

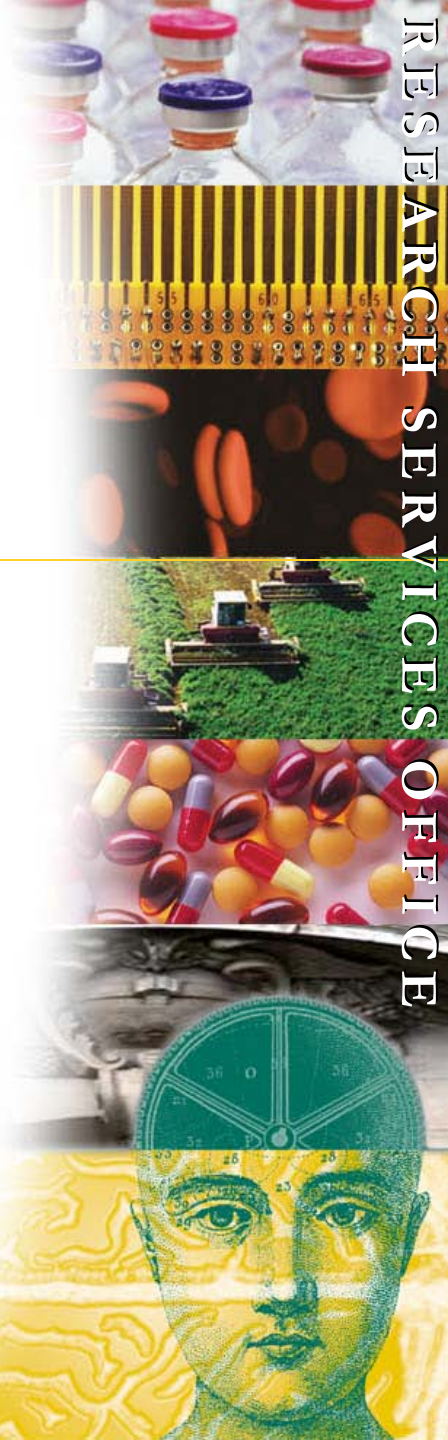
I've Been Awarded – Now What?

Presented by

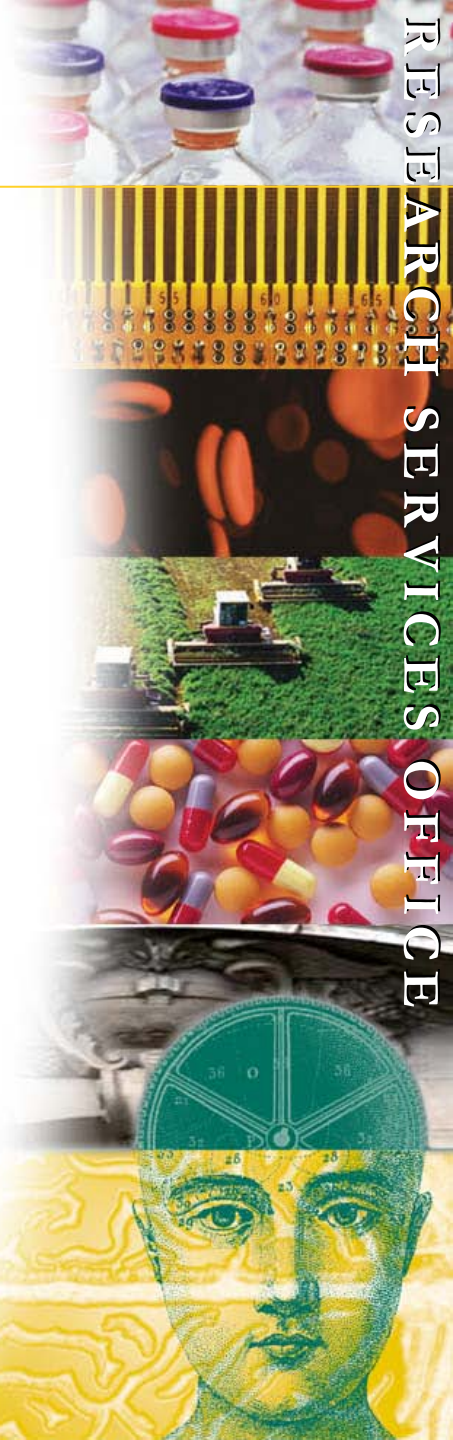
Angela McCormick

Agreements Administrator

March 2, 2011



What are the steps involved in obtaining a speedcode once a researcher has received notice that he/she has been awarded research funding?



- ◆ Award Notice (ex. Tri-Council agencies, Alberta Innovates, Faculty Start Up Funds)
 - Signatures not required
- ◆ Agreements (ex. Provincial and Federal Government, other universities)
 - Signatures required

Was an application submitted through RSO?

Yes

Forward the award notice to RSO Central or your RFO with any necessary certifications

No

Forward Request for New Research Project form with all necessary attachments and signatures

Documentation Required –

Application wasn't submitted through RSO

- ◆ Request for New Research Project form, <http://www.rso.ualberta.ca//pdfs/NewProjectRequest.pdf>
- ◆ Sponsor Approval ie. Award notice
- ◆ Scope of Work
- ◆ Budget
- ◆ Copies of applicable certifications – animal, biohazard, human, and/or stem cell

Certifications

Animal Approval

- Approval must be current and the award must be included as a funding source.
- Contact the Research Ethics Office 780-492-0459 for information or link to <http://www.uofaweb.ualberta.ca/orca/nav01.cfm?nav01=63771>.

Certifications

Biohazard

- Approval must be specific to the project and funding source, and comes in the form of an email from the Biosafety Division.
- Contact the Office of Environmental Health & Safety 780-492-1810 or link to Environmental Health and Safety website for further information:

<http://www.ehs.ualberta.ca/EHSDivisions/Biosafety.aspx>.

Certifications

Human Ethics /Stem Cell

- Approval must be current and the award must be included as a funding source.
- Contact the Research Ethics Office 780-492-0459 for information about the online ethics application process or link to <http://www.uofaweb.ualberta.ca/orca/hrpo.cfm>.

Next Steps

- ◆ Forward award documentation package to your RFO or RSO Central.
- ◆ An Agreements Administrator at RSO will review the package.
 - Is all supporting documentation attached?
 - Are award terms and conditions clear and acceptable? This may include contacting the sponsor for clarification.

Award Terms & Conditions

- ◆ Start and end dates of award
- ◆ Award amount
- ◆ Payment terms
- ◆ Requirements for financial and scientific reporting
- ◆ Indirect cost rate
- ◆ Treatment of unspent funds

Final Steps

- ◆ The Agreements Administrators will:
 - complete Version 2 of the Proposal in PeopleSoft.
 - complete Quality Assurance review.
 - generate the Award.
- ◆ The Financial Analysts will:
 - finalize the Award, Contract, and Project in PeopleSoft.
 - complete Quality Assurance Review
 - activate the Award, Contract, Project and speedcode
 - send email to Project holder, Department, and Faculty with Advice Notice that contains award terms and speedcode.

Agreements

- ◆ Contact your RFO or RSO Central as soon as you learn that an agreement will be required.
- ◆ RSO is responsible for reviewing and negotiating all research funding agreements as per Schedule A of the Contract Review and Signing Authority Policy,
https://www.conman.ualberta.ca/stellent/groups/public/@academic/documents/policy/pp_cmp_059002.hcsp

Agreements

- ◆ Signatures should not be obtained until RSO has completed the review of the agreement.
- ◆ RSO will prepare an Agreement Acknowledgment Report, and circulate it and the agreement for signatures.

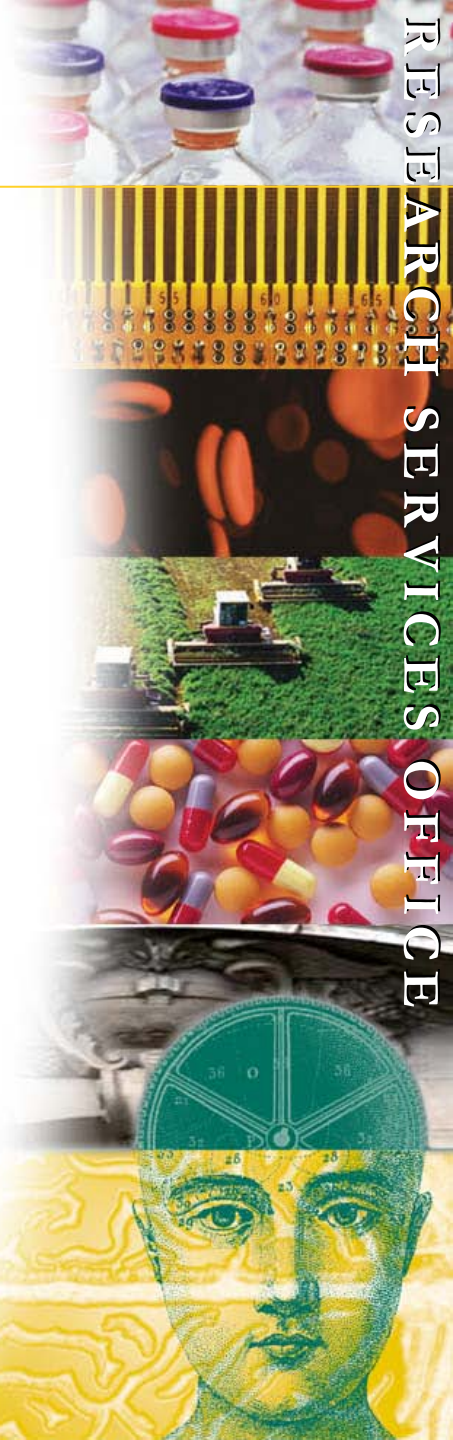
Documentation Required – Agreement

- ◆ Executed Agreement
- ◆ Executed Agreement Acknowledgement Report
- ◆ Copies of applicable certifications
- ◆ Budget (if not included in Agreement)
- ◆ Any required, waivers, confidentiality agreements, material transfer agreements, etc.

Final Steps

- ◆ The Agreements Administrators will:
 - complete Version 2 of the Proposal in PeopleSoft.
 - complete Quality Assurance review.
 - Generate the Award.
- ◆ The Financial Analysts will:
 - finalize the Award, Contract, and Project in PeopleSoft.
 - complete Quality Assurance Review
 - activate the Award, Contract, Project and speedcode
 - Send email to Project holder, Department, and Faculty with Advice Notice that contains award terms and speedcode

What will you see on the Researcher Home Page?



Questions/Comments?

