



**NSERC**  
**CRSNG**

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

# Electronic Attachments Attachments

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

affaires  business

September 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*

September 2004  
Electronic Attachments

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# Electronic Attachments

This function allows an applicant, who is filling out a form, to electronically attach the required documentation. Documents are converted into a Portable Document Format (PDF) file before being attached electronically.

This capability is only available on certain pages of the On-line System (for example, the **Proposal** page), while other pages require documentation to be submitted in paper format.



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### Form 101 - Proposal

In an attached document, using the headings listed in the instructions that are specific to the program, provide the requested information.

Proofread the converted PDF document to ensure that it matches the document before conversion.

For detailed instructions on the attachment process, select the instructions icon



**Important:** Macros are not supported by NSERC's electronic application process for security reasons. The size limit for a file attachment should not exceed the allowed limit of 2000 kilobytes (2MB).

#### Proposal

Type: File

Document Description:  (50 chars)

Filename:

Status: Missing (You must select and attach your document to PDF format)

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In the Document Description field, enter a brief description of the document to be attached.




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Select **Browse** to choose the file you wish to attach to the application.

**Proposal**

**Type:** File

**Document Description:**  (50 chars)

**Filename:**   

**Status:** Missing (You must select and attach your document to PDF format)

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### Form 101 - Proposal

**Choose file** [?] [X]

Look in: Desktop

- My Documents
- My Computer
- My Network Places
- clean\_temp\_w2k
- Netscape Communicator
- WinZip
- My Folder
- Intranet
- Research Proposal

File name:

Files of type:  

- All Files (\*.\*)
- Pictures (\*.gif, \*.jpg)
- HTML (\*.htm, \*.html)

Open Cancel

In the **Files of type:** drop down list, select **All Files (\*.\*)**.

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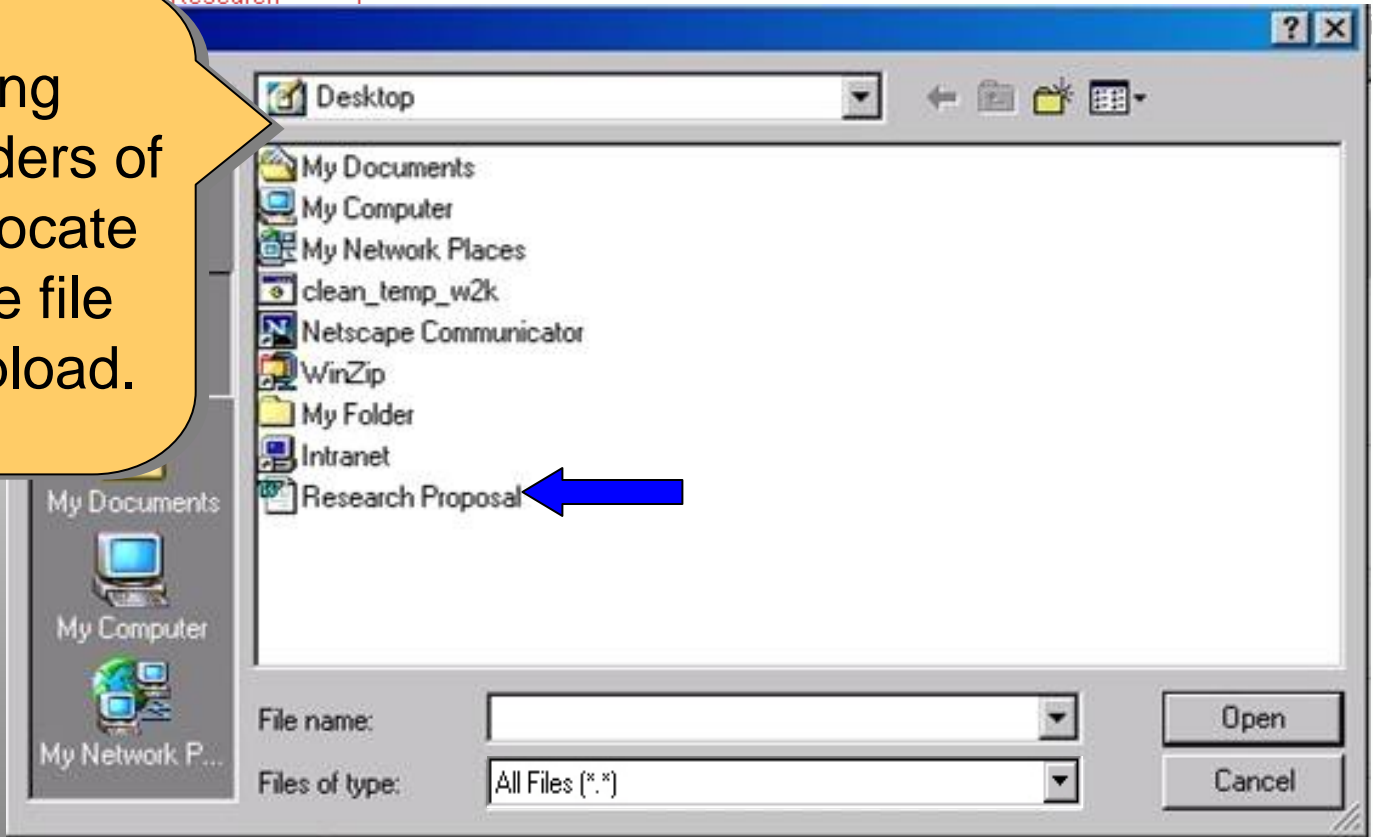


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### Form 101 - Proposal

By navigating through the folders of your system, locate and select the file you wish to upload.



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### Form 101 - Proposal

**Choose file**

Look in: Desktop

- My Documents
- My Computer
- My Network Places
- clean\_temp\_w2k
- Netscape Communicator
- WinZip
- My Folder
- Intranet
- Research Proposal**

File name:

Files of type: All Files (\*.\*)

Open Cancel

When the file has been located, select **Open**.

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The file path of the chosen document appears in the Filename field. Select **Attach** to convert the file to a PDF and attach it to the application.

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**Proposal**

Type: File

Document Description:  (50 chars)

Filename:

Status: Missing (You must select and attach your document to PDF format)



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### Form 101 - Proposal

NSERC - Microsoft Internet Explorer


 **NSERC CRSNG**

**File Attachment**

**Document Description:** My Research Proposal

**Filename:** C:\Documents and Settings\jw\\Desktop\Research Proposal.doc

Upload in progress...



Instructions that are specific

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(50 chars)

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document to PDF

Attach

The system will confirm that the upload is in progress.


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The status will change from **Missing** (which indicates that this is a mandatory document and has not yet been attached) to **In Progress** (which indicates that the document is being converted and attached). You may continue your work while the document is being converted.


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Proposal	
Type:	File
Document Description:	My Research Proposal
Status:	In Progress (You may continue your work while the document is being converted.)
	<input type="button" value="Delete"/>

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The system will confirm that the document has been attached.

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**Proposal**

**Type:** File

**Document Description:** My Research Proposal

**Status:** Document Has Been Attached

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**Proposal**

**Type:** File

**Document**

**Description:** My Research Proposal

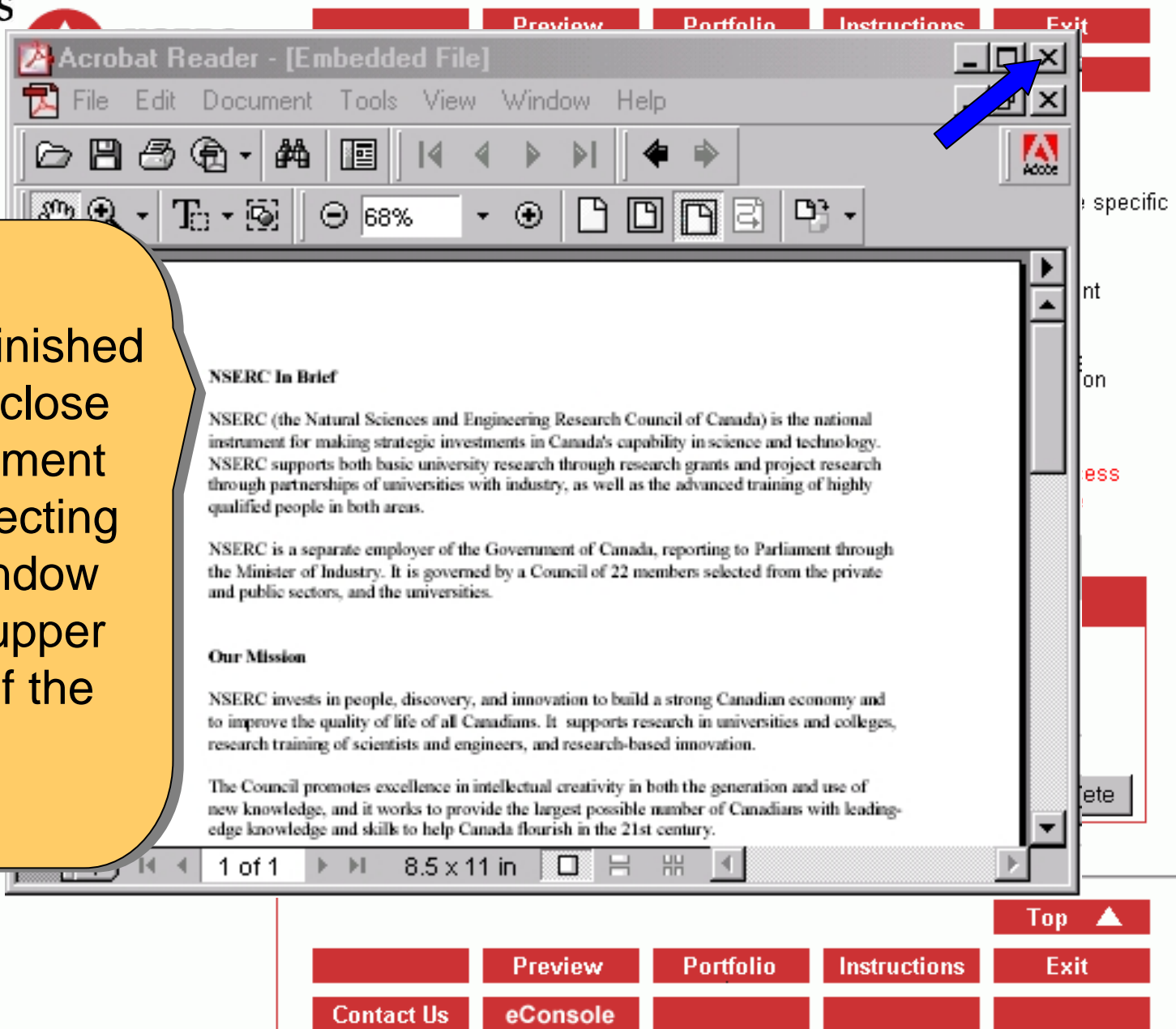
**Status:** Document Has Been Attached



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You should proofread your attached document to see if there were any file conversion problems. Select **Preview** to view the converted PDF file.

When you are finished proofreading, close the PDF document window by selecting the Close Window icon **X** in the upper right corner of the window.



The screenshot shows an Acrobat Reader window titled "Acrobat Reader - [Embedded File]". The window has a menu bar (File, Edit, Document, Tools, View, Window, Help) and a toolbar with various icons. A blue arrow points to the "Close Window" icon (an 'X' in a square) in the upper right corner of the window's title bar. The main content area displays a PDF document with the following text:

**NSERC In Brief**

NSERC (the Natural Sciences and Engineering Research Council of Canada) is the national instrument for making strategic investments in Canada's capability in science and technology. NSERC supports both basic university research through research grants and project research through partnerships of universities with industry, as well as the advanced training of highly qualified people in both areas.

NSERC is a separate employer of the Government of Canada, reporting to Parliament through the Minister of Industry. It is governed by a Council of 22 members selected from the private and public sectors, and the universities.

**Our Mission**

NSERC invests in people, discovery, and innovation to build a strong Canadian economy and to improve the quality of life of all Canadians. It supports research in universities and colleges, research training of scientists and engineers, and research-based innovation.

The Council promotes excellence in intellectual creativity in both the generation and use of new knowledge, and it works to provide the largest possible number of Canadians with leading-edge knowledge and skills to help Canada flourish in the 21st century.

At the bottom of the window, there is a status bar showing "1 of 1" and "8.5 x 11 in". Below the window, there is a navigation bar with buttons for "Preview", "Portfolio", "Instructions", "Exit", "Contact Us", and "eConsole". A "Top" button with an upward arrow is also visible.



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- [Expected Revenues](#)
- [Environmental Impact](#)
- [CEAA Pre-screening](#)
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- [Access Manager](#)
- [Research Proposal](#)**

The file attachment process is complete!

- [Int. Property-attach](#)
- [Cover Letter](#)

[Refresh](#)


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## Form 101 - Research Proposal

In an attached document, describe the research to be supported using the headings listed in the instructions specific to the program.

For detailed instructions on the attachment process, select the instructions icon .

Select **Refresh** to update the status of your document. (You will need to refresh after each step of the attachment process.)

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### Research Proposal

**Type:** File

**Document**

**Description:** My Research Proposal

**Status:** Document Has Been Attached

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[Delete](#)

[Top](#) ▲

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