

Getting started with the CFI Award Management System (CAMS)

A guide for reviewers

2018

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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.iframe.

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 temporary password.

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

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



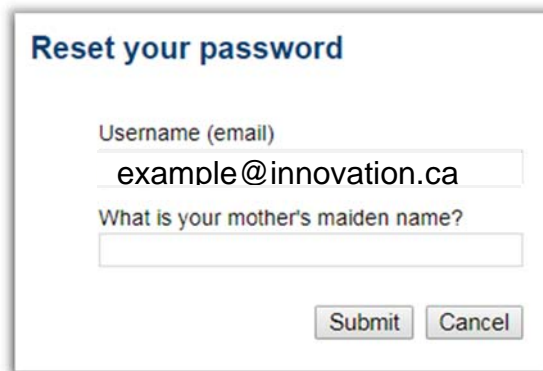
If you do not receive the activation email, it is possible that your server's firewall treated it as spam. Make sure to check your Junk email folder and add the address notification@cfi-fci.ca to your list of trusted senders.

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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 asked to provide your username (email address) and the answer to the security question in your profile. A temporary password will be emailed to you. Use this password to log in to CAMS. If you do not remember the answer to this question or your username, please contact our help desk at help.aide@innovation.ca.



Reset your password

Username (email)
example@innovation.ca

What is your mother's maiden name?

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@cfi-fci.ca to your list of trusted senders.

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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.

Registration privacy notice

The Canada Foundation for Innovation is subject to the Access to Information Act and the Privacy Act. The personal information you provide here will be managed in accordance with the Privacy Act. It will only be used for purposes related to your registration with the CFI Awards Management System (CAMS), such as the creation of a username and password for access. Once you register, the CFI may use some of the data, such as name and email address, to populate other CAMS pages. You, however, will retain control of this data. You can read a more detailed privacy notice for researchers, including information on the sharing of information for joint funding program at <https://www.innovation.ca/access-information-and-privacy-acts/privacy-notices-researchers>.



Getting started with CAMS

Conflict of interest and confidentiality agreement for review committee members, external reviewers and observers

The Canada Foundation for Innovation (CFI) must meet the highest ethical and integrity 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. CFI review committee members, external reviewers and observers must meet the highest standards of ethical behaviour to maintain and enhance public confidence in CFI's ability to act in the public's best interest and for the long-term public good. Where a conflict arises between private and public interests, review committee members, external reviewers and observers will be expected to take the necessary measures to ensure that the public interest is protected.

Conflict of interest

A conflict of interest is a conflict between a person's duties and responsibilities with regard to the review process, and that person's private, professional, business or public interests. There may be a real, perceived or potential conflict of interest when the review committee member, external reviewer or observer:

(...)

Confirmation

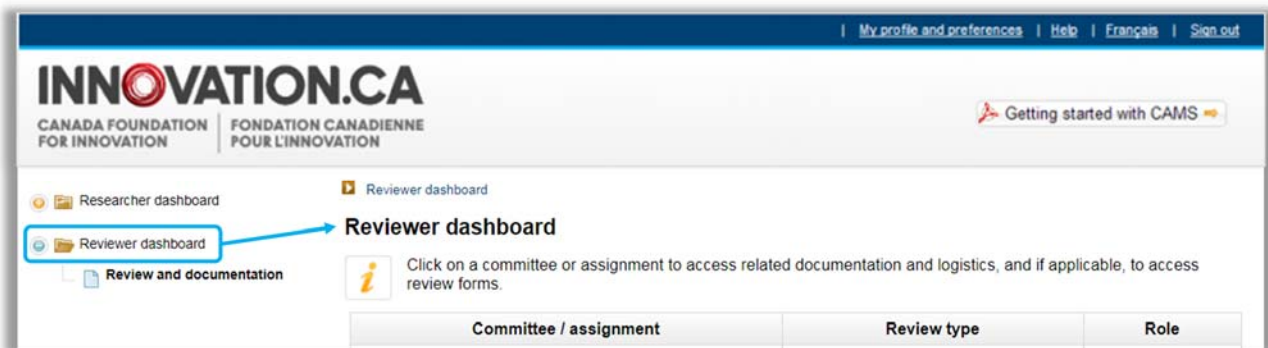
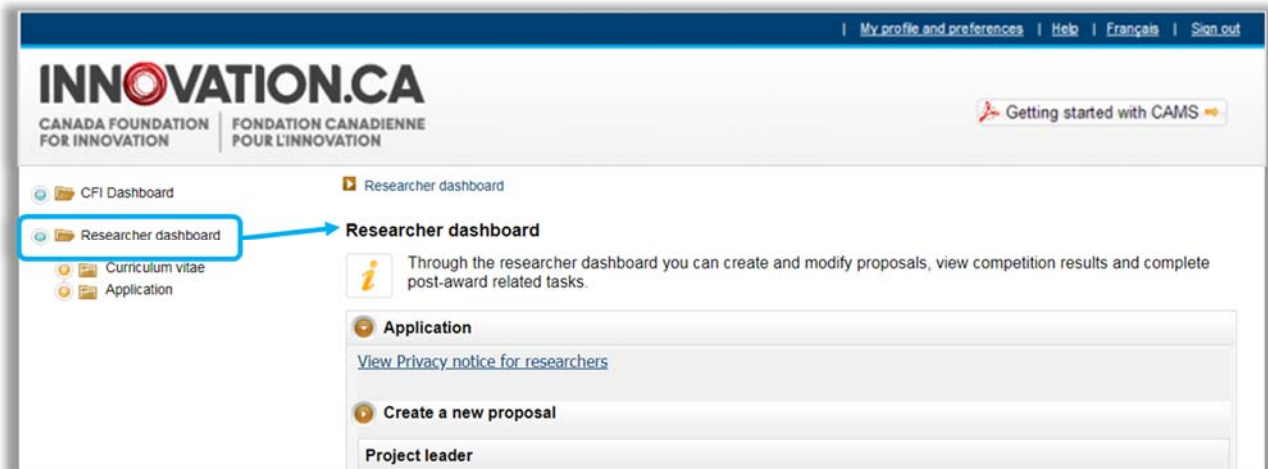
I have read and understood the *Conflict of interest and confidentiality agreement*. I agree to comply with the requirements of the [Conflict of interest and confidentiality policy of the federal research funding organizations](#). (Additional information can be found in procedural guidelines for the specific review process.) I understand that any breach of this agreement will result in a review of the matter, with the CFI reserving the right to take appropriate action including, but not limited to, my removal from serving on or observing current or future CFI review committees or from serving as an external reviewer. The use of review documentation for any other purpose could result in a CFI investigation and/or report to the federal Privacy Commissioner's Office. Any action that the CFI may or may not take will not prevent a person whose privacy rights have been compromised from seeking legal action against the respondent. By signing this form, I also certify that I am not currently ineligible to apply for and/or hold funds from the CFI, the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada, the Social Sciences and Humanities Research Council of Canada or any other research or research funding organization worldwide for reasons of breach of policies on responsible conduct of research—such as ethics, integrity or financial management policies.

I agree to take personal responsibility for complying with these requirements.

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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 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
- Curriculum vitae
- Application
- Reviewer dashboard**
- Review and documentation

Reviewer dashboard

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

Committee / assignment	Review type	Role
2017 Cyber - EC - Committee 1 - Civil Engineering	Expert committee	Member

Click here to access committee details

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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.

Review and documentation

Please find below the documentation required to conduct your review.

Committee or assignment: Name of committee
Type of review: Expert committee
Role: Member
Committee date: 2018-12-01
Meeting location: Other
Point of contact: [Doe, John](#)

Reference material
None

Project material | Your review

Download all selected PDFs in one zipped file

Project number	Project leader	Applicant institution	Component	Display/Print	Document date	Select
37795	Smith, Joe	Test institution 3 EN - Test	Proposal	View	2018-01-08	<input checked="" type="checkbox"/>


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.

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[Reviewer dashboard](#) > Review and documentation

Review and documentation

 Please find below the documentation required to conduct your review.

Committee or assignment: 2017 Cyber - EC - Committee 1 - Civil Engineering
Type of review: Expert committee
Role: Member
Committee date: 2018-03-24
Meeting location: Teleconference
Point of contact: [Doe, John](#)

[Assessment criteria - quick reference guide](#)
[Call for proposals](#)
[Expert committee report \(template\)](#)
[Fund description](#)
[Guidelines for reviewers](#)

Project material | **Your review**


Click on a project number to access the review form.

Download your ratings into a single file

Project number	Fund	Project leader	Applicant institution	Deadline	Submit	Display/Print
99999	Cyberinfrastructure Initiative - Challenge 1 - Competition 2	Smith, John	Canadian University	2017/11/28	<input type="button" value="Submit"/>	N/A

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.”

Review form

 Please select the ratings that best reflect your evaluation of each criterion.

Project number: 99999
Project leader: Smith, John
Applicant institution: Canadian University
Submission status: Not started

[Return to 'Review and documentation'](#)

Criteria	Rating	Comments
Research or technology development	<input type="text" value="Please select..."/>	View/edit
Scientific expertise	<input type="text" value="Please select..."/>	View/edit
Technical expertise	<input type="text" value="Please select..."/>	View/edit
Research data infrastructure	<input type="text" value="Please select..."/>	View/edit
Sustainability and maintaining relevance	<input type="text" value="Please select..."/>	View/edit
Benefits to Canadians	<input type="text" value="Please select..."/>	View/edit

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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.

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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.