

IDRC Connect – Purpose and Access

IDRC Connect is an online portal that facilitates submissions from Grantees. The types of project outputs that can be submitted include reports to IDRC, publications and grey literature. The following instructions will guide you through the submission process.

Grantees can access IDRC Connect through IDRC's public website (www.idrc.ca), under **Funding → Resources for IDRC grantees**. Two types of outputs can be submitted: Technical Project Outputs and Financial Reports. Depending on their roles, Grantees will have access to one or both, through their email address. Please follow the instructions under the relevant section below:

- **Submitting a Technical Project Output** – For interim and final reports, publications, and grey literature.
- **Submitting a Financial Report** – For all financial reports.

Submitting a Technical Project Output

Step 1 - Email

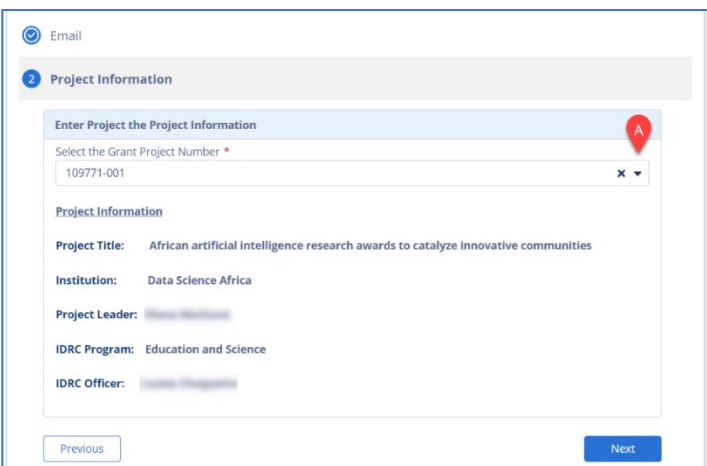
From the [IDRC Connect interface for project outputs](#), enter your email address. It must be one of the email addresses that is on file for your project. Click **Next**.

Note: If you need to add or change email addresses for the project, contact your assigned Program Officer.



Step 2 – Project Information

Use the drop-down menu (A) to select the **Grant Project Number and component**. The Project Information will automatically be populated. Click **Next**.





Step 3 – Project Output

For this step, you need to select the **Type of Output** from the drop-down menu (B) and the relevant fields will become available. The choices are **Report to IDRC**, **Publication** and **Grey Literature**. All mandatory fields have a red asterisk.

Report to IDRC

Through this option, you can submit an **Interim Technical Report**, a **Final Technical Report**, a **Synthesis Report** or an **Evaluation Report**. Use the drop-down menu (C) to select the type of report. Fill out the fields as per the form. If there are more than one report of the same type for this project, make sure the title clarifies this (e.g., *Interim Technical Report_Data Science Africa_March-October 2022*). Click **Next**.



Publication

Through this option, you can submit a **Journal Article**, a **Book Chapter**, a **full Journal**, or a **Book**. Use the drop-down menu (D) to select the relevant option. The fields that will appear will be related to the option chosen. Fill out all mandatory fields (red asterisk) and as many other fields as possible. Click **Next**.

3 Project Output

Project Output Information

Select the Type of Output *

Publication

Are you submitting a File or Link ? *

File / Fichier

Select the type of Publication *

Journal Article

Journal Article

Book Chapter

Journal (Full)

Book

Grey Literature

A variety of grey literature can be submitted, and the Definitions are described below the selection drop-down menu (E). Fill out all mandatory fields (red asterisk) and as many other fields as possible. Click **Next**.

3 Project Output

Project Output Information

Select the Type of Output *

Grey Literature

Are you submitting a File or Link ? *

File / Fichier

Select the type of Output

Definitions

Brochure: A short booklet or pamphlet, normally containing both pictures and text

Bulletin or Newsletter: A brief report or official statement, normally part of a series

Conference Paper: A document written for or presented at a conference

Conference Proceedings: The published record of a conference, congress, symposium, or other meeting

Data Set: A collection of data, typically generated by a computer or a network

Thesis: A document submitted in support of the author's being considered for an academic degree, normally involving original research

Training Material: A document that provides instruction or guidance, normally relating to specific tasks

Working Paper: A pre-publication version of academic articles, book chapters, or reviews

Workshop Report: A report about or resulting from a workshop



Step 4 – Submission

The Submission menus differ depending on the type of output submitted. In all cases, you can submit multiple files in the same submission, if all the output metadata is applicable to all files (authors, contributors, copyright ownership, etc.). If that is not the case, you will need to do separate submissions.

Report to IDRC - Interim Technical Report

When submitting an **Interim Technical Report to IDRC**, the following screen will appear. You can **drag** files or **select** them from your computer and then click **Submit**.

The screenshot shows a web interface titled "4 Submission". Below the title is a section "Submit your Output here" with a text box containing instructions: "You can submit multiple files at once as long as the Output metadata information is applicable to all files, including copyright ownership. Note that each file will be reviewed and approved individually by the IDRC Program Officer." Below this is a dashed box labeled "Attach a File" with the text "Drag files here or" and a "Select files" button. At the bottom are "Previous" and "Submit" buttons.

Other Outputs

As per the IDRC Grant Agreement, all project outputs, except for Interim Technical Reports, are made available through the IDRC Digital Library, which is Open Access. **Move** the toggle switch (F) to **Yes** to allow for publication in the IDRC Digital Library.

The submission screen allows for some exceptions to be made for reason of intellectual property, patents, sensitive or preliminary information but the Program Officer will need to accept these requests on a case-by-case basis. If you need to make such a request, **move** the second toggle switch (G) to **Yes**.

The screenshot shows a web interface titled "4 Submission". Below the title is a section "Open Access Publishing" with a text box containing a statement: "In submitting this material, I acknowledge that the material may be published by IDRC Digital Library under [Creative Commons Attribute Only license agreement](#). I certify that I am the copyright owner, or am authorized by the copyright owner(s) to enter into this agreement." To the right of this text box is a toggle switch labeled "No" and marked with a red pin "F". Below this is a "Copyright Owner (Optional)" field with a red pin "G" and the text "Louise Choquette". At the bottom is another text box with a statement: "Do you want to request to the IDRC Program Officer to Opt-out of this dissemination requirement for reasons such as Intellectual Property, Patents, Sensitive or Preliminary information, etc." To the right of this text box is a toggle switch labeled "No".



In all cases, you will see the last part of the submission screen where you can **Drag** or **Select** the output files. Click **Submit**.

Submit your Output here

You can submit multiple files at once as long as the Output metadata information is applicable to all files, including copyright ownership and CC BY licensing. Note that each file will be reviewed and approved individually by the IDRC Program Officer.

Attach a File

Drag files here or [Select files](#)

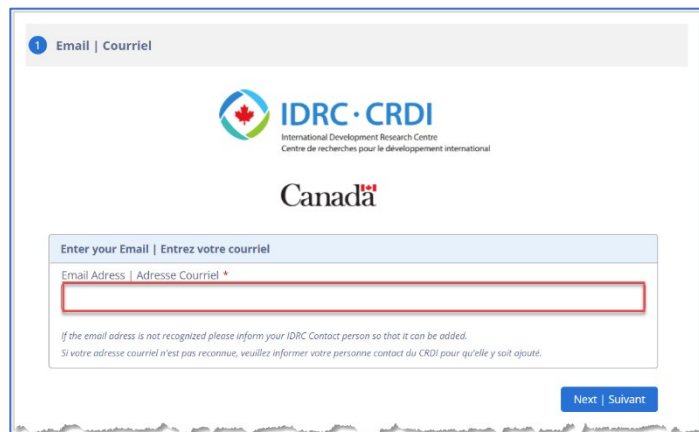
[Previous](#)[Submit](#)

Submitting a Financial Report

Step 1 - Email

From the [IDRC Connect interface for financial reports](#), **enter** your email address. It must be one of the email addresses that is on file for your project. Click **Next**.

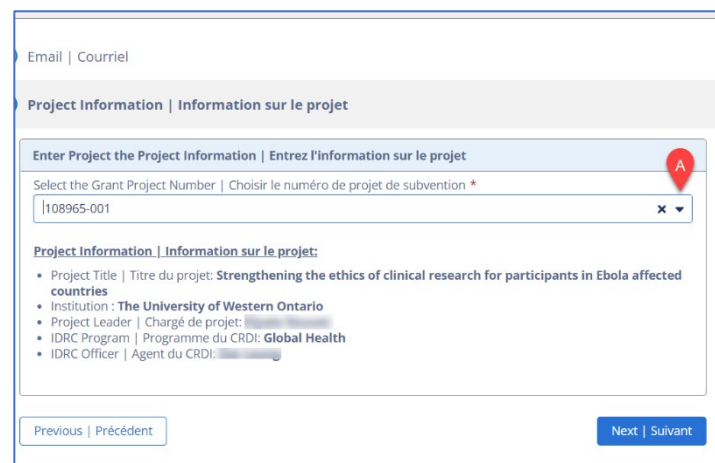
Note: If you need to add or change email addresses for the project, contact your assigned Program Officer.



The screenshot shows the 'Email | Courriel' step of the IDRC Connect interface. It features the IDRC · CRDI logo and the Canadian flag. Below the logo is a text input field labeled 'Enter your Email | Entrez votre courriel' with a red border. Below the input field is a small note: 'If the email address is not recognized please inform your IDRC Contact person so that it can be added. / Si votre adresse courriel n'est pas reconnue, veuillez informer votre personne contact du CRDI pour qu'elle y soit ajoutée.' At the bottom right is a 'Next | Suivant' button.

Step 2 – Project Information

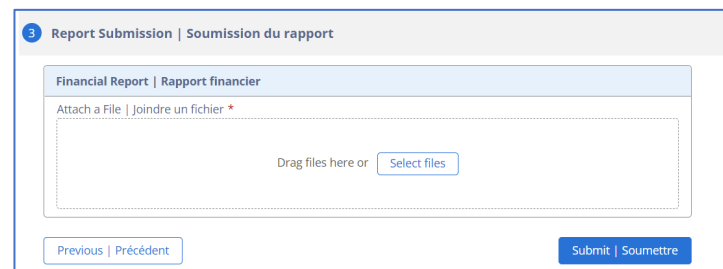
Use the drop-down menu (A) to select the **Grant Project Number and component**. The Project Information will automatically be populated. Click **Next**.



The screenshot shows the 'Project Information | Information sur le projet' step. It features a dropdown menu labeled 'Select the Grant Project Number | Choisir le numéro de projet de subvention *' with a red 'A' icon next to it. The dropdown menu is open, showing the selected value '108965-001'. Below the dropdown is a section titled 'Project Information | Information sur le projet:' with a list of details: Project Title: Strengthening the ethics of clinical research for participants in Ebola affected countries; Institution: The University of Western Ontario; Project Leader: Chargé de projet: [redacted]; IDRC Program: Programme du CRDI: Global Health; IDRC Officer: Agent du CRDI: [redacted]. At the bottom are 'Previous | Précédent' and 'Next | Suivant' buttons.

Step 3 – Report Submission

When submitting a **Financial Report to IDRC**, the following screen will appear. You can **drag** files or **select** them from your computer and then click **Submit**.



The screenshot shows the 'Report Submission | Soumission du rapport' step. It features a section titled 'Financial Report | Rapport financier' with a text input field labeled 'Attach a File | Joindre un fichier *'. Below the input field is a large dashed box with the text 'Drag files here or' and a 'Select files' button. At the bottom are 'Previous | Précédent' and 'Submit | Soumettre' buttons.

Additional Information

When you submit project output or report, the Program Officer associated with your project will receive an email, asking them to review the output. They may approve the output or ask you to provide changes. In both cases, you will receive an email.