Request for New Application/Proposal/Project

Requests are created through the Researcher Home Page as before, but once submitted, get routed electronically to department and faculty for online approvals. Please note:

- A new *Request* is not required for a Notice of Award to a previously submitted and RSO-reviewed application.
- 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.

Detailed instructions (see annotated screenshots below)

1. To create a proposal request for online approvals, login to your Researcher Home Page through the RSO website and click "**Create Application/Proposal/Project**".
2. On the Create Proposal screen, click "**Add**".
3. *Description (Project Title)*: Enter your proposal title.
4. *Request type*: Select appropriate request type from the drop-down menu. For new applications, select "Application/Proposal – New". For a letter of intent, "Application/Proposal – LOI".   For studentship stipend awards, select "Studentship". If request type is "studentship", online approvals will not be required from the student.
5. *Principal Investigator (PI)*: Autopopulates if PIs is submitter. If submitter is not the PI, enter UofA employee ID for the PI or Supervising Investigator (SI) (for studentship). The magnifying glass can be used to search by name. Ensure you enter the correct employee ID if searching by name and there is more than one person with the same name.
6. *Is PI the Project Holder*: Select **yes** or **no**. The Chair or Dean is the project holder if the PI is ineligible to hold or the request type is "Studentship" (see #4).
7. *Project Holder ID*: Defaults to PI if **yes** selected in #6 above.   If **no** is selected, enter the employee ID of the project holder. Use the magnifying glass to search by name.
8. *Department*: Autopopulates based on the project holder entered in #7. Online approval routing will go through the selected department and faculty.
9. *Sponsor Deadline*: Please enter the sponsor deadline. If there is no formal deadline please enter a date **5 business days** from the current date.
10. *Start date*: Enter your proposal or notice of award start date (if known).
11. *End Dates*: Enter your proposal or notice of award end date (if known).
12. *Indirect Cost Requested*: You must include indirect costs in your budget in accordance with the UofA's indirect costs procedure. If "**no**" is selected, you must include a rationale in the box that appears.
13. *Source of Funds*: Select **Internal**, **External** or **Both**. For external and internal sponsor, indicate total amount of funds coming to the UofA. You can also add the name and phone number of a contact person at the sponsor if known.
14. *Internal funding source:* This can be left blank if unknown. Can be edited by department and faculty reviewers/approvers
15. *Currency:* Select appropriate currency if other than Canadian dollars.
16. *Certification Info*: Indicate **yes** or **no** for each category (Animal welfare, Human ethics, Biohazards and Stem Cells). Ensure certification attestations are accurately completed at this stage as this will trigger communication between the ARISE system and your Researcher Home Page.
17. *Key Word Detail*: This section is not required.
18. *Additional University Resources*: Identify any additional resources being committed by the University as part of this application over and above the funds being requested from the sponsor (eg: a teaching assistantship, additional lab space etc). You must indicate **yes** or **no** in each category. Attach any supporting documentation (see #22).
19. *Honorarium or salary for the PI*: You must indicate **yes** or **no**.
20. *Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems*? You must indicate **yes** or **no**.
21. *UofA Co-Investigator(s)*: The first line defaults to the PI as entered in step 5. Use the "+" icon to add an additional line for each UofA Co-Investigator. You can use the magnifying glass to search by name. Ensure you enter the correct employee ID if there is more than one person with the same 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.
22. **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 documents as a single PDF.
23. **Save:** The request form can be **saved** and returned to at any point in the steps outlined above. To return to the proposal, simply log in to your researcher home page and search in the proposals section then click on the proposal number. Please do not create duplicate requests, contact your research facilitator for assistance.
24. **Submit**. Once you click submit, your request will be submitted into workflow for online approval.
25. **NOTE**: You no longer need to print the form and obtain physical signatures. The print button is still available but no longer needs to be used.
26. The workflow approval chain is displayed on the bottom of the request page can be tracked along the different levels of approval.

Researcher Home Page Log-in (PeopleSoft):

https://www.prodps.ualberta.ca/psp/finprd/?cmd=login

Research Services Office (RSO) Links

RSO Website:

www.ualberta.ca/research/services/

Develop & Submit Proposal
Home > Proposal Submission

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

UAPPOL Procedures

✓ Application for Indirect Costs Recovery Rates Procedure

✓ Eligibility to Apply for and Hold Research Funding Policy

✓ Eligibility to Apply for and Hold Research Funding Procedure

| ABOUT | FUNDING OPPORTUNITIES | PROPOSAL SUBMISSION | RECEIVE & MANAGE FUNDING | TRAINING |

ONLINE APPROVALS COMING MID-JUNE.

When this change happens, you won't need to print forms and obtain physical signatures.

● ○ ○

Tri-Agency Financial Guide Renewal   Our Statistics   Contact Us   What We Do

Tri-Agency Financial Administration Guide Renewal

The U of A is one of the universities selected to pilot the renewal of the Tri-Agency Financial Administration Guide.

Check here for more information on the pilot project and to provide feedback.

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Research Services Office News

SSHRC Partnership Grants Program Support Sessions
Our next session is about EDI & Intersectionality and is on June 13. Please RSVP for this session.

Research Administration Process

Find what step of our Research Administration Process your research project is in.

Login to Researcher Home Page

Tableau Reports

UNIVERSITY OF ALBERTA

Favorites   Main Menu

Self-Service Center

General Inquiry
Inquire on general self-service activities.
- SpeedCode Inquiry*
- PER Balance Inquiry*
- Researcher Home Page*   **1**
- eTRAC*

Travel and Expenses
Create an expense reimbursement, travel or PER claim.
- Create Expense Report
- Modify Expense Report
- View Expense Report
- Travel and Expense Center

Manage Approvals
Approve transactions for processing.
- Approve T&E Transactions

Procurement
Create requisitions and view procurement activity and status.
- Manage Requisitions
- PO Inquiry
- Voucher Inquiry

External Links
Access other key resources.
- UAPPOL*
- Research Ethics (REMO)*

Training Resources
Access learning resources.
- Financials Online Training
- Quick References*

Researcher Home Page

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User ID: DERY   Name: Rene Dery

Create Application/Proposal/Project

Advanced Project Search

| Project Holder | 🔍 | Holder Role | 🔍 | Project | 🔍 Lookup Project by Speedcode |

Project Holder [   ] 🔍   Holder Role [   ] 🔍   Project [   ] 🔍 Lookup Project by Speedcode

Project Status [▼]   ☑ Active ☐ Inactive   Department [   ] 🔍

Project Description [   ]   Faculty [   ] 🔍

Project Title [   ]   OE Projects Only: ☐

Start Date From [   ] 📅   To [   ] 📅   Team Member [   ] 🔍

End Date From [   ] 📅   To [   ] 📅   Sponsor [   ] 🔍 Program [   ] 🔍   [Search] [Clear]

Create Proposal*

Find an Existing Value | **Add a New Value**

Business Unit: [UOFAB] 🔍
Proposal ID: NEXT

2

[Add]

Find an Existing Value | Add a New Value

PI Section

Proposal ID:	NEXT	Version ID:	V0
		Request Status:	

Description(Project Title): [3]   **Contact for Pickup:** [ ]

*Request Type: Application/ Proposal -New [4] ▼

*Principal Investigator (PI): 160705 [5] 🔍 Meym,Hiyymuix

Is PI the Project Holder ⦿ Ye[6] ○ No

Project Holder ID: 16070[7] Meym,Hiyymuix

*Department: 610108 🔍 VP Research   **Faculty:** 610000 VPR VP Research

Sponsor Deadline: [9] 📅   Unless otherwise specified, RSO has an internal deadline of 5 business days in advance of the sponsor deadline

Start Date: [10] 📅

End Date: [11] 📅   **Indirect Cost Requested** ○ Yes[12] ○ No

Source of Funds: [13] ▼

External

Personalize | Find | View All | First 1 of 1 Last

	Sponsor	Program	Sponsor Contact Name	Phone No	Amount		
1	[13]				0.00	+	−

Internal Sponsor

Personalize | Find | View All | First 1 of 1 Last

	Sponsor	*Program	Program Name	Contact Name	Phone No	Amount		
1	INTERNAL [13]	🔍				0.00	+	−

Internal Funding Source

Personalize | Find | View All | First 1 of 1 Last

	SpeedChart Key	Fund	Department	Program	Class	Project	Sponsor		
1	[14]	🔍	🔍	🔍	🔍	🔍	🔍	+	−

Total Award Requested: $0.00   **Award Currency:** [15] 🔍

Certification Info

Personalize | Find | View All | First 1-4 of 4 Last

	Certification Code	Required	Assurance Number		
1	Animal Welfare 01 🔍	▼	AUP	+	−
2	Human Ethics 01 🔍	[16] ▼	PRO	+	−
3	Biohazards 🔍	▼		+	−
4	Stem Cell 🔍	▼		+	−

Key Word Detail

Personalize | Find | View All | First 1 of 1 Last

	*Key Word	Description		
1	17 (Not required) 🔍		+	−

Additional University Resources

Space (Additional or Modifications):	○ Yes ● No
Technical Support:	○ Yes ● No
Student Funding:	○ Yes ● No
Teaching Relief/ Release:	○ Yes ● No
Faculty/ Department letter or e-mail confirming support is attached:	○ Yes ● No
Other (describe):	○ Yes ● No
Are matching/partner funds in place or intended to be obtained for this project:	○ Yes ● No

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Comments:

Project Includes honorarium or salary for the Principal Investigator: ○ Yes **19** ● No

Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems? ○ Yes **20** ● No

Add/remove lines

UofA Co-Investigator(s)

Personalize | Find | View All | | First | 1 of 1 | Last

Intellectual Credit | Acknowledgement Details

	Resource	Employee ID	Name	Department	Description	Faculty	Description	Intellectual Credit (%)	Acknowledge	Deny	Acknowledge Status		
1	PI	1230259	Nforis,Arwo	160300	ART English & Film Studies	150000	ART Faculty of Arts	100.00					−
2	Co-PI	0871616	Wwabs,Nexis	160300	ART English & Film Studies	150000	ART Faculty of Arts	0.00	Acknowle	Deny	Pending	+	−
3	Co-PI	0352118	Usloq,Hiewoos	160300	ART English & Film Studies	150000	ART Faculty of Arts	0.00	Acknowle	Deny	Pending	+	−

21 (Employee ID fields)

(Not required) (Intellectual Credit %)

Attachment

Personalize | Find | | | First 1 of 1 Last

	Attached File	Attachment Date	Add
1			+

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Add attachments

Submission Comments:

Approvals

Approval Status: Not Submitted for Approval

Save **23** Submit **24** Print **25**

Approvals

Approval Status: Pending Approval

Grant Proposal Approval

▽ V0:RES0044312:Pending

Grant Proposal Approval

Self Approved	Pending	Not Routed	Not Routed	Not Routed	Not Routed
Epti Qcipeq Proposal PI Approver User List 06/05/19 - 3:59 PM ✓	Multiple Approvers Proposal Dept Reviewer ⏱	Multiple Approvers Proposal Department Approver	Multiple Approvers Proposal Faculty Reviewer	Multiple Approvers Proposal Faculty Approver	Multiple Approvers RSO Office Approval

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