

Guidelines for Submitting Research Applications in the Faculty of Medicine & Dentistry

Please review the [UAPPOL Research Administration Roles and Responsibilities Procedure](#) to understand your role in the administration of research proposals and awards at the University of Alberta

The University of Alberta processes electronic approvals for the following forms:

- New Research Application/Proposal/Project Request
- Project Amendment Request
- Over Expenditure Authorization Request
- Subgrant Request
- Agreement Acknowledgement Report

Approvals are gathered sequentially through the online approval chain (PI-Department-Faculty-RSO) in PeopleSoft. For more information on online approvals, please visit the [RSO website](#).

Some agencies require signatures on the grant application. In this case, please use the following procedure:

1. Submit your request through the Researcher Home Page ([Step-by-Step](#)).
2. In the submission comments indicate that physical signatures are required and that there is an application in circulation.
3. Obtain physical signatures in the following order, as required: (1) Principal Investigator, (2) Department Chair, (3) Faculty Dean, (4) Research Services Office/Institutional Sign-off
4. To obtain the Faculty Dean signature, email your documents to Jasmine Irvine at vdadmin@ualberta.ca. **Note the RES number in your email.**
5. Parts of the application requiring signatures should be clearly flagged to prevent delays due to missing signatures.
6. Do not fill in the name of the individual who will be signing for the Faculty. The Office of Research will add the correct name and title after sign-off.
7. Ensure that the signature for the Department Chair also has the name/title clearly written/stamped.
8. Only the individual whose signature is indicated can sign for him/herself, in case there is an issue with the grant (e.g. scientific misconduct, missing information).
9. The FoMD Office of Research will only provide the FoMD faculty signature if all FoMD applicant and Chair signatures are complete.
10. The Office of Research will return the document via email once signed, typically within 2-3 business days of receipt of the application.
11. For any Faculty related questions please contact the FoMD Office of Research (780. 492.9723 or e-mail: vdadmin@ualberta.ca).
12. For any institutional related questions, please your [Research Facilitator](#).

Deadlines: Institutional procedures require that Researchers submit their funding proposals (applications) to RSO for review and institutional approval **five business days before the sponsor deadline**. RSO staff have a lot of knowledge and experience with U of A policies and procedures and sponsor requirements. Submitting your application to RSO prior to the five business day deadline ensures that:

- RSO has adequate time to review of your proposal
- Proposal conforms to relevant U of A policies and procedures
- Proposal is complete and meets sponsor requirements.
- Researchers have time to revise their proposal based on review comments

Proposals received after the internal RSO deadline will be reviewed for compliance with U of A policy and sponsor compliance (e.g. FCOI, certifications and declarations) as it relates to the institutional approval only.

In addition to the RSO deadline, please allow up to **three business days** for faculty review and approval in addition to the RSO deadline. Departments may have their own internal deadlines for application review and signatures.

Last updated: March 1, 2021