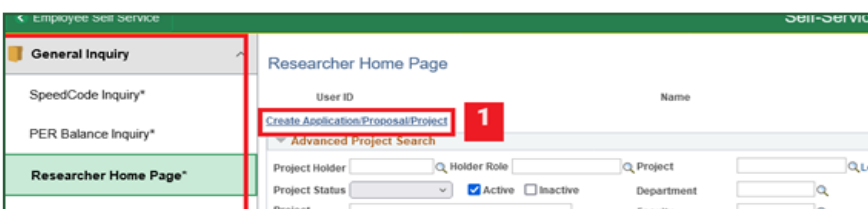# Request for new Application/Project

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 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.
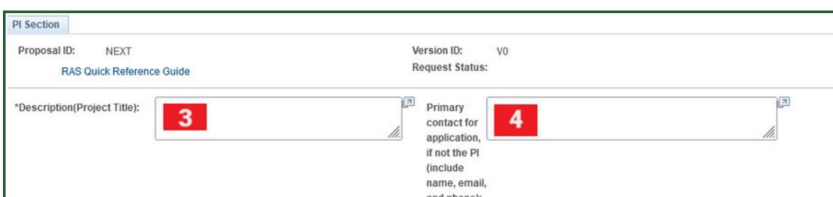
1. To create a proposal request for online approvals, login to your Researcher Home Page and click "Create Application/Proposal/Project."

**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".
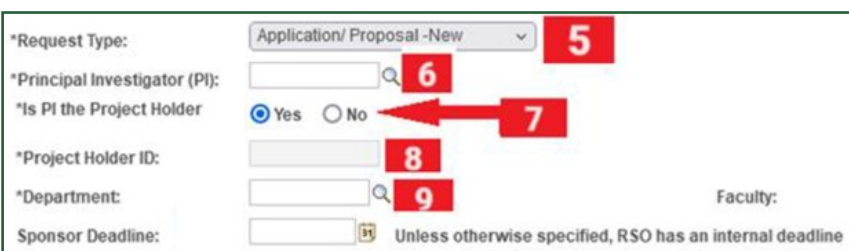
6. *Principal Investigator (PI):* Auto-populates if submitter is eligible to be PI. If submitter is not the PI, enter the UofA employee ID for the PI or Supervising Investigator (SI) (for studentship). Use the magnifying glass to search by name (ensure you choose the correct one if there is more than 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:		Faculty:
Sponsor Deadline: **10**		Unless otherwise specified, RSO has an internal deadline
Start Date: **11**		of 5 business days in advance of the sponsor deadline
End Date: **12**		

End Date:		*Indirect Cost Requested ○ Yes ○ No **13**
*Source of Funds:	← **14**	

External   Personalize | Find | View All | | First ◀ 1 of 1 ▶ Last

	*Sponsor	Program	Sponsor Contact Name	Phone No	Amount	
1					0.00	+ −

Internal Sponsor   Personalize | Find | View All | | First ◀ 1 of 1 ▶ Last

	*Sponsor	Program	Program Name	Contact Name	Phone No	Amount	
1	INTERNAL					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								+ −

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		○	○	AUP	+ −
2	Human Ethics 01		○	○	PRO	+ −
3	Biohazards		○	○		+ −
4	Stem Cell		○	○		+ −

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	[ ] 🔍		

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:	○ Yes ○ 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.	○ Yes ○ No
*Project involves graduate student thesis work:	○ Yes ○ No
*Project involves Teaching Relief/Release:	○ Yes ○ No
*Department / Faculty / other UofA unit is providing support (cash or in kind), including additional support (e.g. cash, teaching assistantship) for students:	○ Yes ○ No
*Are matching/partner funds in place or intended to be obtained for this project:	○ Yes ○ 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:	○ Yes ○ No
*Project involves field research (i.e. off-campus activity undertaken by a member of the university community):	○ Yes ○ No
*Project involves the use of background intellectual property:	○ Yes ○ No
*Project involves the creation of new intellectual property:	○ 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)?	○ Yes ○ No
*Other (describe):	○ Yes ○ No
Comments:	[ ]

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:	○ Yes	○ No 20
*Does this research involve Aboriginal/Indigenous peoples, their communities or knowledge systems?	21 ○ 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)		

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.

Attachment 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.**

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:

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 " 📝 " 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**