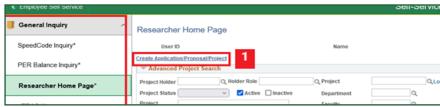
Request for new Application/Project



Quick Reference Guide:

Requests are created through the Researcher Home Page and are routed electronically to department and faculty for online approvals. Please note:

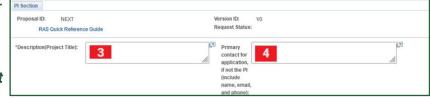
- If you receive a Notice of Award to a previously submitted and RSO-reviewed application, this documentation should be forwarded to rsoinfo@ualberta.ca for processing. Please make sure you include the RES# of the Proposal.
- ♦ Applicable <u>certifications or renewals</u> must be in place for project funds to become available.
- The Eligibility to Apply for and Hold Research Funding Policy defines who is eligible to apply for research funding and hold research projects at the University of Alberta. This Policy should be reviewed prior to proceeding.
- 1. To create a proposal request for online approvals, login to your Researcher Home Page and click "Create Application/Proposal/Project."



2. On the Create Proposal Screen, click "**Add**."



3. Description (Project Title): Enter your proposal title.



4. Primary contact for application, if not the PI: If applicable, enter an alternate

contact for the internal reviewer to connect with for any questions or concerns about the application.

5. Request type: Select request type from the drop-down menu. Ex. • New applications: "Application/Proposal – New"; • Letter of intent: "Application/Proposal – LOI"; • Studentship stipend awards: "Studentship".

*Request Type:	Application/ Proposal -New -	
*Principal Investigator (PI): *Is PI the Project Holder	⊙ Yes ○ No 7	
*Project Holder ID:	8	
*Department:	Q 9	Faculty:
Sponsor Deadline:	Unless otherwise specified	, RSO has an internal deadline

6. Principal Investigator (PI): Auto-

populates if submitter is eligible to be PI. If submitter is not the PI, enter the UofA employee ID for the PI or Supervising Investigator (SI) (for studentship). Use the magnifying glass to search by name (ensure you choose the correct one if there is more than one person with the same name.)

- 7. Is PI the Project Holder: Select yes or no (defaults to no if PI is ineligible to hold funds.)
- **8.** *Project Holder ID*: Defaults to PI if yes selected in step 7 above. If the PI is ineligible to hold, or the request type is "Studentship" (see step 5), the Chair or Dean should be entered as the Project Holder.
- **9.** *Department*: Autopopulates based on the Project Holder. This will determine workflow approval chain (see step 27) routing upon submission. Please note that the default "Department" can be changed if necessary.

- 10. Sponsor Deadline: Enter the sponsor deadline, if applicable
- **11.** *Start date*: Enter award start date (or best estimate).
- **12**. *End Dates*: Enter award end date (or best estimate).





13. *Indirect Cost Requested*: Include indirect costs in your budget in accordance with the UofA's <u>indirect costs</u> <u>procedure</u>.

If "yes" is selected, include the percentage of project budget to be allotted to ICR. UofA default amount is 30%, unless sponsor guidelines differ. If "no" is selected, you must include a rationale in the box that appears.

14. Source of Funds: Select Internal, External or Both. For all types, indicate total amount of funds coming to the UofA from each. If you wish to include a sponsor contact email address, this can be included in the "Sponsor" field, along with the sponsor name.



- **15.** *Internal funding source:* This can be left blank if unknown or inapplicable. Can be edited by department and faculty reviewers/approvers.
- **16.** *Currency*: Select appropriate currency if other than Canadian dollars.



17. Certification Info: Indicate yes or no for each category. Ensure certification attestations are accurately completed at this stage as this will trigger communication between the ARISE system and Researcher Home Page. If approvals are required, but have not been obtained, still indicate yes and leave the approval number blank. The application can be submitted, but Research Admin Services will require approvals before any obtained funds are released.

18. Key Word Detail: This section is not required.



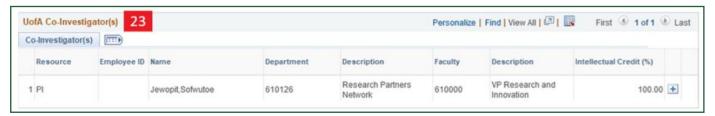
19. Additional Project Information and **Requirements**: Identify resources required, over and above funds being requested from the sponsor (eg:, additional lab space, teaching release, background IP, etc). If a resource isn't noted, describe in "Other." For any marked "yes" add details in step 19 Comments. Attach any supporting documentation (step 24).

Common commercialization terms and definitions can be found here.

*Project requires additional space or modification to existing Yes No research space held by PI: *Project requires technical support for installation and operation of specialized equipment or use of Department / Faculty / College and / or Institutional subsidized core research facilities. *Project involves graduate student thesis work: Yes No *Project involves Teaching Relief/Release: Yes No *Project involves Teaching Relief/Release: Yes No *Department / Faculty / other UofA unit is providing support (e.g. cash, teaching assistantship) for students: *Are matching/partner funds in place or intended to be obtained for this project: *Project involves a regulated clinical trial, such as a drug, device, mobile medical app, biologic or natural health product that is being used "off label" or is not licensed for use in Canada: *Project involves field research (i.e. off-campus activity undertaken by a member of the university community): *Project involves the use of background intellectual Yes No property: *Project involves the creation of new intellectual Yes No property: *Project involves the creation of new intellectual Yes No property: *Old you participate, partake in and/or receive any support for the development of this application/proposal (institutional or otherwise; for example an internal peer review, editing, workshop attendance)? *Other (describe): Comments:	_			
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device, mobile medical app, biologic or natural health product that is being used "off label" or is not licensed for use in Canada: *Project involves field research (i.e. off-campus activity undertaken by a member of the university community): *Project involves the use of background intellectual property: *Project involves the creation of new intellectual property: *Project involves the creation of new intellectual property: *Did you participate, partake in and/or receive any support for the development of this application/proposal (institutional or otherwise; for example an internal peer review, editing, workshop attendance)? *Other (describe):			○ Yes	; ○ No
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*Project involves the creation of new intellectual property: *Did you participate, partake in and/or receive any support for the development of this application/proposal (institutional or otherwise; for example an internal peer review, editing, workshop attendance)? *Other (describe): Yes O No			○ Yes	. ○ No
*Did you participate, partake in and/or receive any support for the development of this application/proposal (institutional or otherwise; for example an internal peer review, editing, workshop attendance)? *Other (describe): Yes O No			○ Yes	; ○ No
for the development of this application/proposal (institutional or otherwise; for example an internal peer review, editing, workshop attendance)? *Other (describe): O Yes O No			○ Yes	: O No
Other (describe).		for the development of this application/proposal (institutional or otherwise; for example an internal peer	○ Yes	. ○ No
		*Other (describe);	O Yes	○ No
A.				

- **20.** Honorarium or salary for the PI: Indicate yes or no. Note that researchers cannot hold funds from which they will be paid.
- 21. Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems? Indicate yes or no.
- **22.** Conflict of Interest: Indicate yes or no.

*Project Includes honorarium or salary for the Principal Investigator:	O Yes	O No 20
*Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems?	21 O Yes	○ No
*Do you (PI) or any other member of the research team have a financial or personal interest in the Sponsor or other external entity (supplier, collaborator) involved in the research project? Refer to the Conflict Policy (Link Below)	○ Yes	○ No 22
(Link to Conflict Policy)		



23. *UofA Co-Investigator(s)*: The first line defaults to the PI as entered in step 6. Use the "+" icon to add an additional line for each UofA Co-Investigator (the line will list them as a "Co-PI"; this is a typo and can be ignored.) Use the magnifying glass to search by name. All UofA Co-Investigator(s) must be added to the proposal request. Do not add Non-UofA Co-Investigators. Intellectual credit is not a required field.



24. Attachments: Click on the paperclip to upload attachments. Your proposal request supporting documents (complete application/scope of work, letters or support, budgets, notice of award etc) must be attached for approvers to see and approve. The PI will be able to upload documents at their approval stage if PI is not the submitter. Attach all documents as a single PDF.

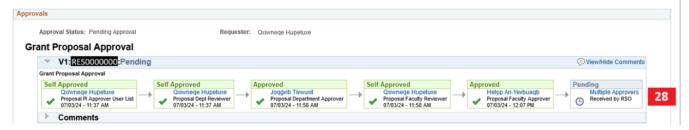


25. *Submission Comments:* Use this space to add any relevant details not noted elsewhere and which may be helpful to the internal approvers.



- **26.** Save: The request form can be saved and returned to at any point in the steps outlined above. To return to the proposal, log in to your Researcher Home Page and search in the proposals section then click on the proposal number.
- 27. Submit. Once you click submit, your request will be submitted into workflow for online approval.

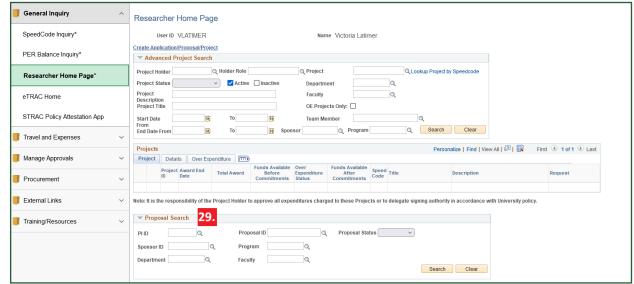
After Submission:



28. Workflow approval chain is displayed on the bottom of the request after submission.

To check on submission status:

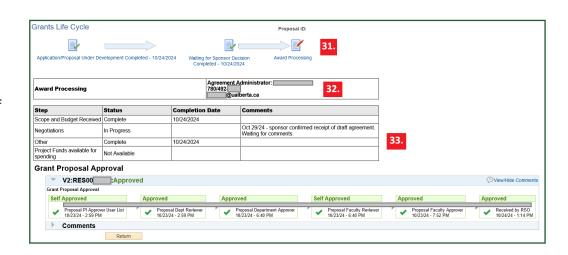
29. Proposal
Search: On the
Researcher
Home Page
homescreen,
Proposals can
be found below
Projects.
Search by RES
or PI to find the
Proposal in
question





30. Grants Life Cycle: To check on the status of a submitted proposal, select the icon: "

- 31. Any area with a " graph of the symbol is still being processed
- **32.** Contact information of the Agreement Administrator working on the Proposal
- 33. Any items that still require completion, along with updates



Request for new Application/Project

Useful links:

Researcher Services Links

Develop & Submit Proposal

Home > Services > Develop + Submit a Proposal

Research Ethics

Home > Services > Research Ethics

Research Partner Network

Home > Services > Contact Research Services > Research Partner Network

UAPPOL Policies

Animal Ethics Policy
Human Ethics Policy
Eligibility to Apply for and Hold
Research Funding Policy

For any and all remaining questions, please email rsoinfo@ualberta.ca