



Introduction to Research Administration

October 6, 2025

Presented by CHS Research Administration Specialists (Esther, Kelli, Kelly, and Victoria)

Research Partner Network, Office of the Vice-President Research

Land Acknowledgement

The University of Alberta, its buildings, labs and research stations are primarily located on the territory of the Néhiyaw (Cree), Niitsitapi (Blackfoot), Métis, Nakoda (Stoney), Dene, Haudenosaunee (Iroquois) and Anishinaabe (Ojibway/Saulteaux), lands that are now known as part of Treaties 6, 7 and 8 and homeland of the Métis. The University of Alberta respects the sovereignty, lands, histories, languages, knowledge systems and cultures of all First Nations, Métis and Inuit nations.

Outline

Research Funding Life Cycle

1. Submitting a Proposal in Researcher Home Page
2. Award Set-up (Finalizing Funding & Project Activation)
3. Managing Funding
4. Project Close-out

What is Researcher Home Page (RHP)?

Online grant management tool that allows researchers to:

- **Create and submit requests** for online approvals related to
 - New applications/projects, amendments, subgrants, and over-expenditure (OE) authorizations
- **Monitor status** of requests
- **View and download** applications, agreements and other documentation
- **Track spending**, commitments and budgeted installments
- **See a financial status snapshot** for one or more grants (downloadable)

Researcher Home Page



Related Links and Resources

- [Researcher Home Page Login](#)
- [Guide to Researcher Home Page](#)
- [How to Request a New Application/Proposal/Project via Online Approvals](#)

General Inquiry

SpeedCode Inquiry*

PER Balance Inquiry*

Researcher Home Page*

eTRAC Home

STRAC Policy Attestation App

Travel and Expenses

Manage Approvals

Procurement

External Links

Research
Administration
Education Series
(RAES) S2, S1

Researcher Home Page

User ID Name [Create Application/Proposal/Project](#)

Advanced Project Search

Project Holder 1234567 Holder Role Project

Project Status ☒ Active ☐ Inactive Department

Project Description Faculty

Project Title OE Projects Only: ☐

Start Date From To Team Member

End Date From To Sponsor Program

Projects

Personalize | Find | View

Project	Details	Over Expenditure							
	Project ID	Award End Date	Total Award	Funds Available Before Commitments	Over Expenditure Status	Funds Available After Commitments	Speed Code	Title	Description

Note: It is the responsibility of the Project Holder to approve all expenditures charged to these Projects or to delegate signing authority in accordance

Proposal Search

PI ID 1234567 Proposal ID Proposal Status

Sponsor ID Program

Department Faculty

Proposals

Personalize | Find | View All |

Proposal	Details			
Proposal ID	Stage	Title	Description	Sponsor

Submitting a Proposal

New App / Proposal / Project

Above "Advanced Project Search"

Create Application/Proposal/Project

▼ **Advanced Project Search**

Project Holder 

Add a New Value

*Business Unit 

*Proposal ID

Add



PI Section							
Proposal ID: RES00[REDACTED]	Version ID: V0						
Dian Step-by-Step Instructions	Request Status: Saved						
*Description(Project Title): [REDACTED] Request Type: Application/ Proposal -New ▼ Principal Investigator (PI): [REDACTED] [REDACTED] *Is PI the Project Holder ☒ Yes ☐ No *Project Holder ID: [REDACTED] [REDACTED] *Department: 360200 SC Chemistry Faculty: 360000 SCI Faculty of Science Sponsor Deadline: 11/03/2025 Unless otherwise specified, RAS has an internal deadline of 5 business days in advance of the sponsor deadline Start Date: 04/01/2026 End Date: 03/31/2031 *Source of Funds: External ▼ Primary contact for application, if not the PI (include name, email, and phone): [REDACTED] *Indirect Cost Requested ☐ Yes ☒ No Note re: External Sponsor Contact Name - add if known (required for industry files). *Rationale: [REDACTED]							
External << < 1-1 of 1 > >> View All							
#	*Sponsor	Program	Sponsor Contact Name	Phone No	Amount		
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	710,000.00	+	-
Total Award Requested:		\$710,000.00		Award Currency: CAD			
Certification Info << < 1-4 of 4 > >> View All							
	Certification Code	*Approval Required (Yes)	*Approval Required (No)	Approval Number			
1	Animal Welfare 01	☐	☒	AUP	+	-	
2	Biohazards	☐	☒		+	-	
3	Human Ethics 01	☐	☒	PRO	+	-	
4	Stem Cell	☐	☒		+	-	

Submitting a Proposal

Research Administration Education Series (RAES) S1, S1:Finding and Applying for Funding

[Link to RAES Schedule](#)

Approvals

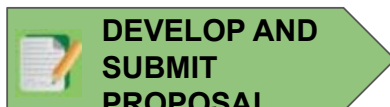
Approval Status: Not Submitted for Approval

Save

Submit



FIND FUNDING
OPPORTUNITY



DEVELOP AND
SUBMIT
PROPOSAL



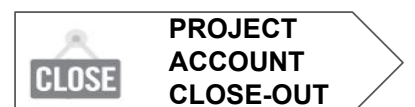
FINALIZE
FUNDING
DOCS



ACTIVATE
PROJECT
ACCOUNT



MANAGE
FUNDING



CLOSE

PROJECT
ACCOUNT
CLOSE-OUT

Submitting a Proposal

FIND A FUNDING OPPORTUNITY

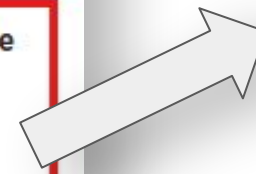
SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC)

Guidelines →

Pre-Application Deadline	Sponsor Deadline	Research Service Office (RSO) Deadline
	Wednesday, October 1, 2025	Thursday, September 18, 2025

DESCRIPTION

*Research Service Office (RSO)
is now Research Administrative
Services (RAS)



- [Institutional Approval for Grant Applications](#)
 - Full administrative review - **At RAS at least 5 (sometimes 8) business days before sponsor deadline;** or receive a Compliance review (less than 5 days).



Accessing a Saved Proposal

Proposal Search

PI ID Proposal ID Proposal Status

Sponsor ID Program

Department Faculty

Proposals [Personalize](#) | [Find](#) | [View All](#)

Proposal Details

Cycle	Proposal ID	Stage	Title	Description	Sponsor
	RES00	Application/Proposal under Development			

Checking Proposal Status

▼ Proposal Search

PI ID Proposal ID Proposal Status

Sponsor ID Program

Department Faculty

Proposals [Personalize](#) | [Find](#) | [View All](#)

Proposal Details

Grants Life Cycle	Proposal ID	Stage	Title	Description	Sponsor
	RES00	Application/Proposal under Development			

Checking Proposal Status

Grants Life Cycle Page

Grants Life Cycle

Proposal ID:

Application/Proposal Under Development Completed - 06/04/2024

Waiting for Sponsor Decision

Award Processing

Waiting for Sponsor Decision

Step	Status	Completion Date	Comments
Notice of Decision Received	Waiting for Sponsor Decision		

Grant Proposal Approval

V2:RES00 **Approved** [View/Hide Comments](#)

Grant Proposal Approval

Self Approved **Self Approved** **Approved** **Approved** **Approved** **Approved**

✓ Gevuq Ufmit Proposal PI Approver User List 05/16/24 - 4:37 PM → ✓ Gevuq Ufmit Proposal Dept Reviewer 05/16/24 - 4:37 PM → ✓ Yiqlepoq Ugep Proposal Department Approver 05/16/24 - 4:51 PM → ✓ Duqcenu Sonev Proposal Faculty Reviewer 05/17/24 - 8:27 AM → ✓ Liivk Meqqa Proposal Faculty Approver 05/17/24 - 3:26 PM → ✓ Biqovi Yemit Received by RSO 06/04/24 - 11:36 AM

Comments

- PI → Department → Faculty → RAS (Research Administration Services)
- If it's stuck, click on blue name to see contact information

Grants Life Cycle

Proposal ID:



Application/Proposal Under Development



Waiting for Sponsor Decision



Award Processing

Application/Proposal Under Development

Application Reviewer: Desrochers, Martine
780/492-1575
martined@ualberta.ca

Step	Status	Completion Date	Comments
Request Initiated	Saved Online	11/08/2024	
Request Submitted to RSO	Submitted	11/08/2024	The request has been submitted to workflow for online approval. RSO will assign the request for review and processing once they receive the approved request.
Application/Proposal Received by RSO	Not started		
Application/Proposal Approved for Submission by RSO/PI	Not Started		

Grant Proposal Approval

V1:RES00 Pending

View/Hide Comments

Grant Proposal Approval



Comments

Return

Setting Up Your Award

Success! Congratulations!

1. You receive Notice of Award / Decision or a draft Agreement.
2. Send it to rsoinfo@ualberta.ca and we'll forward it to Research Admin Services for Assignment to a Contract Specialist (CS)
3. Use the Grants Life Cycle option for CS contact information.



Project Activation

- System automatically generates and sends an email notification when the Finance Team activates the project and its speedcode(s)
- Email contains a link directing the email recipients to RHP, where they can access additional information
- When set up is finished, proposal becomes project and moves location in Researcher Home Page



Managing Your Award: Search Results

- Attachments (official docs)
- Grants Life Cycle (status)
- Project ID / Financial Overview
- Funds Available; Commitments
- Over Expenditure Status (OE)
- Speed Code(s)

Project		Details	Over Expenditure								
Grants Life Cycle	Project ID	Award End Date	Total Award	Funds Available Before Commitments	Over Expenditure Status	Funds Available After Commitments	Speed Code	Title	Description	Request	
	 RES00 	02/28/2025	\$72,500.00	\$65,919.98		\$60,728.74					



Managing Your Award

Results Columns

- Attachments (official documentation)
- Grants Life Cycle (status)
- Project ID / Financial Overview
- Funds Available, Over Expenditures (OE)
- Speed Code(s)



Projects									
Project	Details	Over Expenditure							
	Grants Life Cycle	Project ID	Award End Date	Total Award	Funds Available Before Commitments	Over Expenditure Status	Funds Available After Commitments	Speed Code	Ti
		RESOC	06/30/2024	\$172,872.39	\$7,521.68		\$7,521.68		E

Managing Your Award

Grants Life Cycle Page

Help

Grants Life Cycle

Project ID: RES0063538

Application/Proposal Under Development Completed - 05/10/2023

Waiting for Sponsor Decision Completed - 05/10/2023

Award Processing Completed - 12/06/2023

Project Management

Amendment

Sub-grant

Project Management

Milestone	Status	Due Date	Comments
Foreign Currency	Pending	06/01/2024	Year 2 Budget USD \$3,000.00 to be converted
Close Out Project	Pending	07/02/2024	Unspent- Return
FinStmt(Foreign)signed by PI	Pending	08/02/2024	Jacqueline Baillargeon - jbaillargeon@bard.edu SAE (USD)

Terms

Description	Comments
Foreign Currency	USD Year 1 \$40,00.00
Statement of Award Expenditure	As per S.2 due Jan 3, 2024 and Aug 2, 2024. Must be received by Bard within 30 days of deadline as per s.5(b)
Holdback	As per 5(a)
Invoice - Required	Use Sponsor payment request form
At End- Unspent- Return	As per s.11(a)
ICR 0% - Sponsor exempt or N/A	

Grant Proposal Approval

V2:RES0063538:Approved

View/Hide Comments

Grant Proposal Approval

Self Approved

Miwt Kavonim

Proposal PI Approver User List

05/10/23 - 10:59 AM

Approved

Qege Gepvkig

Proposal Dept Reviewer

05/10/23 - 12:06 PM

Approved

Waqyio Jo

Proposal Department Approver

05/10/23 - 12:59 PM

Self Approved

Miwt Kavonim

Proposal Faculty Reviewer

05/10/23 - 12:59 PM

Approved

Hetop An-Yeybuaqb

Proposal Faculty Approver

05/10/23 - 2:27 PM

Approved

Butuwe Puwk

Received by RSO

05/10/23 - 3:37 PM

Comments

Return



Terms & Conditions

Grants Life Cycle PROJECT TERMS

Terms	
Description	Comments
Donations-Non-Countable	July 24/21 Part of initial mass upload of grants KP
Financial Reports not required	As per Schedule B
Invoice - Required	RSO to invoice 50% on agrmt execution, 40% after one year (PI to confirm initial study completed) final 10% on sponsor's receipt of study report
At End- Unspent- PI Retain	As per Schedule B
ICR - Other Percentage	15% overall; 9.52% NACTRC Portion

No Approval Process Running...

Managing Your Award

Results Columns

- Attachments (official documentation)
- Grants Life Cycle (status)
- Project ID / Financial Overview
- Funds Available, Over Expenditures (OE)
- Speed Code(s)



Projects									
Project		Details	Over Expenditure						
	Grants Life Cycle	Project ID	Award End Date	Total Award	Funds Available Before Commitments	Over Expenditure Status	Funds Available After Commitments	Speed Code	Ti
		RES00 	06/30/2024	\$172,872.39	\$7,521.68		\$7,521.68		E

Managing Funding

Financial Overview

General Project Info

Awarded Amounts & Status

Summary for a Period

For a deeper dive, please attend
RAES 2 Session 1: Navigating
Researcher Home Page & eTRAC

Project:	RES00	NSERC RGPIN 2024-	Project Type:	RSBUD
Holder:		Principal Investigator	Status:	Open
Department:	290500		Start Date:	04/01/2023
Sponsor:	NSERC		End Date:	03/31/2030
Program:	Discovery Grants Program - Individual		Award Ref Num:	
SpeedCode:			Award PI:	
			OE Status:	

Awarded Amounts						
Award Period	Budget Start Date	Budget End Date	Direct Cost	Included in Funds Available	Indirect Cost	Total
1	04/01/2023	03/31/2024	1,509.94	✓	0.00	1,509.94
2	04/01/2024	03/31/2025	33,000.00	✓	0.00	33,000.00
3	04/01/2025	03/31/2026	33,000.00		0.00	33,000.00
4	04/01/2026	03/31/2027	33,000.00		0.00	33,000.00
5	04/01/2027	03/31/2028	33,000.00		0.00	33,000.00
6	04/01/2028	03/31/2029	33,000.00		0.00	33,000.00

Award and Expense Summary for the period: 04/01/2024 - 03/31/2025				Expenditure Details	
Opening Balance / (Over Expenditure) as of 04/01/2024				\$1,509.94	
Direct Cost Budget				\$33,000.00	
Funds Available before expenditures (A):					\$34,509.94
Expenditures					
Salaries and Benefits-BL				\$11,875.00	
Supplies and Other-BL				\$9,757.68	
Travel-BL				\$2,823.39	
Capital Assets-BL				\$202.81	
Total Direct Expenses (B)					\$24,658.88
Funds Available before Indirect Costs as of 11/22/2024 (A-B):					\$9,851.06
Plus indirect cost budgets to date					
Less indirect expenses to date					
Indirect costs remaining to date (C)					
Funds Available after Indirect Costs as of 11/22/2024 (A-B+C):					\$9,851.06
Past Due (unpaid) Invoices: NSERC Invoice #: \$11,220.00 Due: 05/30/2024 (176 days past due)					
Return to Researcher Home Page* View Printable Version					

Managing Funding

Awarded Amounts

Award Period	Budget Start Date	Budget End Date	Direct Cost	Included in Funds Available	Indirect Cost	Total
1	03/01/2024	02/28/2025	1,151,403.00	✓	215,542.64	1,366,945.64
2	03/01/2025	02/28/2026	1,187,094.00		222,224.00	1,409,318.00
3	03/01/2026	02/28/2027	999,797.00		187,162.00	1,186,959.00
			3,338,294.00		624,928.64	3,963,222.64

- Above is an example of a budget based project with [Indirect Costs of Research](#)
- For more information on the different project types, please attend RAES Series 1, Session 3: Project Types

Managing Your Award

Results Columns

- Attachments (official documentation)
- Grants Life Cycle (status)
- Project ID / Financial Overview
- Funds Available, Over Expenditures (OE)
- Speed Code(s)

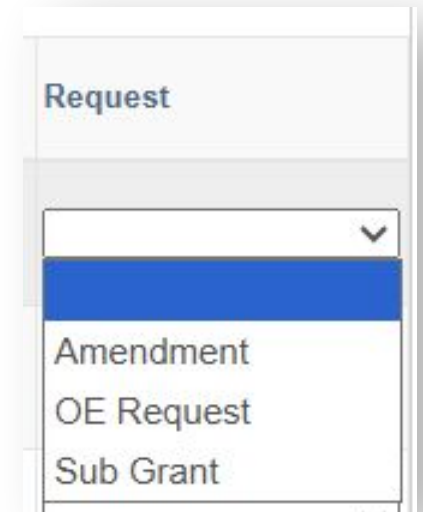


Projects									
Project	Details	Over Expenditure							
	Grants Life Cycle	Project ID	Award End Date	Total Award	Funds Available Before Commitments	Over Expenditure Status	Funds Available After Commitments	Speed Code	Ti
		RES 	06/30/2024	\$172,872.39	\$7,521.68		\$7,521.68		E

Requests

Specific to a Project

- Amendment (e.g., end date) → Series 1, Session 4
 - Next scheduled date: November 2025
- Over Expenditure (OE) Authorization
- Sub Grant → Series 1, Session 5
 - Next scheduled date: December 2025



Project Close-Out

Project Management			
Milestone	Status	Due Date	Comments
Close Out Project	Pending	09/30/2027	Return unspent funds to sponsor
Auto Extension	Pending	09/30/2027	31/03/2029 RSO to activate auto extension during the last month of the grant period once positive balance and valid certifications have been confirmed.
FinStmnt(F300)signed by PI	Pending	05/31/2028	FDSR



Close Out Activities - Principal Investigator

Principal Investigator Responsibilities:

- Reports: Scientific; review / approve financials
- Resolve commitments (orders, contracts, and payroll)
- Clear any over-expenditures before RAS can close the project
prepare any required final financial reports



Close Out Activities - RAS

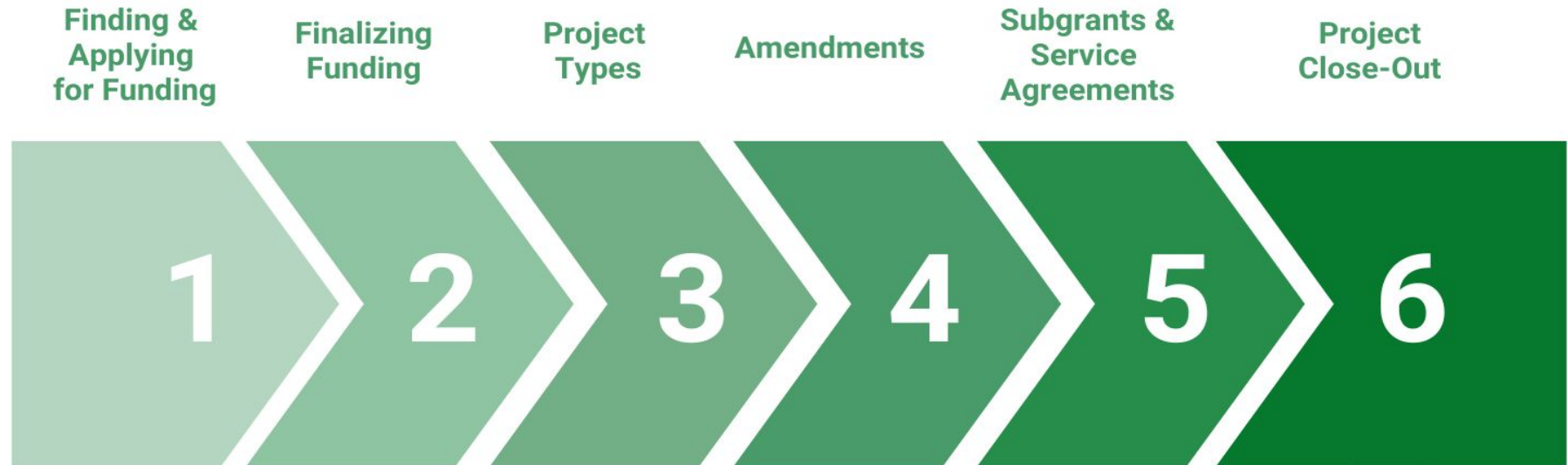
RAS (Research Administration Services) Responsibilities:

- Work with Principal Investigator and the Faculty to address any outstanding financial issues
- Prepare final financial reports
- Manage unspent funds according to sponsor guidelines
- Closing the project in PeopleSoft (“completing” the project)



Research Administration Education Series

SERIES 1



SERIES 2

- 1: Navigating Researcher Home Page & eTRAC
- 2: Tri-Agency Guide on Financial Administration (TAGFA)
- 3: Eligibility to Apply for and Hold Research Funding

Visit [Research Administration Education](#) for more information & registration. More sessions to come in the future!

Other resources

Departmental

- Associate Chair, Research - Geoff Ball (gdball@ualberta.ca)
- Assistant - Furqan Rizwan (pedsr@ualberta.ca)
- Pediatric Research website:
<https://www.ualberta.ca/en/pediatrics/pediatric-research/index.html>

Faculty

- <https://www.ualberta.ca/en/medicine/research/index.html>

Institutional

- Researcher Services: <https://www.ualberta.ca/en/research/services/index.html>

Final notes

Research Administration Specialists

- rsoinfo@ualberta.ca
- 1-on-1 education sessions
- Research Admin Education Series (RAES)

We're with you!

