



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:

1. Go to <http://www.innovation.ca>.
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.iframe>.

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.

* Password 16 characters

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;
- not include any symbols.

* Password confirmation 16 characters

* Security question

If you forget your password we will ask for the answer to your security question.

* Answer to security question 150 characters

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

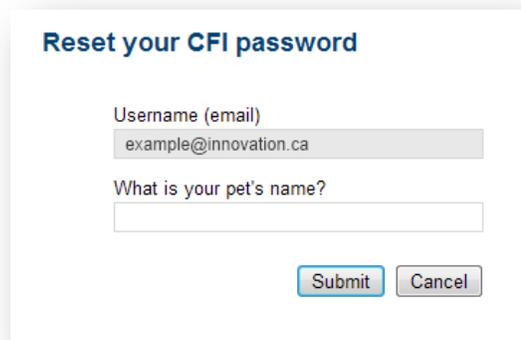


Note: If you do not receive the activation email, it is possible that your server's firewall treated it as "spam". Make sure to check your Junk email folder and add the address *notification@cfi-fci.ca* to your "white list" of trusted senders.

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.



Reset your CFI password

Username (email)
example@innovation.ca

What is your pet's name?

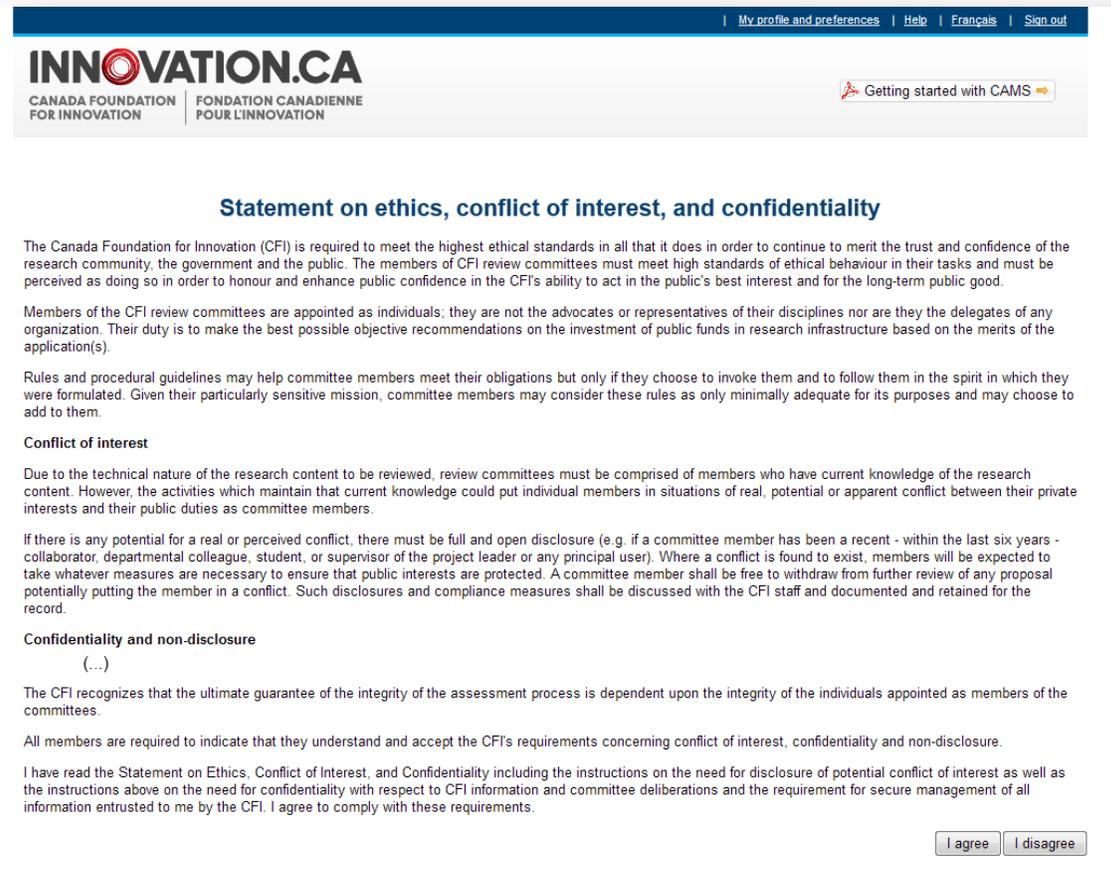
Once this step is completed, you will be able to access CAMS.



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*.



The screenshot shows the top navigation bar of the CAMS website with links for 'My profile and preferences', 'Help', 'Français', and 'Sign out'. The main header features the 'INNOVATION.CA' logo and the text 'CANADA FOUNDATION FOR INNOVATION' and 'FONDATION CANADIENNE POUR L'INNOVATION'. A button labeled 'Getting started with CAMS' is visible on the right.

Statement on ethics, conflict of interest, and confidentiality

The Canada Foundation for Innovation (CFI) is required to meet the highest ethical standards in all that it does in order to continue to merit the trust and confidence of the research community, the government and the public. The members of CFI review committees must meet high standards of ethical behaviour in their tasks and must be perceived as doing so in order to honour and enhance public confidence in the CFI's ability to act in the public's best interest and for the long-term public good.

Members of the CFI review committees are appointed as individuals; they are not the advocates or representatives of their disciplines nor are they the delegates of any organization. Their duty is to make the best possible objective recommendations on the investment of public funds in research infrastructure based on the merits of the application(s).

Rules and procedural guidelines may help committee members meet their obligations but only if they choose to invoke them and to follow them in the spirit in which they were formulated. Given their particularly sensitive mission, committee members may consider these rules as only minimally adequate for its purposes and may choose to add to them.

Conflict of interest

Due to the technical nature of the research content to be reviewed, review committees must be comprised of members who have current knowledge of the research content. However, the activities which maintain that current knowledge could put individual members in situations of real, potential or apparent conflict between their private interests and their public duties as committee members.

If there is any potential for a real or perceived conflict, there must be full and open disclosure (e.g. if a committee member has been a recent - within the last six years - collaborator, departmental colleague, student, or supervisor of the project leader or any principal user). Where a conflict is found to exist, members will be expected to take whatever measures are necessary to ensure that public interests are protected. A committee member shall be free to withdraw from further review of any proposal potentially putting the member in a conflict. Such disclosures and compliance measures shall be discussed with the CFI staff and documented and retained for the record.

Confidentiality and non-disclosure

(...)

The CFI recognizes that the ultimate guarantee of the integrity of the assessment process is dependent upon the integrity of the individuals appointed as members of the committees.

All members are required to indicate that they understand and accept the CFI's requirements concerning conflict of interest, confidentiality and non-disclosure.

I have read the Statement on Ethics, Conflict of Interest, and Confidentiality including the instructions on the need for disclosure of potential conflict of interest as well as the instructions above on the need for confidentiality with respect to CFI information and committee deliberations and the requirement for secure management of all information entrusted to me by the CFI. I agree to comply with these requirements.

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:

The screenshot shows the Researcher dashboard. At the top, there is a navigation bar with links for "My profile and preferences", "Help", "Français", and "Sign out". The main header includes the "INNOVATION.CA" logo and the text "CANADA FOUNDATION FOR INNOVATION" and "FONDATION CANADIENNE POUR L'INNOVATION". A "Getting started with CAMS" button is visible in the top right. The left-hand menu is highlighted, showing options like "Researcher dashboard", "Curriculum vitae", "Application", "Decision", "Award finalization", "Project progress reports", and "Reviewer Dashboard". The main content area is titled "Researcher dashboard" and contains an information icon with the text: "Through the researcher dashboard you can create and modify proposals, view competition results and complete post-award related tasks." Below this is an "Application" section with a link to "View Privacy notice for researchers" and a "Create a new proposal" button.

The screenshot shows the Reviewer dashboard. At the top, there is a navigation bar with links for "My profile and preferences", "Help", "Français", and "Sign out". The main header includes the "INNOVATION.CA" logo and the text "CANADA FOUNDATION FOR INNOVATION" and "FONDATION CANADIENNE POUR L'INNOVATION". A "Getting started with CAMS" button is visible in the top right. The left-hand menu is highlighted, showing options like "Researcher dashboard" and "Reviewer Dashboard". The main content area is titled "Reviewer dashboard" and contains an information icon with the text: "Click on a committee to access related documentation and committee logistics, and if applicable, to access review forms." Below this is a table with the following data:

Committee	Review type	Role on committee
2012 LEF - Cell biology	Expert committee	Member
CIIF - MAC 01	Multi-disciplinary assessment committee (MAC)	Observer

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.

My profile and preferences | Help | Français | Sign out

INNOVATION.CA
CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

Getting started with CAMS →

Researcher dashboard | **Reviewer Dashboard** > Review and documentation | Review and documentation

Reviewer dashboard

Click on a committee to access related documentation and committee logistics, and if applicable, to access review forms.

Committee	Review type	Role on committee
2012 LEF - Cell biology	Expert committee	Member
CIIF - MAC 01	Multi-disciplinary assessment committee (MAC)	Observer

Click here to access committee details

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.

Review and documentation



Please find below the documentation required to conduct your review.

Committee name: 2012 LEF - Cell biology
Type of review: Expert committee
Committee role: Member
Committee date: 2012-06-12
Meeting location: Toronto
Point of contact: Boucher, Sylvie

Reference material

[Call for proposals](#)
[Fund description](#)
[Meeting agenda](#)
[Meeting logistics](#)

Project material

Download all selected PDFs in one zipped file

Project number	Project leader▲	Applicant institution	Component	Display/Print	Document date	Select All None
29691	Bergeron, François	Brandon University	Other documents attached by the CFI (not part of proposal file)	View	2012-03-21	<input checked="" type="checkbox"/>
			Proposal	View	2012-04-25	<input checked="" type="checkbox"/>
29564	Szick, Sharyn	University of Guelph	Proposal	Not available: Conflict of interest	2012-03-21	

Associated institutional strategic research plan(s)

Applicant institution▲	Component	Display/Print	Select All None
Brandon University	SRP	View	<input checked="" type="checkbox"/>
University of Guelph	SRP	View	<input checked="" type="checkbox"/>

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.

2012-LEF-Cell-biology.zip

Name	Type
29691_Bergeron_Attachment.pdf	Adobe Acrobat Document
29691_Bergeron_Proposal.pdf	Adobe Acrobat Document
SRP_Brandon-University.pdf	Adobe Acrobat Document
SRP_University-of-Guelph.pdf	Adobe Acrobat Document

4 items

Project material

Download all selected PDFs in one zipped file [Download](#)

Project number	Project leader	Applicant institution	Component	Display/Print	Document date	Select
29691	Bergeron, François	Brandon University	Other documents attached by the CFI (not part of proposal file)	View	2012-03-21	<input checked="" type="checkbox"/>
			Proposal	View	2012-04-25	<input checked="" type="checkbox"/>
29564	Szick, Sharyn	University of Guelph	Proposal	Not available: Conflict of interest	2011-11-28	<input type="checkbox"/>

Associated institutional strategic research plan(s)

Applicant institution	Component	Display/Print	Select
Brandon University	SRP	View	<input checked="" type="checkbox"/>
University of Guelph	SRP	View	<input checked="" type="checkbox"/>

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.