

PG Stage 2 – October 2022 competition

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 |
| Application deadline date (ET): | 29/10/22 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 | Stefani Di Gaetano |
| E-mail | stefani.digaetano@sshrc-crsh.gc.ca |
| Application Deadline: | 2021-10-29 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.](#)

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

| | | | | | |
|--------------------------|-------------------------|----------------------------|----------------------|------------------------------|-----------------------------|
| Français | Preview | Contact Us | Help | Search | Canada Site |
| | | Portfolio | | Instructions | Exit |

SSHRC - CRSH

Application Summary

Partner Information

Letter of Engagement

Contributions

Submit

↑ = Electronic Attachment

99 days to do

Application Summary

Funding opportunity Partnership Grants

Grant type Institution

Application Title

Applicant

Family name Popovici

Given name Paula

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

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

Application Summary
Partner Information
Letter of Engagement
Contributions
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. If possible

Organization Information

Full organization name (100 chars)
Organization type
Sector
Address format ☐ Canada ☐ United States ☒ Other
Address (40 chars)
 (40 chars)
 (40 chars)
City/Municipality (20 chars)
Province/State
Country [Link...](#)
Postal/Zip code (Canada/United States only. No spaces or dashes, e.g., K1P6G4 or 4425001)

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
Email (100 chars)
Web address (100 chars)

[Save](#) [Preview](#) [Portfolio](#) [Verify Page](#) [Instructions](#) [Exit](#)

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 Engagement** Module:

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

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

SSHRC/CRSH
Application Summary
Partner Information
Letter of Engagement
Contributions
Submit

Electronic Attachment

Accept Invitation - Partner Organization

Letter of Engagement (Mandatory)

Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.

The file containing your attachments must ...

Your electronic file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 2 Mb
- 8 1/2" x 11" (216 mm x 279 mm)
- Maximum 2 page(s)

General Presentation

- Presentation specifications do not apply

File name [Browse...](#) [Attach](#)

6. Complete the **Contributions** from Partner Organization Module:

| | Cash | In-Kind |
|-------------|------|---------|
| Confirmed | 750 | 2000 |
| Unconfirmed | 500 | 2500 |

Save Preview Portfolio Verify Page Instructions Exit

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.

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

Click here to verify your form

Preview Instructions Exit

[Important notices](#)

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:

Submit

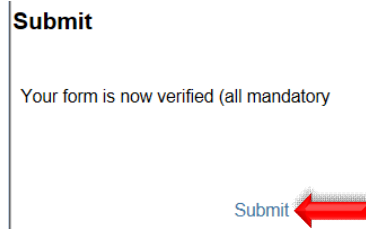
Your form is now verified (all mandatory fields are completed).

Submit

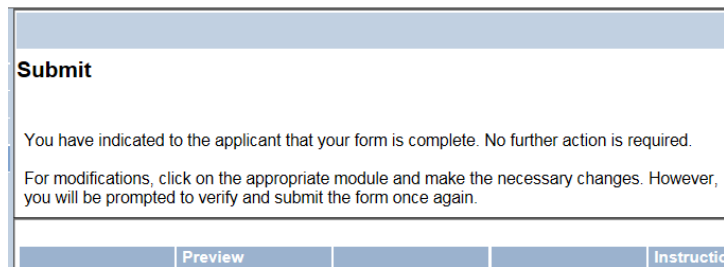
Preview Exit

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

8. **Submit** the form



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



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" 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].