



RSO QUICK REFERENCE GUIDES

APPLYING FOR GRADUATE/POSTDOCTORAL STUDENTSHIP FUNDING

Thinking of applying for a graduate/postdoctoral studentship or fellowship award or for funding to support your research? These tips can help you navigate through the process of applying for funding at the University of Alberta.

Before You Begin ...

- Read the application guidelines before starting the application to:
 - Determine your eligibility to apply based on sponsor criteria.
 - Determine sponsor quota for number of student applications as per:
 - ❖ University Quota (If there is a quota follow up with your Faculty-assigned Research Facilitator for further guidance)
 - ❖ Supervisor Quota (If there is a limit to the number of candidates each supervisor may support follow up with your supervisor to confirm s/he will support your application)
- Inform your supervisor of your interest in applying to a particular competition well in advance of sponsor deadline date. More often than not applications have sections for your supervisor to complete.

Knowing About Signatures and Deadlines ...

- Applications/Proposals reviewed by RSO must meet two sets of signature requirements:
 - Sponsor requirements
 - University of Alberta requirements
- Find out sponsor signature requirements by reading the sponsor guidelines or contacting the sponsor.
- Find out which applications/proposals **DO** require RSO signatures on behalf of the University of Alberta and which ones **DO NOT** by clicking [here](#).
- In general, the UofA requires signatures from the student/fellow, supervisor, supervisor's department Chair, supervisor's Faculty Associate Dean (Research). For more detail please contact your Research Facilitator.
- Be aware that all applications/proposals needing RSO signatures must be reviewed first by RSO prior to providing the RSO signature.
- RSO will not sign until all other university signature requirements have been met.
- Applications requiring RSO signatures must be submitted to RSO a minimum of [FIVE \(5\) business days](#) prior to sponsor deadline date. Students should abide by this internal deadline to guarantee that their application will be reviewed and signed off by RSO in time to meet the sponsor deadline.
 - Applicants should check with their Department, Faculty or Faculty assigned [Research Facilitator](#) to see if there are additional departmental deadlines for review and signing of applications/proposals.

- Many studentship and fellowship award applications/proposals go through the [Faculty of Graduate Studies and Research \(FGSR\)](#).
 - Contact FGSR about their internal deadlines and application processes.

Completing and Submitting Your Application/Proposal ...

- Students applying for funding should ensure their supervisor creates the Application/Proposal/Project Request form on the supervisor's Researcher Home Page (RHP). Instructions are on page 4 of the [Guide to Researcher Home Page](#)
 - Once the request page has been completed a signature page can be generated by pushing the "Print" button. This is the page for applicants to obtain the required University of Alberta [signatures](#) as per the University of Alberta's [Research Administration Roles and Responsibilities Procedure](#).
 - By creating an Application/Proposal/Project Request on RHP a record will be created so when the funding agency sends the University of Alberta a notice of award RSO has a file already created.
- In order to gather the required signatures, student/postdoctoral applicants should provide in the following order a complete application and RHP generated signature form already signed by the applicant to (a) their primary supervisor, (b) the department chair (if applicable), and (c) the faculty dean.
 - A complete application, for the purpose of RSO review, will generally include the proposal, lay summary, scientific summary, description of training environment, description of training expectations, budget, budget justification, CVs for student/postdoctoral and supervisor(s) and transcripts. Please include any required attachments and sponsor online or web forms (if applicable).
- RSO review and signature student/postdoctoral applicants should submit the complete application, along with the required signatures **in one single PDF document** by email to RSO. Do not send multiple documents or draft/working documents. Applicants should NOT send confidential letters of reference to RSO.
- Applicants are to send their PDF application to RSO by using one of the following email addresses:
 - rsossh@ualberta.ca for students whose supervisor is in the Social Sciences or Humanities.
 - rsonse@ualberta.ca for students whose supervisor is in the Natural Sciences or Engineering.
 - rsohs@ualberta.ca for students whose supervisor is in the Health Sciences.
- Applications that require original ink signatures can be delivered to RSO, 222 Campus Tower, 8625-112 Street.
- Students and their supervisors will be notified via email when the application has been reviewed and signed by RSO.