

## 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](http://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

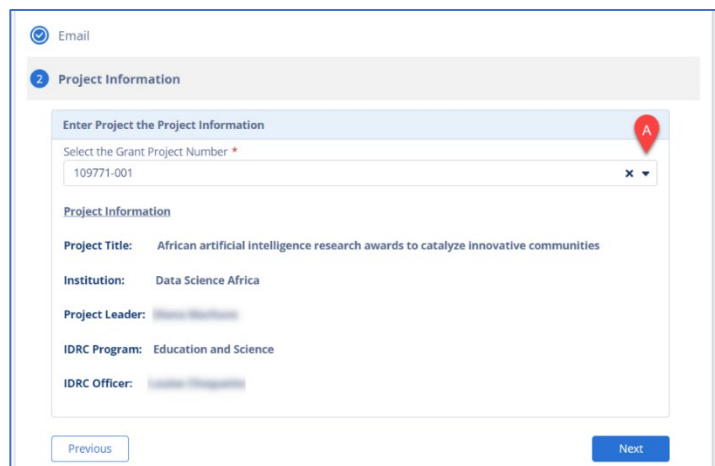
From the [IDRC Connect interface for project outputs](#), **enter** your email address. It must be one of the email addresses that is on file for your project. Click **Next**.

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



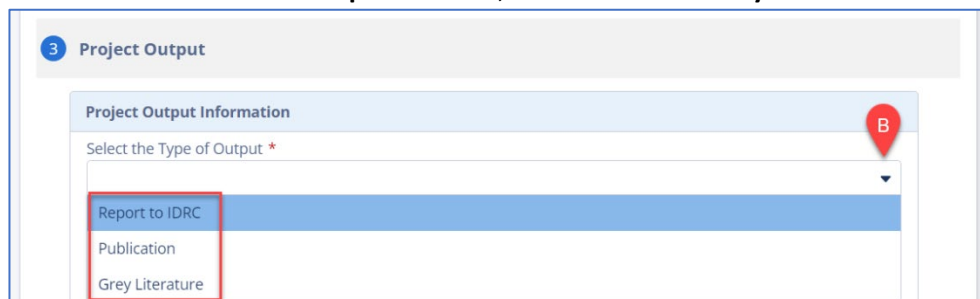
### Step 2 – Project Information

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.



**3 Project Output**

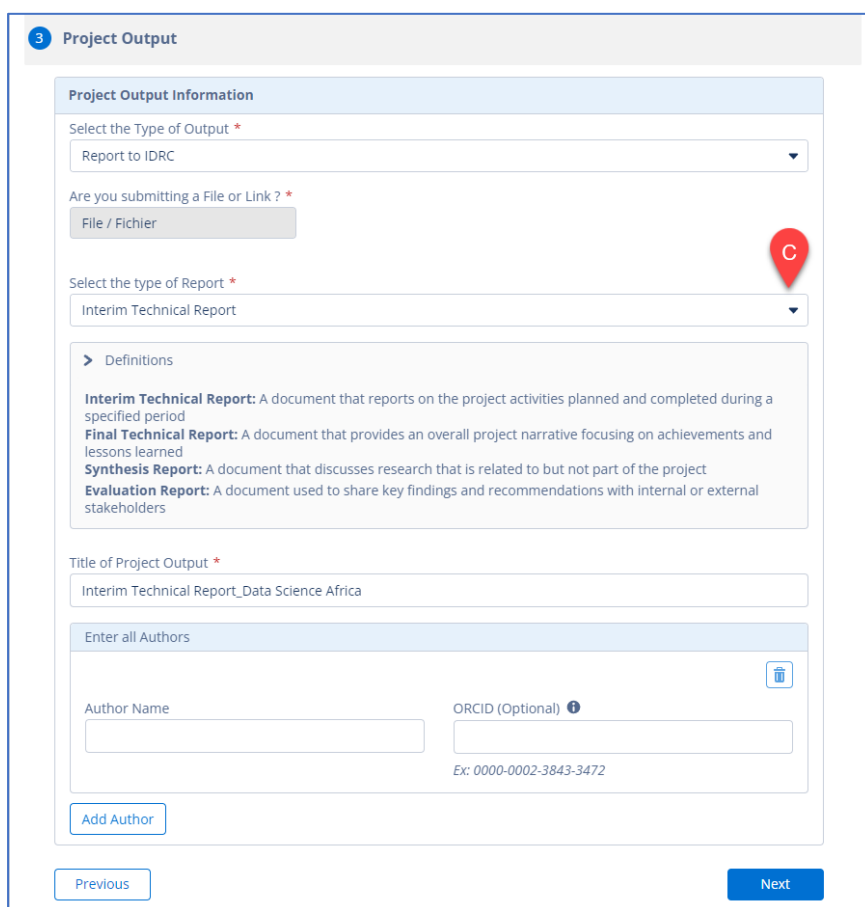
**Project Output Information**

Select the Type of Output \*

- Report to IDRC
- Publication
- Grey Literature

#### 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**.



**3 Project Output**

**Project Output Information**

Select the Type of Output \*

Report to IDRC

Are you submitting a File or Link ? \*

File / Fichier

Select the type of Report \*

Interim Technical Report

> Definitions

**Interim Technical Report:** A document that reports on the project activities planned and completed during a specified period  
**Final Technical Report:** A document that provides an overall project narrative focusing on achievements and lessons learned  
**Synthesis Report:** A document that discusses research that is related to but not part of the project  
**Evaluation Report:** A document used to share key findings and recommendations with internal or external stakeholders

Title of Project Output \*

Interim Technical Report\_Data Science Africa

Enter all Authors

Author Name

ORCID (Optional) ⓘ

Ex: 0000-0002-3843-3472

Add Author

Previous 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

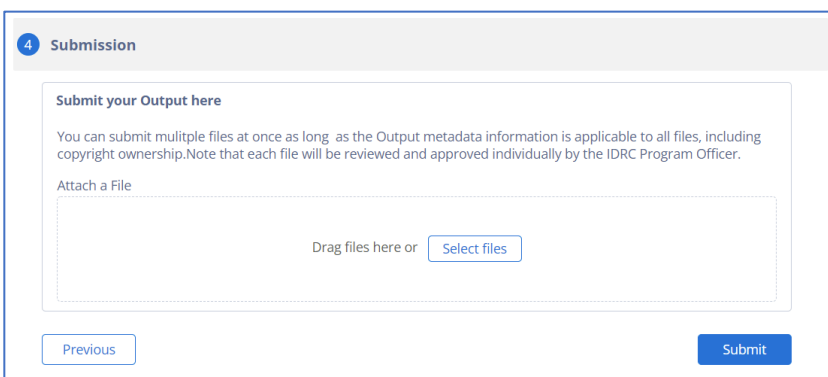
- Brochure:** A short booklet or pamphlet, normally containing both pictures and text
- Bulletin or Newsletter:** A brief report or official statement, normally part of a series
- Conference Paper:** A document written for or presented at a conference
- Conference Proceedings:** The published record of a conference, congress, symposium, or other meeting
- Data Set:** Collection of tabular data
- 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". It contains a section "Submit your Output here" with 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 "Attach a File" section with a dashed box for file uploads and a "Select files" button. At the bottom, there 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". It features two sections with toggle switches. The first section, "Open Access Publishing", has a red pin icon labeled 'F' and a toggle switch currently set to "No". The text below it reads: "In submitting this material, I acknowledge that the material may be published by IDRC Digital Library under [Creative Common 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." The second section, "Copyright Owner (Optional)", has a red pin icon labeled 'G' and a text input field containing "Louise Choquette". The third section has a toggle switch currently set to "No" and text: "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."



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

## Submitting a Financial Report

### Step 1 - Email

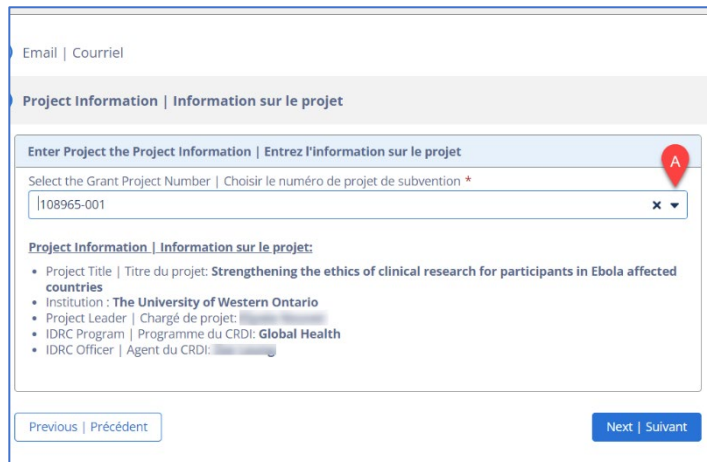
From the [IDRC Connect interface for financial reports](#), enter your email address. It must be one of the email addresses that is on file for your project. Click **Next**.

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



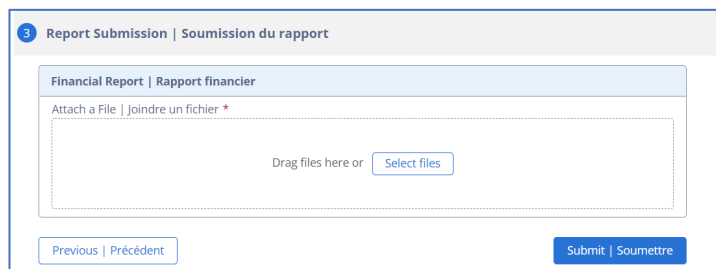
### Step 2 – Project Information

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.