How Do I Submit a Fund Application?

**Faculty Member**
- Is the funding sponsored at the federal level? (Canadian or international)
  - No
    - Complete the application in its entirety.
    - Submit a copy, along with any supporting documents (ex. letter of support from Department) via Researcher Homepage by clicking the "Create Application/Proposal/Project" hyperlink. Here you will fill out information about your UofA team members (not external), the grant, and the sponsor. The copy of your application will be added as an attachment.
    - Submit this proposal at least 8 business days in advance of the sponsor's deadline. This will give your Department and Faculty, and the RSO time to review and approve your application.
    - Once the RSO has given approval, submit the application to the sponsor.
  - Yes
    - There may be additional steps to be completed internally before submission.
    - For a list of Canadian grants with additional steps, please visit the RSO’s website and check the dropdown list under “Funding Opportunities.”
    - For a list of other grants (ex. Tri-council), please visit the RSO’s website and check the dropdown list under “Funding Opportunities.”
    - Internationally, National Institutes of Health (NIH) applications also require additional steps. Contact the RSO for details.
    - For more details, visit the RSO website.

**Postdoc Notes:**
- Postdocs can apply as a Principal Applicant with approval from their Faculty, and so long as research is in their assigned duties
- If at any time you require clarification or assistance, please contact the RSO at rsinfo@ualberta.ca, or Victoria Latimer at vlatimer@ualberta.ca

**Grad Student Notes:**
- Be sure to check eligibility. Some grants don’t allow grad students to apply as Co-Applicants or Collaborators (ex. NSERC and SSHRC)
- Outside of Tri-agency, RSO will get involved with applications for grad students

"Faculty Member Notes:
- With highly competitive grants (ex. large Tri-council grants) >8 days review may be needed.
- When submitting through RHP, the system sends an "approved" msg. Ignore this and wait for direct approval email from assessor.

**Postdoctoral Fellow**
- Is it a Fellowship award?
  - No
    - Postdocs can generally only submit as co-applicants to grants (see Note below)
    - These grants are usually submitted with a Faculty Member as PI (see "Faculty Member")
  - Yes
    - The Fellow can submit this application as the Primary Applicant.
    - If they want, or is required by the sponsor to have, the University to receive the grant on their behalf, the RSO must review the application. Otherwise, RSO review is optional but recommended.
    - For RSO review, follow instructions under "Faculty member."

**Master’s or PhD student**
- Is this one of the awards listed on the Faculty of Grad Studies site? [here]
  - Yes
    - Follow the instructions per the application link on the page.
    - If the awards are Tri-Council, they are submitted through and administered by the FGSR, not the RSO
  - No
    - Is it a graduate student stipend award?
      - Yes
        - The student can submit this application as the Primary Applicant.
        - If they want, or is required by the sponsor to have, the University to receive the grant on their behalf, the RSO must review the application. Otherwise, RSO review is optional but recommended.
        - For RSO review, follow instructions under "Faculty member."
      - No
        - Students can only submit as Co-Applicants or Collaborators to these grants.
        - It must be submitted through RHP, with a Faculty Member as PI (see process under "Faculty Member")

**Additional Notes:**
- NSERC Notice of Intent to Apply and CIHR Registration/LOI do not require RSO to submit on their behalf, researchers submit directly to NSERC/CIHR
- Adjunct Professors and Professors Emeriti must check if duties allow for research. If it does, the Faculty must sign off on the resource allotment for them doing research
- If at any time you require clarification or assistance, please contact the RSO at rsinfo@ualberta.ca, or Victoria Latimer at vlatimer@ualberta.ca