Request for new Application/Project

Quick Reference Guide:

Requests are created through the <u>Researcher Home Page</u> 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 certifications or renewals must be in place for project funds to become available.
- The <u>Eligibility to Apply for and Hold Research Funding Policy</u> 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 General Inquiry Researcher Home Page online approvals, login to your Re-SpeedCode Inquiry* searcher Home Page and click "Create Create Applicat PER Balance Inquiry Application/Proposal/Project." Q Holder Role Q Project a Project Holder **Researcher Home Page** Active Inactive Project Status Departme 0

Eind an Existing Value	Add a New Value		
Business Unit UOFAB	a		
"Proposal ID NEXT			

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

2. On the Create Proposal Screen,

click "Add."

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.

PI Section

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):	Q 6	
*Is PI the Project Holder	⊙ Yes ○ No	
*Project Holder ID:	8	
*Department:	۹ 9	Faculty:
Sponsor Deadline:	Unless otherwise specif	fied, 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. <i>Start date</i> : Enter award start date (or best estimate).	*Department: Sponsor Deadline:	10	C B	Faculty: Unless otherwise specified, RSO has an internal deadline
12. <i>End Dates</i> : Enter award end date (or best estimate).	Start Date: End Date:	11 12	Ħ	of 5 business days in advance of the sponsor deadline

End Date: *Source of Funds:		-	14 👽		*Indirect	Cost Requeste	d O Yes	⊙ № <mark>1</mark> 3	3			
External						Personalize I	Find View Al	I 🖾 I 🔜	First	④ 1 of 1	۰ L	ast
*Sponsor		Program		Sponsor Co	ontact Name	Phone No		Amount				
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*Sponsor	Program		Program Name		Contact Name		Phone No		Amount			
1 INTERNAL		Q					1		[0.00	+	-

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.

Internal F	unding Sou	irce 15	5							Personalize Fin	d View All 🖓 🔣	First	④ 1 of	1 🕑	Last
Speed	Chart Key	Fund	e 3	Depart	ment	Program	n	Class		Project		Sponsor			
1	Q		Q		Q		Q		Q		Q		Q	+	-
Total Award	Requested:		ş	0.00	Award	I Currency:		CAD	16		() M ^{art} Mage				

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.

er	tification Info 17			Personalize Fi	ind View All 🖓 🔢 🛛 First 🎱 1-4 of 4	® L	ast
	Certification Code		*Approval Required (Yes)	*Approval Required (No)	Approval Number		
1	Animal Welfare 01	Q	0	0	AUP	+	-
2	Human Ethics 01	Q	0	0	PRO	+	E
3	Biohazards	Q	0	0		+	
4	Stem Cell	Q	0	0		+	E

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

Description

Q

*Keyword

1

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 <u>here</u>.

dditional Project Information and Requirements 19	1		
Project requires additional space or modification to existing esearch space held by PI:	O Yes	() No	
Project requires technical support for installation and peration of specialized equipment or use of epartment / Faculty / College and / or Institutional subsidized ore research facilities.	() Yes	○ No	
Project involves graduate student thesis work:	O Yes	○ No	
Project involves Teaching Relief/Release:	() Yes	○ No	
Department / Faculty / other UofA unit is providing upport (cash or in kind), including additional support (e.g. ash, teaching assistantship) for students:	() Yes	○ No	
Are matching/partner funds in place or intended to be btained for this project:	() Yes	○ No	
Project involves a regulated clinical trial, such as a drug, evice, mobile medical app, biologic or natural health roduct that is being used "off label" or is not licensed for se in Canada:	() Yes	○ No	
Project involves field research (i.e. off-campus activity ndertaken by a member of the university community):	() Yes	○ No	
Project involves the use of background intellectual roperty:	⊖ Yes	○ No	
Project involves the creation of new intellectual roperty:	() Yes	○ No	
Did you participate, partake in and/or receive any support or the development of this application/proposal institutional or otherwise; for example an internal peer eview, editing, workshop attendance)?	() Yes	○ No	
Other (describe):	O Yes	○ No	
Comments:			

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First 🚯 1 of 1

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 № 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	ON₀ 22
(Link to Conflict Policy)		

UofA Co-Investiga	ator(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.

ttachment 24	Personalize Find 🖓 🔤	First 🕚 1 of 1 🛞 Last
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.**



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

Approv		
3	oval 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:

provals				
Approval Status: Pending Approval	Requester:	Qxiwnege Hupetuxe		
Grant Proposal Approval				
V1:RES0000000:Pendin	g			View/Hide Comments
Grant Proposal Approval				
Self Approved	Self Approved	Approved Self Approved	Approved	Pending
Oxiwnege Hupetuxe Proposal PI Approver User List Oxidation 11/07 Att	Oxiwnege Hupetuxe Proposal Dept Reviewer O200204 1127 AM	Joggvib Thwuxit Proposal Department Approver Proposal Facult Proposal Facult	Veluxe Hetop An-Yevbuagb	Multiple Approvers Received by RSO
0//03/24 - 11.37 AM	- 0//03/24 - 11.5/ AM	07/03/24 - 11:56 AM	AM 07/03/24 - 12:07 PM	

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

To check on submission status:

	🣕 General Inquiry	Researcher Home Page				
29. Proposal	SpeedCode Inquiry*	User ID VLATIMER Name Victoria Latimer				
Search: On the	PER Balance Inquiry*	Create Application/Proposal/Project				
Researcher	Researcher Home Page*	Project Holder Q Holder Role Q Project Q Lookup Project by Speedcode				
Home Page	TRACILIANT	Project Status Active Inactive Department				
homescreen,	errac home	Description Project Title OE Projects Only:				
Proposals can	STRAC Policy Attestation App	Start Date B To B Team Member Q From From To Ta Segment O Program O Search Clear				
be found below	Travel and Expenses					
Projects.	📕 Manage Approvals	Project Details Over Expenditure Find Available Find Availa				
Search by RES		Project Award End Total Award Before Expenditure Anter code Title Description Request				
	Procurement	V and Commitments Status Commitments Courter Court				
or PI to find the	External Links	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.				
or PI to find the Proposal in	Frocurement External Links Training/Resources	 Note: 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. 				
or PI to find the Proposal in question	Frocurement External Links Training/Resources	Volume				
or PI to find the Proposal in question	Frocurement External Links Training/Resources	Vote: 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. PIID Q Proposal ID Q Proposal ID Q Proposal Status				
or PI to find the Proposal in question	Frocurement External Links Training/Resources	Vote: 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. PIID Q Proposal ID Q Proposal ID Q Proposal ID Q Proposal Status possibility of the Project Holder ID Q Program Q Department Q Faculty Q				

Pro	Proposals Personalize Find View All 💷 🧱							
Pro	Proposal Details							
	Grants Life Cycle	Proposal ID	Stage	Title	Description	Sponsor	Sponsor Program	
30.	\$	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 "**Y**" symbol is still being processed

32. Contact information of the Agreement Adminis-trator 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 Vialing for Sponsor Decision Completed - 10/24/2024 Award Processing 31.										
Award Processing Agreement Administrator: 780.4921 @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		33.						
Project Funds available for spending	Not Available			_						
Grant Proposal Approval										
V2:RES00 :Approved Overvhide Comments										
Grant Proposal Approval										
Self Approved	Approved	Approv	ed Self Approved	Approved	Approved					
 Proposal PI Approv 10/23/24 - 2:59 PM 	er User List Propos 10/23/2	al Dept Reviewer 24 - 2:59 PM	vposal Department Approver Proposal Faculty Reviewer 1/23/24 - 6:40 PM 10/23/24 - 6:40 PM	Proposal Faculty Approver 10/23/24 - 7:52 PM	Received by RSO 10/24/24 - 1:14 PM					
➢ Comments										

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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**