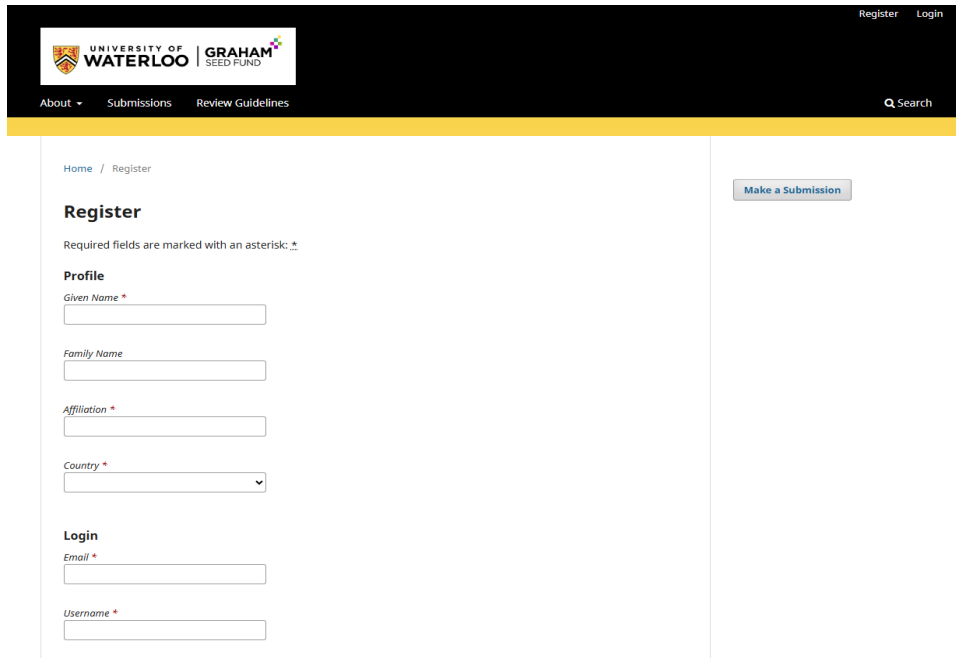


Graham Seed Fund Electronic Submission Process

Phase 1. Register with the Grant System

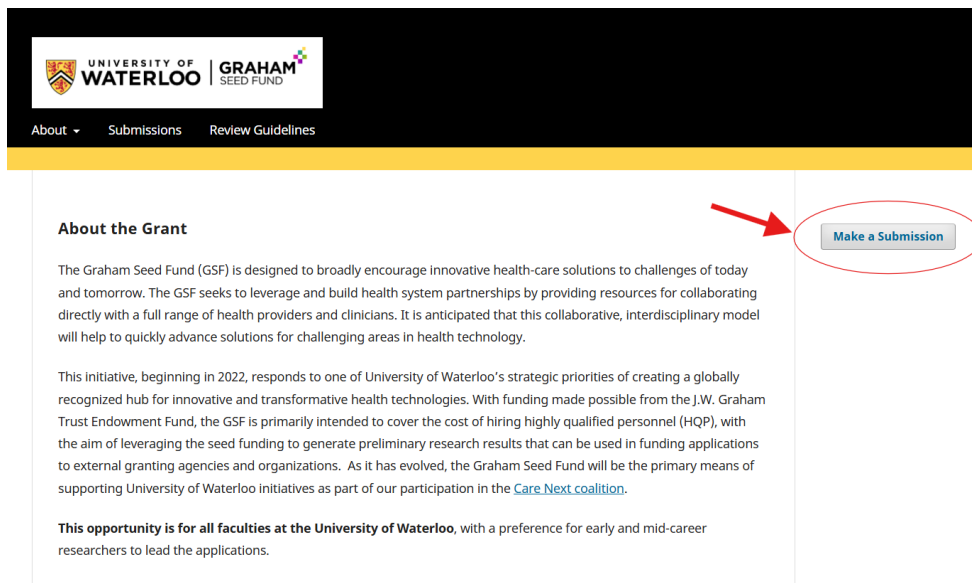
Step 1. To make a submission, first register a user account through the OJS Grant Portal. Visit <https://grants.uwaterloo.ca/index.php/gsf/user/register> and fill out the required fields. An email will be sent asking to validate your account.



The screenshot shows the registration page of the OJS Grant Portal. At the top, there is a dark header with the University of Waterloo and Graham Seed Fund logos, and links for Register, Login, About, Submissions, Review Guidelines, and a search bar. Below the header, the page is titled 'Register' and includes a 'Make a Submission' button. The form is divided into two sections: 'Profile' and 'Login'. The 'Profile' section contains fields for Given Name, Family Name, Affiliation, and Country. The 'Login' section contains fields for Email and Username. Required fields are marked with an asterisk.

Registration form

Step 2. You will be taken to the homepage of the OJS Grant Portal. Click on the **Make a Submission** CTA on the upper right-hand side of the screen.



The screenshot shows the homepage of the OJS Grant Portal. At the top, there is a dark header with the University of Waterloo and Graham Seed Fund logos, and links for About, Submissions, Review Guidelines, and a search bar. Below the header, the page is titled 'About the Grant' and contains text about the Graham Seed Fund (GSF) and its purpose. On the right side of the page, there is a 'Make a Submission' button, which is circled in red and pointed to by a red arrow.

Homepage

Step 3. Then click on the **Make a new submission** link underneath “**Submissions.**”

UNIVERSITY OF WATERLOO | GRAHAM SEED FUND

About Submissions Review Guidelines

Home / Submissions

[Make a new submission](#) or [view your pending submissions](#).

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- ☒ The proposal file is in OpenOffice, Microsoft Word, or PDF document file format.
- ☒ The text is single-spaced, with no more than six lines per inch.
- ☐ The text uses a 11-point Arial font - no condensed fonts; employs italics, rather than underlining (except with URL

Submissions page

Phase 2. Submit a Proposal

Step 1. Start. In the **Start** window, read and acknowledge the **Proposal Requirements** and **Privacy Notice** before proceeding. Click the **Save and continue** button to move to Step 2. You may include any **comments for the grant administrator** here.

Graham Seed Fund

Back to Proposals

Submit a Proposal

1. Start 2. Upload Proposal 3. Proposal Details 4. Confirmation 5. Next Steps

Proposal Requirements *

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ The proposal file is in OpenOffice, Microsoft Word, or PDF document file format.
- ☐ The text is single-spaced, with no more than six lines per inch.
- ☐ The text uses a 11-point Arial font - no condensed fonts; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ Page margins must be set at a minimum of 3/4" (1.87 cm).
- ☐ Where available, URLs for the references have been provided.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the Guidelines.

Comments for the Grant Administrator

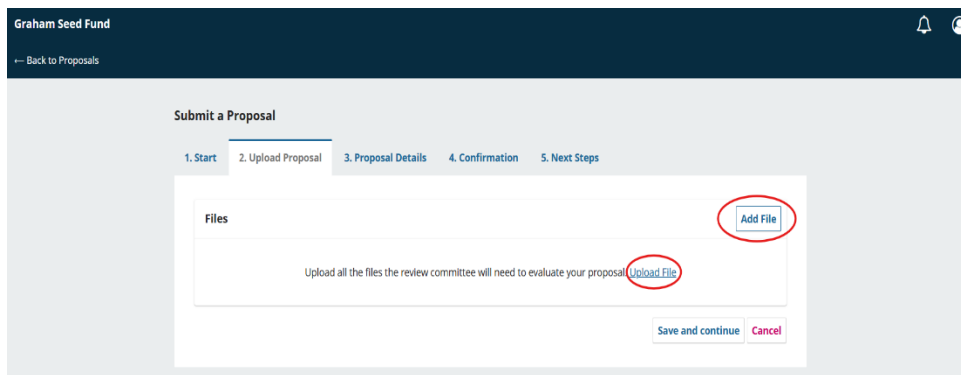
☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Save and continue](#) [Cancel](#)

* Denotes required field

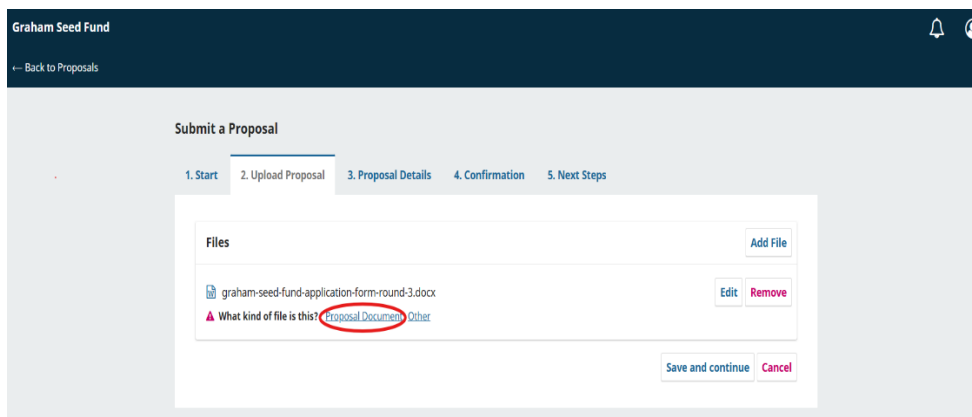
Proposal submission start screen

Step 2. Upload Proposal. In the **Upload Proposal** window, upload your proposal and CV files. Use either the **Upload File** link or **Add File** button to upload your files.



File upload screen

Step 3. Indicate the file type by clicking the linked label below the file name. If the linked label does not match the file, select **Other** and choose the appropriate label from the pop-up window and click **Save**.



File upload screen with linked label

Step 4. Click the **Save and continue** button to move to Step 5.

Step 5. Proposal Details. In **Proposal Details** window, add the proposal details, namely **Project Title**, **Project Abstract**, **List of Collaborators**, and **Keywords**. Enter the same information in your proposal document.

Submit a Proposal

1. Start

2. Upload Proposal

3. Proposal Details

4. Confirmation

5. Next Steps

Prefix

Examples: A, The

Project Title *

This field is required.

Subtitle

Project Abstract *

The abstract must be 250 words or less.

B

I

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x²

x₂

<>

Words: 0

POWERED BY TINY

This field is required.

Proposal details screen

To add your collaborators (e.g., co-PIs), click the **Add Collaborator** button. A new window will open with fields to enter their information. Note that collaborators will be notified when the proposal is submitted.

Add Collaborator

Name

John

Given Name *

Doe

Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

john@email.com

Email *

Country

Canada

Country *

Add collaborators

Click **Save** button, and the new collaborator will appear on the screen.

List of Collaborators					Order	Add Collaborator
Name	E-mail	Role	Primary Contact	In Browse Lists		
▶ Investigator User	investigator@email.com	Principal Investigator	✓	✓		
▶ John Doe	john@email.com	Collaborator		✓		

List of collaborators

To add keywords, type or copy-and-paste the term and press the 'enter' key after each term. Click **Save and continue** to move to Step 4.

Additional Refinements

Keywords

Add additional information for your submission. Press 'enter' after each term.

funding × grant × computer science ×

Save and continue

Cancel

Enter keywords

Step 6. Confirmation. In the **Confirmation** window, confirm you are ready to complete your proposal submission. Click **Finish Proposal Submission**.

Graham Seed Fund

Back to Proposals

Submit a Proposal

1. Start2. Upload Proposal3. Proposal Details4. Confirmation5. Next Steps

Your proposal has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Proposal Submission"

Finish Proposal SubmissionCancel

Finish proposal submission screen

A pop-up box will ask you to confirm the submission of the proposal. Click **OK**.

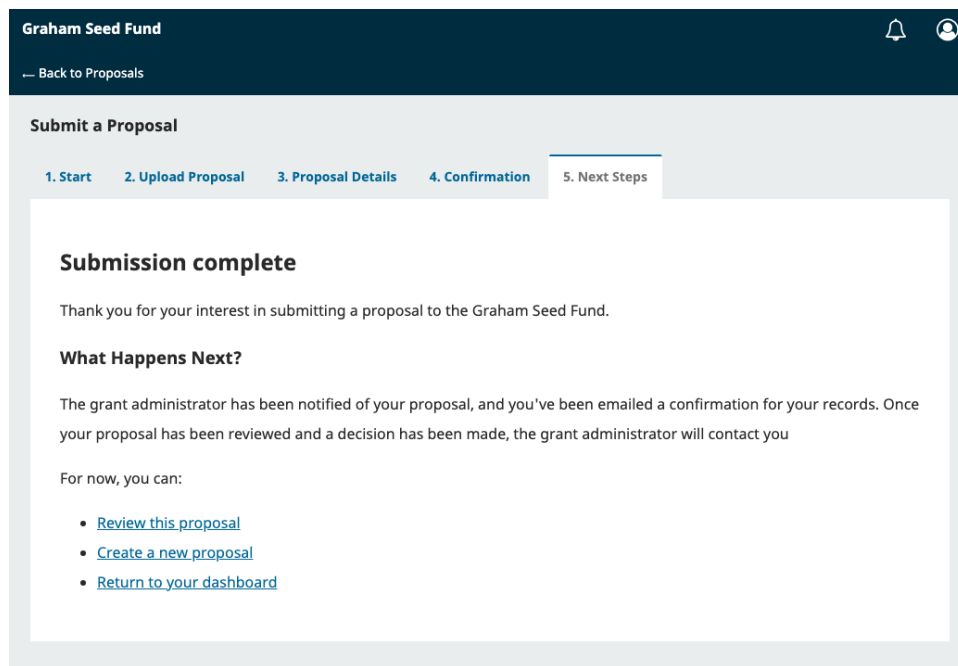
Confirm

Are you sure you wish to submit this proposal to the grant?

OKCancel

Confirm proposal submission screen

Step 7. Next Steps. Your proposal submission is now complete! The grant administrator has been notified of your proposal. At this point, you can follow the links to: Review this proposal, Create a new proposal, and Return to your dashboard.



Next steps submission screen