

MEOPAR's Online Application Portal

Detailed Instructions

Important Information

Please familiarize yourself with the portal **well in advance** of the proposal deadline. Any questions about the portal may be directed to either: Janet.Marshall@meopar.ca or Alison.Maunder@meopar.ca

Questions about the Call for Proposals should be directed to:
Alexa.Reedman@meopar.ca

Only the Principal Investigator (PI) of the proposal can register and apply on behalf of the project. The PI may share the log-in credentials with other investigators or collaborators on the project so that they can add information to the application. However, the PI must review all information before you submit the final proposal.

You should have an electronic or print copy of the Call for Proposals (CFP) to reference while you complete the application. You will need to refer to the detailed instructions in Section J (Procedure) of the CFP. That text is available here:

<http://meopar.ca/research/current-calls-for-proposals>.

Creating an Account

Access the portal by using the following link (*save the URL to your bookmarks so you can access it easily*): <https://webportalapp.com/sp/login/meopar>

The first time you use the portal you will need to create a profile. Click the "sign up" button at the bottom of the page, enter your email address and create a password that is at least 8 characters in length. (*Use your official university email address because this is the email that MEOPAR will use to contact you*).

This will bring you to the "Home Page". The next step is to create your profile. Using the edit icon on the far-right side, enter in the required information and click save. (You must save each section, in order to move on to the next section).

Submitting Your Proposal

The portal will support uploads in these formats only: PDF, XLS and XLSX.

Once you have created your profile, click on the "get started" square to begin writing your proposal. There are three steps which you will need to complete before you have the option of submitting your proposal:

- (1) **Proposal:** To begin, click the edit icon to the far right of the section. You can save the section at any time by choosing "Save Draft" at the bottom of the page. Required fields are identified with a red asterisk, and must be completed before you choose "Save". This will change the status of the section to "complete" on the main page, however you can continue editing it until you submit the proposal. To return to the main page, click on the title of your proposal at the top of the screen.

Instructions for each section are listed below the text box, with more detailed instructions available in the CFP document. Please note the sections with a word count maximum. You will not receive an alert from the portal once you have exceeded the limit until after you have exited the text box. We suggest you draft the text in a word processing software and use the word counting feature - then copy and paste the document into the system. (*Only plain text will be copied so formatting will be lost*). For information on the type and size of uploads accepted, hover over the question button beside the upload field.

- (2) **Investigators:** Investigators are researchers who are involved in the project and who will receive funding other than the PI if it is successful. Click on "Add New Item" and enter the required information to add investigators to your proposal. If the University does not appear in the dropdown menu, choose Other. A text box will then appear where you can add the new university. Please use the official, full name of the university (e.g. use Dalhousie University not Dalhousie or DAL).

Once an "item" or investigator has been added, they cannot be deleted from the list. If you have accidentally added someone, delete the individual's

information and type over it with another investigator's information OR type "mistake" in the name field.

To go back to your proposal, click on the title of your proposal at the top of the screen. You can return to this section at any time to add more investigators.

- (3) **Collaborators:** Collaborators are individuals who do not receive funding but who are involved in the research project. They can be from an academic institution, government agency, industry partner etc. Click on "Add New Item" and enter the required information for your collaborators. If the university does not appear in the dropdown menu, choose Other. A text box will then appear where you can add the new university. Please use the official, full name of the university or organization (e.g. use Dalhousie University not Dalhousie or DAL or use Fisheries and Oceans Canada not DFO).

Like the Investigator section, once an item has been added, it cannot be deleted – see the procedure above. To go back to your proposal, click on the title of your proposal at the top of the screen. You can return to this section at any time to add more collaborators.

Once you have entered in all the requested information and saved each section, the "Submit" button beside the Completed Proposal section will appear. Please ensure you have completed each section and reviewed all of information prior to submitting. The portal will confirm acceptance of your proposal. **Once you click submit, you can no longer edit the proposal and will have read-only privileges.** If you accidentally hit submit and would like to re-open the submission, please contact [Janet Marshall](#) or [Alison Maunder](#).

Word/Page Limits

Keep submission sections to the word or page limits indicated. Reviewers will not consider information after the limit noted (e.g. if your Research Plan is over 5 pages, the reviewers will only read the first 5 and disregard additional text).

Resetting Your Password

If you forget your password, go to the log-in page and click on the "Forgot your password" link below where you sign in. Enter the email you used to create the

account. A link will be sent to your email which will allow you to reset your password. Enter a new password, click submit and use the new password to log-in.