

Researchers' Guide to Financial Statement Approval

FDSR SYSTEM

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Purpose and Scope:

FDSR = Financial Data Submission and Reconciliation

- Annual Financial Statements must be prepared, submitted and approved for all active Federal Grants.
- Financial Statements are submitted on-line by Financial Services/Restricted Funds
- Financial Statements are approved on-line by the grant holder.

https://eservices.nserc.gc.ca/fdsr-prdf/



First Time Users

- If you are a new researcher, you must create a User ID and Password by selecting Researcher Account Registration found on the Login Page.
- FDSR will display the Researcher Legal Acceptance page.
- Read the text that is displayed on this page. If you agree, click I
 Accept and select Continue.
- FDSR will display the Account Registration Step 1 page.
- Select Concordia University in the Select your institution box.
- Complete the required fields. Select create to create your account if you wish to continue the registration process.FDSR will display the Account Registration – Step 2 page.
- Select Cancel if you do not want to complete the registration process.
- Take note of your User ID. You will require this ID <u>EVERY</u> <u>YEAR</u> of your grant to access the FDSR system.
- Select Continue . FDSR will display the Link Grant to User Account page found on page 5 of this guide.

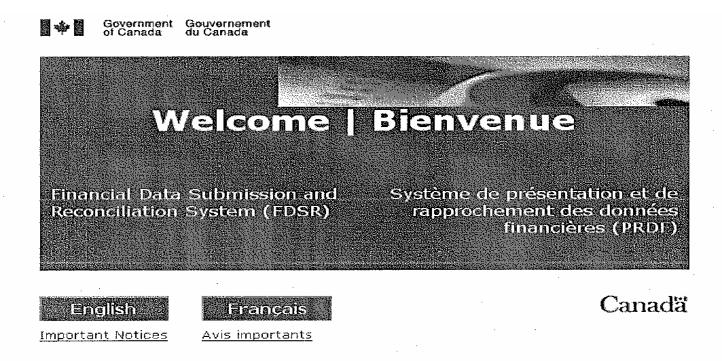


About your CID/PIN

- This is your personal identification number that was assigned to you by the granting agency when you applied for the grant; it is the same identifier you used to access the agency's on-line application system. The PIN may also be shown on your notice of award.
- A CID (Council Identification Number) is assigned by SSHRC.
- A PIN (Personal Identification Number) is assigned by NSERC and CIHR.
- If you hold grants with more than one granting agency, you will have a different CID/PIN for each granting agency.
- If you hold multiple grants with one granting agency, you will have one CID/PIN for all the grants from that agency.
- The CID/PIN you enter in this field must be identical to the CID/PIN that the Business Officer has entered in the Council/Personal Identification No. (CID/PIN) field when creating the Form 300 for this specific grant.



FDSR Welcome



- https://eservices.nserc.gc.ca/fdsr-prdf/
- Select Language to begin your session.



FDSR Introduction:

Canadian Institutes of Health Research

Natural Sciences and Engineering Research Council of Canada

Social Sciences and Humanities Research Council of Canada Instituts de recherche en santé du Canada

Conseil de recherches en sciences naturelles et en génie du Canada

Conseil de recherches en sciences humaines du Canada

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Introduction to the FDSR On-line System >

Login

រាជនាលាមរយោធានៈ :

Frequently Asked Questions

My Account

FDSR version 4.07 Proactive

Disclosure

Proactive Disclosure

Introduction to the FDSR On-line System

INEW Select User Help to obtain more information on the FDSR on-line system.

The Financial Data Submission and Reconciliation (FDSR) System aims to provide university officials with the capability to electronically transmit their annual financial data to the three federal granting agencies (CIHR, NSERC and SSHRC) by means of a single Web-enabled interface.

Login

Updated: 2008-06-23

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Important Notices

Click on "Login" to Continue

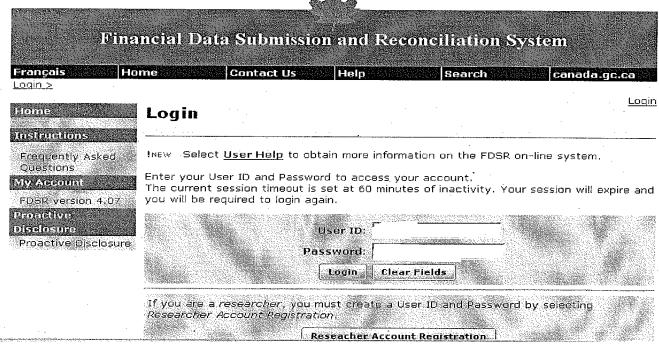


FDSR Login

Canadian Institutes of Health Research Natural Sciences and Engineering Research Council of Canada Social Sciences and Humanifies Research Council of Canada

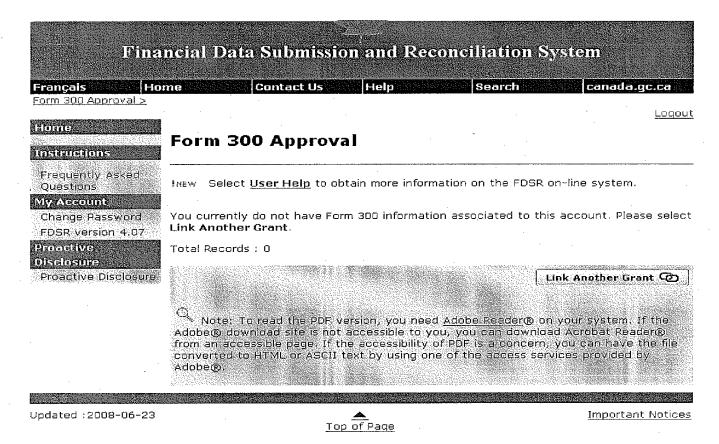
Instituts de recherche en santé du Canada Conseil de recherches en sciences naturelles et en génie du Canada Conseil de recherches en sciences humaines du Canada

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- USER ID: enter your user ID
- Password: enter your password
- Select "Login"
- Please refer to pages 9-12 inclusive of this presentation if you need help with your userid, password, CID or PIN

Form 300 Approval



- Select "Link Another Grant" to access Form 300
- If you have more than one grant with the same agency, you must "Link Another Grant" for all your active grants



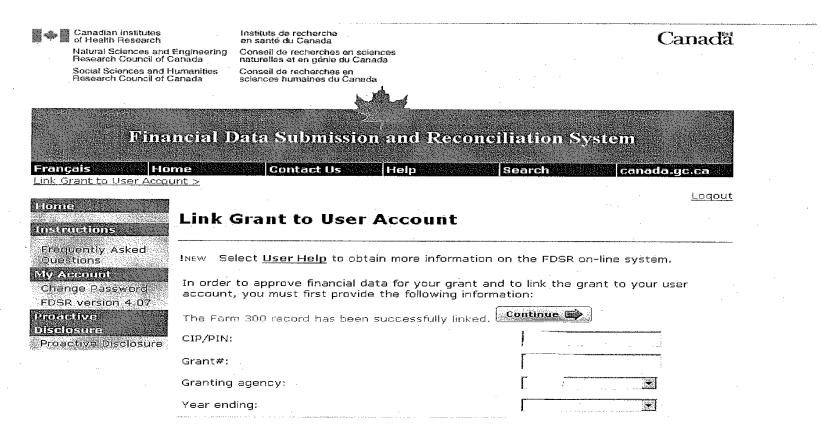
Link Grant to User Account



- 1. Enter your PIN
- 2. Enter your grant XXX-XXXX-XXX
- 3. Enter granting agency CIHR, NSERC or SSHRC (drop down menu)
- 4. Year ending: fiscal year end reported (example: enter "2009" for March 31 2009)
- 5. Click on "Link" to complete the process
- The information must match that of the agency, otherwise it will not link the grant successfully and will display an error message.



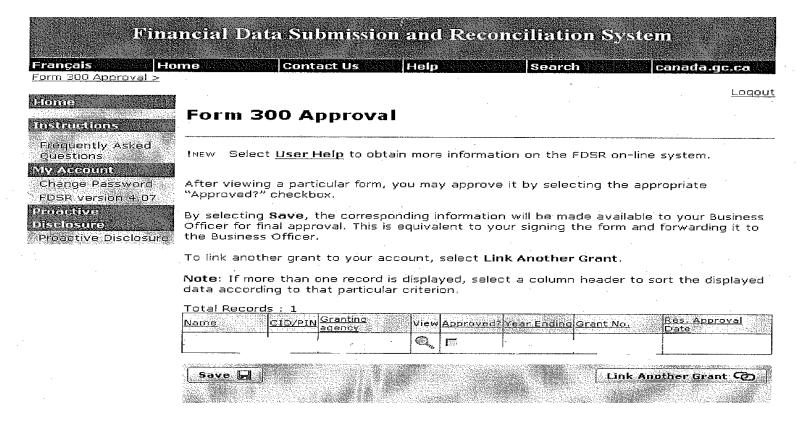
Link Grant to User Account - Identification



 Once the Form has been successfully linked to the grant, click on "Continue"



Form 300 Approval – view and approve



- Select "View" to display the Form 300 of your grant. You must review the statement before approving it.
- If there are no corrections to be made, select "Approved?"
- Select "Save" to complete the approval process. You will be able to see the date and time that you approved your statement.
- If there are corrections to be made, do not approve and contact your Restricted Funds Financial Officer for further instructions.

Change/Reset your Password

- If you have forgotten your Password, you may change/reset a new one.
- From your Login Page, select Forgot Password. FDSR will display the Forgot Password – Step 1 page.
- Enter your User ID.
- Select Continue.
- FDSR will display the Forgot Password- Step 2 page.
- Please answer the authentication question displayed on the FDSR form.
- Enter your new password. Your Password must consist of 8 to 12 characters and include at least one alphabetic character and one numeric character.
- Confirm your New Password.
- Select Update Password.



Additional Information

- You will find a link for Frequently Asked Questions (FAQ) on the Welcome page.
- If you have forgotten your USER ID, you must contact the FDSR Helpdesk by telephone or by e-mail.
- The Helpdesk's telephone number is (613 995-4273 or by email at webapp@nserc.ca.





www.concordia.ca