Getting started with the CFI Awards Management System

A guide for reviewers

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INNOVATION

Canada Foundation
for Innovation

Fondation canadienne
pour l'innovation

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About the Canada Foundation for Innovation

With a bold, future-looking mandate, the CFI equips researchers to be global leaders in their fields and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities at universities, colleges, research hospitals and non-profit research institutions underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

The CFI Awards Management System (CAMS)

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
- 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.

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

> 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 list of trusted senders.

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?" 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@innovation.ca.

Once you complete this step, you can access CAMS.

Two-step authentication

To enhance CAMS security, in addition to signing in using a username and password, users will be required to enter a security code to complete the authentication process.

You have the option of receiving the security code by email to your username, to an alternative email, to your mobile device number or to an authentication app.

When entering the security code, if you specify that your computer or device is trusted, you will not have to enter a security code again when using that device and browser. However, if you change devices or browsers, or clear your browser's cache, you will be required to use two-step authentication when you sign in.

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If you already have a CAMS account or are a new user, you will see the screen below when logging in. This screen guides you through enabling multi-factor authentication (MFA) with an authenticator app. To begin, simply click "Setup" to start the process for two-step authentication.

To use the "authenticator" option, first download and install an authenticator app. Next, scan the QR code or manually enter the security key into the app, and then click "Setup." CAMS has been tested with Microsoft and Google authenticators, which are both compatible options.

After clicking "Setup," enter the code generated by your authenticator app and save your changes.

New users will be prompted to set up a method of receiving security codes, either when creating a user account or when first logging into CAMS. You can modify the method of receiving security codes by navigating to the "My profile and preferences" screen.

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:
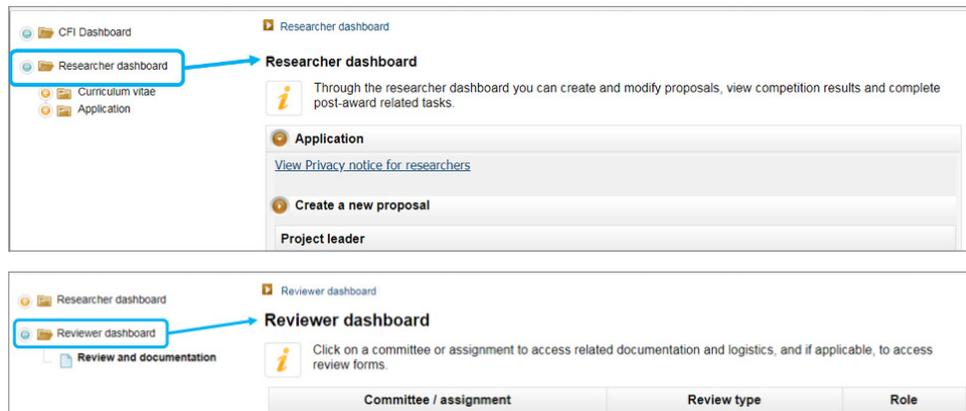
Conducting a review in CAMS

Using the Reviewer dashboard

When you click on "Reviewer dashboard," it will show a list of the 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 Assessment Committee) 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.
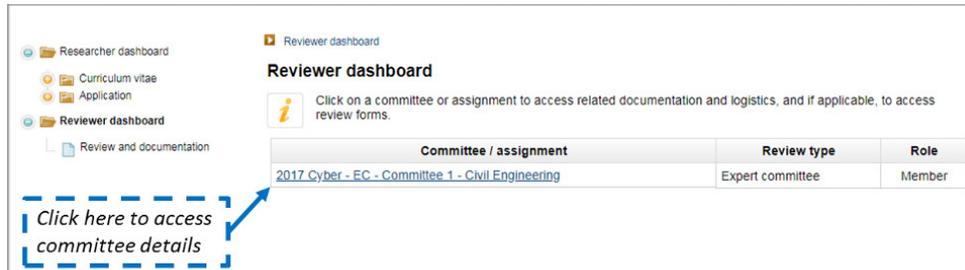

Review and documentation page

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 have a conflict of interest. Additionally, certain proposals may be temporarily unavailable (e.g., 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.
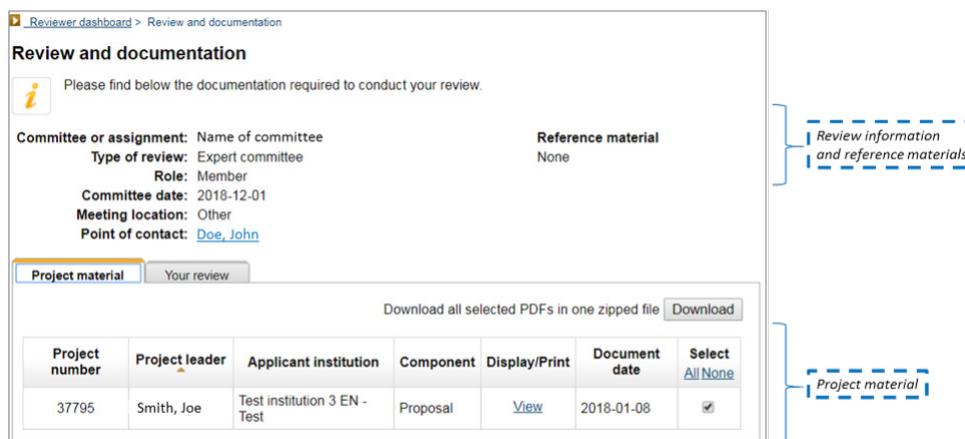
Once you have opened a document, you can print or save it. You may also download multiple project materials to a single zip file by checking the appropriate boxes in the "Select" column and clicking "Download."

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.

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."

You will need to access these documents before attending a review committee meeting. For in-person 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,
feel free to contact us at:
help@innovation.ca
We will be happy to answer you promptly.