



## 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/](http://www.ualberta.ca/research/services/)

### Create Proposal

Home > Develop & Submit Proposal

### Amendments

Home > Receive & Manage Funding >  
Manage Funding > Amendments

### Subgrants

Home > Receive & Manage Funding >  
Manage Funding > Subgrants

### Over-Expenditures

Home > Receive & Manage Funding >  
Manage Funding > Over Expenditures

### Indirect Costs of Research

Home > Develop & Submit Proposal >  
Indirect Costs of Research

### Ethics 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

### Document Links

✓ [Guide to Researcher Home Page](#)

## RSO Quick Reference Guide

# Requirements When Submitting a Request to the Research Services Office

Every Research Administration Workflow request starts online via the [Researcher Home Page](#).

Refer to the [Guide to Researcher Home Page](#) for detailed step-by-step instructions on completing the following requests in PeopleSoft:

- Create [Proposal](#)
- Create [Amendment](#)
- Create [Subgrant](#)
- [Over Expenditure](#) Authorization Request

Contact your [Research Facilitator](#) if you have any questions.

**Many requests come to RSO with missing information or incomplete documentation that prevents a request from moving forward!**

## Why is a complete document package important?

### A complete package:

- Simplifies and streamlines processing to get a project setup or changed
- Avoids discrepancies and missing information that can cause delays
- Ensures compliance with University and Sponsor policies and procedures

### You will have a complete document package when you ...

- Prepare the request online
- Attach all relevant documentation (e.g., Application, Notice of Decision, etc.)
- Submit it to initiate online approval process

## Key information often missing that leads to processing delays:

- Budget including [Indirect Costs of Research](#)
- Start/End Dates
- Scope of Work
- Approval (Supporting Documents):
  - Notice of Award (or Conditional Notice of Award)
  - Legal Agreement (or sponsor contact such as email, phone, etc. in order for RSO staff to initiate the Agreement). **Do not sign legal agreements – send to RSO first!**
- Approved or renewed ethics and biohazards (if applicable) **should** be in place or in progress before preparing a request; for more information review the [Ethics Certifications](#) webpage.
- Approvals