

This quick reference guide outlines how grantees can use IDRC Connect.

What is IDRC Connect?

- Facilitates submission of project outputs.
- Enables grantees to request funding for Open Access Publishing.
- Allows collaboration with program officers through informal document sharing.

How to obtain an IDRC Connect Account

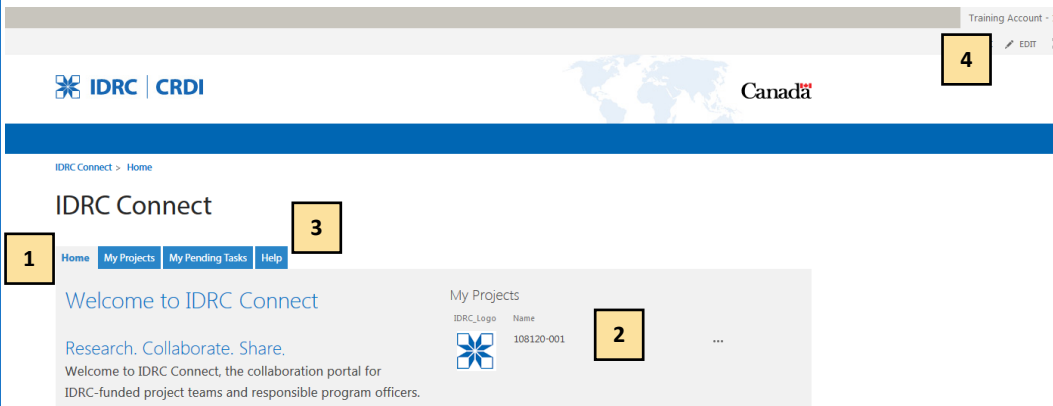
Project Leaders

Project Leaders will receive an account confirmation email when a project is approved, they are automatically granted access to IDRC Connect.

Project Team Members

A Project Leader can request an account be created for project team members by completing the Add a Member form on the IDRC Connect site. The each Project Team Member will receive an account confirmation email when their account is ready.

Home Page



1. Home

I DRC Connect Welcome page.

2. My Projects

Links to the Project page(s) where you are a team member.

3. Help

Help page for IDRC Connect.

4. User Settings Menu

Displays the name of the user who is logged in. The menu allow you to set your language (English, French or Spanish) and sign out.

Sign In to IDRC Connect

1. Set your password following the instructions in your account confirmation email
2. Go to <http://connect.idrc.ca>.

Note: Keep your IDRC Connect account access email in a safe place in the event you forget your username or need to reset your password.

Sign Out of IDRC Connect

1. From any page on IDRC Connect, click on your name in the top right corner of the screen.
2. From the drop-down list, select **Sign Out**.

Roles and responsibilities

Project Leader

- Request/manage Project Team member accounts
- Submit final versions of project outputs
- Submit Article Processing Charge (APC) request(s)
- Add working documents to the collaboration area to share with Project Team members
- Monitor Project Team member submissions

Project Team Member

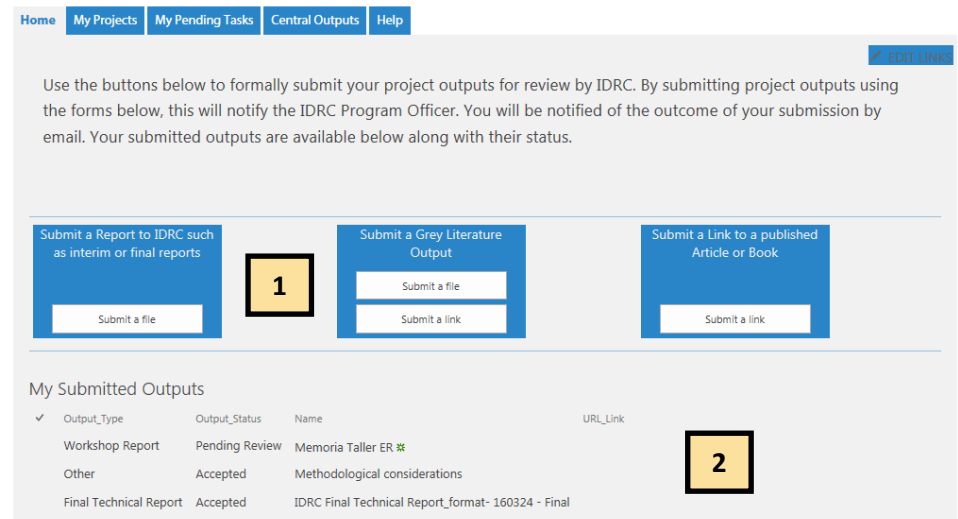
- Submit final versions of project outputs
- Add working documents to the collaboration area to share with Project Team members

IDRC Program Officer

- Review and accept project outputs from grant Project Teams.
- Collaborate with Project Team members.

Project Page

My Projects - 100000-001




Home My Projects My Pending Tasks Central Outputs Help

EDIT LINKS

Use the buttons below to formally submit your project outputs for review by IDRC. By submitting project outputs using the forms below, this will notify the IDRC Program Officer. You will be notified of the outcome of your submission by email. Your submitted outputs are available below along with their status.

Submit a Report to IDRC such as interim or final reports **1** Submit a Grey Literature Output Submit a Link to a published Article or Book

My Submitted Outputs

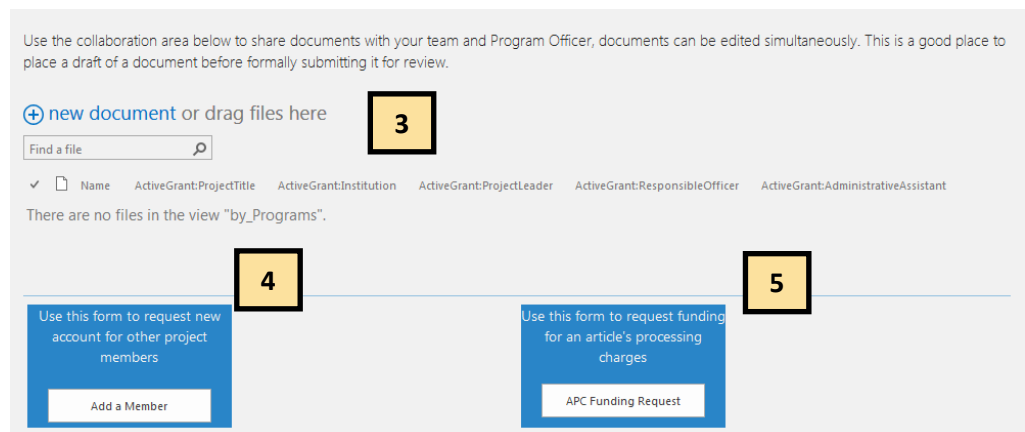
Output_Type	Output_Status	Name	URL_Link
Workshop Report	Pending Review	Memoria Taller ER 	2
Other	Accepted	Methodological considerations	
Final Technical Report	Accepted	IDRC Final Technical Report_format- 160324 - Final	

1. Submit a file or link buttons

To submit a final project related item to your Program Officer who will be automatically notified of the submission.

2. My Submitted Outputs

List of items submitted to IDRC.



Use the collaboration area below to share documents with your team and Program Officer, documents can be edited simultaneously. This is a good place to place a draft of a document before formally submitting it for review.

+ new document or drag files here **3**

Find a file

Name	ActiveGrant:ProjectTitle	ActiveGrant:Institution	ActiveGrant:ProjectLeader	ActiveGrant:ResponsibleOfficer	ActiveGrant:AdministrativeAssistant
There are no files in the view "by_Programs".					

Use this form to request new account for other project members **4** Use this form to request funding for an article's processing charges **5**

Add a Member APC Funding Request

3. Collaboration Documents

Add draft files to share for discussion, review or collaboration.

4. APC Funding Request

Submit a request for funds to allow Open Access publishing of project output.

5. Add a Member

Add or manage Project Team member accounts.

Submitting an Output or Funding Request

When you submit a final project related item, click the corresponding button on the Project page and ensure you do the following:

- Complete all required fields. These are indicated with a red star beside them.
- Enter any dates using the format DD/MM/YYYY.
- Enter the authors names in the format **Family Name, Given Name**.
- If an organization is the author enter the name of the organization as it would appear in a citation, e.g. 'University of Ottawa, Gender Studies Group'.
- Enter the names in the order that you want them to appear in a citation and/or bibliographic record.

Submission Notification

IDRC Connect automatically sends notifications via email to users when an item is submitted.

Submission Type	Notification Sent When	Received By	Action Required
Project Output	Output Submitted	IDRC Program Officer	Review submission, accept or request changes
	Output Accepted	Submitter	None, confirmation email sent that output has been accepted
	Change Requested	Submitter	Complete requested changes to output, submit revised document
	Change Submitted	IDRC Program Officer	Review submission, accept or request changes
Funding Request	APC Request Submitted	IDRC Program Officer	Accept or reject APC request

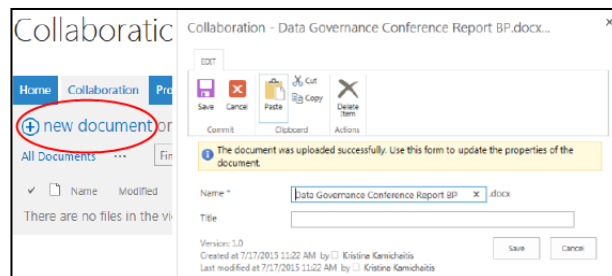
IDRC Connect Restrictions

- Only **final versions** of outputs will be accepted.
- Outputs **must** be submitted individually.
Note: Technical Report Annexes must also be submitted as individual files.
- Only one file can be attached per submission.
- The maximum file size allowed is 50 MB.
- All **copyright** and **authorship** details must be included.
- Submit video or audio files through your Program Officer. IDRC Connect **cannot** accept video or audio files.


How to Upload and Collaborate on Documents

The site allows informal document sharing with Team Members and your IDRC Program Officer through the Collaboration area.

1. From your project page, click the **new document** link.
2. Click **Browse** and select the file you want to upload.
3. Select **OK**. You will be presented with a dialogue box where you can change the name of the file and add an alternate title.
4. Click **Save** to apply the changes. Your document is now available to all Team Members and your IDRC Program Officer to read or collaborate.



Additional Help

Note: Using this icon  in the submission forms will provide additional information.

If you have any questions or concerns, please email the IDRC Service Desk at servicedesk@idrc.ca