

ARGO Tutorials

Welcome to RDAR's new Agriculture Research Grant Organizer (ARGO)!

ARGO is a one-stop grant management portal that will enable you to seamlessly manage your research grants and view all your funding-related interactions with RDAR right from application creation to payment management.

You will be able to access RDAR and Agriculture Funding Consortium (AFC) funding opportunities through the [ARGO website](#).

The tutorials below are meant to help navigate RDAR's new grant management system, ARGO (Agriculture Research Grant Organizer).

You can also [access video tutorials on the RDAR website](#).

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How to create a new account

1. Go to rdar.smartsimple.ca
2. Click “Register”

Welcome to the Agriculture Research Grant Organizer - ARGO

[Forgot Password?](#)

[Register Here](#)



Introduction

As innovators, we are ready to tap into your talent to push the boundaries of Alberta's agricultural potential. Through this portal, you will be able to create, submit and monitor responses and results on your submission with ease.

Your big ideas are here; RDAR helps them grow.



3. Choose from the registration options listed:
 - a. Post-Secondary Institution
 - b. Non-Profit Organization
 - c. For-Profit Organization
 - d. Primary Producer

Registration Options

Please select the sign up page that matches your category.

4. Enter your organization name and select it from the auto-populated drop-down
 - a. If your organization name does not auto-populate, choose “Click here to register manually”. Once you have completed this manual registration, please go back to step one to re-start the creation of a new account. Now, when you enter your

organization name, it should be available in the drop-down.

Organization Information

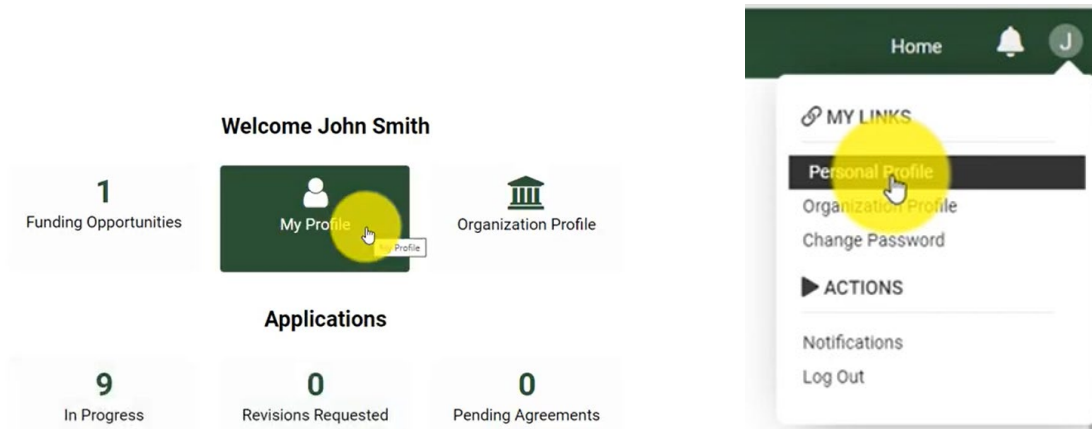
i **Instructions**
Enter the name of your organization. As you start typing a name, our database will suggest a match then click on the name. If you can't find your organization, click here to add it.
Can't find your organization in the lookup? [Click here to register manually.](#)

* Organization Name

5. Fill in your contact information
6. Click "Submit"
7. You will receive a confirmation email with instructions on how to log in to your new account

How to update contact information

1. Go to rdar.smartsimple.ca
2. Enter your email and password to login
3. On the homepage, navigate to your profile by clicking either “My Profile” or the first letter of your name in the top right-hand side of the page and choosing “Personal Profile”



4. Update your contact information. You may choose to upload a CV and identify your area of expertise
5. If your organization address looks incorrect, please email research@rdar.ca
6. Once all information looks correct, click “Save”


How to view Reports in Progress

1. Go to rdar.smartsimple.ca
2. Enter your email and password to login
3. On the homepage, click “Reports in Progress”


Welcome John Smith

1

Funding Opportunities



My Profile



Organization Profile

Applications

8

In Progress

0

Revisions Requested

0

Pending Agreements

Active Grants

1

Approved

2

Reports In Progress

0

Reports Under Review

0

Completed Reports

4. Select the project you want to view and click “Open”

Reports In Progress

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	#	Application ID	Project Title	Organization	Report Type	Status	Due Date	RPO
Open	1	2023F130R	Approved Project	Results Driven Agriculture Research	Interim Report	Draft	01/19/2022	
Open	2	2023F130R	Approved Project	Results Driven Agriculture Research	Interim Report	Draft	01/31/2022	

5. Please fill in all required fields

*** Project details**

Review the following from your original proposal:

- a. Background
- b. Objectives
- c. Anticipated Results to Industry
- d. Methodology

Are there any changes to your original proposal?

Clearly indicate any changes made to the project and how they will affect the successful achievement of approved outcomes. Please note that making significant changes to the project without prior consent from the funder(s) could constitute sufficient grounds for termination of funding.

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*** Research Progress**

- If your project includes funds from the Canadian Agriculture Partnership (CAP) Program, you are also required to fill in a CAP report at the bottom of the page

*** Does your agreement with RDAR include funds from the Canadian Agricultural Partnership (CAP) Program?**

Yes

No

▼ CAP Report

*** Knowledge Translation and Transfer (KTT) Events**

[Add/Update](#)

*** Knowledge Translation and Transfer (KTT) Products**

[Add/Update](#)

*** Technologies - products, practices, processes & systems**

[Add/Update](#)

- Once your report is complete, you can either save a draft and come back later or submit your report
- You can view the status of your report on the “Reports In Progress” page under the “Status” column

Reports In Progress

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#	Application ID	Project Title	Organization	Report Type	Status	Due Date	RPO
Open	1	2023F130R	Approved Project	Results Driven Agriculture Research	Interim Report	Draft	01/19/2022
Open	2	2023F130R	Approved Project	Results Driven Agriculture Research	Interim Report	Draft	01/31/2022

How to apply for research funding

1. Go to rdar.smartsimple.ca
2. Enter your email and password to login
3. On the homepage, click on “Funding Opportunities” on the top left-hand side of the page
4. Here you will see a list of available funding opportunities. Choose the opportunity you want to apply for and click “Apply Now”
5. Click “Proceed” to complete a new submission
6. Under Program Details, be sure to download and read through the Program Guidelines before proceeding. Once you have confirmed your eligibility, you can click “Next”

The screenshot displays a web application interface for funding opportunities. At the top, there is an information icon and a list of instructions: 'Please complete the mandatory questions below.', 'Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.', 'If you wish to communicate with staff regarding your application, use the Notes tab located within the left side menu.', and 'Hover your mouse over the help icon beside each field to view help text.' Below this is a tabbed interface with 'Application Summary' selected. Underneath, there is a section for 'Letter of Intent' with a dropdown arrow. The 'Intake Name' is '2022-2023 Agriculture Funding Consortium'. There are three tabs: 'PROGRAM DETAILS' (selected), 'CONTACT INFORMATION', and 'PROJECT INFORMATION'. The 'Eligibility Requirements' section is active, showing a link to 'See section 3 of the Program Guidelines for eligibility criteria.' and a list of PDF files: '2021-22_AFC_Guidelines.pdf' and '2021-22_AFC_Guidelines.pdf'. A checkbox is present with the text 'I have read the above eligibility requirements and confirm I am eligible to apply.' At the bottom, there are buttons for 'Save Draft', 'Submit LOI', and 'Withdraw', along with a 'NEXT >' button.

7. Ensure the information listed under Contact Information is correct
 - a. If you want to invite collaborators to your project, you can click the invitation button and use the plus sign to add in collaborators
 - b. Click “Save” to come back and send invitations later, or click “Send” to send those invitations now

Edit Submission



Letter of Intent

Intake Name

2022-2023 Agriculture Funding Consortium

PROGRAM DETAILS **CONTACT INFORMATION** PROJECT INFORMATION

Organization Information

Results Driven Agriculture Research
250 Karl Clark Road
Edmonton, AB, T6N 1E4
Phone:

Primary Contact

John Smith
240 Karl Clark Road
Edmonton
Phone: 780-913-3760 x
Email: rdar.smartsimple@gmail.com

Collaborators

To invite collaborators, click on the **Invitations** button below.



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First Name

Last Name

Email

Role

Status

No Results Found

8. Once this section is complete, click “Next”
9. Under Project Information is where you will input all details of your application. Hover over the grey “?” beside each question for more context and information regarding the question
10. You can choose to “Save Draft” to come back later, “Submit LOI” to send your application in, or “Withdraw” to discard your application
11. To communicate with RDAR staff regarding your application, use the Notes function in the top left-hand side of the page. You will be able to see all communication to and from RDAR staff in this location

