

CURESEARCH USER 101

SPONSOR TAB DETAILED

<https://research.carleton.ca/research-support/carletons-research-support-network/curesearch/>

TAB 3: "Project Sponsor Info"

Click "Add New" to add funder or "Party" to Agreement name + Program and per fiscal year budget

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info * Project Team Info **Project Sponsor Info** * Approval Form Attachments Approvals Logs Errors

Click Add New to add funder and per fiscal year budget details for this project.

Add New

Investigator	Agency	Program	Total Requested Amount
No records to display.			

New Window Appears

Save Close

IMPORTANT: All required fields must be completed to save and close the Sponsor Information: Agency, Program, Start Date, End Date, Generate. Partially entered information will not be saved if the window is closed.

Sponsor Info.

Agency: Agency

Program:

Investigator: Dr. Stephen Fai (Primary Investigator)

Competition Date:

Start Date:

End Date:

Currency Type: CAD

Comments:

To generate the disbursement table, enter start and end Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click Generate to refresh the per fiscal year disbursement table. Enter \$0 if no funding is requested. Ex. Royal Society of Canada Fellowship nomination, Non-Disclosure Agreement, Memorandum of Understanding, etc.

GENERATE

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

Save Close

Agency name

Save Close

IMPORTANT: All required fields must be completed to save and close the Sponsor Information: Agency, Program, Start Date, End Date, Generate. Partially entered information will not be saved if the window is closed.

Sponsor Info.

Agency:

Agency

Program:

Investigator:

Dr. Stephen Fai (Primary Investigator)

Competition Date:

Start Date:

End Date:

Currency Type:

CAD

Comments:

To generate the disbursement table, enter start and end Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click Generate to refresh the per fiscal year disbursement table. Enter \$0 if no funding is requested. Ex. Royal Society of Canada Fellowship nomination, Non-Disclosure Agreement, Memorandum of Understanding, etc.

GENERATE

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

Save Close

New Window
Appears

Agency List

Close

☐ Start With ☒ Any part

Agency Name:

Abbreviation:

Search

Reset

Options	Name	Abbreviation	Source
Select	10 Carden	10C	Canadian Foundations, Associations and NPOs (33090, 37400, 34500, 37000-37589)
Select	1947796 Ontario Inc. (Lumenix)		Canadian Businesses (36000-36800)
Select	1Qbit Information Technologies Inc.	1Qbit	Canadian Businesses (36000-36800)
Select	2 Spirits In Motion Society	2SiMS	Canadian Foundations, Associations and NPOs (33090, 37400, 34500, 37000-37589)
Select	2bind GmbH		International Businesses (excluding U.S.) (38450)
Select	3DBioFibr		Canadian Businesses (36000-36800)

Page size: 6

Close

Agency Name Cont'd

Searching Agencies

8 ways to search!:

- 1) Start with + Agency Name
- 2) Start with + Agency Abbreviation
- 3) Start with + %Part of name% (wildcard)
- 4) Start with + %Part of Abbreviation% (wildcard)
- 5) Any part + Agency Name
- 6) Any part + Agency Abbreviation
- 7) Any Part + %Part of name% (wildcard)
- 8) Any Part + %Part of Abbreviation% (wildcard)

The screenshot shows the 'Agency List' window. A red box highlights the 'Search' button, with an arrow pointing from the '8 ways to search!' list. Another red box highlights the 'Select' button in the table, with an arrow pointing from the 'Click Select' instruction. The table contains one entry: 'Social Sciences and Humanities Research Council' with abbreviation 'SSHRC' and source 'Canadian Federal Tri Council Awards (including TIPS) (31000-32200)'. The 'Agency Name' field is set to 'social sciences' and 'Abbreviation' to 'sshrc'. The 'Start With' radio button is selected.

Options	Name	Abbreviation	Source
Select	Social Sciences and Humanities Research Council	SSHRC	Canadian Federal Tri Council Awards (including TIPS) (31000-32200)

Click Search

Click Select

Agency Populates in Window

The screenshot shows the 'Agency' field populated with 'Social Sciences and Humanities Research Council'. The 'Agency' button is highlighted with a red box. Below the form, there is a 'GENERATE' button and a table with columns: Year, Start Date, End Date, Requested Cash, Requested In-Kind, Requested Overhead, Awarded Cash, Awarded In-Kind, and Awarded Overhead. The table currently displays 'No records to display.'

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

Agency Name Cont'd

Can't find the agency you are looking for?

SELECT "NONE"

Write name in "Comments"

Program Name

Select program from drop down menu

Save Close

IMPORTANT: All required fields must be completed to save and close the Sponsor Information: Agency, Program, Start Date, End Date, Generate. **Partially entered information will not be saved if the window is closed.**

Sponsor Info.

Agency: Social Sciences and Humanities Research Council Agency

Program:

Investigator:

Competition Date:

Start Date:

End Date:

Currency Type:

Comments:

To generate the disbursement table, enter nomination, Non-Disclosure Agreement, Me

GENERATE

Year
No records to display.

Save Close

Aboriginal Research
Aid Research Workshops
& Conferences in
Canada
Aid to Research and
Transfer Journals
Aid to Research
Workshops &
Conferences in Canada
Aid to Scholarly Journals
Artificial Intelligence
Humanities Sandpit
Aurora Prize
Banting Postdoctoral
Fellowships Program
Bora Laskin National
Fellowship H.Rights
Research
Canada-UK Artificial
Intelligence Initiative
Community University
Research Alliances
(CURA)
Community University
Research Alliances
(CURA)-LOI
Connection
Connection (Sub-grant)
Connection: Indigenous
Research Capacity and
Reconciliation
Contract
Contract
COVID Supplement
Department of National
Defence Research

Click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click Generate to refresh the per fiscal year disbursement table. Enter \$0 if no funding is requested. Ex. Royal Society of Canada Fellowship etc.

End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
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Program Name Cont'd

Can't find the program you are looking for?

SELECT a program from the drop down

Write correct program name in
"Comments"

Dates and Currency Type

IMPORTANT: All required fields must be completed to save and close the Sponsor Information: Agency, Program, Start Date, End Date, Competition Date, and Currency Type.

Sponsor Info.

Agency: Social Sciences and Humanities Research Council

Program:

Investigator:

Competition Date:

Start Date:

End Date:

Currency Type:

Comments:

To generate the disbursement table, enter start and end Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click Generate to refresh the per fiscal year disbursement table. Enter \$0 if no funding is requested. Ex. Royal Society of Canada Fellowship nomination, Non-Disclosure Agreement, Memorandum of Understanding, etc.

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

Enter Competition Date (if relevant) manually or by clicking on the calendar icon

Enter Start & End Date manually or by clicking on the calendar icon

All Amounts must be entered in CAD
Select CAD from drop down

Click "Generate"; Enter cash, in-kind, overhead amounts. IF NONE ENTER \$0

Amounts

Save Close

IMPORTANT: **All required fields must be completed to save and close** the Sponsor Information: Agency, Program, Start Date, End Date, Generate. Partially entered information will not be saved if the window is closed.

Sponsor Info.

Agency: Social Sciences and Humanities Research Council Agency

Program: Aboriginal Research

Investigator: Dr. Stephen Fai (Primary Investigator)

Competition Date:

Start Date: 2026/01/01

End Date: 2029/12/31

Currency Type: CAD

Comments:

To generate the disbursement table, enter start and end Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click Generate to refresh the per fiscal year disbursement table. Enter \$0 if no funding is requested. Ex. Royal Society of Canada Fellowship nomination, Non-Disclosure Agreement, Memorandum of Understanding, etc.

GENERATE

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
2026	2026/01/01	2027/03/31	0.00	0.00	0.00	0.00	0.00	0.00
2028	2027/04/01	2028/03/31	0.00	0.00	0.00	0.00	0.00	0.00
2029	2028/04/01	2029/03/31	0.00	0.00	0.00	0.00	0.00	0.00
2030	2029/04/01	2029/12/31	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00

Save Close

Enter Cash, in-kind and overhead amounts in relevant field
(Requested, Awarded)

CLICK **SAVE**

No amount to enter? Enter \$0

Watch for the Required information prompts after Saving AND BEFORE CLOSING!!

Partially entered information will not be saved

IMPORTANT: All required fields must be completed to save and close the Sponsor Information: Agency, Program, Start Date, End Date, Generate. Partially entered information will not be saved if the window is closed.

Sponsor Info.

Agency: Agency is Required.

Program: Program is Required.

Investigator:

Competition Date:

Start Date: Start date is Required.

End Date: End date is Required.

Currency Type:

Comments:

To generate the disbursement table, enter start and end Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click Generate to refresh the per fiscal year disbursement table. Enter \$0 if no funding is requested. Ex. Royal Society of Canada Fellowship nomination, Non-Disclosure Agreement, Memorandum of Understanding, etc.

At least one disbursement record is required. click GENERATE to refresh the per fiscal year disbursement table.

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

A vertical bar on the left side of the slide with a gradient from orange at the top to blue at the bottom.

NEED HELP?

CONTACT

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