



NSERC
CRSNG

Investing in people, discovery and innovation
Investir dans les gens, la découverte et l'innovation

Access Manager

Please use this tutorial for internal demonstrations, training purposes, etc.



April 2004

Natural Sciences and Engineering Research Council of Canada
Conseil de recherches en sciences naturelles et en génie du Canada

Canada



NSERC
CRSNG

Investing in people, discovery and innovation
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Access Manager

Access Manager

- Is available only to the applicant and is performed by selecting **Application for a Grant (Form 101)**. Access Manager allows the applicant to give “browse and link” access to:
 - *his/her co-applicant(s)*: so that they may browse the application and electronically link their Personal Data Form (Form 100) to the proposal; and/or
 - *industry representatives*: to browse the application and electronically link it to Information Required from Organizations Participating in Research Partnerships Programs (Form 183A) or Information Required from Organizations Participating in the Special Special Research Opportunity (SRO) Program (Form 185).



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Application Profile

Form 101 - Application Profile

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This information was transferred from the New Application screen. You may update the fields as needed.

Program Discovery Grants - Group

Title of proposal (180 chars)

(will be used for publication purposes)

Application language: English French

Time devoted to proposed research/activity (hours per month)

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Form 101 - Access Manager

This page allows you to:

- view the list and status of current access recipients;
- remove previously authorized access to your application;
- remove a link to a secondary form without removing link access;
- authorize new access to your application.

List of Current Access Recipients i

Unlink	Remove access	E-mail address	Name	Form type	Status
		johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access i

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text" value="jane.doe@univ.ca"/>	<input type="text" value="Doe"/>	<input type="text" value=""/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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To authorize new access to your application, the e-mail address and family name of the authorized individual must be entered. (This e-mail address must be identical to the one used for NSERC correspondence.)

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Unlink	Remove access	E-mail address	Name	Form type	Status
		johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access i

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text" value="jane.doe@univ.ca"/>	<input type="text" value="Doe"/>	<input type="text" value="Form 100"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Then, from the drop down menu, a Form type must be chosen. This selection specifies which form the individual is authorized to link to the application.

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List of Current Access Recipients i

Unlink	Remove access	E-mail address	Name	Form type	Status
		johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access i

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text" value="jane.doe@univ.ca"/>	<input type="text" value="Doe"/>	Form 100 ▾
<input type="text" value="jacques.lafleur@univ.ca"/>	<input type="text" value="Lafleur"/>	Form 183A ▾
<input type="text"/>	<input type="text"/>	▾

This process must be repeated for each each authorized individual (up to three individuals at a a time).

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List of Current Access Recipients i

Unlink	Remove access	E-mail address	Name	Form type	Status
		johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access i

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text" value="jane.doe@univ.ca"/>	<input type="text" value="Doe"/>	Form 100 ▾
<input type="text" value="jacques.lafleur@univ.ca"/>	<input type="text" value="Lafleur"/>	Form 183A ▾
<input type="text"/>	<input type="text"/>	▾

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Once completed, these entries must be saved in order to be added to the **List of Current Access Recipients.**

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List of Current Access Recipients i

Unlink	Remove access	E-mail address	Name	Form type	Status
	<input type="checkbox"/>	jane.doe@univ.ca	Doe, Jane	Form 100	Not Linked
	<input type="checkbox"/>	jacques.lafleur@univ.ca	Lafleur, Jacques	Form 183A	Not Linked
		johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access i

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Fields

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The authorized individuals now appear in the List of Current Access Recipients. A Status of *Not Linked* indicates that the corresponding form has not yet been linked.

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List of Current Access Recipients i

Unlink	Remove access	E-mail address	Name	Form type	Status
	<input type="checkbox"/>	jane.doe@univ.ca	Doe, Jane	Form 100	Not Linked
	<input type="checkbox"/>	jacques.lafleur@univ.ca	Lafleur, Jacques	Form 183A	Not Linked
	<input type="checkbox"/>	johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access i

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Fields

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The primary applicant is automatically granted access to link their Form 100 to the application.



To remove an individual from the List of Current Access Recipients, the applicant must select the corresponding box and then select **Save** to register these modifications. Repeat Repeat this procedure for each individual who is to be removed from the list.

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List of Current Access Recipients i

Unlink	Remove access	E-mail address	Name	Form type	Status
	<input checked="" type="checkbox"/>	jane.doe@univ.ca	Doe, Jane	Form 100	Not Linked
	<input type="checkbox"/>	jacques.lafleur@univ.ca	Lafleur, Jacques	Form 183A	Not Linked
	<input type="checkbox"/>	johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access i

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Fields



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List of Current Access Recipients

<input type="checkbox"/>	<input type="checkbox"/>	E-mail address	Family name	Form type	Status
<input type="checkbox"/>	<input type="checkbox"/>	jacques.lafleur@univ.ca	Lafleur, Jacques	Form 183A	Linked
<input type="checkbox"/>	<input type="checkbox"/>	johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Once the individual has linked his/her form to the application, the corresponding status in the **List of Current Access Recipients** will change to *Linked*.



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Unlink	Remove access	E-mail address	Name	Form type	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	jacques.lafleur@univ.ca	Lafleur, Jacques	Form 183A	Linked
<input type="checkbox"/>	<input type="checkbox"/>	johnsmith@university.ca	Smith, John	Form 100	Not Linked

Authorize New Access

The system requires a correct and complete set of information (e-mail address and family name) before it can grant a user access. Partial or incomplete records will prevent you from proceeding with your on-line session.

E-mail address	Family name	Form type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Fields

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To remove a link, should the individual need to make modifications to his/her his/her linked form, you will need to select **Unlink** beside the name of the individual for whom the the relevant form is being unlinked, and then select **Save**. This This action will not remove the individual's individual's access to your application.





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April 2004
Access Manager



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