Getting started with the CFI Awards Management System (CAMS)

An overview document for reviewers

April 2012
Table of Contents

The CFI Awards Management System ................................................................. 1
  Access ........................................................................................................ 1

Managing your account .................................................................................. 2
  Account creation and password reset ......................................................... 2
  Reviewers without an existing CAMS account .......................................... 2
  Reviewers who already have a CAMS account ......................................... 3
  Next steps ................................................................................................. 4
  Users and dashboards ............................................................................. 5

Conducting a review with CAMS ................................................................. 6
  Reviewer dashboard ............................................................................... 6
  Review and documentation page ........................................................... 6

Additional help ............................................................................................ 9
THE CFI AWARDS MANAGEMENT SYSTEM

The CFI Awards Management System (CAMS) is the secure Web portal that allows universities, colleges, research hospitals and non-profit research institutions to apply for funding from the Canada Foundation for Innovation (CFI), download supporting documents, collaborate with researchers to submit proposals, and view the progress of decisions on their proposals.

CAMS also gives reviewers access, in a single location, to the information and documentation necessary to assess the proposals assigned to them.

Access

To access CAMS:

2. Click ‘CFI online’ in the top right-side menu bar.
3. Choose ‘Reviewers’ from the right-menu.
4. A new window will open and the CAMS sign-in page will appear.

Alternatively, you can link directly to the CAMS sign-in page at: https://www2.innovation.ca/sso/signIn.iface.
MANAGING YOUR ACCOUNT

Account creation and password reset

Note: If you are a project leader or have been designated as a key participant in a CFI proposal created after March 2011, you already have a CAMS account.

Reviewers without an existing CAMS account

When a reviewer accepts to participate in the CFI’s review process, CFI staff will create a CAMS account for any reviewer who does not already have one. As part of this process, an activation message is sent by email to the address you provided to the CFI. Note that this email address serves as your username. The activation message contains all the necessary information to activate your CAMS account, including a temporary password.

When you access CAMS for the first time, you will be required to change your password and select a security question. You will be asked to provide the answer to this security question should you ever need to reset your password.

Once this step is completed, you will be able to access CAMS.

Note: If you do not receive the activation email, it is possible that your server’s firewall treated it as “spam”. Make sure to check your Junk email folder and add the address notification@cfi-fci.ca to your “white list” of trusted senders.
Reviewers who already have a CAMS account

If you already have a CAMS account, you will not receive an automatic message. You may simply sign in to CAMS using your existing username (email address) and password to access the Reviewer dashboard.

If you have forgotten your password, you can request to have the password automatically reset by clicking on ‘Forgot password?’ on the sign-in page. You will be asked to provide your username (email address) and the answer to the security question in your profile. Your temporary password will be emailed to you. Use this password to sign in to CAMS. If you do not remember the answer to this question or your username, please contact the CFI help desk at help.aide@innovation.ca.

Once this step is completed, you will be able to access CAMS.

Note: If you requested a new password and have not received the corresponding email, it is possible that your server’s firewall treated it as “spam”. Make sure to check your Junk email folder and add the address notification@cfi-fci.ca to your “white list” of trusted senders.
Next steps

When you first access CAMS, you must read and accept the CFI’s ‘Statement on ethics, conflict of interest and confidentiality’ before you can access the Reviewer dashboard.
Users and dashboards

The CAMS interface is divided into “dashboards”. Each of these dashboards has a specific function and allows access to a series of pages or forms. It is possible to have access to more than one dashboard simultaneously. For example, all users have access to the *Researcher dashboard* where they can create and complete proposals. On the other hand, only the users who are part of a review committee may access the *Reviewer dashboard*. The left-hand menu allows you to easily navigate from one dashboard to another, as shown below:
CONDUCTING A REVIEW WITH CAMS

Reviewer dashboard

When you click on Reviewer dashboard, a list of the review committees of which you are a member will be shown. For each of these committees, the type of review (expert committee, multidisciplinary, etc.) and your role on the committee (chair, member or observer) are indicated.

Click on the committee’s name to obtain details on a specific committee and to consult the relevant documents, including the proposals or the strategic research plans of the applicant institutions.

Review and documentation page

The 'Review and documentation' page contains all the information necessary for the review. The general information about the committee is found in the upper portion of the page. The proposals and institutional strategic research plans are found in the tables underneath.
You can access documents in one of two ways. For the *Reference materials*, simply click on the document name. For the proposals and institutional strategic research plans listed in the tables, click on ‘View’ in the Display/Print column. Once you have opened a document, you are able to print or save it. You may also download multiple proposals and strategic research plans to a single ZIP file. To do so, select the documents by checking the appropriate boxes and click ‘Download’.

Please note that certain proposals may be temporarily unavailable, for example, when a proposal has been returned to the applicant institution for corrections. In these exceptional cases, “N/A” will appear instead of the “View” link and the document will not be included in the ZIP file. Additionally, you will not be able to access those proposals (if applicable) for which you are in conflict of interest.
For in-person meetings, please bring all the documents relevant to the review, whether in electronic or paper format, to the review committee meeting.

**Note:** For any questions regarding the review or the committee, please contact the CFI contact person whose name appears on the ‘Review and documentation’ page of the Reviewer dashboard.
ADDITIONAL HELP

- For any questions about CAMS, feel free to contact us at help.aide@innovation.ca. The CFI responds to all queries as quickly as possible (typically within one business day).
- To obtain information on the CFI review process, please contact the CFI contact person whose name appears on the ‘Review and documentation’ page of the Reviewer dashboard. You may also contact the person who originally contacted you.
- The CFI welcomes your feedback at feedback.commentaires@innovation.ca.
For any questions about CAMS, feel free to contact us at:

help.aide@innovation.ca

We will be happy to answer you promptly.