
Joint Call for Proposal RQM-MEOPAR

Online Submission Portal Guidelines

Deadline Reminder :

The deadline to submit your proposal is **Friday January 31st 2020 5:00pm (PST)**.

Important Information:

Please familiarize yourself with the portal ahead of the proposal deadline. All questions about the portal should be directed to: Isabelle.Tremblay@meopar.ca

Questions about the Call for Proposals should be directed to:
Isabelle.Tremblay@meopar.ca or erwann_fraboulet@uqar.ca

Only ONE of 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 co-PI on the project so that they can add information to the application. However, the PI who first registered must review all of the information before making the final submission.

You should refer to an electronic or print copy of the RQM-MEOPAR Joint Call for Proposals (JCP) Guidelines while completing the application. You will need to refer to the detailed instructions in "Form Guideline" section of the JCP. The document is available on the RQM and MEOPAR websites or by clicking [here](#).

Creating an Account:

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

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. (*Please use your official university email address as this is the email address that will be used 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:

Please note that the portal will only support uploads in these formats: PDF, XLS and XLSX. Documents must be single-spaced (no more than six lines per inch), 12-point font (Times 12), with margins of 0.75". It is possible to copy-paste text from a Word document and insert it in the different sections on the portal. Please note that only the text will be copied and the format will be lost when entered in the portal.

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

- (1) **RQM-MEOPAR Project 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 click "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 JCP Guidelines document. Please note that some sections have a word count maximum. Please note that only plain text will be copied on the portal, 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) **Principal Investigators:** The Principal Investigators (PI) are the researchers involved in the project and they will be receiving funds if the project is funded. For this call for proposal, there will be two PI: one from Québec (RQM) and one from outside of Québec (MEOPAR). Any other researchers on the project will be classified as co-PI. Click on "Add New Item" and enter the required information to add the PIs 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).

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) **RQM-MEOPAR Co-PI(s):** Co-PIs are researchers who involved in the research project. Click on "Add New Item" and enter the required information for your co-PI(s). 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).

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 co-PI(s).

- (4) **RQM-MEOPAR Partners:** Partners can be any type of organization that contribute, cash or in kind, to the support of the research activities of the project. Click on "Add New Item" and enter the required information for your partners.

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 partners.

Once you have entered in all the requested information and saved each section, please ensure you have completed each section and reviewed all of information prior to submitting. When you are ready to submit, click on the button "Final Submission – Soumission Finale" on the bottom right of the main page. Once you click on the button, the name of the button will change for "This has been submitted" and a message will appear on the left confirming that your proposal has been submitted. ***Once you click on "Final Submission – Soumission Finale", you can no longer edit the proposal and will have read-only privileges. You will also be able to print your proposal.*** If you accidentally hit submit and would like to re-open the submission, please contact Isabelle.Tremblay@meopar.ca

Word/Page Limits:

Keep sections to the words or pages limits indicated. Reviewers will not consider information over the limit noted (e.g. if your Project Description is over 8 pages, the reviewers will only read the first 8 pages and disregard any 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 would 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.