Submitting a **Grant** – Using the ConRAD System

At the application stage not all fields are needed. Only the items highlighted in bold need to be completed when submitting a grant.

☐ Log into *My Concordia Portal* using your *NetName and Password*

☐ Choose Research and Innovation from the menu

☐ Under "Apply New" open the **Grant Details** form about one week before the internal deadline is recommended.

☐ Tab 1 (Project Info) add the **project title**, any **keys words** and add any applicable **related certifications.**

☐ Tab 2 (Project Team) add additional **team members**, if applicable. *If your co-applicant cannot be found in the list, continue on and the information will be added once the application is reviewed by the OOR.*

☐ Tab 3 (Project Sponsor) using the "Add New" button add **the agency and program** you are applying to and the **amount requested**. *If you cannot find the agency, continue on and the information will be added once the application is reviewed by the OOR.*

☐ Tab 4 (Project Details) answer the questions about **Overhead, Financial Commitments, Matching Funds, Compliance** and provide electronic approval/signature to the 3 Tri-Council (CIHR, NSERC, SSHRC) **Acknowledgement** statements.

☐ Tab 5 (Attachments) attach a **PDF of the completed and submitted application**. Please note that the system has a file size limitation of 5MB. You may need to attach the documents in multiple files depending on the size.

☐ The Errors page *will only be visible* if you have missed any questions that must be answered. Verify and complete what is missing.

☐ Once all errors are cleared, you may now *submit the form* by clicking on the yellow button

Application Ref No: 6565

| Save | Close | Print | Export to Word | Export to PDF | Submit |
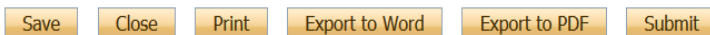
Some Common Issues and Ways to Resolve Them:

If you are unable to access ConRAD at all (either nothing happens or you experience a timeout while trying to reach ConRAD):

- Are you working off campus? Then you will need to use Concordia's VPN system in order to access ConRAD https://www.concordia.ca/it/services/vpn.html
- Contact IITS if you have any problems setting up the VPN: Call ext. 7613 or email help@concordia.ca
- To avoid issues use the following browsers **Firefox** or **Chrome**, the system does not work well with *Safari*.

If you are working on an application and are having trouble submitting

- Do you see the "Research and Innovation" menu item in the MyConcordia Portal?
- Time out issues are caused when you are away from MyConcordia Portal screen for any length of time.
- Is the application locked? Take note of the "Application Reference Number"
- Are you missing an affiliation or your email address?

We can resolve any of the above problems for you, contact us by email at ConRad@algol.concordia.ca or call 848-2424 ext. 7320.