

## PG Stage 1 February 2020

### Partner Invitation Process: How to Accept Invitation as a Partner

1. The contact person for your organization receives an automated email when invited by the project director to participate:

**Subject:** Invitation to participate on an application

This is an automated E-mail message. Please do not reply.

You have been invited to participate on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC) - Partnership Grants

Applicant Information	
Applicant:	[Name Project Director]
E-mail:	[Email Project Director]
Funding Opportunity:	Partnership Grants – Stage 1
Application deadline date (ET):	17/02/20 8:00 PM

[Click here](#) to accept or decline the invitation to participate on an application.

If the link does not work, you can copy and paste the following address into your browser:

[\[system generated link\]](#)

The link above is the only way to access this form. DO NOT DELETE this E-mail.

We suggest you bookmark this link.

2. Click on hyperlink (red arrow) to complete the Partner Organization form.

Applicant Information	
Name	Anna Torgerson
E-mail	anna.torgerson@sshrc-crsh.gc.ca
Application Deadline:	2018-02-15 20:00:00.0
Form	<a href="#">Click here to view your form</a> 

[Click here to access and complete the Partner Organization form.](#) 

[Click here to decline the invitation to participate in this application.](#)

3. Once in the Partner Organization form, consult the **Instructions**:

<b>Français</b>		<b>Contact Us</b>	<b>Help</b>	<b>Search</b>	<b>Canada Site</b>
	Preview	Portfolio		Instructions	Exit



The Modules to complete can be found on the left side: *Partner Information*, *Letter of Support*, and *Submit*.

SSHRC - CRSH

- Application Summary
- Partner Information
- Letter of Support ↑
- Submit

↑ = Electronic Attachment

### Application Summary

Funding opportunity Partnership Grants  
 Grant type Institution  
 Application Title Testing instructions

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**Applicant**

Family name Test\_Theoret  
 Given name Shawne

4. Complete the **Partner Organization Information** Module:

SSHRC - CRSH

- Application Summary
- Partner Information
- Letter of Support ↑
- Submit

↑ = Electronic Attachment

### Partner Organization Information

Enter complete information for the organization and the contact person. Restrict the use of acronyms in the organization field

**Organization Information**

Full organization name  (100 chars)

Organization type

Sector

Address format  Canada  United States  Other

Address  (40 chars)  
 (40 chars)  
 (40 chars)  
 (40 chars)

City/Municipality  (28 chars)

Province/State

Country

Postal/Zip code  Canada/United States only. No spaces or dashes, e.g., K1P6G4 or 443250001.

**Contact Information**

Family name  (30 chars)

Given name  (30 chars)

Initials  Do not include initials from given or family names.

Country code  Area code  Number  Extension

Phone  Secondary phone  Fax number

E-mail  (100 chars)

Web address  (100 chars)

Fill out all the required information, click **Save** and then click **Verify Page**.  
If needed, correct the errors and **Save** until the **Verify Page** returns no error message.

5. Complete the **Letter of Support** Module:

Consult the **Instructions** for what to include in the Letter of Support.

Follow the on-screen instructions (in yellow below) to format the Letter of Support.  
Click **Browse** to search for the PDF file and click **Attach** to attach it to the Module.

<b>SSHRC</b>  <b>CRSH</b>	
Application Summary	
Partner Information	
<b>Letter of Support</b> ↑	<b>Letter of Support (Mandatory)</b>
Submit	Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.
↑ = Electronic Attachment	The file containing your attachments must ...
	<b>Your electronic file attachment must meet the following specifications:</b>
	<ul style="list-style-type: none"><li>• PDF format (.pdf extension); unprotected</li><li>• Maximum file size of 500 Kb</li><li>• 8 ½" x 11" (216 mm x 279 mm)</li><li>• Maximum 2 page(s)</li></ul>
	<b>General Presentation</b>
	<ul style="list-style-type: none"><li>• Presentation specifications do not apply</li></ul>
	File name <input type="text"/> Browse... 
	<input type="button" value="Attach"/> 

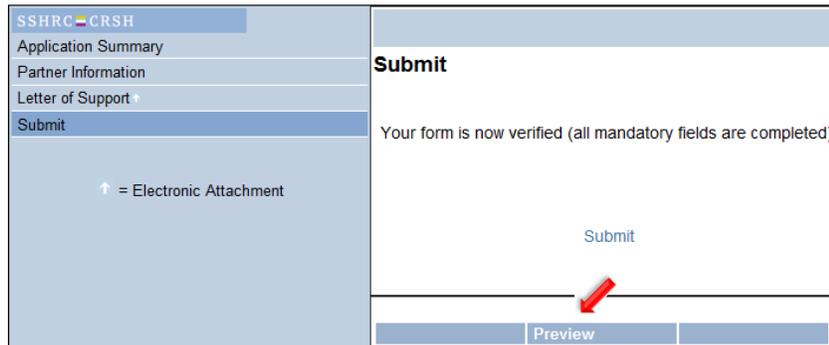
6. Under the **Submit** Module, click on the hyperlink to verify the whole form:

<b>SSHRC</b>  <b>CRSH</b>	
Application Summary	
Partner Information	
Letter of Support ↑	
<b>Submit</b>	<b>Submit</b>
↑ = Electronic Attachment	You must successfully verify your form (all mandatory fields must be complete) before you can submit it to SSHRC.
	<a href="#">Click here to verify your form.</a> 

After clicking on the hyperlink above, if a message with errors appears, go to the Modules containing the errors and correct them. **Save** each Module, until each **Verify Page** test passes without errors.

Return to **Submit** Module and click again on the hyperlink **verify your form**.

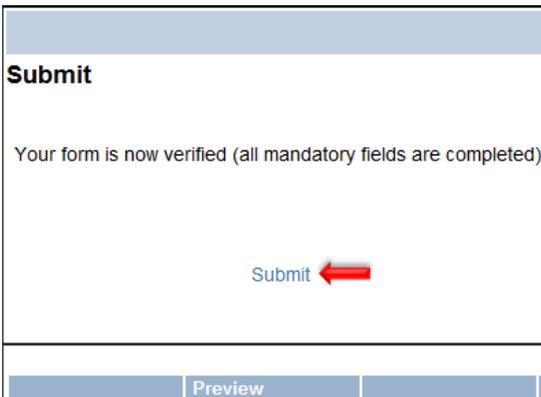
When the **verify your form** returns no more errors, you arrive on this page:



The screenshot shows a web interface with a sidebar on the left containing navigation links: SSHRC CRSH, Application Summary, Partner Information, Letter of Support, and Submit. The main content area is titled 'Submit' and displays the message 'Your form is now verified (all mandatory fields are completed)'. Below this message is a 'Submit' button, which is highlighted with a red arrow. At the bottom of the page, there is a 'Preview' button.

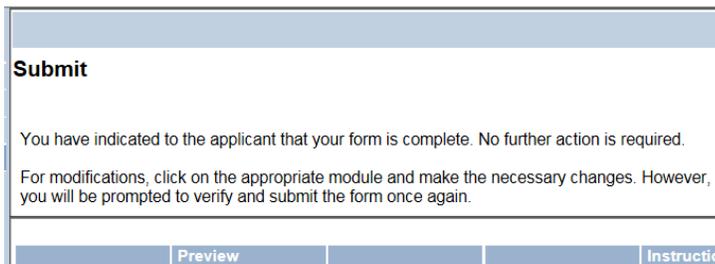
Before submitting the form, you can **Preview** the form to ensure everything is correct.

## 7. **Submit** the form



The screenshot shows a web interface with a header bar. Below it, the title 'Submit' is displayed. The main content area contains the message 'Your form is now verified (all mandatory fields are completed)'. A 'Submit' button is centered on the page, with a red arrow pointing to it from the right. At the bottom, there is a 'Preview' button.

Once you **Submit** the form, this message will be displayed:



The screenshot shows a confirmation message in the 'Submit' module. The message reads: 'You have indicated to the applicant that your form is complete. No further action is required. For modifications, click on the appropriate module and make the necessary changes. However, you will be prompted to verify and submit the form once again.' Below the message, there are buttons for 'Preview' and 'Instructions'.

Changes can be made at a later time, but no changes will be integrated into the application after the Project Director submits the application to SSHRC.

If the Project Director removes you from the application, you will receive the following automated email:

**Subject:** Invitation to participate has been cancelled

This is an automated E-mail message. Please do not reply.

You have been invited and have accepted to participate on a "Partnership Grants – Stage 1" application. [Project Director name] has removed you from the form.

You are no longer required to participate on this application. This invitation has been removed from your Portfolio and from our database.

For additional information, contact [Project Director name] at [Project Director email].