HOW TO COMPLETE YOUR EQUITY, DIVERSITY, INCLUSION, AND ACCESSIBILITY (EDIA) DECLARATION
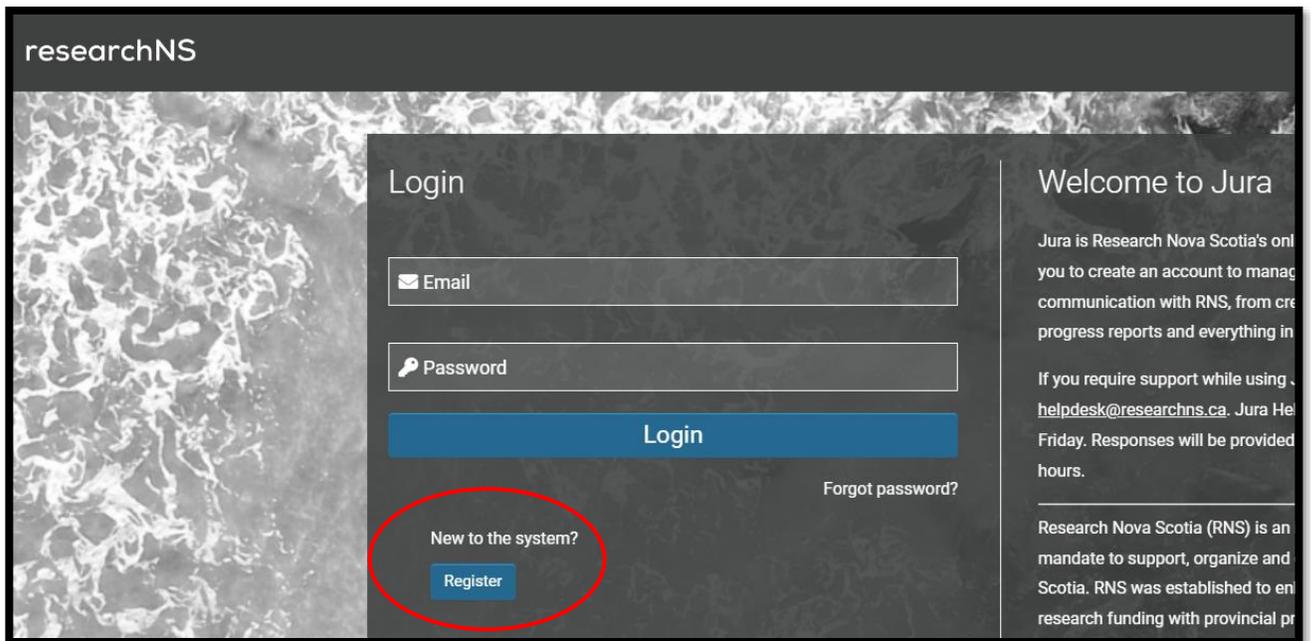
All submissions to Research Nova Scotia must be accompanied by an EDIA Declaration for the Primary Applicant. To complete your declaration, please follow the steps outlined below.

- New users will complete the declaration through option one.
- Existing users will complete the declaration through option two.

OPTION 1: COMPLETING THE DECLARATION AT SIGN-UP AS A NEW USER

Step 1. Navigate to the Jura system at http://researchns.smartsimple.ca

Step 2. Select the 'Register' button to create a new account.

Step 3. Select your organization from the 'Organization Name' field. Please note that this field will auto-populate organizations that are already registered in the Jura system; be sure to select the organization from the drop-down menu.

If your organization <u>does not appear</u> in the search, you must **register a new organization** by following the steps outlined below:

1. Click on the 'register a new organization here' link in the page instructions
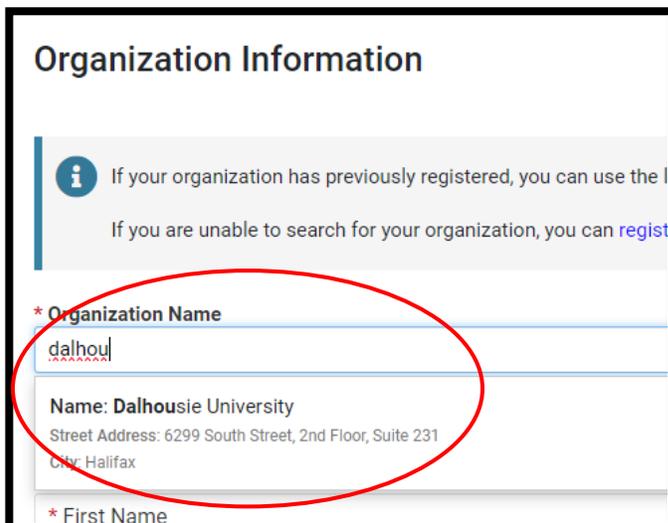
Organization Information

ℹ If your organization has previously registered, you can use the lookup field below and register your contact details to this organization.

If you are unable to search for your organization, you can register as a new organization here.

2. Complete all information marked with an asterisk "*" to register your new organization. Once complete, hit the blue 'Submit' button to register your organization.
3. Click on the Research Nova Scotia Logo to return to the Jura homepage.
4. Click on the blue 'Register' button; the organization you just entered will now be available in the drop-down list under 'Organization Name'

Step 4. Enter your contact information; note that any questions marked with an asterisk "*" are mandatory. *Note: Your email address will be used as your Jura username*

Step 5. Complete the self-declaration for Equity, Diversity, Inclusion, and Accessibility.

If you do not want to self-identify, you have the option to choose "**Prefer not to say**" for each question. You must select an option and save your responses for your questionnaire to be marked as complete. Doing so fulfills the mandatory requirement for completing the EDIA self-declaration.

You may change your answers to these questions at any time by following the instructions outlined in 'Option 2.'

Step 6. Click the blue 'Submit' button to create your account.

Step 7. Shortly after submitting, you will receive an email from noreply@smartsimple.com, including a link to set your password. Click the link to be redirected to the following page:

Account Activation

New Password: _____

Confirm Password: _____

Policy:
- ❌ Password must have at least 8 characters
- ❌ Password must have at least one lowercase letter
- ❌ Password must have at least one uppercase letter
- ❌ Password must have at least one number
- ❌ Password must have at least one special character

☐ I'm not a robot   reCAPTCHA
              Privacy - Terms

Submit

Step 8. Use the provided prompts to create a strong and secure password. When all password requirements have been met, click the 'Submit' button to proceed. You will receive another email from noreply@smartsimple.com letting you know that your password has been successfully updated.

Step 9. You will be automatically redirected to the Jura Privacy Policy and Terms of Use page after creating your account password. Review the details of this policy and select the 'Accept' button to access the system.

Step 10. Should you have any questions, please contact Megan Bellefontaine (Director, Research Support) at Megan.Bellefontaine@researchns.ca

OPTION 2: COMPLETING THE DECLARATION THROUGH YOUR PERSONAL PROFILE AS AN EXISTING USER
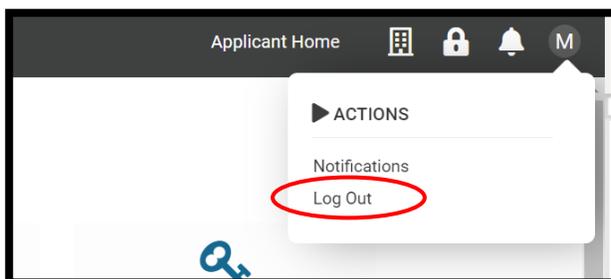
Step 1. The Primary Applicant must log in to the Jura system at http://researchns.smartsimple.ca
If you do not remember your login credentials, please email: helpdesk@researchns.ca

Step 2. Click on the 'Personal Profile' link
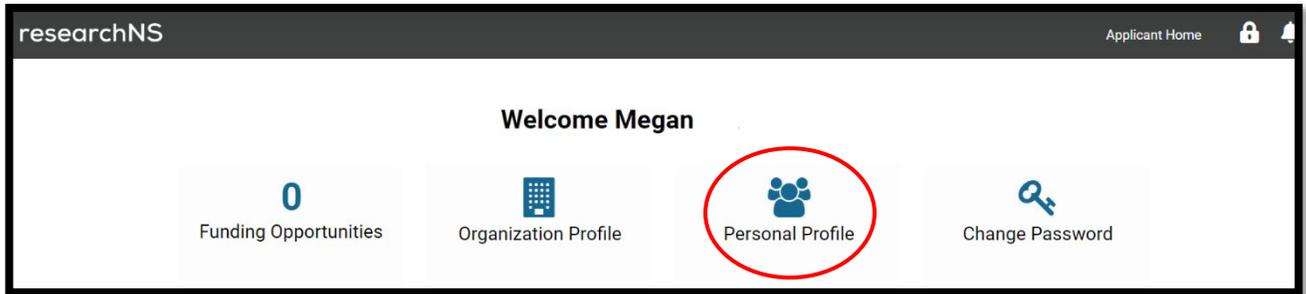
Step 3. Select the 'EQUITY, DIVERSITY, INCLUSION & ACCESSIBILITY' tab
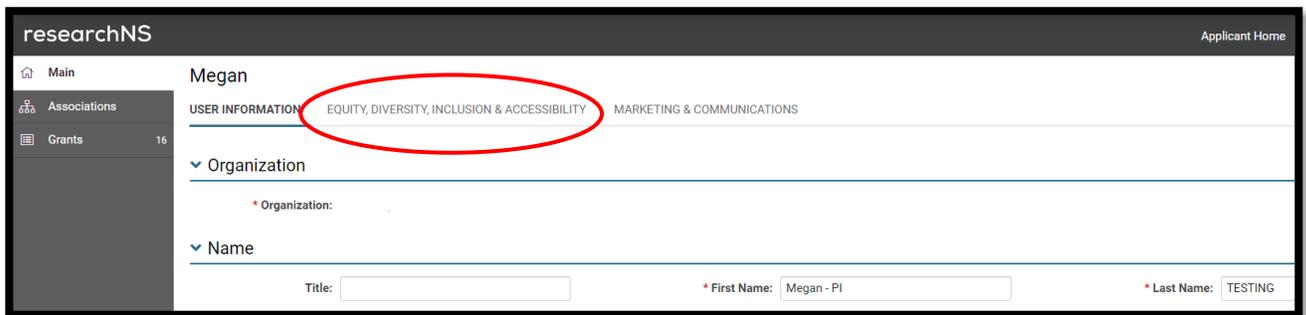
Step 4. Select an answer for all six questions: Indigenous Identity, Members of Racialized Minority Groups, Disability, Gender Identity, Language, and Age.

If you do not want to self-identify, you have the option to choose "Prefer not to say" for each question. You must select an option and save your responses for your questionnaire to be marked as complete. Doing so fulfills the mandatory requirement for completing the EDIA self-declaration.

Step 5. Select 'Save' to complete the EDIA declaration. You may change your answers to these questions at any time.

Step 6. Log out of the Jura system by clicking on the letter icon in the upper right-hand corner and selecting 'Log Out'.

Step 7. Should you have any questions, please contact Megan Bellefontaine (Director, Research Support) at Megan.Bellefontaine@researchns.ca