



**NSERC**  
**CRSNG**

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

# Application Manager

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

affaires  business

May 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*  
*Investir dans les gens, la découverte et l'innovation*

May 2004  
Application Manager

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# Application Manager

This module is available to authorized institution officials (and their delegates/assistants) and delegates/assistants) and can be accessed via the the eConsole.

All of the above individuals will be able to view and and transmit comments on the applications sent to sent to their institutions. However, only the designated designated institution officials will have the authority to authority to change the status of the application to application to **Approved** or **Returned**.



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## eConsole

Version 5.03.22

Welcome Jack Incognito

### Account Management

[Change Password](#)

[Maintain User Profile](#)

### Forms Management

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[Forms - Student](#)

[Forms - Reviewer](#)

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Updated: 2004-05-17

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### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Committee / Panel			
<input type="text"/>			
Program			
<input type="text"/>			
Department	Status		
<input type="text"/>	<input type="text"/>		
Total Amount Requested for the Period			
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Last Change Date			
<input type="text" value="2003/03/01"/> (yyyy/mm/dd)			
Sort Criteria			
1. <input type="text"/>	Ascending	<input checked="" type="radio"/> Descending <input type="radio"/>	
2. <input type="text"/>	Ascending	<input checked="" type="radio"/> Descending <input type="radio"/>	
3. <input type="text"/>	Ascending	<input checked="" type="radio"/> Descending <input type="radio"/>	
<input type="button" value="Submit"/>		<input type="button" value="Clear Fields"/>	

This section of the page allows you to choose the applications you wish to view. To limit the results of your search, enter selection criteria from the following following options.

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
Smith	12345	98765



**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**  
 \$   
 \$

**Last Change Date**  
 (yyyy/mm/dd)

**Sort Criteria**

- Ascending  Descending
- Ascending  Descending
- Ascending  Descending

To limit your results to a specific application or individual, enter the Applicant's Family Name and/or and/or the NSERC PIN and/or the Application ID.

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**

\$   \$

**Last Change Date**

(yyyy/mm/dd)

**Sort Criteria**

1.  Ascending  Descending

2.  Ascending  Descending

3.  Ascending  Descending

Submit

Clear Fields

To view a select group of applications, choose any combination of the the following criteria: criteria:



### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**

\$   
 \$

**Last Change Date**

(yyyy/mm/dd)

- In Progress
- Submitted
- Approved
- Returned
- Completed

**Sort Criteria**

1.  Ascending  Descending

2.  Ascending  Descending

3.  Ascending  Descending

**Status: In Progress**  
 – the applicant is still still working on the the application and it and it has not yet passed the system's system's verification/ verification/ validation process.

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**

\$ 
 \$

**Last Change Date**

(yyyy/mm/dd)

- In Progress
- Submitted
- Approved
- Returned
- Completed

**Sort Criteria**

1.  Ascending  Descending

2.  Ascending  Descending

3.  Ascending  Descending

**Status: Completed** – the application has passed the system's verification/validation on process but has not yet been submitted submitted to the institution official for for approval.



### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**

\$   
 \$

**Last Change Date**

(yyyy/mm/dd)

- In Progress
- Submitted
- Approved
- Returned
- Completed

**Sort Criteria**

1.  Ascending  Descending

2.  Ascending  Descending

3.  Ascending  Descending

**Status: Submitted** – the application has been submitted submitted to the institution official for approval.

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text"/>	<input type="text"/>

**Total Amount Requested for the Period**

\$   \$  \$

**Last Change Date**

(yyyy/mm/dd)

**Sort Criteria**

1.  Ascending  Descending

2.  Ascending  Descending

3.  Ascending  Descending

- 
- In Progress
- Submitted
- Approved
- Returned
- Completed

**Status: Returned** – the institution official official has returned returned the application to the applicant.

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**

\$ 
 \$

**Last Change Date**

(yyyy/mm/dd)

- In Progress
- Submitted
- Approved
- Returned
- Completed

**Sort Criteria**

1.  Ascending  Descending

2.  Ascending  Descending

3.  Ascending  Descending

**Status: Approved** –  
 – the institution official has approved the application and has submitted it to NSERC.

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**

<input type="text" value="-"/>	\$ <input type="text" value="25000"/>	<input type="text" value="-"/>	<input type="text" value="AND"/>	<input type="text" value="-"/>	\$ <input type="text" value="50000"/>
<	<b>Change Date</b>	<	OR	<	
<=	03/01 (yyyy/mm/dd)	<=		<=	
=		=		=	
>=		>=		>=	
>		>		>	

**Sort Criteria**

- Ascending  Descending
- Ascending  Descending
- Ascending  Descending

Submit

Clear Fields

You may also select select applications according to the Total Amount Requested for the Period (e.g., this could be applications that match a specific amount or fall into a into a specified interval).

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**  
 \$   \$

**Last Change Date**  
 (yyyy/mm/dd)

**Sort Criteria**

1.	<input type="text" value="-"/>	Descending <input type="radio"/>
2.	<input type="text" value="Applicant Name"/>	Ascending <input checked="" type="radio"/> Descending <input type="radio"/>
3.	<input type="text" value="NSERC Pin"/>	Ascending <input checked="" type="radio"/> Descending <input type="radio"/>
	<input type="text" value="Application ID"/>	
	<input type="text" value="Committee"/>	
	<input type="text" value="Program"/>	
	<input type="text" value="Department"/>	
	<input type="text" value="Status"/>	
	<input type="text" value="Amount"/>	
	<input type="text" value="Last Change Date"/>	

[Important Notices](#)

Then, choose one or more Sort Criteria Criteria (up to three three sorts) and select either **Ascending** or **Descending** to determine the order order in which the results will be displayed.

### Application Manager - Selection Criteria

This page allows you to select and sort applications. Specify a selection and sort criteria to obtain a list of applications in the order you wish.

To view all the applications from your institution, click on **Submit** without specifying selection and sort criteria.

[Group Applications involving Multiple Academic Institutions](#)

Applicant's Family Name	NSERC PIN	Application ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee / Panel**

**Program**

Department	Status
<input type="text" value="-"/>	<input type="text" value="-"/>

**Total Amount Requested for the Period**

\$   \$

**Last Change Date**

(yyyy/mm/dd)

**Sort Criteria**

1.  Ascending  Descending

2.  Ascending  Descending

3.  Ascending  Descending







If no Selection Criteria or Sort Criteria are entered, entered, all the applications for your your institution will be displayed, in in ascending order order by family name.

### Application Manager - Selection List

This list has been generated from the selection and sort criteria you provided. To view an application, select the title field. To change status, use the drop-down menu for "Change Application Status." **Note that the drop-down menu for "Change Application Status" will appear automatically once the applicant has submitted the application (status changes to "Submitted").** If you wish to modify your selection and sort criteria, return to the Selection Criteria screen.

The Application (Appl.) ID number that appears on this screen is for reference purposes only. It is not the official NSERC number assigned to the applications for administrative transactions with academic institutions and applicants.

**Total number of applications: 4**

Name Department	Program Cttee / Panel	Appl. ID PIN	Total Amount Requested / Duration	Status / Last Change
Change Application Status	Title			Comments
Doe, Jane Not Available **	RGPIN	50207722	\$49,550 1	Submitted 04/05/18
<input type="text" value="-"/>	<a href="#">Title of Jane Doe proposal</a>			 <input type="checkbox"/>
Lafleur, Jacques Not Available **	DNDPJ	50207723	\$49,500 1	In Progress 04/05/17
	<a href="#">Titre de la demande de J. Lafleur</a>			 <input type="checkbox"/>
Smith, John Not Available **	RGPJP	25193279 99999	\$49,600 1	In Progress 03/11/25
	<a href="#">My application</a>			 <input type="checkbox"/>
Untel, Jean Not Available **	MFAIF	50207724 9999	\$49,700 1	Completed 04/05/18
	<a href="#">Titre de la demande</a>			 <input type="checkbox"/>

Submit

Back

To view an application, select its title.



### Browse Application

This page allows you to view and print individual sections of the application. You can either select an individual section or view the full application by selecting View All.

There are problems with the **View All** function that can result in poor system performance. The **View All** function could take from five to seven minutes to complete. As an alternative, we strongly recommend that you preview the sections individually. Do not select **View All** more than once. This problem should not affect the ability to submit applications electronically. Please accept our apologies for any inconvenience.

John Smith



[Formulaire 101 - Demande de subvention](#)

John Smith

[Form 100 - Personal Data Form](#)

o [Contributions](#)

View All

Close

By selecting the desired section of a form, you will be able to view it in PDF PDF format.



Acrobat Reader - [Embedded File]

File Edit Document Tools View Window Help

100%

**FORMULAIRE 101**  
Demande de subvention  
PARTIE I

Date		2004/05/18	
Candidat	Prénom	Initiale(s) de tous les prénoms	N° d'identification personnel (NIP)
	John	JW	99999
Langue de rédaction		Temps (heures par mois) qui sera consacré à la recherche / l'activité proposée	
<input type="checkbox"/> en français <input type="checkbox"/> en anglais			
Titre de la demande		Pour les projets stratégiques, indiquez le domaine-cible et la sous-catégorie, s'il y a lieu.	
Projet à la découverte - groupe			
Description de la demande			
Description en dix (10) mots-clés au maximum. Utilisez des virgules pour les séparer.			
Code(s) de domaine d'application			
<input type="checkbox"/> Primaire <input type="checkbox"/> Secondaire		<input type="checkbox"/> Primaire <input type="checkbox"/> Secondaire	

5 x 11 in



Using the *Acrobat Reader* tool bar, you will be able to browse the form and print it. Once the browsing is complete, close the screen by selecting the Close Window icon in the upper right corner to return to the Browse Application page.





To add comments to an application, select the corresponding document icon.

### Application Manager - Selection List

This list has been generated from the selection and sort criteria you provided. To view an application, select the title field. To change status, use the drop-down menu for "Change Application Status." **Note that the drop-down menu for "Change Application Status" will appear automatically once the applicant has submitted the application (status changes to "Submitted").** If you wish to modify your selection and sort criteria, return to the Selection Criteria screen.

The Application (Appl.) ID number that appears on this screen is for reference purposes only. It is not the official NSERC number assigned to the applications for administrative transactions with academic institutions and applicants.

**Total number of applications: 4**

Name Department	Program Ctee / Panel	Appl. ID PIN	Total Amount Requested / Duration	Status / Last Change
Change Application Status		Title	Comments	
Doe, Jane Not Available **	RGPIN	50207722	\$49,550 1	Submitted 04/05/18
<input type="text" value="-"/>	<a href="#">Title of Jane Doe pro...</a>			<input type="checkbox"/>
Lafleur, Jacques Not Available **	DNDPJ	50207723	\$49,500 1	In Progress 04/05/17
		<a href="#">Titre de la demande de J. Lafleur</a>		<input type="checkbox"/>
Smith, John Not Available **	RGPJP	25193279 99999	\$49,600 1	In Progress 03/11/25
		<a href="#">My application</a>		<input type="checkbox"/>
Untel, Jean Not Available **	MFAIF	50207724 9999	\$49,700 1	Completed 04/05/18
		<a href="#">Titre de la demande</a>		<input type="checkbox"/>

To add comments, type type them in the the **New Comments** text box. Once completed, select select **Send**.



NSERC - Microsoft Internet Explorer

### Comments

New Comments:

Type comments here

Previous Comments:

Send Cancel

sort criteria you provided.  
 ge status, use the drop-  
**at the drop-down**  
**ear automatically once**  
**us changes to**  
 nd sort criteria, return to

is screen is for reference  
 ssigned to the  
 emic institutions and

Total amount requested / duration	Status / Last Change	Comments
9,550	Submitted 04/05/18	
9,500	In Progress 04/05/17	
9,600	In Progress 03/11/25	
9,700	Completed 04/05/18	

Submit Back





An X then appears in in the corresponding corresponding box box indicating that that comments have have been added to to the application.

**Application Manager - Selection List**

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The Application (Appl.) ID number that appears on this screen is for reference purposes only. It is not the official NSERC number assigned to the applications for administrative transactions with academic institutions and applicants.

**Total number of applications: 4**

Name Department	Program Ctee / Panel	Appl. ID PIN	Total Amount Requested / Duration	Status / Last Change
<b>Change Application Status</b>		<b>Title</b>	<b>Comments</b>	
Doe, Jane Not Available **	RGPIN	50207722	\$49,550 1	Submitted 04/05/18
-		<a href="#">Title of Jane Doe proposal</a>		 <input checked="" type="checkbox"/>
Lafleur, Jacques Not Available **	DNDPJ	50207723	\$49,500 1	In Progress 04/05/17
		<a href="#">Titre de la demande de J. Lafleur</a>		 <input type="checkbox"/>
Smith, John Not Available **	RGPJP	25193279 99999	\$49,600 1	In Progress 03/11/25
		<a href="#">My application</a>		 <input type="checkbox"/>
Untel, Jean Not Available **	MFAIF	50207724 9999	\$49,700 1	Completed 04/05/18
		<a href="#">Titre de la demande</a>		 <input type="checkbox"/>

### Application Manager - Selection List

This list has been generated from the selection and sort criteria you provided. To view an application, select the title field. To change status, use the drop-down menu for "Change Application Status." **Note that the drop-down menu for "Change Application Status" will appear automatically once the applicant has submitted the application (status changes to "Submitted").** If you wish to modify your selection and sort criteria, return to the Selection Criteria screen.

The Application (Appl.) ID number that appears on this screen is for reference purposes only. It is not the official NSERC number assigned to the applications for administrative transactions with academic institutions and applicants.

Total number of applications: 4

Name Department	Program Ctee / Panel	Appl. ID PIN	Total Amount Requested / Duration	Status / Last Change
Doe, Jane Not Available **	RGPIN	50207722	\$49,550 1	Submitted 04/05/18
<div style="border: 1px solid black; padding: 2px;"> <span style="float: right;">▼</span>                     -                      Approved                      Returned                 </div>		<a href="#">of Jane Doe proposal</a>		
	DNDPJ	50207723	\$49,500 1	In Progress 04/05/17
		<a href="#">Titre de la demande de J. Lafleur</a>		
Smith, John Not Available **	RGPGP	25193279 99999	\$49,600 1	In Progress 03/11/25
		<a href="#">My application</a>		
Untel, Jean Not Available **	MFAIF	50207724 9999	\$49,700 1	Completed 04/05/18
		<a href="#">Titre de la demande</a>		

Submit | Back





To approve or return the application, select the desired status from the dropdown list. (This dropdown list only appears once the application has the status **Submitted**).

### Application Manager - Selection List

This list has been generated from the selection and sort criteria you provided. To view an application, select the title field. To change status, use the drop-down menu for "Change Application Status." **Note that the drop-down menu for "Change Application Status" will appear automatically once the applicant has submitted the application (status changes to "Submitted").** If you wish to modify your selection and sort criteria, return to the Selection Criteria screen.

The Application (Appl.) ID number that appears on this screen is for reference purposes only. It is not the official NSERC number assigned to the applications for administrative transactions with academic institutions and applicants.

**Total number of applications: 4**

Name Department	Program Ctee / Panel	Appl. ID PIN	Total Amount Requested / Duration	Status / Last Change
Change Application Status		Title		Comments
Doe, Jane Not Available **	RGPIN	50207722	\$49,550 1	Submitted 04/05/18
Approved ▾		<a href="#">Title of Jane Doe proposal</a>		 <input type="checkbox"/>
Lafleur, Jacques Not Available **	DNDPJ	50207723	\$49,500 1	In Progress 04/05/17
		<a href="#">Titre de la demande de J. Lafleur</a>		 <input type="checkbox"/>
Smith, John Not Available **	RGPGP	25193279 99999	\$49,600 1	In Progress 03/11/25
		<a href="#">My application</a>		 <input type="checkbox"/>
Untel, Jean Not Available **	MFAIF	50207724 9999	\$49,700 1	Completed 04/05/18
		<a href="#">Titre de la demande</a>		 <input type="checkbox"/>



Submit | Back

Once completed,  
select **Submit** to  
save these  
modifications.



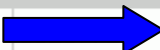
## Application Manager

### Confirm Changes/Submit Applications

This page allows you to confirm changes to the status of the applications and submit them.

By clicking on the "Submit" button below you will submit to NSERC the approved application(s) from your institution as indicated below. This is equivalent to your signing the application(s) on behalf of the institution. Refer to the document [Electronic Submission of Applications](#).

The following changes have been requested:

Name Department	Program Ctee / Panel	Appl. ID PIN	Title
<b>Approved</b>			
Doe, Jane Not Available **	RGPIN		<a href="#">Title of Jane Doe proposal</a>

To apply changes, click "Submit". Otherwise, click "Cancel"

The requested status changes are sorted according to their new status (**Approved** or **Returned**). To confirm your intentions, you may still browse these applications by selecting their title.



[Contact Us](#) [Help](#) [Exit](#)

## Application Manager

### Confirm Changes/Submit Applications

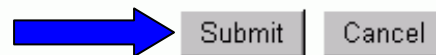
This page allows you to confirm changes to the status of the applications and submit them.

By clicking on the "Submit" button below you will submit to NSERC the approved application(s) from your institution as indicated below. This is equivalent to your signing the application(s) on behalf of the institution. Refer to the document [Electronic Submission of Applications](#).

The following changes have been requested:

Name Department	Program Ctee / Panel	Appl. ID PIN	Title
<i>Approved</i>			
Doe, Jane Not Available **	RGPIN	50207722	<a href="#">Title of Jane Doe proposal</a>

To apply changes, click "Submit". Otherwise, click "Cancel"



Once you have verified and confirmed the changes to be made, made, select **Submit** to register these status changes.





[eConsole](#) [Contact Us](#) [Help](#) [Exit](#)

### Application Manager

The database was updated successfully.



Updated: 2004-05-18

[Important Notices](#)

The system then confirms that the changes have been made to the the database. Select **Continue** to to return to the Application Manager - Selection Criteria page.



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Investir dans les gens, la découverte et l'innovation*

May 2004  
Application Manager

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# eBusiness Team



- **Helpdesk:** (613) 995-4273 or [webapp@nserc.ca](mailto:webapp@nserc.ca)
- **Director:**  
Christiane Villemure [christiane.villemure@nserc.ca](mailto:christiane.villemure@nserc.ca)
- **Project Managers:**  
Martine Bergeron [martine.bergeron@nserc.ca](mailto:martine.bergeron@nserc.ca)  
Michele Beaudry [michele.beaudry@nserc.ca](mailto:michele.beaudry@nserc.ca)  
Nadine Boyd [nadine.boyd@nserc.ca](mailto:nadine.boyd@nserc.ca)  
Lynda Laforest [lynda.laforest@nserc.ca](mailto:lynda.laforest@nserc.ca)  
Walter Vieira [walter.vieira@nserc.ca](mailto:walter.vieira@nserc.ca)  
Marc Roy [marc.roy@nserc.ca](mailto:marc.roy@nserc.ca)
- **Webmaster:**  
Daniel Savoie [daniel.savoie@nserc.ca](mailto:daniel.savoie@nserc.ca)