



Canadian Institutes of Health Research

Instituts de recherche en santé du Canada

Natural Sciences and Engineering Research Council of Canada

Conseil de recherches en sciences naturelles et en génie du Canada

Social Sciences and Humanities Research Council of Canada

Conseil de recherches en sciences humaines du Canada

FDSR Annex

Table of Contents

RESEARCHERS’ APPROVAL PROCESS	1
HOW TO APPROVE THE SoA RECORD FOR YOUR GRANT.	1
ABOUT FORMATTING THE DATA FILE – FOR BUSINESS OFFICERS	2
FILTER RECORDS	3
REMOVE FILTERS FROM RECORDS.....	4
CHANGE THE WAY RECORDS ARE DISPLAYED.....	4
ABOUT THE UNIQUE GRANT NUMBER.....	5
About General Research Fund SoAs:.....	6
Examples of data files ready for uploading	6

RESEARCHERS’ APPROVAL PROCESS

Your online approval indicates acceptance of the information in the Statement of Account and indicates that, to the best of your knowledge, all expenditures incurred are acceptable as per the *Tri-Council Use of Grants* guidelines and as per your program’s policies.

When you save your online approval of an SoA, the record is immediately available for the Business Officer to approve, and when the Business Officer approves the SoA, the record is immediately submitted as complete.

Your online approval is equivalent to your signing the form and forwarding it to your institution’s Business Officer.

HOW TO APPROVE THE SoA RECORD FOR YOUR GRANT.

After you have linked your FDSR User ID to your grant, you can approve your Statement of Account record on the *Form 300 Approval* page.

1. On the *Form 300 Approval* page, you will see a list of all the grants to which you have linked your FDSR system user ID. Find the grant you want to approve in this list.
2. Select the **magnifying glass** in the *View* column to display the grant SoA record for the grant.
3. Review the information in the SoA.

4. If you disagree with any of the information in the SoA, contact your institution's Business Officer with your concerns. Do not proceed with the approval process until you agree with all the information in the SoA record.
 - a. When you are satisfied that the information in the SoA record is correct and complete, select **Save**, then the **checkbox** in the *Approved* column.
5. Select **Save** once again to complete the approval process. The date and time of your approval will appear in the *Res. Approval Date* column.
6. Select **Link Another Grant** to return to *Link the Grant to User Account* page and link another grant to your the FDSR system user ID or select **Logout** at the top right of the page to exit the FDSR system.

ABOUT FORMATTING THE DATA FILE – FOR BUSINESS OFFICERS

To upload Statements of Account data to the FDSR system, you need to format the data so that the FDSR system can accept it.

You may have to do this manually, or your IT staff may provide you with a utility to extract the data from your records and format it for the FDSR system. In either case, you need to know the following information about how the FDSR system needs the data formatted.

- The information you need to provide to the FDSR system is shown in the FDSR system fields table.
- You may upload as many data files as required. If the data file contains records that have already been uploaded or added to the FDSR system (duplicate records), or if even one of the data files is formatted incorrectly, the system will display an error message indicating that the upload was unsuccessful and identifying the incorrect or duplicate file. In this case, you will need to view and correct errors in your data file and upload it again.
- Format your data file so that each line of data in the data file contains all the information for one Statement of Account record. FDSR Sample Spreadsheet - Dec 2023.xlsx ready for uploading will help you understand how your files will need to be formatted.
- Separate the fields in each line of data by commas so the FDSR system will be able to identify and place the data in the appropriate fields. As shown in Column A of the spreadsheet.
- For fields that have a number value, do not use commas as part of the value. Instead, enter the number without commas. For example, enter the value of 2,375,148 as 2375148. (no commas)
- For any nil values (fields for which the SoA has no data), enter a zero (0) between the two commas.
- You can create your formatted data files in either Excel or Notepad, and you must save them in specific file types for proper uploading.

- If your data file is formatted as an Excel file (.xls):

Once the data has been entered, you must delete the 1st Row (column descriptions) to upload the spreadsheet. If you have created an .xls file, save it as File type .TXT or .CSV (comma delimited) and not as type .txt or type .xls.

If the Excel data file is not saved as File type .TXT or .CSV (comma delimited), the FDSR system cannot accept it.

- If your data file is formatted as a text file (.txt):
- If you have created a .txt data file, save it as Filetype .txt in Notepad (not MSWord) only.
 - If the Notepad data file is not saved as File type .txt, the FDSR system cannot accept it.
 - To be sure that all accents and special characters in your data are preserved in the upload, choose UTF-8 as the encoding type for the .txt file.
 - The FDSR system does not require that the data file include a header record or header file.
 - The FDSR system does not require quotation marks (" ") around individual field content, or empty quotation marks to indicate a field with no content. If you have an automated script that creates and formats your data file and that includes these quotation marks, you need not change it. The FDSR system will still accept these quotation marks, but it no longer requires them.
 - The unique grant number that the FDSR system creates for each grant Statement of Account is made up of the contents of up to three of the fields in your formatted data. For FDSR to create the grant number, you need to enter the data in those fields exactly as required.

FILTER RECORDS

By default, the FDSR system displays all institution's records.

You can filter the records in the FDSR system to search them by granting agency, approval status, keyword, or date. This is helpful if you need to work with a subset of all your institution's records.

On the Data Management page, select your filter criteria by choosing values in the filter criteria fields (multiple criteria are accepted):

- To filter by granting agency, select a value from the Granting Agency drop-down list.
- To filter by approval status, select a value from the Approval Status drop-down list.
- To filter by keyword, enter the relevant text in the Keyword field and select the appropriate radio button (Name, CID/PIN/CPI/CPN, Account #, Grant #, or Program).

- To filter by date, enter the relevant date(s) in the Statement Date field and/or the Year Ending field.
- Select Search to filter the records based on the selected criteria. The FDSR system will display only those records that match all the criteria.

REMOVE FILTERS FROM RECORDS.

When you are finished working with a filtered subset of records, you may want to see all your institution's records again. To do this, you need to remove the filter criteria you selected.

On the Data Management page, check the filter criteria fields. Remove any values you have entered or selected in these fields.

- In the Granting Agency drop-down list, select All.
- In the Approval Status drop-down list, select All.
- In the Keyword field de-select any selected radio button (Name, CID/PIN, Account #, Grant #, or Program).
- In the Statement Date field and/or the Year Ending field, delete any dates.
- Select Search to retrieve all your institution's records.

CHANGE THE WAY RECORDS ARE DISPLAYED.

- By default, the records on the Data Management page are displayed in ascending alphabetical order by Name. You can change the way the records are displayed if you prefer to see them in a different order.
- Select the header of any column in the record table on the Data Management page to sort the records in ascending order by that column.
- Select the header a second time to change the sort order from ascending to descending.
- Select the header a second time to change the sort order from descending to ascending.
- Change the number of records displayed per page.
- By default, the FDSR system displays 10 records per page on the Data Management page. You can change this number if you prefer to see more records per page.
- From the Records per page drop-down list, select the number of records you want to see per page.

Select Refresh.

- You may decide to change the number of records displayed to All if you want to approve all records displayed on the current page.

ABOUT THE UNIQUE GRANT NUMBER

The FDSR system creates a unique number for each grant by concatenating information from several fields in the SoA record that the Business Officer uploads to the system.

	Field 10 Program Code	Field 11 Grant ID	Field 12 Competition Year	Concatenated format	Sample Value
CIHR	////////////////////////////////////	NNNnnn	////////////////////////////////////	Grant	12345
NSERC	aaaaa	Nnnnnnn	NNNN	Program/Grant-Year	RGPIN/1234567-2022
SSHRC	NNNn	Nnnn	NNNN	Program/ Year - Grant	410-2021-1234
NCE	aaaaa	Nnnnnn	NNNN	Program/Grant-Year	NCE/1234567-2022
CRC	NNN	NNNNNN	////////////////////////////////////	Program-Grant	CRC-2022-12345

Each granting agency uses a different combination of fields to create the grant number. The table below illustrates how the grant number for each granting agency is created.

The examples below will help you prepare the data so the FDSR system can accept it.

The fields below are used by the FDSR system to concatenate unique grant numbers:

- A = alphabetic character required
- a = alphabetic character optional
- N = numerical character required
- n = numerical character optional
- Note:** Special characters are not permitted

The table below shows examples of unique grant numbers based on the values in the diagram above:

Granting Agency	Enter in Field #10 Program Code	Enter in Field #11 Grant ID	Enter in Field #12 Competition Year	Enter in Field #8 Year Ending	Grant number will be:
CIHR	Empty	12345	This field is not included in the grant number for CIHR grants	This field is not included in the grant number for CIHR grants	12345

NSERC	RGPIN	12345	2022	This field is not included in the grant number for NSERC grants	RGPIN/12345-2008
	OR Empty (This field is not required for the grant number for NSERC grants)	1234567	2022		*/1234567-2022 If you leave an optional field blank, the FDSR system will enter an asterisk in its place in the grant number.
SSHRC	410	1234	2022	This field is not included in the grant number for SSHRC grants	410-2022-1234 or
	430	12345	2021		430-2021-12345
NCE	NCE	1234567 1234567	2020	This field is not included in the grant number for NCE grants	NCE/1234567-2010
CRC (tips)	CRC	12345	2021	This field is not included in the grant number for CRC grants	CRC-2021-00123
For General Research Funds Statements of Account:					
General Research Fund (GRF) SoAs for NSERC or SSHRC*	For NSERC: GRF For SSHRC: 000	For NSERC: 0 For SSHRC: 0	For NSERC GRF: 2023 For SSHRC GRF: 2023	For NSERC GRF: 2023 For SSHRC GRF: 2023	For NSERC: GRF/0-2023 For SSHRC: 000-2023-0

About General Research Fund SoAs:

The General Research Fund Statement of Account applies to NSERC and SSHRC only. Each institution may submit only one GRF SoA per year.

GRF SoAs can be submitted to the FDSR system as part of a batch upload, or manually through the *Add a Form 300* page. If you choose to submit the GRF SoA as part of a batch upload, follow the instructions for data formatting, with special attention to the example of GRF SoA data ready for uploading.

Examples of data files ready for uploading

Here are several examples of records in a formatted data file that are ready to be uploaded. Check the FDSR System Fields Table to see the description of each field.

To upload correctly, the files must contain no spaces between the commas that separate fields, and no carriage returns.

You may save the formatted data files either in Notepad as a .txt file, or in Excel but as a .CSV (comma delimited) file and be uploaded to the FDSR system.

Example of a formatted CIHR SoA data file:

1,A,Baker,Lorie,H,234567,2005-03-15,2005-03-31,BCD234,123456,13.13,14.14,15.15,0,0,0,16.16,17.17,18.18,19.19,20.2,21.21,22.22,23.23,24.24,25.25,26.26,27.27,28.28,29.29,30.3,31.31,32.32,33.33,34.34,35.35,36.36,37.37,38.38

Example of a formatted NSERC SoA data file:

2,F,Aman,Abdur,F,12345,2005-03-15,2005-03-31,ABC123,RGPIN,1234567,2002,13.13,14.14,15.15,0,0,0,16.16,17.17,18.18,19.19,20.20,21.21,22.22,23.23,24.24,25.25,26.26,27.27,28.28,29.29,30.3,31.31,32.32,33.33,34.34,35.35,36.36,37.37,38.38

Example of a formatted NSERC GRF SoA data file:

2,F,Schmoe,Joe,F,995522,2006-03-15,2006-03-31,ABC123,GRF,0,2002,13.13,14.14,15.15,0,0,0,16.16,17.17,18.18,19.19,20.20,21.21,22.22,23.23,24.24,25.25,26.26,27.27,28.28,29.29,30.3,31.31,32.32,33.33,34.34,35.35,36.36,37.37,38.38

Example of a formatted SSHRC SoA data file:

3,A,Cross,Sylvie,J,345678,2005-03-15,2005-03-31,CDE345,410,1234,2001,13.13,14.14,15.15,0,0,0,16.16,17.17,18.18,19.19,20.2,21.21,22.22,23.23,24.24,25.25,26.26,27.27,28.28,29.29,30.3,31.31,32.32,33.33,34.34,35.35,36.36,37.37,38.38

Example of a formatted SSHRC GRF SoA data file:

3,F,Schmoe,Joseph,F,995522,2006-03-15,2006-03-31,CDE345,0,0,2006,13.13,14.14,15.15,0,0,0,16.16,17.17,18.18,19.19,20.2,21.21,22.22,23.23,24.24,25.25,26.26,27.27,28.28,29.29,30.3,31.31,32.32,33.33,34.34,35.35,36.36,37.37,38.38

Examples of a formatted NCE SoA data file:

5,A,LastName1,FirstName1,I1,6666,2008-09-02,2009-03-31,UNIVID1,NCE,10000,2009,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,CAN

NCE,A,LastName2,FirstName2,I2,7777,2008-01-13,2009-03-31,UNIVID2,NCE,7000,2009,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,MITACS