

Request for New Application/Proposal/Project



Requests are created through the [Researcher Home Page](#) as before, but once submitted, get routed electronically to department and faculty for online approvals. Please note:

- A new *Request* is not required for a Notice of Award to a previously submitted and RSO-reviewed [application](#).
- 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.

Detailed instructions (see annotated screenshots below)

1. To create a proposal request for online approvals, login to your [Researcher Home Page](#) through the RSO website and click “**Create Application/Proposal/Project**”.
2. On the Create Proposal screen, click “**Add**”.
3. **Description (Project Title)**: Enter your proposal title.
4. **Request type**: Select appropriate request type from the drop-down menu. For new applications, select “Application/Proposal – New”. For a letter of intent, “Application/Proposal – LOI”. For studentship stipend awards, select “Studentship”. If request type is “studentship”, online approvals will not be required from the student.
5. **Principal Investigator (PI)**: Autopopulates if PIs is submitter. If submitter is not the PI, enter UofA employee ID for the PI or Supervising Investigator (SI) (for studentship). The magnifying glass can be used to search by name. Ensure you enter the correct employee ID if searching by name and there is more than one person with the same name.
6. **Is PI the Project Holder**: Select **yes** or **no**. The Chair or Dean is the project holder if the PI is [ineligible](#) to hold or the request type is “Studentship” (see #4).
7. **Project Holder ID**: Defaults to PI if **yes** selected in #6 above. If **no** is selected, enter the employee ID of the project holder. Use the magnifying glass to search by name.
8. **Department**: Autopopulates based on the project holder entered in #7. Online approval routing will go through the selected department and faculty. **Campus Saint-Jean researchers must always change the default department 350110 to 350150.**
9. **Sponsor Deadline**: Please enter the sponsor deadline. If there is no formal deadline please enter a date **5 business days** from the current date.
10. **Start date**: Enter your proposal or notice of award start date (if known).
11. **End Dates**: Enter your proposal or notice of award end date (if known).
12. **Indirect Cost Requested**: You must include indirect costs in your budget in accordance with the UofA’s [indirect costs procedure](#). If “**no**” is selected, you must include a rationale in the box that appears.
13. **Source of Funds**: Select **Internal**, **External** or **Both**. For external and internal sponsor, indicate total amount of funds coming to the UofA. You can also add the name and phone number of a contact person at the sponsor if known.
14. **Internal funding source**: This can be left blank if unknown. Can be edited by department and faculty reviewers/approvers
15. **Currency**: Select appropriate currency if other than Canadian dollars.
16. **Certification Info**: Indicate **yes** or **no** for each category (Animal welfare, Human ethics, Biohazards and Stem Cells). Ensure certification attestations are accurately completed at this stage as this will trigger communication between the ARISE system and your Researcher Home Page.
17. **Key Word Detail**: This section is not required.
18. **Additional University Resources**: Identify any additional resources being committed by the University as part of this application over and above the funds being requested from the sponsor (eg: a teaching assistantship, additional lab space etc). You must indicate **yes** or **no** in each category. Attach any supporting documentation (see #22).
19. **Honorarium or salary for the PI**: You must indicate **yes** or **no**.
20. **Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems?** You must indicate **yes** or **no**.
21. **Conflict of Interest**: You must indicate **yes** or **no**.
22. **UofA Co-Investigator(s)**: The first line defaults to the PI as entered in step 5. Use the “+” icon to add an additional line for each [UofA](#) Co-Investigator. You can use the magnifying glass to search by name. Ensure you enter the correct employee ID if there is more than one person with the same name. **All UofA Co-Investigator(s) must be added to the proposal request.** Do not add **Non-UofA** Co-Investigators. Intellectual credit is not a required field.
23. **Attachments**: Click on the paperclip to upload attachments. Your proposal request supporting documents (complete application/scope of work, letters or support, budgets, notice of award etc) must be attached for approvers to see and approve. The PI will be able to upload documents at their approval stage if PI is not the submitter. Attach documents as a single PDF.
24. **Save**: The request form can be **saved** and returned to at any point in the steps outlined above. To return to the proposal, simply log in to your researcher home page and search in the proposals section then click on the proposal number. Please do not create duplicate requests, contact your research facilitator for assistance.
25. **Submit**. Once you click submit, your request will be submitted into workflow for online approval.
26. **NOTE**: You no longer need to print the form and obtain physical signatures. The print button is still available but no longer needs to be used.
27. The workflow approval chain is displayed on the bottom of the request page can be tracked along the different levels of approval.

Researcher Home Page Log-in (PeopleSoft):

<https://www.prodps.ualberta.ca/ps/p/finprd/?cmd=login>

Research Services Office (RSO) Links

RSO Website:

www.ualberta.ca/research/services/

Develop & Submit Proposal

Home > Proposal Submission

Certifications

Home > Receive & Manage Funding > Activate Project Account > Certifications

Research Facilitators

Home > About > Contact Us > Research Facilitators by Faculty

Researcher Home Page

Home > About > Resources > Researcher Home Page

UAPPOL Procedures

- ✓ Application for Indirect Costs Recovery Rates Procedure
- ✓ Eligibility to Apply for and Hold Research Funding Policy
- ✓ Eligibility to Apply for and Hold Research Funding Procedure



COVID-19 Updates Indirect Costs of Research Changes Online Approvals Tri-Agency Guide on Financial Administration (TAGFA)



Research Services Office News

RSO Winter Closure 2021

Winter closure Dec 25/21 - Jan 4th/22. Completed applications for sponsor due dates Dec.24/21 - Jan. 7/22 must be submitted to RSO by Dec. 17/21. Allow for department/faculty approval time in your planning. See RSO internal deadlines for more info.

UPDATE on NSERC and SSHRC Covid-19 supplements

To ensure that the funds benefit the greatest number of eligible recipients, the agencies have

Research Administration



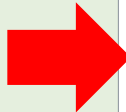
Find what step of our Research



- Login to Researcher Home Page
- MTA/DTA/CDA Agreements Page
- Tableau Reports

Employee Self Service

Self-Service Center



- General Enquiry
 - SpeedCode Inquiry*
 - PER Balance Inquiry*
- Researcher Home Page*
- eTRAC Home
- Travel and Expenses
- Manage Approvals
- Procurement
- External Links
- Training Resources

Researcher Home Page

User ID Name

Create Application/Proposal/Project



Advanced Project Search

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

Project Status [dropdown] Active Inactive Department [input]

Project Description [input] Faculty [input]

Project Title [input] OE Projects Only:

Start Date From [input] To [input] Team Member [input]

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

Projects Personalize | Find | View All | First 1 of 1

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

PI ID [input] Proposal ID [input] Proposal Status [dropdown]

Sponsor ID [input] Program [input]

Create Proposal*

Find an Existing Value | Add a New Value

*Business Unit UOFAB
*Proposal ID NEXT

Add **2**

Find an Existing Value | Add a New Value

PI Section

Proposal ID: NEXT Version ID: V0
Request Status:

Description(Project Title): **3** Contact for Pickup:

*Request Type: Application/ Proposal -New **4**

*Principal Investigator (PI): **5**
Is PI the Project Holder: Yes No **6**

Project Holder ID: **7**
*Department: **8** Faculty:

Sponsor Deadline: **9** Unless otherwise specified, RSO has an internal deadline of 5 business days in advance of the sponsor deadline

Start Date: **10**
End Date: **11** Indirect Cost Request **12** Yes No

Source of Funds: **13**

Campus Saint-Jean Faculty members must always change the department number that appears by default (350110) to 350150, CSJ Associate Dean Research.

External					
Sponsor	Program	Sponsor Contact Name	Phone No	Amount	
1				0.00	+ -

Internal Sponsor					
Sponsor	Program	Program Name	Contact Name	Phone No	Amount
1	INTERNAL				0.00

Internal Funding Source						
SpeedChart Key	Fund	Department	Program	Class	Project	Sponsor
1		14				

Total Award Requested: \$0.00 Award Currency: **15**

Certification Info		
Certification Code	Required	Assurance Number



Certification Info				Personalize	Find	View All	First	1-4 of 4	Last
Certification Code	Required	Assurance Number							
1 Animal Welfare 01	<input checked="" type="checkbox"/>	AUP							
2 Human Ethics 01	<input checked="" type="checkbox"/>	PRO	16						
3 Biohazards	<input checked="" type="checkbox"/>								
4 Stem Cell	<input checked="" type="checkbox"/>								

Key Word Detail		Personalize	Find	View All	First	1 of 1	Last
*Keyword	Description						
1 17	Not required						

Additional University Resources

Space (Additional or Modifications): Yes No

Technical Support: Yes No

Student Funding: Yes No

Teaching Relief/ Release: Yes No

Faculty/ Department letter or e-mail confirming support is attached: Yes No

Other (describe): Yes No

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

Comments:

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Project Includes honorarium or salary for the Principal Investigator: Yes **19** No

Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems? Yes **20** No

Do you (PI) or any other member of the research team have a financial or personal interest in the Sponsor or other external entity (supplier, collaborator) involved in the research project? Yes **21** No

Refer to the Conflict Policy (Link Below)
(Link to Conflict Policy)

UofA Co-Investigator(s)								Personalize	Find	View All	First	1 of 1	Last
Resource	Employee ID	Name	Department	Description	Faculty	Description	Intellectual Credit (%)						
1 PI	22						Not required 100.00						

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

Attachment			Personalize	Find	View All	First	1 of 1	Last
Attached File	DateTime Added	Add						
1		<input type="text"/>						

Submission Comments:

Approvals

Approval Status: Not Submitted for Approval

24 **25**