



2025

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

Email

Password

Log In

[Forgot Password?](#)

Information for Users:

[NCC Policies](#)

New to the System?

[Register](#)

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.
- For help navigating the Adsigno Portal, please review our [User Guide](#).



How do I register?

- **To register, you must be affiliated with an Organization.** Select your Organization type from the list of choices.
- If your organization is already registered in the system, you can search by organization name. As you start typing a name, our database will suggest a match, then click on the name.
- If you cannot find your Organization using those search functions, you can add your Organization details by clicking on the link in instruction.
- 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.

Organization Information

Already have an account? [Login](#)

Instructions

- Please enter your Organization Name in the field below to search for your organization in our system. As you start typing a name, our database will suggest a match and then click on the name. If you can't find your organization, please [click here to add a new organization](#).
- Required fields are marked with an asterisk "*".

* Organization Name



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 Funding Opportunities 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.

AVAILABLE NCC FUNDING OPPORTUNITIES

4

Funding Opportunities

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 instructions will be provided.
- Some of information is copied directly from your organization and use it as a starting point.
- If the information displayed is not current, please update your organization's information.
- Once the application (LOI or Project Proposal) is submitted by the Authorized User, it will be reviewed by NCC staff.
- If you wish to communicate with NCC staff regarding your application, please contact the NCC staff.

 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 “Stage 1 – Letter of Intent (LOI)* ”.



* LOI Application, or Project Proposal, or Administrative Review 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 to Signatory".
- Notice of the application submission will be sent to your identified Authorized Signatory for review, possible revision, and submission.

* Consent and Certification Acknowledgment

I have read and understood the above Consent and Certification. I voluntarily consent to the collection, use and disclosure of information as described, to making the certification as stated, and authorizing the actions indicated.

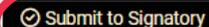
* Membership Acknowledgment

As the NCC is a member-driven organization, the Project Lead's Organization will need to be a member in good standing to receive funds from the NCC. If awarded, the Organization is required to pay an additional 3.5% based on awarded funds that is not an eligible expense to the project. I acknowledge the NCC membership requirements to receive funding.

* Project Lead Acknowledgment

As the Project Lead for this project, I acknowledge all the above statements and am prepared to submit this application to the Authorized Signatory for final submission.

 Save Draft

 Submit to Signatory



* 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.

STAGE 1 - LETTER OF INTENT (LOI)

0
In Progress

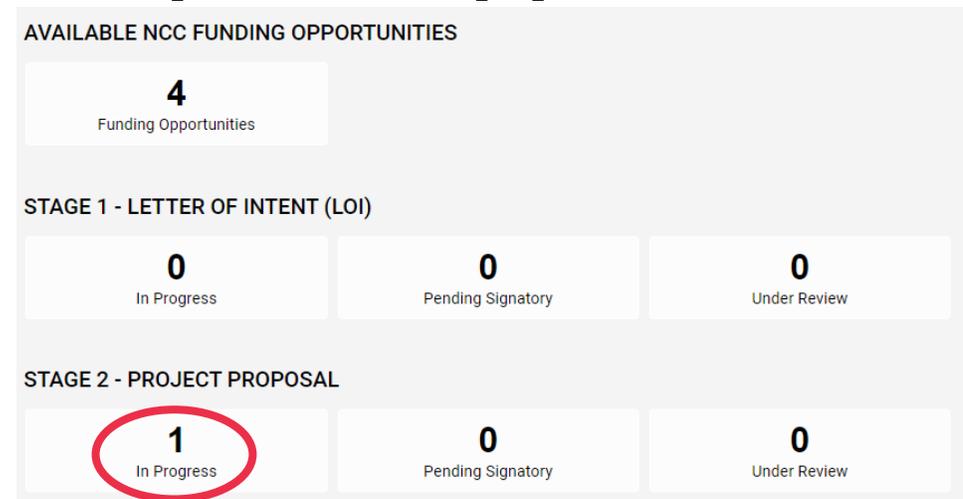
1
Pending Signatory

0
Under Review



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 “Stage 2 – Project Proposal” 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.



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

The screenshot shows a navigation bar with 'Application Summary' and 'PROJECT PROPOSAL' circled in red. Below the navigation bar, there are sections for 'Organization Information' and 'Primary Contact' with their respective details.

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.
 - Authorized Signatories are required to submit Stage 1 – Letter of Intent Application and Stage 2 – Project Proposal Application.
 - Stage 3 Administrative Review will require consents and confirmation from the Authorized Signatory, however the Stage 3 application must be submitted by the project lead.

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 application '2024-1535 National Cybersecurity Consortium'. The interface includes a left-hand navigation menu with 'Main' and 'Signatory' tabs. The 'Signatory' tab is active, displaying a table with columns for Prefix, First Name, Last Name, Email, Role, and Status. A dropdown menu is open for the 'Role' column, showing options: '-- Select One --', 'Authorized Signatory' (highlighted), 'Finance Representative', and 'Project Team Member'. Below the table are 'Save' and 'Invite' buttons. A '+ button is visible to the left of the table. The status of the signatory is 'Draft'. A close button (X) is in the top right corner of the table area. The top right of the page shows '1 of 1' and navigation arrows. A 'Logs' dropdown is in the top left. A circular logo for the National Cybersecurity Consortium is in the bottom left corner.

Logs ▾

1 of 1 <

Main 2024-1535 National Cybersecurity Consortium > ⓘ

Signatory

Input the name and contact information of an Authorized Signatory and invite them using the invite button. This input is required to complete the submission process as the Authorized Signatory will be prompted to log in for the final application submission process.
You can choose to invite additional names/contacts of individuals/Project Team members in the Signatory tab who will collaborate on the writing of the submission. Each collaborator contact will have full viewing and editing privileges to the application after they accept this invitation.

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 Finance Representative Project Team Member	Draft

+ Save Invite

NATIONAL CYBERSECURITY CONSORTIUM
CONSORTIUM NATIONAL POUR LA CYBERSÉCURITÉ

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: “Stage 1 Letter of Intent” or “Stage 2 – Project Proposal” depending on which stage your application is in.
 - The submission will be in the "Pending Signatory" box.

STAGE 1 - LETTER OF INTENT (LOI)		
0 In Progress	0 Pending Signatory	0 Under Review

STAGE 2 - PROJECT PROPOSAL		
0 In Progress	1 Pending Signatory	0 Under Review

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 "Submit" button to submit the application to the NCC on behalf of your Organization.

i Authorized Signatory Instructions

- Please Review the LOI Application tab. If any revisions are required, please describe them in the text box below, then click Request Revisions.
- If no revisions are required, consent in the Organization Submission section, and click Accept LOI.

Authorized Signatory LOI Revisions

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



For Reporting: What is a Finance Representative?

- A Finance Representative is an individual designated by the organization who holds responsibility to submit the quarterly financial reports on behalf of the Organization.
- Contact details for the Finance Representative must be added if the application is awarded, by following the same steps for adding an Authorized Signatory.
- The Finance Representative will receive reminders by email on reports and must submit financial reports in the portal.
- The Finance Representative will be contacted for receipts and further questions on expense claims.



