

Request for new Application/Project

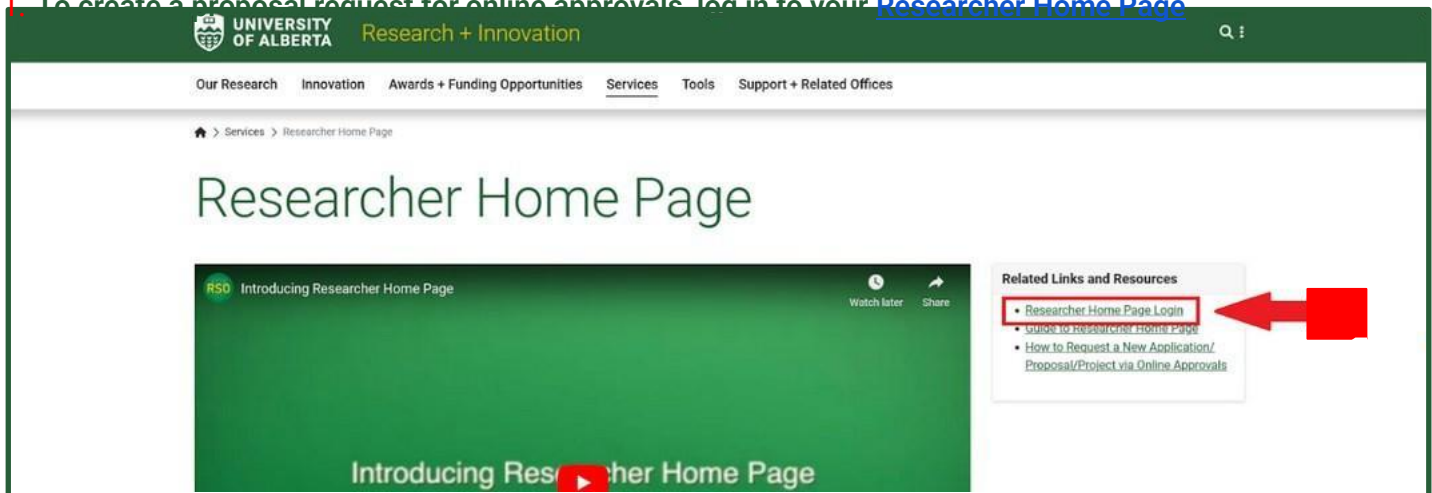
****See
Annendix for**

Quick Reference Guide:

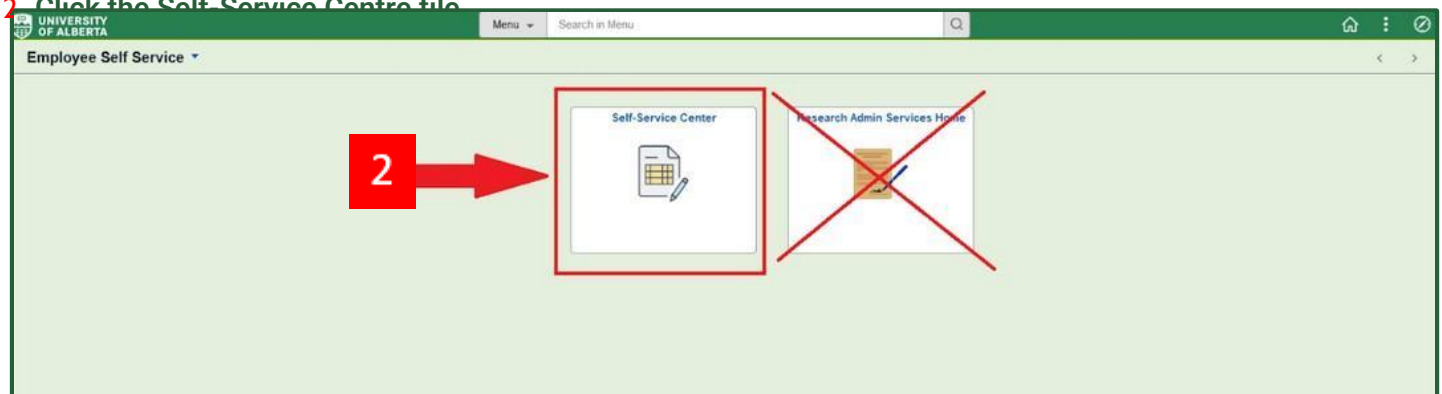
Requests are created through the [Researcher Home Page](#) and are routed electronically to the department and faculty for online approvals. Please note:

- ❖ If you receive a **Notice of Award** to a previously submitted and RAS-reviewed application, this documentation should be forwarded to rsoinfo@ualberta.ca for processing. Please make sure you include the RES# of the proposal.
- ❖ Applicable [certifications or renewals](#) must be in place for project funds to become available.
- ❖ The [Eligibility to Apply for and Hold Research Funding Policy](#) defines who is eligible to apply for research funding and hold research projects at the University of Alberta. This Policy should be reviewed prior to proceeding.

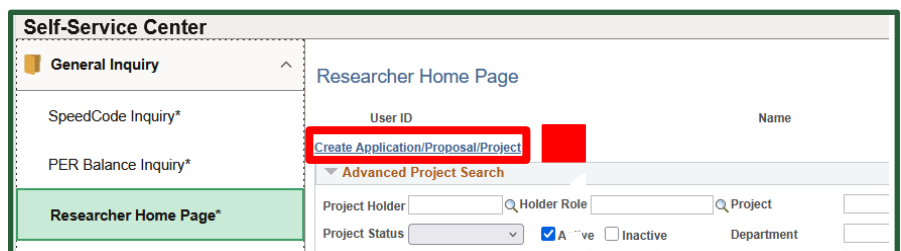
1. To create a proposal request for online approvals, log in to your [Researcher Home Page](#)



2. Click the Self-Service Centre tile



3. On the left side menu, select General Inquiry, then Researcher Home Page, and click "Create Application/Proposal/Project".



4. On the Create Proposal Screen, click "Add".

5. **Description (Project Title):** Enter your proposal title.
6. **Primary contact for application, if not the PI:** If applicable, enter an alternate contact for the internal reviewer to connect with for any questions or concerns about the application.

7. **Request type:** Select request type from the drop-down menu. Examples:
 - . New applications: "Application/Proposal – New";
 - a. Letter of intent: "Application/ Proposal – LOI";
 - b. Studentship stipend awards: "Studentship".

8. **Principal Investigator (PI):** Auto-populates if the submitter is eligible to be PI. If the submitter is not the PI, enter the UofA employee ID for the PI or Supervising Investigator (SI) (for studentship). Use the magnifying glass to search by name (ensure that you choose the correct one if there is more than one person with the same name).

9. **Is PI the Project Holder:** Select "Yes" or "No" (defaults to no if the PI is ineligible to hold funds).

10. **Project Holder ID:** Defaults to PI if "Yes" is selected in step 9 above. If the PI is ineligible to hold, or the request type is "Studentship" (see step 7), the Chair or Dean should be entered as the Project Holder.
11. **Department:** Autopopulates based on the Project Holder. This will determine the workflow approval chain (see steps 29 & 30) routing upon submission. Please note that the default "Department" can be changed if necessary. **Campus Saint-Jean researchers must always change the default department 350110 to 350150.**
12. **Sponsor Deadline:** Enter the sponsor deadline, if applicable.
13. **Start date:** Enter the award start date (or best estimate).
14. **End Dates:** Enter the award end date (or best estimate).

Start Date: End Date: *Indirect Cost Requested ☐ Yes ☐ No

*Source of Funds:

External

	*Sponsor	Other Sponsor	Program	Sponsor Contact Name	Phone No	Amount		
1	Other					0.00	+	-

Internal Sponsor

	*Sponsor	Program	Program Name	Contact Name	Phone No	Amount		
1	INTERNAL					0.00	+	-

15. **Indirect Cost Requested:** Include indirect costs in your budget in accordance with the UofA's [indirect costs of research procedure](#).

If “Yes” is selected, include the percentage of the project budget to be allotted to ICR. The UofA default amount is 30%, unless sponsor guidelines differ. If “No” is selected, you must include a rationale in the box that appears.

16. **Source of Funds:** Select **Internal**, **External** or **Both**. For all types, indicate the total amount of funds coming to the UofA from each. If you wish to include a sponsor contact email address, this can be included in the “Sponsor” field, along with the sponsor name.

External

	*Sponsor	Other Sponsor	Program	Sponsor Contact Name	Phone No	Amount		
1	Other					0.00	+	-

CIHR
NSERC
Other
SSHRC
TIPS - NFRF

17. **External Funding Source:** If the source of funds is external, the default Sponsor is “Other”. Please type the name of your Sponsor in the “Other Sponsor” field.

If the award sponsor is “CIHR”, “NSERC”, “TIPS - NFRF”, or “SSHRC”, select the applicable sponsor in the drop down menu.

Internal Funding Source

	SpeedChart Key	Fund	Department	Program	Class	Project	Sponsor		
1								+	-

Total Award Requested: \$0.00 Award Currency: CAD

18. **Internal funding source:** This can be left blank if unknown or inapplicable. This can be edited by the department and faculty reviewers/approvers.

19. **Currency:** Select the appropriate currency if other than Canadian dollars.

Certification Info

1-4 of 4 | View All

	Certification Code	*Approval Required (Yes)	*Approval Required (No)	Approval Number		
1	Animal Welfare 01	☐	☐	AUP	+	-
2	Human Ethics 01	☐	☐	PRO	+	-
3	Biohazards	☐	☐		+	-
4	Stem Cell	☐	☐		+	-

Where applicable, please proceed to [ARISE](#) to link your approved protocol to the current RES number. This step is required before funding can be released.

20. **Certification Info:** Indicate “Yes” or “No” for each category. Ensure certification attestations are accurately completed at this stage, as this will trigger communication between the ARISE system and Researcher Home Page. If approvals are required but have not been obtained, still indicate “Yes” and leave the approval number blank. The application can be submitted, but Research Administrative Services will require approvals before any obtained funds are released.

21. **Key Word Detail:**
This section is not required.

Key Word Detail

1-4 of 4 | View All

	*Keyword	Description
1		

22. **Additional Project Information and Requirements:** Identify resources required, over and above funds being requested from the sponsor (e.g. additional lab space, teaching release, background IP, etc). If a resource is not noted, describe it in “Other.”

For any item marked “Yes”, add details in step 22 Comments. Attach any supporting documentation (step 27). Common commercialization terms and definitions can be found [here](#).

Additional Project Information and Requirements

*Project requires additional space or modification to existing research space held by PI: ☐ Yes ☐ No

*Project requires technical support for installation and operation of specialized equipment or use of Department / Faculty / College and / or Institutional subsidized core research facilities. ☐ Yes ☐ No

*Project involves graduate student thesis work: ☐ Yes ☐ No

*Project involves Teaching Relief/Release: ☐ Yes ☐ No

*Department / Faculty / other UofA unit is providing support (cash or in kind), including additional support (e.g. cash, teaching assistantship) for students: ☐ Yes ☐ No

*Are matching/partner funds in place or intended to be obtained for this project: ☐ Yes ☐ No

*Project involves a regulated clinical trial, such as a drug, device, mobile medical app, biologic or natural health product that is being used "off label" or is not licensed for use in Canada: ☐ Yes ☐ No

*Project involves field research (i.e. off-campus activity undertaken by a member of the university community): ☐ Yes ☐ No

*Project involves the use of background intellectual property: ☐ Yes ☐ No

*Project involves the creation of new intellectual property: ☐ Yes ☐ No

*Did you participate, partake in and/or receive any support for the development of this application/proposal (institutional or otherwise; for example an internal peer review, editing, workshop attendance)? ☐ Yes ☐ No

*Other (describe): ☐ Yes ☐ No

Comments:

23. **Honorarium or salary for the PI:** Indicate “Yes” or “No.” Note that researchers can not hold funds from which they will be paid.
24. **Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems?** Indicate “Yes” or “No.”
25. **Conflict of Interest:** Indicate “Yes” or “No.”

26. **UofA Co-Investigator(s):** The first line defaults to the PI as entered in step 8. Use the “+” icon to add a line for each UofA Co-Investigator, and select the most applicable role they play in the project under the “Resource” drop-down menu. Please see [Appendix B](#) for the definitions of each role to pick the appropriate one. Use the magnifying glass to search by name. **All UofA Co-Investigator(s) and Collaborator(s) must be added to the proposal request.** Do not add **Non-UofA** Co-Investigators/Collaborators.

Attach your complete and final application/proposal as one PDF file.

Attachment **27**

	Attached File	Date Time Added	Add
1			

27. **Attachments:** Click on the paperclip to upload attachments. Your proposal request's supporting documents (complete application/scope of work, letters or support, budgets, notice of award, etc.) must be attached for approvers to review and approve. The PI will be able to upload documents at their approval stage if they are not the submitter. **Attach all documents as a single PDF.**

Submission Comments:

28. **Submission Comments:** Use this space to add any relevant details not noted elsewhere and which may be helpful to the internal approvers.

Approvals

Approval Status: Not Submitted for Approval

29. **Save:** The request form can be saved and returned to at any point in the steps outlined above. To return to the proposal, log in to your Researcher Home Page and search in the proposals section. Then, click on the relevant proposal number (see steps 32 and 33).
30. **Submit:** Once you click submit, your request will enter the workflow for online approval.

After Submission:

Approvals

Approval Status: Approved Requester: Wwuis Gisauq

Grant Proposal Approval

V2:RES0000000:Approved

Grant Proposal Approval

Self Approved Wwuis Gisauq Proposal PI Approver User List 10/26/23 - 11:53 AM	→	Approved Eqiz Meottoq Proposal Dept Reviewer 10/26/23 - 1:58 PM	→	Auto Approved Eqiz Meottoq Proposal Department Approver 10/26/23 - 1:58 PM	→	Self Approved Wwuis Gisauq Proposal Faculty Reviewer 10/26/23 - 1:58 PM	→	Approved Woyyd Koizod Proposal Faculty Approver 10/27/23 - 11:35 AM	→	Approved Xiwaqds Ciwuxas Received by RSO 11/06/23 - 4:21 PM
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Comments

31. The workflow approval chain is displayed at the bottom of the request after submission.

To check on submission status:

32. **Proposal Search:** On the Researcher Home Page homepage, Proposals can be found below Projects. Search by RES or PI to find the Proposal in Question.

General Inquiry ^

SpeedCode Inquiry*

PER Balance Inquiry*

Researcher Home Page*

eTRAC Home

STRAC Policy Attestation App

Travel and Expenses v

Manage Approvals v

Procurement v

External Links v

Training/Resources v

Researcher Home Page

User ID: VLATIMER Name: Victoria Latimer

Create Application/Proposal/Project

Advanced Project Search

Project Holder: [] Holder Role: [] Project: [] Lookup Project by Speedcode

Project Status: [] ☒ Active ☐ Inactive Department: []

Project Description: [] Faculty: []

Project Title: [] OE Projects Only: ☐

Start Date: [] To: [] Team Member: []

End Date From: [] To: [] Sponsor: [] Program: [] Search Clear

Projects Personalize Find View All First 1 of 1 Last

Project ID	Award End Date	Total Award	Funds Available Before Commitments	Over Expenditure Status	Funds Available After Commitments	Speed Code	Title	Description	Request
Note: It is the responsibility of the Project Holder to approve all expenditures charged to these Projects or to delegate signing authority in accordance with University policy.									

Proposal Search 32

PI ID: [] Proposal ID: [] Proposal Status: []

Sponsor ID: [] Program: []

Department: [] Faculty: [] Search Clear

Proposals Personalize Find View All First 1-50 of 91 Last

Proposal	Details	Proposal ID	Stage	Title	Description	Sponsor	Sponsor Program
33		RES006					
		RES006	Application/Proposal				

33. **Grants Life Cycle:** To check on the status of a submitted proposal, select the icon: "  ".

34. Any area with a "  " symbol is still being processed.

35. Contact information of the Application Reviewer or Agreement Administrator working on the Proposal.

36. Any items that still require completion, along with updates.

Grants Life Cycle

Application/Proposal Under Development Completed - 10/24/2024

Waiting for Sponsor Decision Completed - 10/24/2024

Award Processing 34

Proposal ID: []

Award Processing

Agreement Administrator: [] 35

780/492 @ualberta.ca

Step	Status	Completion Date	Comments
Scope and Budget Received	Complete	10/24/2024	
Negotiations	In Progress		Oct 29/24 - sponsor confirmed receipt of draft agreement. Waiting for comments.
Other	Complete	10/24/2024	
Project Funds available for spending	Not Available		

Grant Proposal Approval

V2:RES006 Approved

Grant Proposal Approval

Self Approved Approved Approved Self Approved Approved Approved

Proposal PI Approver User List 10/23/24 - 2:59 PM

Proposal Dept Reviewer 10/23/24 - 2:59 PM

Proposal Department Approver 10/23/24 - 6:40 PM

Proposal Faculty Reviewer 10/23/24 - 6:40 PM

Proposal Faculty Approver 10/23/24 - 7:52 PM

Received by RSO 10/24/24 - 1:14 PM

Comments

Return

For any and all remaining questions, please email

Appendix A: Useful Links

Researcher Services Links

[Develop & Submit](#)

[Proposal](#)

Home > Services > Develop + Submit a Proposal

[Research Ethics](#)

Home > Services > Research Ethics

[Research Partner](#)

[Network](#)

Home > Services > Contact Research Services > Research Partner Network

UAPPOL Policies

[Animal Ethics Policy](#)

[Human Ethics Policy](#)

[Eligibility to Apply for and Hold](#)

[Research Funding Policy](#)

Appendix B: Role Definitions

Standard Roles (For Non-Tri-Agency Sponsors)

Use these roles for any sponsor other than NSERC, CIHR, SSHRC, or TIPS-NFRF.

<i>Role</i>	<i>Responsibility Level</i>	<i>Impact on Proposal</i>
Nominated Principal Applicant (NPA)	Lead: Responsible for design, administration, and the majority of the work.	Primary lead and account holder.
Co-Principal Applicant (CPA)	Co-Lead: Near-equal responsibility for design and execution.	Essential: Project would be significantly altered without them.
Co-Applicant (CA)	Essential Collaborator: Leads specific aspects (e.g., analysis, equipment).	Significant: Removal requires major adjustments to the proposal.
Collaborator (C)	Contributor: Provides specific expertise, materials, or personnel.	Supporting: Strengthens the project but is not essential to core work.

Sponsor-Specific Roles (Tri-Agency)

Please read the roles below and pick appropriately for the UofA members in your research team to ensure they align with the Tri-Agency competition you are applying for.

UofA Co-Investigator(s)

Co-Investigator(s)

Acknowledgement Details

▶▶

	Resource	Employee ID	Name
1	Applicant	0192195	Riqoxuip,Huhmioq
2	✓ Co-Applicant		

Attach **and final application/proposal as one PDF file.**

- **NSERC:**

- *** Applicant:** The lead coordinator for financial and administrative aspects.

A screenshot of a web form for NSERC. A dropdown menu is open, showing four options: 'Co-Applicant', 'Knowledge User', 'Principal Applicant', and 'Principal Knowledge User'. The 'Co-Applicant' option is highlighted in blue. The form has a '2' in a box next to the dropdown, and labels 'Atta' and 'Applic' are visible on the left and right sides respectively.

of the research; member of the core applying group.
 contribute to the intellectual direction or training.

- **CIHR:**

- *** Nominated Principal Applicant:** The administrative and intellectual lead.
 - **Principal Applicant:** Responsible for leading intellectual direction (often multiple).
 - **Co-Applicant:** Actively participates but does not direct the overall project.
 - **Knowledge User:** Specifically for those using research to inform health policy or practice.
 - **Principal Knowledge User:** Knowledge users who are responsible for leading the intellectual direction of the proposed activities. CIHR funding opportunities and application forms may use other terms to refer to this applicant role.

A screenshot of a web form for CIHR. A dropdown menu is open, showing three options: 'Co-Applicant', 'Co-Principal Investigator', and 'Collaborator'. The 'Co-Applicant' option is highlighted in blue. The form has a '2' in a box next to the dropdown, and labels 'Atta' and 'ol' are visible on the left and right sides respectively.

- **SSHRC:**

- *** Applicant/Project Director:** Primary responsibility for intellectual and financial direction.
 - **Co-Director:** Shares intellectual leadership and planning with the Director.
 - **Co-Applicant/Co-Investigator:** Makes significant intellectual or financial contributions.

A screenshot of a web form for SSHRC. A dropdown menu is open, showing three options: 'Co-Applicant/Co-Investigator', 'Co-Director', and 'Collaborator'. The 'Co-Applicant/Co-Investigator' option is highlighted in blue. The form has a '2' in a box next to the dropdown, and labels 'Atta' and 'p' are visible on the left and right sides respectively.

- **TIPS-NFRF:**

- **Nominated Principal Investigator (NPI):** Administrative lead; must be an independent researcher.
 - **Co-Applicant:** Contributes to execution; may include practitioners or educators.
 - **Collaborator:** Contributes to execution but **cannot** be supported by grant funds.