



GRANTS AND CONTRIBUTIONS ONLINE SERVICES (GCOS)

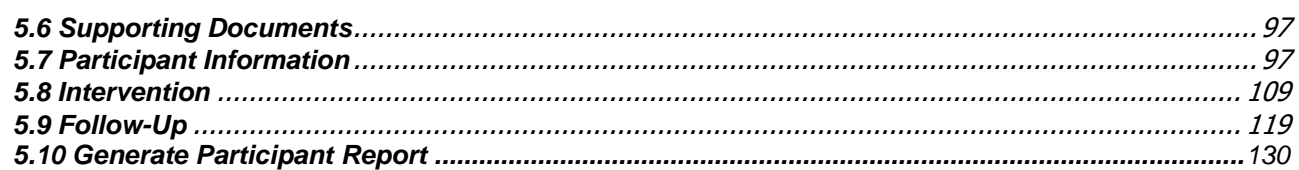
USER GUIDE: APPLICATIONS AND PROJECT MANAGEMENT





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Important things to remember

- **Web browsers:** The Grants and Contributions Online System (GCOS) are compatible with the following Web browsers: Windows Internet Explorer 9, Mozilla Firefox and Apple Safari. Users who opt to use Google Chrome could experience some difficulties.
- **Timeout feature:** After approximately 15 minutes of account inactivity, a warning message will be displayed informing you that the session is about to expire.
- **Upload Restrictions:** Each document uploaded to the GCOS cannot exceed 15MB in size; however there is no limit to how many documents can be uploaded.
- **Contact Us:** You can submit technical and non-technical questions to the GCOS team by clicking the Contact Us located under Help and Support.
- **Automated correspondence:** You should add the following e-mail address to your contacts: no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca to prevent e-mails from being sent to the junk/trash folder.
- **Creation of a GCOS account:** If you need help creating a GCOS account:
 - Consult the [User Guide: Account Registration](#)
 - Send an email to the GCOS team at NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca or
 - Contact the Employer Contact Center at 1-800-367-5693
- **Help text:** To clarify a question, click on "Question mark" located at the end of the question. For program-specific questions, click the Program Applicant Guide under Help and Support.

1. Getting started

You are required to go through a series of screens before being directed to the Welcome screen:

- Enter username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs&Cs Online Services

From the Welcome screen (Figure 1), you are able to:

- Access your list of applications and projects
- Add an application for funding
- Convert to Online
- Apply on a call for proposal

Figure 1 – Welcome Screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

[GCOS](#)

Welcome

Applications and Projects

The "Applications and Projects" screen displays a complete list of the organization's applications for funding and projects as well as the [status](#) of each.

The functions are dependent on the status of the application or project.

- 3 Active
- 3 Draft
- 1 ReadyToSign
- 2 Submitted

[View List of Applications and Projects](#) [Add an Application for Funding](#)

Convert to Online

If you wish to manage your project online, click on "Convert your existing project to GCOS".

[Convert your existing project to GCOS](#)

Open Call For Proposal

NF - Test CFP

CFP Identifier / Applicant Guide: [NF - Test CFP](#)

Program: Youth - Summer Work Experience

CFP Closing Date: June 30, 2020 12:00:00 AM EDT

CFP Time remaining: 704d 13h 28m

[Apply](#)

Youth – Summer Work Experience

CFP Identifier / Applicant Guide: [CFP-HQ-SWE-GR-2017-47](#)

Program: Youth - Summer Work Experience

CFP Closing Date: December 31, 2025 12:00:00 AM EST

CFP Time remaining: 2714d 14h 28m

[Apply](#)

Help and Support

[User Guides](#)

[Contact Us](#)

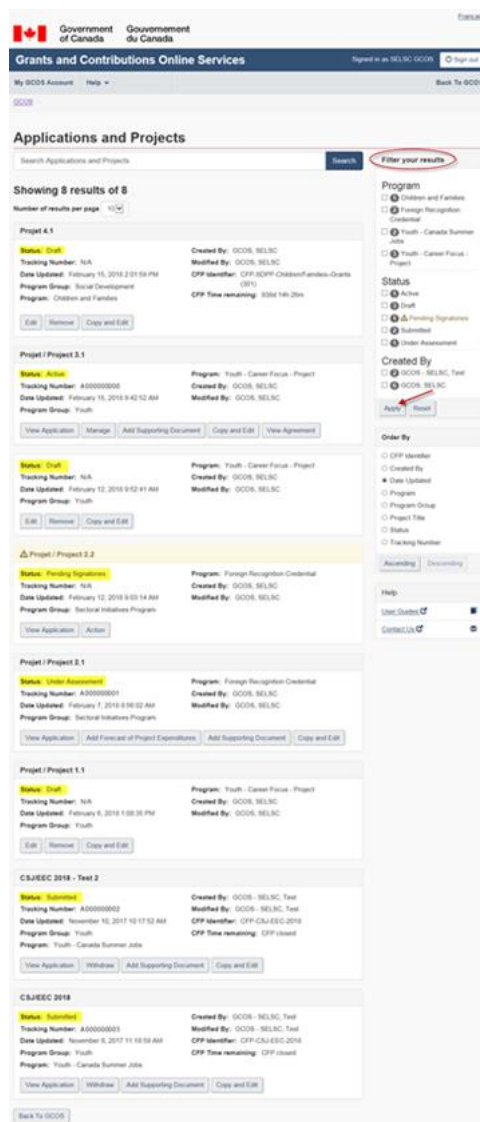
Text description of Figure 1

The welcome screen allows you to apply to a call for proposal or to a continuous intake funding program. It also permits you to access your list of existing applications and projects, and provides you with the link to convert your existing paper-based project to GCOS.

1.1 View list of applications and projects

To access the Applications and Projects screen (Figure 2) click View List of Applications and Projects on the Welcome Screen (Figure 1). The screen displays a list of the organization's applications for funding and projects as well as their status. The functions are dependent on the status of the application or project. You can filter your results by Program, by Status or by who created the application.

Figure 2 – Applications and Projects screen



Text description of Figure 2

The Applications and Projects screen displays a list of the organization's applications for funding and projects as well as their status.



1.1.1 Status

The current Status of each application or project is indicated in the status field on the Applications and Projects screen (Figure 2):

- Active: Department approved your application and you can submit project management documents
- Amendment in progress: changes to the agreement are in process (activities and/or budget). This status will remain until the agreement signature process is completed. The amendment is performed by the department.
- Draft: you are in the process of developing the application
- Pending Signatories: more signatories are required to sign the application before submitting to the Department
- Pending Re-Submission: application requires modifications. A departmental representative will contact you regarding the information required. Once you complete the modification, you will need to re-submit the application to the Department
- Ready to Sign: the authorized representatives of the organization need to sign the Agreement
- Rejected: the Department rejected the application
- Submitted: you successfully submitted the application to the Department
- Submission failed: you must re-submit the application due to a system error
- Under Assessment: the Department is assessing your application
- Withdrawn: you or the Department withdrew the application
- Closed: project is no longer active

The functions are dependent on the status of the application or project.

1.2 Add an application for funding

Click Add an Application for Funding on the Welcome screen (Figure 1) to apply on a program that has continuous intake as the intake method. This will direct you to the Program Selection screen (Figure 3).

Figure 3 – Program selection screen – Continuous intake

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [button: Sign out]

My GCOS Account Help and Support ▾

GCOS

Program Selection

For program-specific questions, click on the "Applicant Guide" link to access the program's Applicant Guide

* Program Group (Required) Select ▾

* Program (Required) Select ▾

* Project Title (Required) [Help](#) ⓘ

Next Back To GCOS

Help and Support

[User Guides](#) ⓘ

[Contact Us](#) ⓘ

Text description of Figure 3

The Program Selection screen displays the basic information regarding your application.

1.3 Convert to online

Please note that this section only applies to projects that have not been submitted through GCOS. You can convert your project as soon as your project has an agreement ready to be signed.

1.3.1 To Access the Convert to GCOS Function

You need to go through a series of screens before converting your project:

- Enter your username and password to access GCOS
- Click Continue
- Click on your organization name
- Click on Gs&Cs Online Services
- Click Convert your existing project to GCOS

- Enter your project number listed in your acknowledgement letter
- Click Convert (Figure 4)

Figure 4 – Convert to online

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out]

My GCOS Account Help and Support ▾

[GCOS](#)

Convert to GCOS

If you wish to manage your project online, please enter your project number. Your project number can be found in one of the following documents:

- Email notifying you of your project's approval
- Your signed financial agreement
- Correspondence received from your ESDC/Service Canada Representative

* Please enter the Project Number (Required)

[Convert](#) [Back To GCOS](#)

Help and Support

[User Guides](#)

[Contact Us](#)

Text description of Figure 4

The Convert to GCOS screen allows you to convert your paper based project to online.

1.4 Apply on a call for proposal

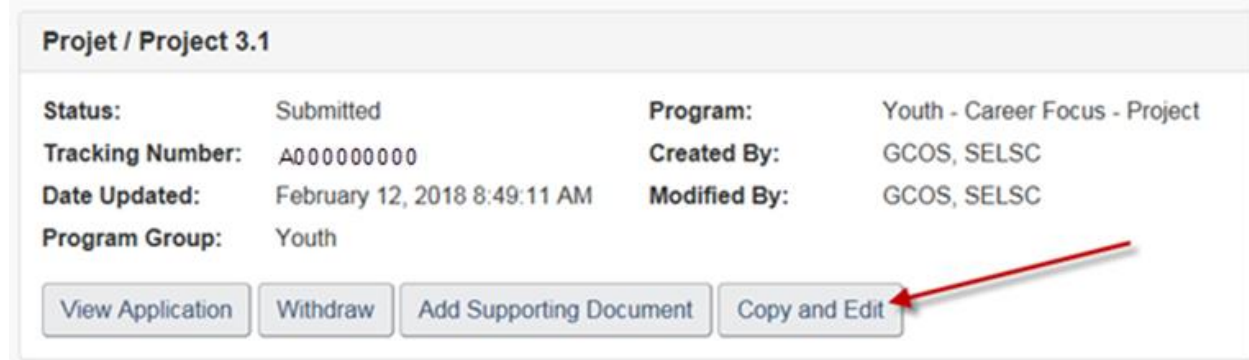
All the open calls for proposals are displayed under the Open Call for Proposal section of the Welcome Screen (Figure 1). Clicking Apply will bring you to the Program Selection screen (Figure 5). To apply to the Canada Summer Jobs Call for proposal, visit the [CSJ User guides](#).

- Program Group and Program are pre-filled
- Enter a brief and descriptive title
- A link to the Applicant guide is available to help answer program specific questions
- Click Next to create your application
- Click Back to home to return to the Welcome screen

- Enter your username and password in [GCOS](#) and click Continue
- Click your Organization's name
- Click Gs&Cs Online Services
- Click View List of Applications and Projects
- Retrieve the application or project you wish to copy
- Click Copy and Edit (Figure 6)
- Click Yes (Figure 7)
- Some of the screens are pre-filled
- Review the application and make the necessary modifications
- Refer to section [2.16 Review and Submit application](#) to submit your new application

Important: You will not be able to use the Copy and Edit function on a converted project.

Figure 6 – Copy & edit an existing application



Project / Project 3.1

Status:	Submitted	Program:	Youth - Career Focus - Project
Tracking Number:	A000000000	Created By:	GCOS, SELSC
Date Updated:	February 12, 2018 8:49:11 AM	Modified By:	GCOS, SELSC
Program Group:	Youth		

Text


description of Figure 6

The Copy and Edit button allows you to Copy and Edit the content of a previously created application to create a new one.



Figure 7 – Copy and edit confirmation screen

[Français](#)



Government of Canada
Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▼



[GCOS](#) → [Applications and Projects](#)



Copy and Edit



You are about to make a copy of the Application **OF - Follow-up Test**. Note that the following fields: Project Title, Planned Project Start Date, Planned Project End Date, Anticipated Sources of Funding, Budget, Budget Details and Forecast of Project Expenditures will not be copied. You will need to complete these screens (if required) to submit the application. All screens should be reviewed prior to the submission. Do you want to continue?

Assign to:

Help and Support

[Program Applicant Guide](#)  

[User Guides](#)  

[Contact Us](#)  

Text description of Figure 7

The Copy and Edit Confirmation screen confirms that you are about to make a copy of a specific application.

2. Submitting an application for funding

If you started an application however did not finish it, you can return to this application by using the Draft Hyperlink found in the Applications and Projects section of the Welcome screen (Figure 8).

Figure 8 – Applications and projects section of the welcome screen


Applications and Projects

The "Applications and Projects" screen displays a complete list of the organization's applications for funding and projects as well as the [status](#) ⓘ of each.

The functions are dependent on the status of the application or project.

12 [Active](#)

14 [Draft](#)

4  [ReadyToSign](#)

1 [Submission failed](#)

10 [Submitted](#)

18 [Under Assessment](#)

[View List of Applications and Projects](#)

[Add an Application for Funding](#)

Text description of Figure 8

The Applications and Projects section of the welcome screen provides you with the amount of applications and project you have per status, permits you to view your list of applications and Projects and permits you to add an application for funding.



2.1 Do You Have the Rights to Create and Submit an Application?

If you are the Primary Officer of the organization, you automatically have the rights to create and submit an application. If you are a representative of the organization, you should verify if you have the required rights by following these steps:

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs&Cs Online Services
- Click My GCOS Account in the top menu
- Click Representatives
- Identify your name
- Click View
- Ensure the "Create" and "Submit" checkboxes for application for funding are selected

If the "Create" and/or "Submit" checkboxes for application for funding are not selected, please contact the Primary Officer of your organization or an authorized representative as they will be able to delegate you the appropriate rights.

2.2 Creating a new application

Clicking the Apply link in the Open Call for Proposal table (Figure 1) or the Add an Application for Funding link on the Welcome screen (Figure 1) will direct you to the Program Selection screen (Figure 9).

- The Program Group and Program fields are pre-populated only if you are applying on a call for proposal
- Enter a brief and descriptive project title
- A link to the Program Guidelines will appear as you choose the program to help answer program specific questions
- Click Next which will create and allow you to complete your application

Figure 9 – Program selection screen

The screenshot shows the 'Program Selection' screen of the Grants and Contributions Online Services (GCOS) portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. Below this bar is a navigation bar with 'My GCOS Account' and 'Help and Support' (with a dropdown arrow). The main content area is titled 'Program Selection' and contains a light blue banner with an information icon and the text: 'For program-specific questions, click on the "Applicant Guide" link to access the program's Applicant Guide'. Below the banner is a form with three required fields: '* Program Group (Required)' with a dropdown menu showing 'Youth'; '* Program (Required)' with a dropdown menu showing 'Youth - Career Focus - Project'; and '* Project Title (Required)' with a text input field containing 'Projet / Project 1.1'. There is a 'Help' icon next to the Project Title field. Below the form is an 'Applicant Guide' link with an external link icon. To the right of the form is a 'Help and Support' section with links for 'User Guides' (with an external link icon) and 'Contact Us' (with an external link icon). At the bottom of the form are two buttons: 'Next' and 'Back To GCOS'.

Text description of Figure 9

The Program Selection screen displays the basic information regarding your application.

2.2.1 Summary of application

The Summary of Application screen (Figure 10) is where you access and complete all the screens of your application.

On the left, a list of screens are identified by different colors (green = completed, yellow = incomplete and blue = information).

On the right, a summary of all the screens is available. If you click on the title, it brings you to the section to edit or view the information. A confirmation message displays each time you save a screen.

The Help section provides you with a quick access to: Program Guidelines, User Guide and Contact Us functionalities.

Figure 10 – Summary of application

Government of Canada / Gouvernement du Canada [Français](#)

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▾

[GCOS](#) ▸ [Applications and Projects](#)

Projet / Project 1.1

Program Selection

Program Group: Youth
Program: Youth - Skills Link

✓ Successfully saved on August 6, 2018

[Select Program](#)

Project Identification

The Project Identification is used to capture the planned project start and end dates.

⚠ Project Identification hasn't been completed yet

[Edit Project Identification](#)

Mailing Address

The Mailing Address is used to capture the mailing address specific to this application. All correspondence will be sent to this address, including any payments.

⚠ Mailing Address hasn't been completed yet

[Select Mailing Address](#)

Organization Contacts

The Organization Contacts is used to capture contacts for this application.

⚠ The primary contacts hasn't been added yet

[View Organization Contacts](#) [Add new contact](#) [Add Myself as a contact](#)

Organizational Capacity

The Organizational Capacity is used to capture details relevant to the organization's capacity to properly manage this project.

⚠ Organizational Capacity hasn't been completed yet

[Edit Organizational Capacity](#)

On This Page

Completed: ✓ Mandatory: ⚠ Optional: ▢
Error: ✖

- [Program Selection](#) ✓
- [Project Identification](#) ⚠
- [Mailing Address](#) ⚠
- [Organization Contacts](#) ⚠
- [Organizational Capacity](#) ⚠
- [Amounts Due](#) ▢
- [Project Description](#) ⚠
- [Project Details](#) ⚠
- [Project Locations](#) ✓
- [Budget](#) ⚠
- [Anticipated Sources of Contribution](#) ⚠
- [Budget Details](#) ⚠
- [Supporting Documents](#) ▢
- [Forecast of Project Expenditures](#) ▢
- [Review & Submit](#) ⚠

Help and Support

- [Program Applicant Guide](#) 📄
- [User Guides](#) 📖
- [Contact Us](#) ✉

Text description of Figure 10

The Summary of Application screen displays all the screens of your application that need to be completed.



2.3 Project identification

Enter the planned project start and end dates on the Project Identification screen (Figure 12).

- Click Edit Project Identification (Figure 11)
- Enter Planned Project Start and End Dates
- Click Save
- Back to Application will bring you back to the summary of application screen

Figure 11 – Summary of application - Project identification

Project Identification [↑ \(Top of Page\)](#)

The Project Identification is used to capture the planned project start and end dates.

⚠ Project Identification hasn't been completed yet

[Edit Project Identification](#)

Text description of Figure 11

The Project Identification screen is used to enter the project start and end dates.

Figure 12 – Project identification screen

Government of Canada / Gouvernement du Canada [Français](#)

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Application](#)

Project Identification

* **Project Title** [Help](#) **(Required)**

* **Planned Project Start Date** [Help](#) **(Required)** [Valid Date Format](#)

* **Planned Project End Date** [Help](#) **(Required)** [Valid Date Format](#)

[Save](#) [Back To Application](#)

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 12

The Project Identification screen is used to enter the project start and end dates.



2.4 Mailing address


You can select the mailing address specific to this application on the Mailing Address screen (Figure 14). All correspondence is sent to this address, including payments if the direct deposit is not activated.

- Click select Mailing Address (Figure 13)
- Select the mailing address for this application
- Click Save
- Back to Application will bring you to the Summary of the application screen

Figure 13 – Summary of application - Mailing address

Mailing Address [↑ \(Top of Page\)](#)

The Mailing Address is used to capture the mailing address specific to this application. All correspondence will be sent to this address, including any payments.

 Mailing Address hasn't been completed yet

Select Mailing Address

Text description of Figure 13

The Mailing Address screen is used to select the mailing address specific to your application.

Figure 14 – Mailing address screen

The screenshot shows the 'Mailing Address' screen of the Grants and Contributions Online Services (GCOS) portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue bar with the text 'Grants and Contributions Online Services' and 'Signed in as' followed by a 'Sign out' button. Below this bar is a navigation menu with 'My GCOS Account' and 'Help and Support'. Below the navigation menu is a breadcrumb trail: 'GCOS → Applications and Projects → Application'. The main content area has a heading 'Mailing Address' and a paragraph explaining that the displayed mailing addresses correspond to the addresses included in the organization's account. It also provides a link to the 'User Guide: Applications and Project Management'. Below this paragraph is a list of mailing addresses with radio buttons for selection. The first address is '1111 Test, Orleans, Ontario K4A3P7' and the second is '2222 Test, Orléans, Ontario K1C1T1'. A red asterisk and the text '* Please select the mailing address for this application. All correspondence will be sent to this address, including any payments. (Required)' are displayed to the left of the list. At the bottom left are two buttons: 'Save' and 'Back To Application'. On the right side of the screen is a 'Help and Support' sidebar with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

[Français](#)

Government of Canada **Gouvernement du Canada**

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▼

[GCOS](#) → [Applications and Projects](#) → [Application](#)

Mailing Address

The displayed mailing addresses correspond to the addresses included in your organization's account. To add a mailing address, consult the [User Guide: Applications and Project Management](#).



*** Please select the mailing address for this application. All correspondence will be sent to this address, including any payments. (Required)**



☐ 1111 Test
Orleans, Ontario K4A3P7



☐ 2222 Test
Orléans, Ontario K1C1T1

[Save](#) [Back To Application](#)

Help and Support

[Program Applicant Guide](#)  

[User Guides](#)  

[Contact Us](#)  

Text description of Figure 14

The Mailing Address screen is used to select the mailing address specific to your application.

Follow the steps below if no mailing address appears on the screen:

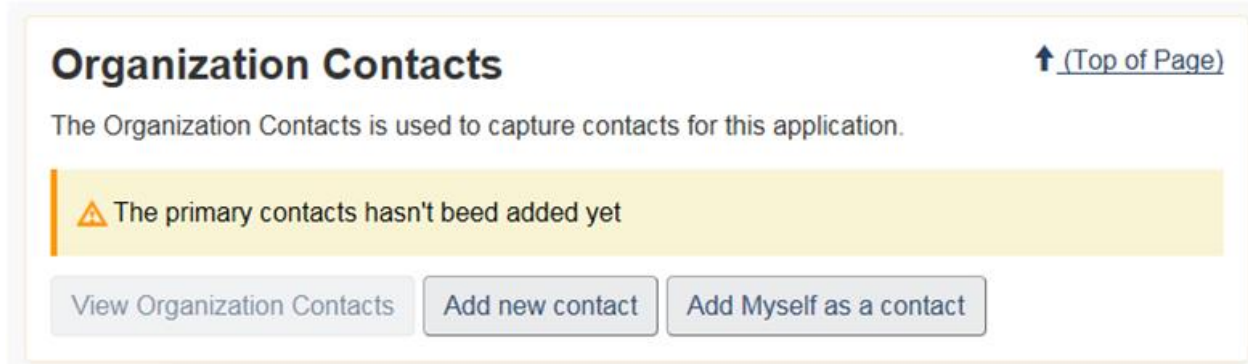
- Click My GCOS Account in the top menu
- Click My Organizations
- Click the organization name for which you want to add a mailing address
- Click Manage Addresses
- Click Add Address
- Once saved, the address will display on the Mailing Address screen
- To return to your application, click My Organizations in the top menu
- Click the organization for which you added the mailing address
- Click Gs&Cs Online Services
- Click Draft or View List of Applications and Projects
- Retrieve your application and click on Edit
- Click Mailing address
- Select the mailing address for this application
- Click Save

Back to Application will bring you to the Summary of application screen

2.5 Organization contacts

The contact person whom the department communicates with regarding the application or any consequent agreement is captured under the Organization Contacts screen (Figure 16). You may edit or remove the contacts at any time. However, there must be a main application contact at all times. You can add a new contact or you can add yourself as a contact.

Figure 15 – Summary of application - Organization contacts



Text description of Figure 15

The Organization Contacts screen is used to add contacts to your application.

Add new Contact: (Figure 15)

- Click Add new contact
- Complete all required fields
- Click Save

Back to Organization contact will bring you to the Organization Contacts screen (Figure 17)

Add yourself as a Contact: (Figure 15)

- Click Add Myself as a Contact
- Ensure that the pre-filled information is correct (Figure 16)
- Select the contact type and contact address
- Click Save

Back to Organization contact will bring you to the Organization Contacts screen

Figure 16 – Contacts details screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Name] [Sign out]

My GCOS Account Help and Support

GCOS → Applications and Projects → Application → Organization Contacts

Contact Details

* Given Name (Required) [Text Field]

* Surname (Required) [Text Field]

* Position Title (Required) [Text Field]

* Contact Type (Required) [Select]

* Preferred language of communication - Written (Required)
☐ English
☐ French

* Preferred language of communication - Spoken (Required)
☐ English
☐ French

* Contact Address (Required) [Select]

* Address Line 1 (Required) [Text Field]

Address Line 2 [Text Field]

* City or Town (Required) [Text Field]

* Province or Territory (Required) [Select]

* Postal Code (Required) [Text Field]

Country [Text Field: Canada]

* Telephone Number (Required)
Area Code [Text Field] Telephone Num [Text Field] Ext. [Text Field] Extension [Text Field]

Fax Number
Area Code [Text Field] Fax Number [Text Field]

* E-mail Address (Required) [Text Field]

Save Back To Organization Contacts

Help and Support

Program Applicant Guide [Icon]

User Guides [Icon]

Contact Us [Icon]

Text description of Figure 16

The Contact Details screen is used to enter the details of the contact person whom the department communicates with regarding the application or any consequent agreement.

Figure 17 –Organization contact summary screen

The screenshot shows the 'Organization Contacts' page in the GCOS portal. The header includes the Government of Canada logo and the text 'Grants and Contributions Online Services'. The user is signed in as 'Signed in as' with a 'Sign out' button. The breadcrumb trail is 'GCOS → Applications and Projects → Application'. The main heading is 'Organization Contacts'. Below this is a search bar with the text 'Search Organization Contacts' and a 'Search' button. The results section shows 'Showing 2 results of 2' and a dropdown for 'Number of results per page' set to '10'. There are two contact entries. The first entry is a 'Primary Contact' with 'Given Name: Test', 'Surname: Name 1', and 'Telephone Number: 613-555-1234'. It has 'Edit' and 'Remove' buttons. The second entry has 'Given Name: Test', 'Surname: Name 2', 'Telephone Number: 613-555-4321', and 'Contact Type: Project Activity Contact'. It has 'Edit', 'Remove', and 'Set As Primary Contact' buttons. At the bottom left are 'Add' and 'Back To Application' buttons. On the right side, there are filters for 'Contact Type' (Cheque Signing Authority, Primary Contact, Project Activity Contact) and 'Order By' (Contact Type, Given Name, Surname) with 'Ascending' and 'Descending' options. A 'Help and Support' section at the bottom right contains links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [button: Sign out]

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Application

Organization Contacts

Search Organization Contacts [button: Search]

Showing 2 results of 2

Number of results per page 10 ▾

Primary Contact

Given Name: Test Telephone Number: 613-555-1234

Surname: Name 1

[button: Edit] [button: Remove]

Given Name: Test Telephone Number: 613-555-4321

Surname: Name 2 Contact Type: Project Activity Contact

[button: Edit] [button: Remove] [button: Set As Primary Contact]

[button: Add] [button: Back To Application]

Filter your results

Contact Type

☐ 1 Cheque Signing Authority

☐ 1 Primary Contact

☐ 1 Project Activity Contact

[button: Apply] [button: Reset]

Order By

☐ Contact Type

☒ Given Name

☐ Surname

[button: Ascending] [button: Descending]

Help and Support

[Program Applicant Guide](#) [icon]

[User Guides](#) [icon]

[Contact Us](#) [icon]

Text description of Figure 17

The Organization Contacts screen provides you with a summary of all contacts for this application.

Back to Application will bring you to the Summary of application screen



2.6 Organizational capacity

Details relevant to your organization's capacity to properly manage this project are captured under the Organization Capacity screen (Figure 19).

- Click Edit Organizational Capacity (Figure 18)
- Complete required fields (Figure 19)
- Click Save

Back to Application will bring you to the Summary of the application screen

Figure 18 – Summary of application - Organizational capacity

Organizational Capacity [↑ \(Top of Page\)](#)

The Organizational Capacity is used to capture details relevant to the organization's capacity to properly manage this project.

⚠ Organizational Capacity hasn't been completed yet

[Edit Organizational Capacity](#)

Text description of Figure 18

The Organizational Capacity screen is used to enter details regarding your organization's capacity to manage this project.

Figure 19 – Organizational capacity screen

The screenshot shows the 'Organizational Capacity' screen within the 'Grants and Contributions Online Services' portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. A secondary navigation bar contains 'My GCOS Account' and 'Help and Support'. The main content area has a breadcrumb trail: 'GCOS → Applications and Projects → Application'. The title 'Organizational Capacity' is prominently displayed. Below the title, a warning states: 'Please do not include sensitive information, such as a Social Insurance Number, personal finance data and medical or work history.' The form includes three main sections: 1. 'How many employees does your organization currently have?' with a text input field and a 'Help' link. 2. '* Has your organization undergone any important transformations in the past two (2) years?' with radio buttons for 'Yes' and 'No', and a 'Help' link. 3. '* Please describe how your organization has the experience and expertise to carry out the proposed project activities. If applicable, please include any past experience(s) with ESDC and the results of the project(s). (Maximum 30000 characters)' with a large text area, a 'Show More' button, and a 'Help' link. All three sections are marked as '(Required)'. On the right side, there is a 'Help and Support' sidebar with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'. At the bottom left, there are 'Save' and 'Back To Application' buttons.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [button] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Application

Organizational Capacity

Please **do not** include **sensitive information**, such as a Social Insurance Number, personal finance data and medical or work history.

How many employees does your organization currently have?

[Help](#)

* Has your organization undergone any important transformations in the past two (2) years? ☐ Yes ☐ No

[Help](#)

(Required)

* Please describe how your organization has the experience and expertise to carry out the proposed project activities. If applicable, please include any past experience(s) with ESDC and the results of the project(s). (Maximum 30000 characters)

[Help](#)

(Required)

[Show More](#)

[Program Applicant Guide](#)

[User Guides](#)

[Contact Us](#)

Save Back To Application

Text description of Figure 19

The Organizational Capacity screen is used to enter details regarding your organization's capacity to manage this project.

2.7 Amounts due

If your organization owes dues to the Government of Canada, you may declare it under the Amounts Due screen (Figure 21). If you have no amounts due to the Government of Canada, please do not complete this screen.



Figure 20 – Summary of application - Amounts due

Amounts Due [↑ \(Top of Page\)](#)

The Amounts Due is used to capture any amounts your organization owes to the Government of Canada. If you have no amounts due, please do not complete the screen.

i There is no Amounts Due

[View Amounts Due](#) [Add Amount Due](#)

Text description of Figure 20

The Amounts Due screen is used to declare any amounts your organization owes to the Government of Canada.

- Click Add amount due (Figure 20)
- Complete all required fields (Figure 21)
- Click Save

Back to Amounts Due brings you to the summary of your amounts due (Figure 22)

Figure 21 – Amounts due details

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

i You must enter a value in a numeric format. Value should be rounded to the nearest whole number (i.e.: no decimal)

* Department or agency to which amount is owed (Required)

* Amount Owing (Required)

* Nature of amount owing (e.g. taxes, penalties, overpayments) (Required)

Is a payment plan in place? ☐ Yes ☐ No

[Save](#) [Back To Amounts Due](#)

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 21

The Amounts Due screen is used to declare any amounts your organization owes to the Government of Canada.

Figure 22 – Amounts due summary

The screenshot displays the 'Amounts Due' summary screen within the Grants and Contributions Online Services (GCOS) portal. At the top, the Government of Canada logo and navigation links are visible. The main header reads 'Grants and Contributions Online Services'. Below this, there are links for 'My GCOS Account' and 'Help and Support'. The breadcrumb trail indicates the user is in 'GCOS > Applications and Projects > Application'. The 'Amounts Due' section features a search bar and a 'Search' button. It shows 'Showing 1 result of 1' with a dropdown for 'Number of results per page' set to 10. The result is from the 'Canada Revenue Agency' and lists the following details: 'Amount Owing: 100', 'Nature of amount owing (e.g. taxes, penalties, overpayments): Taxes', and 'Is a payment plan in place?: Yes'. There are 'Edit' and 'Remove' buttons for this entry. At the bottom left, there are 'Add' and 'Back To Application' buttons. On the right side, there are filter options under 'Filter your results', including 'Department or agency to which amount is owed' (with a checkbox for 'Canada Revenue Agency'), 'Amount Owing' (with 'Between' and 'And' filters set to 100), and 'Order By' (with radio buttons for 'Amount Owing' and 'Department or agency to which amount is owed', and 'Ascending'/'Descending' buttons).

Text description of Figure 22

The Amounts Due Summary screen provides a summary of any amounts your organization owes to the Government of Canada.

- You may edit or remove the amounts due at any time.
- Back to Application will bring you to the Summary of application screen

2.8 Project description

Enter details relevant to this project under the Project Description screen (Figure 24). The Department will use this information to assess the quality of the project and funding eligibility.




Figure 23 – Summary of application - Project description

Project Description

[↑ \(Top of Page\)](#)

The Project Description is used to capture details relevant to this project.

 Project Description hasn't been completed yet

Edit Project Description

Text description of Figure 23

The Project Description screen is used to enter details relevant to your project.

- Click Edit Project Description (Figure 23)
- Complete all required fields (Figure 24)
- Click Save

Back to Application will bring you to the Summary of application screen

Figure 24 – Project description screen

The screenshot shows the 'Project Description' screen within the 'Grants and Contributions Online Services' portal. At the top, there is a header with the Government of Canada logo and name in both English and French, a 'Français' link, and a navigation bar with 'Grants and Contributions Online Services', 'Signed in as', and a 'Sign out' button. Below the header, there are links for 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Project Description' and includes a warning: 'Please do not include sensitive information, such as a Social Insurance Number, personal finance data and medical or work history.' There are three main sections for input, each with a 'Show More' button:

- Project Objectives:** (They must be clearly linked to the objectives of the program to which you are applying.) (Maximum 30000 characters). Includes a 'Help' icon and '(Required)' label.
- Project Activities:** (They must be broken down into clear steps.) (Maximum 30000 characters). Includes a 'Help' icon and '(Required)' label.
- Expected Results of the Project:** (They must be clearly linked to the project objectives and be specific, concrete and measurable.) (Maximum 30000 characters). Includes a 'Help' icon and '(Required)' label.

On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'. At the bottom, there are 'Save' and 'Back To Application' buttons.

Text description of Figure 24

The Project Description screen is used to enter details relevant to your project.



2.9 Project details

Provide further details on the project's activities and priorities they address under the Project Details screen (Figure 26).

Figure 25 – Summary of application - Project details

Project Details [↑ \(Top of Page\)](#)

The Project Details is used to capture further details on the project's activities and the priorities they address.

⚠ Project Details hasn't been completed yet

[Edit Project Details](#)

Text

Text description of Figure 25

The Project Details screen is used to provide details on the project's activities and priorities they address.

- Click Edit Project Details (Figure 25)
- Answer each question by answering yes or no (Figure 26)
- Answering Yes to any of these questions will generate a text box (Figure 27) which you are required to complete
- Click Save

Back to Application will bring you to the Summary of application screen

Figure 26 – Project details screen

The screenshot shows the 'Project Details' screen of the Grants and Contributions Online Services portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a language selector for 'Français'. Below the header is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. Below the navigation bar is a light blue sidebar with links for 'My GCOS Account' and 'Help and Support'. The main content area has a breadcrumb trail: 'GCOS → Applications and Projects → Application'. The title 'Project Details' is prominently displayed. Below the title is a warning message: 'Please do not include sensitive information, such as a Social Insurance Number, personal finance data and medical or work history.' The form contains five required questions, each with a 'Help' link and a '(Required)' label. The questions are: 1. 'Does the project include Results Measurement indicators?' with radio buttons for 'Yes' and 'No'. 2. 'Does this proposed project fit with your organization's other activities?' with radio buttons for 'Yes' and 'No'. 3. 'Is your project designed to benefit or involve people in English or French-language minority communities?' with radio buttons for 'Yes' and 'No'. 4. 'Will any other organizations, networks or partners be involved in carrying out the project?' with radio buttons for 'Yes' and 'No'. 5. 'Does the project address the program's national, regional or local priorities?' with radio buttons for 'Yes' and 'No'. A light blue information box contains a note about the Canadian Environmental Assessment Act, 2012 (CEAA 2012), stating that applicants need to verify if their proposed activities are listed under the Act and provide a link to the Canadian Environmental Assessment Agency's Regulations Designating Physical Activities. At the bottom of the form are two buttons: 'Save' and 'Back To Application'.

[Français](#)

Government of Canada **Gouvernement du Canada**

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▼

[GCOS](#) → [Applications and Projects](#) → [Application](#)

Project Details

Please **do not** include sensitive information, such as a Social Insurance Number, personal finance data and medical or work history.

*** Does the project include Results Measurement indicators?** ☐ Yes ☐ No
[Help](#)
(Required)

*** Does this proposed project fit with your organization's other activities?** ☐ Yes ☐ No
[Help](#)
(Required)

*** Is your project designed to benefit or involve people in English or French-language minority communities?** ☐ Yes ☐ No
[Help](#)
(Required)

*** Will any other organizations, networks or partners be involved in carrying out the project?** ☐ Yes ☐ No
[Help](#)
(Required)

*** Does the project address the program's national, regional or local priorities?** ☐ Yes ☐ No
[Help](#)
(Required)

Applicants need to verify if their proposed activities are listed under the *Canadian Environmental Assessment Act, 2012 (CEAA 2012)*. Please visit [Canadian Environmental Assessment Agency](#) to access the list of *Regulations Designating Physical Activities*.
If 'No', an environmental assessment is not required.

*** Does your project include activities that are listed in the Canadian Environmental Assessment Agency's Regulations Designating Physical Activities established under the CEAA 2012?** ☐ Yes ☐ No
(Required)

[Save](#) [Back To Application](#)

Help and Support

[Program Applicant Guide](#)

[User Guides](#)

[Contact Us](#)

Text description of Figure 26

The Project Details screen is used to provide details on the project's activities and priorities they address.



Figure 27 – Project details screen – Text box

*** Does the project include Results Measurement indicators?** ☒ Yes ☐ No
(Required) ?

If 'yes', please describe how you will meet and track the expected results of the project (Maximum 30000 characters)

[Show More](#)

Text

description of Figure 27

The Project Details Text boxes are used to provide details on how the project's activities and priorities they address meet all the different criteria.

2.10 Project locations

By default, your organization's main address is displayed as the main location of the activities on the Project Locations screen (Figure29).

Figure 28 – Summary of application - Project locations

Project Locations [↑ \(Top of Page\)](#)

The Project Locations is used to capture a main location of the activites for the project.

☒ The Main Project Locations has been set

[View Project Locations](#) [Add Project Location](#)

Text

Text description of Figure 28

The Project Locations screen is used to add a location of activities.

- Click Add Project location (Figure 28) which will direct you to the Location Details Screen (Figure 29)
- Complete all required fields
- Click Save

Text description of Figure 29

The Location Details screen is used to add a location of activities.

Back to Project Locations brings you to the summary of your projects locations (Figure 30)

Figure 30 – Summary of project locations

The screenshot shows the 'Project Locations' page in the GCOS system. At the top, there's a header with the Government of Canada logo and navigation links. Below the header, a dark blue bar contains 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' option. A secondary bar has 'My GCOS Account' and 'Help and Support'. The main content area has a breadcrumb trail: 'GCOS → Applications and Projects → Application'. The title 'Project Locations' is followed by a note: 'If any of the project activities will be delivered in a different location than the main mailing address of the organization, please add each location.' Below this is a search bar with the placeholder 'Search Project Locations' and a 'Search' button. The results section shows 'Showing 1 result of 1' and a dropdown for 'Number of results per page' set to 10. A table with one row shows the 'Main Location' with details: 'Address Line 1: 111 Test Rd.', 'Address Line 2:', 'City or Town: Ottawa', 'Province or Territory: Ontario', and 'Postal Code: K4A3P7'. There are 'Edit' and 'Remove' buttons for this location. At the bottom left are 'Add' and 'Back To Application' buttons. On the right, a 'Filter your results' sidebar allows filtering by 'City or Town' (Hammond), 'Province or Territory' (Ontario), and 'Order By' (Address Line 1, Address Line 2, City or Town, Postal Code, Province or Territory). It also has 'Apply', 'Reset', 'Ascending', and 'Descending' options.

Text description of Figure 30


The Project Locations screen is used to add a location of activities. The displayed address is your organization's main mailing address.

- You may edit or remove the proposed locations of the activities at any time. However, there can only be one main Location
- Back to Application will bring you to the Summary of application screen

2.11 Budget

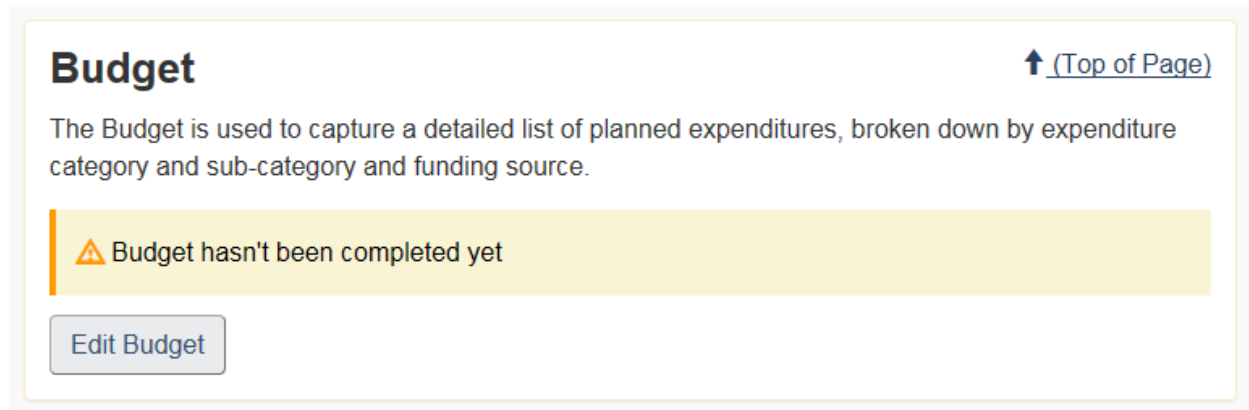
Provide a detailed list of planned expenditures, broken down by expenditure category, sub-category and funding source under the Budget screen (Figure 32). The Department will use this information:

- To determine the overall cost of this project
- To determine whether costs are linked to the activities

- 
- To determine the general nature of the expenditures to be covered by all anticipated sources of funding


The Total Planned Expenditures must also equal the amounts displayed in the Cash and In-kind columns on the Anticipated Sources of Contribution screen.

Figure 31 – Summary of Application - Budget



Budget [↑ \(Top of Page\)](#)

The Budget is used to capture a detailed list of planned expenditures, broken down by expenditure category and sub-category and funding source.

 Budget hasn't been completed yet


[Edit Budget](#)

Text description of Figure 31:

The Budget screen is used to provide a detailed list of planned expenditures.

- Click Edit Budget (Figure 31)
- Enter your planned expenditures by cost categories and by source of funding (Figure 32)
- Click Save
- Back to Application will bring you to the Summary of application screen

Figure 32 – Budget screen



Government of Canada
Gouvernement du Canada

Français

Grants and Contributions Online Services

Signed in as

Sign out

My GCOS Account
Help and Support

GCOS → Applications and Projects → Application

Budget

The information will be used to determine the overall cost of this project, whether costs are linked to the activity, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

Please enter your planned expenditures by cost categories.

The amounts displayed in the "Total Planned Expenditures" row must also equal the amounts displayed in the "Cash" and "In-kind" columns on the "Anticipated Sources of Contribution" screen.

Planned Expenditures

Cost Category	ESDC	Other - Cash	Other - In-kind
Administrative Costs			
Administrative Costs Help	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Capital Costs			
Capital Assets Help	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Direct Costs			
Staff Wages Help	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Participant Costs Help	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Project Costs Help	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Rent Help	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel Help	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Planned Expenditures	0	0	0

Help and Support

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[User Guides](#)

[Contact Us](#)

Save

Back To Application

Text description of Figure 32:

The Budget screen is used to provide a detailed list of planned expenditures, broken down by



2.12 Anticipated sources of contribution

Provide details on how your project will be funded under the Anticipated Sources of Contribution screen (Figure 33). The Department will use this information to verify that the funding request conforms to any stacking limit or requirement for funding from other sources. Other sources of funding includes any source of funding you will receive (including your organization) other than the requested amount from ESDC. You may edit or remove the anticipated sources of contribution at any time, except for the Department's contribution which can only be edited on the Budget screen.

The ESDC Cash amount field will be populated from the amounts entered on the Budget screen. Should you have additional organizations that will contribute funds and/or in-kind contributions to this project, please add them subsequently.

The amounts displayed in the Cash and In-kind columns **must equal** the Total Planned Expenditures totals on the Budget screen.

Figure 33 – Summary of application - Anticipated sources of contribution

Anticipated Sources of Contribution [↑ \(Top of Page\)](#)

The Anticipated Sources of Contribution is used to capture details on how this project will be funded.

⚠ The ESDC amount hasn't been added yet

[View/Add Anticipated Sources of Contribution](#)

Text description of Figure 33


The Anticipated Sources of Contribution screen is used to provide details on how this project will be funded.

- Click View/Add Anticipated Sources of Contribution (Figure 33)
- The ESDC amount will be populated from the amounts entered on the Budget screen
- Click Add Anticipated Sources of Contribution to enter another source of funding (Figure 34)
- Complete all required fields (Figure 35)
- Click Save

Back to Application will bring you to the Summary of application screen



Figure 34 – Anticipated sources of contribution screen



Government
of Canada

Gouvernement
du Canada

[Français](#)

Grants and Contributions Online Services

Signed in as

Sign out

My GCOS Account

Help and Support ▾

[GCOS](#) → [Applications and Projects](#) → [Application](#)

Anticipated Sources of Contribution

ESDC's funding programs generally encourage and/or require applicants to seek cash and/or in-kind contributions for their proposed project from other sources of funding. Each program has a "stacking limit", that is, a maximum permitted amount of combined funding from federal ,provincial, territorial and municipal governments for any one project or initiative. Contributions to the project cannot exceed 100% of eligible expenditures.

ESDC uses the information provided in this section to verify that your funding request conforms to any stacking limit or requirement for funding from other sources.

The ESDC Cash amount field will be populated from the amounts entered on the Budget screen. Should you have additional organizations that will contribute funds and/or in-kind contributions to this project, please add them subsequently.

Search Anticipated Sources of Contribution

Search

Showing 1 result of 1

Number of results per page 10 ▾

ESDC

Source Type: ESDC

Cash: 30500

In-kind: N/A

Confirmed Cash: No

Confirmed In-kind: No

Add Anticipated Sources of Contribution

Back To Application

Filter your results

Source Type

☐ 1 ESDC

Cash

Between

30500

And

30500

In-kind

Between

0

And

0

Apply

Reset

Text description of Figure 34

The Anticipated Sources of Contribution screen is used to provide details on how this project will be funded.

Figure 35 – Anticipated sources of contribution screen

The screenshot shows the 'Anticipated Sources of Contribution' screen within the 'Grants and Contributions Online Services' portal. The header includes the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. The breadcrumb trail is: GCOS → Applications and Projects → Application → Anticipated Sources of Contribution. The main section is titled 'Contribution Details' and contains the following fields:

- * Source Name** (Required): A text input field with a 'Help' icon.
- * Source Type** (Required): A dropdown menu with 'Select' as the current value.
- Cash**: A text input field.
- In-kind** (Required): A text input field with a 'Help' icon.
- * Confirmed Cash** (Required): Radio buttons for 'Yes' and 'No' (selected).
- * Confirmed In-kind** (Required): Radio buttons for 'Yes' and 'No' (selected).

At the bottom, there are two buttons: 'Save' and 'Back To Anticipated Sources of Contribution'. On the right side, there is a 'Help and Support' sidebar with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 35

The Contribution Details screen is used to provide details on how this project will be funded by sources other than ESDC.

Back To Anticipated Sources of Contributions brings you to the summary of your Anticipated Sources of Contributions (Figure 36)

Figure 36 – Summary of anticipated sources of contribution

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Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Application](#)

Anticipated Sources of Contribution

ESDC's funding programs generally encourage and/or require applicants to seek cash and/or in-kind contributions for their proposed project from other sources of funding. Each program has a "stacking limit", that is, a maximum permitted amount of combined funding from federal, provincial, territorial and municipal governments for any one project or initiative. Contributions to the project cannot exceed 100% of eligible expenditures.

ESDC uses the information provided in this section to verify that your funding request conforms to any stacking limit or requirement for funding from other sources.

The ESDC Cash amount field will be populated from the amounts entered on the Budget screen. Should you have additional organizations that will contribute funds and/or in-kind contributions to this project, please add them subsequently.

Search Anticipated Sources of Contribution **Search**

Showing 2 results of 2

Number of results per page

ESDC
Source Type: ESDC Confirmed Cash: No Cash: 30500 Confirmed In-kind: No In-kind: N/A

Test
Source Type: Crown Corporation Confirmed Cash: No Cash: 500 Confirmed In-kind: No In-kind: 1000

[Edit](#) [Remove](#)

[Add Anticipated Sources of Contribution](#) [Back To Application](#)

Filter your results

Source Type
☐ 1 Crown Corporation
☐ 1 ESDC

Cash
Between
And

In-kind
Between
And

[Apply](#) [Reset](#)

Order By

☐ Cash
☐ Confirmed Cash
☐ Confirmed In-kind
☐ In-kind
☒ Source Name
☐ Source Type

[Ascending](#) [Descending](#)

Text description of Figure 36

The Anticipated Sources of Contribution Summary screen is used to provide a summary of all anticipated sources of contributions for this project.

Back to Application will bring you to the Summary of application screen



2.13 Budget details

Specify details on costs for this project under the Budget Details screen (Figure 38).

Figure 37 – Summary of application - Budget details

Budget Details [↑ \(Top of Page\)](#)

This Budget Details is used to capture details on possible contract values and planned capital assets expenditures for this project.

⚠ Budget Details hasn't been completed yet

[Edit Budget Details](#)

Text description of Figure 37

The Budget Details screen is used to provide details on possible contract values and planned capital assets expenditures for your project.

- Click Edit Budget Details (Figure 37)
- Complete all required fields (Figure 38)
- Click Save

Back to Application will bring you to the Summary of application screen

Figure 38 – Budget details screen

The screenshot shows the 'Budget Details' screen of the Grants and Contributions Online Services (GCOS) portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. Below the navigation bar is a light gray bar with 'My GCOS Account' and 'Help and Support' links. The main content area has a breadcrumb trail: 'GCOS → Applications and Projects → Application'. The title 'Budget Details' is prominently displayed. Below the title, there is a section titled 'Please check all statements that apply to your planned expenditures of ESDC funding' with a 'Help' link. This section contains three checkboxes: 'Contracts valued at \$25,000 or more are part of the planned expenditures.', 'Contracts with businesses or individuals legally associated with the applicant organization are among the planned expenditures.', and 'Contracts with outside providers to manage all or part of the project activities on behalf of the applicant organization are among the planned expenditures.' To the right of these checkboxes is a 'Help and Support' sidebar with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'. Below the checkboxes, there is a question: '* Will capital assets be among your planned expenditures with ESDC funding?' with 'Yes' and 'No' radio buttons and a 'Help' link. Below this question is a red '(Required)' label. At the bottom of the main content area, there is a text input field for 'Further Budget Details: (Maximum 30000 characters)' and a 'Show More' button. At the very bottom, there are 'Save' and 'Back To Application' buttons.

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Grants and Contributions Online Services

Signed in as [button] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Application

Budget Details

Please check all statements that apply to your planned expenditures of ESDC funding [Help](#)

- ☐ Contracts valued at \$25,000 or more are part of the planned expenditures.
- ☐ Contracts with businesses or individuals legally associated with the applicant organization are among the planned expenditures.
- ☐ Contracts with outside providers to manage all or part of the project activities on behalf of the applicant organization are among the planned expenditures.

* Will capital assets be among your planned expenditures with ESDC funding? [Help](#)
(Required)

Further Budget Details: (Maximum 30000 characters) [Show More](#)

[Save](#) [Back To Application](#)

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 38

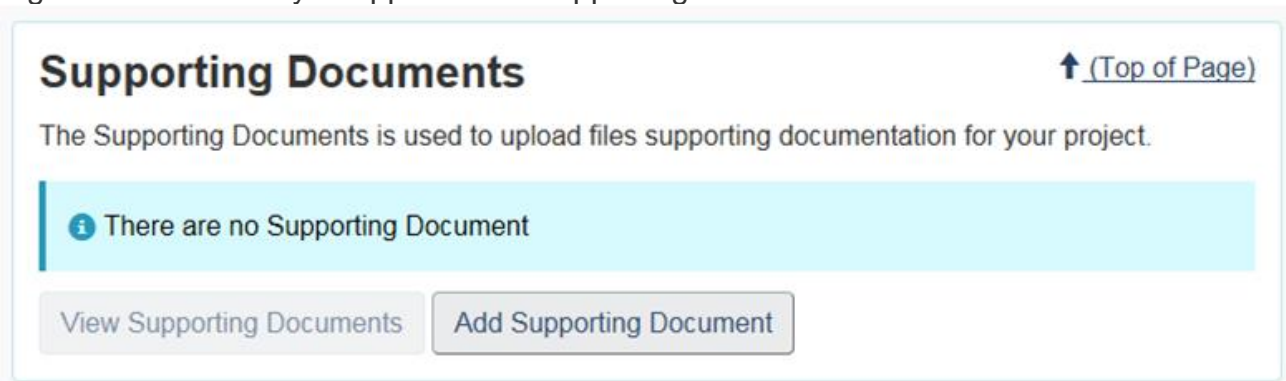
The Budget Details screen is used to provide details on possible contract values and planned capital assets expenditures for your project.

2.14 Supporting documents

View, add and manage documents uploaded as supporting documentation for this application (i.e. the Budget Detail Template) under the Supporting Documents screen (Figure 40). All documents are scanned by an anti-virus application before being submitted to the Department. If a virus is found, the document in question will not be submitted to the Department.



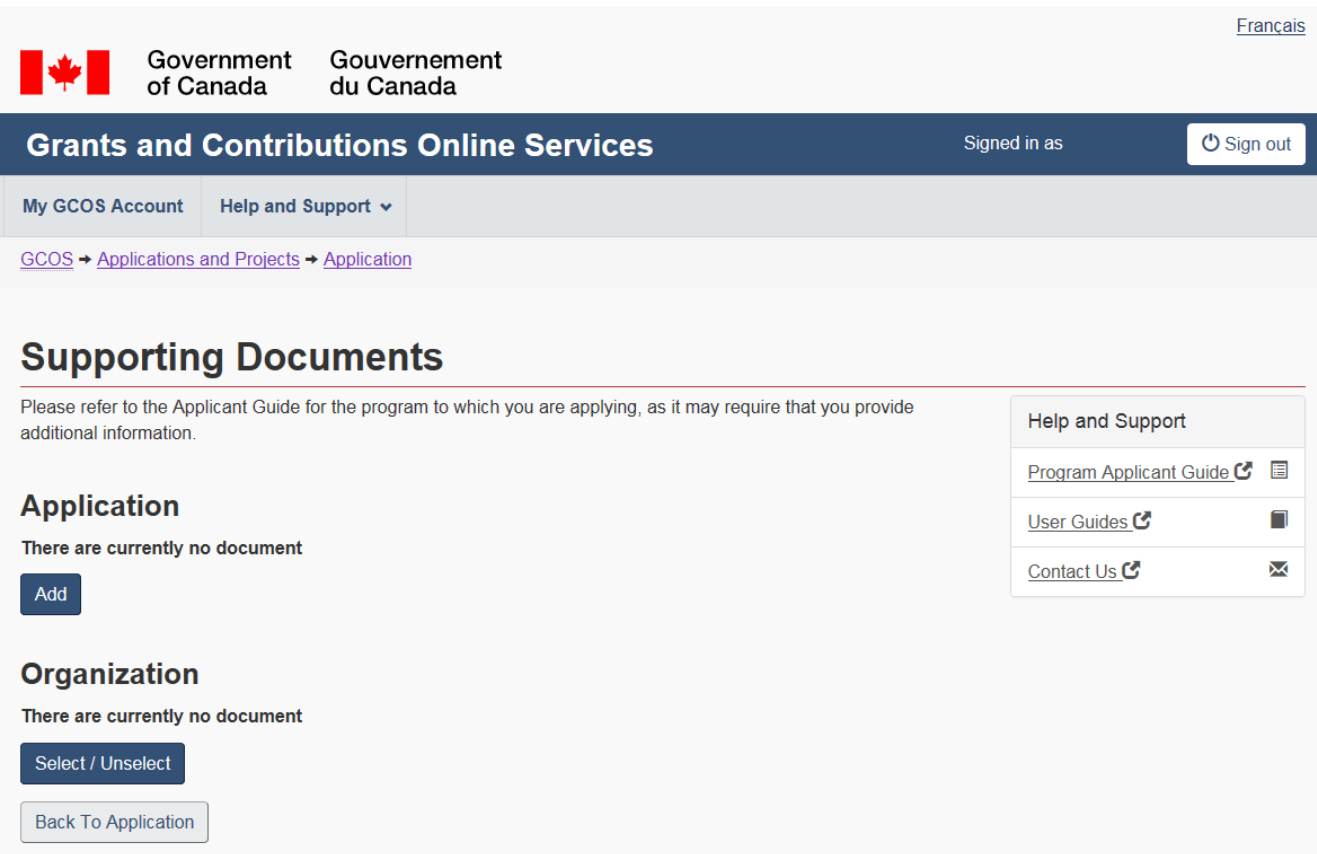
Figure 39 – Summary of application - Supporting documents



Text description of Figure 39
The Supporting Documents screen is used to view, add and manage documents uploaded as supporting documentation for your application.

Click Add Supporting Document (Figure 39)

Figure 40 – Supporting documents screen



Text description of Figure 40
The Supporting Documents screen is used to view, add and manage documents uploaded as supporting documentation for your application.

- Click Add will direct you to the Document Details screen (Figure 41) which will allow you to browse the files on your computer.
- Enter the Document Title, Choose the Document Type and click on browse to find your file, once your file is uploaded, Click on Save
- Back to Supporting Documents will bring you to the Supporting Documents screen (Figure 40)

Figure 41 – Document details screen

The screenshot shows the 'Document Details' screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area has a breadcrumb trail: 'GCOS → Applications and Projects → Application → Supporting Documents'. The title 'Document Details' is prominently displayed. Below the title, there are instructions: 'The document title should be relevant to the content of the document.', 'Only one document type can be selected for a document. If the document contains more than one item or section, corresponding to more than one document type, upload it multiple times giving it a different document type each time.', and 'Documents of more than 15 MB cannot be uploaded.' The form fields include: '* Document Title (Required)' with a text input; '* Document Type (Required)' with a dropdown menu showing 'Select'; and '* File (Required)' with a file upload area and a 'Browse...' button. At the bottom left, there are 'Save' and 'Back To Supporting Documents' buttons. On the right side, there is a 'Help and Support' sidebar with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 41

The Document Details screen is used to provide details and upload a document as supporting documentation for your application.

If the document has already been uploaded in your organization's account, click Select/Unselect which will direct you to the Select Supporting Documents screen (Figure 42). To upload a supporting document to the organization's account:

- Click My GCOS Account
- Click Organization Identification
- Click Add Supporting Documents
- Enter the Document Title, Choose the Document Type and click on browse to find your file, once your file uploaded, Click on Save

- Once saved, the document will appear on the Select Supporting Documents screen (Figure 42).

To return to your current application and add the organization's supporting document

- Click GCOS
- Click Draft under the Applications and Projects Section
- Identify your application and Click Edit
- Click Add Supporting Document
- Click Select/Unselect which will direct you to the Select Supporting Documents screen (Figure 42)
- Click select to indicate which document you would like to add to your supporting documents for this application
- Click Save


Back to Supporting Documents will bring you to the Supporting Documents screen (Figure 40)

Figure 42 – Select supporting documents screen

The screenshot displays the 'Select Supporting Documents' interface. At the top, there's a header with the Government of Canada logo and navigation links. Below this, a breadcrumb trail shows the path: GCOS → Applications and Projects → Application → Supporting Documents. The main heading is 'Select Supporting Documents', followed by a brief instruction on how to access these documents. A search bar is provided for finding documents. The results section shows 'Showing 2 results of 2'. The first result is 'Corporation By-Laws', with a document type of 'By-laws' and a file name of 'Corporation By-Laws.docx'. The second result is 'CRA Business Number', with a document type of 'CRA Business Number confirmation' and a file name of 'CRA Letter.docx'. Both results have a 'Select' button. On the right side, there are filters for 'Document Type' (By-laws, CRA Business Number confirmation) and 'Order By' (Document Title, Document Type, File Name). At the bottom, there are 'Save' and 'Back To Supporting Documents' buttons.

Text description of Figure 42

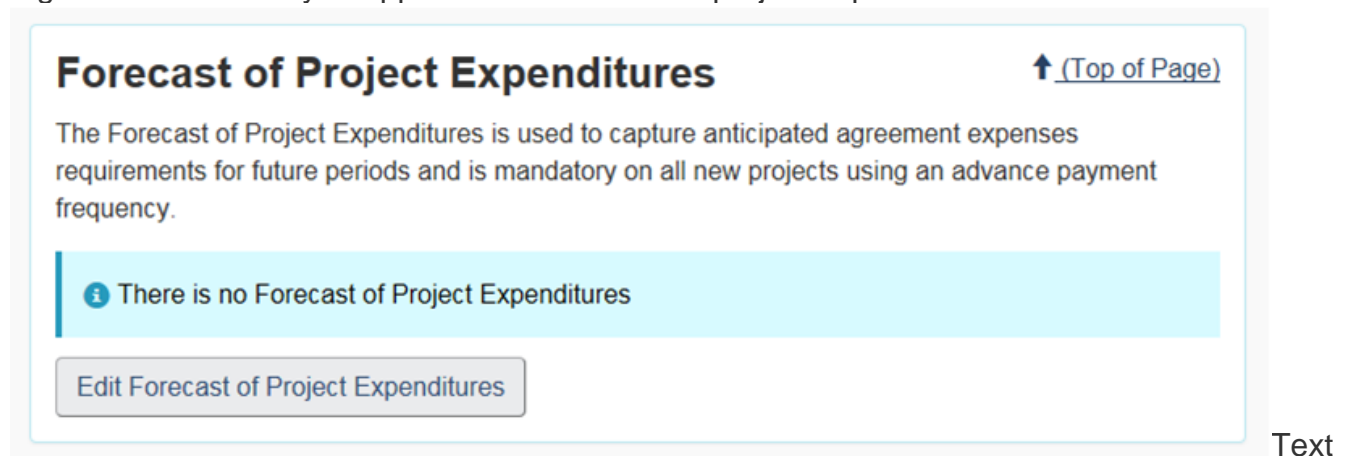
The Select Supporting Documents screen is used to select or unselect documents previously added to your organization's profile as supporting documentation for your application.

- 
- You may view or remove the supporting documents at any time
 - Back to Application will bring you to the summary of application screen

2.15 Forecast of project expenditures

Capture the monthly financial requirements for this project under the Forecast of Project Expenditures screen (Figure 44). The Forecasted Grand Total must equal to the ESDC Project Budget Amount.

Figure 43 – Summary of application - Forecast of project expenditures



description of Figure 43

The Forecast of Project Expenditures screen is used to capture the monthly financial requirements for your project.

- Click Edit Forecast of Project Expenditures (Figure 43)
- Enter the forecast of project expenditure amounts per month and per fiscal year (Figure 44)
- Click Save

Back to Application will bring you to the Summary of application screen

Figure 44 – Forecast of project expenditures screen

Government of Canada / Gouvernement du Canada [Français](#)

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▾

[GCOS](#) → [Applications and Projects](#) → [Application](#)

Forecast of Project Expenditures

Project Information
Project Title: Project / Project 1.2 **End Date:** August 2, 2019
Start Date: August 9, 2018

Fiscal Year 2018-2019

August 2018 <input type="text" value="0"/>	September 2018 <input type="text" value="0"/>	October 2018 <input type="text" value="0"/>	November 2018 <input type="text" value="0"/>
December 2018 <input type="text" value="0"/>	January 2019 <input type="text" value="0"/>	February 2019 <input type="text" value="0"/>	March 2019 <input type="text" value="0"/>

Forecasted Fiscal Year Total: 0

Fiscal Year 2019-2020

April 2019 <input type="text" value="0"/>	May 2019 <input type="text" value="0"/>	June 2019 <input type="text" value="0"/>	July 2019 <input type="text" value="0"/>
August 2019 <input type="text" value="0"/>			

Forecasted Fiscal Year Total: 0

Forecasted Grand Total 0
ESDC Project Budget Amount 30500

Forecasted Grand Total = ESDC Project Budget Amount

Save
Back To Application

Help and Support
[Program Applicant Guide](#)
[User Guides](#)
[Contact Us](#)

Text description of Figure 44

The Forecast of Project Expenditures screen is used to capture the monthly financial requirements for your project per month and per fiscal year.

2.16 Review and submit

The Review & Submit screen (Figure 46) provides a complete summary of all the information entered into the application. It allows you to review and, if necessary, edit information.



Figure 45 – Summary of application – Review and submit



Text

description of Figure 45

The Review and Submit screen provides a full summary of all the information entered into your application.

- Click Review & Submit (Figure 45)

Figure 46 – Review & submit screen (One signatory required)

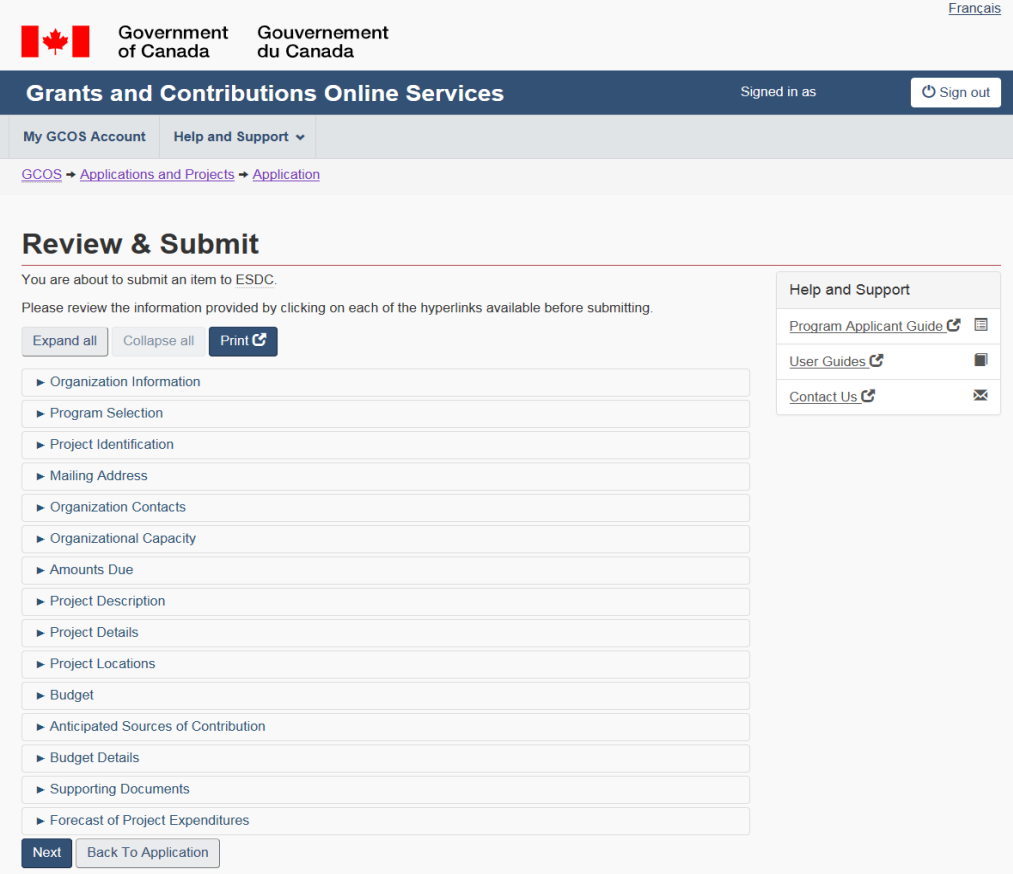


Figure 47 – Review & Submit screen (multiple signatories required)

[Français](#)

Government of Canada **Gouvernement du Canada**

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▾

[GCOS](#) → [Applications and Projects](#) → [Application](#)

Review & Submit

You are about to submit an item to ESDC.

Please review the information provided by clicking on each of the hyperlinks available before submitting.

Signatories

Number of signatures required: 2

The following representatives have the authority to submit an application for funding

Test Name 1	Has not signed yet	Test Name 3	Has not signed yet
Test Name 2	Has not signed yet	Test Name 4	Has not signed yet

[Expand all](#) [Collapse all](#) [Print](#)

- ▶ Organization Information
- ▶ Program Selection
- ▶ Project Identification
- ▶ Mailing Address
- ▶ Organization Contacts
- ▶ Organizational Capacity
- ▶ Amounts Due
- ▶ Project Description
- ▶ Project Details
- ▶ Project Locations
- ▶ Budget
- ▶ Anticipated Sources of Contribution
- ▶ Budget Details
- ▶ Supporting Documents
- ▶ Forecast of Project Expenditures

[Next](#) [Back To Application](#)

Help and Support

[Program Applicant Guide](#) [🔗](#) [📄](#)

[User Guides](#) [🔗](#) [📄](#)

[Contact Us](#) [🔗](#) [✉](#)

Text description of Figures 46 & 47

The Review and Submit screen provides a full summary of all the information entered into your application.



Review & Submit screen (Figure 46 & 47) provides a summary of all the information entered into the application.

- Click Expand all or a specific section, to view and if necessary, edit sections of your application
- Click Print to review the online version of your application (opens in a new window)
- Click Next to Submit your application (Figure 46 & 47)
- You will be directed to the Declaration screen (Figures 48 and 49). In order for an application to be considered complete, it must be completed by the official representative(s) in accordance with the organization's by-laws or other constituting documents.

The first paragraph displays how many signatures are required to submit an application. If the number of signatories is incorrect, follow the next steps:

- Click My GCOS Account in the top menu
- Click Organization Identification
- Click Edit Organization Identification
- Scroll down to the Signatories Section, change the number of signatories required to submit an application
- Click save

To return to your current application:

- Click GCOS
- Click Draft under the Applications and Projects Section
- Identify your application and Click Edit
- Click Review & Submit
- Click Next
- The number of signatories will be updated on the Declaration Screen

Important: If you do not have the rights to sign an agreement, the Submit button will not be available.

Figure 48 – Declaration screen (one signatory required)

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Name] Sign out

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Application → Review & Submit

Declaration

Your organization has indicated that one (1) signature is required to submit an application for funding through Grants and Contributions Online Services (GCOS). Currently one (1) representative has the authority to submit an application for funding. **If the number of representatives is less than the number of signatures required**, please refer to the [User Guide](#) on how to invite representatives and on how to assign them function-specific rights.

If the number of required signatories displayed above is incorrect, you can change it by clicking on "Organization Identification" under the ["My GCOS Account"](#) button.

Declaration

* The person(s) submitting this form certify(ies) the following (Required)

- ☐ A. I certify that I have the capacity and that I am authorized to sign and submit this Application on behalf of the Organization named in Part 1;
- ☐ B. I certify that the information provided in this Application and supporting documentation is true, accurate, and complete to the best of my knowledge; and
- ☐ C. I certify that the Organization and any person lobbying on its behalf is in compliance with the Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding.

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

By clicking "Submit" you

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the application form that will be submitted to [ESDC](#)

Submit Back To Review & Submit


Text description of Figure 48

The Declaration screen is used to certify the user's authority.

2.16.1 One Signatory Required

- Check the boxes to certify your authority (Figure 48)
- Click Submit
- Once you successfully submit the application, a confirmation number (i.e. tracking number) is displayed (Figure 51). That confirmation number is sent to your email address and is displayed on the Applications and Projects screen (Figure 2).

Figure 49 – Declaration screen (multiple signatories required)



Government
of Canada

Gouvernement
du Canada

[Français](#)

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support ▾](#)[GCOS](#) → [Applications and Projects](#) → [Application](#) → [Review & Submit](#)

Declaration

Your organization has indicated that two (2) signatures are required to submit an application for funding through Grants and Contributions Online Services (GCOS). Currently four (4) representatives have the authority to submit an application for funding. **If the number of representatives is less than the number of signatures required**, please refer to the [User Guide](#) on how to invite representatives and on how to assign them function-specific rights.

If the number of required signatories displayed above is incorrect, you can change it by clicking on "Organization Identification" under the "[My GCOS Account](#)" button.

Declaration

*** The person(s) submitting this form certify(ies) the following (Required)**

☐ A. I certify that I have the capacity and that I am authorized to sign and submit this Application on behalf of the Organization named in Part 1;

☐ B. I certify that the information provided in this Application and supporting documentation is true, accurate, and complete to the best of my knowledge; and

☐ C. I certify that the Organization and any person lobbying on its behalf is in compliance with the Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding.

Help and Support

[Program Applicant Guide](#) 

[User Guides](#) 

[Contact Us](#) 

By clicking "Submit" you

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the application form that will be submitted to ESDC

Advise the following signatories by e-mail that an action is required

Test Name 1	<input checked="" type="radio"/> Yes <input type="radio"/> No
Test Name 2	<input checked="" type="radio"/> Yes <input type="radio"/> No
Test Name 3	<input checked="" type="radio"/> Yes <input type="radio"/> No

Submit

Back To Review & Submit

Text description of Figure 49

The Declaration screen is used to certify the user's authority.



2.16.2 Multiple Signatories Required

- Check the boxes to certify your authority (Figure 49)
- A list of the representative(s) that have the delegated right to submit an application is displayed. You have the option to notify them by email advising them that an action is required.
- They will need to retrieve the application in their account which will have a status of Pending Signatories
- Click Action
- Click Review & Submit
- Click Review and Submit
- Click Next
- Click submit
- Once the application is signed successfully, the "Signature Confirmation" Screen is displayed (Figure 50). The last representative to sign the application will obtain The "Confirmation" Screen with a confirmation number (Figure 51). That confirmation number will be sent to them by email and will also be displayed on the "Applications and Projects" screen (Figure 2).

Figure 50 – Signature confirmation screen

The screenshot shows the 'Signature Confirmation' screen of the 'Grants and Contributions Online Services' portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. A language selector 'Français' is in the top right. Below the header is a dark blue navigation bar with 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. Underneath is a light grey bar with 'My GCOS Account' and 'Help and Support' with a dropdown arrow. A breadcrumb trail reads: 'GCOS → Applications and Projects → Application → Review & Submit'. The main content area has the title 'Signature Confirmation' in large bold text. Below the title, a message states: 'Thank you! Your signature has been captured. The submission to ESDC will only be possible once the required number of signatories has been captured. You can view how many signatories are required in the "GCOS Organization Identification" section under the "GCOS" menu at the top of the screen.' Below this, another message says: 'An e-mail was sent only to the identified signatories to enable the submission of the item to ESDC.' There is a blue 'Return' button. On the right side, there is a 'Help and Support' section with three links: 'Program Applicant Guide' (with an external link icon and a document icon), 'User Guides' (with an external link icon and a document icon), and 'Contact Us' (with an external link icon and an email icon).

Text description of Figure 50

The Signature Confirmation Screen confirms that your signature has been captured by the system.

Figure 51 – Confirmation screen

The screenshot shows the 'Grants and Contributions Online Services' confirmation screen. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue bar with the text 'Grants and Contributions Online Services' and 'Signed in as' followed by a 'Sign out' button. Below this bar is a navigation bar with 'My GCOS Account' and 'Help and Support' with a dropdown arrow. Below the navigation bar is a breadcrumb trail: 'GCOS → Applications and Projects → Application → Review & Submit'. The main content area has a heading 'Confirmation' and a message: 'Your submission was successful. Your confirmation number is **A000123456**.' Below this message is a link to 'NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca' and a 'Return' button. On the right side of the main content area is a 'Help and Support' sidebar with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Figure 51 is a screenshot of the 'Grants and Contributions Online Services' Confirmation screen. The page header includes the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. A link for 'Français' is visible in the top right corner. The main navigation bar displays 'Grants and Contributions Online Services' and 'Signed in as' followed by a 'Sign out' button. Below this, a secondary navigation bar shows 'My GCOS Account' and 'Help and Support' with a dropdown arrow. A breadcrumb trail indicates the user's path: 'GCOS → Applications and Projects → Application → Review & Submit'. The central content area features a heading 'Confirmation' and a message stating 'Your submission was successful. Your confirmation number is **A000123456**.' Below this message, a link directs users to 'NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca' for any questions or concerns, and a 'Return' button is provided. On the right side, a 'Help and Support' sidebar contains links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 51

The Confirmation screen provides you with a confirmation number that your application was successfully submitted.

Please note: If you have signed the Application and the status is "Pending Signatories", more than one signatory is required and the other representative has yet to sign. Note that if you have already signed, you will no longer see the "Submit" button.


3. Signing an agreement

Following the approval of your application, each representative of your organization with the rights to sign an agreement will receive an email from the Department. This email will inform them that a funding agreement is ready to be signed electronically.

3.1 Do you have the rights to sign an agreement?

If you are the Primary Officer of the organization, you automatically have the rights to sign an agreement. If you are a representative of the organization, you should verify if you have the required rights by following these steps:

- Enter your username and password to access [GCOS](#)
- Click Continue
- Click your organization's name
- Click Gs&Cs Online Services
- Click My GCOS Account at the top of the screen

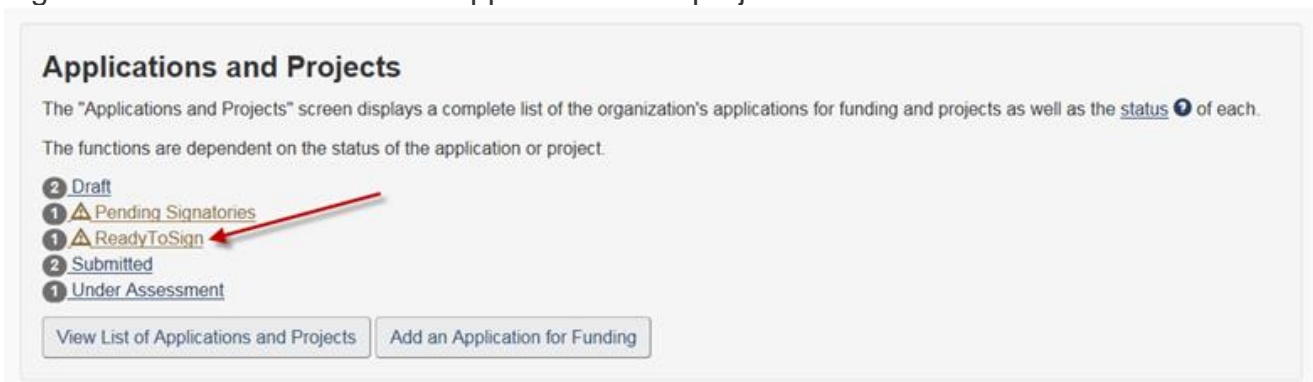
- 
- Click Representatives
 - Identify your name
 - Click View
 - Ensure the Submit checkbox for Agreement is selected

If the Submit checkbox for Agreement is not selected, please contact the Primary Officer of your organization or an authorized representative as they will be able to delegate you the appropriate rights.

3.2 Access the agreement

- Enter your username and password to access [GCOS](#)
- Click Continue
- Click your organization's name
- Click Gs&Cs Online Services
- Click ReadyToSign (Figure 52)
- Click Sign agreement (Figure 53)

Figure 52 – Welcome screen – Applications and projects



Text description of Figure 52

The Applications and Projects section of the Welcome screen provides you with the status of your applications and projects.

Figure 53 – View list of applications and projects screen

The screenshot displays the 'Applications and Projects' interface. At the top, there's a header with the Government of Canada logo and navigation links. Below this is a search bar and a 'Search' button. The main content area shows 'Showing 1 result of 10' and a table of results. The first result is 'Projet / Project 1.1' with details like Status (ReadyToSign), Tracking Number (A000123456), Date Updated (June 4, 2018 9:14:02 AM), Program Group (Youth), and Program (Youth - Career Focus - Project). Below the details is an action bar with buttons: 'View Application', 'Sign Agreement' (highlighted with a red arrow), 'Add Supporting Document', and 'Copy and Edit'. A 'Back To GCOS' button is at the bottom left. The right sidebar contains filters for Program (Youth - Canada Summer Jobs, Youth - Career Focus - Project, Youth - Skills Link), Status (Active, Draft, ReadyToSign, Submission failed, Submitted), and Created By (Pharand, MP).

Text description of Figure 53

The Applications and Projects screen allows you to view the status of your application or project and choose an action to complete.

3.3 Agreement

The Agreement screen (Figure 54) allows you to view and sign the agreement.

Click Sign Agreement (Figure 54), which will direct you to the Review & Sign screen (Figure 55)

Figure 54 – Agreements screen

The screenshot shows the 'Agreements' screen in the GCOS portal. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below the header, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Agreements' and features a search bar. Below the search bar, it says 'Showing 1 result of 1'. A table lists one agreement with the ID '317147'. The agreement details include 'Version: N/A', 'Status: ReadyToSign', 'Date Updated: August 6, 2018 8:23:05 AM', and 'Tracking Number: N/A'. There are two buttons: 'View' and 'Sign Agreement'. A red arrow points to the 'Sign Agreement' button. On the right side, there are filter options for 'Status' (ReadyToSign) and 'Order By' (Agreement Number, Date Updated, Status, Tracking Number).

Text description of Figure 54

The Agreements screen provides you with a summary of the agreement(s) for your project.

3.4 Review and sign

The Review & Sign screen (Figure 55) allows you to sign the agreement electronically. It is important to read the agreement, by clicking the Link to Document Hyperlink, prior to signing it. You must have the latest free downloadable Adobe Acrobat Reader software to view the agreement.

The Review & Sign screen allows you to request direct deposit as the payment method for this project. For more information on direct deposit, please consult [section 4](#) of this User Guide.

Under the Signatories section, if more than one signature is required by your organization to sign an agreement, you can view the number of signatures required and view how many signatures have been captured to date.

If the number of signatories is incorrect, follow the next steps:

- Click My GCOS Account in the top menu

- Click Organization Identification
- Click Edit Organization Identification
- Change the number of signatories required to submit an agreement
- Once saved, the number of signatories is updated on the Review & Sign screen

To return to signing your agreement, follow the next steps:

- Click GCOS
- Click ReadyToSign under the Applications and Projects Section
- Identify your Project and Click Sign Agreement
- Click Sign Agreement

Figure 55 – Review and sign screen

The screenshot displays the 'Review & Sign' interface. At the top, there's a header with the Government of Canada logo and navigation links. The main content area is divided into several sections:

- Information for Project Number:** 000000000. It shows 'Project Title: Projet / Project 1.1' and 'Agreement ID: 317147'.
- Direct Deposit:** A section indicating 'No direct deposit selected' with a 'Select Direct Deposit' button.
- Signatories:** A section titled 'Number of signatures required: 2'. It lists two representatives: 'Test Name 1' and 'Test Name 2', both with the status 'Has not signed yet'.
- Link to Document:** A section providing a link to the agreement document: '815117.pdf' (Adobe PDF, 2114646 bytes).
- Agreement Certification:** Two checkboxes for the user to certify that they have read and understood the entire agreement and that they have the opportunity to seek independent legal advice.
- Buttons:** 'Sign Agreement' and 'Back To Agreements'.
- Help and Support:** A sidebar on the right with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 55

The Review and Submit screen provides a link to view your agreement and permits you to add Direct Deposit information. It is also used to certify that you have read and understood the entire agreement.

3.4.1 Signing the agreement

Clicking Sign Agreement on the Review & Sign screen will direct you to the Certification - Authority to Sign screen (Figures 56 and 57). An agreement is valid when signed by the official representative(s) in accordance with your organization's by-laws or other constituting documents.

Figure 56 – Certification – Authority to sign screen (one signatory required)

The screenshot shows the 'Certification - Authority to Sign' screen in the GCOS portal. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below the header, there is a navigation bar with links to 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Certification - Authority to Sign' and contains a paragraph explaining that one signature is required to submit an agreement. It also includes a link to the 'User Guide' for more information. Below this, there is a section titled 'Certification - Authority to Sign' with three checkboxes for certification. The first checkbox is 'I certify that I have all the necessary authorities, permissions and approvals to enter into this Agreement on behalf of my organization.' The second checkbox is 'I certify that I have the capacity and that I am authorized to sign an agreement on behalf of the Organization "recipient" and'. The third checkbox is 'I have read, understand and agree to these Articles of Agreement and I agree that when signed by both parties, these Articles of Agreement will be effective and shall constitute a legally binding agreement.' At the bottom, there is a 'Next' button and a 'Back To Review & Sign' button.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage → Agreements → Review & Sign

Certification - Authority to Sign

Your organization has indicated that one (1) signature is required to submit an agreement through Grants and Contributions Online Services (GCOS). Currently two (2) representatives have the authority to submit an agreement. **If the number of representatives is less than the number of signatures required**, please refer to the [User Guide](#) on how to invite representatives and on how to assign them function-specific rights.

If the number of required signatories displayed above is incorrect, you can change it by clicking on "Organization Identification" under the ["My GCOS Account"](#) button.

Certification - Authority to Sign

*** The person(s) submitting this form certify(ies) the following (Required)**

- ☐ I certify that I have all the necessary authorities, permissions and approvals to enter into this Agreement on behalf of my organization.
- ☐ I certify that I have the capacity and that I am authorized to sign an agreement on behalf of the Organization "recipient" and
- ☐ I have read, understand and agree to these Articles of Agreement and I agree that when signed by both parties, these Articles of Agreement will be effective and shall constitute a legally binding agreement.

By clicking 'Next' you

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the Agreement that will be submitted to ESDC

Next Back To Review & Sign

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 56

The Certification – Authority to Sign screen is used to certify the user's authority.

3.4.1.1 One signatory required

- Check certification boxes
- Click Next
- Answer the Security Question (Figure 58)
- Click I Accept
- Once you successfully sign the agreement, a confirmation number is displayed (Figure 60)

Figure 57 – Certification – Authority to sign screen (Multiple signatories required)

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage → Agreements → Review & Sign

Certification - Authority to Sign

Your organization has indicated that two (2) signatures are required to submit an agreement through Grants and Contributions Online Services (GCOS). Currently two (2) representatives have the authority to submit an agreement. **If the number of representatives is less than the number of signatures required**, please refer to the [User Guide](#) on how to invite representatives and on how to assign them function-specific rights.

If the number of required signatories displayed above is incorrect, you can change it by clicking on "Organization Identification" under the ["My GCOS Account"](#) button.

Certification - Authority to Sign

* **The person(s) submitting this form certify(ies) the following (Required)**

- ☐ I certify that I have all the necessary authorities, permissions and approvals to enter into this Agreement on behalf of my organization.
- ☐ I certify that I have the capacity and that I am authorized to sign an agreement on behalf of the Organization "recipient" and
- ☐ I have read, understand and agree to these Articles of Agreement and I agree that when signed by both parties, these Articles of Agreement will be effective and shall constitute a legally binding agreement.

By clicking 'Next' you

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the Agreement that will be submitted to ESDC

Advise the following signatories by e-mail that an action is required

Test Name 2	<input checked="" type="radio"/> Yes <input type="radio"/> No
-------------	--

Next Back To Review & Sign

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 57

The Certification – Authority to Sign screen is used to certify the user's authority.

3.4.1.2 Multiple signatories required

- Check certification boxes
- A table is displayed with the representative(s) that have been delegated the right to sign an agreement. You have the option to notify them by email
- Click Next
- Answer the Security Question (Figure 58)
- Click I Accept
- Once you successfully signed the agreement, the Signature Confirmation screen will be displayed. (Figure 59) The last representative to sign the agreement will obtain the Confirmation screen (Figure 60) and an email with the confirmation number.

Figure 58 – Security question/Acceptance of agreement

The screenshot shows the 'Security Question/Acceptance of Agreement' screen. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. A breadcrumb trail reads: 'GCOS → Applications and Projects → Manage → Agreements → Review & Sign'. The main heading is 'Security Question/Acceptance of Agreement'. Below this, a message states: 'Prior to submitting your signed Agreement to ESDC, you must successfully answer your security question in order to validate your identity.' The security question is: '* What is the first name of your mother's oldest sibling? (Required)'. There is a text input field for the answer. Below the question, a message states: 'By clicking "I Accept", you are signing the Agreement and you are agreeing on behalf of your organization to be bound by the Agreement.' At the bottom, there are two buttons: 'I Accept' and 'Back To Review & Sign'. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 58

The Security Question / Acceptance of Agreement screen is used to validate your identity and sign your agreement.



Figure 59 – Signature confirmation screen

The screenshot shows the 'Signature Confirmation' page. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. A breadcrumb trail reads: 'GCOS → Applications and Projects → Manage → Agreements → Review & Sign'. The main heading is 'Signature Confirmation'. The text states: 'Thank you! Your signature has been captured. The submission to ESDC will only be possible once the required number of signatories has been captured. You can view how many signatories are required in the "GCOS Organization Identification" section under the "GCOS" menu at the top of the screen. An e-mail was sent only to the identified signatories to enable the submission of the item to ESDC.' There is a 'Return' button. On the right, a 'Help and Support' sidebar contains links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 59

The Signature Confirmation Screen confirms that your signature has been captured by the system.

Figure 60 – Confirmation screen

The screenshot shows the 'Confirmation' page. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. A breadcrumb trail reads: 'GCOS → Applications and Projects → Application → Review & Submit'. The main heading is 'Confirmation'. The text states: 'Your submission was successful. Your confirmation number is **S000123456**. Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdcc-rhdcc.gc.ca referencing the above confirmation number.' There is a 'Return' button. On the right, a 'Help and Support' sidebar contains links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 60

The Confirmation screen provides you with a confirmation number that your agreement was successfully submitted.



3.5 How to view the signed agreement

In order to view a copy of the signed agreement, follow the steps below:

- Enter your username and password to access [GCOS](#)
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click View List of Applications and Projects under the Applications and Projects section
- Identify your Project from the list
- Click View Agreement (Figure 61)

Identify the Agreement you would like to view, and click View (Figure 62)

Figure 61 – Application and projects – View agreement

The screenshot shows a web form titled "Project / Project 3.1". It contains the following information:

Status: Under Assessment	Program: Youth - Career Focus - Project
Tracking Number: A000000000	Created By: GCOS, SELSC
Date Updated: February 28, 2018 8:47:34 AM	Modified By: GCOS - SELSC, Test
Program Group: Youth	

Below the form are five buttons: "View Application", "Add Forecast of Project Expenditures", "Add Supporting Document", "Copy and Edit", and "View Agreement". A red arrow points to the "View Agreement" button.

Text

Text description of Figure 61

The Application and projects screen provides you access to view your agreement.

Figure 62– Agreements screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage

Agreements

Search Agreements Search

Showing 1 result of 1

Number of results per page 10

317149

Version: 1 Date Updated: August 7, 2018 9:42:04 AM
Status: Final Agreement – Electronic Copy Tracking Number: S000123456

View

Back To Manage

Filter your results

Status

☐ 1 Final Agreement – Electronic Copy

Apply Reset

Order By

☒ Agreement Number
☐ Date Updated
☐ Status
☐ Tracking Number

Ascending Descending

Text description of Figure 62

The agreements screen provides you with access to view your agreements.



4. Submitting a direct deposit request

You are able to submit a direct deposit request at any time during the project's lifecycle. If you haven't signed your agreement, you must submit a direct deposit request on the Review & Sign screen.

4.1 Do you have the rights to create and submit a direct deposit request?

If you are the Primary Officer of the organization, you automatically have the rights to create and submit a direct deposit request. If you are a representative of the organization, you should verify if you have the required rights by following these steps:

- Enter your username and password to access [GCOS](#)
- Click Continue
- Click your organization's name
- Click Gs&Cs Online Services
- Click My GCOS Account in the top menu
- Click Representatives
- Identify your name
- Click View
- Ensure the "Create" and "Submit" checkboxes for direct deposit are selected

If the "Create" and/or "Submit" checkboxes for direct deposit are not selected, please contact the Primary Officer of your organization or an authorized representative as they will be able to delegate you the appropriate rights.

4.2 How to access the direct deposit request

- Enter your username and password to access [GCOS](#)
- Click Continue
- Click your organization's name
- Click on Gs&Cs Online Services
- Click View List of Applications and Projects
- Identify your project
- Click Manage
- Click Select Direct Deposit (Figure 63)



Figure 63 – Summary of project - Direct deposit

Direct Deposit [↑ \(Top of Page\)](#)

The Direct Deposit is used to capture banking information for your project for future payments.

i No selected Direct Deposit Account

Select Direct Deposit

Text description of Figure 63

The Summary of Projects= screen will allow you to click on Select Direct Deposit to capture your Direct Deposit Request.

4.3 Select direct deposit account

To select the direct deposit account you wish to associate to your project use the Select Direct Deposit Account Screen (Figure 64). The drop-down menu is blank if no account was added to your organization CGOS Account.

Figure 64 – Select direct deposit account

Government of Canada / Gouvernement du Canada [Français](#)

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) [GCOS](#) → [Applications and Projects](#) → [Manage](#)

Select Direct Deposit Account

* Select Account (Required)

Organization Legal Name

Name(s) of Account Holder

Financial Institution Number

Branch Number

Account Number

Contact Person

Supporting document

Supporting document type

[Save](#) [Review & Submit](#) [Add New Direct Deposit](#) [Back To Manage](#)

Help and Support

[Program Applicant Guide](#) [User Guides](#) [Contact Us](#)

Text description of Figure 64

The Select Direct Deposit Account screen is used to select the direct deposit account you wish to associate to this project.



To add a direct deposit account **that will be associated to your organization's profile**, follow these steps:

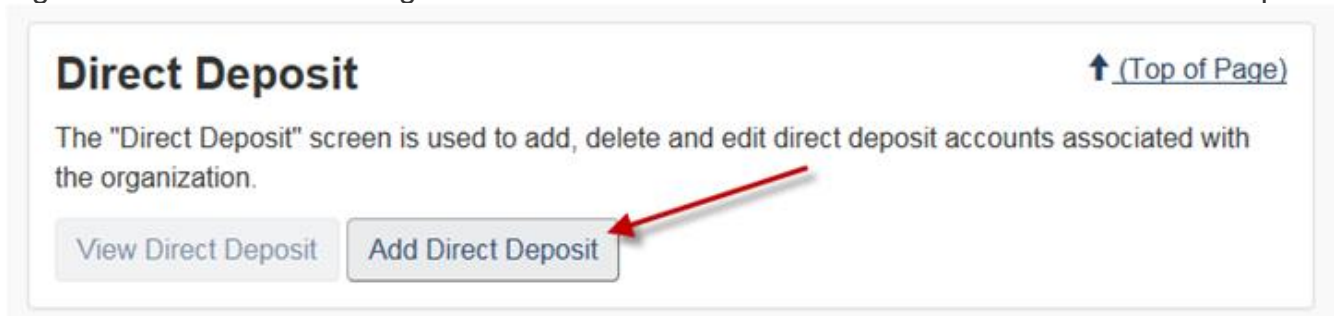
- Click My GCOS Account in the top menu
- Click Organization Identification
- Click Add Direct Deposit (Figure 65)
- Click Yes, I Agree.
- Please note that if you disagree with the Privacy Notice Statement, you will not be able to add a direct deposit account.
- Complete all mandatory fields. (Figure 66). A void cheque or a direct deposit document from your financial institution is required in the Supporting document field
- Once saved, the account will be available in the Select Account drop-down menu on the Select Direct Deposit Account screen (Figure 64).

To add a direct deposit account **for this project only**, follow these steps:

- Click Add New Direct Deposit (Figure 64)
- Click Yes, I Agree.
- Please note that if you disagree with the Privacy Notice Statement, you will not be able to add a direct deposit account.
- Complete all mandatory fields (Figure 66). A void cheque or a direct deposit document from your financial institution is required in the Supporting document field

Once saved, the account will be available in the Select Account drop-down menu on the Select Direct Deposit Account screen (Figure 64).

Figure 65 – Organization identification - Add direct deposit




Text description of Figure 65

The Direct Deposit screen is used to add, delete and edit direct deposit accounts associated with the organization.

Figure 66 –Add direct deposit account

[Français](#)

 **Government of Canada** **Gouvernement du Canada**

Grants and Contributions Online Services Signed in as Sign out

[My GCOS Account](#) [Help and Support](#) ▼

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Select Direct Deposit Account](#)

Add Account

* Organization Legal Name (Required)

* Name(s) of Account Holder (Required)

* Financial Institution Number (Required)

* Branch Number (Required)


* Account Number (Required)


* Contact Person (Required)


* Supporting document (Required)

* Supporting document type (Required) ▼

Help and Support

[Program Applicant Guide](#) 

[User Guides](#) 

[Contact Us](#) 

Void Cheque Example

See example below

1. Cheque No.-not required.
2. Branch No.-5 digits.
3. Institution No.-Up to 4 digits.
4. Account No.-as shown on your cheque.

Example / Exemple

Name / Nom
P.O. Box / C.P. 000
City / Ville, Canada H0H 0H0

Cheque No. 0000000
N° de chèque

Pay to the order of
Payez à l'ordre de \$
 Dollars

Signature

|| 9999 || : 999999 9999 : 999 9999 999 ||

1 2 3 4

Text description of Figure 66


The Add Account screen is used to add direct deposit account information

- Select the Direct Deposit Account from the drop down menu (Figure 64)
- Click Save
- Click Review & Submit

- Click Next (Figure 67)
- Complete the certification screen and Click Submit (Figure 68). In order for a direct deposit request to be eligible, it must be completed by the official representative(s) in accordance with your organization's by-laws or other constituting documents.
- Once you successfully submitted your Direct Deposit, a confirmation number is displayed (Figure 69).

Figure 67 – Review and submit direct deposit request

[Français](#)

 **Government of Canada** **Gouvernement du Canada**

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support ▾](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Select Direct Deposit Account](#)

Review & Submit

You are about to submit an item to [ESDC](#).


Please review the information provided by clicking on each of the hyperlinks available before submitting.


[Expand all](#) [Collapse all](#) [Print](#)


▸ Direct Deposit Details

[Next](#) [Back To Select Direct Deposit Account](#)

Help and Support

[Program Applicant Guide](#) 

[User Guides](#) 

[Contact Us](#) 

Text description of Figure 67

The Review & Submit screen is a full summary of all the information entered into the direct deposit request.

Figure 68 – Certification screen - Direct deposit request

Figure 68 is a screenshot of the "Certification" screen for a Direct deposit request on the Grants and Contributions Online Services (GCOS) portal. The page header includes the Government of Canada logo and the text "Government of Canada / Gouvernement du Canada". The main navigation bar shows "Grants and Contributions Online Services" and a "Signed in as" button with a "Sign out" link. Below the navigation bar, there are links for "My GCOS Account" and "Help and Support". The breadcrumb trail indicates the user is in the "Applications and Projects" section, specifically in the "Manage" area, with links to "Select Direct Deposit Account" and "Review & Submit".

The main content area is titled "Certification". It contains a section titled "Certification" with a red asterisk and the text: "The person(s) submitting this form certify(ies) the following (Required)". Below this, there are five checkboxes for certification:

- ☐ I certify that I am legally entitled to sign this direct deposit information on behalf of the organization.
- ☐ I certify that the information is accurate and complete.
- ☐ I authorize ESDC to deposit, in the account indicated, all payments in accordance with the terms and conditions of the agreements concluded with ESDC.
- ☐ I authorize ESDC and public Services and Procurement (PSPC) to proceed with the verification of this account by the deposit of an amount of \$5.00 or up to \$4,999.00 of the project funds and I agree to confirm, upon request by ESDC, that the deposit has been done in the right account.
- ☐ I authorize ESDC to monitor initial deposits and cross reference with other funded programs for verification purposes of the banking information.

Below the checkboxes, there is a note: "By clicking 'Submit' you" followed by two bullet points:

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the application form that will be submitted to [ESDC](#)

At the bottom of the form, there are two buttons: "Submit" and "Back To Review & Submit".

On the right side of the page, there is a "Help and Support" section with three links: "Program Applicant Guide", "User Guides", and "Contact Us", each with an external link icon.

Text description of Figure 68

The Certification screen is used to certify the user's authority.

Figure 69 – Confirmation screen - Direct deposit request

The screenshot shows the 'Confirmation' screen of the Grants and Contributions Online Services (GCOS) portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and 'Signed in as' followed by a 'Sign out' button. Below the navigation bar is a light gray bar with 'My GCOS Account' and 'Help and Support' with a dropdown arrow. Below this is a breadcrumb trail: 'GCOS → Applications and Projects → Application → Review & Submit'. The main content area has a heading 'Confirmation' and a message: 'Your submission was successful. Your confirmation number is U000123456 .'. Below this message is a note: 'Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.' There is a 'Return' button. On the right side, there is a 'Help and Support' section with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [button: Sign out]

My GCOS Account | Help and Support ▾

GCOS → Applications and Projects → Application → Review & Submit

Confirmation

Your submission was successful. Your confirmation number is **U000123456** .

Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.

[Return](#)

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 69

The Confirmation screen provides you with a confirmation number that your Direct Deposit request was successfully submitted.

5. Project management

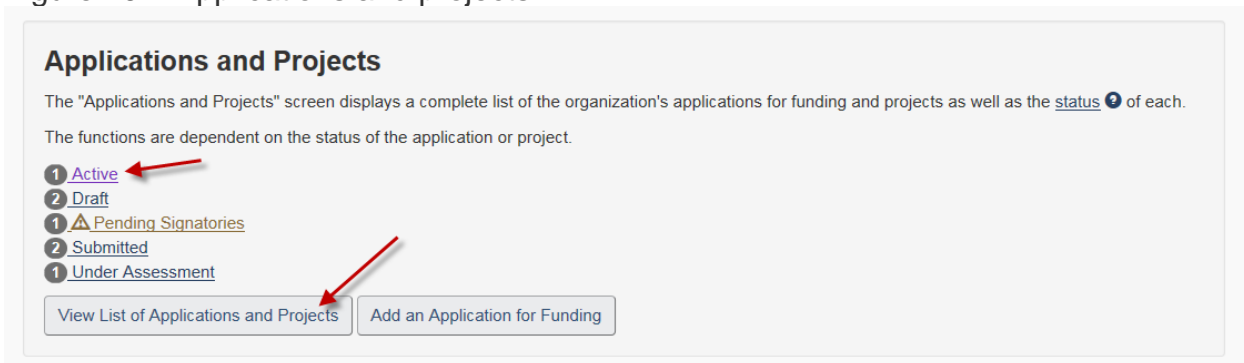
Project Management: Manages claims, FPEs, activity reports, supporting documents and participant information. You are able to create, modify, submit and view project management items once the Department has approved your Application for Funding and the funding agreement is signed.

5.1 How to access the Project Management module

- Enter your username and password to access [GCOS](#)
- Click Continue
- Click your organization's name
- Click on Gs&Cs Online Services
- Under the section Applications and Projects you can either click Active or you can click View List of Applications and Projects (Figure 70)
- Identify your project and Click Manage (Figure 71)



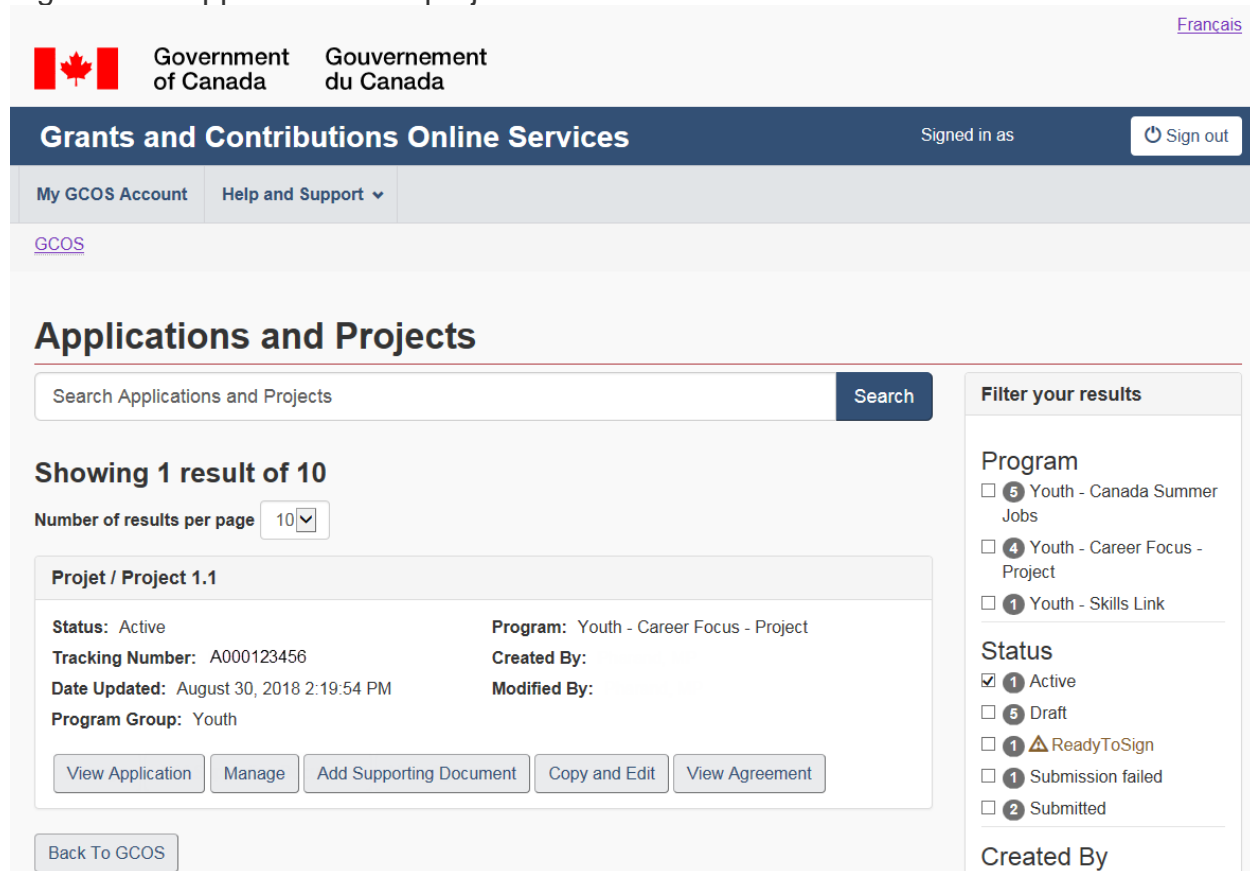
Figure 70 – Applications and projects



Text description of Figure 70

The Applications and Projects section on the welcome screen permits you to access your list of Applications and Projects.

Figure 71 – Applications and projects screen



Text description of Figure 71

The Applications and Projects screen permits you to access the management module of your active project.

5.2 Manage Project Summary

The Manage Project Summary screen (Figure 72) is where you access and complete all the project management items.

On the right, a summary of all the screens is available. If you click on the title, it brings you to the section to edit or view the information. A confirmation message displays each time you save a screen.

The Help section provides you a quick access to: Program Guidelines, User Guides and Contact Us functionality.

Figure 72 – Manage project summary screen

The screenshot displays the 'Manage Project / Project 1.1' interface. At the top, it shows the Government of Canada logo and navigation links. The main content area is divided into several sections, each with a 'Top of Page' link. The 'Project Information' section includes fields for Project Number (012345678), Project Title (Project 1.1), Start Date (August 6, 2018), End Date (July 31, 2019), ESDC Contribution (5000), Payment Method (Advance), and Claim Reporting Frequency (Fixed Quarter). The 'Application' section shows Program Group (Youth), Program (Youth - Career Focus - Project), Tracking Number (A000123456), and a status 'Converted on August 7, 2018'. The 'Agreement Information' section indicates a 'Final Agreement signed on August 7, 2018'. The 'Direct Deposit' section shows a status 'Submitted on August 28, 2018'. The 'Claims' section has links for 'View Claims' and 'Add Claim'. The 'Forecast of Project Expenditures' section has links for 'View Forecast of Project Expenditures' and 'Add Forecast of Project Expenditures'. The 'Activity Report' section has links for 'View Activity Report' and 'Add Activity Report'. The 'Participant Information' section has links for 'View Participant Information', 'Add Participant Information', and 'Generate Report'. The 'Supporting Documents' section has links for 'View Supporting Documents' and 'Add Supporting Document'. On the right side, there is a 'Help and Support' section with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'. A 'Back To Applications and Projects' link is at the bottom left.

Text description of Figure 72

The Manage Project Summary Screen permits you to access and complete all the project management items.



5.3 Claims

Report expenses under the Claims screen (Figure 74). Submit claims either quarterly or monthly as identified in the project information section of the Manage Project Screen or in your signed agreement. The claim uses the same cost categories structure as your agreement.

Figure 73 – Manage project summary - Claims

Claims [↑ \(Top of Page\)](#)

The Claims are used to capture expenses incurred.

[View Claims](#) [Add Claim](#)

Text description of Figure 73

The Claims screen is used to capture expenses incurred for your project.

To add a claim, follow the steps below:

- Click Add Claim (Figure 73)
- Complete all required fields (Figure 74)
- Click Save
- Click Supporting Documents to add files that support the claim you are submitting
- Click Review & Submit
- Click Next (Figure 75)
- Complete the Declaration screen and Click Submit (Figure 76)
- Once you have successfully submitted your claim, a confirmation number is displayed (Figure 77)



Figure 74 – Expenditures screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] | Sign out

My GCOS Account | Help and Support

GCOS > Applications and Projects > Manage > Claims

Expenditures

Project Information
Project Number: 012345678 | ESDC Contribution: 5000
Project Title: Project / Project 1.1 | Payment Method: Advances
Start Date: August 6, 2018 | Claim Reporting Frequency: Fixed Quarter
End Date: July 31, 2019

Help and Support
[Program Applicant Guide](#)
[User Guides](#)
[Contact Us](#)

* Claim Period From [Valid Date Format](#)

* Claim Period To [Valid Date Format](#)

Important: The following is a generic listing of possible eligible project cost categories. Only include amounts under the eligible cost categories for which you are entitled as per the Agreement.

Planned Expenditures	
Cost Category	ESDC
Administrative Costs	
Administrative Costs Help	<input type="text"/>
Sub-projects Administrative Costs (if applicable) Help	<input type="text"/>
Capital Costs	
Facilities (if applicable) Help	<input type="text"/>
Capital Assets Help	<input type="text"/>
Direct Costs	
Staff Wages Help	<input type="text"/>
Participant Costs Help	<input type="text"/>
Project Costs Help	<input type="text"/>
Partnership Development (if applicable) Help	<input type="text"/>
Child Care Costs (if applicable) Help	<input type="text"/>
Sub-projects Project Costs (if applicable) Help	<input type="text"/>
Total Planned Expenditures	0


[Save](#) | [Supporting Documents](#) | [Review & Submit](#) | [Back To Claims](#)

Text description of Figure 74

The Expenditures screen is used to capture expenses incurred for your project during a specified period.



Figure 75 – Claim – Review and submit screen



Government
of Canada

Gouvernement
du Canada

[Français](#)

Grants and Contributions Online Services

Signed in as

Sign out

My GCOS Account


Help and Support ▾

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Claims](#) → [Expenditures](#)

Review & Submit

Expand all

Collapse all

Print 



► Expenditures



► Supporting Documents



Next

Back To Expenditures

Help and Support

[Program Applicant Guide](#)  

[User Guides](#)  


[Contact Us](#)  

Text description of Figure 75

The Review & Submit screen is a full summary of all the information entered into the claim.



Figure 76 – Claim – Declaration screen



**Government
of Canada**

**Gouvernement
du Canada**

[Français](#)

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▾[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Claims](#) → [Expenditures](#) → [Review & Submit](#)

Declaration

*** By clicking the 'Submit' button below you certify that (Required)**

☐ A. the amounts identified in the previous screens in relation with the different cost categories identified therein, and requested with the submission of this claim, are true, accurate, and in accordance with the Terms and Conditions of the Funding Agreement they relate to;

☐ B. all applicable credits have been taken into account; and

☐ C. you have authority to submit this claim.

[Submit](#)

[Back To Review & Submit](#)

Help and Support

[Program Applicant Guide](#)  

[User Guides](#)  

[Contact Us](#)  

Text description of Figure 76

The Declaration screen is used to certify the user's authority.

Figure 77 – Claim – Confirmation screen

Figure 77 is a screenshot of the 'Confirmation' screen in the Grants and Contributions Online Services (GCOS) portal. The page header includes the Government of Canada logo and the text 'Grants and Contributions Online Services'. A navigation bar shows 'Signed in as' and a 'Sign out' button. Below the header, there are links for 'My GCOS Account' and 'Help and Support'. The main content area displays the confirmation message: 'Your submission was successful. Your confirmation number is M000123456.' It also provides contact information for questions: 'NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca'. A 'Return' button is located at the bottom left. On the right side, there is a 'Help and Support' sidebar with links to the 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 77

The Confirmation screen provides you with a confirmation number that your Claim was successfully submitted.

The Return Button will bring you to the Claims Summary Screen (Figure 78)

Figure 78 – Claims summary screen

Figure 78 is a screenshot of the 'Claims' summary screen in the Grants and Contributions Online Services (GCOS) portal. The page header is identical to Figure 77. The main content area is titled 'Claims' and features a search bar with the text 'Search Claims' and a 'Search' button. Below the search bar, it shows 'Showing 1 result of 1' and a dropdown for 'Number of results per page' set to 10. The search result is for claim M000123456. The details for this claim are: Period: August 6, 2018 : August 24, 2018; Date Updated: August 29, 2018 12:18:40 PM; Amount Claimed: \$250.00; Amount Eligible: (blank); Status: Submitted. There are 'View' and 'Withdraw' buttons for this claim. At the bottom left, there are 'Add Claim' and 'Back To Manage' buttons. On the right side, there is a 'Filter your results' sidebar. It includes a 'Status' filter with a radio button for 'Submitted' and 'Apply' and 'Reset' buttons. Below that is an 'Order By' section with radio buttons for 'Amount Claimed', 'Amount Eligible', 'Date Updated', 'Period', 'Status', and 'Tracking Number' (which is selected). At the bottom of the sidebar, there are 'Ascending' and 'Descending' buttons.

Text description of Figure 78

The Claims Summary screen provides you with a summary of all claims for your project.

Back to Manage will bring you to the Manage Project Summary Screen

5.3.1 How to view a submitted claim

The View function on the Claims Summary Screen (Figure 79) will direct you to the Expenditures screen. You will be able to view the submitted claim in read-only format.

Figure 79 – View claim

The screenshot displays the 'Claims' section of the GCOS interface. At the top, there is a header with the Government of Canada logo and a 'Signed in as' button. Below this is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Claims' and includes a search bar and a 'Filter your results' sidebar. The sidebar has a 'Status' filter set to 'Submitted' and an 'Order By' dropdown set to 'Tracking Number'. The main list shows one claim with ID 'M000123456'. The claim details include the period 'August 6, 2018 : August 24, 2018', the date updated 'August 29, 2018 12:18:40 PM', the amount eligible, and the amount claimed '\$250.00'. A red arrow points to the 'View' button next to the claim ID.

Search Claims	Search
Showing 1 result of 1	
Number of results per page 10	
M000123456	
Period: August 6, 2018 : August 24, 2018	Amount Eligible:
Date Updated: August 29, 2018 12:18:40 PM	Status: Submitted
Amount Claimed: \$250.00	
View	Withdraw
Add Claim	Back To Manage

Filter your results

Status

☐ 1 Submitted

[Apply](#) [Reset](#)

Order By

☐ Amount Claimed

☐ Amount Eligible

☐ Date Updated

☐ Period

☐ Status

☒ Tracking Number

[Ascending](#) [Descending](#)

Text description of Figure 79

The view button on the Claims Summary screen allows you to view your submitted claim.

5.3.2 How to withdraw a claim

You can withdraw a submitted claim up until the Department begins processing the claim. To withdraw a claim after that point, you will need to contact your assigned program delivery staff.

- Click Withdraw (Figure 80) which will direct you to the Withdraw Claim screen (see Figure 81)
- Click Withdraw to confirm that the claim will be withdrawn

Figure 80 – Claims summary screen - Withdraw a claim

The screenshot displays the 'Claims' section of the Grants and Contributions Online Services (GCOS) portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. A secondary navigation bar contains 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Claims' and features a search bar with the text 'Search Claims' and a 'Search' button. Below the search bar, it says 'Showing 1 result of 1' and 'Number of results per page' with a dropdown menu set to '10'. A table displays one claim with the following details: Claim ID 'M000123456', Period 'August 6, 2018 : August 24, 2018', Date Updated 'August 29, 2018 12:18:40 PM', Amount Claimed '\$250.00', Amount Eligible, and Status 'Submitted'. Below the claim details are 'View' and 'Withdraw' buttons, with a red arrow pointing to the 'Withdraw' button. At the bottom of the claim card are 'Add Claim' and 'Back To Manage' buttons. On the right side, there are two filter panels: 'Filter your results' with a 'Status' filter set to 'Submitted' (1 result) and 'Apply' and 'Reset' buttons; and 'Order By' with radio buttons for 'Amount Claimed', 'Amount Eligible', 'Date Updated', 'Period', 'Status', and 'Tracking Number' (selected), and 'Ascending' and 'Descending' buttons.

Text description of Figure 80

The Withdraw button on the Claims Summary screen allows you to withdraw your submitted claim.

Figure 81 – Withdraw claim confirmation screen

The screenshot shows the 'Withdraw Claim' confirmation screen on the Grants and Contributions Online Services (GCOS) website. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' option. Below the navigation bar is a light gray bar with 'My GCOS Account' and 'Help and Support' links. Below this is a breadcrumb trail: 'GCOS → Applications and Projects → Manage → Claims'. The main heading is 'Withdraw Claim'. Below the heading is a yellow box with a warning icon and the text 'Please confirm that the following Claim will be withdrawn'. Below this is a white box containing claim details: 'Period: August 6, 2018 : August 24, 2018', 'Amount Claimed: 250', 'Tracking Number: M000123456', 'Status: Submitted', and 'Date Updated: August 29, 2018 12:18:40 PM'. At the bottom of this box are two buttons: 'Withdraw' and 'Back To Claims'. To the right of the claim details is a 'Help and Support' section with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out]

My GCOS Account | Help and Support ▾

GCOS → Applications and Projects → Manage → Claims

Withdraw Claim

⚠ Please confirm that the following Claim will be withdrawn

Period: August 6, 2018 : August 24, 2018	Status: Submitted
Amount Claimed: 250	Date Updated: August 29, 2018 12:18:40 PM
Tracking Number: M000123456	

[Withdraw](#) [Back To Claims](#)

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 81

The Withdrawn Claim screen confirms that you would like to withdraw your claim.

5.3.3 How to remove a claim

You can remove a claim that you haven't submitted to ESDC or that has a status of Withdrawn.

- Click Remove (Figure 82) which will direct you to the Remove Claim screen (see Figure 83)
- Click Remove to confirm that the claim will no longer be displayed in your account

Figure 82 – Claims summary screen – Remove a claim

The screenshot displays the 'Claims' section of the Grants and Contributions Online Services (GCOS) interface. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, a navigation bar includes 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Claims' and features a search bar with the text 'Search Claims' and a 'Search' button. Below the search bar, it says 'Showing 1 result of 1' and 'Number of results per page 10'. A table lists one claim with the ID 'M000123456'. The claim details include 'Period: August 6, 2018 : August 24, 2018', 'Date Updated: August 29, 2018 12:18:40 PM', 'Amount Claimed: \$250.00', 'Amount Eligible:', and 'Status: Submitted'. Below the claim details are 'View' and 'Remove' buttons. A red arrow points to the 'Remove' button. At the bottom of the claim list are 'Add Claim' and 'Back To Manage' buttons. On the right side, there are filters for 'Status' (Submitted) and 'Order By' (Tracking Number).

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage

Claims

Search Claims Search

Showing 1 result of 1

Number of results per page 10

M000123456	
Period: August 6, 2018 : August 24, 2018	Amount Eligible:
Date Updated: August 29, 2018 12:18:40 PM	Status: Submitted
Amount Claimed: \$250.00	
View Remove	

[Add Claim](#) [Back To Manage](#)

Filter your results

Status

☐ 1 Submitted

[Apply](#) [Reset](#)

Order By

☐ Amount Claimed

☐ Amount Eligible

☐ Date Updated

☐ Period

☐ Status

☒ Tracking Number

[Ascending](#) [Descending](#)

Text description of Figure 82

The Remove button on the Claims Summary screen allows you to Remove your withdrawn or draft claim.

Figure 83 –Remove claim

The screenshot shows the 'Remove Claim' page in the GCOS portal. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below the header, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area has a title 'Remove Claim' and a yellow warning box that says 'By clicking Remove, this item will no longer be displayed in your account'. Below this, there is a box containing claim details: 'Period: August 6, 2018 : August 24, 2018', 'Amount Claimed: 250', 'Tracking Number: M000123456', 'Status: Withdrawn', and 'Date Updated: August 29, 2018 12:36:29 PM'. There are two buttons: 'Remove' and 'Back To Claims'. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 83

The Remove Claim screen confirms that you would like to remove your claim.

5.4 Forecast of Project Expenditures (FPE)

The FPE tracks anticipated agreement expenses requirement for future periods and is mandatory on all new projects using an advance payment frequency. You complete the FPE to:

- Estimate expenditures you expect to incur for your project; and
- Revise future estimates (if required).

Note: If you are on progress payments the FPE screen will not be available.

Figure 84 – Manage project summary - Forecast of Project Expenditures

The screenshot shows the 'Forecast of Project Expenditures' screen. It has a title 'Forecast of Project Expenditures' and a link '(Top of Page)'. Below the title, there is a paragraph explaining that the FPE is used to capture anticipated agreement expenses requirements for future periods and is mandatory on all new projects using an advance payment frequency. At the bottom, there are two buttons: 'View Forecast of Project Expenditures' and 'Add Forecast of Project Expenditures'.

Text description of Figure 84

The Forecast of Project Expenditures screen is used to capture the monthly financial requirements for your project.

To add an FPE, follow the steps below:

- Click Add Forecast of Project Expenditures (Figure 84)
- Complete all required fields (Figure 85)
- Click Save
- Click Supporting Documents to add files that support the claim you are submitting
- Click Review & Submit
- Click Next (Figure 86)
- Complete the Declaration screen and Click Submit (Figure 87)
- Once you have successfully submitted your claim, a confirmation number is displayed (Figure 88)

Figure 85 – Forecast of project expenditures screen

Government of Canada / Gouvernement du Canada [Français](#)

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Forecast of Project Expenditures](#)

Forecast of Project Expenditures

Project Information
Project Number: 012345678
Project Title: Project / Project 1.1
Start Date: August 6, 2018
End Date: July 31, 2019
ESDC Contribution: 5000
Payment Method: Advances
Claim Reporting Frequency: Fixed Quarter

Help and Support
[Program Applicant Guide](#)
[User Guides](#)
[Contact Us](#)

Fiscal Year 2018-2019

August 2018	September 2018	October 2018	November 2018
2500	0	0	0
December 2018	January 2019	February 2019	March 2019
0	0	0	0

Forecasted Fiscal Year Total: 2500

Fiscal Year 2019-2020

April 2019	May 2019	June 2019	July 2019
2500	0	0	0

Forecasted Fiscal Year Total: 2500

Forecasted Grand Total 5000 **ESDC Project Budget Amount** 5000

Forecasted Grand Total ≤ ESDC Project Budget Amount

[Save](#) [Review & Submit](#) [Back To Forecast of Project Expenditures](#)

Text description of Figure 85

The Forecast of Project Expenditures screen is used to capture the monthly financial requirements for your project per month and per fiscal year.

Figure 86 – Forecast of project expenditures – Review and submit screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Manage → Forecast of Project Expenditures → Forecast of Project Expenditures

Review & Submit

Expand all Collapse all Print

▸ Forecast of Project Expenditures

Next Back To Forecast of Project Expenditures

Help and Support

- Program Applicant Guide
- User Guides
- Contact Us

Text description of Figure 86

The Review & Submit screen is a full summary of all the information entered into the Forecast of Project Expenditures.

Figure 87 – Forecast of project expenditures – Declaration screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Manage → Forecast of Project Expenditures → Forecast of Project Expenditures → Review & Submit

Declaration

Your organization has indicated that one (1) signature is required to submit a forecast of project expenditures through Grants and Contributions Online Services (GCOS). Currently one (1) representative has the authority to submit a forecast of project expenditures. **If the number of representatives is less than the number of signatures required**, please refer to the [User Guide](#) on how to invite representatives and on how to assign them function-specific rights.

If the number of required signatories displayed above is incorrect, you can change it by clicking on "Organization Identification" under the ["My GCOS Account"](#) button.

Declaration

* By clicking the 'Submit' button below you certify that
(Required)

☐ A. the amounts identified in the previous screens and requested with the submission of this Forecast of Project Expenditures are true, accurate and in accordance with the Terms and Conditions of the Funding Agreement they relate to; and

☐ B. you have authority to submit this Forecast of Project Expenditures.

Submit Back To Review & Submit

Help and Support


- Program Applicant Guide
- User Guides
- Contact Us

Text description of Figure 87

The Declaration screen is used to certify the user's authority.



Figure 88 – Forecast of project expenditures – Confirmation screen



Government
of Canada

Gouvernement
du Canada

[Français](#)

Grants and Contributions Online Services

Signed in as

Sign out

My GCOS Account

Help and Support ▾

[GCOS](#) → [Applications and Projects](#) → [Application](#) → [Review & Submit](#)



Confirmation



Your submission was successful. Your confirmation number is **P000123456**.



Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.

Return

Help and Support

[Program Applicant Guide](#)  

[User Guides](#)  

[Contact Us](#)  

Text description of Figure 88

The Confirmation screen provides you with a confirmation number that your Forecast of Project Expenditures was successfully submitted.

The Return Button will bring you to the Forecast of Project Expenditures Summary Screen (Figure 89)

Figure 89 – Forecast of project expenditures summary screen

The screenshot displays the 'Forecast of Project Expenditures' summary screen. At the top, there is a header for the Government of Canada with a language toggle for 'Français'. Below this is a navigation bar for 'Grants and Contributions Online Services' with a 'Signed in as' indicator and a 'Sign out' button. A secondary navigation bar includes links for 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Forecast of Project Expenditures' and features a search bar with the placeholder text 'Search Forecast of Project Expenditures' and a 'Search' button. To the right of the search bar is a 'Filter your results' sidebar. This sidebar includes a 'Status' section with a checkbox for 'Submitted' (indicated by a '1') and buttons for 'Apply' and 'Reset'. Below this is an 'Order By' section with radio buttons for 'Date Updated', 'Status', and 'Tracking Number' (which is selected), and buttons for 'Ascending' and 'Descending'. The main results area shows 'Showing 1 result of 1' and a 'Number of results per page' dropdown set to '10'. The single result is for project 'M000123456', with a status of 'Submitted' and a 'Date Updated' of 'August 29, 2018 1:18:21 PM'. Below the project details are 'View' and 'Withdraw' buttons. At the bottom of the results area are buttons for 'Add Forecast of Project Expenditures' and 'Back To Manage'.

Text description of Figure 89

The Forecast of Project Expenditures screen provides a summary of all Forecast of Project Expenditures for this project.

Back to Manage will bring you to the Manage Project Summary Screen

5.4.1 How to view a submitted Forecast of Project Expenditure (FPE)

The View function on the Forecast of Project Expenditure Summary Screen (Figure 90) will direct you to view the submitted FPE in read-only format.

Figure 90 – View forecast of project expenditure

The screenshot shows the 'Grants and Contributions Online Services' (GCOS) interface. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. Below the navigation bar is a light gray bar with 'My GCOS Account' and 'Help and Support' links. The main content area has a breadcrumb trail: 'GCOS → Applications and Projects → Manage'. The title 'Forecast of Project Expenditures' is displayed. Below the title is a search bar with the text 'Search Forecast of Project Expenditures' and a 'Search' button. To the right of the search bar is a 'Filter your results' sidebar. The sidebar has a 'Status' section with a checkbox for 'Submitted' (which is checked) and buttons for 'Apply' and 'Reset'. Below this is an 'Order By' section with radio buttons for 'Date Updated', 'Status', and 'Tracking Number' (which is selected). At the bottom of the sidebar are 'Ascending' and 'Descending' buttons. The main content area shows 'Showing 1 result of 1' and a 'Number of results per page' dropdown set to '10'. Below this is a table with one row. The row has a header 'M000123456'. The row content shows 'Status: Submitted' and 'Date Updated: August 29, 2018 1:18:21 PM'. Below the row content are two buttons: 'View' and 'Withdraw'. A red arrow points to the 'View' button. At the bottom of the table are two buttons: 'Add Forecast of Project Expenditures' and 'Back To Manage'.

Text description of Figure 90

The view button on the Forecast of Project Expenditures Summary screen allows you to view your Forecast of Project Expenditures.


5.4.2 How to withdraw a Forecast of Project Expenditure (FPE)

You can withdraw a submitted FPE up until it is reviewed by the Department. To withdraw an FPE after that point, you will need to contact your assigned program delivery staff.

- Click Withdraw (Figure 91) which will direct you to the Withdraw Forecast of Project Expenditure screen (see Figure 92)
- Click Withdraw to confirm that the FPE will be withdrawn

Figure 91 – Forecast of project expenditure summary screen - Withdraw an FPE

[Français](#)



Government of Canada
Gouvernement du Canada

Grants and Contributions Online Services

Signed in as Sign out

My GCOS Account
Help and Support ▼

[GCOS](#) → [Applications and Projects](#) → [Manage](#)

Forecast of Project Expenditures

Showing 1 result of 1
Number of results per page 10

M000123456
Status: Submitted
Date Updated: August 29, 2018 1:18:21 PM

Filter your results
Status
☐ Submitted

Order By
☐ Date Updated
☐ Status
☒ Tracking Number

Text description of Figure 91

The Withdraw button on the Forecast of Project Expenditures Summary screen allows you to withdraw your Forecast of Project Expenditures.

Figure 92 – Withdraw Forecast of Project Expenditure confirmation screen

[Français](#)



Government of Canada
Gouvernement du Canada

Grants and Contributions Online Services

Signed in as Sign out

My GCOS Account
Help and Support ▼

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Forecast of Project Expenditures](#)

Withdraw Forecast of Project Expenditures

 Please confirm that the following Forecast of Project Expenditures will be withdrawn

Status: Submitted
Tracking Number: P000123456
Date Updated: August 29, 2018 1:18:21 PM

Help and Support
[Program Applicant Guide](#)
[User Guides](#)
[Contact Us](#)

Text description of Figure 92

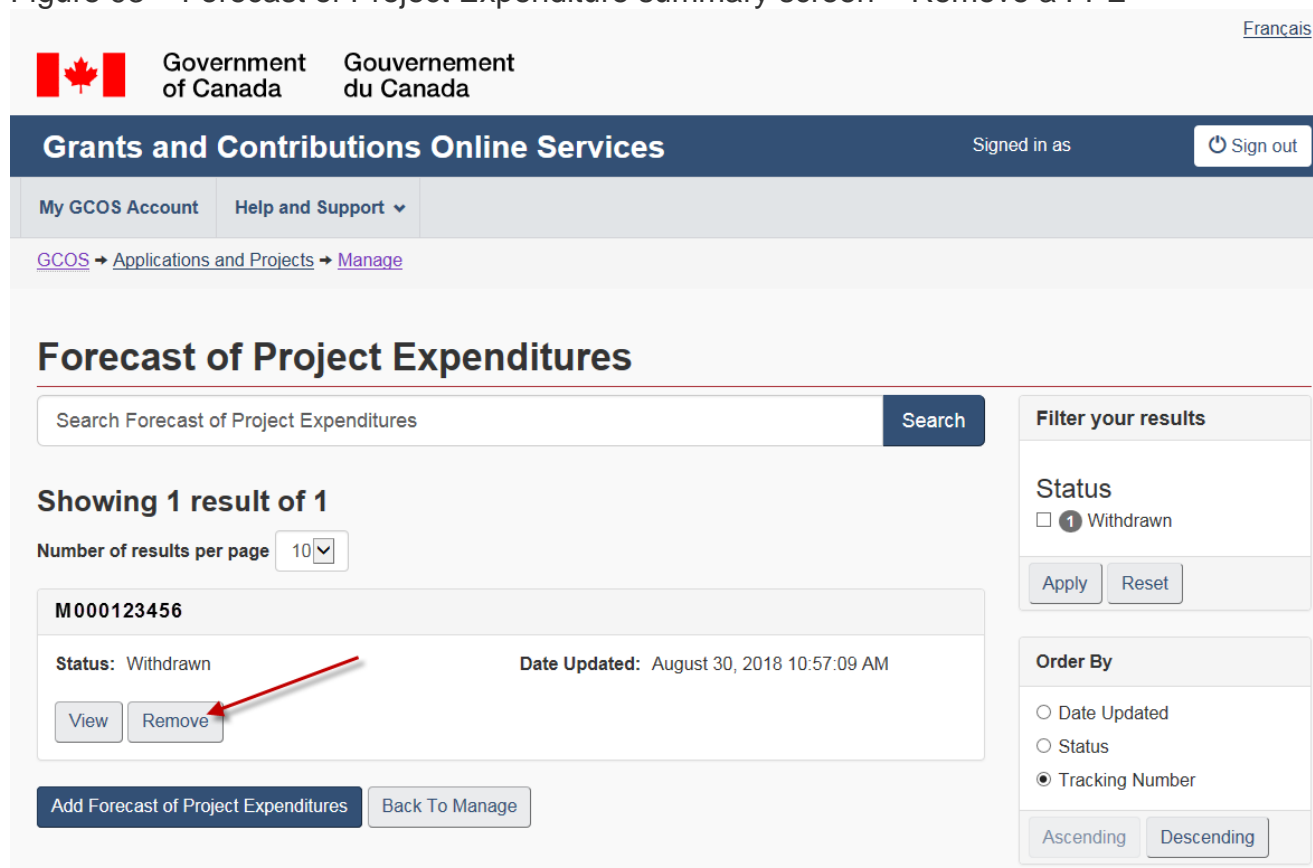
The withdraw Forecast of Project Expenditures screen confirms that you would like to withdraw your Forecast of Project Expenditures.

5.4.3 How to remove a Forecast of Project Expenditure

You can remove a Forecast of Project Expenditure you haven't submitted to ESDC or that has a status of Withdrawn.

- Click Remove (Figure 93) which will direct you to the Remove Forecast of Project Expenditure screen (see Figure 94)
- Click Remove to confirm that the FPE will no longer be displayed in your account

Figure 93 – Forecast of Project Expenditure summary screen – Remove a FPE



The screenshot displays the 'Forecast of Project Expenditures' summary screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below the header, there is a search bar labeled 'Search Forecast of Project Expenditures' and a 'Search' button. The results section shows 'Showing 1 result of 1' and a dropdown for 'Number of results per page' set to 10. The result is for M000123456, with a status of 'Withdrawn' and a date updated of 'August 30, 2018 10:57:09 AM'. A red arrow points to the 'Remove' button. The page also includes filters for status (Withdrawn) and order by (Tracking Number).

Text description of Figure 93

The Remove button on the Forecast of Project Expenditures Summary screen allows you to Remove your withdrawn or draft Forecast of Project Expenditures.

Figure 94 –Remove Forecast of Project Expenditures

The screenshot shows the 'Remove Forecast of Project Expenditures' screen in the Grants and Contributions Online Services (GCOS) portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. A breadcrumb trail shows the path: 'GCOS → Applications and Projects → Manage → Forecast of Project Expenditures'. The main heading is 'Remove Forecast of Project Expenditures'. A yellow warning box states: 'By clicking Remove, this item will no longer be displayed in your account'. Below this, the status is 'Withdrawn' and the tracking number is 'P000123456'. There are two buttons: 'Remove' and 'Back To Forecast of Project Expenditures'. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 94

The Remove Forecast of Project Expenditures screen confirms that you would like to remove your Forecast of Project Expenditures.

5.5 Activity Reports

The activity report summarizes the overall project progress against:

- The project's objectives
- The activities conducted to achieve the outcomes
- The possible issues which could affect the success of the project

Overall, the activity report:

- streamlines project reporting
- improves accountability
- provides an overview of the project's overall performance
- Helps determine what your organization plans to achieve and what you've achieved in your project.

It is mandatory that you complete the activity report for all contribution projects (excluding Canada Summer Jobs).



5.5.1 How to add an activity report

Figure 95 – Manage project summary - Activity report

Activity Report [↑ \(Top of Page\)](#)

The activity report is used to capture the overall project progress against the project's objectives, the activities conducted to achieve the outcomes, and the possible issues which could affect the success of the project.


[View Activity Report](#) [Add Activity Report](#)

Text description of Figure 95

The Activity Report screen is used to capture the details of your activity report for this project.

- Click Add Activity Report (Figure 95) on the Manage Project Summary Screen
- You will see Edit buttons for the following Screens (Figure 96):
 - Report on Progress
 - Amendment
 - Success Stories / Lessons Learned
 - Additional Information
 - Other Information
 - Review & Submit
- Complete each section, ensuring all required fields are completed and that you click save on every screen
- Click Review & Submit
- Click Next (Figure 97)
- Complete the Declaration and Click Submit (Figure 98)
- Once your Claim has been successfully submitted, a confirmation number will be displayed (Figure 99)

Figure 96 – Manage project summary - Activity report screen



Government
of Canada

Gouvernement
du Canada

[Français](#)

Grants and Contributions Online Services

Signed in as

Sign out

My GCOS Account

Help and Support

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Activity Report](#)

Activity Report

Report on Progress

↑ [\(Top of Page\)](#)

Report on Progress hasn't been completed yet

Edit Report on Progress

Amendment

↑ [\(Top of Page\)](#)

Amendment hasn't been completed yet

Edit Amendment

Success Stories / Lessons Learned

↑ [\(Top of Page\)](#)

There is no Success Stories / Lessons Learned

Edit Success Stories / Lessons Learned

Additional Information

↑ [\(Top of Page\)](#)

There is no Additional Information

Edit Additional Information

Other Information

↑ [\(Top of Page\)](#)

There is no Other Information

Edit Other Information

Review & Submit

↑ [\(Top of Page\)](#)

The Review and Submit screen is a full summary of all the information. It allows you to review and, if necessary, edit information.

Some sections above are not completed yet

Review

Back To Activity Report

On This Page

Completed: ✓ Mandatory: ⚠ Optional: 📌

Error: ✖

Report on Progress

Amendment

Success Stories / Lessons Learned

Additional Information

Other Information

Review & Submit

Help and Support

Program Applicant Guide

User Guides

Contact Us

Text description of Figure 96

The Activity Report screen provides you with the screens to complete the details of your activity report for this project.

Figure 97 – Review and submit - Activity report

The screenshot shows the 'Review & Submit' screen for an Activity report. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Review & Submit' and contains a list of sections to review: 'Report on Progress', 'Amendment', 'Success Stories / Lessons Learned', 'Additional Information as per program specific requirements', and 'Other Information'. There are buttons for 'Expand all', 'Collapse all', and 'Print'. At the bottom, there are 'Next' and 'Back To Activity Report' buttons. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 97

The Review & Submit screen is a full summary of all the information entered into the Activity Report.

Figure 98 – Declaration screen - Activity report

The screenshot shows the 'Declaration' screen for an Activity report. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Declaration' and contains a paragraph explaining that one (1) signature is required to submit an activity report through Grants and Contributions Online Services (GCOS). It states that currently one (1) representative has the authority to submit an activity report. If the number of representatives is less than the number of signatures required, please refer to the User Guide on how to invite representatives and on how to assign them function-specific rights. Below this, there is a section for 'Declaration' with a note: '* By clicking the 'Submit' button below you certify that (Required)'. There are two checkboxes: 'A. the information provided in the previous screens with respect to the Activity Report is true, accurate and complete; and' and 'B. you have authority to submit this Activity Report as required under the Terms and Conditions of the Funding Agreement it relates to.' At the bottom, there are 'Submit' and 'Back To Review & Submit' buttons. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 98

The Declaration screen is used to certify the user's authority.



Figure 99 – Confirmation of submission - Activity report

The screenshot shows the 'Grants and Contributions Online Services' header with the Government of Canada logo and a 'Français' link. The main navigation bar includes 'My GCOS Account', 'Help and Support', and a 'Signed in as' status with a 'Sign out' button. A breadcrumb trail reads: GCOS → Applications and Projects → Application → Review & Submit. The main heading is 'Confirmation'. The text states: 'Your submission was successful. Your confirmation number is **R000123456**.' Below this, it says: 'Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdcc-hdccc.gc.ca referencing the above confirmation number.' A 'Return' button is located at the bottom left. On the right, a 'Help and Support' sidebar contains links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 99

The Confirmation screen provides you with a confirmation number that your Activity Report was successfully submitted.

The Return Button will bring you to the Activity Report Summary Screen (Figure 100)

Figure 100 – Activity report summary screen

The screenshot shows the 'Grants and Contributions Online Services' header with the Government of Canada logo and a 'Français' link. The main navigation bar includes 'My GCOS Account', 'Help and Support', and a 'Signed in as' status with a 'Sign out' button. A breadcrumb trail reads: GCOS → Applications and Projects → Manage. The main heading is 'Activity Report'. Below the heading is a search bar with the text 'Search Activity Report' and a 'Search' button. The results section shows 'Showing 2 results of 2' and a 'Number of results per page' dropdown set to '10'. There are two report entries. The first entry has the ID 'R000123456-1', a status of 'Submitted', and a 'Date Updated' of 'September 4, 2018 8:18:54 AM'. It has 'View' and 'Withdraw' buttons. The second entry has a status of 'Draft', a 'Date Updated' of 'August 30, 2018 2:19:54 PM', and 'Edit' and 'Remove' buttons. At the bottom left, there are 'Add Activity Report' and 'Back To Manage' buttons. On the right, a 'Filter your results' sidebar contains a 'Status' section with checkboxes for 'Draft' and 'Submitted', an 'Apply' and 'Reset' button, an 'Order By' section with radio buttons for 'Date Updated', 'Status', and 'Tracking Number' (which is selected), and 'Ascending' and 'Descending' buttons. At the bottom right, a 'Help and Support' sidebar contains links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 100

The Activity Report screen provides you with a summary of all activity reports for this project.

Back to Manage will bring you to the Manage Project Summary Screen

5.5.2 How to view activity report

The View function on the Activity Report Summary Screen (Figure 101) will direct you to view the submitted Activity Report in read-only format.

Figure 101 – View activity report

The screenshot displays the 'Grants and Contributions Online Services' interface. At the top, there's a header with the Government of Canada logo and a 'Signed in as' button. Below this is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Activity Report' and includes a search bar. Below the search bar, it says 'Showing 2 results of 2' and 'Number of results per page 10'. There are two results listed. The first result, 'R000123456-1', has a status of 'Submitted' and a 'Date Updated' of 'September 4, 2018 8:18:54 AM'. It has 'View' and 'Withdraw' buttons. The second result has a status of 'Draft' and a 'Date Updated' of 'August 30, 2018 2:19:54 PM', with 'Edit' and 'Remove' buttons. At the bottom, there are 'Add Activity Report' and 'Back To Manage' buttons. On the right side, there's a sidebar with 'Filter your results' (Status: Draft, Submitted), 'Order By' (Date Updated, Status, Tracking Number), and 'Help and Support' links.

Text description of Figure 101

The View button on the Activity Report screen allows you to view your Participant.

5.5.3 How to withdraw an activity report

You can withdraw a submitted Activity Report up until the Department begins processing the Activity report. To withdraw an FPE after that point, you will need to contact your assigned program delivery staff.

- Click Withdraw (Figure 102) which will direct you to the Withdraw Activity Report screen (Figure 103)
- Click Withdraw to confirm that the Activity Report will be withdrawn

Figure 102 – Activity report summary screen - Withdraw an activity report

The screenshot displays the 'Activity Report' summary screen in the Grants and Contributions Online Services (GCOS) portal. The header includes the Government of Canada logo and navigation links. The main content area shows a search bar and a list of activity reports. The first report, with ID R000123456-1, is in 'Submitted' status and has a 'Withdraw' button highlighted by a red arrow. The second report is in 'Draft' status and has 'Edit' and 'Remove' buttons. The sidebar on the right contains filters for status (Draft, Submitted), order by (Date Updated, Status, Tracking Number), and help and support links.

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▾

[GCOS](#) → [Applications and Projects](#) → [Manage](#)

Activity Report

Search Activity Report [Search](#)

Showing 2 results of 2

Number of results per page 10 ▾

R000123456-1

Status: Submitted **Date Updated:** September 4, 2018 8:18:54 AM

[View](#) [Withdraw](#)

Status: Draft **Date Updated:** August 30, 2018 2:19:54 PM

[Edit](#) [Remove](#)

[Add Activity Report](#) [Back To Manage](#)

Filter your results

Status

☐ 1 Draft

☐ 1 Submitted

[Apply](#) [Reset](#)

Order By

☐ Date Updated

☐ Status

☒ Tracking Number

[Ascending](#) [Descending](#)

Help and Support

[Program Applicant Guide](#) [📄](#)

[User Guides](#) [📖](#)

[Contact Us](#) [✉](#)

Text description of Figure 102

The Withdraw button on the Activity Report screen allows you to withdraw your Participant.

Figure 103 – Withdraw activity report confirmation screen

The screenshot shows the 'Withdraw Activity Report' confirmation screen. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' option. Below the navigation bar is a light gray bar with 'My GCOS Account' and 'Help and Support' with a dropdown arrow. Below this is a breadcrumb trail: 'GCOS → Applications and Projects → Manage → Activity Report'. The main heading is 'Withdraw Activity Report'. Below the heading is a yellow box with a warning icon and the text 'Please confirm that the following Activity Report will be withdrawn'. Below this is a white box containing the following information: 'Period: August 6, 2018 : August 31, 2018', 'Status: Submitted', 'Tracking Number: R000123456', and 'Date Updated: September 4, 2018 8:18:54 AM'. At the bottom of this box are two buttons: 'Withdraw' and 'Back To Activity Report'. To the right of the main content is a 'Help and Support' sidebar with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us', each with an external link icon and a document icon.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out]

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Manage → Activity Report

Withdraw Activity Report

⚠ Please confirm that the following Activity Report will be withdrawn

Period: August 6, 2018 : August 31, 2018
Tracking Number: R000123456
Status: Submitted
Date Updated: September 4, 2018 8:18:54 AM

Withdraw Back To Activity Report

Help and Support

- Program Applicant Guide
- User Guides
- Contact Us

Text description of Figure 103

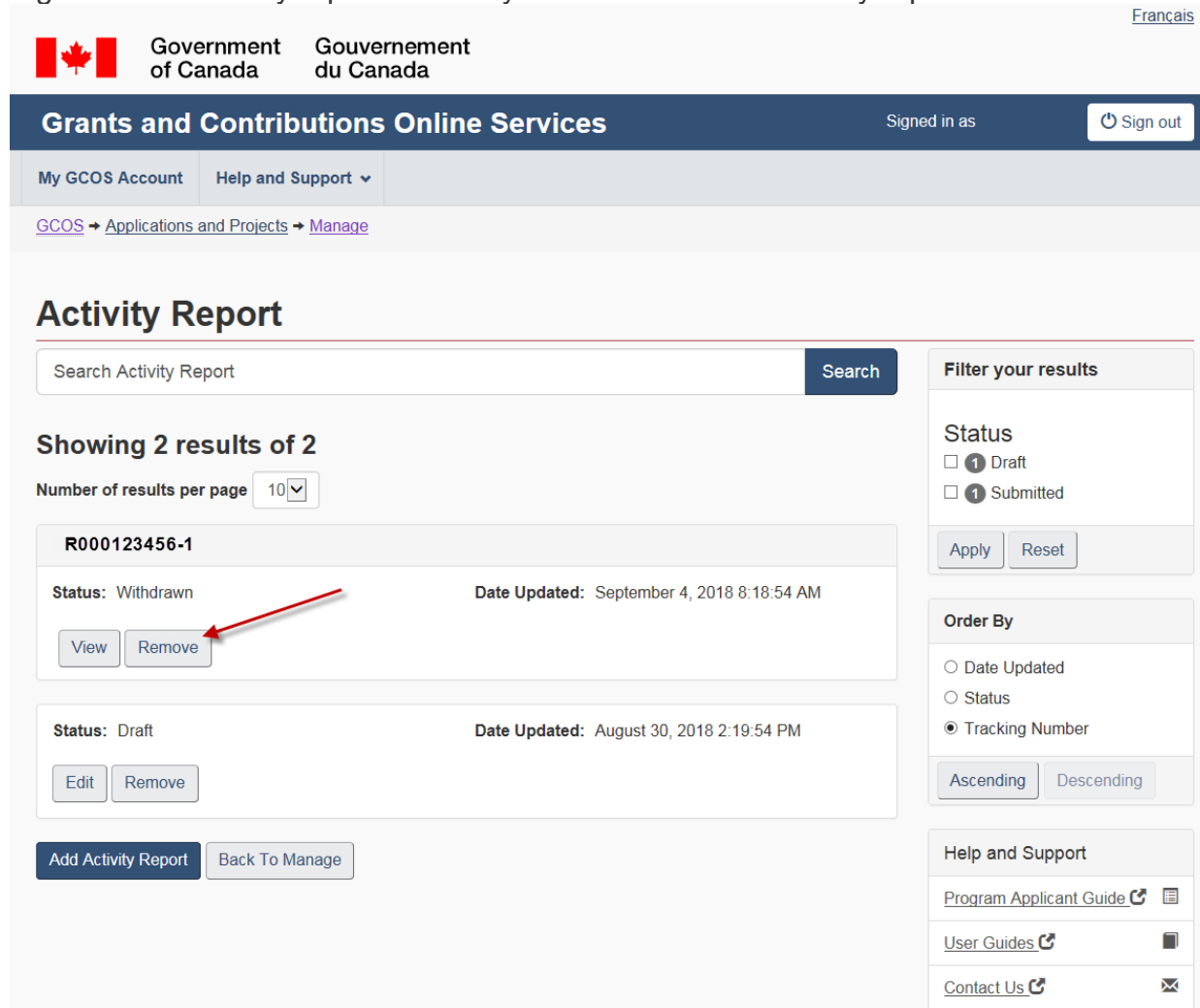
The Withdraw Activity Report screen confirms that you would like to Withdraw your Activity Report.

5.5.4 How to remove an activity report

You can remove an Activity Report you haven't submitted to ESDC or that has a status of Withdrawn.

- Click Remove (Figure 104) which will direct you to the Remove Activity Report screen (Figure 105)
- Click Remove to confirm that the Activity Report will no longer be displayed in your account

Figure 104 – Activity report summary screen – Remove activity report



The screenshot displays the 'Activity Report' summary screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, a navigation bar shows 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Activity Report' and includes a search bar. Below the search bar, it says 'Showing 2 results of 2' and 'Number of results per page' set to 10. There are two results listed. The first result has the ID 'R000123456-1', a status of 'Withdrawn', and a date updated of 'September 4, 2018 8:18:54 AM'. It has 'View' and 'Remove' buttons. A red arrow points to the 'Remove' button. The second result has a status of 'Draft' and a date updated of 'August 30, 2018 2:19:54 PM', with 'Edit' and 'Remove' buttons. At the bottom, there are buttons for 'Add Activity Report' and 'Back To Manage'. On the right side, there are filters for 'Status' (Draft, Submitted), 'Order By' (Date Updated, Status, Tracking Number), and 'Help and Support' links.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage

Activity Report

Search Activity Report Search

Showing 2 results of 2

Number of results per page 10

R000123456-1

Status: Withdrawn Date Updated: September 4, 2018 8:18:54 AM

View Remove

Status: Draft Date Updated: August 30, 2018 2:19:54 PM

Edit Remove

Add Activity Report Back To Manage

Filter your results

Status

☐ 1 Draft

☐ 1 Submitted

Apply Reset

Order By

☐ Date Updated

☐ Status

☒ Tracking Number

Ascending Descending

Help and Support

Program Applicant Guide

User Guides

Contact Us

Text description of Figure 104

The Remove button on the Activity Report screen allows you to remove your Activity Report.

Figure 105 – Remove activity report

[Français](#)



Government
of Canada

Gouvernement
du Canada

Grants and Contributions Online Services

Signed in as SELSC GCOS

[Sign out](#)


[My GCOS Account](#)

[Help and Support](#) ▼

[Back To Activity Report](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Activity Report](#)

Remove Activity Report

 By clicking Remove, this item will no longer be displayed in your account

Period: February 28, 2018 : March 1, 2018

Status: Withdrawn

Tracking Number: R000000000

[Remove](#)

[Back To Activity Report](#)

Help and Support

[Program Applicant Guide](#)  

[User Guides](#)  

[Contact Us](#)  

Text description of Figure 105

The Remove Activity Report screen confirms that you would like to Remove your Activity Report.

5.6 Supporting Documents

You can submit supporting documentation no matter the status of your application. The Supporting Documents screen allows you to view, add and manage files uploaded as supporting documentation for your Application for Funding or a project.


- Follow the steps outlined in [section 2.14](#) of this User Guide to Add a supporting document

5.7 Participant Information

When your project has a status: Active on the Applications and Projects screen, you are able to submit a Participant.

5.7.1 Do you have the rights to create, submit and view a participant?

If you are the Primary Officer of the organization, you automatically have the rights to create, submit and view a Participant. If you are a representative of the organization, you should verify if you have the required rights by following these steps:

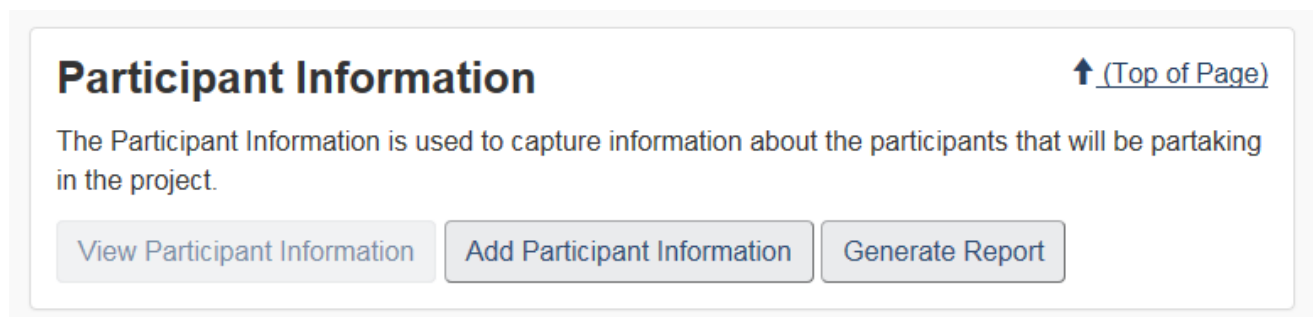
- 
- Enter your username and password to access [GCOS](#).
 - Click Continue
 - Click your organization's name
 - Click Gs & Cs Online Services
 - Click My GCOS Account on the top menu
 - Click Representatives
 - Once you retrieve your name
 - Click View
 - Ensure the "Create", "Submit" and/or "View" checkboxes for participants are selected.

If the Create, Submit and/or View checkboxes for participants are not selected, please contact the Primary Officer of your organization or an authorized representative as he will be able to delegate you the appropriate rights.

5.7.2 How to access the participant information

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click View List of Applications and Projects
- Retrieve your project
- Click Manage
- Click Add Participant Information to Add a New Participant (Figure 106)
- Once you've saved at least one Participant, Click on View Participant Information to access the list of your Participants (Figure 107)

Figure 106 – Manage project summary - Participant information



Participant Information [↑ \(Top of Page\)](#)

The Participant Information is used to capture information about the participants that will be partaking in the project.

[View Participant Information](#) [Add Participant Information](#) [Generate Report](#)

Text description of Figure 106

The Participant Information screen is used to capture information about the participants that will partake in this project.



5.7.3 Participant information screen

Use the Participant Information screen to add, remove, view and withdraw a Participant. Once you saved at least one Participant, all the Participants relating to this project are listed on this screen (Figure 111).

5.7.4 Adding a participant information

Important: Before completing this screen, you must print the Participant consent form by clicking on the hyperlink (Figure 107). Ask the participant to complete the form, sign it and return it to you. You must have the latest free downloadable software Adobe Acrobat Reader to view the form. You must keep the Participant Consent Form on file for audit purposes.

Once the participant has completed the form, use that information to complete the Participant Detail Screen (Figure 107).

- Complete all required fields
- Click Save
- Click Review & Submit, which will allow you to review and, if necessary, edit the Participant information

Figure 107 – Participant details screen

Figure 107 is a screenshot of the "Participant details screen" in the Grants and Contributions Online Services (GCOS) system. The page header includes the Government of Canada logo and the text "Government of Canada / Gouvernement du Canada". The main navigation bar shows "Grants and Contributions Online Services" and a "Signed in as" button with a "Sign out" link. Below the navigation bar, there are links for "My GCOS Account" and "Help and Support". The breadcrumb trail indicates the current location: "GCOS → Applications and Projects → Manage → Participant Information".

The main content area is titled "Participant Detail". It contains a consent form and a list of required fields for participant information. A red arrow points to the "Participant Consent Form" link in the consent text.

Participant Detail

The [Participant Consent Form](#) **MUST** be completed and signed by the participant you are adding to the GCOS system prior to saving the information. The consent **MUST** be kept on file for audit purposes.

☐ * I have obtained the written prior consent from the participant to provide you the following information. The consent will be kept on file for audit purposes.
(Required)

Required Fields:

- * Given Name (Required) [Help icon]
- Initial
- * Surname (Required) [Help icon]
- * Social Insurance Number (#####) (Required)
- E-Mail Address
- * Permanent Address Line 1 (Required)
- Permanent Address Line 2
- * City (Required)
- * Province or Territory (Required) [Select dropdown]
- * Postal Code (Required)
- * Telephone Number (Required) [Area Cc, Telephone N]

Help and Support:

- [Program Applicant Guide](#) [Help icon]
- [User Guides](#) [Help icon]
- [Contact Us](#) [Email icon]

Text description of Figure 107

The Participant Details screen is used to provide details of the participant and of their eligibility to partake in this project.

Click Next (Figure 108)

Figure 108 – Participant - Review and submit screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Manage → Participant Information → Participant Detail

Review & Submit

Expand all Collapse all Print

▶ Participant Detail

Next Back To Participant Detail

Help and Support

- Program Applicant Guide
- User Guides
- Contact Us

Text description of Figure 108


The Review & Submit screen is a full summary of all the information entered into the Participant Information.

- You must check the boxes to certify your authority before clicking Submit (Figure 109)
- Once you have successfully submitted your Participant, a confirmation number is displayed (Figure 110)
- Clicking Return will bring you to the List of Participant Information Screen (Figure 111)



Figure 109 – Participant - Declaration screen

[Français](#)



**Government
of Canada****Gouvernement
du Canada**

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support ▾](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Participant Information](#) → [Participant Detail](#) → [Review & Submit](#)

Declaration



Declaration



*** The person(s) submitting this form certify(ies) the following
(Required)**



☐ A. I certify that I have capacity and authorization to sign and submit Participant Information Details.

☐ B. I certify that I have obtained the written consent of the participant and consent will be kept on file for audit purposes.

Help and Support

[Program Applicant Guide](#)  

[User Guides](#)  

[Contact Us](#)  

By clicking 'Submit' you

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the Participant Information Detail that will be submitted to [ESDC](#)

[Submit](#) [Back To Review & Submit](#)

Text description of Figure 109

The Declaration screen is used to certify the user's authority.

Figure 110 – Participant – Confirmation screen

The screenshot shows the 'Confirmation' page of the 'Services en ligne des subventions et contributions' (SELSC) website. At the top, there is a header with the Canadian flag and the text 'Gouvernement du Canada' and 'Government of Canada'. To the right of the header is a link for 'English'. Below the header is a dark blue navigation bar with the text 'Services en ligne des subventions et contributions'. To the right of this bar is the text 'Connecté en tant que' and a button labeled 'Fermer la session'. Below the navigation bar is a light blue bar with two tabs: 'Mon compte SELSC' and 'Aide et soutien'. Below this bar is a breadcrumb trail: 'SELSC → Demandes et projets → Gérer → Informations du participant → Détails du participant → Revoir et soumettre'. The main content area has a heading 'Confirmation' followed by the text: 'Votre soumission a été transmise avec succès. Le numéro de confirmation de votre soumission est **B000123456**.' Below this text is a paragraph: 'Si vous avez des questions et commentaires veuillez communiquer avec nous à l'adresse: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca.' To the left of this paragraph is a button labeled 'Retour'. To the right of the main content area is a sidebar titled 'Aide et soutien' with three links: 'Guide du demandeur du programme', 'Guides de l'utilisateur', and 'Contactez-nous'.

English

Gouvernement du Canada Government of Canada

Services en ligne des subventions et contributions

Connecté en tant que Fermer la session

Mon compte SELSC Aide et soutien ▼

[SELSC](#) → [Demandes et projets](#) → [Gérer](#) → [Informations du participant](#) → [Détails du participant](#) → [Revoir et soumettre](#)

Confirmation

Votre soumission a été transmise avec succès. Le numéro de confirmation de votre soumission est **B000123456**.

Si vous avez des questions et commentaires veuillez communiquer avec nous à l'adresse: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca.

[Retour](#)

Aide et soutien

- [Guide du demandeur du programme](#)
- [Guides de l'utilisateur](#)
- [Contactez-nous](#)

Text description of Figure 110

The Confirmation screen provides you with a confirmation number that your Participant was successfully submitted.

5.7.5 How to view participant information

The View function on the Participant Information screen (Figure 111) will direct you to view the submitted participant information in read-only format only.

Figure 111 – Participant information - View

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#)

Participant Information

Search Participant Information [Search](#)

Showing 2 results of 2

Number of results per page [10](#)

1, Participant

Tracking Number: B000123456-1 Participant Email: [\[Email\]](#)
Participant Status: Eligible Participant Phone Number: 613-811-1111 [\[Phone\]](#)
Date Updated: September 4, 2018 11:13:44 AM

[View](#) [Modify Participant](#) [Manage Intervention](#) [Withdraw](#)

2, Participant

Tracking Number: B000234567-1 Participant Email: [\[Email\]](#)
Participant Status: Pending Review Participant Phone Number: 819-822-2222 [\[Phone\]](#)
Date Updated: September 4, 2018 10:38:47 AM

[View](#)

[Add Participant](#) [Back To Manage](#)

Filter your results

Participant Status

☐ 1 Eligible
☐ 1 Pending Review

[Apply](#) [Reset](#)

Order By

☐ Date Updated
☒ Participant Name
☐ Participant Status
☐ Tracking Number

[Ascending](#) [Descending](#)

Help and Support

[Program Applicant Guide](#) [\[Icon\]](#)
[User Guides](#) [\[Icon\]](#)
[Contact Us](#) [\[Icon\]](#)

Text description of Figure 111

The View button on the Participant Information screen allows you to view your Participant Information.

5.7.6 How to withdraw and remove participant information

You can withdraw a participant that you've submitted to the Department. The Withdraw function can be used up until you have submitted an intervention.

- Click Withdraw (Figure 112) which will direct you to the Withdraw Participant screen (Figure 113)
- Click Withdraw to confirm that the Participant will be withdrawn

Figure 112 – Withdraw a participant

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#)

Participant Information

Search Participant Information [Search](#)

Showing 2 results of 2

Number of results per page 10

1, Participant

Tracking Number: B000123456-1
Participant Status: Eligible
Date Updated: September 4, 2018 11:13:44 AM

Participant Email:
Participant Phone Number: 613-811-1111

[View](#) [Modify Participant](#) [Manage Intervention](#) [Withdraw](#)

2, Participant

Tracking Number: B000234567-1
Participant Status: Pending Review
Date Updated: September 4, 2018 10:38:47 AM

Participant Email:
Participant Phone Number: 819-822-2222

[View](#)

[Add Participant](#) [Back To Manage](#)

Filter your results

Participant Status

☐ 1 Eligible
☐ 1 Pending Review

[Apply](#) [Reset](#)

Order By

☐ Date Updated
☒ Participant Name
☐ Participant Status
☐ Tracking Number

[Ascending](#) [Descending](#)

Help and Support

[Program Applicant Guide](#)
[User Guides](#)
[Contact Us](#)

Text description of Figure 112

The Withdraw button on the Participant Information screen allows you to Withdraw your Participant from this project.

Figure 113 – Withdraw a participant – Confirmation screen

The screenshot shows the 'Withdraw Participant' confirmation screen. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' option. Below the navigation bar is a light gray bar with 'My GCOS Account' and 'Help and Support' with a dropdown arrow. Below this is a breadcrumb trail: 'GCOS → Applications and Projects → Manage → Participant Information'. The main heading is 'Withdraw Participant'. Below the heading is a yellow box with a warning icon and the text 'Please confirm that the following Participant will be withdrawn'. Below this is a white box containing the participant information: 'Participant Name: 1, Participant', 'Participant Status: Eligible', and 'Tracking Number: B000123456-1'. At the bottom of this box are two buttons: 'Withdraw' and 'Back To Participant Information'. To the right of the main content area is a 'Help and Support' sidebar with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us', each with an external link icon and a document icon.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out]

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Manage → Participant Information

Withdraw Participant







⚠ Please confirm that the following Participant will be withdrawn

Participant Name: 1, Participant **Participant Status:** Eligible

Tracking Number: B000123456-1

[Withdraw](#) [Back To Participant Information](#)

Help and Support

- [Program Applicant Guide](#)  
- [User Guides](#)  
- [Contact Us](#)  

Text description of Figure 113The Withdraw Participant screen confirms that your Participant will be withdrawn.

You can remove a Participant that you've submitted to ESDC, which has a status of Withdrawn or a status of Not Eligible.

- Click Remove (Figure 114) which will direct you to the Remove Participant screen (Figure 115)
- Click Remove to confirm that the Participant will no longer appear in the list of existing participants for your project

Figure 114 – Remove a participant

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#)

Participant Information

Search Participant Information [Search](#)

Showing 2 results of 2

Number of results per page 10

1, Participant

Tracking Number: B000123456-1 Participant Email: Participant Status: Withdrawn Participant Phone Number: 613-811-1111
Date Updated: September 4, 2018 11:56:16 AM

[View](#) [Remove](#)

2, Participant

Tracking Number: B000234567-1 Participant Email: Participant Status: Pending Review Participant Phone Number: 819-822-2222
Date Updated: September 4, 2018 10:38:47 AM

[View](#)

[Add Participant](#) [Back To Manage](#)

Filter your results

Participant Status

☐ 1 Pending Review

☐ 1 Withdrawn

[Apply](#) [Reset](#)

Order By

☐ Date Updated

☒ Participant Name

☐ Participant Status

☐ Tracking Number

[Ascending](#) [Descending](#)

Help and Support

[Program Applicant Guide](#)

[User Guides](#)

[Contact Us](#)

Text description of Figure 114

The Remove button on the Participant Information screen allows you to remove your Participant.

Figure 115 – Remove participant – Confirmation screen

The screenshot shows the 'Remove Participant' confirmation screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area has a yellow warning box that says 'Please confirm that the following Participant will be removed'. Below this, there is a box containing the participant's information: 'Participant Name: 1, Participant', 'Participant Status: Withdrawn', and 'Tracking Number: B000123456-1'. There are two buttons: 'Remove' and 'Back To Participant Information'. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage → Participant Information

Remove Participant

Please confirm that the following Participant will be removed

Participant Name: 1, Participant **Participant Status:** Withdrawn

Tracking Number: B000123456-1

Remove **Back To Participant Information**

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 115

The Remove Participant screen confirms that your participant will be removed from your account.

5.7.7 How to modify a participant

In order to modify participant information, you will need to follow the steps identified in [section 5.7.2](#) to access the Participant Information section. The Modify Participant function is only available for participants with a status of Eligible. You must have the "Create" right for participants to be able to modify the record. You will be required to obtain the participant's consent before you can modify their information. You can only modify the information that does not impact the eligibility of the participant.

The editable fields are:

- Given Name
- Surname
- E-mail address
- Address
- Telephone number

You must then Review and Submit all the information entered. You can use the Expand all button to review the information prior to submitting it to the Department. Only users that have the Submit right for Participants will be able to access this screen and complete the declaration and submit the modifications.



5.8 Intervention

Once you submit the participant information and their deemed eligible, the Manage Intervention function will be accessible.

5.8.1 Do you have the rights to create, submit and view a participant?

If you are the Primary Officer of the organization, you automatically have the rights to create, submit and view a Participant. If you are a representative of the organization, you should verify if you have the required rights by following these steps:

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click My GCOS Account on the top menu
- Click Representatives
- Once you retrieve your name
- Click View
- Ensure the "Create", "Submit" and/or "View" checkboxes for participants are selected.

If the Create, Submit and/or View checkboxes for participants are not selected, please contact the Primary Officer of your organization or an authorized representative as he will be able to delegate you the appropriate rights.

5.8.2 How to access the intervention

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click View List of Applications and Projects
- Retrieve your project
- Click Manage
- Click on View Participant Information to access the list of your Participants (Figure 116)
- Click on Manage Intervention (Figure 117)



Figure 116 – Manage project summary - Participant information

Participant Information [↑ \(Top of Page\)](#)

The Participant Information is used to capture information about the participants that will be partaking in the project.

1 [Eligible](#)
1 [Withdrawn](#)

[View Participant Information](#) [Add Participant Information](#) [Generate Report](#)

Text description of Figure 116

The View Participant Information Button will direct you to the summary of all your participants that have been added to this project.

Figure 117 – Manage intervention

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#)

Participant Information

Search Participant Information [Search](#)

Showing 1 result of 2
Number of results per page [10](#)

2, Participant

Tracking Number: B000234567-1
Participant Status: Eligible
Date Updated: September 4, 2018 12:15:45 PM

Participant Email:
Participant Phone Number: 819-822-2222

[View](#) [Modify Participant](#) [Manage Intervention](#) [Withdraw](#)

[Add Participant](#) [Back To Manage](#)

Filter your results

Participant Status
☒ **1** Eligible
☐ **1** Withdrawn

[Apply](#) [Reset](#)

Order By
☐ Date Updated
☒ Participant Name
☐ Participant Status
☐ Tracking Number

[Ascending](#) [Descending](#)

Text description of Figure 117

The Participant Information Summary screen is used to manage the Interventions for your participants.

5.8.3 How to add an intervention for a participant

- Click on Add Intervention (Figure 118)
- Complete the Required Fields (Figure 119)
- Click Save
- Click Review & Submit

Figure 118 – Intervention information summary screen

The screenshot shows the 'Intervention Information - Participant 2' screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area has a title 'Intervention Information - Participant 2' and a description: 'An Intervention outlines the type of intervention and the dates in which the Eligible participant will be attending the intervention. A participant can participate on multiple interventions within a project's start and end date. Once the intervention has been submitted successfully to the department, a follow-up can be completed to determine the outcome of the intervention. If there is a follow-up with a status of "Draft", an intervention cannot be added or submitted until the "Draft", follow-up has been either actioned by being submitted to the Department or removed.' Below the description, there is a search bar with the text 'Intervention Information - Participant 2' and a 'Search' button. To the right of the search bar, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'. Below the search bar, there is a message 'Showing 0 result of 0' and a dropdown menu for 'Number of results per page' set to '10'. A yellow banner at the bottom of the search results area states 'There are currently no entries'. At the bottom of the page, there are two buttons: 'Add Intervention' and 'Back To Participant Information'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Name] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage → Participant Information

Intervention Information - Participant 2

An Intervention outlines the type of intervention and the dates in which the Eligible participant will be attending the intervention. A participant can participate on multiple interventions within a project's start and end date.

Once the intervention has been submitted successfully to the department, a follow-up can be completed to determine the outcome of the intervention. If there is a follow-up with a status of "Draft", an intervention cannot be added or submitted until the "Draft", follow-up has been either actioned by being submitted to the Department or removed.

Search Intervention Information - Participant 2 Search

Help and Support

- Program Applicant Guide
- User Guides
- Contact Us

Showing 0 result of 0

Number of results per page 10

There are currently no entries

Add Intervention Back To Participant Information

Text description of Figure 118

The Intervention Information screen is used to add interventions for a participant.

Figure 119 – Intervention information screen

The screenshot shows the 'Intervention Information' screen within the 'Grants and Contributions Online Services' portal. At the top, there is a header with the Government of Canada logo and name in both English and French, a 'Français' link, and a 'Signed in as' status with a 'Sign out' button. Below this is a navigation bar with 'My GCOS Account' and 'Help and Support' (with a dropdown arrow). A breadcrumb trail indicates the path: 'GCOS → Applications and Projects → Manage → Participant Information → Intervention Information'. The main heading is 'Intervention Information'. The form contains three required fields: 'Intervention Title' (a dropdown menu currently showing 'Select'), 'Start Date' (a date input field with a calendar icon and a 'Valid Date Format' link), and 'End Date' (a date input field with a calendar icon and a 'Valid Date Format' link). At the bottom of the form are three buttons: 'Save', 'Review & Submit', and 'Back To Intervention Information'. On the right side, there is a 'Help and Support' sidebar with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us', each with an external link icon.

Text description of Figure 119

The Intervention Information screen is used to provide details of the intervention for a participant.

- Click Next (Figure 120)
- You must check the boxes to certify your authority before clicking Submit (Figure 121)
- Once you have successfully submitted the Intervention, a confirmation number is displayed (Figure 122)
- Clicking Return will bring you to the Intervention Information Summary Screen

Figure 120 – Intervention – Review and submit screen

The screenshot shows the 'Review & Submit' screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this is a navigation bar with 'My GCOS Account' and 'Help and Support'. A breadcrumb trail reads: 'GCOS → Applications and Projects → Manage → Participant Information → Intervention Information → Intervention Information'. The main heading is 'Review & Submit'. Below it are buttons for 'Expand all', 'Collapse all', and 'Print'. A search bar contains 'Intervention Information'. Below the search bar are 'Next' and 'Back To Intervention Information' buttons. On the right, a 'Help and Support' sidebar lists 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 120

The Review & Submit screen is a full summary of all the information entered into the Intervention.

Figure 121 – Intervention – Declaration screen

The screenshot shows the 'Declaration' screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this is a navigation bar with 'My GCOS Account' and 'Help and Support'. A breadcrumb trail reads: 'GCOS → Applications and Projects → Manage → Participant Information → Intervention Information → Intervention Information → Review & Submit'. The main heading is 'Declaration'. Below it is a section titled 'Declaration' with a red asterisk and the text: '* The person(s) submitting this form certify(ies) the following (Required)'. Below this is a checkbox labeled 'A. I certify that I have capacity and authorization to sign and submit Participant Information Details.' Below the checkbox is a paragraph: 'By clicking \'Submit\' you' followed by a bulleted list: '• acknowledge having read the above declarations and being in agreement with their content.' and '• are hereby signing the Participant Information Detail that will be submitted to ESDC'. At the bottom are 'Submit' and 'Back To Review & Submit' buttons. On the right, a 'Help and Support' sidebar lists 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 121

The Declaration screen is used to certify the user's authority.

Figure 122 – Intervention – Confirmation screen

The screenshot shows the 'Confirmation' screen of the Grants and Contributions Online Services. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' option. A breadcrumb trail is visible: 'GCOS → Applications and Projects → Manage → Participant Information → Intervention Information → Intervention Information → Review & Submit'. The main content area has a heading 'Confirmation' and a message: 'Your submission was successful. Your confirmation number is C000123456.' Below this, it says 'Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.' There is a 'Return' button. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out]

My GCOS Account | Help and Support ▾

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Participant Information](#) → [Intervention Information](#) → [Intervention Information](#) → [Review & Submit](#)

Confirmation

Your submission was successful. Your confirmation number is **C000123456**.

Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.

[Return](#)

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 122

The Confirmation screen provides you with a confirmation number that your Intervention was successfully submitted.

5.8.4 How to view an intervention for a participant

The View function on the Intervention Information screen (see Figure 123) will direct you to screen to view the submitted intervention in read-only format.

Figure 123 – Intervention information summary screen

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#) ▾

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Participant Information](#)

Intervention Information - Participant 2

An Intervention outlines the type of intervention and the dates in which the Eligible participant will be attending the intervention. A participant can participate on multiple interventions within a project's start and end date.

Once the intervention has been submitted successfully to the department, a follow-up can be completed to determine the outcome of the intervention. If there is a follow-up with a status of "Draft", an intervention cannot be added or submitted until the "Draft", follow-up has been either actioned by being submitted to the Department or removed.

Search Intervention Information - Participant 2 **Search**

Showing 2 results of 2

Number of results per page 10 ▾

Work experience

Tracking Number: C000123456-1 **End Date:** August 31, 2018

Status: Approved **Date Updated:** September 4, 2018 12:31:27 PM

Start Date: August 15, 2018

[View](#) [Edit](#) [Withdraw](#)

Employability Skills through Entrepreneurship

Tracking Number: C000234567-1 **End Date:** September 28, 2018

Status: Approved **Date Updated:** September 4, 2018 12:35:10 PM

Start Date: September 4, 2018

[View](#) [Edit](#) [Withdraw](#)

[Add Intervention](#) [Back To Participant Information](#)

Filter your results

Intervention Title

☐ 1 Employability Skills through Entrepreneurship

☐ 1 Work experience

Status

☐ 2 Approved

[Apply](#) [Reset](#)

Order By

☐ Date Updated

☐ End Date

☒ Intervention Title

☐ Start Date

☐ Status

☐ Tracking Number

[Ascending](#) [Descending](#)

Help and Support

[Program Applicant Guide](#) [📄](#)

[User Guides](#) [📖](#)

[Contact Us](#) [✉](#)

Text description of Figure 123

The View button on the Intervention Information screen allows you to View the Intervention.

5.8.5 How to withdraw and remove an intervention for a participant

You can withdraw an intervention that you've submitted to the Department. The Withdraw function can be used up until you've submitted a follow-up.

- Click Withdraw (Figure 124) which will direct you to the Withdraw Intervention screen (Figure 125)
- Click Withdraw to confirm that the Intervention will be withdrawn

Figure 124 – Withdraw an intervention

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Participant Information](#)

Intervention Information - Participant 2

An Intervention outlines the type of intervention and the dates in which the Eligible participant will be attending the intervention. A participant can participate on multiple interventions within a project's start and end date.

Once the intervention has been submitted successfully to the department, a follow-up can be completed to determine the outcome of the intervention. If there is a follow-up with a status of "Draft", an intervention cannot be added or submitted until the "Draft", follow-up has been either actioned by being submitted to the Department or removed.

Search [Search](#)

Showing 2 results of 2

Number of results per page

Work experience

Tracking Number: C000123456-1 **End Date:** August 31, 2018

Status: Approved **Date Updated:** September 4, 2018 12:31:27 PM

Start Date: August 15, 2018

[View](#) [Edit](#) [Withdraw](#)

Employability Skills through Entrepreneurship

Tracking Number: C000234567-1 **End Date:** September 28, 2018

Status: Approved **Date Updated:** September 4, 2018 12:35:10 PM

Start Date: September 4, 2018

[View](#) [Edit](#) [Withdraw](#)

[Add Intervention](#) [Back To Participant Information](#)

Filter your results

Intervention Title

☐ 1 Employability Skills through Entrepreneurship

☐ 1 Work experience

Status

☐ 2 Approved

[Apply](#) [Reset](#)

Order By

☐ Date Updated

☐ End Date

☒ Intervention Title

☐ Start Date

☐ Status

☐ Tracking Number

[Ascending](#) [Descending](#)

Help and Support

[Program Applicant Guide](#)

[User Guides](#)

[Contact Us](#)

Text description of Figure 124

The Withdraw button on the Intervention Information screen allows you to withdraw the Intervention.

Figure 125 – Withdraw an intervention – Confirmation screen

The screenshot shows the 'Withdraw Intervention' confirmation screen. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the header is a link for 'Français'. Below the header is a dark blue navigation bar with the text 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' option. Below the navigation bar is a light gray bar with 'My GCOS Account' and 'Help and Support' with a dropdown arrow. Below this is a breadcrumb trail: 'GCOS → Applications and Projects → Manage → Participant Information → Intervention Information'. The main content area has a title 'Withdraw Intervention'. Below the title is a yellow warning box with a triangle icon and the text 'Please confirm that the following Intervention will be withdrawn'. Below the warning box is a white box containing the intervention details: 'Intervention Title: Work experience', 'Status: Approved', and 'Tracking Number: C000123456-1'. At the bottom of this box are two buttons: 'Withdraw' and 'Back To Intervention Information'. To the right of the main content area is a 'Help and Support' sidebar with links for 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Sign out]

My GCOS Account Help and Support ▾

GCOS → Applications and Projects → Manage → Participant Information → Intervention Information

Withdraw Intervention

⚠ Please confirm that the following Intervention will be withdrawn

Intervention Title: Work experience **Status:** Approved

Tracking Number: C000123456-1

[Withdraw](#) [Back To Intervention Information](#)

Help and Support

- [Program Applicant Guide](#)
- [User Guides](#)
- [Contact Us](#)

Text description of Figure 125

The Withdraw Intervention screen confirms that your Intervention will be withdrawn.

You can remove an intervention that you haven't submitted to the Department or that has a status of Withdrawn

- Click Remove (Figure 126) which will direct you to the Remove Intervention screen (Figure 127)
- Click Remove to confirm that the Intervention will no longer appear in the list of existing Interventions for your participant

Figure 126 – Remove intervention

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Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Participant Information](#)

Intervention Information - Participant 2

An Intervention outlines the type of intervention and the dates in which the Eligible participant will be attending the intervention. A participant can participate on multiple interventions within a project's start and end date.

Once the intervention has been submitted successfully to the department, a follow-up can be completed to determine the outcome of the intervention. If there is a follow-up with a status of "Draft", an intervention cannot be added or submitted until the "Draft", follow-up has been either actioned by being submitted to the Department or removed.

Search Intervention Information - Participant 2 **Search**

Showing 2 results of 2

Number of results per page 10

Work experience

Tracking Number: C000123456-1 **End Date:** August 31, 2018
Status: Withdrawn **Date Updated:** September 4, 2018 12:57:17 PM
Start Date: August 15, 2018

[View](#) [Remove](#)

Employability Skills through Entrepreneurship

Tracking Number: C000234567-1 **End Date:** September 28, 2018
Status: Approved **Date Updated:** September 4, 2018 12:35:10 PM
Start Date: September 4, 2018

[View](#) [Edit](#) [Withdraw](#)

[Add Intervention](#) [Back To Participant Information](#)

Filter your results

Intervention Title

☐ 1 Employability Skills through Entrepreneurship

☐ 1 Work experience

Status

☐ 1 Approved

☐ 1 Withdrawn

[Apply](#) [Reset](#)

Order By

☐ Date Updated

☐ End Date

☒ Intervention Title

☐ Start Date

☐ Status

☐ Tracking Number

[Ascending](#) [Descending](#)

Text description of Figure 126

The Remove button on the Intervention Information screen allows you to remove the Intervention.

Figure 127 – Remove intervention – Confirmation screen

The screenshot displays the 'Remove Intervention' confirmation screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, a navigation bar shows 'My GCOS Account' and 'Help and Support'. A breadcrumb trail indicates the path: 'GCOS → Applications and Projects → Manage → Participant Information → Intervention Information'. The main content area features a yellow warning box with a triangle icon and the text 'Please confirm that the following Intervention will be removed'. Below this, a box contains the intervention details: 'Intervention Title: Work experience', 'Status: Withdrawn', and 'Tracking Number: C000123456-1'. At the bottom of this box are two buttons: 'Remove' and 'Back To Intervention Information'. To the right of the main content area is a 'Help and Support' sidebar with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

Text description of Figure 127

The Remove Intervention screen confirms that your Intervention will be Removed from your account.


5.9 Follow-Up

Only participants that have an Eligible status and an Approved intervention will have the Manage Follow-up function

5.9.1 Do you have the rights to create, submit and view a participant?

If you are the Primary Officer of the organization, you automatically have the rights to create, submit and view a Participant. If you are a representative of the organization, you should verify if you have the required rights by following these steps:

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click My GCOS Account on the top menu
- Click Representatives
- Once you retrieve your name
- Click View
- Ensure the "Create", "Submit" and/or "View" checkboxes for participants are selected.

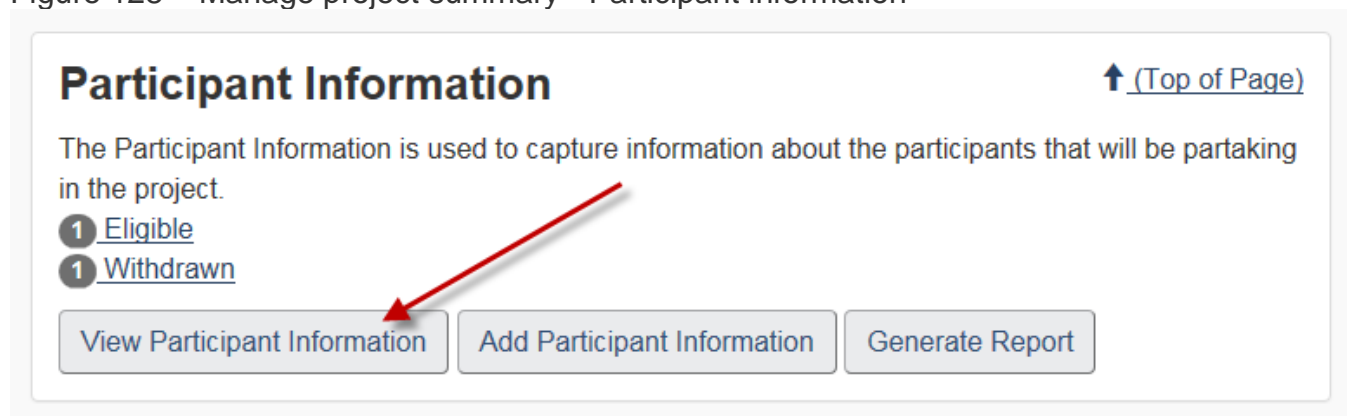


If the Create, Submit and/or View checkboxes for participants are not selected, please contact the Primary Officer of your organization or an authorized representative as he will be able to delegate you the appropriate rights.:

5.9.2 How to access the intervention

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click View List of Applications and Projects
- Retrieve your project
- Click Manage
- Click on View Participant Information to access the list of your Participants (Figure 128)
- Click on Manage Follow-up (Figure 129)

Figure 128 – Manage project summary - Participant information



Text description of Figure 128

The Manage Tracking feature highlights the type of intervention and the dates eligible participants will participate.

Figure 129– Manage follow-up

The screenshot displays the 'Participant Information' page in the GCOS system. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area is titled 'Participant Information' and includes a search bar. Below the search bar, it says 'Showing 1 result of 2' and 'Number of results per page 10'. A table lists participants, with the first participant having a tracking number B000123456-1, status 'Eligible', and a date updated on September 4, 2018. The participant's intervention status is 'Approved' (1) and 'Withdrawn' (1). At the bottom of the table, there are buttons for 'View', 'Modify Participant', 'Manage Intervention', 'Manage Follow-up' (highlighted with a red arrow), and 'Withdraw'. To the right of the table is a sidebar with 'Filter your results' (Participant Status: Eligible, Withdrawn; Sub-items: Has Intervention) and 'Order By' (Date Updated, Participant Name, Participant Status, Tracking Number) options.

Text description of Figure 129

The Participant Information Summary screen is used to manage the Follow-ups for your participants.

5.9.3 How to add a follow-up for a participant

- Click on Add Follow-up (Figure 130), note that you are required to submit an Initial Follow-up prior to being able to submit a 12 weeks, 6 months or 12 months follow-up.
- Complete the Required Fields (Figure 131)
- If you answer "Yes" to the question "Did the participant complete the intervention?", you are required to complete the section "Participant Completed the Intervention(s)" (Figure 132)
- If you answer "No" to the question "Did the participant complete the intervention?", you are required to complete the section "Participant Did not Complete the Intervention(s)" (Figure 133)

- Click Save
- Click Review & Submit

Figure 130 – Participant Follow-up summary screen

The screenshot shows the 'Participant Follow-up - Participant 2' screen. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area has a breadcrumb trail: 'GCOS → Applications and Projects → Manage → Participant Information'. The title 'Participant Follow-up - Participant 2' is prominently displayed. Below the title, there is a paragraph explaining that a follow-up provides the outcome of the intervention for a participant, which was submitted to the Department. It also states that a follow-up can only be submitted after an intervention has been submitted, and if there are outstanding interventions with a status of 'Draft', a follow-up cannot be completed or submitted until the 'Draft' interventions have been actioned. A search bar is present with the text 'Participant Follow-up - Participant 2' and a 'Search' button. Below the search bar, it says 'Showing 0 result of 0' and 'Number of results per page 10'. A yellow banner with a warning icon and the text 'There are currently no entries' is displayed. At the bottom, there are two buttons: 'Add Follow-up' and 'Back To Participant Information'. On the right side, there is a 'Help and Support' section with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us'.

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Grants and Contributions Online Services

Signed in as [User] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage → Participant Information

Participant Follow-up - Participant 2

A follow-up provides the outcome of the intervention for a participant, which was submitted to the Department.

A follow-up can only be submitted to the department after an intervention has been submitted. If there are outstanding interventions for a participant that have a status of "Draft", a follow-up cannot be completed or submitted until the "Draft" interventions have been actioned by either submitting it to the department or removing it.

Search Participant Follow-up - Participant 2 Search

Showing 0 result of 0

Number of results per page 10

⚠ There are currently no entries

Add Follow-up Back To Participant Information


Help and Support

- Program Applicant Guide
- User Guides
- Contact Us

Text description of Figure 130

The Participant Follow-up screen is used to provide the outcome of the intervention for a participant.

Figure 131 – Follow-up screen



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[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Participant Information](#) → Participant Follow-up

Follow-up

Project Information

Project Number: 012345678

Project Title: Projet / Project 1.1

Start Date: August 6, 2018

End Date: July 31, 2019

ESDC Contribution: 5000

Payment Method: Advances

Claim Reporting Frequency: Fixed Quarter

Help and Support

[Program Applicant Guide](#)

[User Guides](#)

[Contact Us](#)

*** Indicate the follow-up type**
(Required)

☒ Initial

*** Did the participant complete the intervention?**
(Required)

☐ Yes
☐ No

For Work Experience/Entrepreneurship

*** National Occupational Classification (NOC)**
(Required)

*** North American Industry Classification System (NAICS)**
(Required)

*** Small or Medium enterprise (1 - 499 employees)**
(Required)

☐ Yes
☐ No

Green Job

☐ Yes
☐ No

*** Type of Employer**
(Required)

☐ Private
☐ Public
☐ Not-for-profit
☐ Other

Save

Review & Submit

Back To Participant Follow-up

Text description of Figure 131

The Follow-up screen is used to provide details of the outcome of the intervention for a participant.


Figure 132 – Participant completed the intervention (s) – Review and submit screen

Participant Completed the Intervention(s)

* **Participant is now**
(Required)

☐ Employed/Self-Employed
☐ Unemployed
☐ Return to School/Stay in School
☐ Cannot be reached
☐ Other (e.g. maternity leave)

* **Date of Completion**
(Required)



[Valid Date Format](#)

Text description of Figure 132

The section Participant completed the intervention(s) is used to capture the outcome of a participant which complete their Intervention(s).


Figure 133 – Participant did not complete the Intervention(s) – Follow-up screen

Participant Did not Complete the Intervention(s)

* **Reason**
(Required)

☐ Abandoned
☐ Employed/Self-employed
☐ Cannot be reached
☐ Return to School/Stay in School
☐ Other (e.g. maternity leave)

* **Date of Early Termination**
(Required)



[Valid Date Format](#)

Text description of Figure 133

The section Participant did not completed the intervention(s) is used to capture the outcome of a participant which did not complete their Intervention(s).

- Click Next (Figure 134)
- You must check the boxes to certify your authority before clicking Submit (Figure 135)
- Once you have successfully submitted your Intervention, a confirmation number is displayed (Figure 136)
- Clicking Return will bring you to the Intervention Information Summary Screen

Figure 134 – Follow-up – Review and submit screen

The screenshot shows the 'Review & Submit' screen for the 'Follow-up' section. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue navigation bar with 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' link. A secondary navigation bar contains 'My GCOS Account' and 'Help and Support'. A breadcrumb trail reads: 'GCOS → Applications and Projects → Manage → Participant Information → Participant Follow-up → Follow-up'. The main heading is 'Review & Submit'. Below it are buttons for 'Expand all', 'Collapse all', and 'Print'. A dropdown menu shows 'Follow-up' selected. At the bottom left are 'Next' and 'Back To Follow-up' buttons. On the right, a 'Help and Support' sidebar lists 'Program Applicant Guide', 'User Guides', and 'Contact Us' with icons.

Text description of Figure 134

The Review & Submit screen is a full summary of all the information entered into the Follow-up.

Figure 135 – Follow-up – Declaration screen

The screenshot shows the 'Declaration' screen for the 'Follow-up' section. The header and navigation elements are identical to Figure 134. The breadcrumb trail is: 'GCOS → Applications and Projects → Manage → Participant Information → Participant Follow-up → Follow-up → Review & Submit'. The main heading is 'Declaration'. Below it is a box titled 'Declaration' containing the text: '* The person(s) submitting this form certify(ies) the following (Required)'. Below this text is a checkbox labeled 'A. I certify that I have capacity and authorization to sign and submit Participant Information Details.' Below the checkbox, it says 'By clicking \'Submit\' you' followed by two bullet points: '• acknowledge having read the above declarations and being in agreement with their content.' and '• are hereby signing the Participant Information Detail that will be submitted to ESDC'. At the bottom are 'Submit' and 'Back To Review & Submit' buttons. The 'Help and Support' sidebar on the right is also present.

Text description of Figure 135

The Declaration screen is used to certify the user's authority.



Figure 136– Follow-up – Confirmation screen

The screenshot shows the 'Grants and Contributions Online Services' interface. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. A 'Français' link is in the top right. Below the header is a dark blue navigation bar with 'Grants and Contributions Online Services' on the left, 'Signed in as' in the middle, and a 'Sign out' button on the right. Underneath this bar is a light grey navigation bar with 'My GCOS Account' and 'Help and Support' with a dropdown arrow. A breadcrumb trail is displayed below: 'GCOS → Applications and Projects → Manage → Participant Information → Participant Follow-up → Follow-up → Review & Submit'. The main content area has a heading 'Confirmation'. Below it, a message states: 'Your submission was successful. Your confirmation number is E000123456.' This is followed by instructions: 'Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.' A 'Return' button is located below the instructions. On the right side of the confirmation message, there is a 'Help and Support' section with three links: 'Program Applicant Guide' (with a document icon), 'User Guides' (with a book icon), and 'Contact Us' (with an envelope icon).

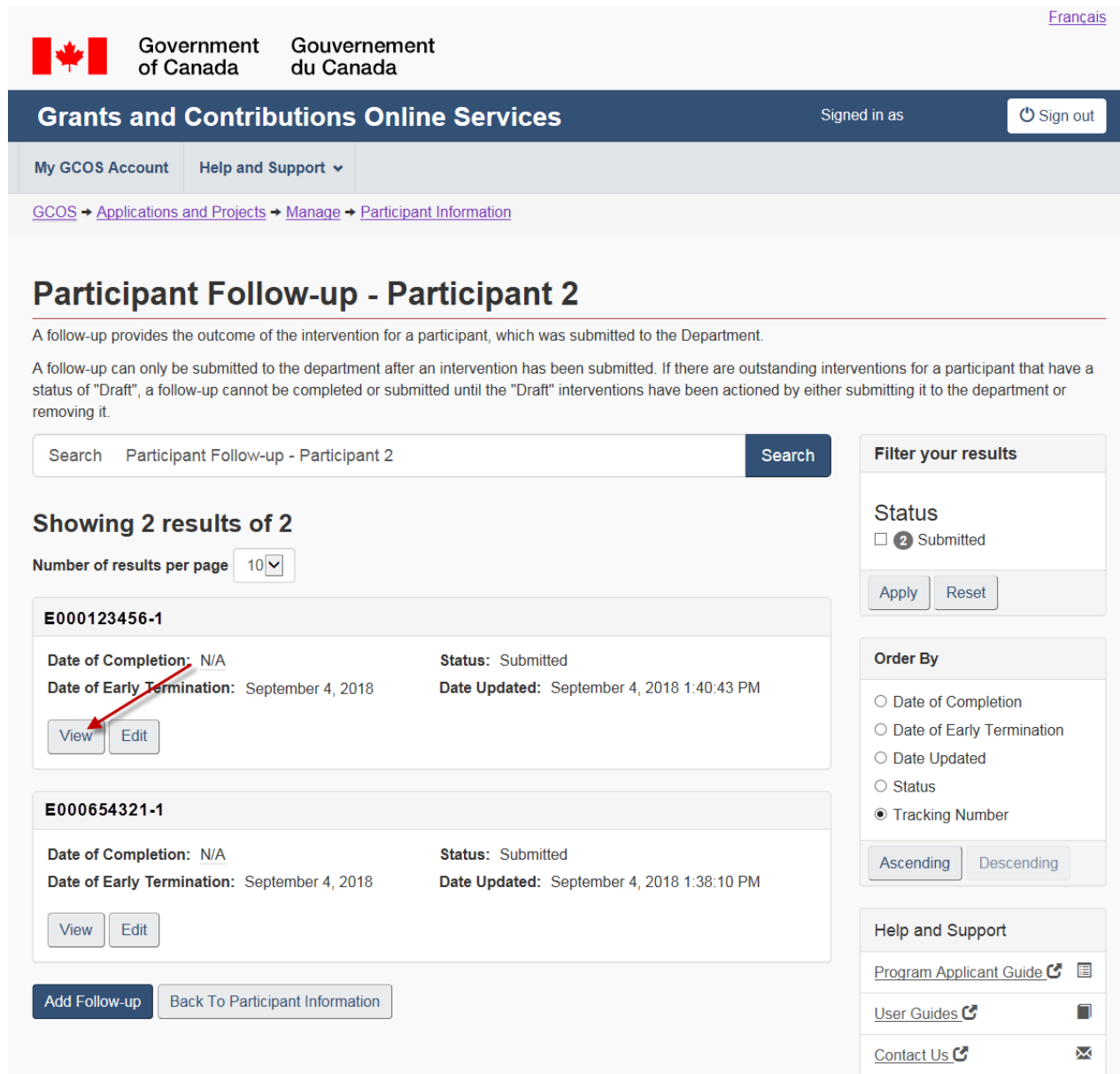
Text description of Figure 136

The Confirmation screen provides you with a confirmation number that your Follow-up was successfully submitted.

5.9.4 How to view a follow-up for a participant

The View function on the Participant Follow-Up screen (see Figure 137) will direct you to view the submitted intervention in read-only format.

Figure 137 – Participant Follow-up summary screen



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Grants and Contributions Online Services

Signed in as [Sign out](#)

[My GCOS Account](#) [Help and Support](#)

[GCOS](#) → [Applications and Projects](#) → [Manage](#) → [Participant Information](#)

Participant Follow-up - Participant 2

A follow-up provides the outcome of the intervention for a participant, which was submitted to the Department.

A follow-up can only be submitted to the department after an intervention has been submitted. If there are outstanding interventions for a participant that have a status of "Draft", a follow-up cannot be completed or submitted until the "Draft" interventions have been actioned by either submitting it to the department or removing it.

Search [Search](#)

Showing 2 results of 2

Number of results per page

E000123456-1 Date of Completion: N/A Date of Early Termination: September 4, 2018 View Edit	Status: Submitted Date Updated: September 4, 2018 1:40:43 PM
E000654321-1 Date of Completion: N/A Date of Early Termination: September 4, 2018 View Edit	Status: Submitted Date Updated: September 4, 2018 1:38:10 PM

[Add Follow-up](#) [Back To Participant Information](#)

Filter your results

Status

☐ Submitted **2**

[Apply](#) [Reset](#)

Order By

☐ Date of Completion
☐ Date of Early Termination
☐ Date Updated
☐ Status
☒ Tracking Number

[Ascending](#) [Descending](#)

Help and Support

[Program Applicant Guide](#)
[User Guides](#)
[Contact Us](#)

Text description of Figure 137

The View button on the Participant Follow-up screen allows you to View the Participant follow-up.

5.9.5 HOW TO EDIT A FOLLOW-UP

The Edit function on the Participant Follow-Up screen (see Figure 138) will direct you to view the submitted intervention and allow you to edit some information.

Figure 138 – Participant Follow-up Summary Screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as [Name] Sign out

My GCOS Account Help and Support

GCOS → Applications and Projects → Manage → Participant Information

Participant Follow-up - Participant 2

A follow-up provides the outcome of the intervention for a participant, which was submitted to the Department.

A follow-up can only be submitted to the department after an intervention has been submitted. If there are outstanding interventions for a participant that have a status of "Draft", a follow-up cannot be completed or submitted until the "Draft" interventions have been actioned by either submitting it to the department or removing it.

Search Participant Follow-up - Participant 2 Search

Showing 1 result of 1

Number of results per page 10

E000123456-1

Date of Completion: N/A	Status: Submitted
Date of Early Termination: September 4, 2018	Date Updated: September 5, 2018 9:03:40 AM

View Edit

Add Follow-up Back To Participant Information

Filter your results

Status

☐ Submitted

Apply Reset

Order By

☐ Date of Completion

☐ Date of Early Termination

☐ Date Updated

☐ Status

☒ Tracking Number

Ascending Descending

Text description of Figure 138

The Edit button on the Participant Follow-up screen allows you to edit the participant follow-up information.

- Click on Edit (Figure 138)
- Complete the Required Modifications
- Click Save
- Click Review & Submit
- Click Next
- You must check the boxes to certify your authority before clicking Submit
- Once you have successfully submitted your Follow-up, a confirmation number is displayed

Clicking Return will bring you to the Follow-up Summary Screen



5.9.6 When to do a follow-up

In the case of a Skills link or Career Focus project where the participant has 3 interventions:

- Individual Skills Enhancement (ISE) April 1, 20XX to April 15, 20XX
- Group-Based Employability Skills (GBES) April 16, 20XX to April 30, 20XX
- Work Experience (WE) May 1, 20XX to July 30, 20XX

When a participant completes all interventions, on August 1 we can anticipate 1 follow up that would say the participant completed the interventions (1 for all three interventions). Completion Date would be July 30.

- In the case where that result is anything other than Employed/Self-employed or Return to school/Stay in school on August 1, a second follow up would be expected at the end of October. Completion Date would still be July 30 with the result of employment when contacted that second time.
- This second follow up would be the last one no matter what the result would be.

When a participant completed the ISE and GBES interventions, but left their work experience on June 30, 20XX, we would expect 1 follow up after June 30, 20XX that would say that the participant did not complete the interventions (1 for all three interventions). Date of early termination would be June 30, 20XX.


- In the case where that result is not employed on June 30, a second follow up would be expected at the end of September.
- In the case where the result would be employed, no further follow up would be required

In the case of an Opportunities Fund (OF) project that is less than 1 year and also have interventions

- Skills for Employment (SE) April 1, 20XX to April 15, 20XX
- Enhanced Employment Assistance Services (EEAS) April 16, 20XX to April 30, 20XX
- Wage Subsidies (WS) May 1, 20XX to July 30 – 20XX

When a participant completes all interventions, on August 1 we can anticipate 1 follow up that would say the participant completed the interventions (1 for all three interventions). Completion Date would be July 30.

- In the case where that result is anything other than Employed/Self-employed or Return to school/Stay in school on August 1, a second follow up would be expected at the end of October. Completion Date would still be July 30 with the result of employment when contacted that second time.

- 
- In the case where the result would be Employed/Self-employed or Return to school/Stay in school, no further follow up would be required.

When a participant completed the SE and EEAS interventions, however ended their wage subsidy on June 30, 20XX, we would expect 1 follow up after June 30, 20XX that would say that the participant did not complete the interventions (1 for all three interventions). Date of early termination would be June 30, 20XX.

- In the case where the June 30, 20XX result is unemployed, a second follow up would be expected at the end of September.
- In the case where the result would be Employed/Self-employed or Return to school/Stay in school, no further follow up would be required

In the case of an OF project that is multiyear and also has the interventions

- Skills for Employment (SE) April 1, 20XX to April 15, 20XX
- Enhanced Employment Assistance Services (EEAS) April 16, 2015 to April 30, 2015
- Wage Subsidy (WS) May 1, 20XX to July 30, 20XX

When a participant completes all interventions, on August 1 we can anticipate 1 follow up that would say the participant completed the interventions (1 for all three interventions). Completion Date would be July 30.

- In the case where that result is anything other than Employed/Self-employed or Return to school/Stay in school on August 1, a second follow up would be expected at the end of October. Completion Date would still be July 30 with the result of employment when contacted that second time. If the result is employed at the 12 weeks follow up, a 6 month follow up would be expected on January 31, 20XX and a 12 months follow up would be done on July 31, 20XX. No matter what the result is, these two follow ups are expected when they fall prior to the project end date.
- In the case where the result would be Employed/Self-employed or Return to school/Stay in school on August 1, a follow up would be done on January 31, 20XX (6 months follow-up) and a second follow up would be done on July 31, 20XX (12 months follow up). No matter what the result is, these two follow ups are expected when they fall prior to the project end date.
- Note: 6 and 12 months follow up must be completed prior to the end date of a project.

5.10 Generate Participant Report

5.10.1 DO YOU HAVE THE RIGHTS TO CREATE, SUBMIT AND VIEW A PARTICIPANT?

If you are the Primary Officer of the organization, you automatically have the rights to create, submit and view a Participant. If you are a representative of the organization, you should verify if you have the required rights by following these steps:

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click My GCOS Account on the top menu
- Click Representatives
- Once you retrieve your name
- Click View
- Ensure the "Create", "Submit" and/or "View" checkboxes for participants are selected.

If the View checkbox for participants is not selected, please contact the Primary Officer of your organization or an authorized representative as he will be able to delegate you the appropriate rights.

5.10.2 HOW TO ACCESS THE GENERATE PARTICIPANT REPORT

- Enter your username and password to access [GCOS](#).
- Click Continue
- Click your organization's name
- Click Gs & Cs Online Services
- Click View List of Applications and Projects
- Retrieve your project
- Click Manage
- Click Generate Report (Figure 139)

Figure 139 – Generate Report

Participant Information [↑ \(Top of Page\)](#)

The Participant Information is used to capture information about the participants that will be partaking in the project.

⚠ There are one or many Participant Information that need to be actioned

- 5 [Eligible](#)
- 1 [Not Eligible](#)
- 1 [⚠ Pending Resubmission](#)
- 1 [Withdrawn](#)

View Participant Information Add Participant Information **Generate Report**

Text description of Figure 139

The Generate Report button allows you to generate a report on all participants.

- Click Expand all to select under each section the criteria's you would like for your report
- Click Generate Report (Figure 140)

- A New window will open, where you will have the opportunity to export the report to an excel document by clicking on 'Export to Excel' and then once exported to excel, you can save it or print it.
- Back to Manage will bring you to the Manage Project Summary Screen

Figure 140 – Electronic Participant Information Report

The screenshot shows the 'Electronic Participant Information Report' page within the 'Grants and Contributions Online Services' portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. A 'Français' link is in the top right corner. Below the header, a dark blue bar contains 'Grants and Contributions Online Services' and a 'Signed in as' button with a 'Sign out' option. A navigation bar below this includes 'My GCOS Account' and 'Help and Support'. The main content area shows a breadcrumb trail: 'GCOS → Applications and Projects → Manage'. The title 'Electronic Participant Information Report' is prominently displayed. Below the title, there are two buttons: 'Expand all' and 'Collapse all'. A list of expandable sections follows: 'Participant', 'Intervention', and 'Follow-up'. At the bottom of this list are three buttons: 'Generate Report' (highlighted in dark blue), 'Restart', and 'Back To Manage'. On the right side, there is a 'Help and Support' sidebar with links to 'Program Applicant Guide', 'User Guides', and 'Contact Us', each accompanied by an external link icon.

Text description of Figure 140

The Generate Report button allows you to generate a report on all participants.