

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 rsinfo@ualberta.ca for processing. Please make sure you include the RES# of the Proposal.
- ◇ Applicable [certifications or renewals](#) 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.”

The screenshot shows the 'Researcher Home Page' interface. A red box highlights the 'Create Application/Proposal/Project' link in the left-hand navigation menu, with a red arrow pointing to it from the number 1.

2. On the Create Proposal Screen, click “Add.”

The screenshot shows the 'Create Proposal' screen. A red box highlights the 'Add' button at the bottom left, with a red arrow pointing to it from the number 2.

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

The screenshot shows the 'PI Section' form. A red box and arrow labeled 3 point to the 'Description (Project Title)' field. Another red box and arrow labeled 4 point to the 'Primary contact for application, if not the PI (include name, email, and phone):' field.

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”.

The screenshot shows the request form. Red boxes and arrows point to the following fields: 5 points to the 'Request Type' dropdown menu; 6 points to the 'Principal Investigator (PI)' search field; 7 points to the 'Is PI the Project Holder' radio buttons; 8 points to the 'Project Holder ID' search field; and 9 points to the 'Department' search field.

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).

*Department:	<input type="text"/>	Faculty:	<input type="text"/>
Sponsor Deadline:	10 <input type="text"/>	Unless otherwise specified, RSO has an internal deadline of 5 business days in advance of the sponsor deadline	
Start Date:	11 <input type="text"/>		
End Date:	12 <input type="text"/>		

End Date:	<input type="text"/>	*Indirect Cost Requested	<input type="radio"/> Yes <input type="radio"/> No 13
*Source of Funds:	<input type="text"/>	14	
External Personalize Find View All First 1 of 1 Last			
*Sponsor	Program	Sponsor Contact Name	Phone No
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Amount	0.00
Internal Sponsor Personalize Find View All First 1 of 1 Last			
*Sponsor	Program	Program Name	Contact Name
1	INTERNAL	<input type="text"/>	<input type="text"/>
		Phone No	Amount
		<input type="text"/>	0.00

13. Indirect Cost Requested: Include indirect costs in your budget in accordance with the UofA's [indirect costs procedure](#).

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.

Internal Funding Source 15 Personalize Find View All First 1 of 1 Last							
SpeedChart Key	Fund	Department	Program	Class	Project	Sponsor	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Award Requested:		\$0.00		Award Currency:	CAD 16		

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.

Certification Info 17 Personalize Find View All First 1-4 of 4 Last				
Certification Code	*Approval Required (Yes)	*Approval Required (No)	Approval Number	
1 Animal Welfare 01	<input type="radio"/>	<input type="radio"/>	AUP	
2 Human Ethics 01	<input type="radio"/>	<input type="radio"/>	PRO	
3 Biohazards	<input type="radio"/>	<input type="radio"/>		
4 Stem Cell	<input type="radio"/>	<input type="radio"/>		

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.

Key Word Detail 18		Personalize Find View All First 1 of 1
*Keyword	Description	
1	<input type="text"/>	

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](#).

Additional Project Information and Requirements 19	
*Project requires additional space or modification to existing research space held by PI:	<input type="radio"/> Yes <input type="radio"/> No
*Project requires technical support for installation and operation of specialized equipment or use of Department / Faculty / College and / or Institutional subsidized core research facilities.	<input type="radio"/> Yes <input type="radio"/> No
*Project involves graduate student thesis work:	<input type="radio"/> Yes <input type="radio"/> No
*Project involves Teaching Relief/Release:	<input type="radio"/> Yes <input type="radio"/> No
*Department / Faculty / other UofA unit is providing support (cash or in kind), including additional support (e.g. cash, teaching assistantship) for students:	<input type="radio"/> Yes <input type="radio"/> No
*Are matching/partner funds in place or intended to be obtained for this project:	<input type="radio"/> Yes <input type="radio"/> No
*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:	<input type="radio"/> Yes <input type="radio"/> No
*Project involves field research (i.e. off-campus activity undertaken by a member of the university community):	<input type="radio"/> Yes <input type="radio"/> No
*Project involves the use of background intellectual property:	<input type="radio"/> Yes <input type="radio"/> No
*Project involves the creation of new intellectual property:	<input type="radio"/> Yes <input type="radio"/> 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)?	<input type="radio"/> Yes <input type="radio"/> No
*Other (describe):	<input type="radio"/> Yes <input type="radio"/> No
Comments:	<div><input type="text"/></div>

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:	<input type="radio"/> Yes <input type="radio"/> No	20
*Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems?	<input type="radio"/> Yes <input type="radio"/> No	21
*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) (Link to Conflict Policy)	<input type="radio"/> Yes <input type="radio"/> No	22

UofA Co-Investigator(s) 23								Personalize Find View All First 1 of 1 Last	
Co-Investigator(s)									
Resource	Employee ID	Name	Department	Description	Faculty	Description	Intellectual Credit (%)		
1 PI		Jewopit, Sofwutoe	610126	Research Partners Network	610000	VP Research and Innovation	100.00	+	

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.

Attach your complete and final application/proposal as one PDF file.			Personalize Find First 1 of 1 Last	
Attachment 24	Attached File	DateTime Added	Add	
1				+

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.**

Submission Comments: 25

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

Approvals	
Approval Status: Not Submitted for Approval	
26	27
Save	Submit

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:

Approvals

Approval Status: Pending Approval Requester: Oziwneqe Hupetuxu

Grant Proposal Approval

V1:RES0000000:Pending [View/Hide Comments](#)

Grant Proposal Approval

Self Approved Oziwneqe Hupetuxu Proposal PI Approver User List 07/03/24 - 11:37 AM

Self Approved Oziwneqe Hupetuxu Proposal Dept Reviewer 07/03/24 - 11:37 AM

Approved Joqgrib Tinwuxit Proposal Department Approver 07/03/24 - 11:58 AM

Self Approved Oziwneqe Hupetuxu Proposal Faculty Reviewer 07/03/24 - 11:58 AM

Approved Hetop An-Yerbuagb Proposal Faculty Approver 07/03/24 - 12:07 PM

Pending Multiple Approvers Received by RSO

Comments

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 screens, Proposals can be found below Projects. Search by RES or PI to find the Proposal in question

General Inquiry

SpeedCode Inquiry*

PER Balance Inquiry*

Researcher Home Page*

eTRAC Home

STRAC Policy Attestation App

Travel and Expenses

Manage Approvals

Procurement

External Links

Training/Resources

Researcher Home Page

User ID VLATIMER Name Victoria Latimer

Create Application/Proposal/Project

Advanced Project Search

Project Holder Holder Role Project Lookup Project by Speedcode

Project Status ☒ Active ☐ Inactive Department

Project Description Faculty

OE Projects Only: ☐

Start Date From To Team Member

End Date From To Sponsor Program Search Clear

Projects

Project Details Over Expenditure ☒ Personalize Find View All 1 of 1 Last

Project ID	Award End Date	Total Award	Funds Available Before Commitments	Over Expenditure Status	Funds Available After Commitments	Speed Code	Title	Description	Request

Note: It is the responsibility of the Project Holder to approve all expenditures charged to these Projects or to delegate signing authority in accordance with University policy.

Proposal Search 29.

PI ID Proposal ID Proposal Status

Sponsor ID Program

Department Faculty

Search Clear


Proposals

Personalize Find View All 1 of 1 Last

Proposal Details ☒

Proposal ID	Stage	Title	Description	Sponsor	Sponsor Program
RES006					
RES006	Application/Proposal				

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

31. Any area with a “” 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

Grants Life Cycle

Proposal ID:

Application/Proposal Under Development Completed - 10/24/2024

Waiting for Sponsor Decision Completed - 10/24/2024

Award Processing 31.

Award Processing

Agreement Administrator: 780/492-@ualberta.ca 32.

Step	Status	Completion Date	Comments
Scope and Budget Received	Complete	10/24/2024	
Negotiations	In Progress		Oct 29/24 - sponsor confirmed receipt of draft agreement. Waiting for comments.
Other	Complete	10/24/2024	
Project Funds available for spending	Not Available		

Grant Proposal Approval

V2:RES0000000:Approved [View/Hide Comments](#)

Grant Proposal Approval

Self Approved Proposal PI Approver User List 10/23/24 - 2:59 PM

Approved Proposal Dept Reviewer 10/23/24 - 2:59 PM

Approved Proposal Department Approver 10/23/24 - 6:40 PM

Self Approved Proposal Faculty Reviewer 10/23/24 - 6:40 PM

Approved Proposal Faculty Approver 10/23/24 - 7:52 PM

Approved Received by RSO 10/24/24 - 1:14 PM

Comments

Return

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