

# HOW TO UPDATE YOUR EQUITY, DIVERSITY, INCLUSION, AND ACCESSIBILITY (EDIA) DECLARATION

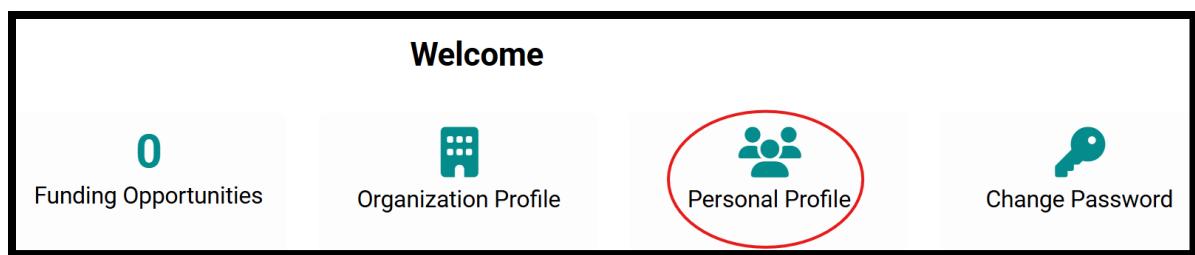
All applications for funding opportunities must be accompanied by an Equity, Diversity, Inclusion, and Accessibility (EDIA) Declaration for the Primary Applicant.

An EDIA Declaration is required to set-up your Jura account so you will have already completed this initially if you have a Jura account. If you need to make changes to your EDIA Declaration, you can do so at any time by following the steps below.

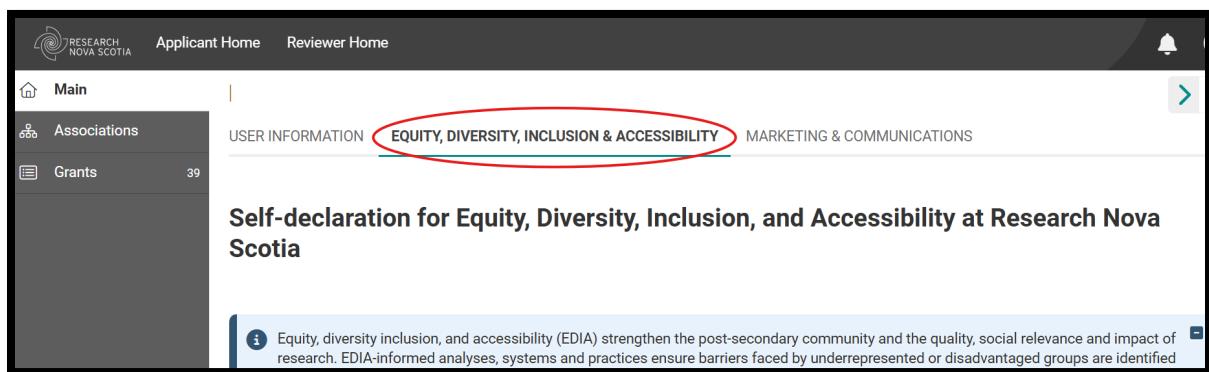
**Step 1.** Login to the Jura system at <https://researchns.smartsimple.ca> using your email and password.

*If you do not remember your login credentials, please email: [helpdesk@researchns.ca](mailto:helpdesk@researchns.ca).*

**Step 2.** Click on the ‘Personal Profile’ link from your Applicant Home page.



**Step 3.** Select the ‘EQUITY, DIVERSITY, INCLUSION & ACCESSIBILITY’ tab.

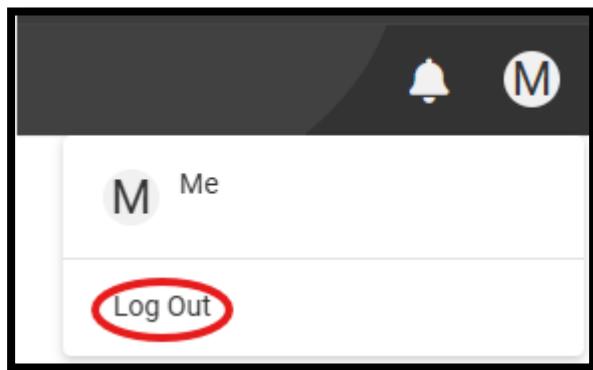


**Step 4.** Select an answer for all six questions: Indigenous Identity, Members of Racialized Minority Groups, Disability, Gender Identity, Language, and Age.

**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.** If you have any questions about how to update your EDIA declaration, contact [helpdesk@researchns.ca](mailto:helpdesk@researchns.ca).