

# GRAAP USER GUIDE

FOR GLOBALINK RESEARCH AWARD PROJECT APPROVAL

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#### STEP 0a: USE CHROME OR EDGE BROWSER

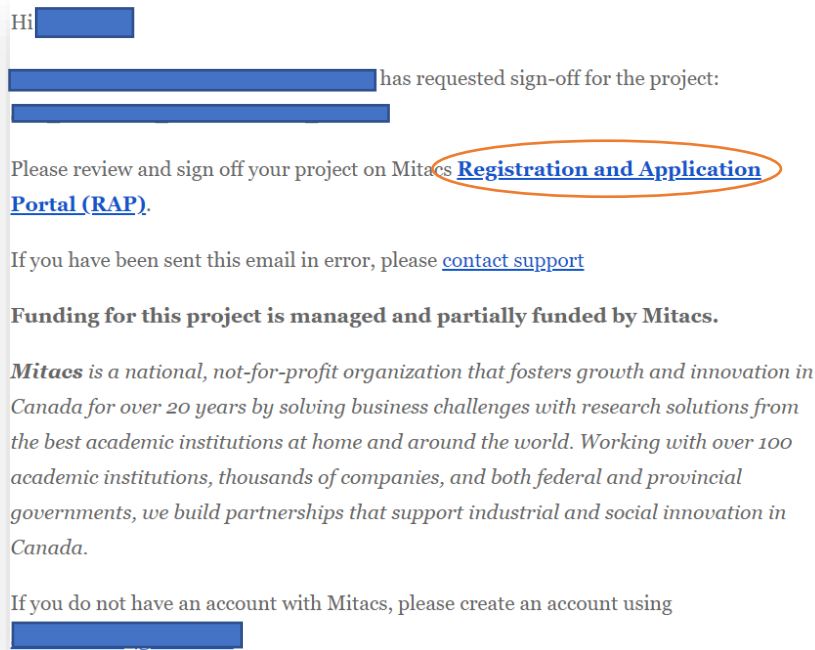
Use Chrome or Edge browser. Safari and Firefox browsers do not allow optimal use of the platform.

#### STEP 0b: ADD [NOREPLY\\_RAP@MITACS.CA](mailto:NOREPLY_RAP@MITACS.CA) TO YOUR FAVOURITES

To ensure that emails sent by the platform don't end up in your spam folder, add the platform's email address to your favourites.

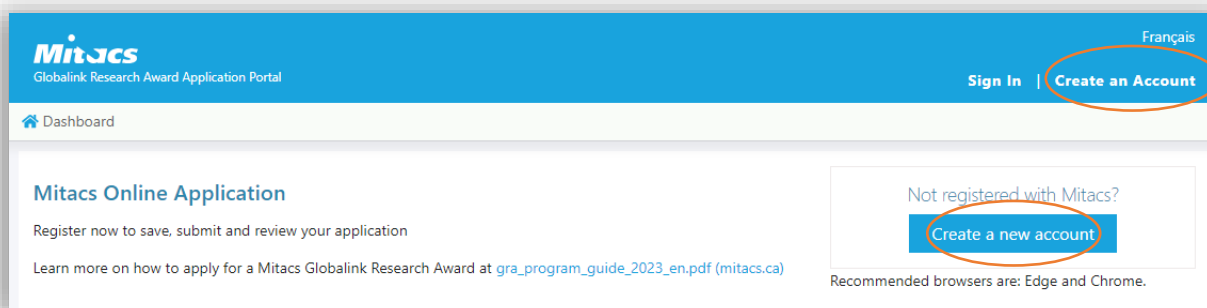
#### STEP 1: RECEIVE AN APPLICATION FOR APPROVAL

You will receive an application for approval by email. Click on "Registration and Application Portal (RAP)" to access the portal.



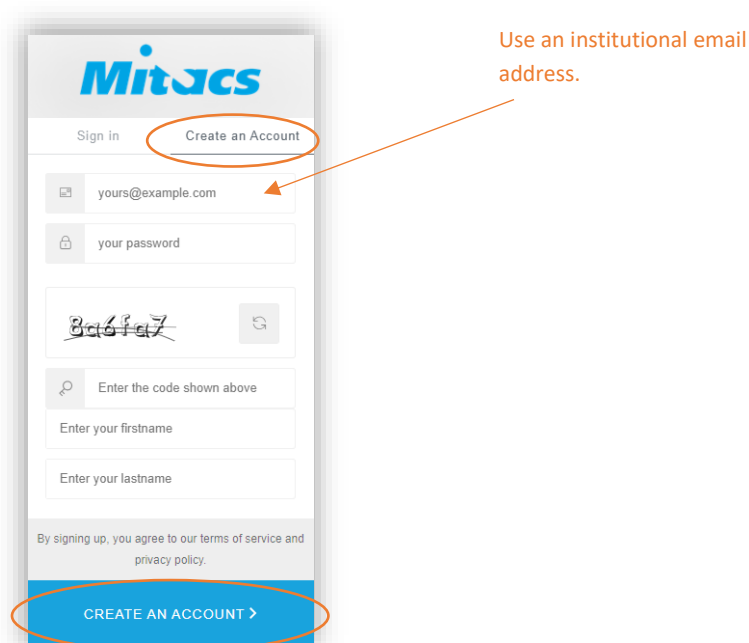
## STEP 2: CREATE AN ACCOUNT

A) Click on "Create an account".



B) Choose the "Create an account" tab.

Fill in the 4 fields, then click "Create an account".

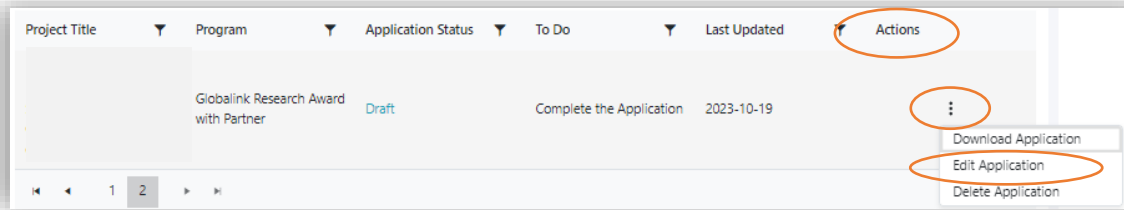


If you are unable to access your account again:

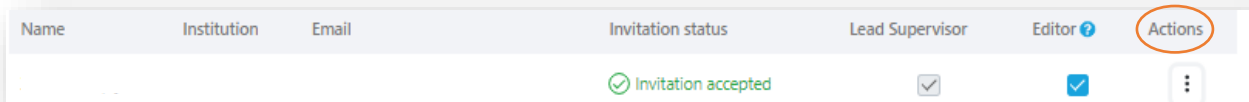
- Clear your browsing history (including cookies) and start again.
- Open the platform on your Chrome or Edge browser. Safari and Firefox browsers do not allow optimal use of the platform.

### STEP 3: ENTER YOUR INFORMATION

A) Locate your project in your dashboard and click "Edit" under "Actions".



B) Click "Edit" under "Actions", next to your name.



C) Enter the required information.

A screenshot of the 'Participants' form. The form is titled 'Intern' and has a progress bar at the top with steps: Download Application, Project Overview, Participants (selected), Proposal, Internship Budget and Schedule, and Review Application. The form contains several input fields with asterisks indicating required fields. Orange arrows point from text labels to specific fields: 'Enter an institutional email address.' points to the 'Email' field; 'Enter the address of the home university.' points to the 'Address' field. The form fields include: \* Direction of Travel (dropdown), \* Choose your Globalink Destination (dropdown), \* First Name (text), \* Last Name (text), \* Email (text), \* Re-enter Email (text), \* Academic Institution During Internship (text), \* Department (text), \* Degree Program During Internship (dropdown), \* Graduation date (date picker), \* Address (text), \* City (text), \* Country/Region (dropdown), \* Postal Code (text), Contact Phone (text), and Extension (text).

Enter an institutional email address.

Enter the address of the home university.

D) Answer the sensitive technology, affiliations of concern, and citizenship questions.

**International Academic Supervisor Policy on Sensitive Technology Research and Affiliations of Concern Declaration:**

Are you currently affiliated with, or in receipt of funding or in-kind support from any of the listed [Named Research Organizations \(NROs\)](#)?

☐ Yes ☐ No

Any applicant who is currently affiliated with, or in receipt of funding or in-kind support from one or more of the institutions on the list of [NROs](#) is not eligible to participate in a Mitacs-funded project involving research that aims to advance a Sensitive Technology Research Area (STRA). Mitacs will also screen a sample of applications, selected at its sole discretion, and validate the accuracy of the completed declarations.

Mitacs reserves the right to decline funding, at any point, for a project that advances a sensitive technology research area because of affiliations of concern.

The following data is collected for Mitacs to help report on key demographic information. This data is not shared with any of the participants (including academic supervisors) on the project.

\* Citizenship

**STEP 4: SAVE THE APPLICATION AND COMPLETE ANY MISSING INFORMATION**

A) Any missing information will be listed in the "Review application" tab. You must return to the appropriate sections to complete them. You can also download the application for review in PDF format.

⚠ You must complete a proposal with the following sections:

- At least 5 keywords
- You must upload a proposal document

[Go to Proposal](#)

[Review Application \(PDF\)](#)

[Cancel Application](#)

[Send Sign-off Request](#)

**STEP 5: OBTAIN PARTICIPANTS APPROVAL (IF NEEDED)**

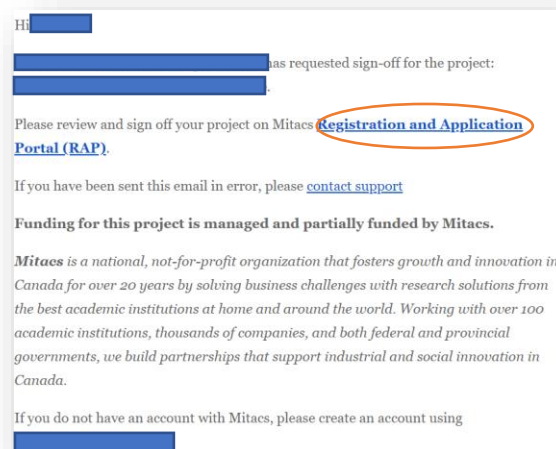
A) If the approval request hasn't been sent yet, send it once the application is complete.

[Review Application \(PDF\)](#)

[Cancel Application](#)

[Send Sign-off Request](#)

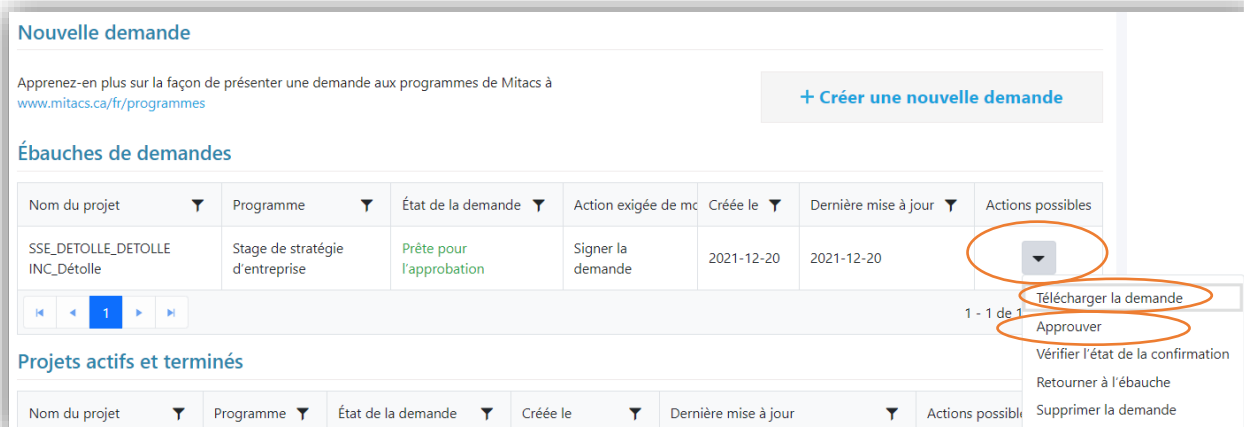
B) Participants will receive an email requesting approval of the project.



C) Even if you sent the approval request, you will also receive this email, and must sign off, then again log in the portal to approve the application.

#### STEP 6: APPROVE THE APPLICATION

A) By clicking on "Actions" you can download the application and review it. If you are satisfied with it, click again on "Actions" and select "Approve".



## STEP 7: WAIT TO OBTAIN UNIVERSITY APPROVAL

A) Once all participants have approved the application, your Mitacs Advisor will automatically receive an email. That person will download your application and send it to the appropriate office to obtain the university's signature, before sending it to Mitacs.

The screenshot displays the Mitacs Advisor web interface for the approval process. It is divided into two main steps:

- Étape 2:** "Envoyez le document d'approbation par le BSR par courriel." (Send the approval document to the BSR by email). It instructs the user to click "Créer un document pour approbation par le BSR" and follow the instructions in the model to complete the BSR revision.
- Étape 3:** "Télécharger et terminer" (Download and finish). It instructs the user to download the BSR approval document model for each institution listed below and upload it when all approvals are received.

Below the instructions, there is a table with the following columns: "Nom", "État", and "Date".

Nom	État	Date
Université de Montréal	Non téléchargée	

Next to the "État" column for "Université de Montréal", there is a button labeled "Télécharger un PDF".

Below the table, there is a section titled "Note de l'éditeur" (Editor's note) with a text area for input.

At the bottom of the interface, there are three buttons: "Annuler la demande" (Cancel request), "Retourner la demande au mode ébauche" (Return request to draft mode), and "Déposer la demande" (Submit request).

On the right side of the screenshot, there is an orange bracket pointing to the interface with the text "Mitacs Advisor section."