached here.**

- 1) Lay Summary (1/2 page limit)
- 2) Detailed Description of the Project (2 page limit):
The Detailed Description must address all of the following points, and must be presented in this order:
 - Objectives and expected outcomes
 - Scope and brief background / context
 - Targeted audience / participants
 - Timeline for the project - include a plan of activities leading up to the event
- 3) Detailed budget & budget justification (1 page limit)
- 4) Letters confirming all contributions and matching funds from other sources
- 5) List of all previously awarded grants to the applicant and team members under the OVPGRGS program suite
Provide a summary of all ARRE, Seed, and Facility Optimization awards since 2010/11 with a brief description of the status and outcome of these awards
- 6) Applicant's CV (Canadian Common CV, CIHR, NSERC, or SSHRC)
A free-form CV of up to 10 pages is also acceptable

Applicants are reminded that members of the Faculty Research Committees (FRC) and the University Research Committee (URC) adjudicate applications based on the information that is presented. As these committees might not include a member from an applicant's discipline, applicants are advised to avoid highly specialized technical language and/or disciplinary jargon where possible.

GUIDELINES:

Aid to Research-Related Events Program 2012-2013.pdf

Add Attachment

NOTE : The maximum individual attachment size is 5MB. All attachments larger than 5MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 5MB.

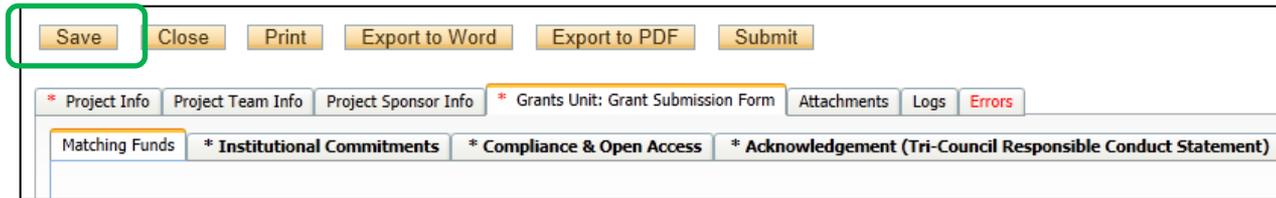
Documents can be uploaded and transmitted via the Attachments tab. One file in either Word or PDF format should be created and attached in order for the application to be considered complete.

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.

Submission

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)**

Concordia University Office of Research	
Role : Principal Investigator	
Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(16)
Applications (Withdrawn)	(0)
My Reminders	(0)

Post-approval: Events

Role : Principal Investigator

- Applications (Saved - Not Submitted)
- Applications (Submitted - Under Review)
- Applications (Submitted - Requiring My Attention)
- Applications (Submitted - Post Review)
- Applications (Withdrawn)
- My Reminders

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	Project Title	Principal Investigator	File No	Application Form Name	Work Flow State	Project Status	Last Saved	Message
View Clone Events	Test HREC app	Ms. Nichole Austin	30000790	HREC: Summary Protocol Form (SPF) (Certification)\Human Ethics)	Approval Decision Made	Active		

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

System Issues

Having trouble submitting a form?

Is incorrect information listed in your profile?

Contact:

conrad@algol.concordia.ca

Content Issues

Have questions about the review process or timelines?

Contact:

Your research facilitator