



2024

CALL FOR PROPOSALS

User Guide: Using the NCC Adsigno Portal and Accessing Funding Calls

For Project Leads, Collaborators, Authorized Signatories, and others learning about NCC Funding

How do I register in the NCC Adsigno Portal?

From <https://ncc-cnc.smartsimple.ca>, click on the “Register” button.



Select Language

Login

[Forgot Password?](#)

New to the System?

National Cybersecurity Consortium

The National Cybersecurity Consortium's (NCC) Adsigno Portal is the NCC's funding and reporting system. For new funding applicants, register below. If you are a returning applicant, please log in.



How do I register?

Postsecondary and Not-for-Profits

- **To register, you must be affiliated with an Organization.** Select your Organization type from the list of choices.
- For Postsecondary (**Universities and Colleges**) and **Not-for-Profit** Organizations, you can search for your Organization using the CRA (Canada Revenue Agency) Registration Number **OR** by searching by Organization name.
- If you cannot find your Organization using those search functions, you can add your Organization details by clicking on the link in instruction #4.
- Input your Organization information - if you know the number of employees at your Organization, please add it.
- Add in the requested individual contact information (your information).
- Check off the reCAPTCHA and SUBMIT the registration.
- You will receive an email to finalize your registration. Follow those steps to be able to log in and view the Call for Proposals.

Registration Options

Register as:

Government Entity (Federal, Provincial, Municipal or Territorial)

Register yourself and your organization.

Industry

Register yourself and your organization.

Not-For-Profit Organization

Register yourself and your organization.

Research Centre

Register yourself and your organization.

University or College

Register yourself and your organization.



How do I register?

Government Entities, Private Industry, and Research Centres

- **To register, you must be affiliated with an Organization.** Select your Organization type from the list of choices.
- For **Government Entity, Private Industry, and Research Centre** type Organizations, directly input the required and optional information.
- If you know the CRA number and number of employees at your Organization, please input.
- Add in the requested individual contact information (your information).
- Check off the reCAPTCHA and SUBMIT the registration.
- You will receive an email to finalize your registration. Follow those steps to be able to log in and view the Call for Proposals.

Registration Options

Register as:

Government Entity (Federal, Provincial, Municipal or Territorial)

Register yourself and your organization.

Industry

Register yourself and your organization.

Not-For-Profit Organization

Register yourself and your organization.

Research Centre

Register yourself and your organization.

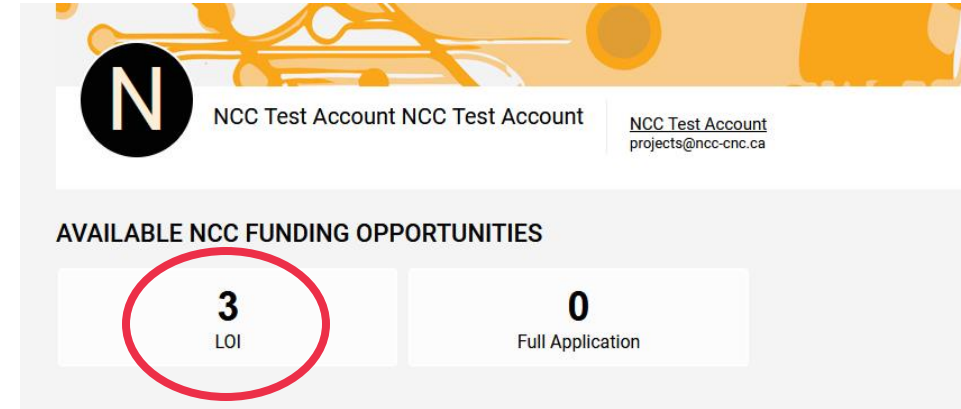
University or College

Register yourself and your organization.



How do I find out about available funding opportunities?

- After registering, your home screen will have a section “Available NCC Funding Opportunities”.
- Click on the LOI box to access the current funding opportunities.
- Click on the “Apply Now” button next to the Funding Opportunity of interest
- **TIP:** Times listed are in ET.



NCC Test Account NCC Test Account [NCC Test Account projects@ncc-cnc.ca](mailto:projects@ncc-cnc.ca)

AVAILABLE NCC FUNDING OPPORTUNITIES

3 LOI

0 Full Application

LOI

All times listed are in Eastern time.


1-3 of 3

Program Call Name	Overview	LOI Start Date	LOI Close Date	Full Application Close Date	Application Guide	Apply Button
2024 Call for Proposals_Training	Select this option if the project idea corresponds to the following stream: Training	30/01/2024 10:31 PM	01/03/2024 02:59 AM	27/04/2024 02:59 AM	2024_Call_for_Proposals_Guide.pdf	Apply Now
2024 Call for Proposals_Research and Development	Select this option if the project idea corresponds to the following stream: Research and Development	30/01/2024 10:31 PM	01/03/2024 02:59 AM	27/04/2024 02:59 AM	2024_Call_for_Proposals_Guide.pdf	Apply Now
2024 Call for Proposals_Commercialization	Select this option if the project idea corresponds to the following stream: Commercialization	30/01/2024 10:31 PM	01/03/2024 02:59 AM	27/04/2024 02:59 AM	2024_Call_for_Proposals_Guide.pdf	Apply Now


How do I access an LOI application?

- The first step is to complete an eligibility screening.
- Once the three questions are submitted and eligibility successful, you can access to the LOI Application.
- Click the “LOI Application” tab to access and complete the application questions.

2024-1267 NCC Test Account

 Use the tabs below to complete the application stages. Further instructions are embedded in the tabbed sections.

- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this application.
- If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this application.
- Once the application (LOI or Project Proposal) is submitted by the Authorized Signatory at the Organization Submission stage, it **cannot** be revised.
- If you wish to communicate with NCC staff regarding your application, email projects@ncc-cnc.ca.

 LOI Summary

CONTACT INFORMATION ELIGIBILITY **LOI APPLICATION**

Organization Information

NCC Test Account
350 Victoria St
Toronto, ON, M5B 1W1
Phone:

Primary Contact

NCC Test Account NCC Test Account
350 Victoria St
Toronto
Phone: 123-456-7890
Email: projects@ncc-cnc.ca


How do I fill out the LOI application?

- Complete the application fields by following the corresponding instructions.
- **TIP:** You can click on the “LOI Summary” Button to access a copy of the LOI application to assist with offline drafting.
 - **Only LOIs completed in the Adsigno Portal will be accepted.**
- **TIP:** You can use the “**Jump To**” menu on the right-hand side to navigate to different sections of the application.

2024-1266 NCC Test Account



- Use the tabs below to complete the application stages. Further instru
- Some of information is copied directly from your organization and use
- If the information displayed is not current, please update your organiz
- Once the application (LOI or Project Proposal) is submitted by the Aut
- If you wish to communicate with NCC staff regarding your application

 LOI Summary

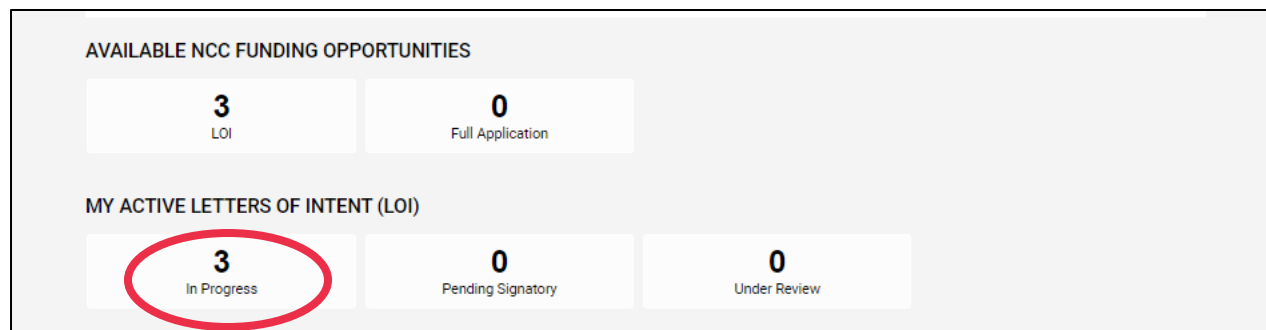
CONTACT INFORMATION

ELIGIBILITY

LOI APPLICATION

Can I return to my application* draft at later times?

- Yes, you can log in and continue working on your application.
- **BUT** the Portal The Portal DOES NOT autosave.
- Make sure to click on the **SAVE DRAFT** button to save updates to your application.
- The next time you login, you can access your draft LOI under the “My Active Letters of Intent (LOI)”.



* LOI Application, or Project Proposal, as appropriate

I identified Collaborators in the Partner Organization table; can they access the application*?

- No, collaborators identified in the Partner Organizations table do not have access to your application.
- You can invite a collaborator to the application to have edit-capable access using the “Signatory” tab in the left-hand menu.
 - Follow the instructions in the “How do I add an Authorized Signatory to my application?” slide and invite them as a “Project Team Member” to view and edit the application.



* LOI Application, or Project Proposal, as appropriate

I'm a Project Lead and am ready to submit my application*. What do I do?

- Once the application is ready for submission, the Project Lead must fully fill out the "Application Submission" section and click "Submit Application".
- Notice of the application submission will be sent to your identified Authorized Signatory for review, possible revision, and submission.



* LOI Application, or Project Proposal, as appropriate

What happens once I submit?

- Once your application is submitted, it will move to “Pending Signatory” status until your identified Authorized Signatory (AS) reviews it.
- The AS can request revisions to the application.
- The AS will submit your application on behalf of the Organization application.
 - The status will move to Under Review.

AVAILABLE NCC FUNDING OPPORTUNITIES			
3 LOI	0 Full Application		
MY ACTIVE LETTERS OF INTENT (LOI)			
3 In Progress	0 Pending Signatory	3 Under Review	
MY ACTIVE PROJECT PROPOSALS			
0 In Progress	1 Pending Signatory	0 Under Review	0 Awarded

How can I access the Project Proposal application?

- Should your LOI be successful in Stage 1, you will receive an email inviting you to submit a Project Proposal application.
- When you login to the Adsigno Portal, click on the “In Progress” box under the “My Active Project Proposals” section.
- Click on the “Open” button next to your Application ID number.
- Once in the application, click the “Project Proposal” tab to access and complete the application questions.
- **TIP:** You can click on the “Application Summary” button to access a copy of the Project Proposal to help with offline writing.

AVAILABLE NCC FUNDING OPPORTUNITIES			
3 LOI	0 Full Application		
MY ACTIVE LETTERS OF INTENT (LOI)			
3 In Progress	0 Pending Signatory	3 Under Review	
MY ACTIVE PROJECT PROPOSALS			
1 In Progress	0 Pending Signatory	0 Under Review	0 Awarded

[Application Summary](#)

[CONTACT INFORMATION](#) [ELIGIBILITY](#) [LOI APPLICATION](#) [PROJECT PROPOSAL](#)

Organization Information

NCC Test Account
350 Victoria St
Toronto, ON, M5B 1W1
Phone:

Primary Contact

NCC Test Account NCC Test Account
350 Victoria St
Toronto
Phone: 123-456-7890
Email: projects@ncc-cnc.ca

What is an Authorized Signatory?

- An Authorized Signatory is an individual who holds responsibility to submit the application on behalf of the Organization that the Project Lead is affiliated with and has the authority legally bind the Organization to financial and contractual decisions.
 - In a post-secondary environment or Research Centre, this may be someone holding that specific responsibility in the Research Office.
 - In a Not-for-Profit and Private Industry, this may be someone from the finance team or a member of the Executive team.

How do I add an Authorized Signatory to my application?

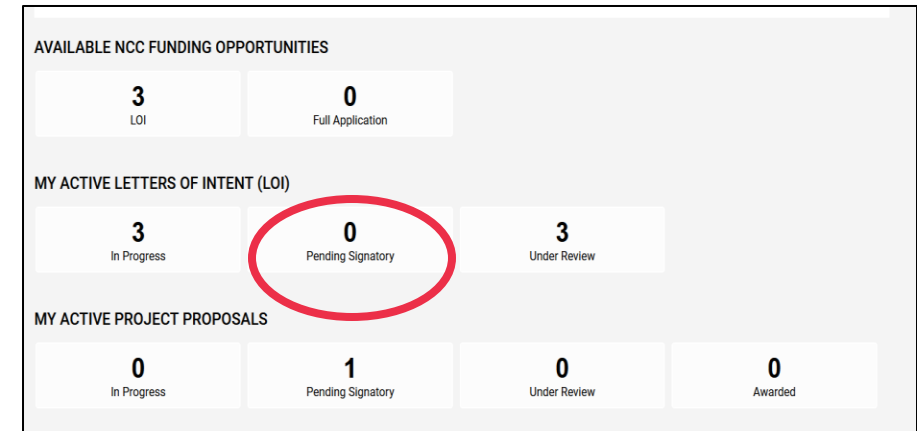
- Click on the “Signatory” Tab on the left-hand menu.
- Use the + button to add the contact details of the Authorized Signatory individual.
- Click “Invite” and the Adsigno Portal will email them a link to the application.
- This action must be done for each application in the system.

The screenshot shows the 'Signatory' management interface for a '2024-1266 NCC Test Account'. The interface includes a left-hand navigation menu with 'Main' and 'Signatory' tabs. The 'Signatory' tab is active, displaying a table for adding authorized signatories. The table has columns for Prefix, First Name, Last Name, Email, Role, and Status. A dropdown menu is open for the 'Role' column, showing options: '-- Select One --', '-- Select One --', 'Authorized Signatory', and 'Project Team Member'. The 'Status' column shows 'Draft'. Below the table are 'Save' and 'Invite' buttons. A '+' button is located to the left of the table. The top right corner shows '1 of 1' and navigation icons.

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One -- -- Select One -- Authorized Signatory Project Team Member	Draft

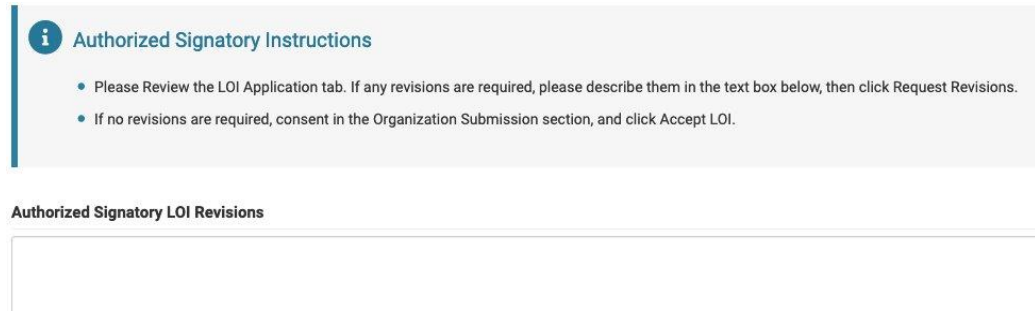
I've been invited as an Authorized Signatory. What do I do?

- Accept the invitation sent via email to become the Authorized Signatory.
- Register yourself (by Organization type) in the Adsigno Portal <https://ncc-cnc.smartsimple.ca>.
 - Follow the instructions presented in this document.
- After registering and entering the Portal, your home screen will show a section: "My Active Project Proposals".
 - The submission will be in the "Pending Signatory" box.



I'm an Authorized Signatory and am ready to submit the application*. What do I do?

- Once you are viewing the submission, you have the option to send revision remarks back to the Project Lead by writing in the Revisions textbox and using the "Request Revisions" button.
- If no revisions are needed or revisions are complete, you as Authorized Signatory, must complete the Organization Submission section and click the "Accept" button to submit the application to the NCC on behalf of your Organization.



The screenshot shows a user interface for an Authorized Signatory. At the top, there is a blue header with an information icon and the text "Authorized Signatory Instructions". Below this, there are two bullet points: "Please Review the LOI Application tab. If any revisions are required, please describe them in the text box below, then click Request Revisions." and "If no revisions are required, consent in the Organization Submission section, and click Accept LOI." Below the instructions, there is a section titled "Authorized Signatory LOI Revisions" with a large, empty text input box.

*LOI Application, or Project Proposal, as appropriate
^"Accept LOI" / "Accept Application"



