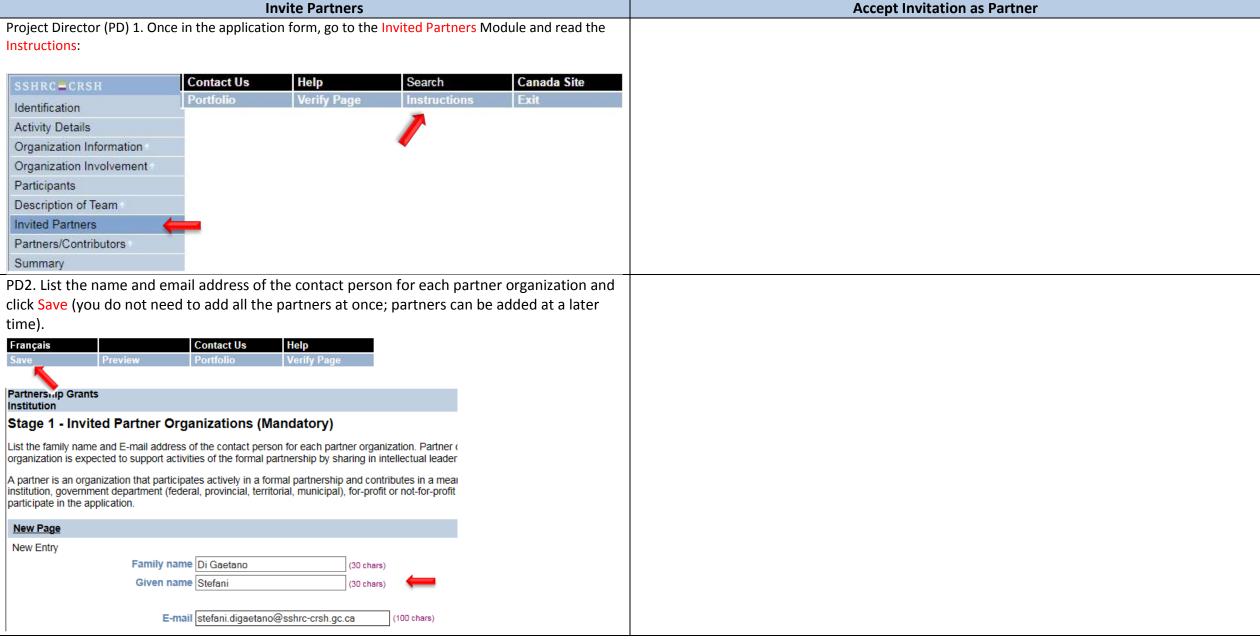
PG Stage 1 February 2020 – Partner Invitation Process



Invite Partners PD3. After you click Save, the system will generate an email for each person, inviting them to participate in the application. Family name Di Gaetano Given name Stefani Invitation E-mail sent to Stefani.DiGaetano@SSHRC-CRSH.GC.CA Resend E-mail (If you add new partners at a later time, when you click Save, the system will generate emails only for the partners recently added; the partners already invited will not receive a second email.) Until the partner accepts the invitation, the entry will be listed as *Invitation not yet accepted*. PD4. When the partner clicks on the hyperlink at step P2, the entry will be listed as *Invitation* accepted but not yet verified. Status Invitation accepted but not yet verific View form Family name Di Gaetano Invitation E-mail sent to Stefani.DiGaetano@SSHRC-CRSH.GC.CA Resend E-mail Clear entry

Accept Invitation as Partner

Partner (P) 1. The contact person for the Partner Organization receives an automated email when invited by the PD 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

<u>Click here</u> to accept or decline the invitation to participate on an application.

If the link oes 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.

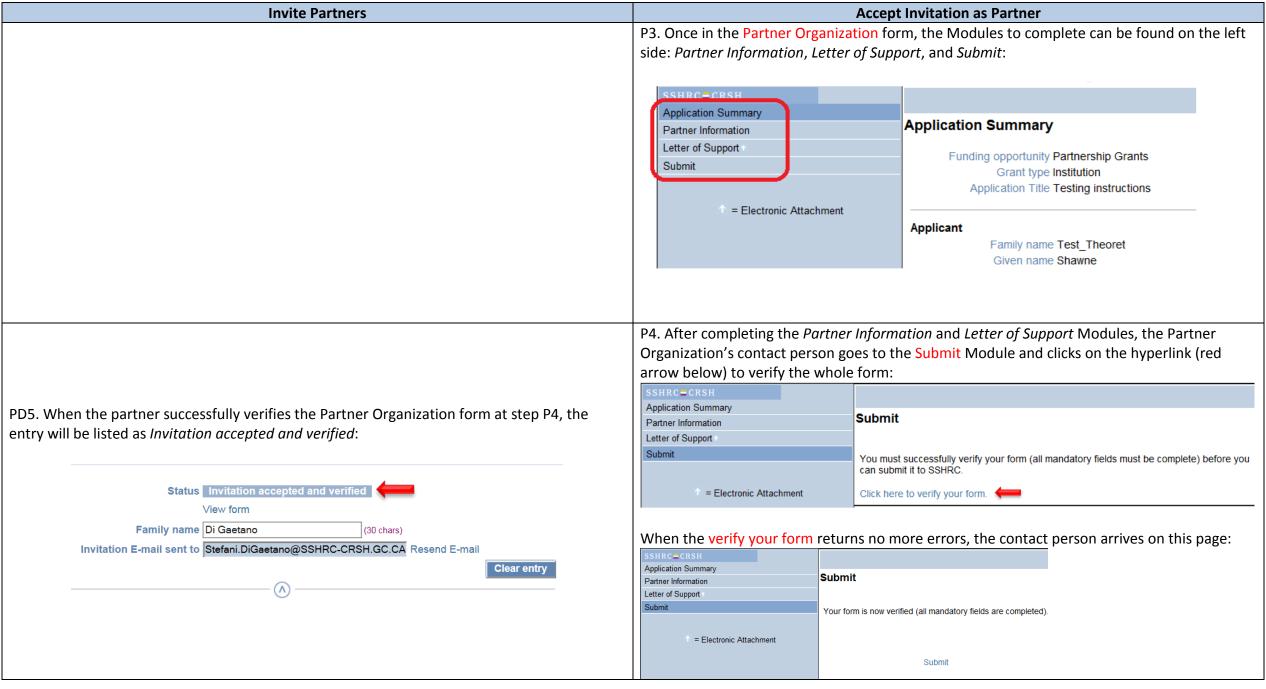
P2. The Partner Organization's contact person follows the link provided in the automated email and arrives on this page:

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

Click here to access and complete the Partner Organization form.

Click here to decline the invitation to participate in this application.

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



Invite Partners Accept Invitation as Partner P5. Submit the form

PD6. When the partner submits the form at step P5, the entry will be listed as *Form completed*:



PD7. When all the partners have accepted their invitations, verified and submitted their forms, click Verify Page until it returns no errors.



If a partner makes changes after the form was Submitted, the entry for that partner will return to *Invitation accepted but not yet verified* (PD4). You, together with the respective partner, need to follow again all the steps between PD4 and PD7.



The Partner Organization's contact person can make changes at a later time, after Submitting the form, but no changes will be integrated into the application after the Project Director

submits the application to SSHRC.

Invite Partners – Other Actions **Accept Invitation as Partner – Other Actions** If a partner did not receive the invitation email or lost it, you can resend it at any step from PD3 to PD6. For example, at step PD3: Invitation not yet accepted Family name Di Gaetano (30 chars) Given name Stefani (30 chars) Invitation E-mail sent to Stefani.DiGaetano@SSHRC-CRSH.GC.CA Resend E-mail At any stage in the process above, you can remove a partner from your application: If the Project Director removes a partner from the application, the Partner Organization's Application - Invited Partner Organizations (Mandatory) contact person will receive the following automated email: List the family Message from webpage In for each partner organization. Partner organizations are required, for who will act as a contact person. A partner organization is expected to s aring in intellectual leadership or providing expertise. The You have clicked on Clear Entry. organization ontributions. Click OK to clear the entry and save your change **Subject**: Invitation to participate has been cancelled Click Cancel to stop the Clear Entry A partner is a hal partnership and contributes in a meaningful way to the success of the example, a Canadian or foreign: postsecondary institution pal), for-profit or not-for-profit organization, or foundation. government d Cancel This is an automated E-mail message. Please do not reply. the data is sa person, inviting them to participate in the application. New Page You have been invited and have accepted to participate on a "Partnership Grants – Stage 1" 1 of 1 application. [Project Director name] has removed you from the form. Status Form completed View form Family name Di Gaetano

Clear entry

When you click OK, the content of the form is deleted and the partner receives an automated email.

Invitation E-mail sent to Stefani.DiGaetano@SSHRC-CRSH.GC.CA Resend E-mail

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].