Quick Reference Guide

Request for New Application/Proposal/Project

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.
- 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 (annotated screenshots to follow)

1. To create a proposal request for online approvals, login to your Researcher Home Page through the Researcher Services website 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.
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).
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.
15. ***Internal funding source:*** This can be left blank if unknown. Can be edited by department and faculty reviewers/approvers
16. ***Currency:*** Select appropriate currency if other than Canadian dollars.
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.
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).
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**.
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.
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.
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.
28. Workflow approval chain is displayed on the bottom of the request after submission.

For questions or concerns with any part of your submission, contact rsoinfo@ualberta.ca

Researcher Home Page Log-in (PeopleSoft):

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

Researcher Services Links

Researcher Services Home

Develop & Submit Proposal
Home > Services > Develop + Submit a Proposal

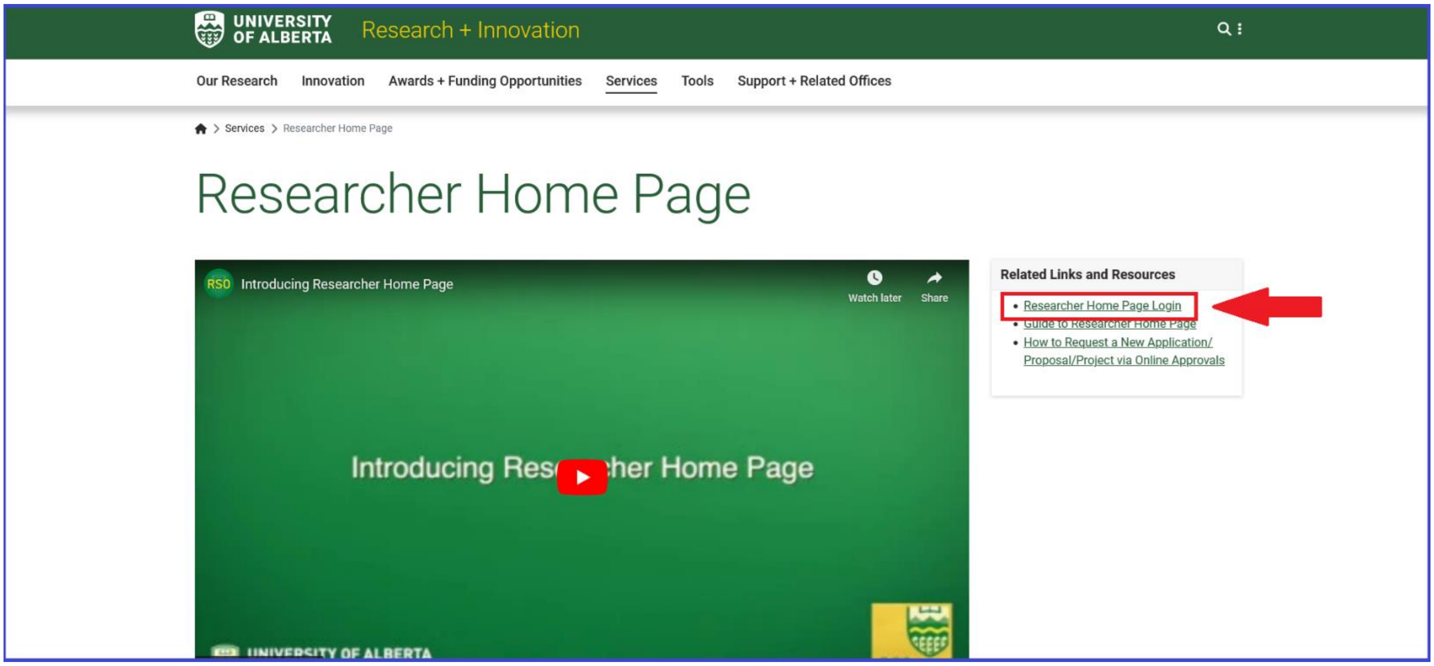
Research Ethics
Home > Services > Research Ethics

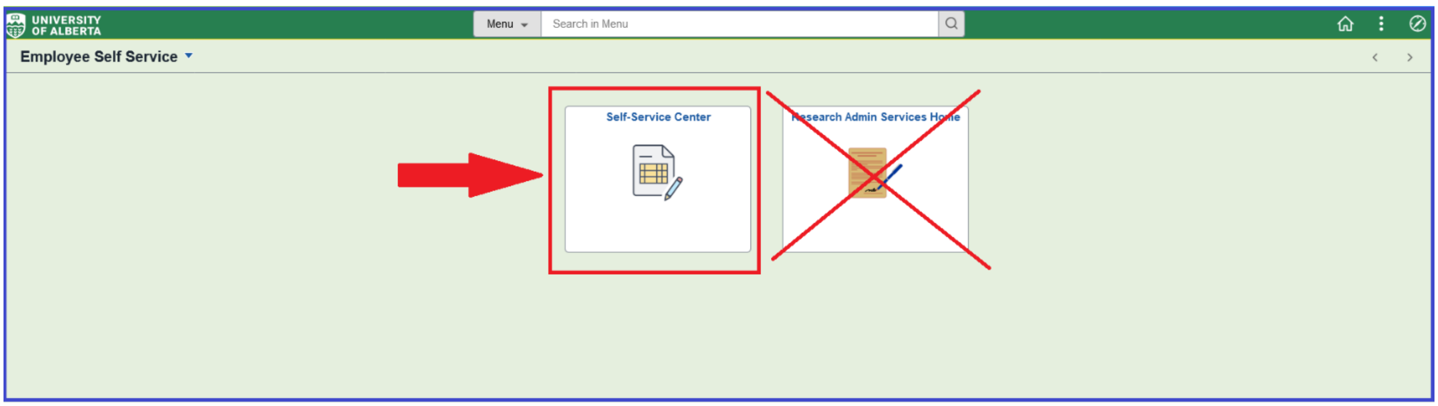
Research Partner Network
Home > Services > Contact Research Services > Research Partner Network

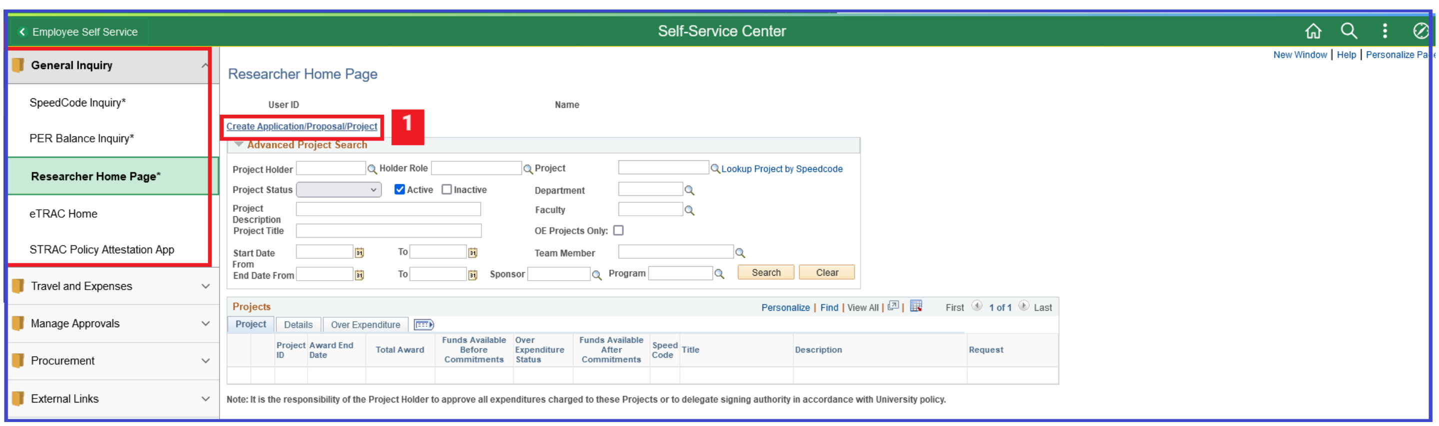
Researcher Home Page
Home > Services > Researcher Home Page

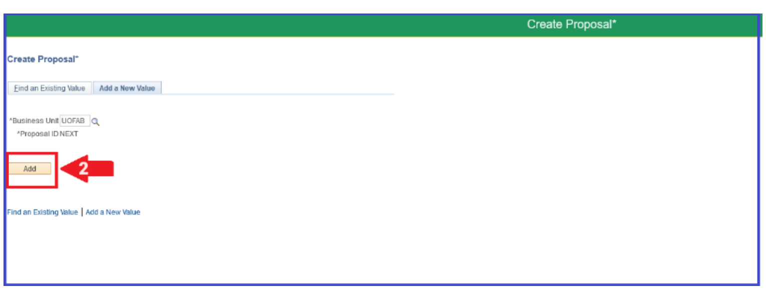
UAPPOL Policies

- ✓ Animal Ethics Policy
- ✓ Human Ethics Policy
- ✓ Eligibility to Apply for and Hold Research Funding Policy


UNIVERSITY OF ALBERTA
Research + Innovation
Our Research
Innovation
Awards + Funding Opportunities
Services
Tools
Support + Related Offices
Services > Researcher Home Page
Researcher Home Page
Introducing Researcher Home Page
Watch later
Share
Introducing Researcher Home Page
Related Links and Resources
Researcher Home Page Login
Guide to Researcher Home Page
How to Request a New Application/ Proposal/Project via Online Approvals


UNIVERSITY OF ALBERTA
Menu
Search in Menu
Employee Self Service
Self-Service Center
Research Admin Services Home


Employee Self Service
Self-Service Center
New Window | Help | Personalize Page
General Inquiry
SpeedCode Inquiry*
PER Balance Inquiry*
Researcher Home Page*
eTRAC Home
STRAC Policy Attestation App
Travel and Expenses
Manage Approvals
Procurement
External Links
Researcher Home Page
User ID
Name
Create Application/Proposal/Project
1
Advanced Project Search
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
Projects
Personalize | Find | View All
First 1 of 1 Last
Project
Details
Over Expenditure
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.


Create Proposal*
Create Proposal*
Find an Existing Value
Add a New Value
*Business Unit UOFAB
*Proposal ID NEXT
Add
2
Find an Existing Value | Add a New Value

Create Proposal*

PI Section

Proposal ID: NEXT

RAS Quick Reference Guide

Version ID: V0

Request Status:

*Description(Project Title): 3

Primary contact for application, if not the PI (include name, email, and phone): 4

*Request Type: Application/ Proposal -New 5

*Principal Investigator (PI): 6

*Is PI the Project Holder ◉ Yes ○ No 7

*Project Holder ID: 8

*Department: 9

Faculty:

Sponsor Deadline: 10

Unless otherwise specified, RSO has an internal deadline of 5 business days in advance of the sponsor deadline

Start Date: 11

End Date: 12

*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

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

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	○	○	

Where applicable, please proceed to ARISE to link your approved protocol to the current RES number. This step is required before funding can be released.

Key Word Detail 18 — Personalize | Find | View All | First 1 of 1 Last

	*Keyword	Description
1		

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:

*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

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			

Submission Comments: 25

Approvals

Approval Status: Not Submitted for Approval

26 Save

27 Submit

After submission: