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](www.idrc.ca), 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.

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.
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.

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

**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 – 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**.
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.

If you have any questions or concerns, please phone the IDRC Client Experience at 1-613-696-5555.