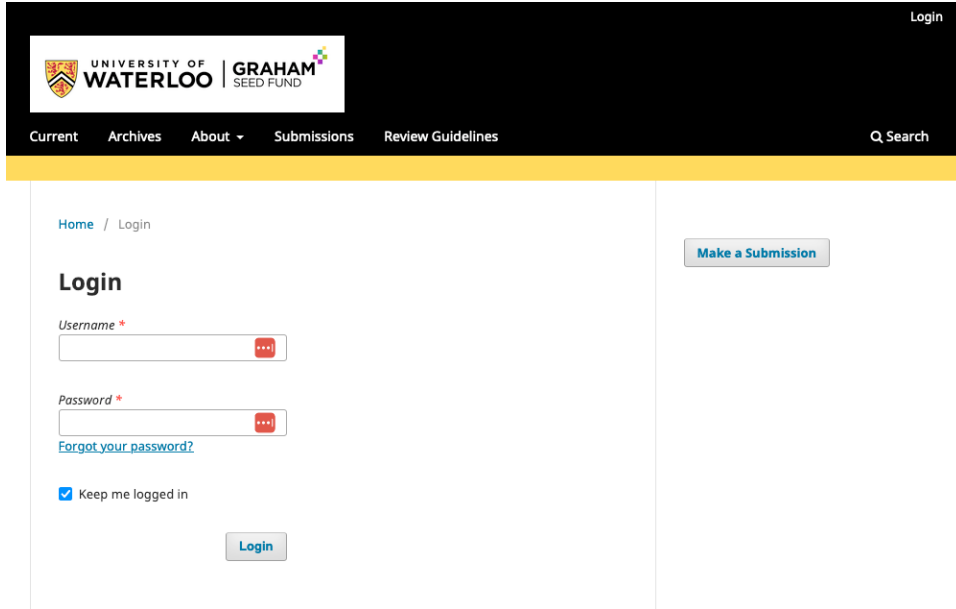


Graham Seed Fund Electronic Submission Process

Phase 1. Register with the Grant System

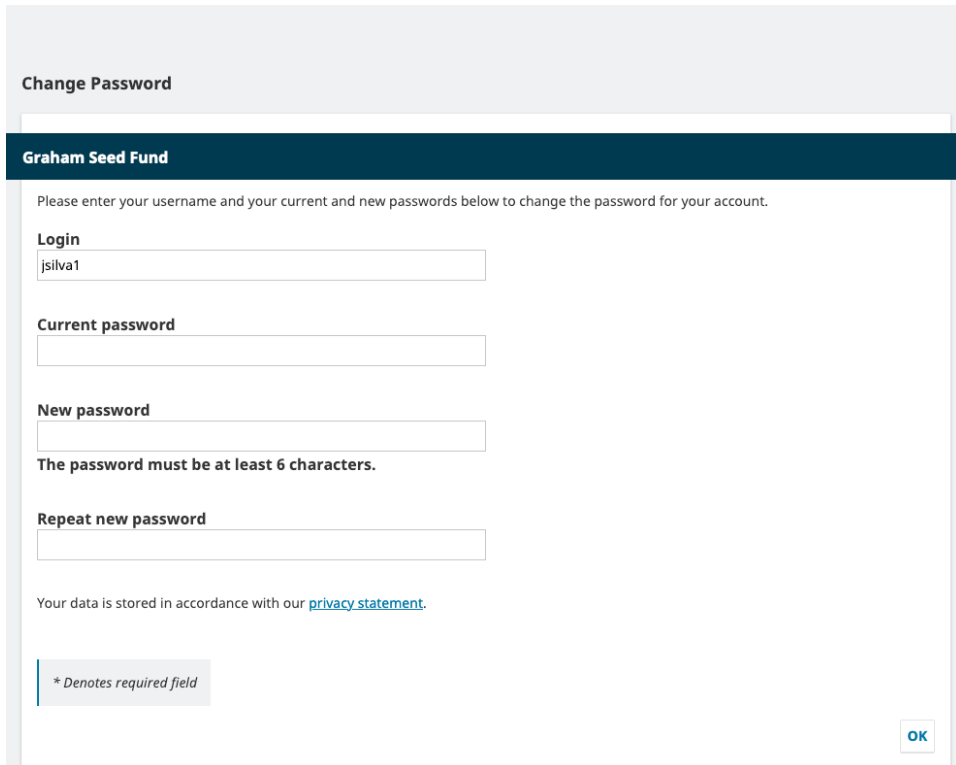
To make a submission, first request a user account via email from ggomashie@uwaterloo.ca. Visit <https://grants.uwaterloo.ca/index.php/gsf23/login> with the username and password provided in the email response.



The screenshot shows the top navigation bar of the website with the University of Waterloo and Graham Seed Fund logos. Below the navigation bar, there is a 'Login' section with a 'Home / Login' breadcrumb. The login form includes fields for 'Username *' and 'Password *', both with red asterisks indicating they are required. There is a 'Forgot your password?' link and a 'Keep me logged in' checkbox. A 'Login' button is at the bottom of the form. To the right of the login form is a 'Make a Submission' button.

Login form

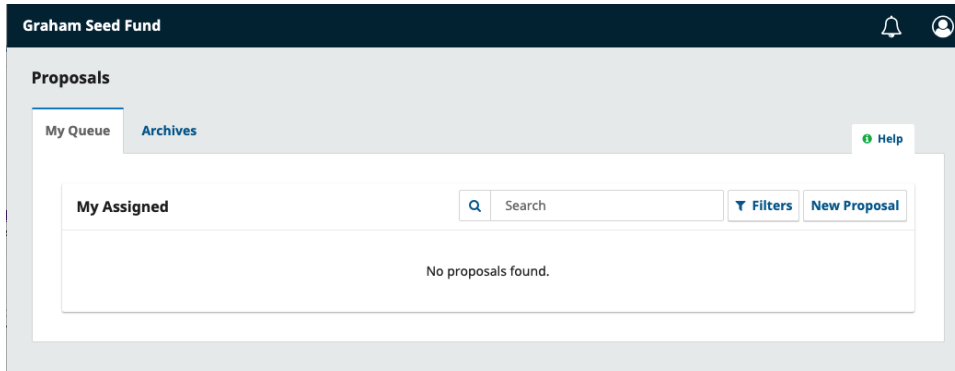
Login and Change Password.



The screenshot shows the 'Change Password' form. The form has a dark blue header with the text 'Graham Seed Fund'. Below the header, there is a message: 'Please enter your username and your current and new passwords below to change the password for your account.' The form includes fields for 'Login' (with the value 'jsilva1'), 'Current password', 'New password', and 'Repeat new password'. A note states 'The password must be at least 6 characters.' At the bottom, there is a link to the 'privacy statement' and a legend indicating that an asterisk denotes a required field. An 'OK' button is located at the bottom right of the form.

Password update form after first login

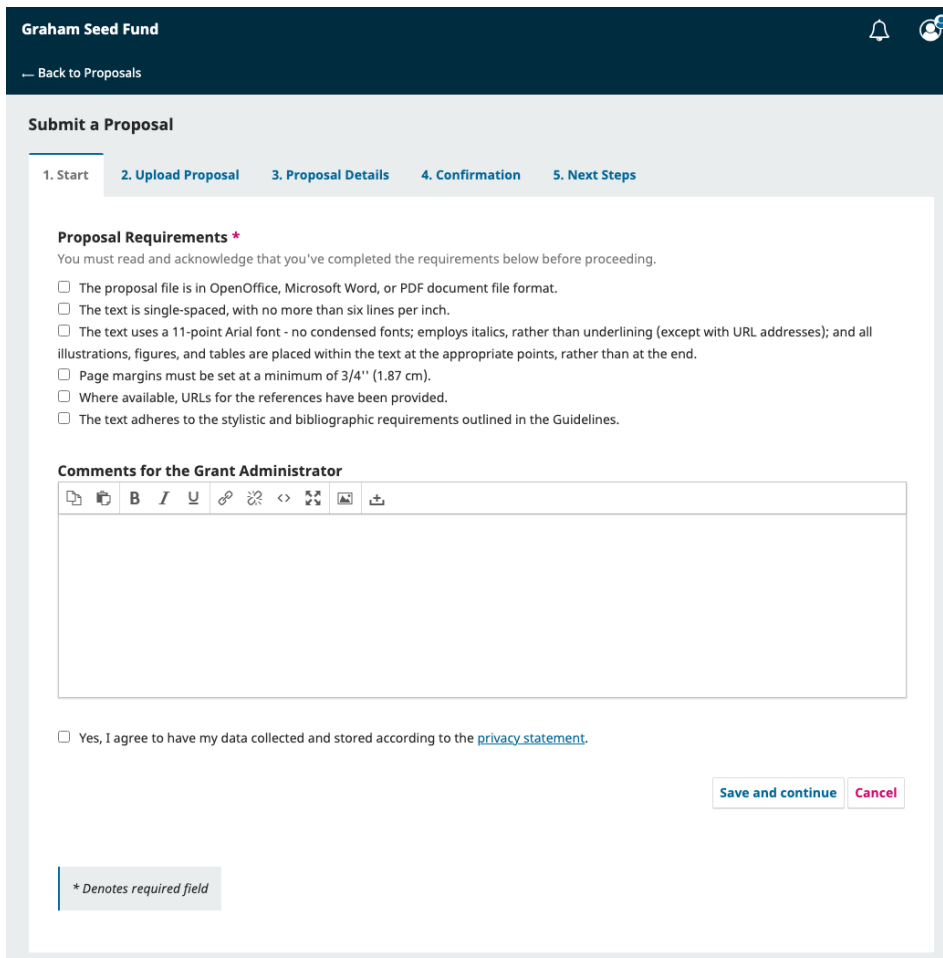
You will be taken to the **Author Dashboard**. To start a new proposal, click the **New Proposal** button on the right side of the screen. This is a five-step process.



Submissions queue in Author Dashboard. It is currently empty as there are no new proposals.

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.



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

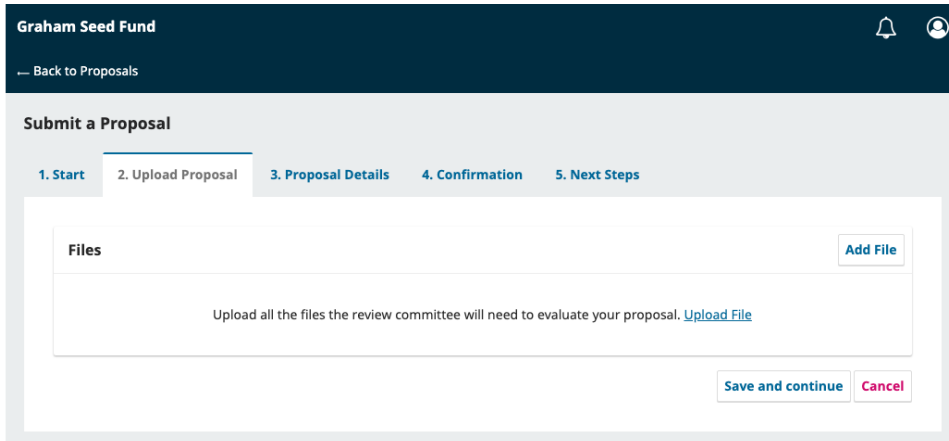
Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue **Cancel**

* Denotes required field

Proposal submission start screen

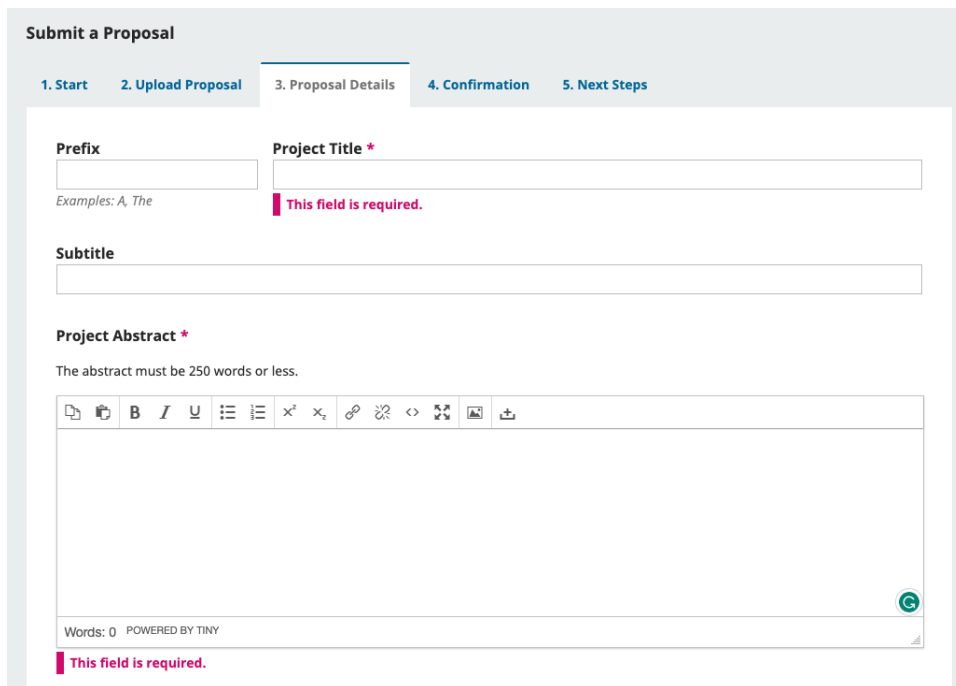
Step 2. Upload Proposal. In the **Upload Proposal** window, upload your proposal and CV files. Use either the **Upload File** link or **Add File** button to upload your files. Indicate the file type from the menu options, i.e., **proposal document** and **CV**. Click the **Save and continue** button to move to Step 3.



The screenshot shows the 'Submit a Proposal' window for the 'Graham Seed Fund'. The navigation bar at the top indicates the current step is '2. Upload Proposal'. Below the navigation bar, there is a 'Files' section with an 'Add File' button. A message states: 'Upload all the files the review committee will need to evaluate your proposal. [Upload File](#)'. At the bottom right, there are 'Save and continue' and 'Cancel' buttons.

File upload screen

Step 3. 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.



The screenshot shows the 'Submit a Proposal' window for the 'Graham Seed Fund' at the '3. Proposal Details' step. The form includes the following fields and elements:

- Prefix:** A text input field with examples: 'A, The'.
- Project Title *:** A text input field with a red error message: 'This field is required.'
- Subtitle:** A text input field.
- Project Abstract *:** A rich text editor with a toolbar and a note: 'The abstract must be 250 words or less.' It has a red error message: '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

Given Name * 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

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.

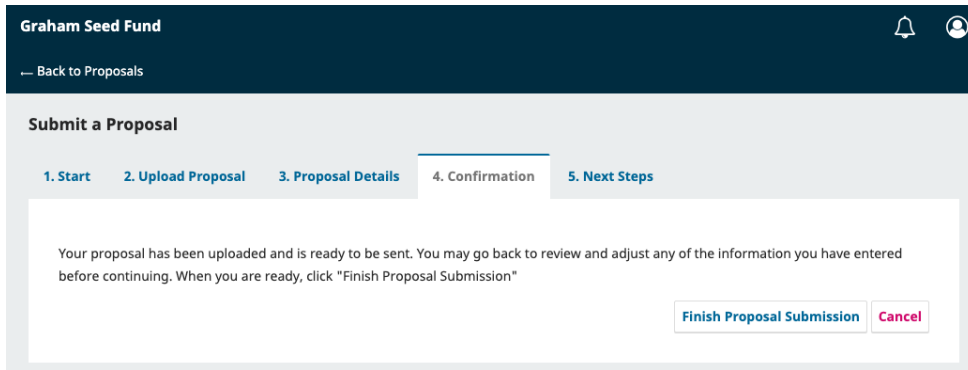
funding ×
grant ×
computer science ×

Save and continue

Cancel

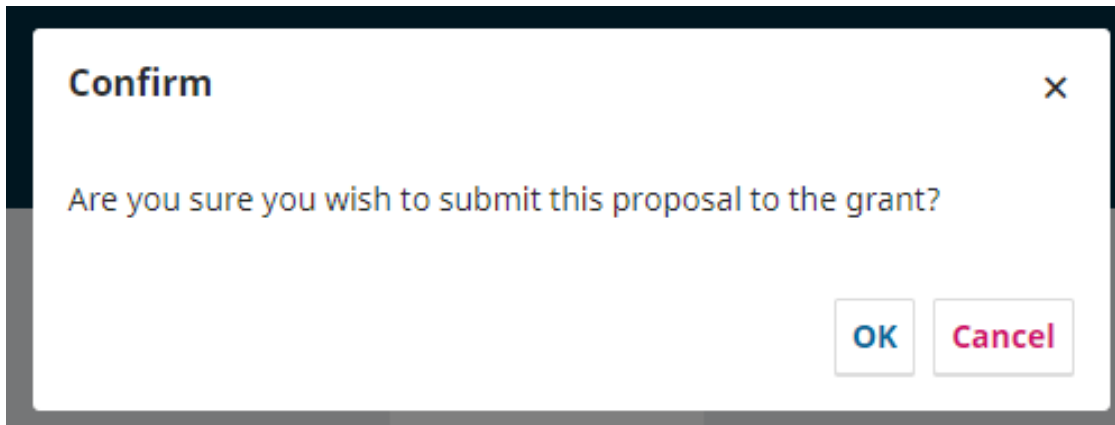
Enter keywords

Step 4. Confirmation. In the **Confirmation** window, confirm you are ready to complete your proposal submission. Click **Finish Proposal Submission**.



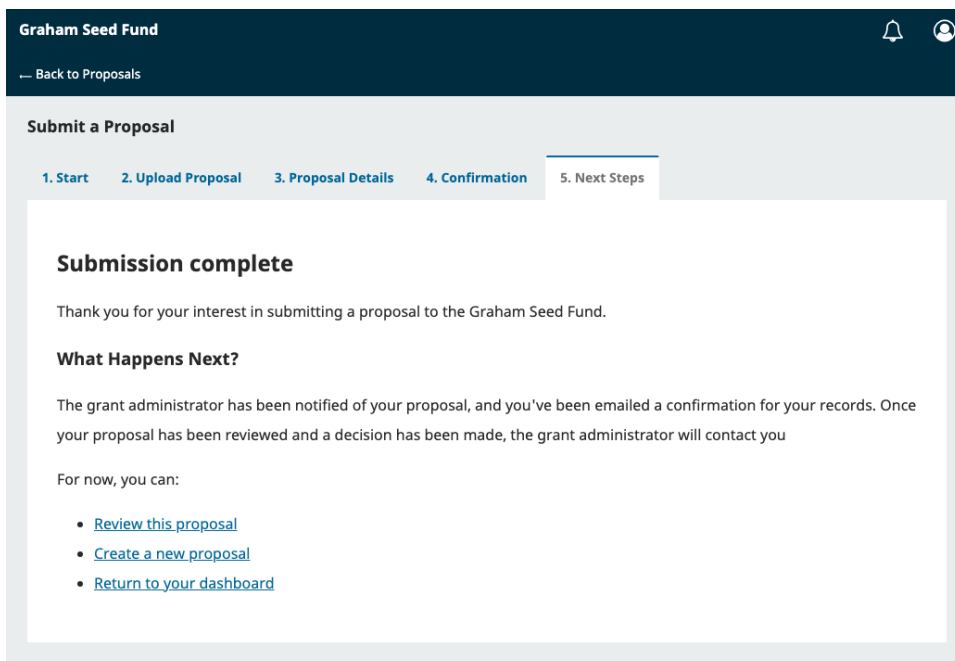
Finish proposal submission screen

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



Confirm proposal submission screen

Step 5. 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