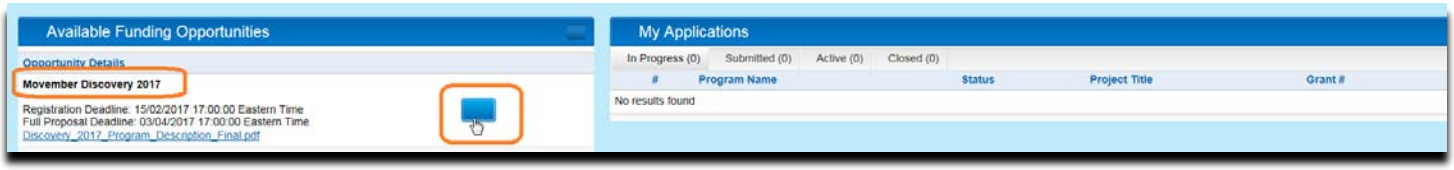
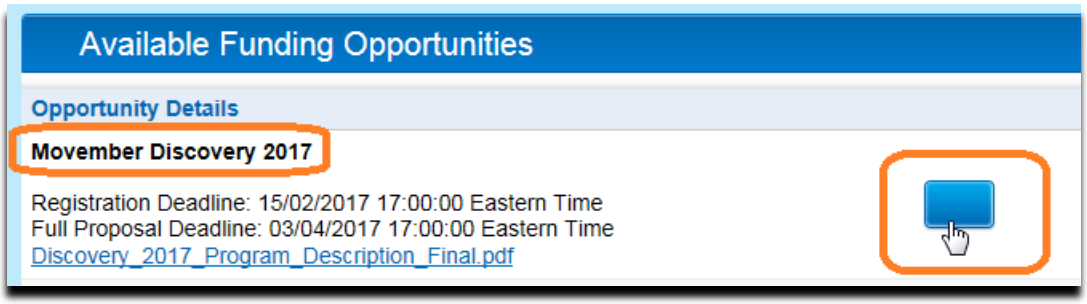
Movember Discovery 2017 - Tipsheet

Go to: https://pccgrants.smartsimple.ca

Our competitions and your applications

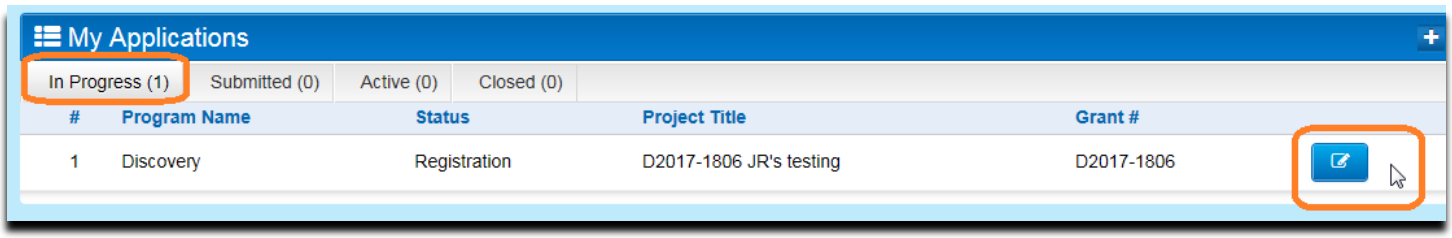


On the left side of the screen you will see a list of competitions. This is where you will create an application.



Click on the blue button and answer the eligibility questions in order to create your application.

On the right side, you will find lists of your applications; "**In Progress**", "Submitted" and "Active"

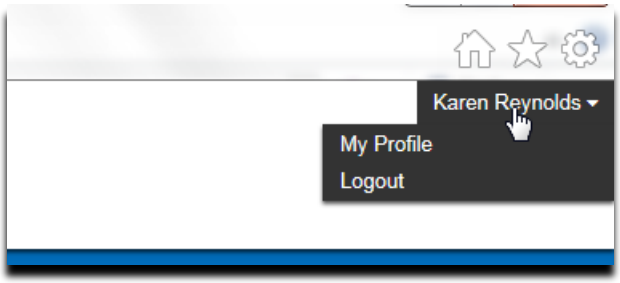


To work on your application, click on the blue button to the right of the application.

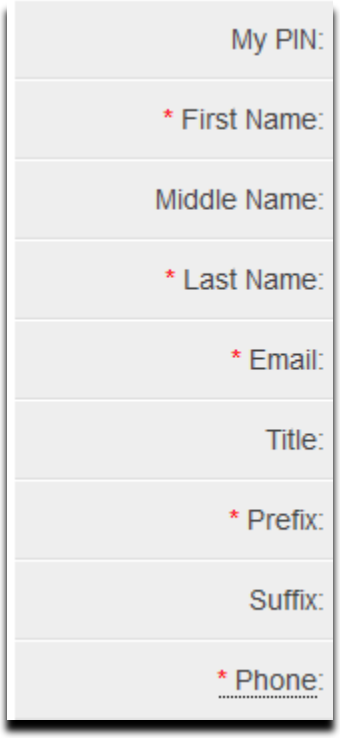
Support Documentation

See the linked documents and our contact information to help you through the process.

My Profile - Look in the upper right corner of the screen and highlight your name:



Click on "My Profile", you will find information about yourself. An asterisk * means this field is required information



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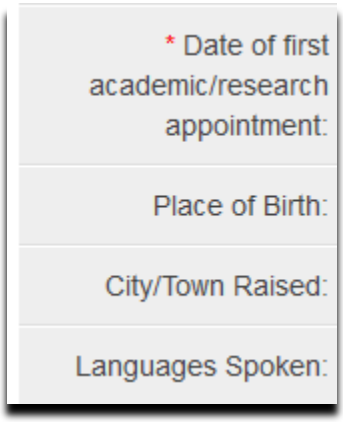
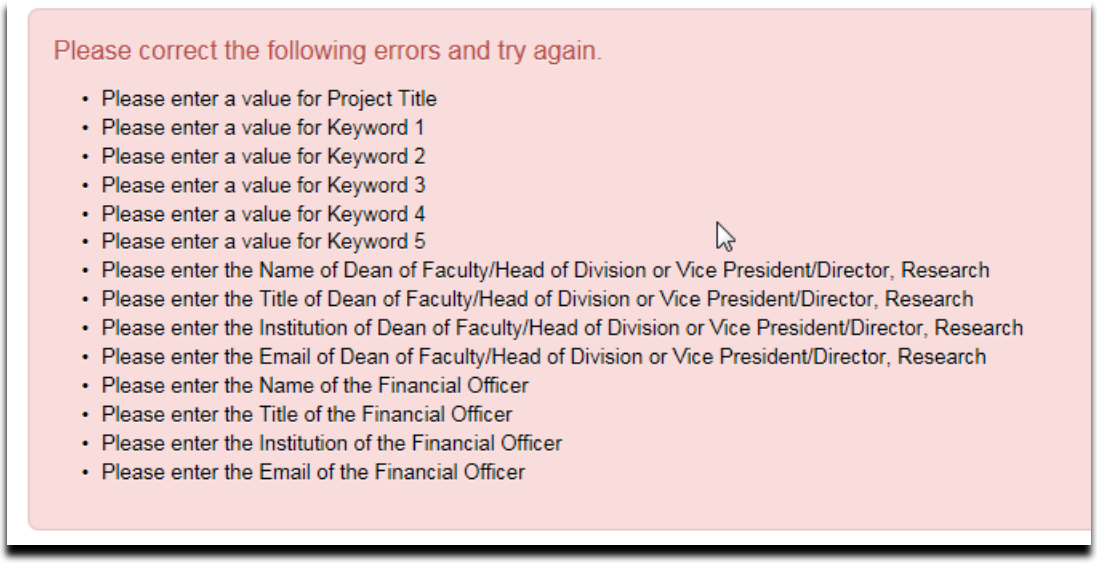


Registration

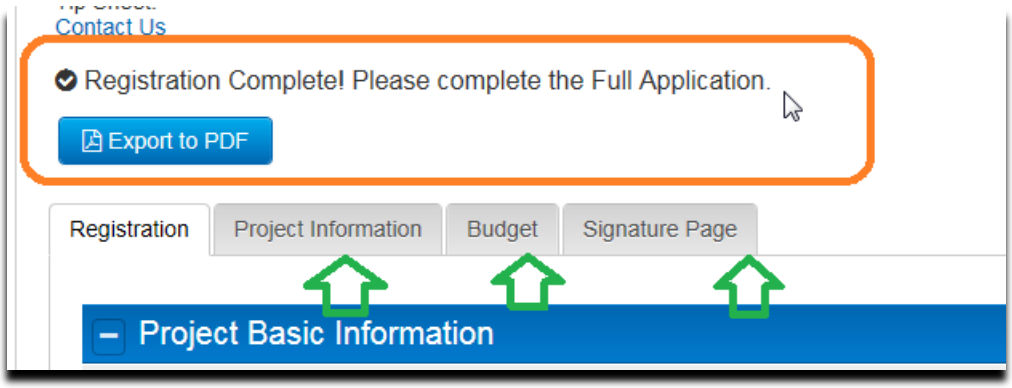
"Save Draft" – press to save your additions and changes.

Once you've completed the required details on **Registration** page (you do not have to attach any files yet); press "Register". If you are missing any information, an error message will list deficiencies. NOTE: Error messages may not show all deficiencies at once.



You must complete the information in the required fields on the **Registration** page by the Registration deadline. No attachments are required to complete the **Registration** phase.

You can tell that Registration has been completed successfully when there are no error messages and you receive the following message on your application:



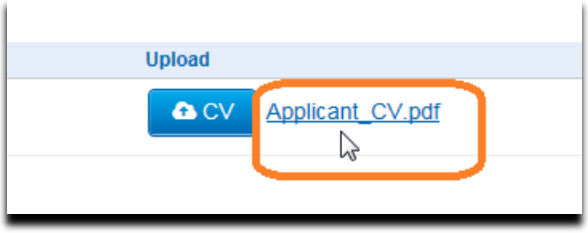
Now you can see additional tabs on the application; these are the required fields to complete the **Full Application.**

Full Application

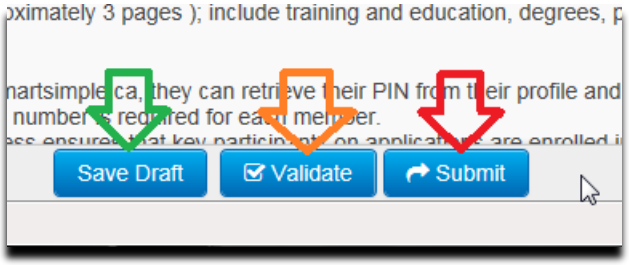
Once Registration is complete, you will have access to the rest of the application form; **Project Information**, **Budget** and **Signature Page** tabs.

You can also use the **Export to PDF** button to create a copy of your application at any time during the process.

NOTE: While you have completed the **Registration** page, you will need to return to it to attach CVs etc.

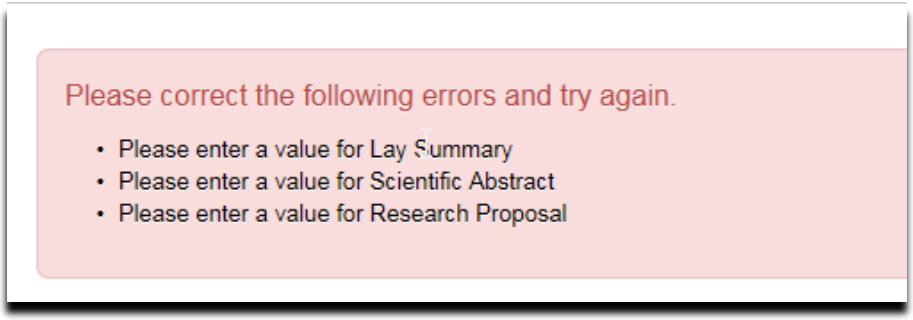


Can't see the files you've just uploaded? Press "Save Draft" and the files will show up.



"Save Draft" – press to save your additions and changes as you work through your application.

"Validate" – when pressed the system will review you application and provide a list of required items that must be completed before your application can be submitted. NOTE: Error messages may not show <u>all</u> deficiencies at once.



Deficiencies will also be highlighted in red. If the field appears as a reduced size, press "Save Draft" to return to full-width view.

TIP: Review the PDF of your application. <u>This is what the reviewers will see</u>. While we have inserted some pages for groups of documents that you have uploaded, ensure that the reviewers will be able to easily identify each attachment as they review your application; you may want to add a title to the top of each page.

"Submit" – press only when your application is complete and when all required attachments have been provided. **<u>This action is final – you will not be able to revise your application once it has been submitted</u>.** This action must be completed before the stated **Full Application** deadline.