

Research Portfolio's Step-by-Step Guide to Applying for External Funding

NOTIFICATION OF INTENT TO APPLY



- Forward notification to nursing.research@ualberta.ca
- Include:
 - Deadline
 - URL link to funder's guidelines
 - Request for internal review

AFTER SUBMISSION TO RESEARCH PORTFOLIO

- RSO will review application and provide institutional approval; approval will be withheld if:
 - Applicant / co-investigator / etc. is ineligible to apply
 - There are significant budgetary concerns
 - Application is incomplete / signatures are missing
- RSO will forward review report with further instructions to applicant by email
- It is the sole responsibility of the applicant to submit the application to the funding agency
- **NOTE:** Applications can be edited prior to submission to agency



YES

Provide ADR with draft letter min. 15 business days before internal deadline

NO

FINAL SUBMISSION TO RP

- **DEADLINE:** 7 BUSINESS DAYS before agency deadline
- Submit complete PDF copy to nursing.research@ualberta.ca
- Ensure all required signatures are included *before* submitting
- Research & Funding Support Coordinator will forward applications to RSO on researcher's behalf

SIGNATURE REQUIREMENTS

- Complete "Create Application/Proposal/Project" form on Researcher Home Page
- Obtain all signatures required by UofA and funding agency

Dean's letter of support required?



IMPORTANT CONTACT INFORMATION

RESEARCH & FUNDING SUPPORT (RP)

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RESEARCH SERVICES OFFICE

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IMPORTANT WEBSITES



RESEARCH SERVICES OFFICE

The Research Services Office (RSO) supports researchers and administrators by providing services focused on the identification of potential funding sources, assistance with the application process and guidance with the financial management of awards. VISIT: <https://www.rso.ualberta.ca/About.aspx>

RESEARCH ADMINISTRATION VIDEO EDUCATION SERIES (RAVES)

Learn how Research Services Office helps researchers and research administrators. This includes help with finding funding, applying for funding, negotiating contracts, partnerships and receiving and managing funding. VISIT: <https://www.rso.ualberta.ca/en/Workshops-Events-Training/RAVES.aspx>

RESEARCH PORTFOLIO

One stop shop for information on AOE's, internal funding opportunities, supports & services, HRDR, research units, Research Chairs and faculty awards, faculty profiles, conferences, and IIQM. VISIT: <https://www.ualberta.ca/nursing/research>