SmartSimple GMS Instruction Manual

Applicant
SMARTSIMPLE GRANTS MANAGEMENT SYSTEM (GMS) allows applicants to manage their applications for different funding programs, follow the status of applications, receive any post-award information, submit requested materials, and communicate with PSI Staff.

Support:
Please contact PSI staff if you encounter any issues. PSI can be reached at psif@psifoundation.org.
Login Credentials:
The login page is located at https://psifoundation.smartsimple.ca/
You will need to register if you are a first-time user, or if credentials have not been sent to you by PSI.
REGISTRATION

To register, please click on ‘Register Now’ on the login screen. You will be directed to complete a short quiz to determine your eligibility to apply to PSI.
Once you have completed the eligibility quiz, you will be asked to complete registration. Once complete, you will receive an email with your password. Please return to the login screen to sign in.
Once you have logged in, you will see the screen below. This is your Applicant Portal. From this screen you can view funding opportunities, applications you have in progress, applications you have submitted, and results of submitted applications. If you receive a grant, under Activities you will be able to track and submit reports (including start date/REB Approval/Clinical Trials Registration/Health Canada Approval/Financial Statements/Final Report) to PSI and also keep track of payment status.

New users are advised to change their password after logging in the first time. This can be completed by clicking on the circle with your initial located in the top right corner and choosing change password.
To view available grants, please click on Funding Opportunities. A list of funding options will appear, from which you can select the appropriate one to apply for.
Once you have chosen a funding opportunity to apply for, please click Apply Now. A new grant application will open as seen below.

Each item will need to be completed in order to submit your application. Fields marked with a red star are mandatory. Each application has sections denoted by tabs along the top. You will need to click through these tabs to view and complete all the required information.
Some items will require you to save a draft of your application before you complete them. An example of this is Budget Details as below. Once you have saved a draft of your application, a button saying ‘Enter budget details’ will appear.
When this button is clicked, a window will open which will allow you to enter your full budget. Please add items by using a ‘+’ button.

Once you have completed your application in full, you may view a summary by choosing ‘Application Summary’ near the top of the page. When you are satisfied with your application, and everything has been completed, you may click ‘Submit to PSI’. Upon submission you will receive an email acknowledging your application has been received. You will also receive an email if your application is accepted or if revisions are required.
Once you have saved a draft of your application, a bar will appear to the left. On this bar is a feature called Notes. You will be able to view communication from PSI staff about your application in this section (you will also receive email notification as mentioned above).
APPROVED/DECLINED/CANCELLED
From your Applicant Portal, you can click on Approved/Declined/Cancelled. This will show you a summary of all your applications and the results.