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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.

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May 2004

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

Canada

Application Manager

This module is available to authorized institution 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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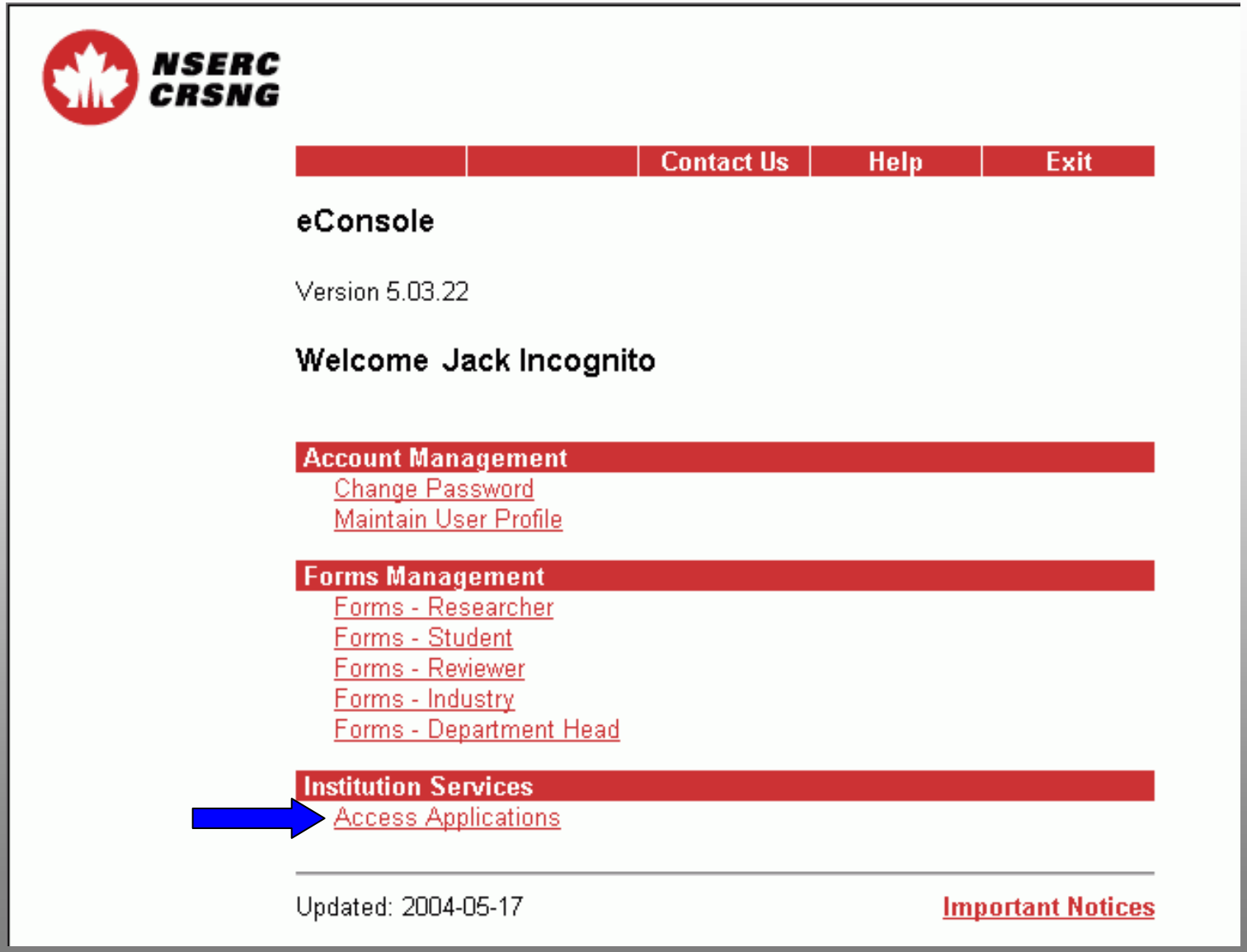

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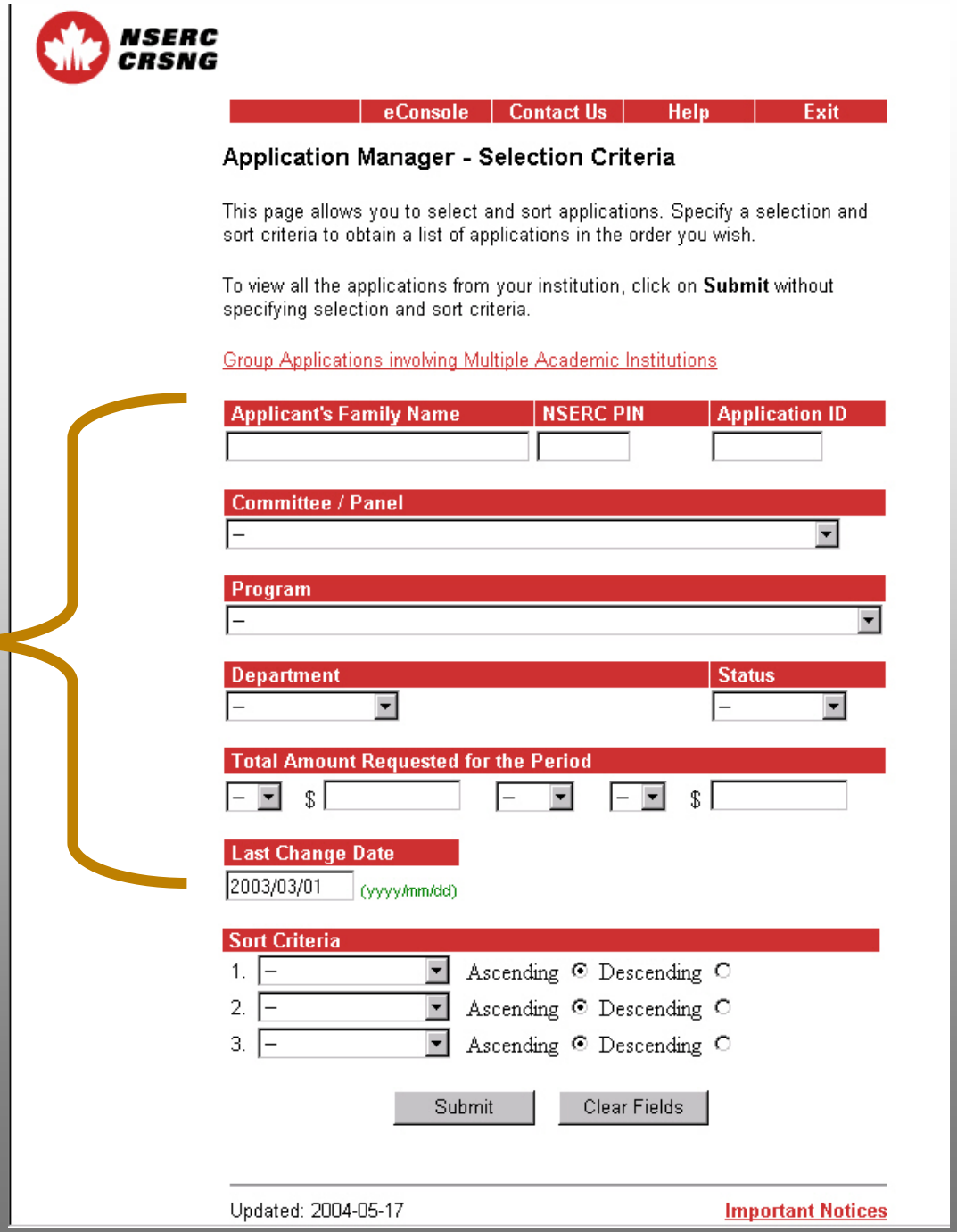
This section of the page allows you to to choose the applications you wish wish to view. To limit limit the results of your search, enter selection criteria from the following following options.



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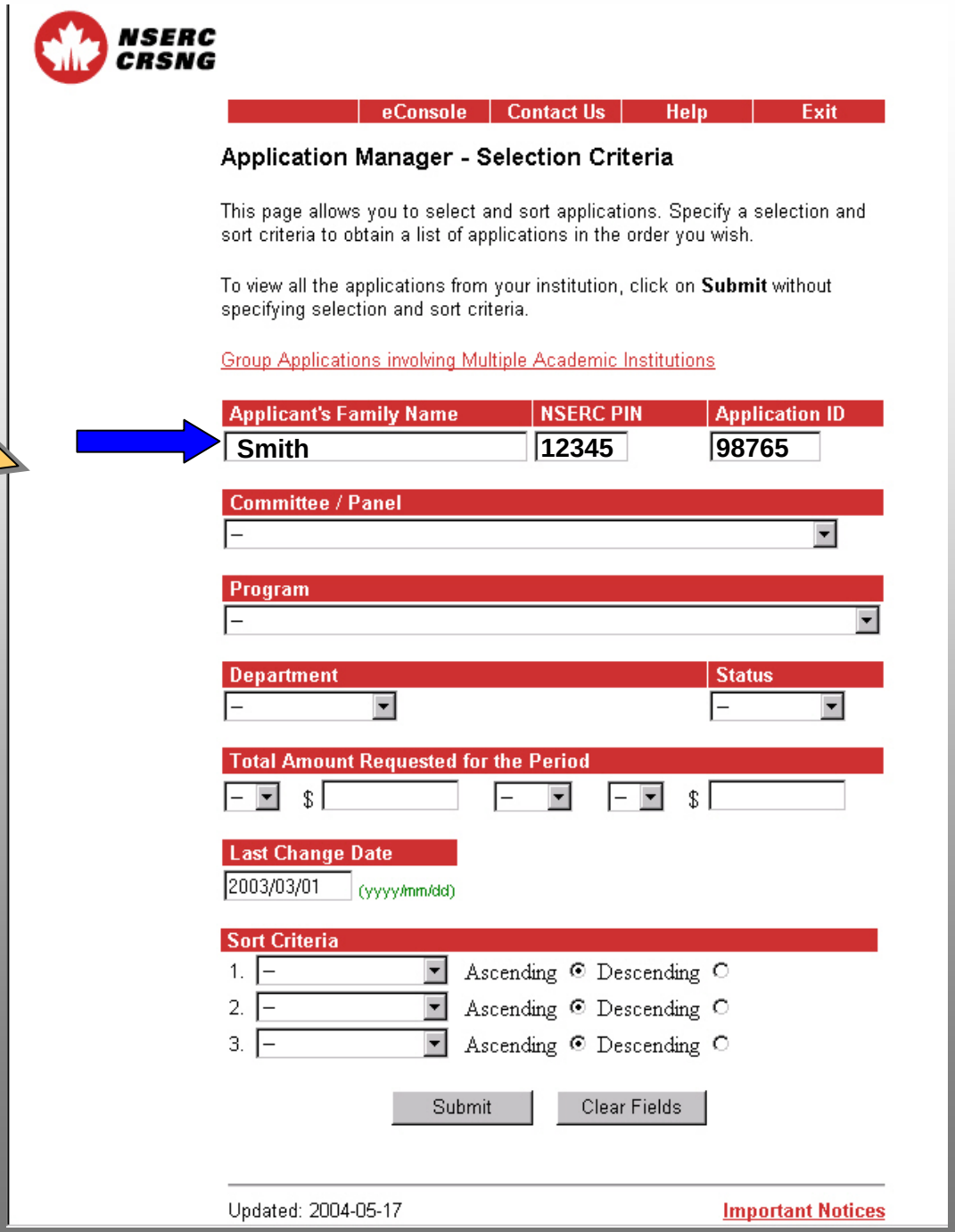
To limit your results results to a specific specific application application or individual, enter the the Applicant's Family Name and/or and/or the NSERC PIN and/or the Application ID.



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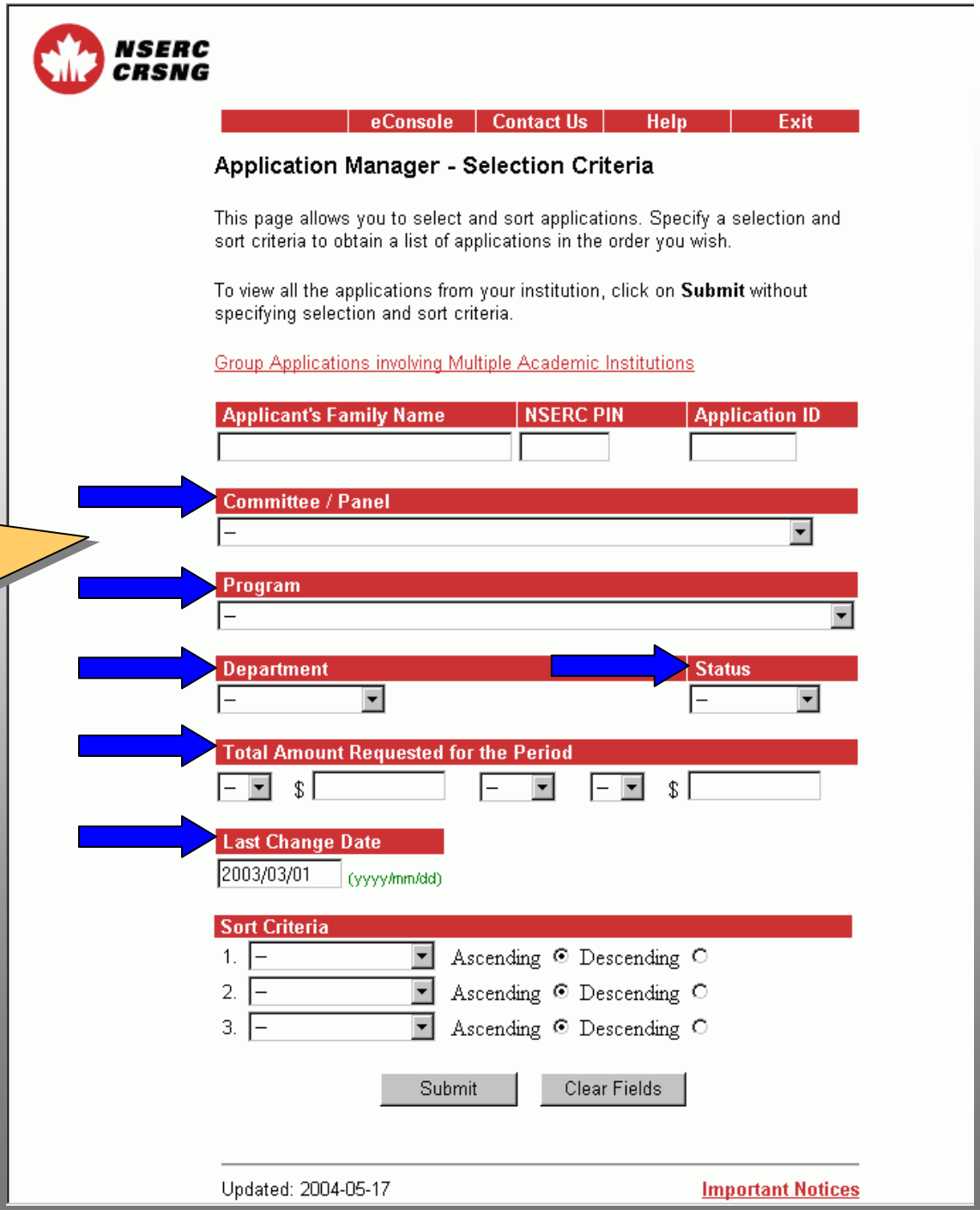
To view a select group of applications, choose choose any combination of the the following criteria: criteria:



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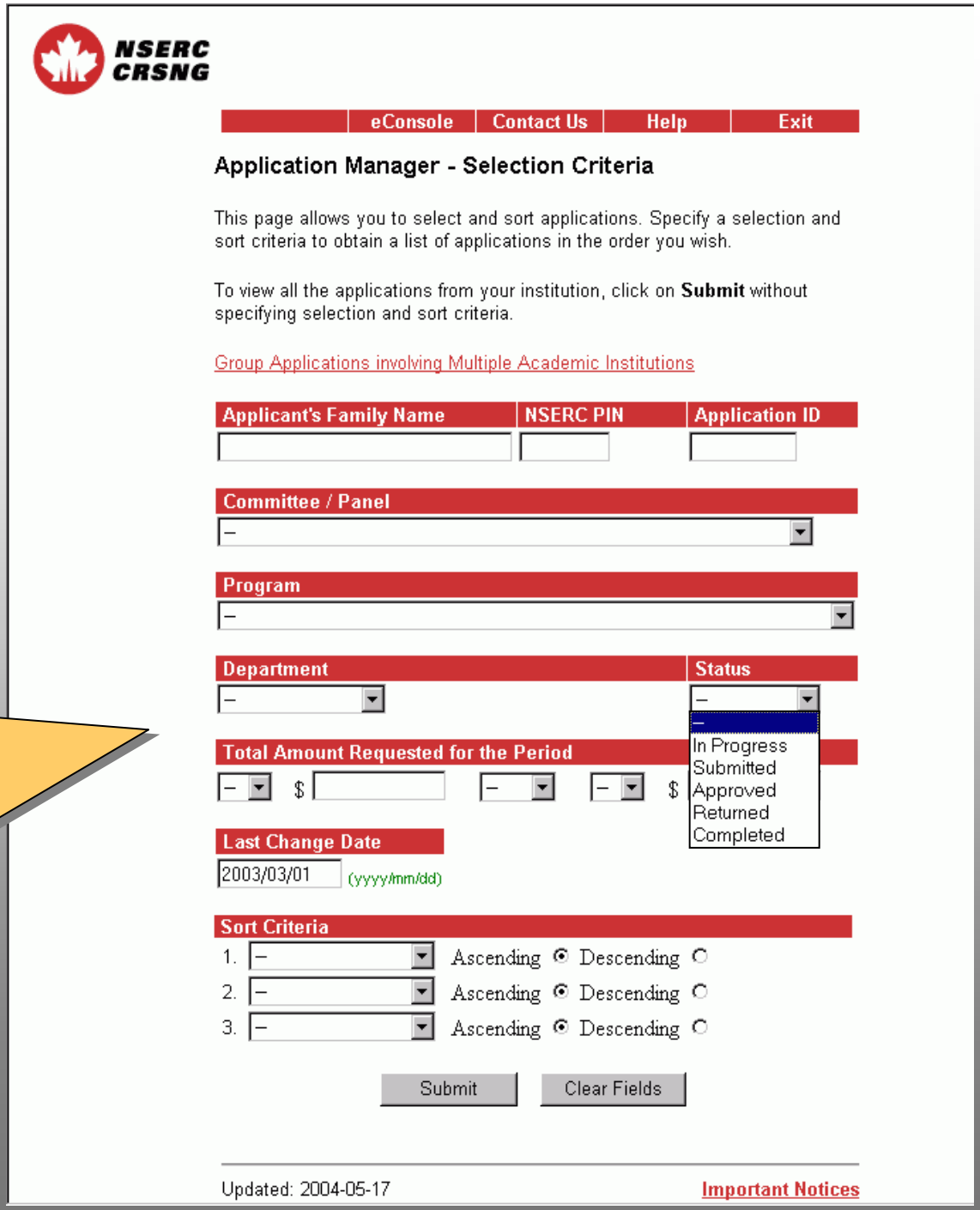
Status: **In Progress** – the applicant is still still working on the the application and it and it has not yet passed the system's system's verification/ verification/ validation process.



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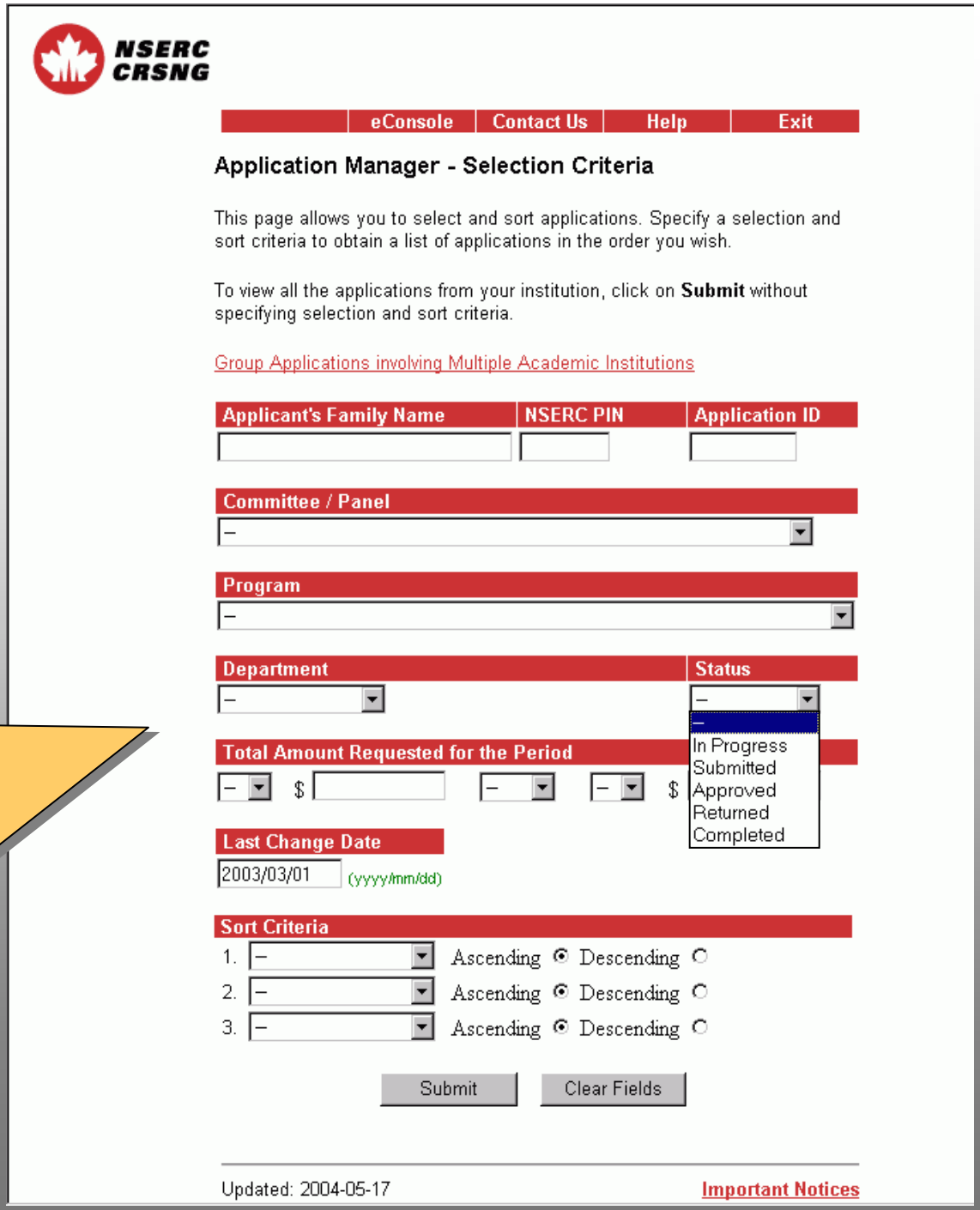
Status: **Completed** – the application has passed the system's verification/validation on process but has not not yet been submitted submitted to the institution official for for approval.



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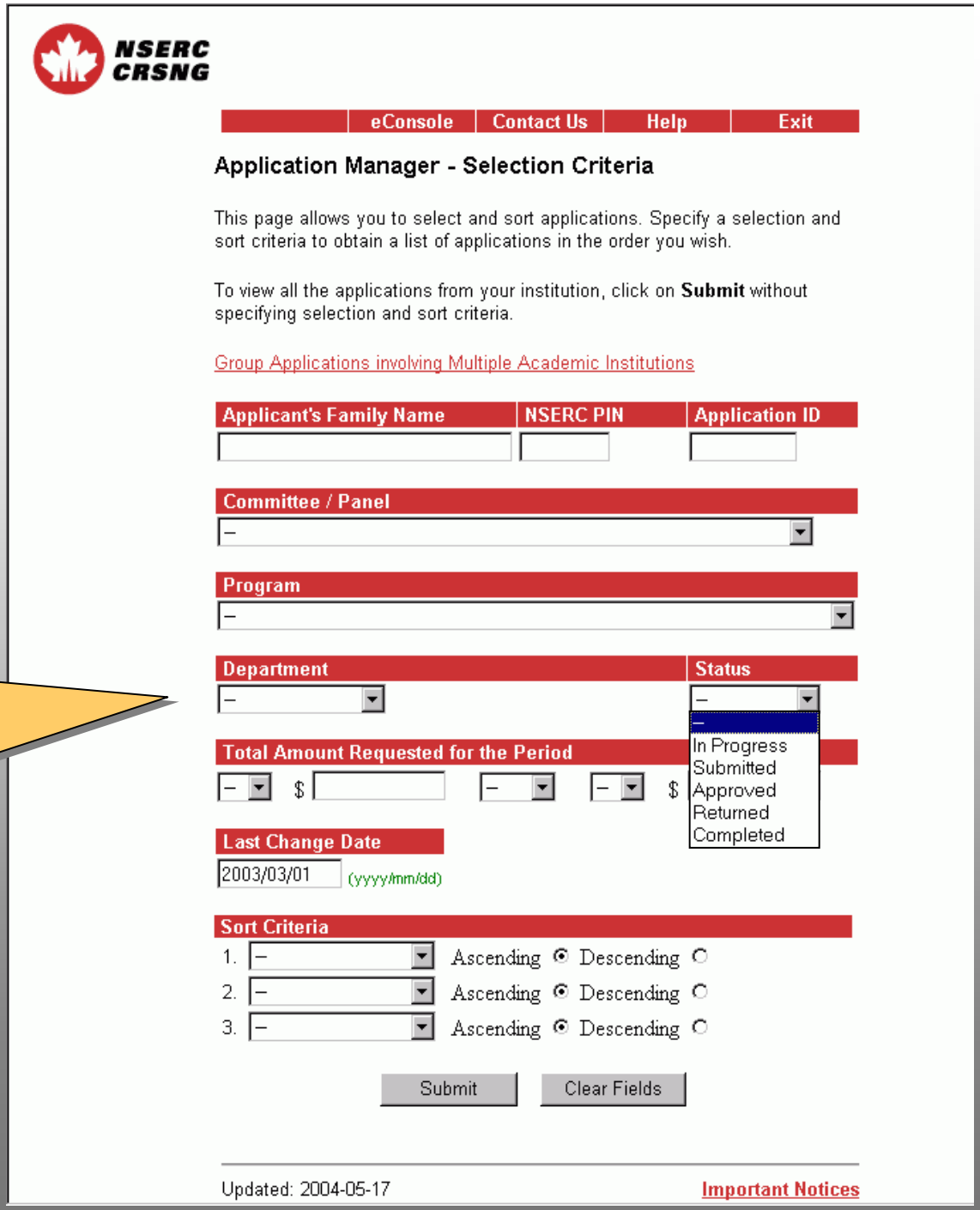
Status: **Submitted** – – the application has has been submitted submitted to the institution official for for approval.



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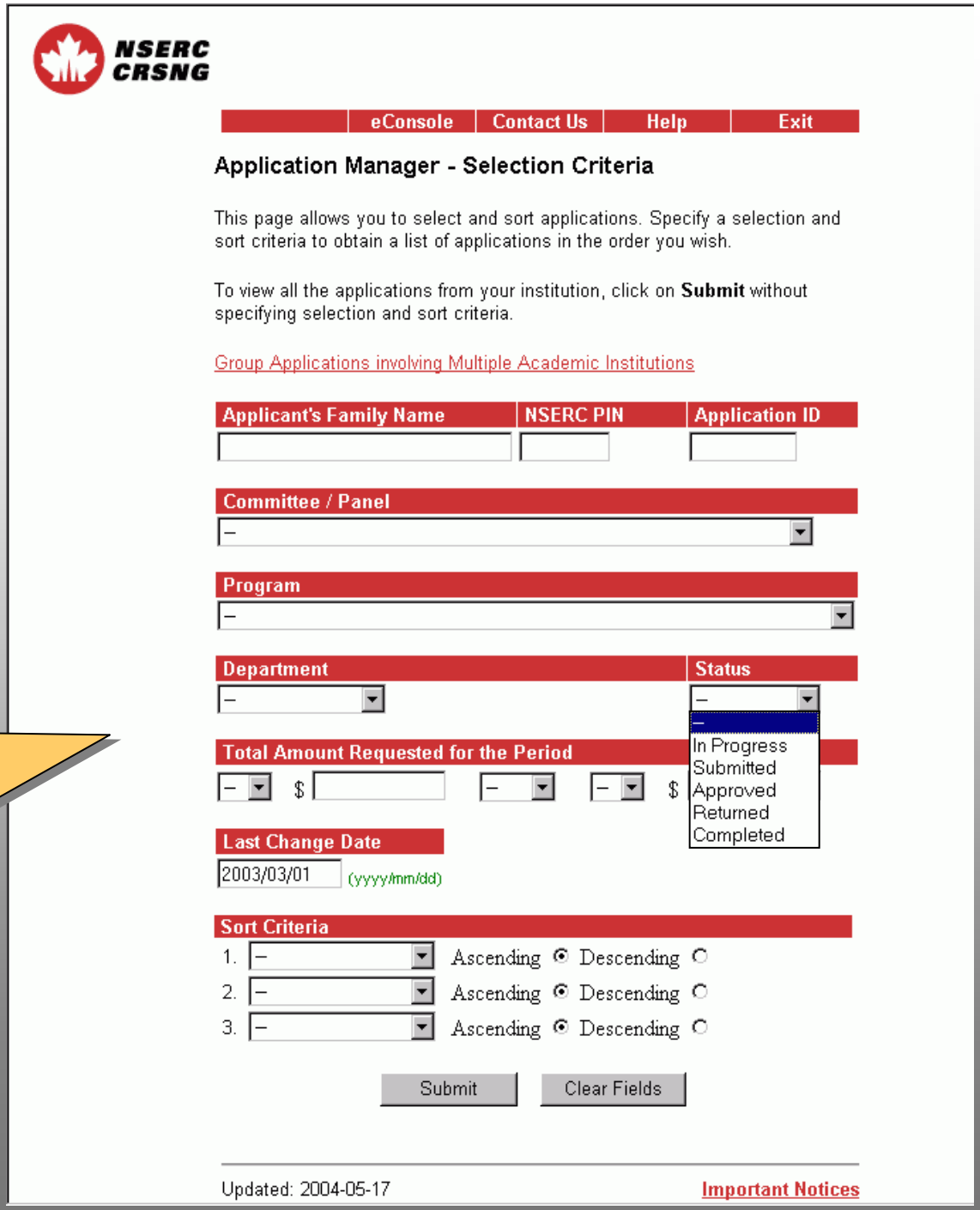
Status: **Returned** – the institution official official has returned returned the application to the applicant.



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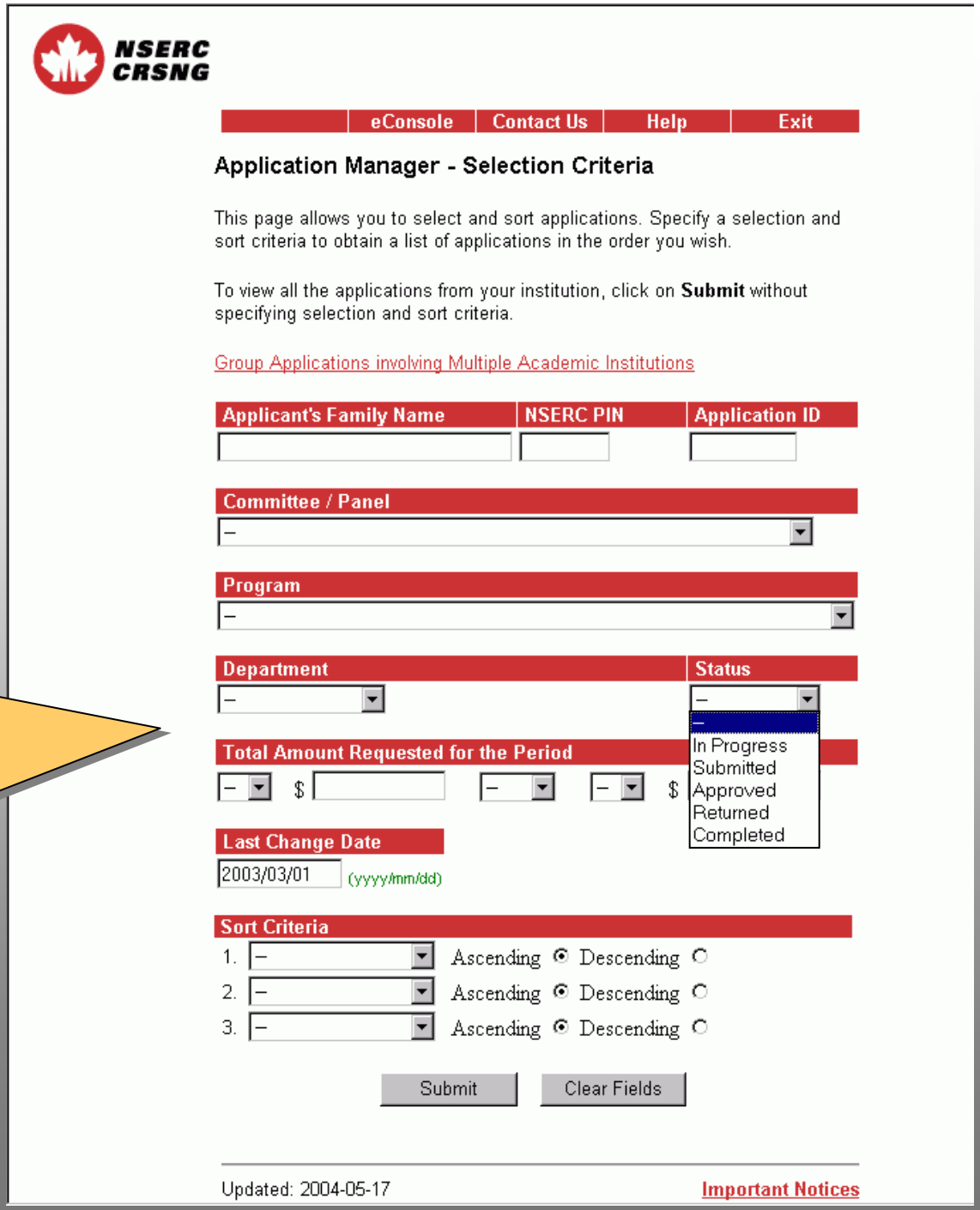
Status: **Approved** – – the institution official has approved approved the application and has has submitted it to to NSERC.



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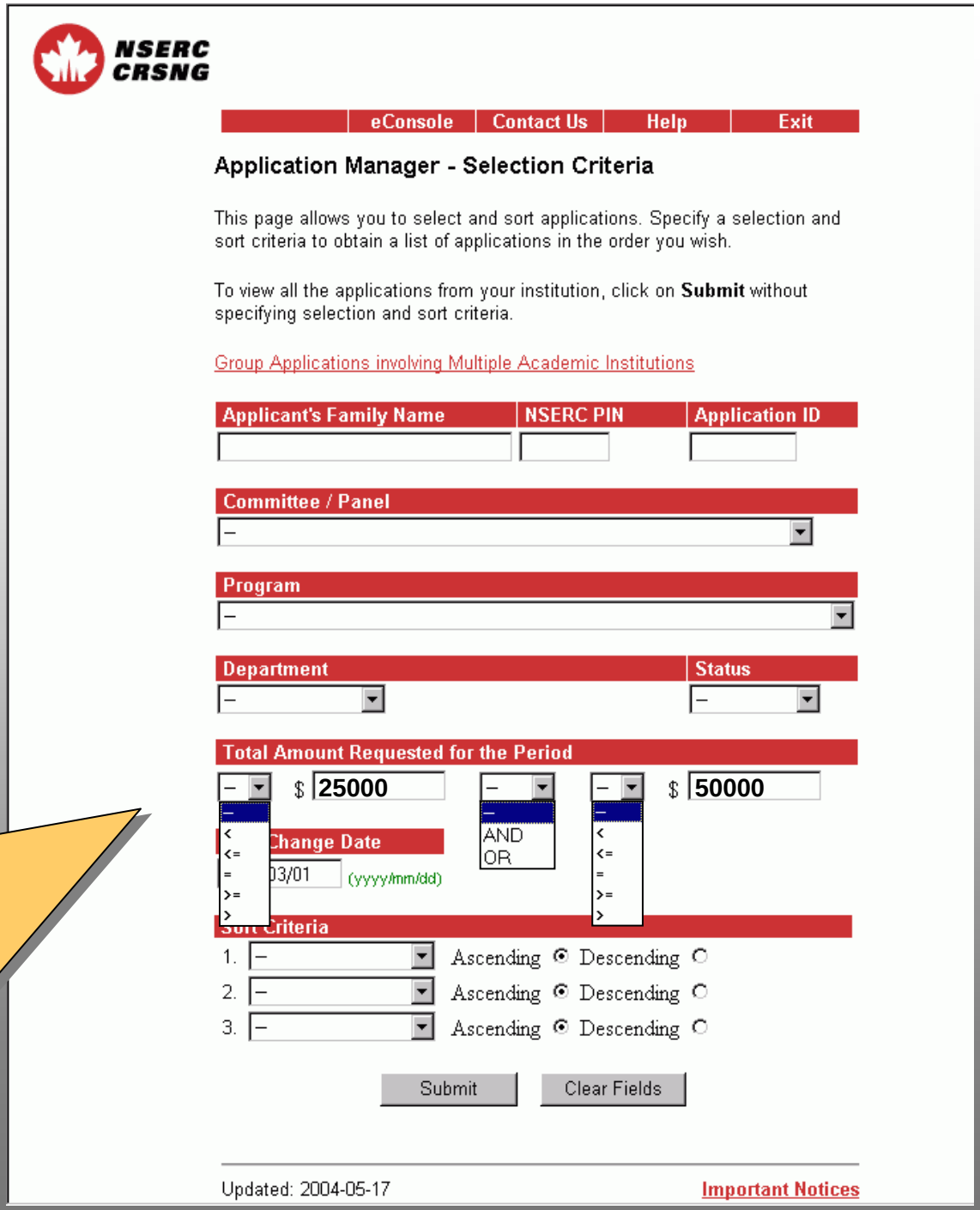
You may also select select applications according to the Total Amount Requested for the Period
(e.g., this could be applications that match a specific amount or fall into a into a specified interval).



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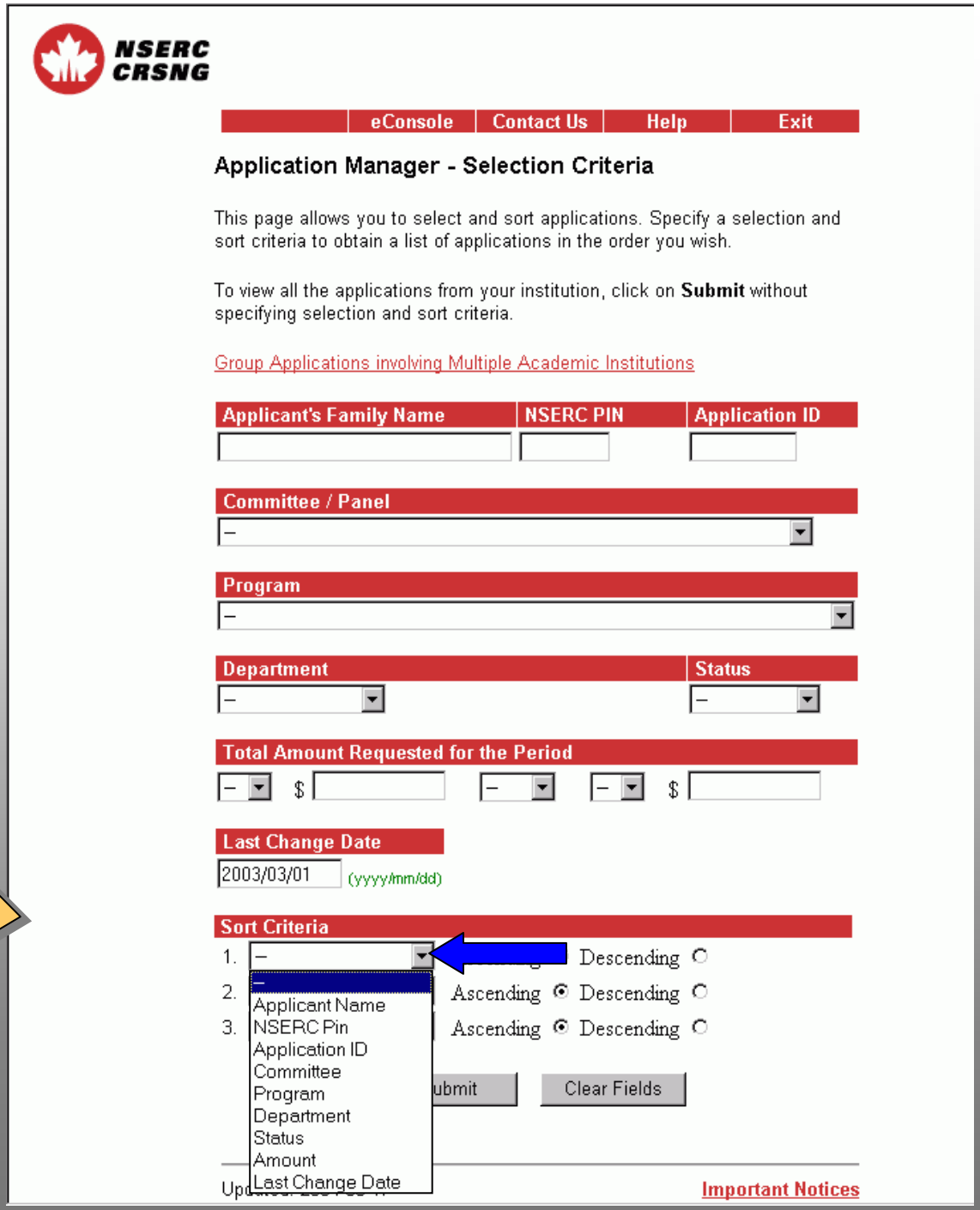
Then, choose one or or more Sort Criteria Criteria (up to three three sorts) and select either **Ascending** or **Descending** to determine the order order in which the results will be displayed.



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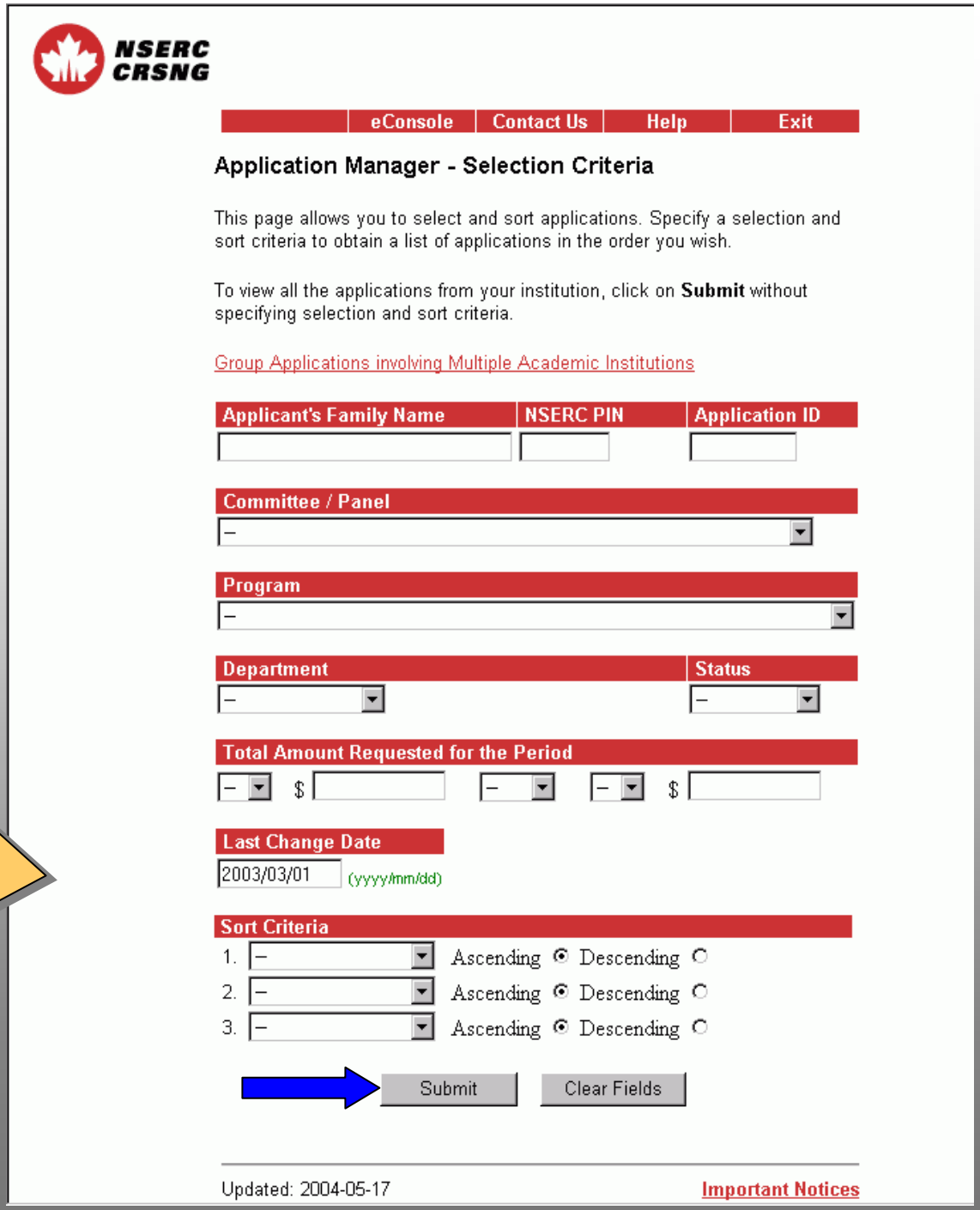
If no Selection Criteria or Sort Criteria are entered, entered, all the applications for your your institution will will be displayed, in in ascending order order by family name.



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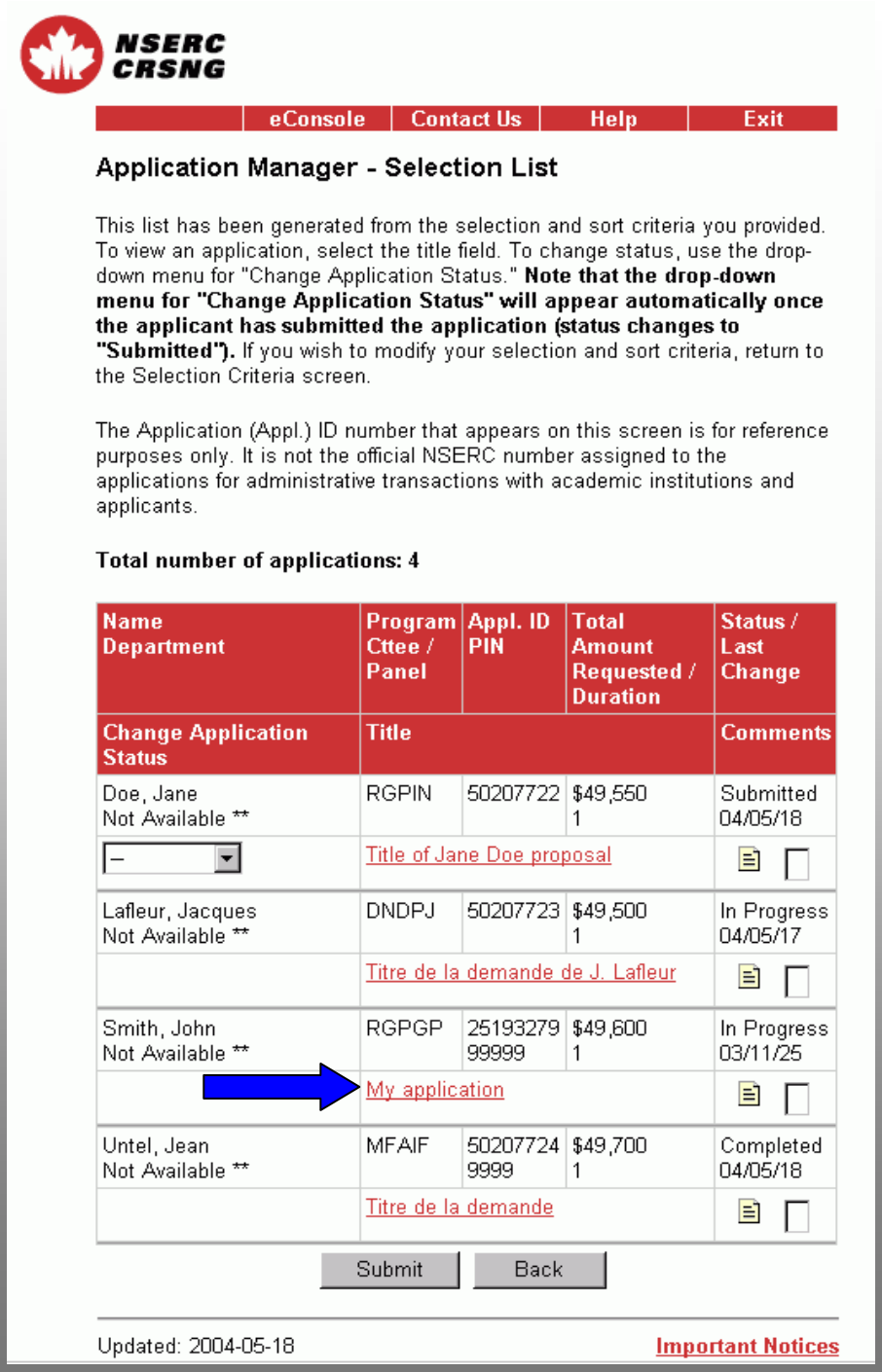
To view an application, select its its title.



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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
–	Title of Jane Doe proposal			
Lafleur, Jacques Not Available **	DNDPJ	50207723	$49,500 1	In Progress 04/05/17
	Titre de la demande de J. Lafleur			
Smith, John Not Available **	RGPGP	25193279 99999	$49,600 1	In Progress 03/11/25
	My application			
Untel, Jean Not Available **	MFAIF	50207724 9999	$49,700 1	Completed 04/05/18
	Titre de la demande			

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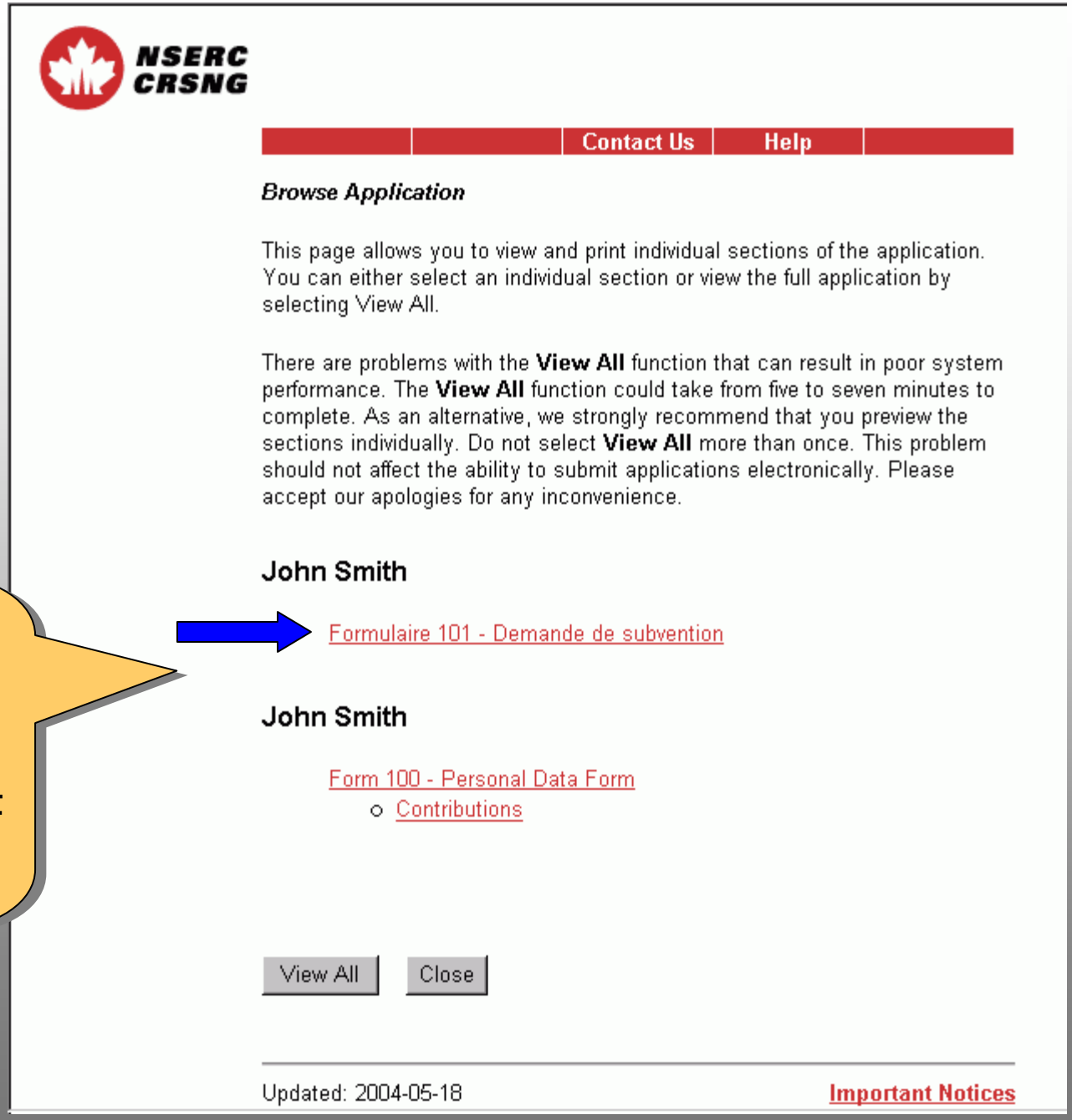

By selecting the desired section of a a form, you will be able to view it in PDF PDF format.

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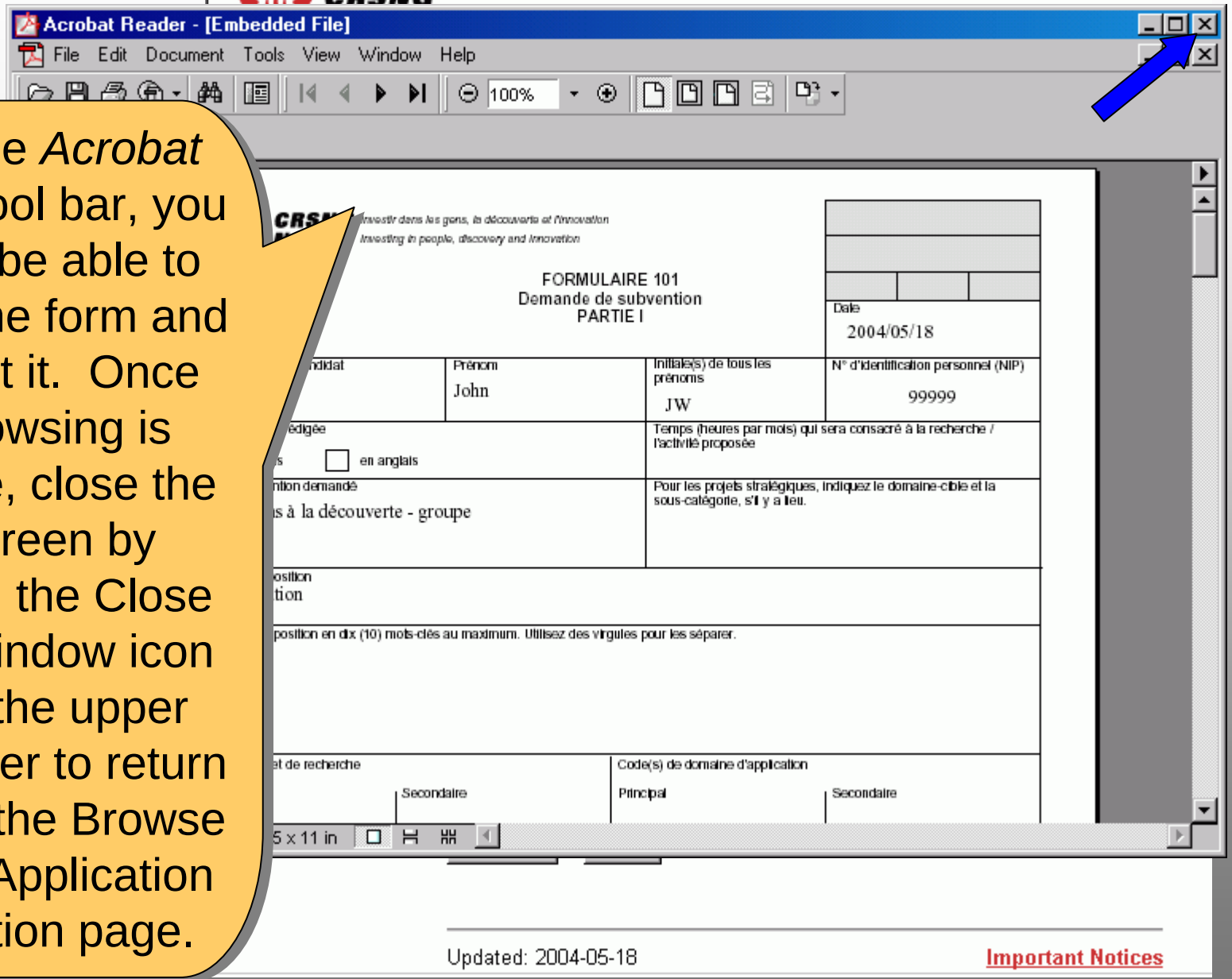

Using the *Acrobat Reader* tool bar, you you will be able to browse the form and and print it. Once the browsing is complete, close the the screen by selecting the Close Close Window icon icon in the upper right corner to return return to the Browse Browse Application Application page.

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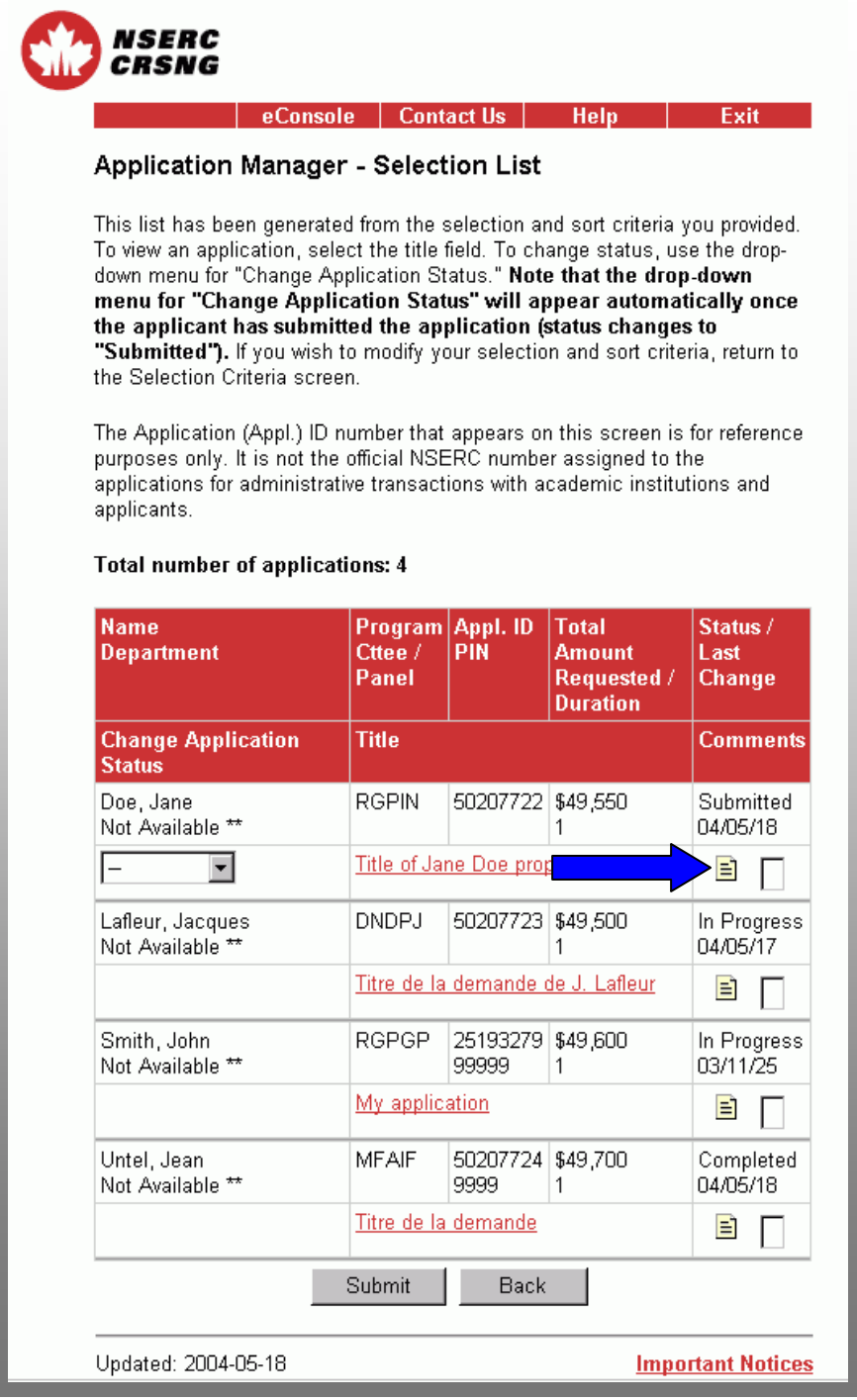
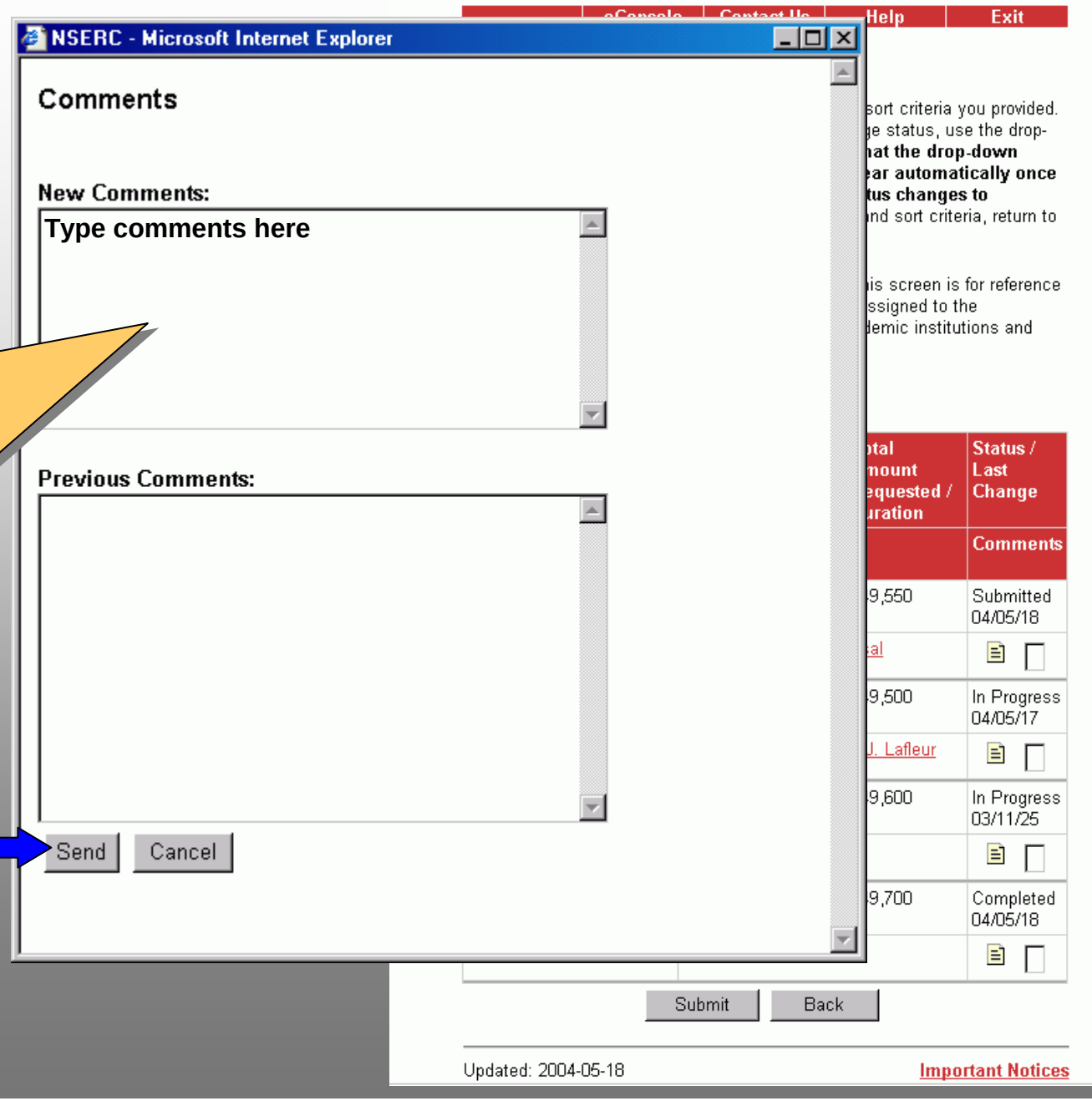
To add comments to to an application, select the corresponding document icon.



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



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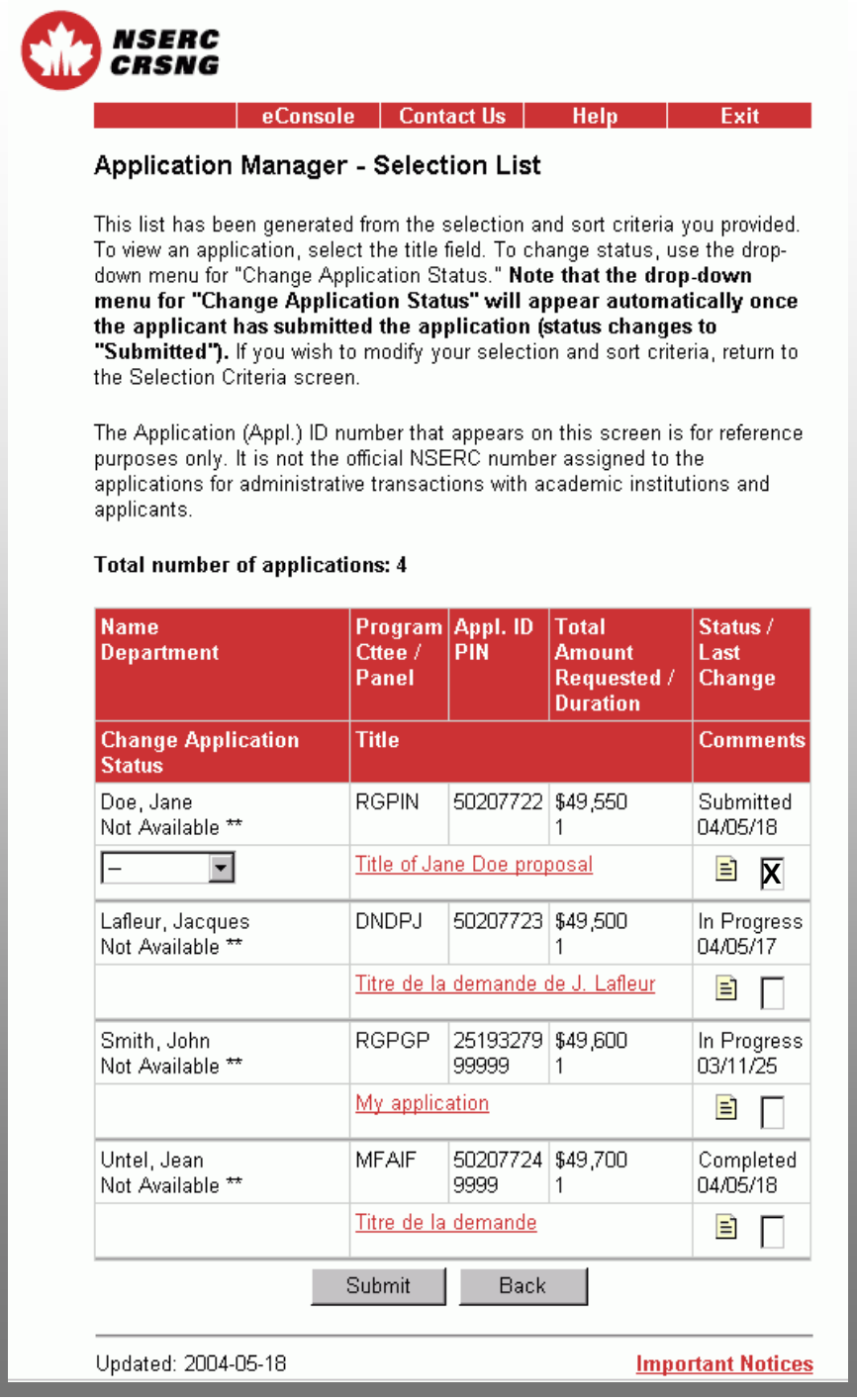
An X then appears in in the corresponding corresponding box box indicating that that comments have have been added to to the application.



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–	Title of Jane Doe proposal			X
Lafleur, Jacques Not Available **	DNDPJ	50207723	$49,500 1	In Progress 04/05/17
	Titre de la demande de J. Lafleur			
Smith, John Not Available **	RGPGP	25193279 99999	$49,600 1	In Progress 03/11/25
	My application			
Untel, Jean Not Available **	MFAIF	50207724 9999	$49,700 1	Completed 04/05/18
	Titre de la demande			

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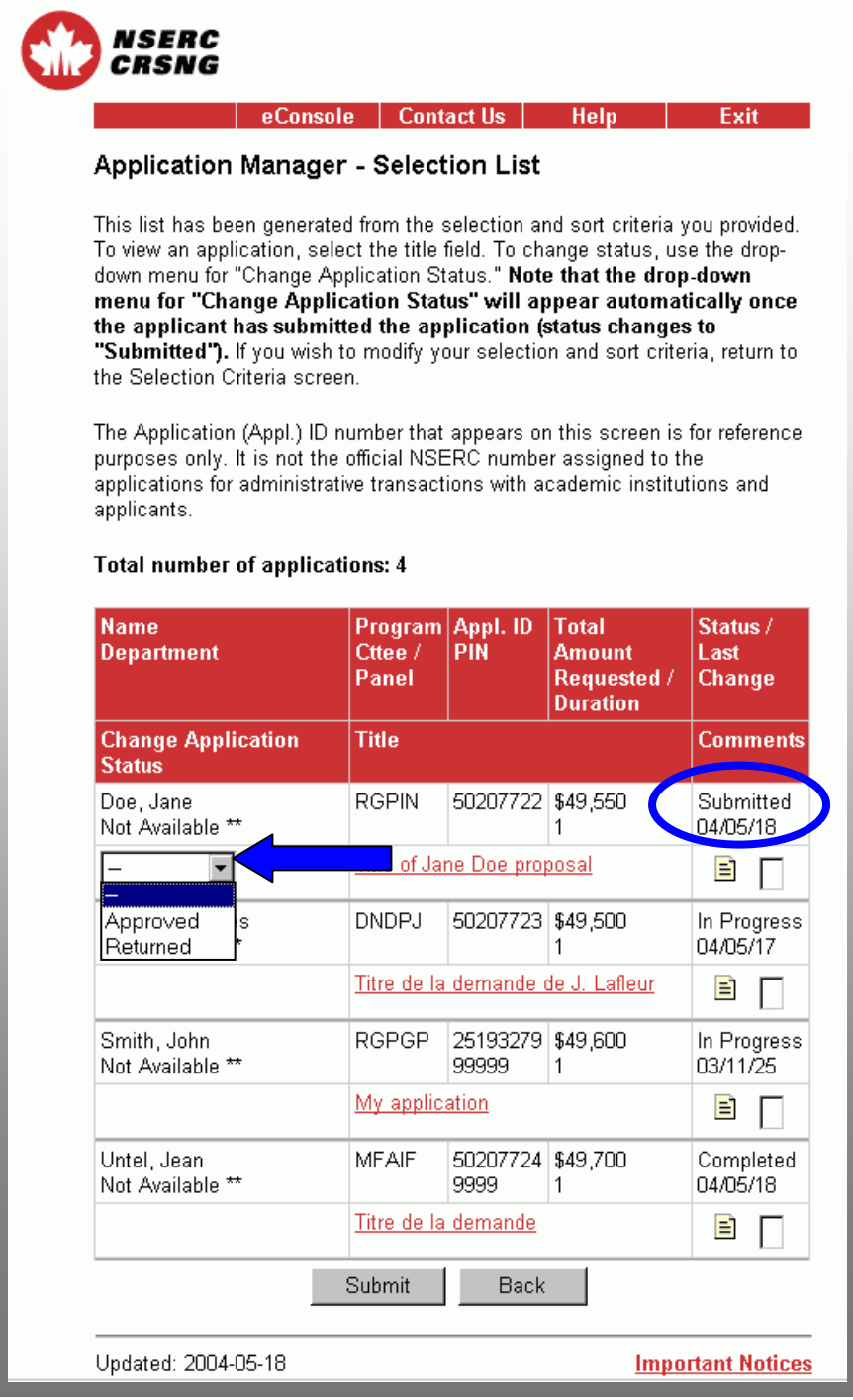
To approve or return return the application, select the desired status from the dropdown dropdown list. (This (This dropdown list list only appears once the application application has the the status **Submitted**).



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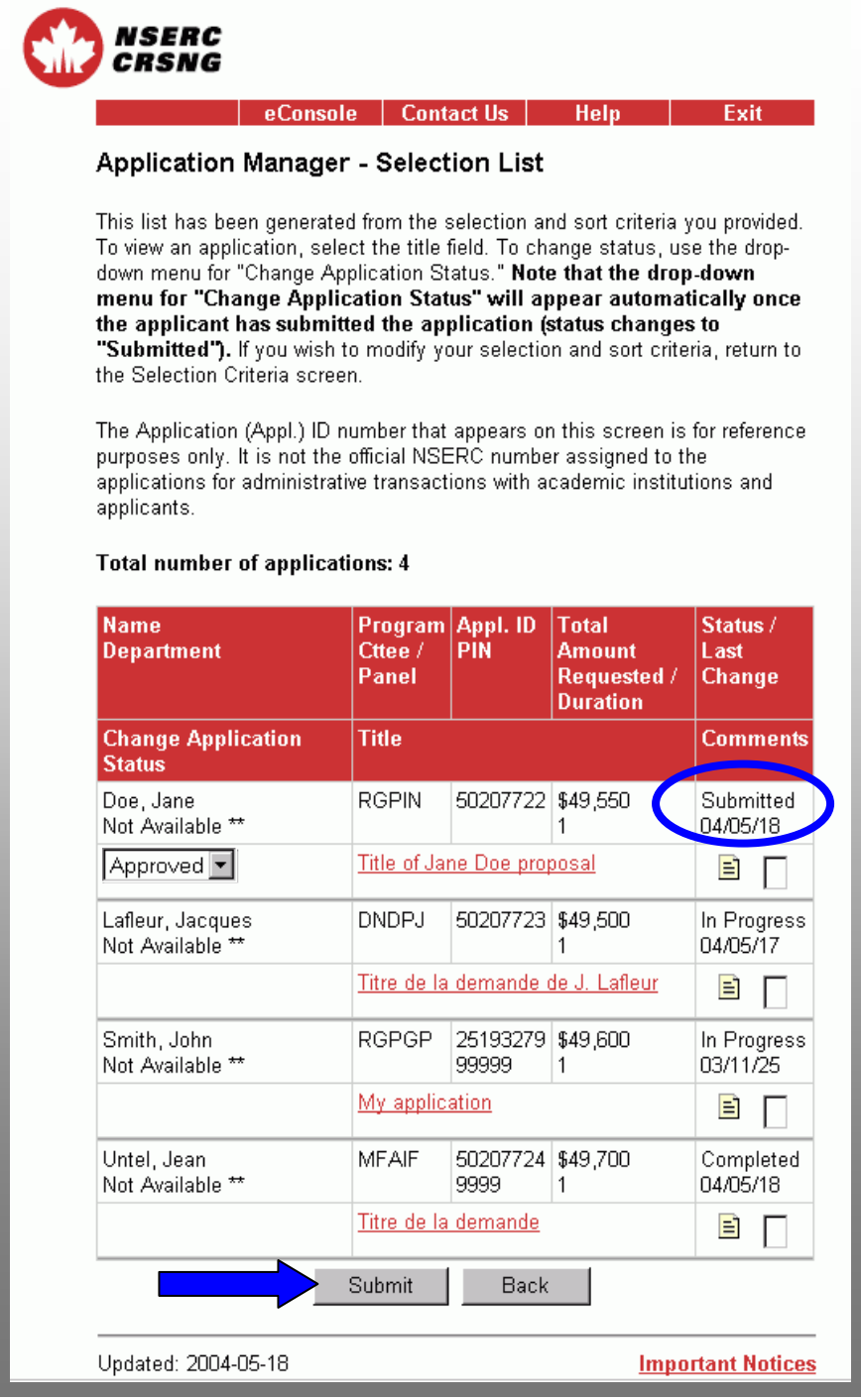

Once completed, select **Submit** to save these modifications.

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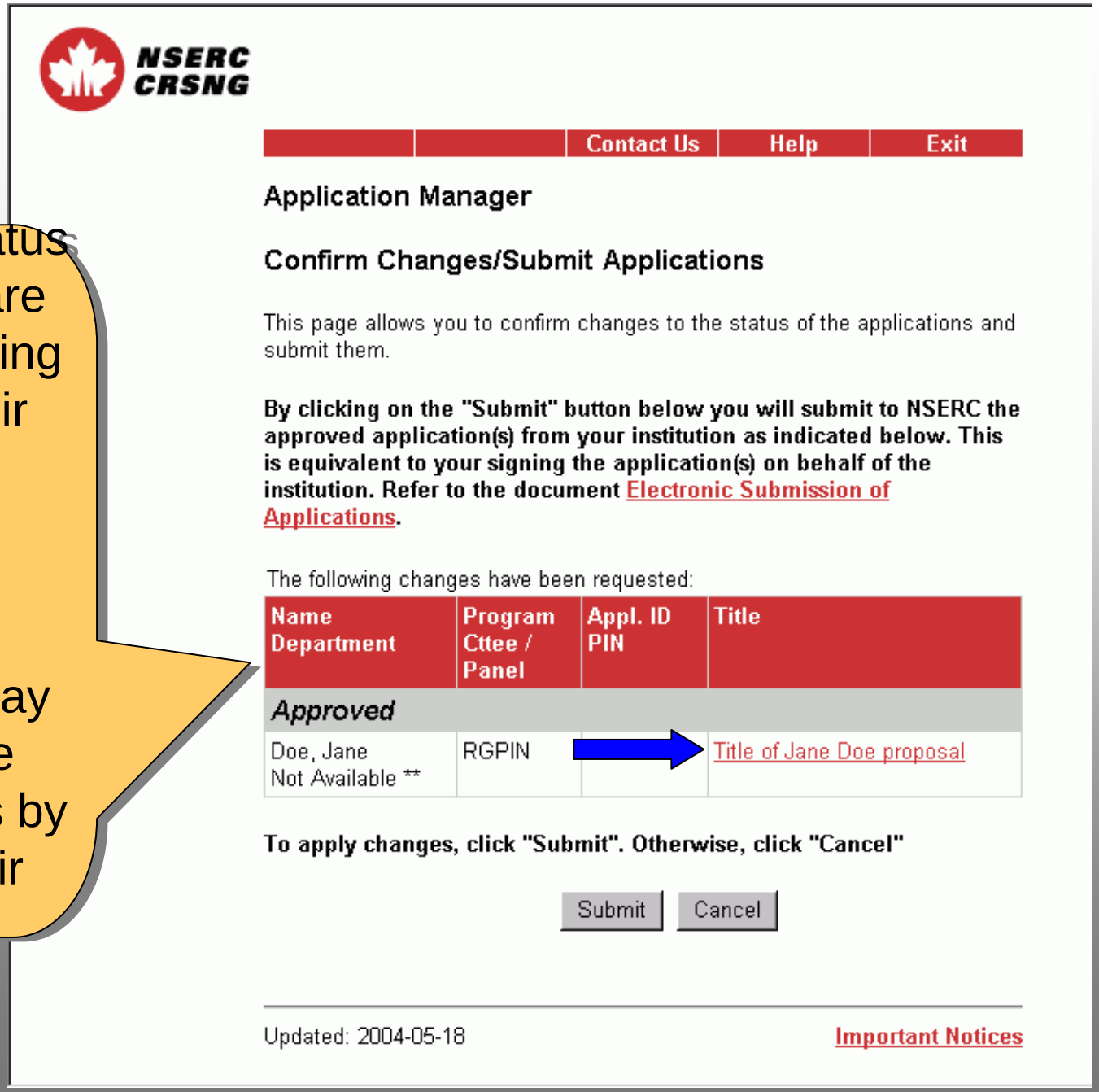
The requested status status changes are are sorted according according to their new status (**Approved** or **Returned**). To confirm your intentions, you may may still browse these applications by by selecting their title.



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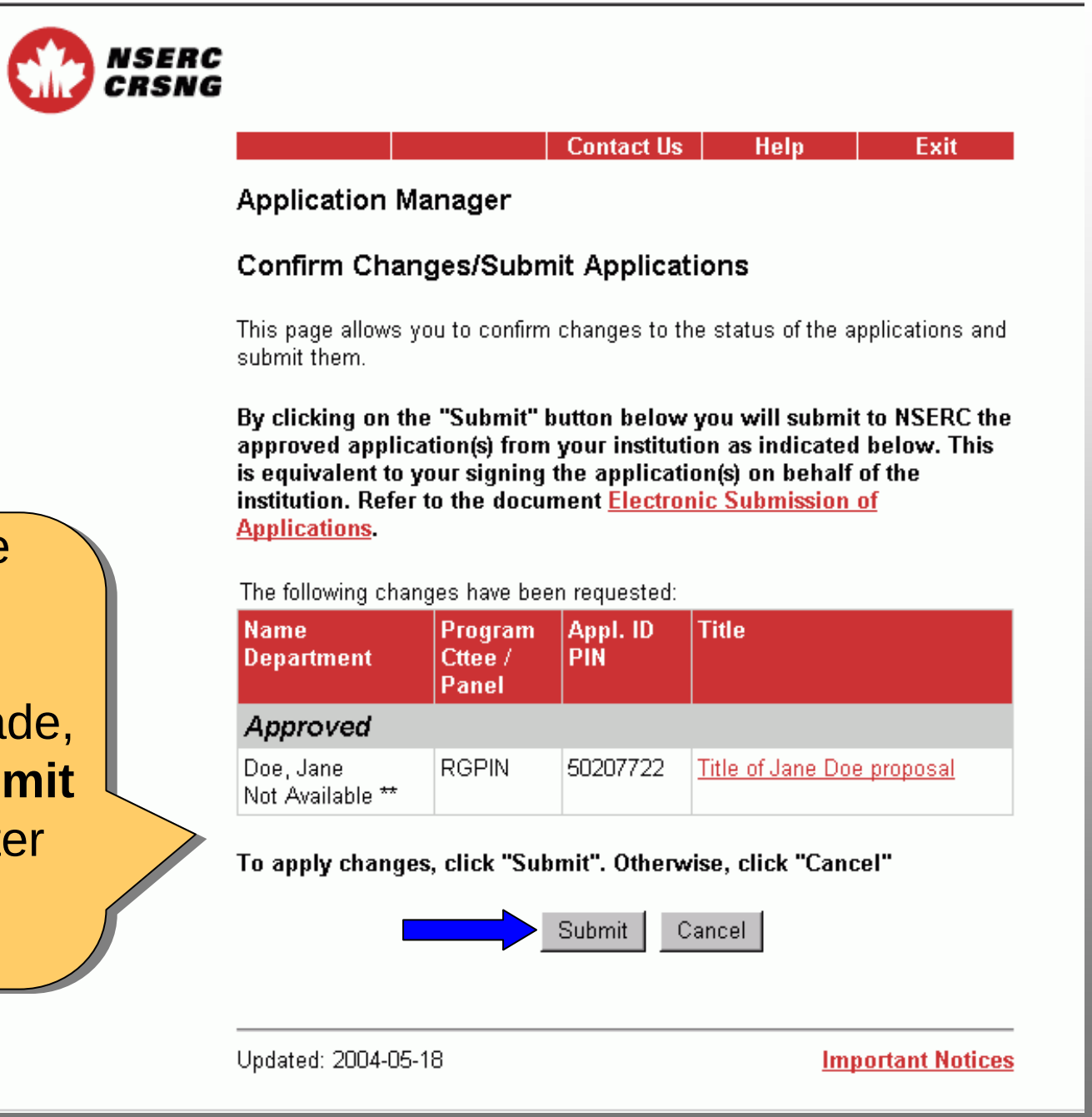
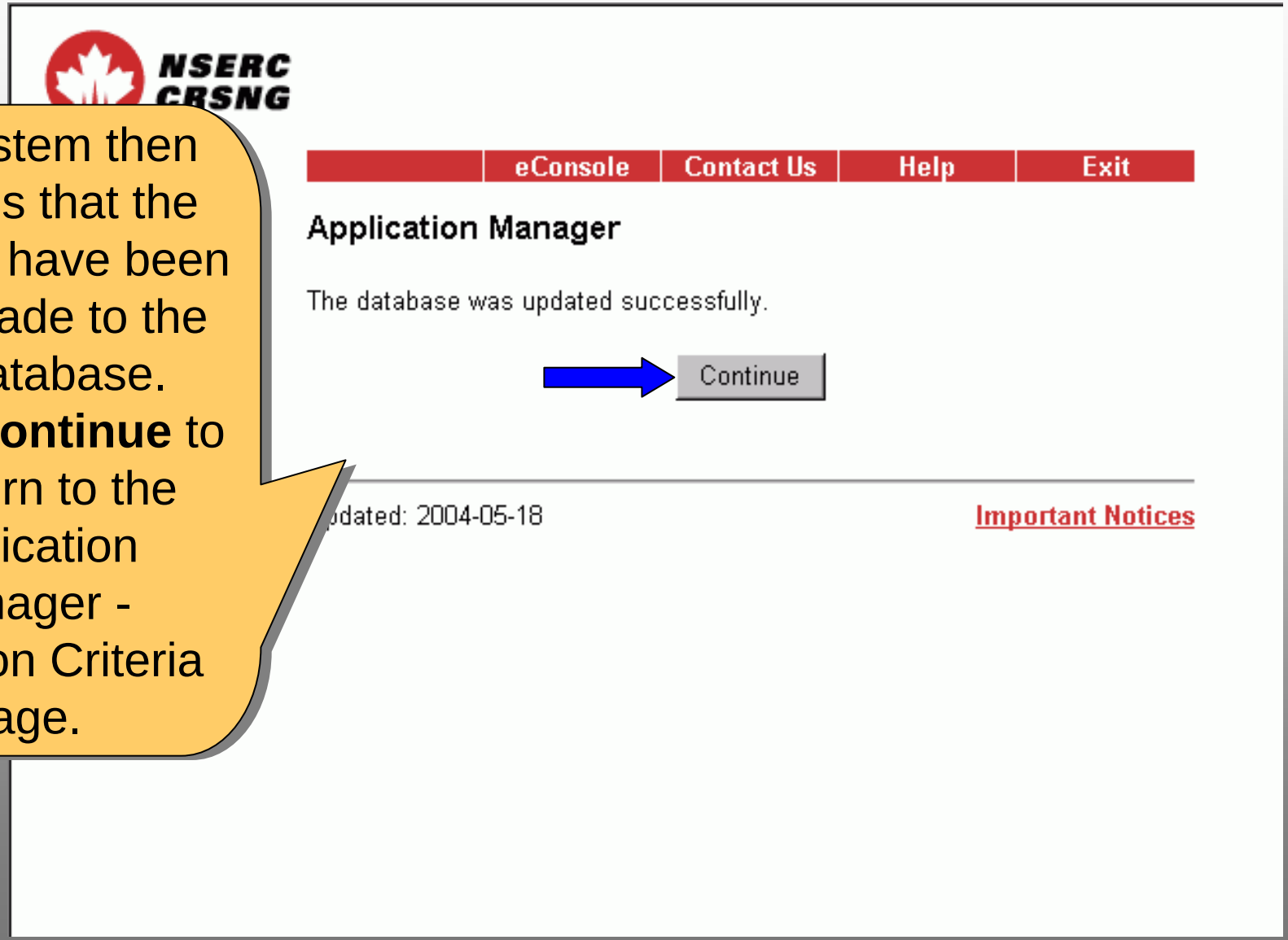


Once you have verified and confirmed the changes to be made, made, select **Submit Submit** to register these status changes.



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

eBusiness Team

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