SM APPLY GUIDE

RFPs Documents

Overview: http://oncat.ca/index_en.php?page=news_1710
Innovative Transfer: http://www.oncat.ca/files_docs/content/pdf/en/2017-18_ONCAT_RFP-Innovative_Transfer_FINAL.pdf
Pathway Development: http://www.oncat.ca/files_docs/content/pdf/en/2017-18_ONCAT_RFP-Pathway_Development_FINAL.pdf
Research: http://www.oncat.ca/files_docs/content/pdf/en/2017-18_ONCAT_RFP-Research_FINAL.pdf

Tips for a smooth application

- **Register your account early**
- **Get used to the system** …you can always delete "test" applications if you want to simply get familiar with the system
- **Review the RFP criteria** …detailed in the RFP documents PRIOR to submitting your application
- **Keep Calm** …don't worry, while the platform may be new, the information requested is similar to what has been required in the past

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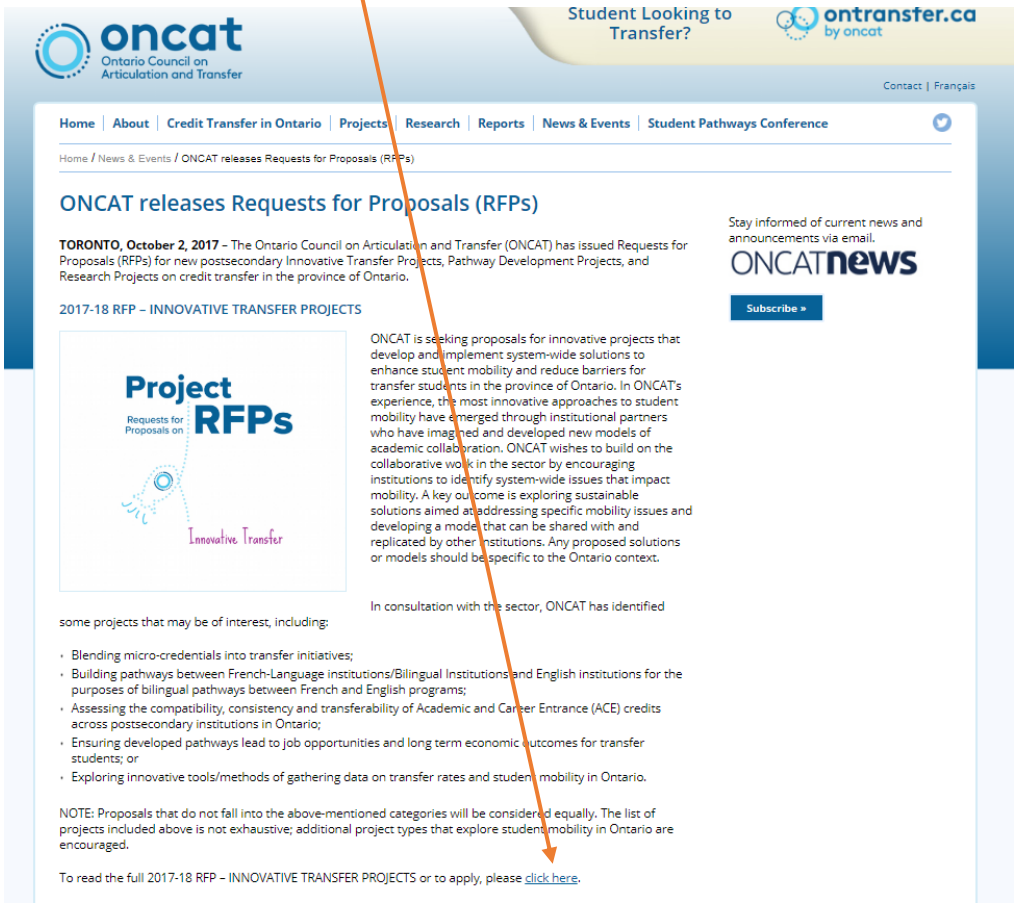
NOTE: *The following illustrated guide uses the Innovative Transfer RFP as an example, but* ***the process is the same for each RFP***

STEP 1: Application Links

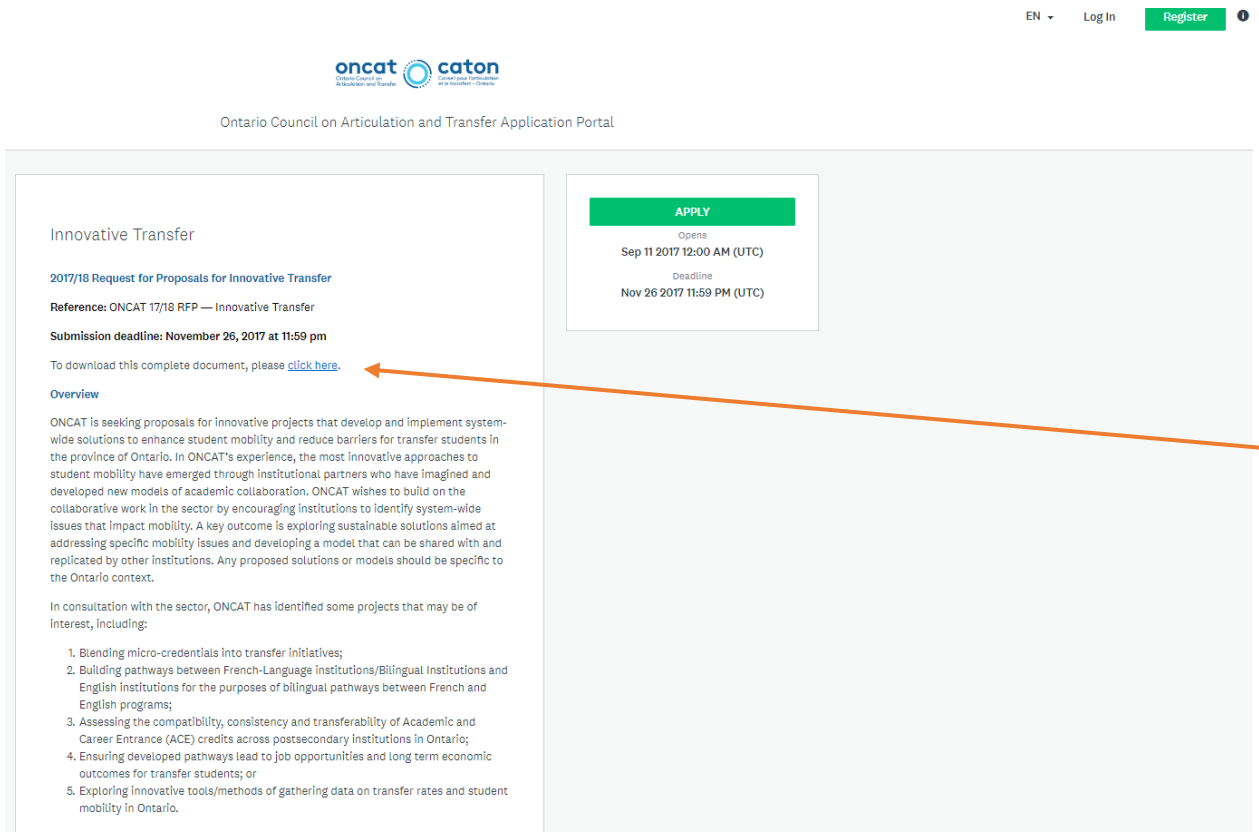
Click one of the application links:

Innovative Transfer: https://oncatapplication.smapply.io/prog/innovative_transfer/
Pathway Development: https://oncatapplication.smapply.io/prog/pathway_development_/
Research: https://oncatapplication.smapply.io/prog/research/

Or navigate from the oncat.ca website by clicking this link:



STEP 2: Download Materials

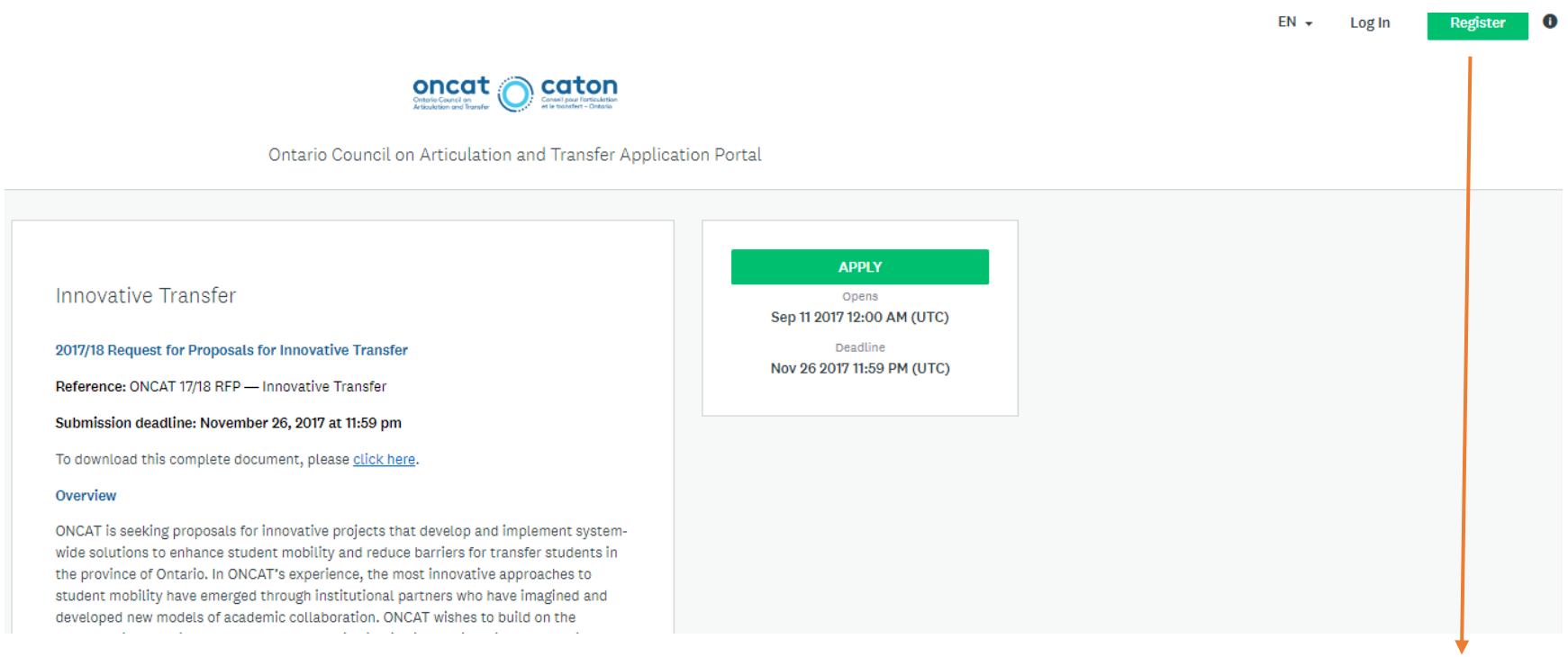


Page includes full details on the selected RFP, such as:

- Overview
- Eligibility
- Submission criteria
- Budget
- Timelines
- Deliverables and expectations

It is recommend that applicants download this document and review this information carefully before submitting an application.

STEP 3: Register

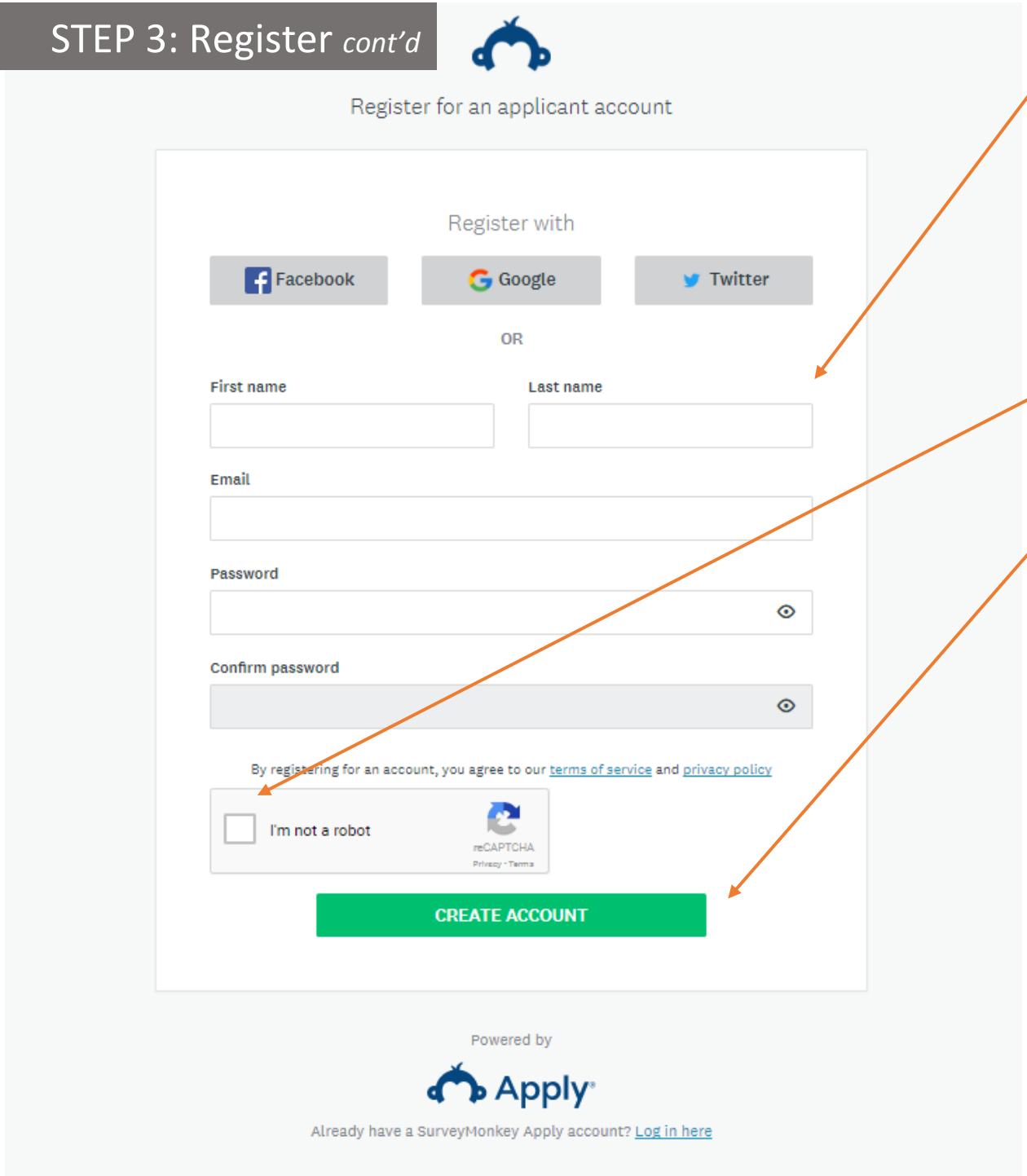


REGISTER well in advance of applying!

All applications that you submit are tied to your login credentials, allowing you to:

- Review & Edit
- Save
- Submit
- Track application status through review process

STEP 3: Register *cont'd*



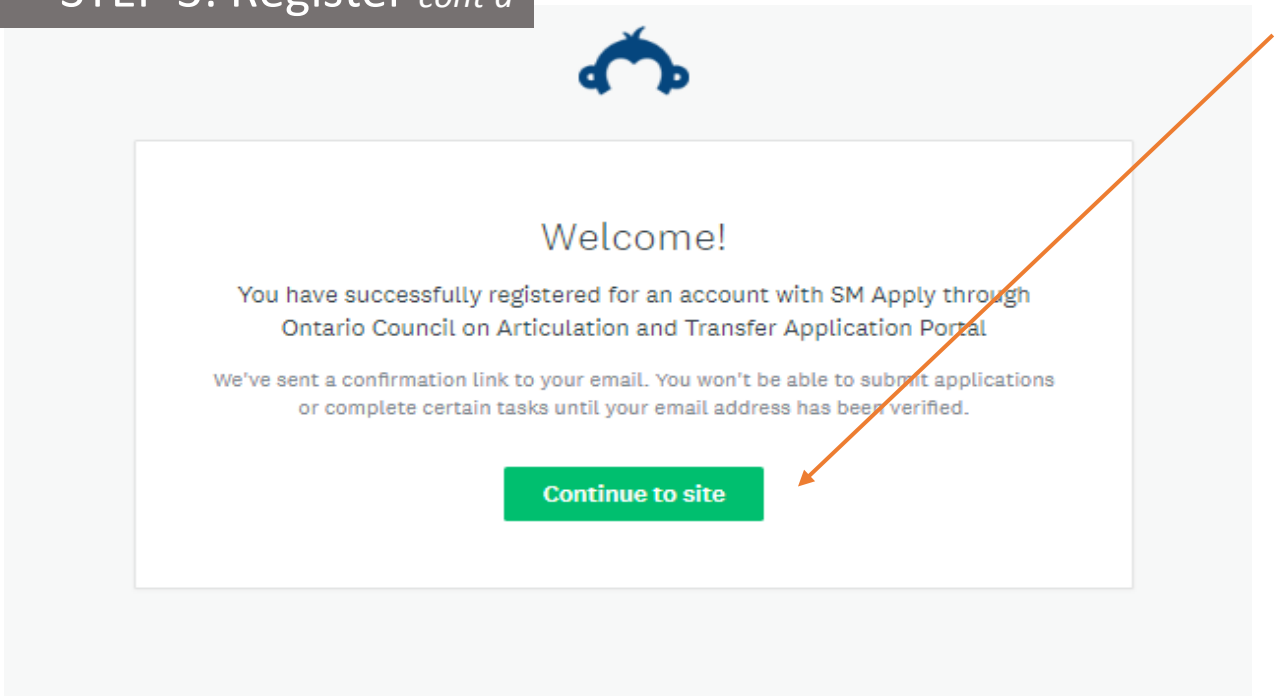
1) Enter preferred login credentials

   DO NOT use your Institution/organization as your first or last name *(even if the account is shared with multiple people)*

2) Check this off *(added security measure for your account)*

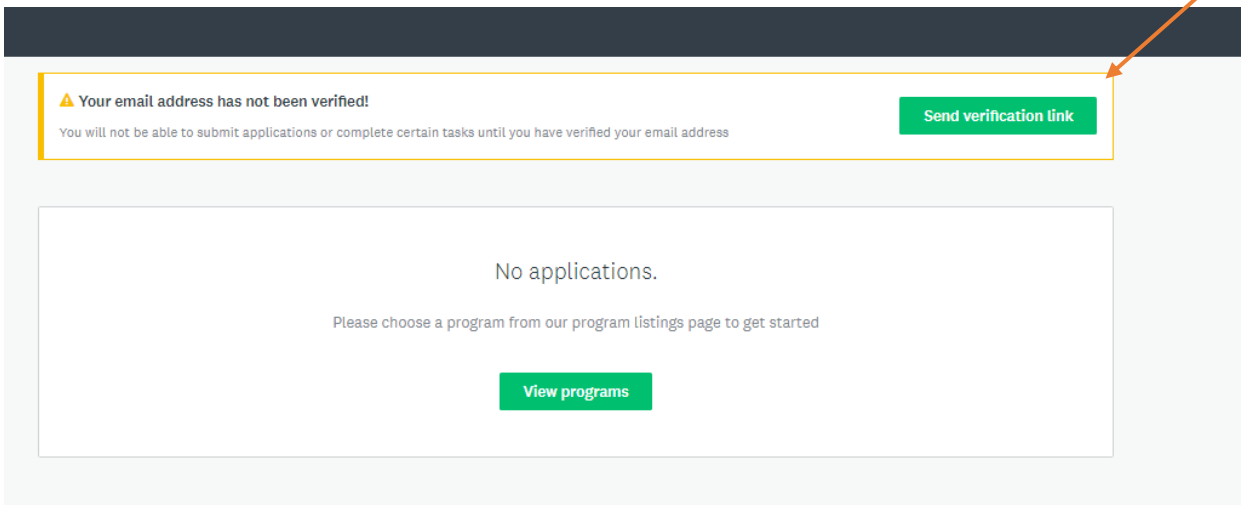
3) Click "Create Account"

STEP 3: Register *cont'd*



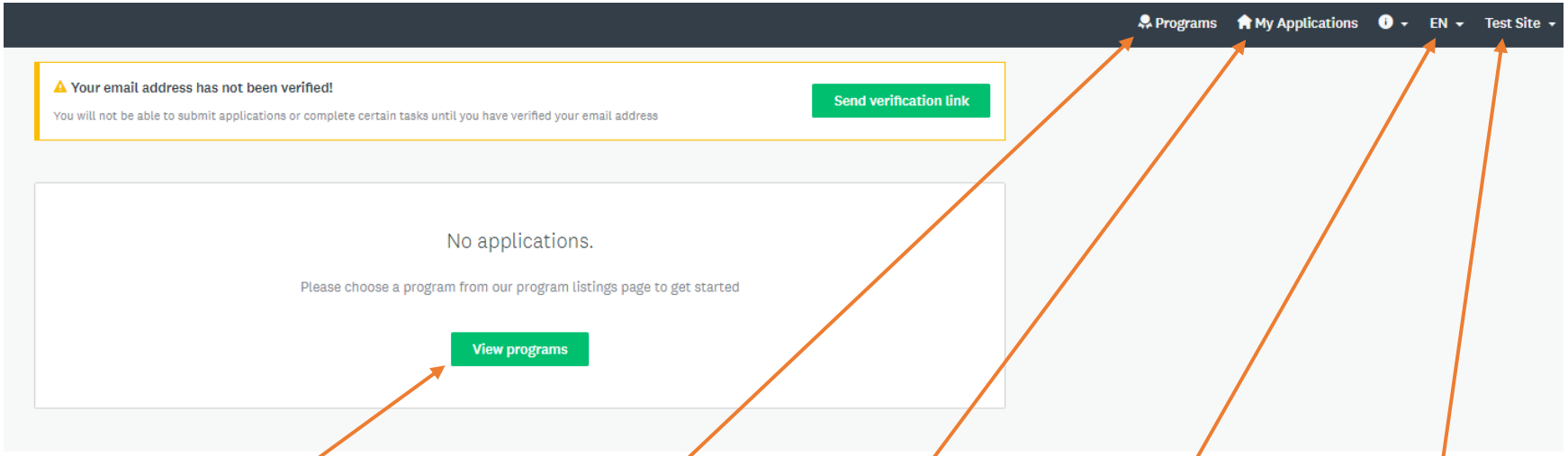
Click this link

STEP 4: Account Verification



Click this link
(an email will be sent asking you to verify the account)

Account Overview



Click here to

begin your application

Click here to

go back to the main page and select your program

Click here to

view, edit, and delete any of your applications

Click here to

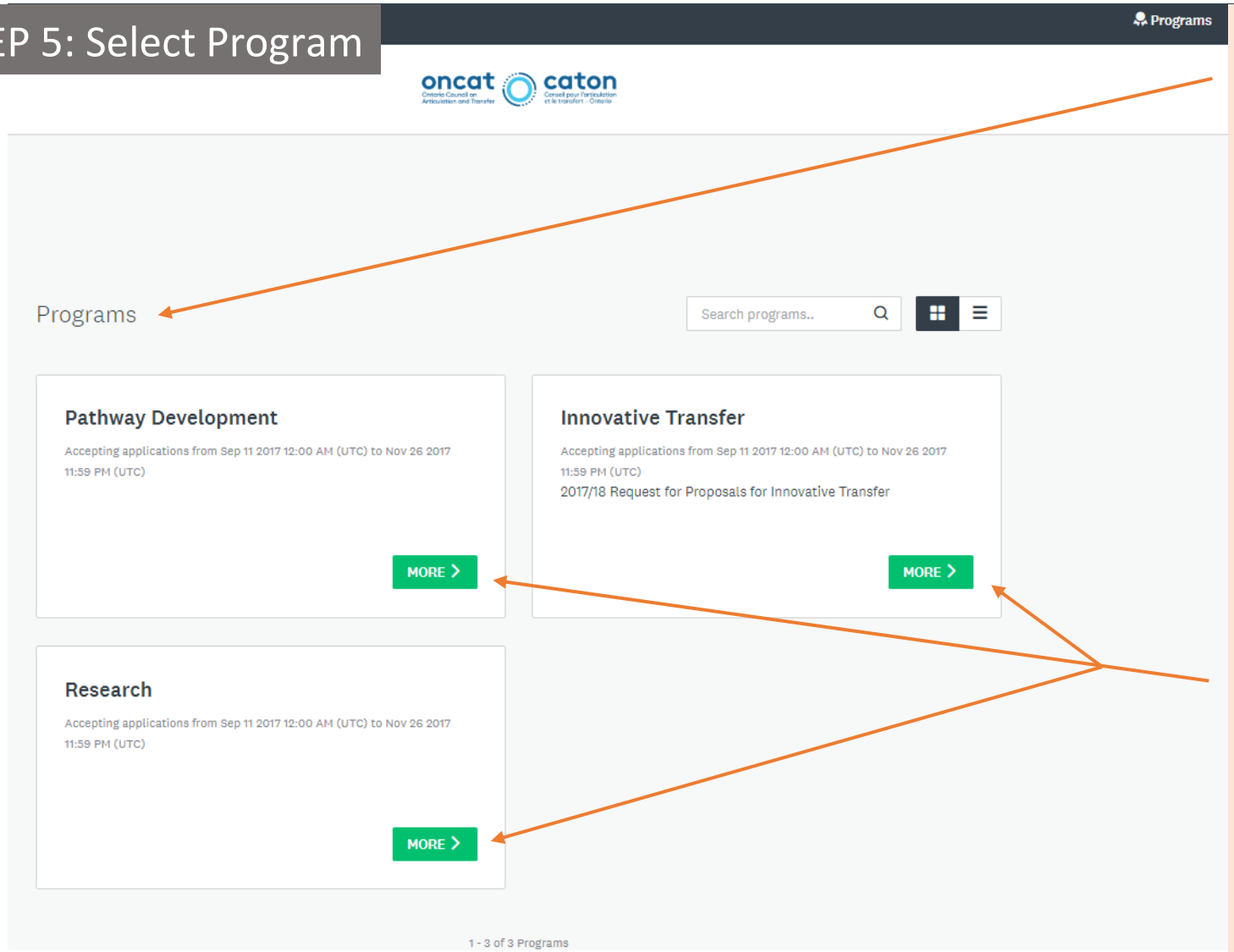
switch language

Your name will appear here

Click here to

edit account settings

STEP 5: Select Program



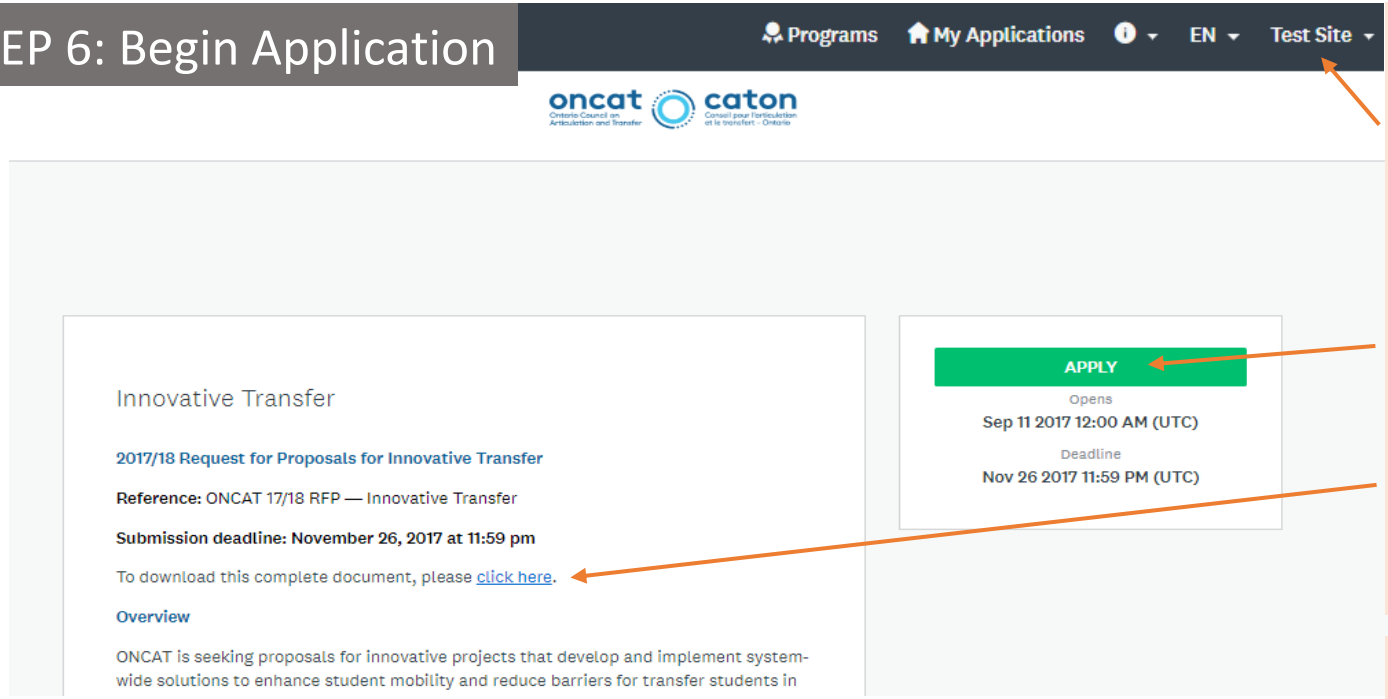
"Programs" tab at the top, will always redirect you to this Programs page.

Programs:

- *Pathway Development*
- *Innovative Transfer*
- *Research*

Click "MORE" to apply *(you can submit multiple applications for the same Program)*

STEP 6: Begin Application

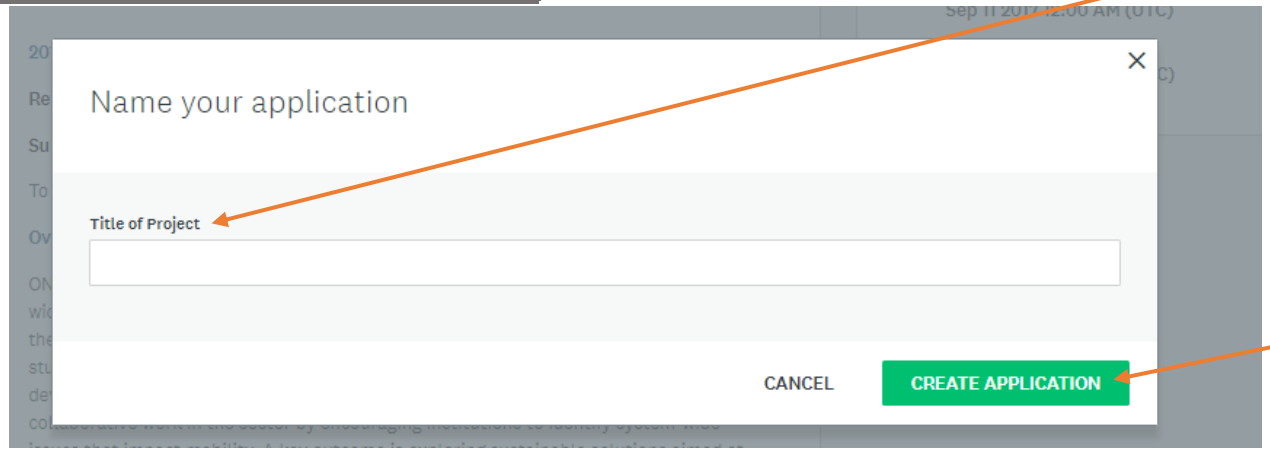


Ensure you are logged-in.
(your name should appear here)

Click "APPLY" to being application

Reminder*
Read the RFP description thoroughly

STEP 7: Name Your Application

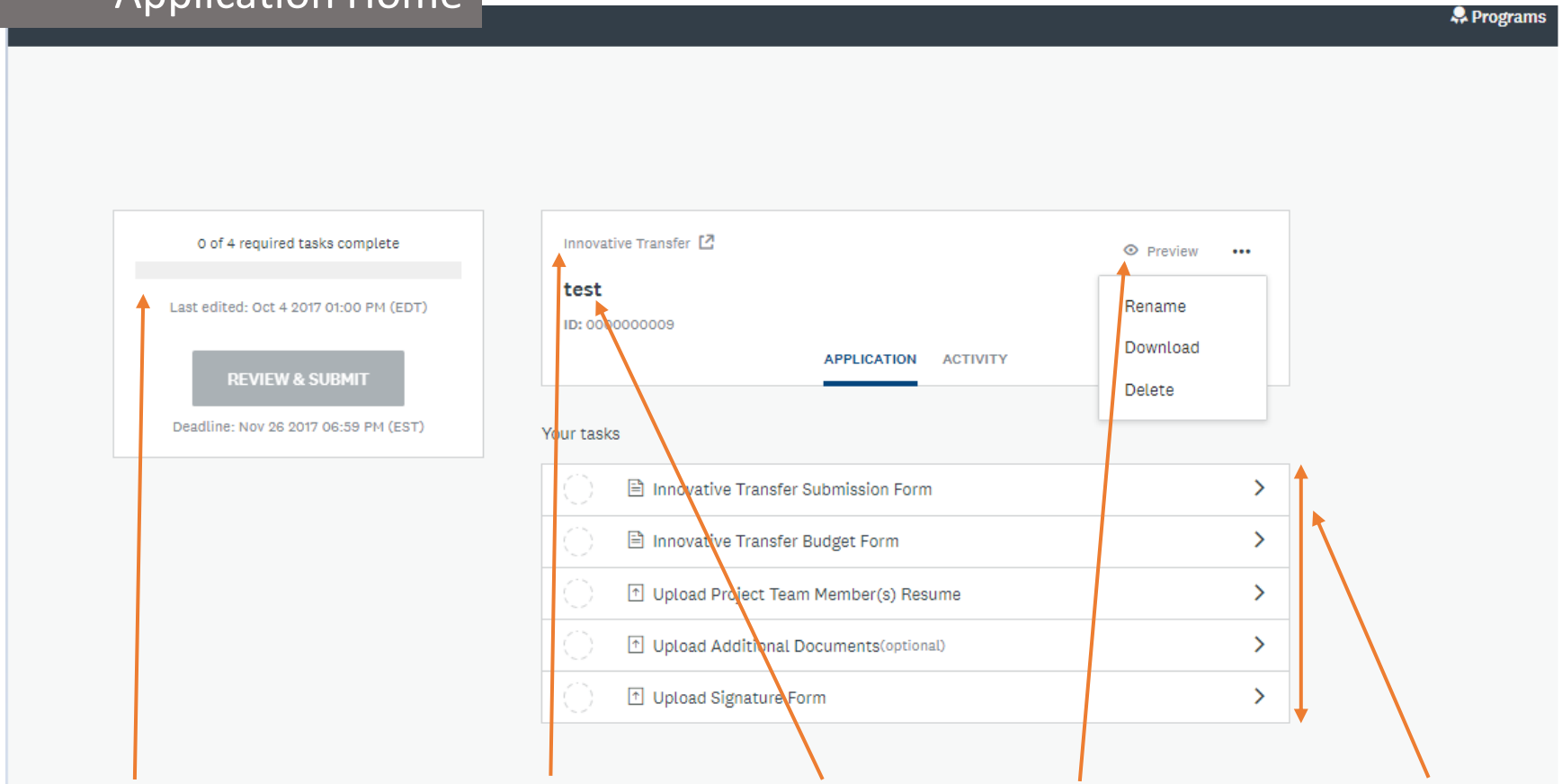


This title will identify the application. This can be edited at a further date.

Ensure this title matches the title on the submission/budget forms once you submit

Once title is entered, click "CREATE APPLICATION"

Application Home



Track the progress of task completion

The Program you are apply for

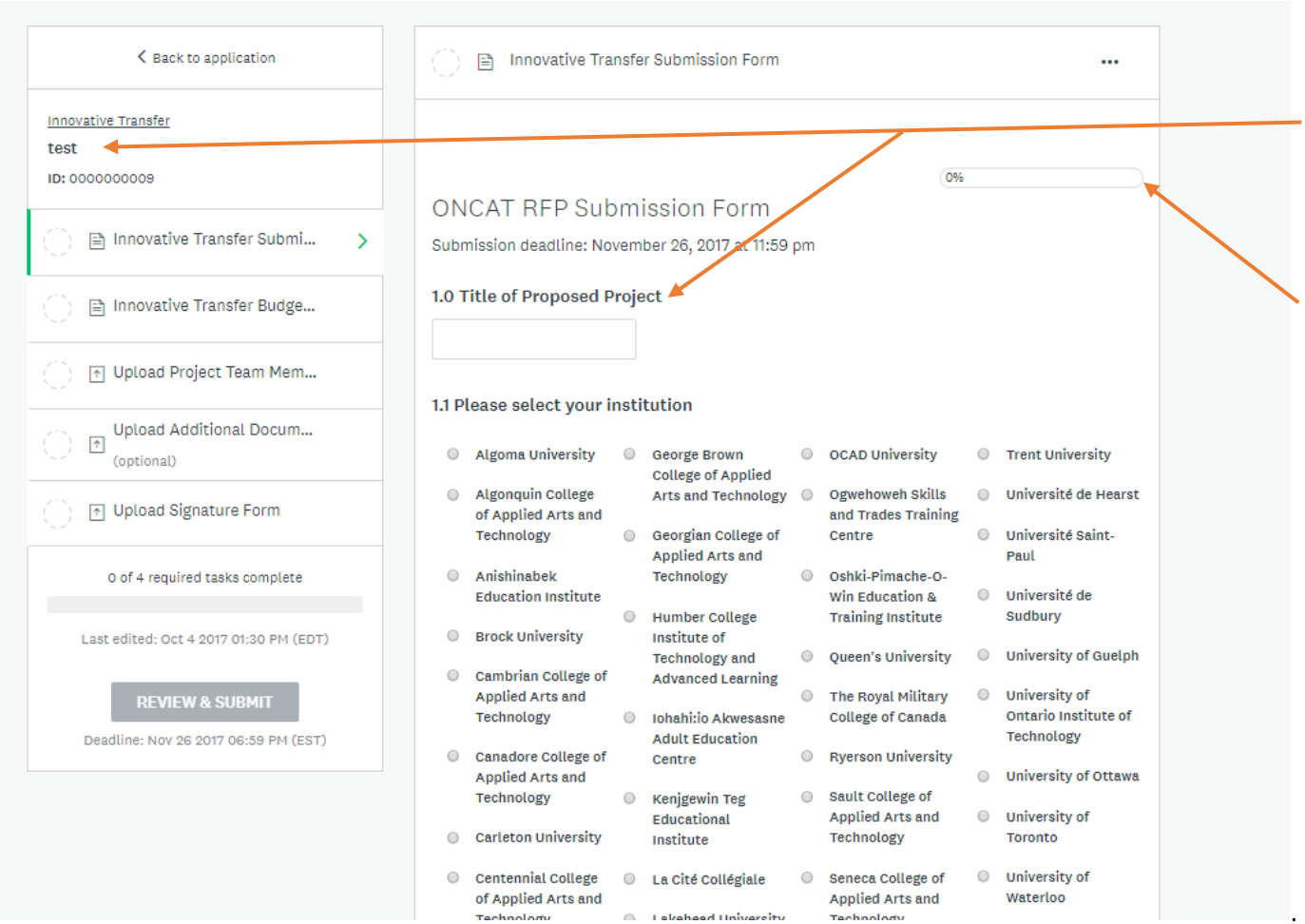
Title of your application

Here you can:
1) Rename your application title.
2) Download your application.
3) Delete your application.

These tasks must be completed before final submission

Please start with "Submission Form" click the ">"

STEP 8: Task Completion



These titles should be identical

Track the progress of form completion

Reminder*

Read the RFP criteria carefully. For example, section "1.2 Please select a participating institution(s)" is not required for an Innovative Transfer application. However, this may be required by another program.

STEP 8: Task Completion *cont'd*

5.0 Methodology/Project Management

Provide a clear and comprehensive explanation of all steps that will be required to complete the project. In describing your methodology/project management for this project, please address the following points:

1. Should your application require an external evaluator, please outline a plan for how the evaluator will be integrated into the process over the life of the project in order to meet the criterion of the RFP.
2. Should your project require research with human participants, please account for Research Ethics Board approval in your timelines/milestones.

Maximum 300-500 wordslol

Words entered: 3. Max: 500

Please enter your timeline below. Clearly indicate the key milestones of the project as it moves from conception to completion/implementation.

Timeline

	Milestones	Date	Notes (if none, please
1	1	2016/04/16	123
2	2	2016/04/16	456
3	3	2016/04/16	789
4	4	2016/04/16	123
5	5	2016/04/16	456
6			
7			
8			
9			

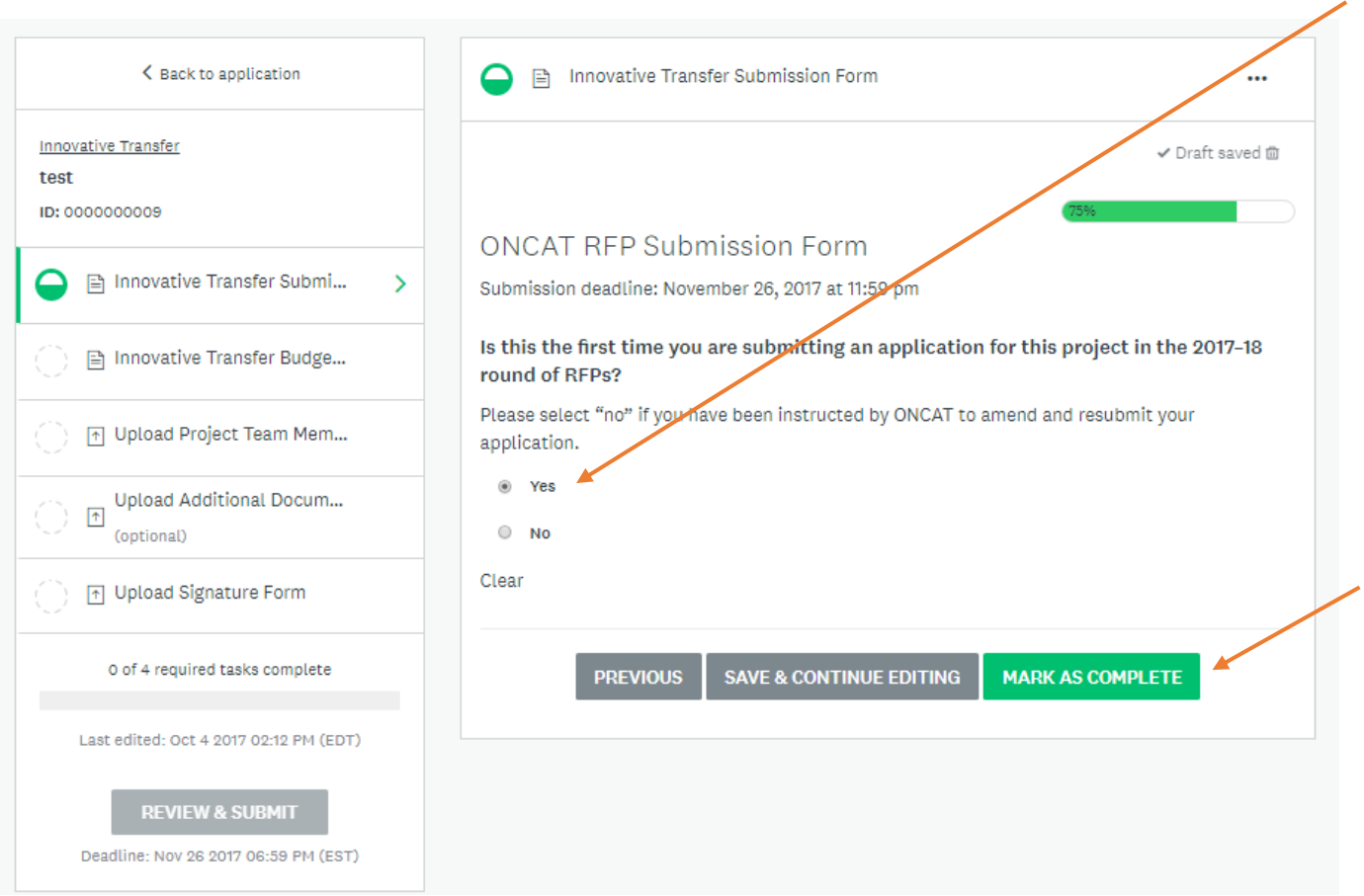
Reminder
Scroll to the right anywhere a table appear, to ensure fields have been completed

Timeline Table under section 5.0

If submitting less than 10 Milestones: ensure that the fields under the date columns are clear for the empty lines

Ex. You have completed lines 1 through 5, date fields should be clear for lines 6 to 10.

STEP 8: Task Completion *cont'd*



YES: you have not yet/before submitted the application

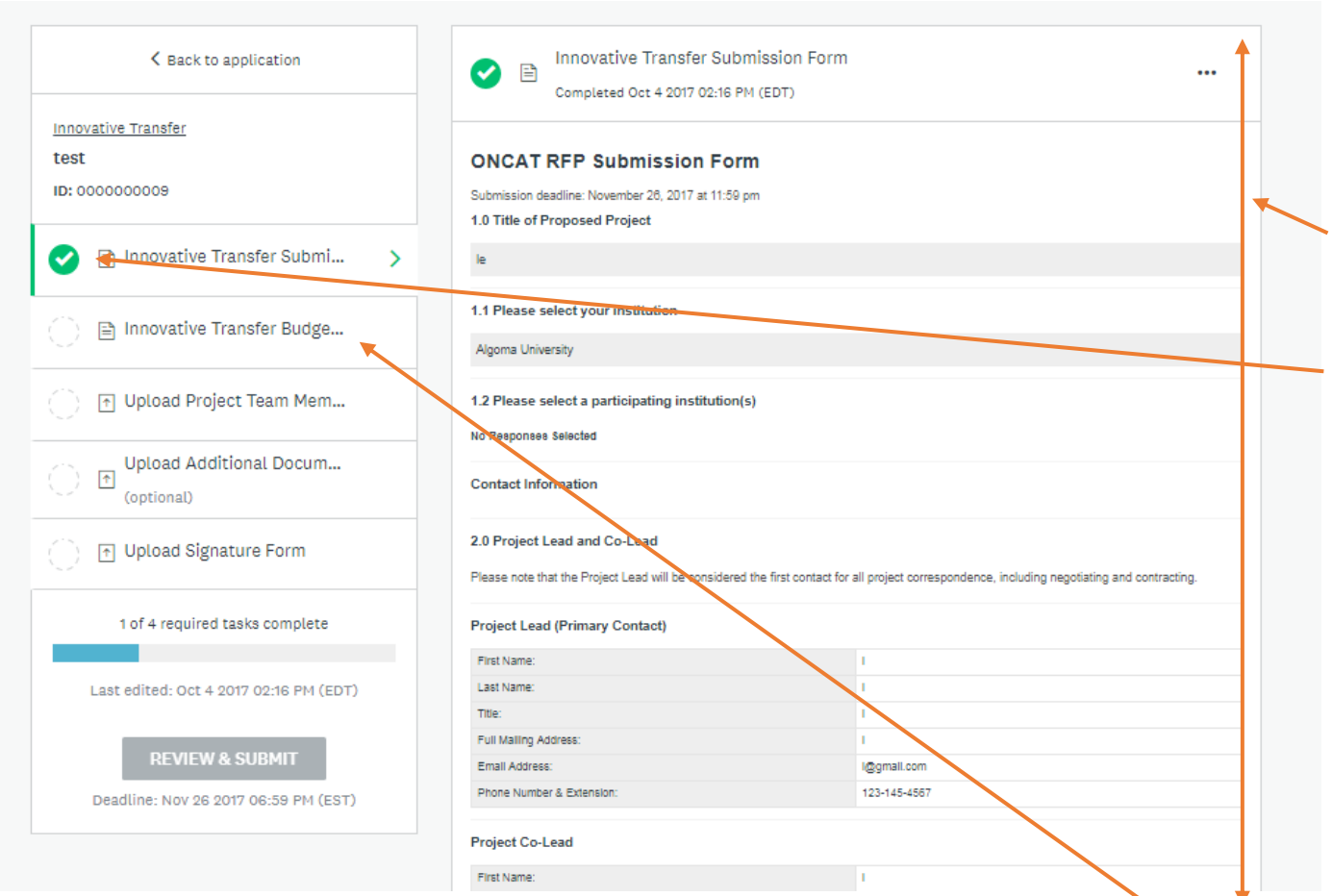
NO: **only** if your application has been reviewed by ONCAT and you have been requested to make edits.

Click "MARK AS COMPLETE" when task is complete

Once selected, the progress bar and task list will update accordingly

*****Reminder***** *Prior to submitting your full application to ONCAT, you can edit this form at any time.*

STEP 8: Task Completion *cont'd*



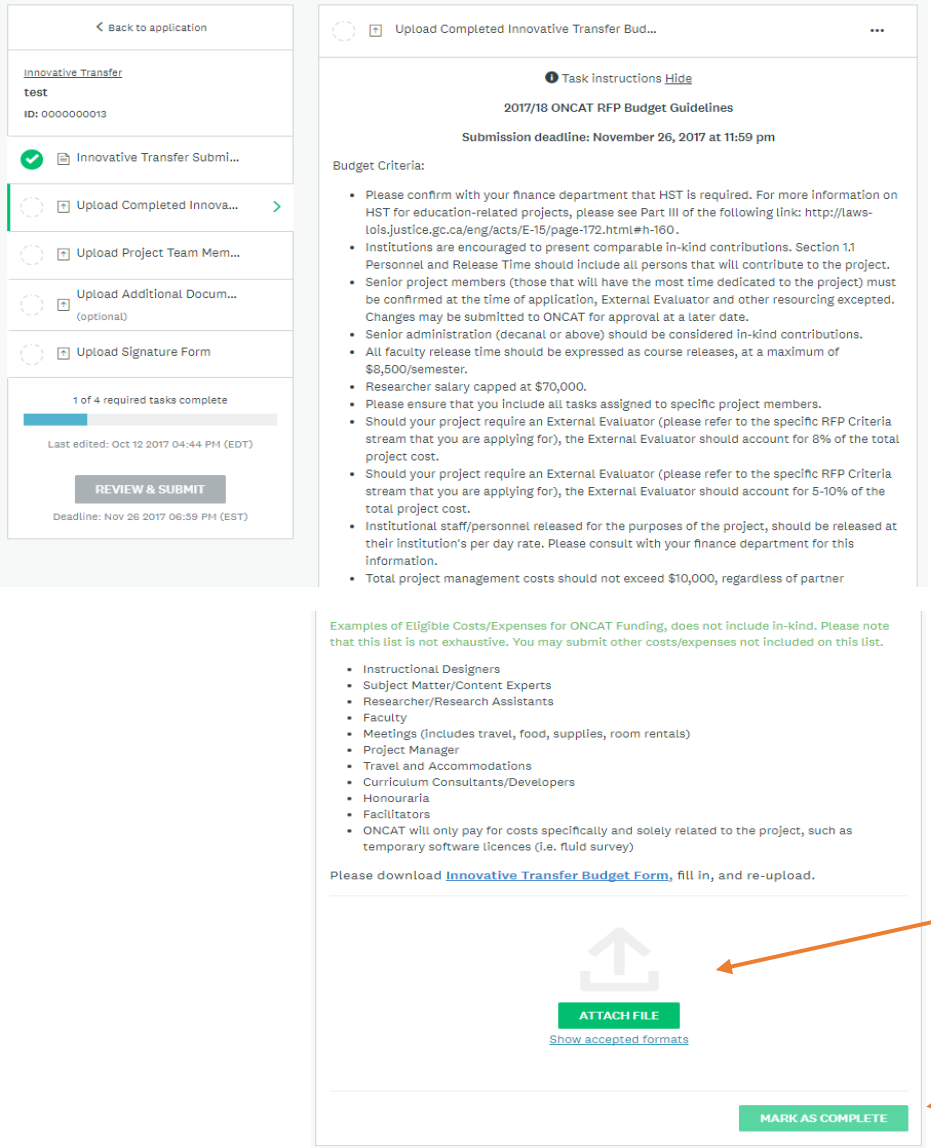
Page appears once "MARK AS COMPLETE" has been clicked:

1) Overview of Submission

2) Check mark on completed task

Click here to complete next task

STEP 8: Task Completion *Budget Form*

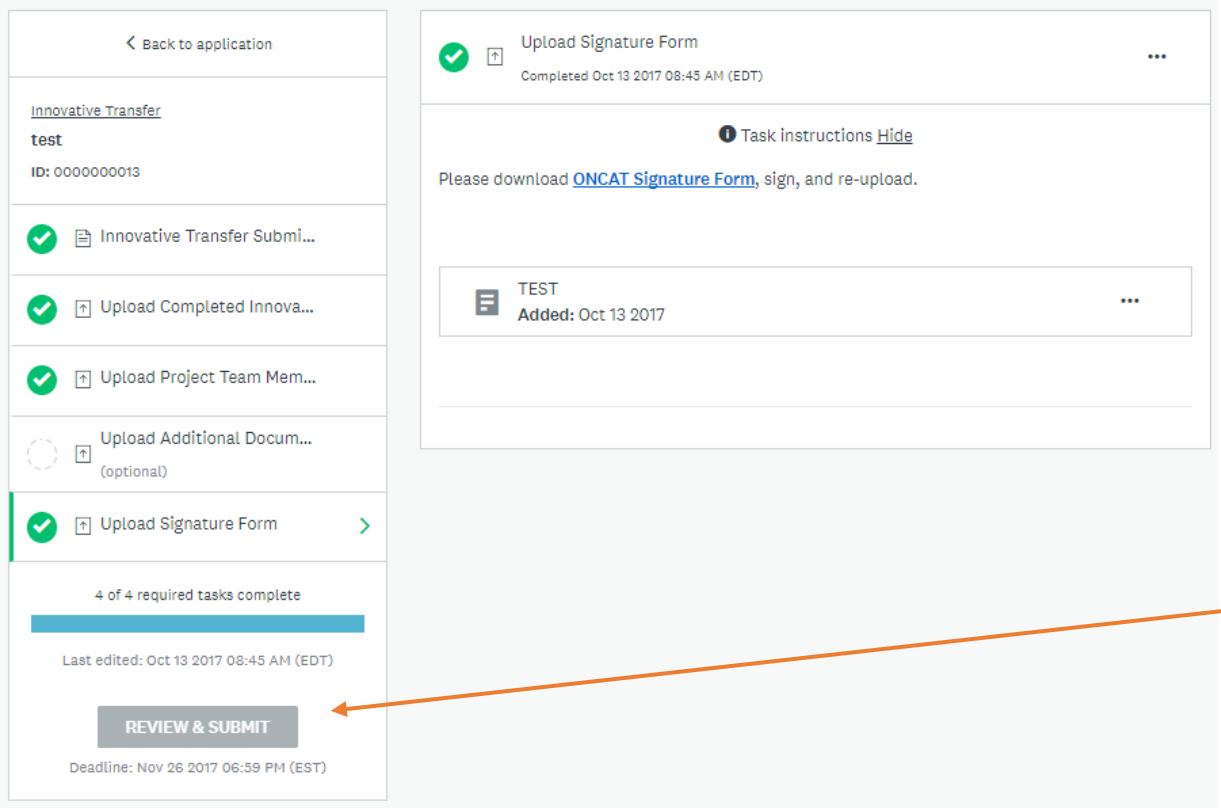


Reminder
Review this page carefully before submitting your budget form. This details budget criteria, & examples of eligible/ineligible expenses.

Please download Innovative Transfer Budget Form, fill in, and re-upload.

Click “MARK AS COMPLETE” when task is complete

STEP 9: Final Submission



Reminder
At this point, review once again the specific RFP criteria for the program of your application. Requirements will differ among the three programs.

Once all tasks are completed, **review** your application in full, and then **submit** to ONCAT!