

What is IDRC Connect?

- It's an online tool that facilitates the submission of project outputs.
- It enables grantees to request funding for Open Access Publishing.
- It allows collaboration with program officers through informal document sharing.

Accessing IDRC Connect

Account Set Up—Project Leaders

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

Account Set Up—Project Team Members

A Project Leader can request that an account be created for project team members by clicking the **Add a Member** button at the bottom of the **My Projects page** and completing the online form. Once added, each Project Team Member will receive an account activation email.

Logging In

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

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](#).

Signing Out

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

- Requests/manages Project Team's member accounts.
- Submits final versions of project outputs.
- Adds working documents to the collaboration area to share with Project Team members.
- Monitors Project Team member submissions.
- Submits Article Processing Charge (APC) request(s).

Project Team Member

- Submits final versions of project outputs.
- Adds working documents to the collaboration area to share with Project Team members.

IDRC Program Officer

- Reviews and accepts project outputs from grant Project Teams.
- Collaborates with Project Team members.

Navigating IDRC Connect

Home Page

Home: Default welcome page.

My Projects: Displays all projects you are a member of.

Help: Support information for IDRC Connect.

My Projects Page

Interim or Final Report Submission: To submit an interim or final project output item to your Program Officer who will be automatically notified of the submission.

Submit Grey Literature Output: Grey literature is the body of research-related outputs that is not formally published but with a significant value to the IDRC Digital Library. It must be upload through IDRC Connect.

Collaboration Documents: Project Team Members can use this space to add working documents to ease collaboration.

Add a Member: Add or manage Project Team member accounts.

Submit a Link to a Published Article or Book: Journal Article, Full Journal, Book Chapter, or entire books that is published as a result of the funded research.

Submit a Financial Report to IDRC: Submit your Financial Report and a signed copy of the Cover Page.

My Submitted Outputs: A list of outputs submitted to IDRC.

APC Funding Request: Submit a request for funds to allow Open Access publishing of project output.

Submission Process and Notifications

Submitting Project Outputs

When submitting a **final** project output, click the corresponding button on the **My Projects** page and ensure you do the following:

- Complete all required fields. These are indicated with a red star beside them.
- Ensure the **Project ID field** is properly populated and includes a dash, followed by three digits, e.g. 100000-001.
- 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 Notifications

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

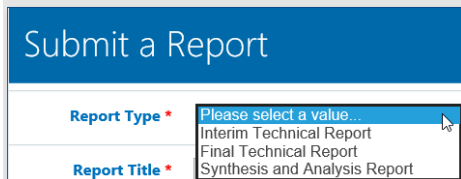
Submission Type	Notification Sent When	Received By	Action Required
Project Output	Output Submitted	IDRC Program Officer	Review submission, accept or request changes
	Output Accepted	Submitter	None, confirmation email sent that output has been accepted
	Change Requested	Submitter	Complete requested changes 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 Submission 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 **250 MB**.
- All **copyright** and **authorship** details must be included.
- Submit video and audio file types through your Program Officer. IDRC Connect **cannot** accept video or audio files.

Submission Types

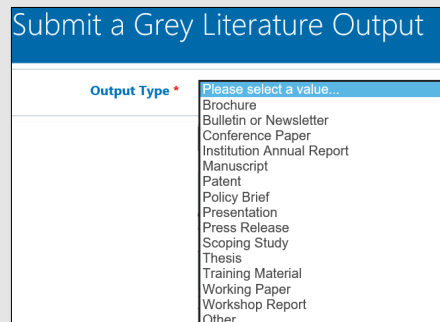
When do I use the **Submit a Report to IDCRC** such as interim or final reports option?



Submit a Report

Report Type *	Please select a value...
Report Title *	Interim Technical Report Final Technical Report Synthesis and Analysis Report

When do I use the **Submit a Grey Literature Output** option?



Submit a Grey Literature Output

Output Type *	Please select a value...
	Brochure Bulletin or Newsletter Conference Paper Institution Annual Report Manuscript Patent Policy Brief Presentation Press Release Scoping Study Thesis Training Material Working Paper Workshop Report Other

When do I use the **Submit a Link to a published Article or Book** option?



Submit a Publication

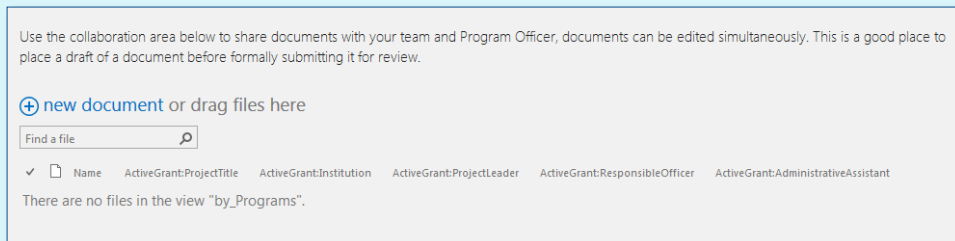
Publishing Information	
Type of Publication *	Journal Article Book Chapter Journal (Full) Book Encyclopedic
Title of Publication *	

Note: Only provide journal articles, full journals, book chapters, or an entire books that have been published as a result of the funded research.

Using the Collaboration Section

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

1. From the **My Projects** page, click **+new document**.



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


Find a file

Name
 ActiveGrant:ProjectTitle
 ActiveGrant:Institution
 ActiveGrant:ProjectLeader
 ActiveGrant:ResponsibleOfficer
 ActiveGrant:AdministrativeAssistant

There are no files in the view "by_Programs".

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

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.