

# Instructions for Principal Investigators on Approving Annual Statements of Account (Form 300s)

Each year, Tri-Council grant holders are required to approve their annual statement of account (Form 300), as per Tri-Council agency regulations. Statements of Account are prepared by Research Accounting, Financial Services.

Upon notification from Research Accounting sometime in June of each year, grant holders will be provided with details specific to their Tri-Council projects, to be used during the approval process.

The following are step by step instructions for grant holders to complete the approval process.

**Step 1:** Sign onto the **FDSR site** <https://eservices.nserc-crsng.gc.ca/fdsr-prdf/>.

**Step 2:** Click on your preferred language (**English or French**).



Step 3: Click the "Login" button.

Canadian Institutes of Health Research  
Natural Science and Engineering Research Council of Canada  
Social Sciences and Humanities Research Council of Canada

Instituts de recherche en santé du Canada  
Conseil de recherches en sciences naturelles et en génie du Canada  
Conseil de recherches en sciences humaines du Canada

Canada

## Financial Data Submission and Reconciliation System

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### Introduction to the FDSR On-line System

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FDSR version 5.02

**Proactive Disclosure**

Proactive Disclosure

**Important Message**

**NEW** Select [User Help](#) to obtain more information on the FDSR on-line system.

The PDF Print Utility has been updated. If you have a previous version of the PDF Print Utility installed on your computer, please remove it. Contact your local IT support department if you need help with this process. Then, select the **Update/Launch** link on the *Print Utility Download and Launch* page to install the new utility.

The Financial Data Submission and Reconciliation (FDSR) System aims to provide university officials with the capability to electronically transmit their annual financial data to the three federal granting agencies (CIHR, NSERC and SSHRC) by means of a single Web-enabled interface.

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Date Modified :2011-05-04

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**Step 4:** Enter your **User ID** and **Password**, and then click on the “**Login**” button. If your User ID and Password do not work, please contact the Online Services Helpdesk (OLS-HD) at 1-613-995-4273 Monday to Friday: 8 AM to 5 PM (EST) or you may access and submit an online request form at [http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/SupportRequest-DemandeDeSoutien\\_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/SupportRequest-DemandeDeSoutien_eng.asp)

**Please note: Queen’s University staff does not have access to your User ID or Password.**

## Financial Data Submission and Reconciliation System

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### Login

**!NEW** Select [User Help](#) to obtain more information on the FDSR on-line system.

Enter your User ID and Password to access your account.  
The current session timeout is set at 60 minutes of inactivity. Your session will expire and you will be required to login again.

	<b>User ID:</b> <input type="text" value="Enter your User ID"/>
	<b>Password:</b> <input type="password"/>
	<input type="button" value="Login"/> <input type="button" value="Clear Fields"/>

If you are a *researcher*, you must create a User ID and Password by selecting *Researcher Account Registration*.


If you are a *researcher* and you have forgotten your Password, select *Forgot Password*.


To register for a *Business Officer* account, please contact the Helpdesk at 613-995-4273 or at [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca).


**Step 5:** Click on the “**Link Another Grant**” button which will appear below the prior year records.



**Step 6:** Enter the **PIN, Grant #, Granting Agency** and **Year Ending** in the appropriate fields, using the specific details provided to you by Research Accounting. Next, click on the “**Link**” button.

CIP/PIN:	<input type="text" value="21313"/>	}	
Grant#:	<input type="text" value="9573"/>		
Granting agency:	<input type="text" value="CIHR"/>		
Year ending:	<input type="text" value="2013"/>		





**Step 7:** You should receive a message letting you know the Form 300 record has been successfully linked. Next, click the “**Continue**” button.

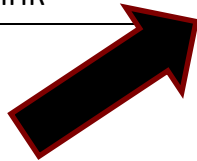


**Step 8:** The next step is to review your Statement of Account (Form 300).


**Important:** You must view your report before you can approve it.

Click on the hourglass under the “**View**” column which corresponds with the appropriate report. To ensure you are selecting the appropriate report, all the details should correspond with the details provided to you by Research Accounting (Example: Year Ending should correspond with the most recent research year ending).

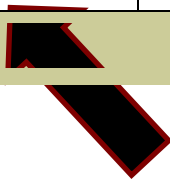
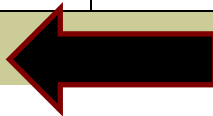
<a href="#">Name</a>	<a href="#">CID/PIN</a>	<a href="#">Granting agency</a>	View	<a href="#">Approved?</a>	<a href="#">Year Ending</a>	<a href="#">Grant No.</a>	<a href="#">Res. Approval Date</a>
John James	21313	CIHR		<input type="checkbox"/>	2013	9573	



**Step 9:** Once you have reviewed your report and are ready to approve it, first click the “back” arrow button at the top left of your screen to return to the previous page. Next, click the box under the “**Approved?**” column, then click the “**Save**” button.

<a href="#">Name</a>	<a href="#">CID/PIN</a>	<a href="#">Granting agency</a>	View	<a href="#">Approved?</a>	<a href="#">Year Ending</a>	<a href="#">Grant No.</a>	<a href="#">Res. Approval Date</a>
John James	21313	CIHR		<input type="checkbox"/>	2013	9573	



In order to ensure the report has been properly approved and saved, the date should appear under the “**Res. Approval Date**” column.

<a href="#">Name</a>	<a href="#">CID/PIN</a>	<a href="#">Granting agency</a>	View	<a href="#">Approved?</a>	<a href="#">Year Ending</a>	<a href="#">Grant No.</a>	<a href="#">Res. Approval Date</a>
John James	21313	CIHR		<input type="checkbox"/>	2013	9573	2013-06-20






By selecting **Save**, the corresponding information will be made available to your Business Officer for final approval. This is equivalent to your signing the form and forwarding it to the Business Officer.

**Important: If grant holders do not provide an electronic approval as detailed above, they are required to print and sign a paper copy of their statement of account and forward the signed report to their Research Accounting contact in Financial Services, to be kept on file. If an electronic approval is provided, the signed paper copy is not required.**

To complete this process for another grant you must first link another grant to your account by selecting "**Link Another Grant**" and then begin again at **Step 6**.

Thank you for your assistance.

Research Accounting  
Financial Services