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1 WHAT IS CAMS?

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

CAMS includes a number of features to enhance its usability and functionality, including:

- automatic password reset
- ability to share a proposal/CV with others by giving read and update access
- ability for key participants to accept an invitation to participate in a proposal
- ability to merge a submitted proposal into a single PDF

1.1 Who should use CAMS?

CAMS will be used by researchers and institutional research services personnel responsible for preparing, verifying and submitting CFI proposals, and project progress reports. Financial services personnel and other institutional administrators should continue to use the existing website and login to access financial reports, award finalization forms, and amendment request forms.

Researchers
All researchers will now be using the CAMS interface to sign in, access existing projects, access their Curriculum Vitæ (CV), and create new proposals.

Institutional research services personnel
All institutional research services personnel will now be using the CAMS interface to sign in, access and manage existing projects.

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

Note: Additional help guides are available for institutional research services personnel and for reviewers:

Getting started with CAMS: An overview document for institutional research services personnel

Getting started with CAMS: An overview document for reviewers
1.2 What can you do in CAMS?

Using CAMS, you can create and submit proposals for research infrastructure funding from the CFI and manage the full life cycle of your proposal. In addition, you can:

- collaborate with colleagues throughout the application process
- view funding decisions made by the CFI
- finalize awards
- complete project progress reports
2 GETTING STARTED

If you already have a CFI PIN, you will need to update your account to use CAMS — a simple process outlined in section 2.4. If you do not have a CFI PIN, you will need to create a CFI account by registering — outlined in section 2.3. Users should have only one CAMS account.

2.1 Access

You can access CAMS in the same way you have always accessed the CFI’s online forms:
1. Navigate to http://www.innovation.ca/en
2. Click ‘CFI online’
3. Choose ‘Researchers’
4. A new window will launch and the CAMS sign-in page will appear.

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

2.1.1 Sign-in page

On this page:
- Registered users can sign in
- Registered users who have forgotten their password can reset their password
- New users can create an account
2.2 Overview

2.3 Creating a new account

From the sign-in page, click ‘Create a new account’ and follow the instructions.

2.4 Users with an existing CFI PIN

CAMS uses your email as your username. If you have an existing PIN, you can link it to your new username (email) in order to use CAMS (see below for instructions). You will be given a one-time opportunity to link your existing PIN to your new username in CAMS, which will ensure that the information you have stored in the current online CFI system, such as your contact information, CV and previous proposals, are automatically carried over to CAMS.
Instructions:

- click ‘Create new account’
- accept terms of use
- select ‘Yes’ you have an existing CFI PIN account

Do you have an existing CFI PIN account?

Yes  No

- complete the information requested in the ‘Link to existing account’ section

Link to existing account

For users with an existing CFI PIN and password, please enter them here to link to your existing account. Please note that you will be required to change your password to finalize your registration.

PIN  Password  Forgot password?
Submit  Cancel

If you have forgotten the password associated with your PIN, you may also retrieve it on this page. If you have forgotten your PIN, please contact the CFI at pin.nip@innovation.ca for assistance.
2.5 Resetting your CAMS password

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

3.1 Overview

Once signed in, you are automatically directed to your dashboard. The dashboard contains easy access to information related to your role(s) in a project (e.g., key participant, collaborator, etc.).

The information you can see in CAMS is dependent on your role in the project. If you are a researcher, for example, you are automatically directed to your researcher dashboard, where you can create and modify proposals, view competition results and complete post-award related tasks.

3.2 Navigation

Navigation on the researcher dashboard

Click here to create a new proposal.

Top navigation bar where you can access your profile and preferences, view help documents, switch languages, and sign out.

Proposals will appear here.

Left-hand navigation allows you easy access to relevant sections.
Within a proposal web form

The ‘breadcrumbs’ are a navigation aid that allow you to keep track of your location within the system.

Click to return to your researcher dashboard.

The left-hand menu gives you access to all of the modules and sections of the proposal.

3.3 My profile and preferences

These pages allow you to manage your contact information and password, and view privacy notices from the CFI.
4 PROPOSAL SHARING

Proposal sharing is a new CAMS feature which allows two or more users to contribute to a proposal. A proposal can be shared with anyone who has a CAMS account.

4.1 Why would you want to share a proposal?

- To allow one or more colleagues to contribute to the writing and preparation of a proposal or to specific modules of a proposal
- To allow one or more colleagues to view a proposal or specific modules of a proposal

4.2 Overview of proposal sharing

Researchers listed as principal users or candidates automatically gain read access to the entire proposal. However, if you would like one or more of the principal users identified on a proposal to complete or edit any part of your proposal, you must share the proposal with them to allow them to access and update it.
4.3 How to share your proposal

Step 1: Create a proposal

In the researcher dashboard click ‘Create a new proposal,’ and follow the steps.

Step 2: Enter the required proposal information

Enter the required proposal information and other related information. You can complete the entire proposal yourself, or collaborate with one or more colleagues to complete it.

Step 3: Go to the proposal sharing screen

Click ‘Proposal sharing’ on the left-hand navigation bar and on the proposal sharing screen, click ‘Share this proposal with another person’. Note that the proposal sharing screen is only accessible from within an application form. To reach the proposal sharing screen from your Researcher dashboard, click on any module of the proposal you wish to share.

Step 4: Invite a colleague to read or update your proposal

Enter your colleague’s username (email address) and select the level of access (read, update or none) you would like him or her to have for various proposal modules. In the example below, the Project Leader has given read access to the project and finance modules, and update access to the suggested reviewers section. You can also add comments that will be sent to your colleague. When you have completed this section, click ‘Save.’

![UI screenshot showing proposal sharing interface]

Your colleague will receive an email notification that he or she has been invited to view (read) or edit (update) your proposal.
4.4 Updating or removing proposal sharing

At any time, you can update or remove proposal sharing by selecting “Modify access level” on the Proposal sharing page.

5 CV SHARING

CV sharing is a new feature of CAMS similar to proposal sharing. It allows you to give a colleague read or update access to your CV.

5.1 How to share your CV

Step 1: Open your CV

On your researcher dashboard, click ‘Curriculum vitae’ (left-hand navigation bar) and open your CV from within the ‘My CV’ table.

Step 2: Invite your colleague to view or update your CV

On the left-hand navigation bar, click ‘CV sharing’ to access the CV sharing screen. Enter your colleague’s username (email address) and click ‘Validate username.’

Step 3: Send sharing invitation

Before you send the invitation to share your CV, specify the type of access — read or update — you wish your colleague to receive. You can also add comments that will be sent to your colleague.

When you have completed this section, click ‘Save.’
For any questions about CAMS, feel free to contact us at:

help.aide@innovation.ca

We will be happy to answer you promptly.