

**This user guide is provided to help in navigation and usage of the DIGITAL’s Proposal Portal.
This user guide covers information around usage and functions of the Proposal Portal.**

The Proposal Portal is a dedicated online space intended to provide you the ability to submit your proposal and allow you to check on your proposal status. You will access the Proposal Portal on the task bar of the DIGITAL Community Portal.

You will need the login credentials for the DIGITAL Community Portal to access the Proposal Portal.

For questions or support regarding the Proposal Portal, please reach out to us at proposal-support@digitalsupercluster.ca.

Contents

Obtaining Proposal Portal Credentials	2
Accessing the Proposal Portal	3
Updating Proposal Information.....	5
Adding Proposal Partners.....	6
Submitting a Proposal.....	8

Obtaining Proposal Portal Credentials

The DIGITAL team will provide access to the Proposal Portal to the Proposal Primary Contact identified in the Project's Expression of Interest.

An email confirming Proposal Portal access will be sent to the Proposal Primary Contact within 1-2 business days of receiving the Project Concept. Please check your spam and junk folders.

1. The Proposal Portal is accessed through DIGITAL's Community Portal and uses the same login credentials
- If you are not already set up on the Community Portal, the log in credentials for the Community Portal will be sent to you in a separate email.

The Proposal Primary Contact is

- the main person responsible for submission and coordination of the proposal effort.
- given editing and submission rights for their related proposal(s).

Accessing the Proposal Portal

You will access the Proposal Portal through DIGITAL's Community Portal.

2. Go to the DIGITAL website: <https://www.digitalsupercluster.ca/> and click on Community Portal button on the top right side.



3. Enter your login credentials. Note your username is your email with .dts prefix (i.e., email@domain.ca.dts).

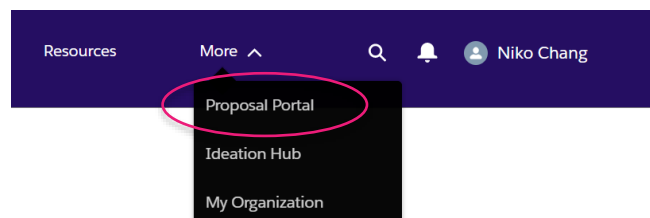
A screenshot of the login form for the Community Portal. It features two input fields: one for the username, which contains the text 'niko.chang@nikotail.ca.dts', and one for the password, which is currently empty. Below the password field is a purple button labeled 'Log into Community'. There are also links for 'Forgot your password?' and 'Not an existing user?'.

If you have received an email confirming access to the Proposal Portal but do not see the option in the Navigation Bar, contact Jessica Chang at proposal-support@digitalsupercluster.ca.

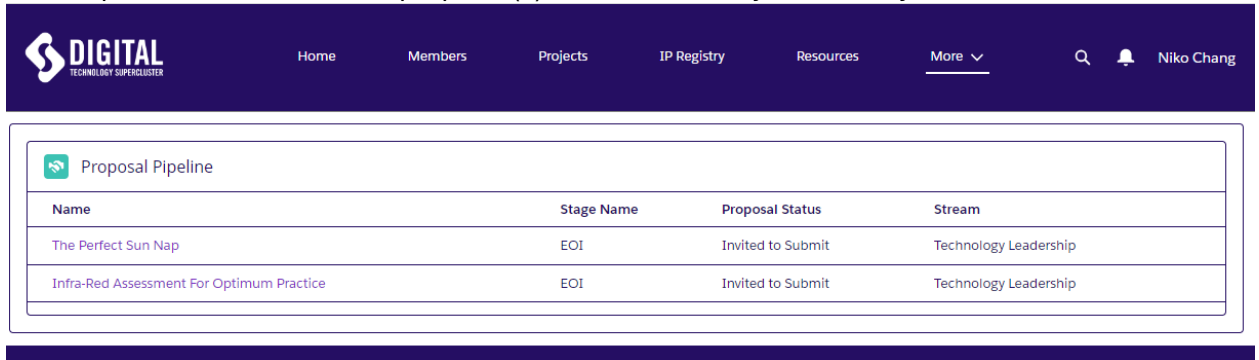
4. Welcome to our Community Portal! To access the Proposal Portal from here, go to the navigation bar and click on **Proposal Portal**.



If you do not immediately see the Proposal Portal in your navigation bar, check under **More**:



5. The Proposal Portal will list the proposal(s) that are currently related to you.




The screenshot shows a web interface for the 'Proposal Pipeline'. At the top is a dark blue navigation bar with the 'DIGITAL TECHNOLOGY SUPERCLUSTER' logo on the left and links for Home, Members, Projects, IP Registry, Resources, and More (with a dropdown arrow). On the right of the navigation bar are search, notification, and user profile icons for 'Niko Chang'. Below the navigation bar is a white box with a green header 'Proposal Pipeline' and a table containing two proposal entries.

Name	Stage Name	Proposal Status	Stream
The Perfect Sun Nap	EOI	Invited to Submit	Technology Leadership
Infra-Red Assessment For Optimum Practice	EOI	Invited to Submit	Technology Leadership

Updating Proposal Information

The Proposal Primary Contact may update key proposal information only when the Proposal Status is in “Invited to Submit”, “Submission Incomplete” and “Invited to Resubmit”.

6. Click on pencil mark  next to the field to make any necessary updates:

Program Summary

Test TEST

Project Start Date

05/06/2025



Project End Date

18/09/2025



1. Update all the open fields and click on **Save** at the bottom of the page. All changes will be visible to the DIGITAL team.

Cancel

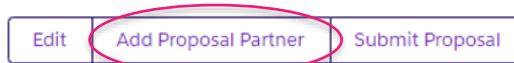
Save

Adding Proposal Partners

A Proposal Partner is any collaborating organization with an integral role in the project. This includes the core Consortium Members (who intend to sign the Master Project Agreement (MPA)) as well as sub-contractors, advisors, observers, potential customers, external funders, etc. supporting the realization of project outcomes.

Add Proposal Partners to your application as early as possible. This will allow us to start engaging with these organization to finalize any required agreements (e.g., Participation or Membership Agreements) and information gathering needed for the proposal process.

1. Select the **Add Proposal Partner** button on the top right of the page



2. Enter the Proposal Partner details in the pop-up window, "Add Proposal Partner".


Add Proposal Partner

If you can not find the Proposal Partner organization, please request your contact at the organization to sign up via our website:
<https://www.digitalsupercluster.ca/join>

* Proposal Partner Name

* MPA Role

* Project Role Details

- o **Proposal Partner Name:** Enter the organization name and click on the magnifying glass  or press <ENTER> on your keyboard. Select the organization.

If you are unable to find the organization in our system, request your contact at the organization to sign up via our website: <https://www.digitalsupercluster.ca/join>.

- **MPA Role:** Select the intended MPA (Master Project Agreement) relationship from the dropdown menu. This information may change during the proposal life cycle.
 - **Project Lead.** The lead organization with the overall accountability for project governance and reporting. Ideally the lead organization is the primary product “owner” who will operate, commercialize, and continue developing the technology solution(s) arising from the project. Required to be a signatory the MPA.
 - **Consortium Partner.** An organization that has significant financially and/or services commitments to the project. Intends to be a signatory to the MPA.
 - **Other Partner.** An organization that may have observer, advisory or other periphery roles on the project i.e., does not have significant financial or services commitment to the project and is not seeking DIGITAL funding. Does not intend to be signatory to the MPA.
- **Project Role Details:** Outline the key role/results that the organization will be undertaking for the project.

3. Click on **Save** to add the Proposal Partner information.

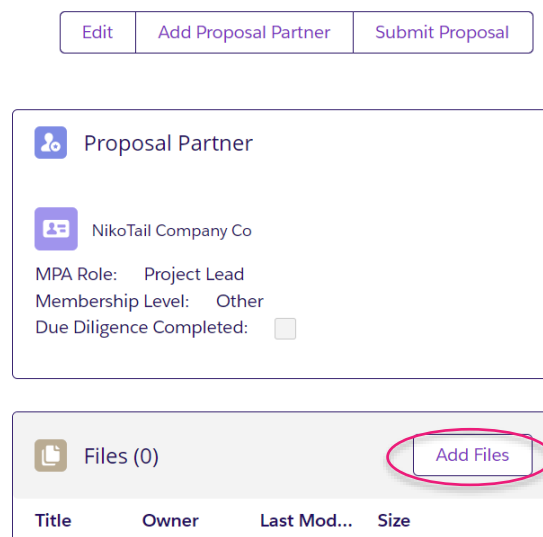
- Select on the **X** on the top right of the pop up to go back to the main page without saving the information.

Submitting a Proposal

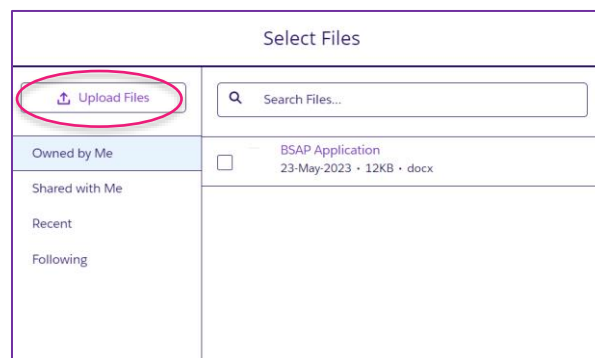
The Proposal Primary Contact may only submit the proposal, when a Proposal Status is in “Invited to Submit”, “Submission Incomplete” and “Invited to Resubmit”.


Submitting a Proposal is a two-step process that requires the Proposal Primary Contact to upload the Proposal Application and supporting Documentation (see Program Guide for details) **and** confirm submission.

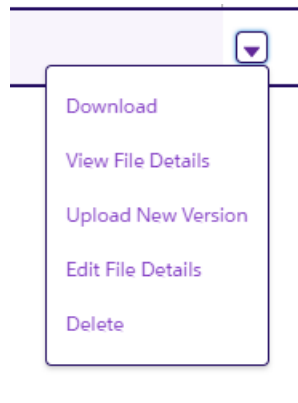
1. On the right side, you will find the **Files** block (under Proposal Partner). Click on **Add Files**



2. Upload your files via the pop-up window, **Select Files**. Clicking on **Upload Files** will allow you to select and add documents from your folders. You can add multiple documents.

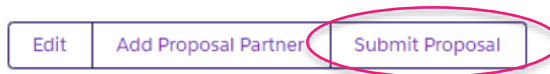


- You may update or delete an uploaded file. Click the reverse triangle  to open the menu of options.



- **Download.** Save the file in your device.
- **View File Details.** See a preview of the document with other file details include file size and versions.
- **Upload New Version.** Update the uploaded file with a new version.
- **Edit File Details.** Update file details like file name and description.
- **Delete.** Remove the file. Only a document ownership may remove the file.

3. To submit your proposal, click the **Submit Proposal** button on the top right of the page.



4. To complete your submission and notify us, click the **I confirm** at the next popup window.

igned a Participation Agreement (i.e. Membership Level should be Associate or Regular). Members may initiate t

d th

Submit Proposal

Confirm your submission

By selecting "I confirm" below, you are confirming the following:

- Submission of your proposal package per the requirements and conditions outlined in the Program Guide
- To the best of your knowledge, the proposal package's commitments are accurate and reflective of the agreement between the consortium partners

The proposal package cannot be modified once you have submitted.

I confirm