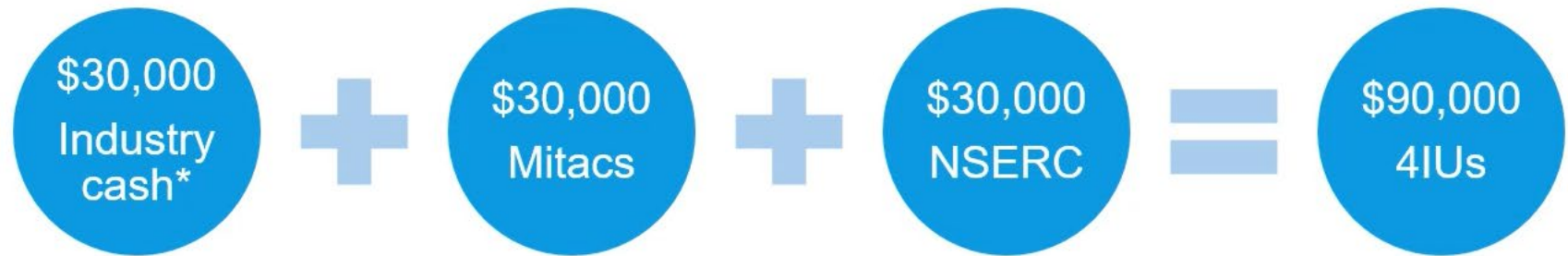


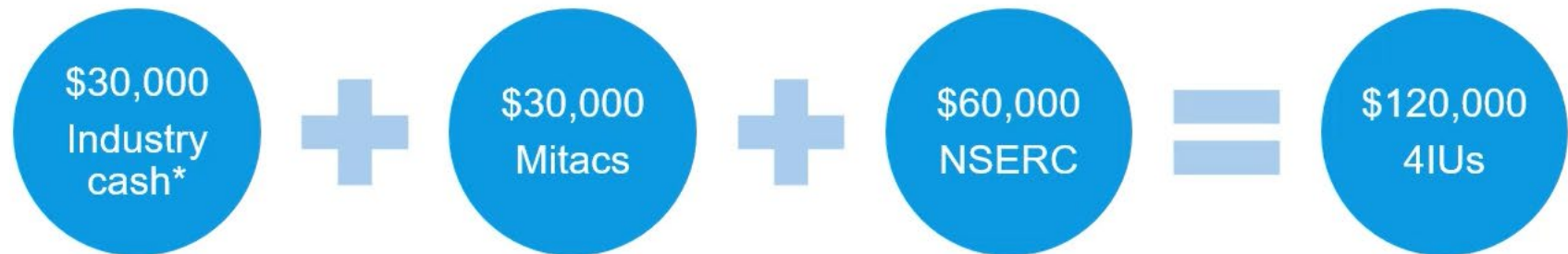
# Step by step guideline to add the Mitacs contribution to an NSERC Alliance application

# Distribution of Funds

## NSERC-Mitacs JI (1:1)

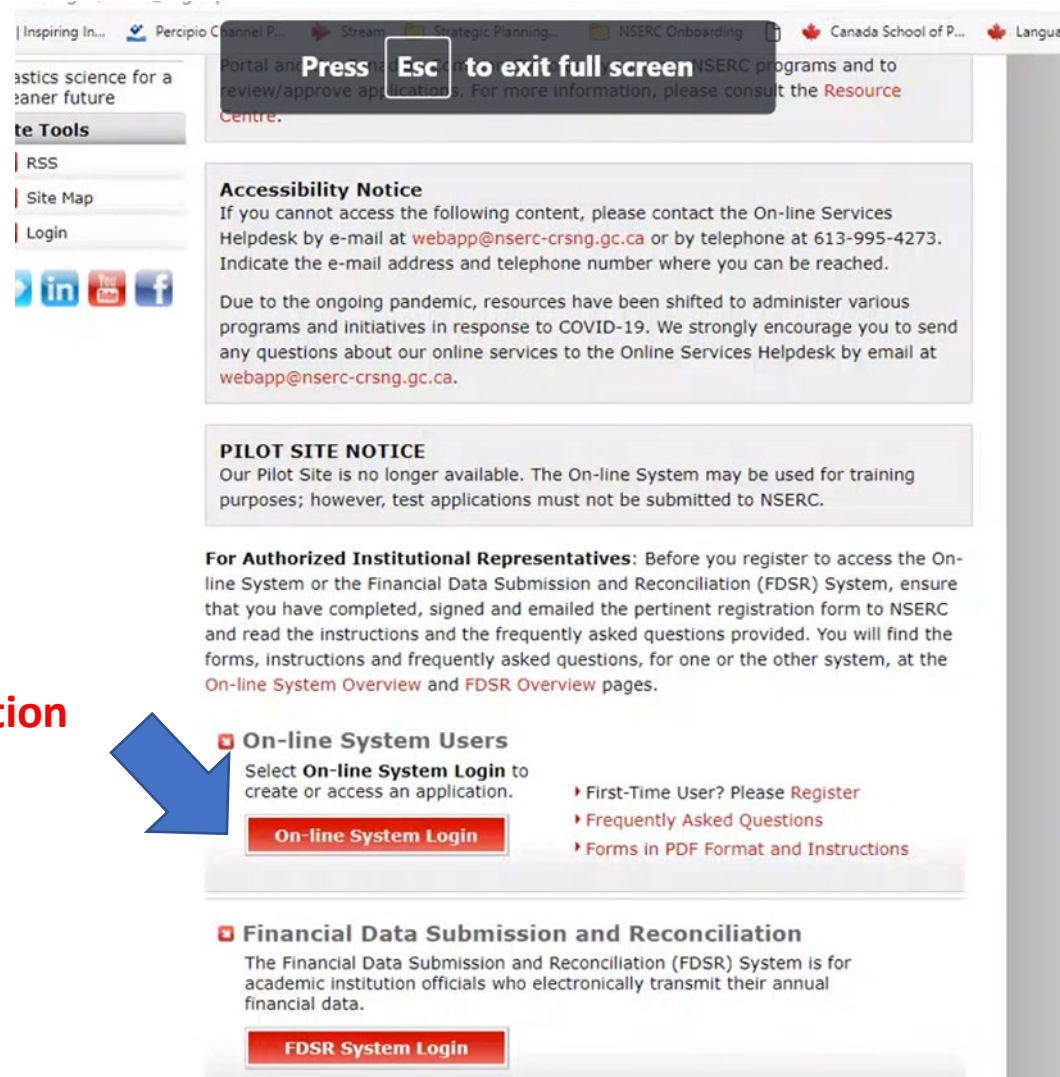


## NSERC-Mitacs JI (2:1) If partner is a SME



Go to the application website: [NSERC - On-line Services \(nserc-crsng.gc.ca\)](https://nserc-crsng.gc.ca)

Create a new application



The screenshot shows the NSERC On-line Services website. At the top, there is a navigation bar with links like 'Inspiring In...', 'Percipio Channel P...', 'Stream...', 'Strategic Planning...', 'NSERC Onboarding', 'Canada School of P...', and 'Language'. Below this, a sidebar on the left contains 'Statistics science for a cleaner future', 'Tools' (RSS, Site Map, Login), and social media icons for LinkedIn, YouTube, and Facebook. The main content area has a dark banner at the top that says 'Press Esc to exit full screen'. Below the banner, there is an 'Accessibility Notice' and a 'PILOT SITE NOTICE'. The 'On-line System Users' section is highlighted with a blue arrow pointing to the 'On-line System Login' button. This section also includes links for 'First-Time User? Please Register', 'Frequently Asked Questions', and 'Forms in PDF Format and Instructions'. The 'Financial Data Submission and Reconciliation' section is also visible, with a link to the 'FDSR System Login'.

Press Esc to exit full screen

Portal and NSERC programs and to review/approve applications. For more information, please consult the [Resource Centre](#).

**Accessibility Notice**  
If you cannot access the following content, please contact the On-line Services Helpdesk by e-mail at [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca) or by telephone at 613-995-4273. Indicate the e-mail address and telephone number where you can be reached.

Due to the ongoing pandemic, resources have been shifted to administer various programs and initiatives in response to COVID-19. We strongly encourage you to send any questions about our online services to the Online Services Helpdesk by email at [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca).

**PILOT SITE NOTICE**  
Our Pilot Site is no longer available. The On-line System may be used for training purposes; however, test applications must not be submitted to NSERC.

**For Authorized Institutional Representatives:** Before you register to access the On-line System or the Financial Data Submission and Reconciliation (FDSR) System, ensure that you have completed, signed and emailed the pertinent registration form to NSERC and read the instructions and the frequently asked questions provided. You will find the forms, instructions and frequently asked questions, for one or the other system, at the [On-line System Overview](#) and [FDSR Overview](#) pages.

**On-line System Users**  
Select **On-line System Login** to create or access an application.

[On-line System Login](#)

First-Time User? Please [Register](#)  
Frequently Asked Questions  
Forms in PDF Format and Instructions

**Financial Data Submission and Reconciliation**  
The Financial Data Submission and Reconciliation (FDSR) System is for academic institution officials who electronically transmit their annual financial data.

[FDSR System Login](#)

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Proactive Disclosure

[Proactive Disclosure](#)

## Security, Privacy and Use and Disclosure of Information

Before using NSERC's On-Line System, please read the following documents and register your acceptance below:

- NSERC's [Security Statement](#) and details on the retention periods of the data;
- NSERC's statement on the federal [Access to Information Act and Privacy Act](#);
- For applicants and co-applicants: [Use and Disclosure of Personal Information Provided to NSERC](#); and
- For Referees: [Instructions to Referees on the Privacy Act, Confidentiality and the Use and Disclosure of Information](#).

When you login and use this system, it means that you understand and accept that these policies and conditions apply.

## Login

You will be automatically logged out of the system if there has not been any activity (e.g., Save, Preview, etc.) for an extended period of time. To avoid having to login again, we recommend that you select **Save** every 10 to 15 minutes.

Account name  
(User ID)

(30 chars)

[Forgot your Account name?](#)

Password

[Forgot your Password?](#)

Must be 8-10 characters long, must contain at least one special character ( ! @ # \$ % ^ & \* ( ) + = { } | < > \ \_ - [ ] / ? ) and no spaces, may contain numbers (0-9), lower and upper case letters (a-z, A-Z). Please note that your password is case sensitive. (10 chars)

Enter your username and password



  
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**eConsole**

Version 5.89.1.1

**Welcome Shazma Abdulla**

Users of the eSubmission system will no longer be required to periodically change their passwords. However, for their own protection, users are encouraged to change their passwords regularly. Keep your password safe and confidential; do not divulge it to anyone. NSERC will not be held liable for any loss of your data should you neglect to protect your password.

**Account Management**

[Change Password](#)

[Maintain User Profile](#)

**Forms Management**

[Forms - Researcher](#)

[Forms - Student](#)

[Forms - Reviewer](#)

[Forms - Partners](#)

[Forms - Department Head](#)

**Click on Researcher forms**



  
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## Personal Data Forms

When you register, a Personal Data Form (Form 100) and a Personal Data Form with CCV attachment (Form 100A) are generated based on your login information. The F100A is currently used only when applying for an Alliance Grant. The F100 is used for all other grant applications.

1. Complete the form and verify (the status of the form will appear as **Completed** if the form is successfully verified).
2. If you are either the applicant or co-applicant on an application, select **Link** to attach, unlink or replace existing linked Forms 100 or 100A with the latest version.
3. Linking your Form 100 or Form 100A as a co-applicant to an application is the equivalent of you signing the application. Refer to the [Electronic Submission of Applications and What do the electronic or original signatures on the application mean?](#)

Form	Status	Last Updated	Edit Form	Verify Completeness	Preview/ Print	Link Manager
100	In Progress	2021/03/31	<a href="#">Edit</a>	<a href="#">Verify</a>	<a href="#">Preview</a>	<a href="#">Link</a>
Form	Status	Last Updated	Edit Form	Verify Completeness	Preview/ Print	Link Manager
100A	In Progress	2021/03/31	<a href="#">Edit</a>	<a href="#">Verify</a>	<a href="#">Preview</a>	<a href="#">Link</a>

## Applications

Application forms and related literature are revised annually and made available a few months prior to the application deadline indicated in the program description. If the name of the program to which you wish to apply does not appear in the list upon creation of your application on the On-line System, the form is not currently available. The forms for programs that do not have set deadline dates will remain accessible at all times.

Form 101 - Grant ▼ [Create](#)

Click on a form number to access your applications (see [Security Statement](#) and [Access to Information Act and Privacy Act](#) for detailed information).

[101](#) [102](#) [103](#) [182](#) [183A](#) [186](#) [187](#) [189](#) [202](#) [Final Report](#)

eConsole

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Create an application



## Application - Create a New Application

Select a program name using the 'List...' button

Select Alliance Grants

Program Name Alliance Grants List...

Title of proposal

TEST TEST TEST

166 (180 chars)

Select a [type of call](#)

Mitacs Accelerate

Create

Cancel

Select Mitacs Accelerate

Contributions >

Form

- Application Profile
- Area(s) of Research
- Certification/ Requirement
- Cover Letter
- Co-Applicants
- Collaborators
- Collaborator Biographical Sketches
- Summary of Proposal
- Proposal
- Proposed Expenditures
- Budget Justification
- Contributions
- Justification for In-kind Contributions
- Other Documents
- Endorsement

## Form 101 - Contributions from Partner Organizations

**Note:** This page looks different from the other parts of NSERC Online. This is temporary as we work towards more uniform styling throughout the system.

Before completing this section:

- see [Funding your research project](#)
- consult the [Use of Grant Funds](#) section of the NSERC Program Guide for Professors concerning the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds.

**Organization Categories** Select the category that applies to the organization. To determine the appropriate category for partner organizations (recognized or non-recognized for cost-sharing), refer to [Alliance Grants: Role of partner organizations](#).

- ☐ Partner organization recognized for cost-sharing
- ☐ Partner organization not recognized for cost-sharing
- ☒ Joint call funding partner
- ☐ Other funder (not involved in the research)
- ☐ Postsecondary institution

Next

Select Joint call funding partner



https://ebiz.nserc.ca/nsarc\_web/Jaws/nsarc\_common\_modules/n\_catalog...

## Organization Search

Complete the three search criteria below and click Next to find the organisation.

**Note:** In order to find the department or branch, you must select the country in which the department or branch is located. Then, for Canada or the United States, you must select the province or state of the head office in that country.

1. ☒ Canada ☐ United States ☐ Other country
2. For Canada and the United States, select the province or state where the head office of the organization is located in the given country. For other countries, select the country.

Alberta  
British Columbia  
Manitoba  
New Brunswick  
Newfoundland and Labrador  
Northwest Territories  
Nova Scotia  
Nunavut  
Ontario  
Prince Edward Island  
Québec  
Saskatchewan  
Yukon Territory

3. Enter two or more characters of the organization name (for the head office in the given country).

mitacs

Next

Close without selecting

Select Mitacs

org\_contrib\_allrg\_save\_org\_and\_contrib/of\_save\_org\_and\_contrib/

In... Percipio Channel P... Stream Strategic Planning... NSERC Onboarding Canada School of P... Language maintena... Delivering-through... My Projects | View a

Conseil de recherches en sciences naturelles et en génie du Canada

Canada

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## Form 101 - Contributions from Supporting Organizations

Important: You **must save** the information about one organization **before adding another one**.

Previous

Next

Add

Delete

Lock/Invite

Edit

**Note:** Depending on the Type of call, inviting the Joint call funding partner is either mandatory or optional. Please refer to the program description. After being invited, the authorized contact person for the organization will be able to view the application and may be required to submit information, according to the call requirements.

Before the authorized contact for the partner organization can be invited, you must complete the financial information in the table below, save the page, and then click the Lock/Invite button.

Record 1 of 1

Status: New

**Organization Category :** Joint call funding partner

Provide the full name and email address of the authorized contact person for the organization.

**Family Name :**

Mora

**Given Name :**

Marcelo

**Email Address :**

grant-management@mita

**Organization and department or branch**

Select the organization name and department or branch from the list. 

List...

**Organization name :**

**Department or Branch :**

Enter your local Mitacs BD (Marcelo Mora)

Enter mitacs email (grant-management@mitacs.ca)

Click on List

## Select Mitacs

https://ebiz.nserc.ca/nserc\_web/Jaws/nserc\_common\_modules/n\_catalog\_dept\_no...  
https://ebiz.nserc.ca/nserc\_web/Jaws/nserc\_common\_modules/n\_catalog...

### Organization Search

Select the organization from the list below. If the organization is not in the list, you can hit to change search criteria. If the organization is still not in the list, tick the box below and enter the organization name and department or branch manually.

Mitacs

☐ The organization's name does not appear in the list.

Organization name

Department or branch

## Select Head office

Select Department - Work - Microsoft Edge  
https://ebiz.nserc.ca/nserc\_web/Jaws/nserc\_common\_modules/n\_catalog...

### Department or branch

Select name of the department or branch below. To change the organization, click Back. If department or branch is not in the list, tick the box below the list and enter it manually.

Burnaby Office

Halifax

Head Office

Mitacs - Accélération Québec

Montreal Office

Quebec City Office

Toronto Office

☐ The department's name does not appear in the list.

Enter the name of the department or branch

- Budget Justification
- Contributions
- Justification for In-kind Contributions
- Other Documents
- Environmental Impact
- Reviewers
- Reviewer Exclusion
- University Comments

Organization and department or branch

Select the organization name and department or branch from the list. List...

Organization name : Mitacs  
Department or Branch : Head Office

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Cash contributions to direct costs of research</b>	<input type="text" value="7500"/>	<input type="text" value="7500"/>	<input type="text" value="7500"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>In-kind Contributions</b>					
1) Salaries for scientific and technical staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2) Donation of equipment, software	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3) Donation of material	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4) Field work logistics	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5) Provision of services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6) Use of organization's facilities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7) Salaries of managerial and administrative staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8) <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total In-kind contributions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Contribution to postsecondary institution overhead</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



Add Mitacs' contributions per IU (\$7,500 standard, \$7,333 cluster)

(Ask your Mitacs BD for help)

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Cover Letter

Co-Applicants

Collaborators

Collaborator  
Biographical  
Sketches

Summary of

## Form 101 - Contributions from Supporting Organizations

Important: You **must save** the information about one organization **before adding another one**.

Previous

Next

Add

Delete

Lock/Invite

Edit

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Before the authorized contact for the partner organization can be invited, you must complete the financial information in the table below, save the page, and then click the Lock/Invite button.

Record 1 of 1

Status: New

Organization Category : Joint call funding partner

Provide the full name and email address of the authorized contact person for the organization.

Click on Add



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Before the authorized contact for the partner organization can be invited, you must complete the financial information in the table below, save the page, and then click the Lock/Invite button.

**After completing the rest of the application. "Lock/Invite" will be activated. Please click on this button. This will invite Mitacs to review the application**





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- ☐ Partner organization not recognized for cost-sharing
- ☐ Joint call funding partner
- ☐ Other funder (not involved in the research)
- ☐ Postsecondary institution

Next

**Enter your Industry partner's total contribution (including what is to be used by Mitacs) and complete the rest of the application**