

## REPORTNET INSTRUCTIONS

Applications for OICR funding opportunities must be submitted online using ReportNet, OICR's online system for managing grants and awards.

### 1. ReportNet support

- For questions about funding opportunities and using ReportNet to submit an application: Contact the OICR Scientific Secretariat ([ScientificSecretariat@oicr.on.ca](mailto:ScientificSecretariat@oicr.on.ca))
- For questions about a funded application and Key Performance Indicator (KPI) reporting: Contact OICR Research Operations ([ReportNet@oicr.on.ca](mailto:ReportNet@oicr.on.ca))

### 2. Accessing or registering for a ReportNet account

- New users:** Register at <https://oicr.factorial.ca/s/Login.jsp> by selecting 'Register' under 'New User?'
- Returning users:** Login at <https://oicr.factorial.ca/s/Login.jsp> and make sure you are in the Applicant dashboard.
  - Click **your initial** at the top right of the screen
  - Select **Applicant** from the drop-down menu (see Figure 1).
- In the Applicant dashboard, scroll down to "Funding opportunities" to apply (see Figure 2).

Figure 1: How to toggle to the Applicant dashboard (to apply for funding opportunities)

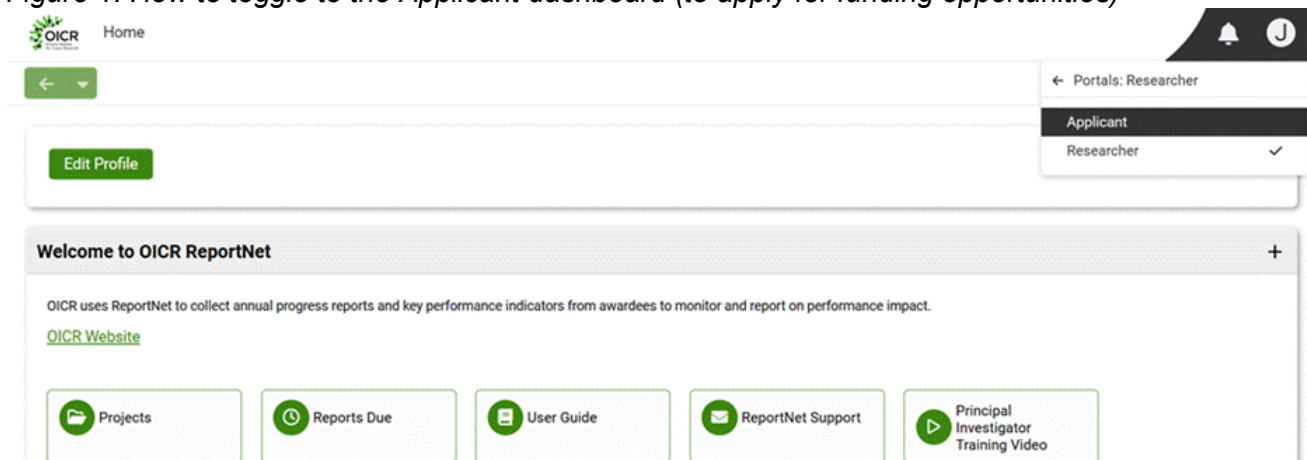
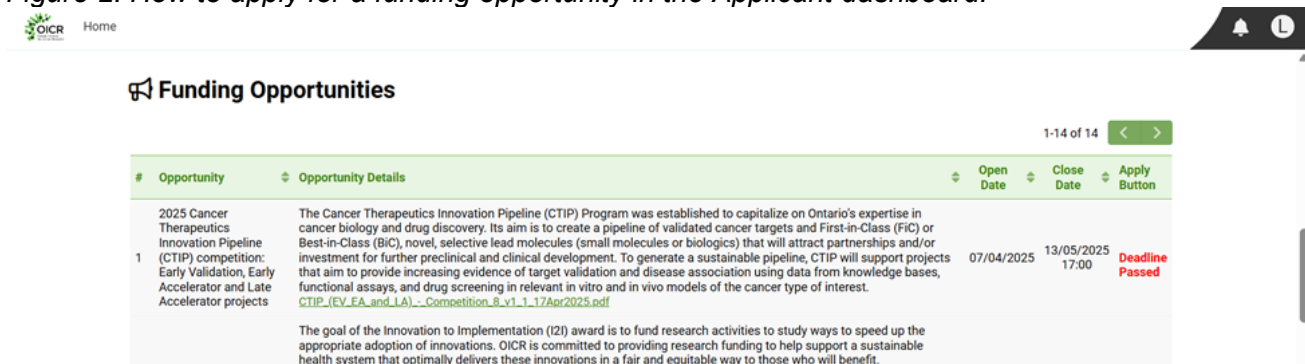


Figure 2: How to apply for a funding opportunity in the Applicant dashboard.



### 3. Completing your user profile (mandatory)

OICR is committed to embracing the concepts of equity, diversity and inclusion (EDI) in our research design, practice, personnel support mechanisms, and training.

It is **mandatory** for all ReportNet users to answer a series of demographic questions to assist the Institute with metric reporting. **You will not be able to submit an application at any stage of a funding opportunity (Notice of Intent, Letter of Intent or Full Application) without completing your profile.**

The questions are similar to those asked on the Canada Research Chairs Program Self-Identification Form, based on the current standards used by Statistics Canada in the Census.

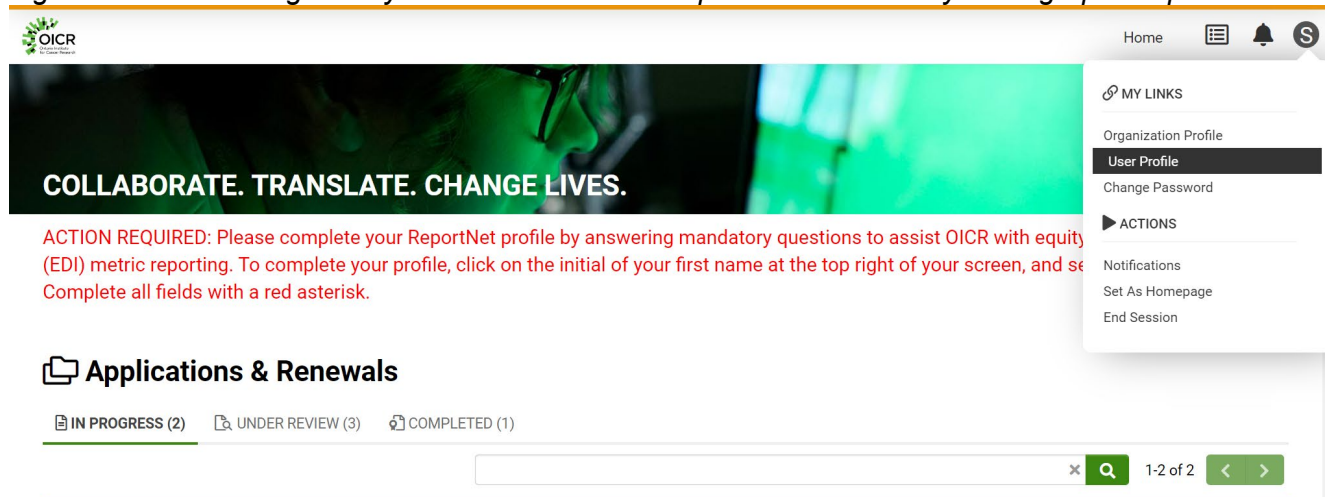
Your data will be collected, used, disclosed, and retained in accordance with [OICR's Privacy Policy](#). It may be used for the purposes of operations, planning, communications, and key performance indicator reporting to the Institute's funder, the Province of Ontario via the Ministry of Colleges and Universities. When reported, all data will be presented in **aggregate form** to protect your privacy.

If you prefer not to self-identify and/or provide the requested information, you may select **"Prefer not to answer"** for any or all the questions. Self-identification or the decision to withhold self-identification information **will not be used as part of the review process** for funding applications. Opting to answer or not answer these questions **will not impact the applicant's chances of receiving funding from OICR**, now or in the future, and responses will not be shared as part of the review process.

To update your profile in ReportNet:

- Click the initial of your first name in the top right corner of the screen (see Figure 3)
- Select **User Profile**.
- Click the **Edit button** at the top left of the screen.
- Click the **"More..."** button the left hand menu.
- Complete the questions and click **Save**

*Figure 3: How to navigate to your User Profile to complete the mandatory demographics questions*



Home

MY LINKS

- Organization Profile
- User Profile**
- Change Password

ACTIONS

- Notifications
- Set As Homepage
- End Session

**COLLABORATE. TRANSLATE. CHANGE LIVES.**

**ACTION REQUIRED:** Please complete your ReportNet profile by answering mandatory questions to assist OICR with equity (EDI) metric reporting. To complete your profile, click on the initial of your first name at the top right of your screen, and select User Profile. Complete all fields with a red asterisk.

**Applications & Renewals**

IN PROGRESS (2) UNDER REVIEW (3) COMPLETED (1)

1-2 of 2

#### 4. Completing fields in ReportNet

- **Open text fields:** Accept **plain text only**. Text formatting (bold, italics, underline, bulleted lists, etc.) is not supported.
- **Uploaded files:**
  - Text formatting (bold, italics, underline, bulleted lists, etc.) is allowed.
  - Use **11-point Arial**, single spacing, and one-inch margins (unless otherwise specified).
  - Follow the **file naming convention and format** specified in the RFA.
  - Ensure the file does not exceed the **word/page limits** in the RFA.

We recommend regularly saving your application by clicking the '**Save draft**' button at the bottom of your screen.

#### 5. Inviting Investigators/collaborators to your application

- **Confirm ReportNet details first:** Before sending an invitation to join your application, check with your contact to confirm they have a ReportNet account and the email address they are registered under. *Always use the registered email when inviting them.*
- **Invitation process:**
  - In your application, click the '**Invitations**' tab on the left-hand menu and complete the invitation details.
  - Invited contacts will receive an email to join your application. Ask them to check their junk/spam folder if the invitation does not arrive within 30 minutes.
- **Profiles:** While not mandatory, all investigators are encouraged to accept the invitation and complete their profile in ReportNet.
- **Managing contacts:**
  - To remove a contact: Click Invite Contacts and select the x beside their name.
  - To change a contact's role (e.g., from Collaborator to Co-Investigator): remove them first, then re-add them under the new role.