Getting started with the CFI Award Management System (CAMS)

A guide for reviewers

August 2020





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THE CFI AWARD MANAGEMENT SYSTEM (CAMS)

The CFI Award 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 they need to assess the proposals assigned to them.

Accessing CAMS

To access CAMS:

- 1. Go to Innovation.ca.
- 2. Click the "CAMS" icon in the top right-side menu bar.
- 3. Enter your log-in information.

Alternatively, you can link directly to the CAMS log-in page.

If the hyperlink does not work, copy and paste this url into your browser's address bar: www2.innovation.ca/sso/signIn.iface.

MANAGING YOUR ACCOUNT

Creating your account and resetting your password



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.

If you do not have a CAMS account

If you do not have a CAMS account, when you accept to participate in our review process, our staff will create a CAMS account for you. As part of this process, an activation message is sent by email to the address you provided to us. This email address serves as your username in CAMS. The activation message contains all the information you need to activate your CAMS account, including a unique activation link.

When you access CAMS for the first time, you will be required to create a new password.

* Password	16 char	acters It is strongly recommended that you change your password every 6 months. The password must: • be between 8 and 16 alphanumeric characters • contain at least one upper case and one lower case letter; • contain at least one number.
* Password confirmation	16 chai	racters

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



If you do have a CAMS account

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

If you have forgotten your password, you can request to have the password automatically reset by clicking "Forgot password?" on either the CAMS icon at Innovation.ca or on the CAMS log-in page (www2.innovation.ca/sso/signIn.iface). You will be required to provide your username (email address). You will receive an email with a unique password reset link. Once you click on the link, you will be required to create a new password. If you require assistance, please contact the CFI help desk at help.aide@innovation.ca.

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	Reset your password	
	Usemame (email)	

Once you complete this step, you can access CAMS.



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@cfifci.ca to your list of trusted senders.

Updating personal information

When you first access CAMS, you will be asked to confirm your personal information as well as to provide self-identification information. Note that the information you enter in this section is not visible to institutional representatives or users with whom you share your CV; nor is it available to other reviewers. It will not be used in any proposal assessment or approval processes. These data will only be used in aggregate form for statistical and possible reporting purposes.

Next you will be asked to review and accept both the Registration privacy notice and Conflict of interest and confidentiality agreement before you can move to the next step, which is accessing the Reviewer dashboard.



ACCESSING THE DASHBOARDS

The CAMS interface is divided into dashboards for different types of users. Each dashboard 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, if eligible. 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:

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	View Privacy notice for researchers	
	Project leader	

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Easearcher dashboard Easearcher dashboard Easearcher dashboard Easearcher dashboard Easearcher documentation	D Rev Revi	ewer dashboard ewer dashboard Click on a committee or assignment to access rela review forms.	ted documentation and logistics, and if ap	plicable, to access
		Committee / assignment	Review type	Role

CONDUCTING A REVIEW IN CAMS

Using the Reviewer dashboard

When you click on "Reviewer dashboard," it will show a list of your review assignments or review committees of which you are a member. For each committee, it will show the type of review (such as expert committee or multidisciplinary) and your role on the committee (chair, member or observer).

Click on the committee's name to see details on a specific assignment or committee and to consult the relevant materials, including the proposals and reviewer guidelines.

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Researcher dashboard Game Curriculum vitae Game Application Reviewer dashboard	 Reviewer dashboard Reviewer dashboard Click on a committee or assignment to access related document of the review forms. 	imentation and logistics, and if applicabl	e, to access
Review and documentation	Committee / assignment	Review type	Role
	2017 Cyber - EC - Committee 1 - Civil Engineering	Expert committee	Member
Click here to access committee details			

Review and documentation page

The "Review and documentation" page has all the information you need for the review. General information about the committee is found in the upper portion of the page, including details about the review, your role and reference materials, such as guidelines for reviewers.

The table on the tab "Project material" contains the proposals and reports from previous review stage(s), if applicable.

You can access these documents in two ways.

- 1. For reference material, simply click on the document name.
- 2. For project material, click on "View" in the "Display/Print" column.

You will not be able to access any proposals for which you are in conflict of interest. Additionally, certain proposals may be temporarily unavailable; for example, when a proposal has been returned to the applicant institution for corrections. In these cases, "Not available" will appear instead of the "View" link and the document cannot be accessed.

Reviewer dashboa	rd > Review and docu	mentation					1
Review and o	documentatio	on					
2 Please fin	d below the docur	nentation required to cond	uct your review	L.			
Committee or as Type	of review: Exper Role: Memb	e of committee t committee per		Refer None	ence material		Review information and reference materials
Comm	ittee date: 2018-	12-01					
Meeting	glocation: Other						
Point	of contact: <u>Doe,</u>	John					
Project material	Your review						
		C)ownload all se	lected PDFs in	one zipped file	Download	-
Project number	Project leader	Applicant institution	Component	Display/Print	Document date	Select All None	Project material
37795	Smith, Joe	Test institution 3 EN - Test	Proposal	View	2018-01-08		- noject indendi
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Once you have opened a document, you can print or save it. You may also download multiple project materials to a single zip file by checking the appropriate boxes in the "Select" column and clicking "Download."

If the CFI has enabled you to enter your assessments directly in CAMS, a second tab, "Your review," will be available. On this tab, you can access the review form. To access the review form for a specific project, click on the project number. Note: Once you have submitted your review for a given project, you cannot make any further changes.

eview a	nd documentation					
Pleas	se find below the documentation r	equired to conduc	ct your review.			
ommittee C Me Project mat	or assignment: 2017 Cyber - EC Type of review: Expert committee Role: Member ommittee date: 2018-03-24 setting location: Teleconference bint of contact: Doe, John erial Your review	C - Committee 1 - e	Civil Engineerii	ng <u>Asses</u> referei Call fo <u>Experi</u> (templ Fund o Guide	sment criter nce guide or proposals t committee late) description lines for rev	ria - quick report riewers
	roject number to access the revie	w form.				
Click on a p	roject number to access the revie		Download	your ratings in	to a single	file Download
Project number	Fund	Project leader_	Download Applicant institution	your ratings in Deadline	to a single Submit	file Download Display/Print

After you have completed the review forms for each of the projects that you have been assigned, you can download a summary of your assessment by clicking "Download."

Please select the rating	is that best reflect your evaluation of each criterion.	
Project number: 99999		
Project leader Smith,	John	
Applicant institution: Canadi	ian University	
Submission status: Not sta	arted	
Return to 'Review and documer	ntation'	Save Submit
Criteria	Rating	Comment
Criteria Research or technology	Rating	Comment
Criteria Research or technology development	Rating Please select	Comment ✓iew/edit
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Criteria Research or technology development Scientific expertise Fechnical expertise Research data infrastructure	Rating Please select Please select Please select	Commen View/edi View/edi View/edi View/edi View/edi
Criteria Research or technology development Scientific expertise Technical expertise Research data infrastructure Sustainability and maintaining relevance	Rating Please select Please select Please select Please select Please select	Comment Yiew/edit Yiew/edit Yiew/edit Yiew/edit Yiew/edit Yiew/edit Yiew/edit Yiew/edit

You will need to access these documents before attending a review committee meeting. For inperson meetings, please bring all the documents relevant to the review, whether in electronic or paper format.



For any questions regarding the review or the committee, please contact the individual identified as the contact person on the "Review and documentation" page of the Reviewer dashboard.

ADDITIONAL HELP

- For any questions about CAMS, contact our help desk. We respond to all queries as quickly as possible (typically within one business day).
- To obtain information about our review process, please contact the CFI staff member whose name appears as the point of contact on the "Review and documentation" page of the Reviewer dashboard. You may also contact the person who originally contacted you.
- Feel free to send us your comments.



For any questions about CAMS, contact our help desk.

We will be happy to help you.

