

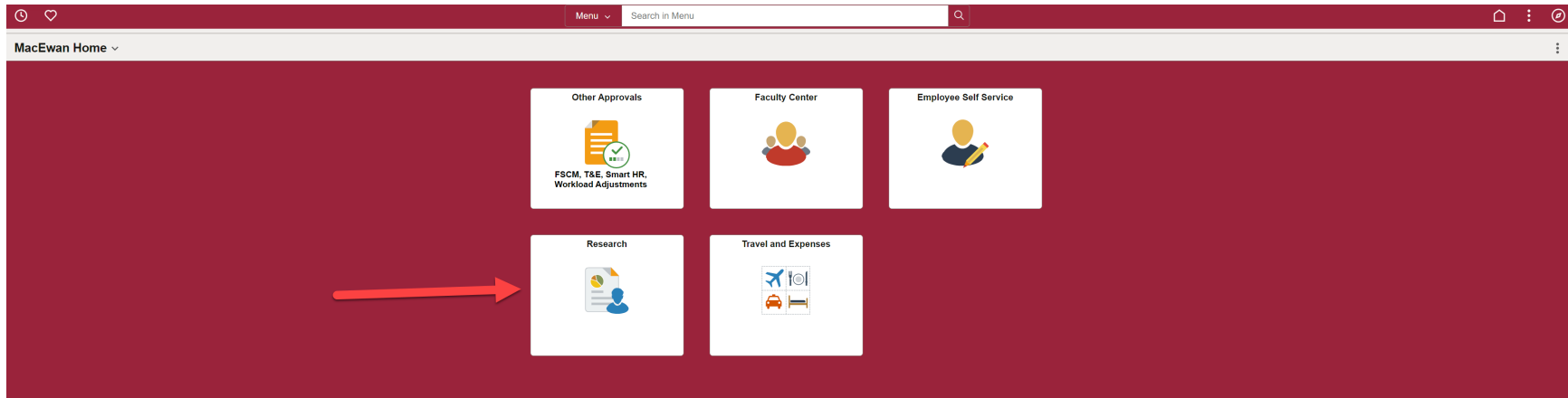
**Online Grant Application System**  
**User Guide – Internal Grant Applications**

**Table of Contents**

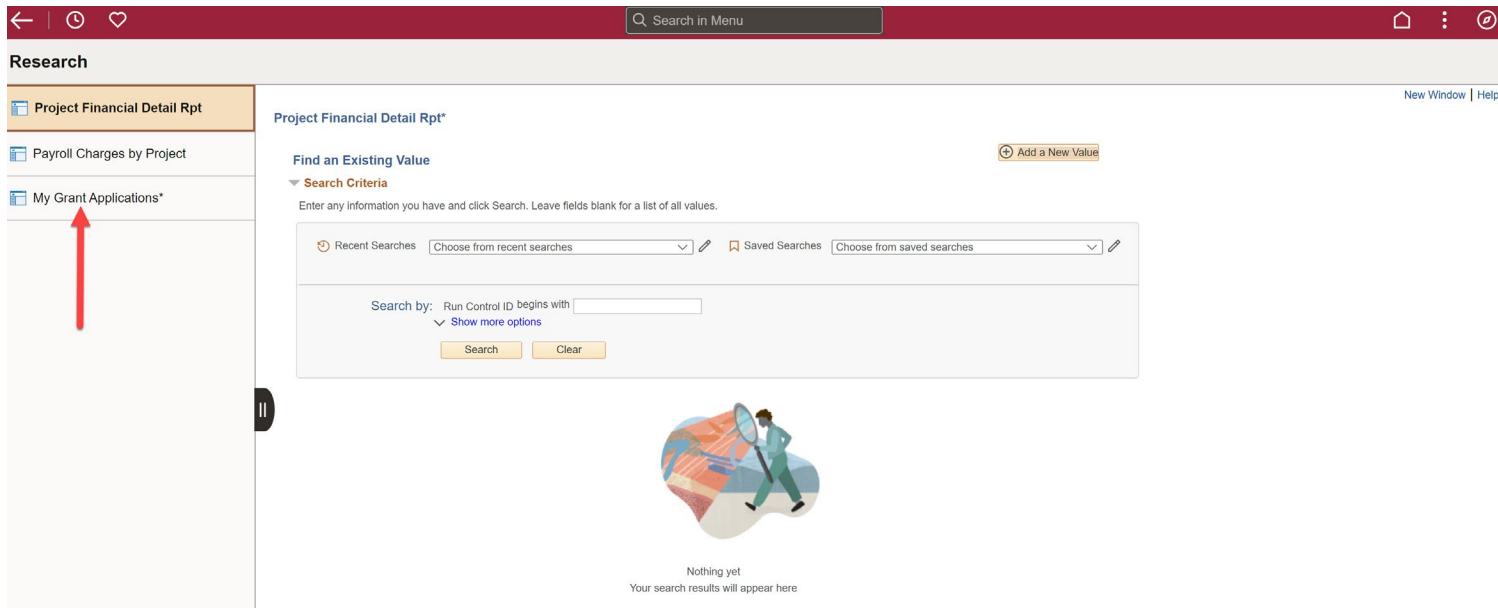
Accessing Grant Applications.....	2
Completing the Grant Application Form .....	4
Getting Started and Proposal Details .....	4
Application Legend .....	7
Tips for Answering Questions.....	8
Completing the Budget.....	9
Uploading Attachments .....	10
Submitting the Application .....	11
Application Statuses and History of Completed Grants.....	13
Proposal Statuses.....	14
Viewing Submitted Applications.....	15
Resubmitting Sent Back Applications.....	15
Questions or Feedback .....	18

## Accessing Grant Applications

To access the Online Grant Application System, login to PeopleSoft and click the Research tile on the homepage.

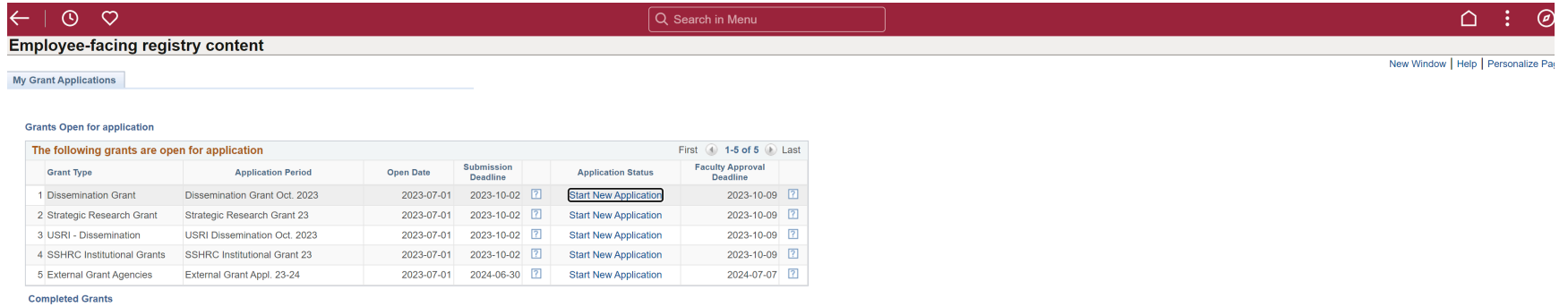


After clicking the Research tile, navigate to “My Grant Applications.” For some faculty, this location will default.



Within “My Grant Applications” you will see

1. A list of all open grant applications
2. The submission deadline and approval deadline for the type of grant
  - a. The submission deadline is the last day faculty can submit an application for that call
  - b. The approval deadline is the last day a Dean can approve a grant application for that call
3. Applications that are in progress, but have not been submitted, are saved here
4. A historical record of all grants you have applied for using the system underneath the “Completed Grants” header – for more information see page 14



The screenshot shows a web browser window with a dark red header. The page title is "Employee-facing registry content". Below the header, there is a navigation bar with "My Grant Applications" selected. The main content area is titled "Grants Open for application" and contains a table with the following data:

The following grants are open for application							First	1-5 of 5	Last
Grant Type	Application Period	Open Date	Submission Deadline		Application Status	Faculty Approval Deadline			
1 Dissemination Grant	Dissemination Grant Oct. 2023	2023-07-01	2023-10-02	[?]	Start New Application	2023-10-09	[?]		
2 Strategic Research Grant	Strategic Research Grant 23	2023-07-01	2023-10-02	[?]	Start New Application	2023-10-09	[?]		
3 USRI - Dissemination	USRI Dissemination Oct. 2023	2023-07-01	2023-10-02	[?]	Start New Application	2023-10-09	[?]		
4 SSHRC Institutional Grants	SSHRC Institutional Grant 23	2023-07-01	2023-10-02	[?]	Start New Application	2023-10-09	[?]		
5 External Grant Agencies	External Grant Appl. 23-24	2023-07-01	2024-06-30	[?]	Start New Application	2024-07-07	[?]		

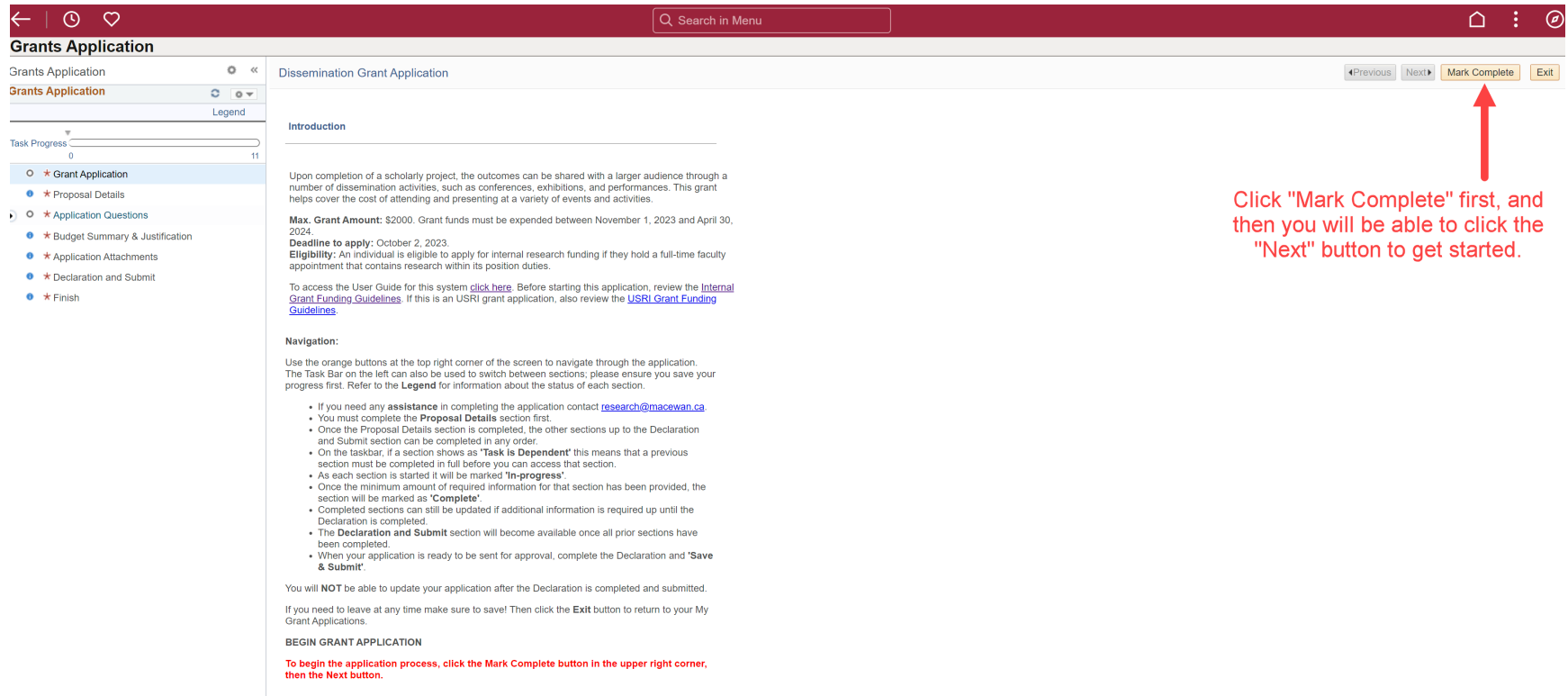
Below the table, there is a section for "Completed Grants".

To get started, click “Start New Application” for the grant you would like to apply for. This guide uses a Dissemination Grant as an example, but the other grant types are similar.

## Completing the Grant Application Form

### Getting Started and Proposal Details

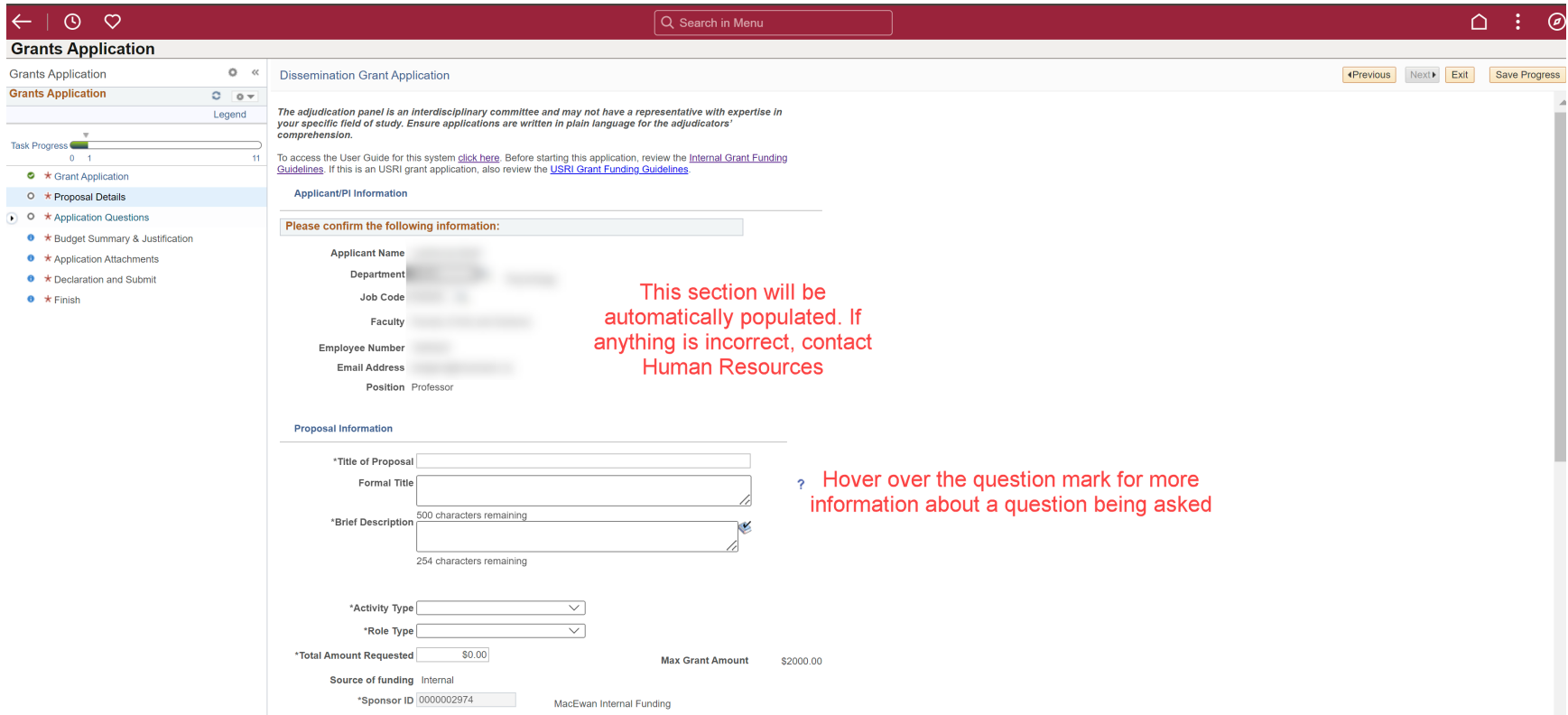
After clicking “Start New Application” the first page this will load has Introductory text about the grant, and information about navigating the system. To begin filling out the application, click the “Mark Complete” button. The page will quickly refresh and you will then be able to click the “Next” button.



The screenshot shows the 'Grants Application' interface. On the left is a task bar with a progress indicator at 0% and a list of sections: Grant Application, Proposal Details, Application Questions, Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main content area is titled 'Dissemination Grant Application' and contains an 'Introduction' section with text about dissemination activities, grant amount (\$2000), and deadline (October 2, 2023). At the top right of the main content area, there are four buttons: 'Previous', 'Next', 'Mark Complete', and 'Exit'. A red arrow points to the 'Mark Complete' button. Below the main content area, there is a 'Navigation' section with instructions on how to use the orange buttons and a 'BEGIN GRANT APPLICATION' section with a red instruction: 'To begin the application process, click the Mark Complete button in the upper right corner, then the Next button.'

Click "Mark Complete" first, and then you will be able to click the "Next" button to get started.

After clicking “Mark Complete” first, and then “Next,” the Proposal Details page will open. **This page must be completed in full** before you can move on to the rest of the application’s sections (viewable on the side bar on the left). You can now begin completing the form.



**Grants Application**

Dissemination Grant Application

Task Progress: 0 / 11

- Grant Application
- Proposal Details**
- Application Questions
- Budget Summary & Justification
- Application Attachments
- Declaration and Submit
- Finish

*The adjudication panel is an interdisciplinary committee and may not have a representative with expertise in your specific field of study. Ensure applications are written in plain language for the adjudicators' comprehension.*

To access the User Guide for this system [click here](#). Before starting this application, review the [Internal Grant Funding Guidelines](#). If this is an USRI grant application, also review the [USRI Grant Funding Guidelines](#).

**Applicant/PI Information**

Please confirm the following information:

Applicant Name  
 Department  
 Job Code  
 Faculty  
 Employee Number  
 Email Address  
 Position Professor

**Proposal Information**

\*Title of Proposal  
 Formal Title  
 \*Brief Description (500 characters remaining / 254 characters remaining)  
 \*Activity Type  
 \*Role Type  
 \*Total Amount Requested \$0.00 Max Grant Amount \$2000.00  
 Source of funding Internal  
 \*Sponsor ID 0000002974 MacEwan Internal Funding

**Annotations:**

- This section will be automatically populated. If anything is incorrect, contact Human Resources
- ? Hover over the question mark for more information about a question being asked

If you have received multiple grants in the last two years, they can be entered here.

\*Have you received an internal grant from the Office of Research Services in the last two years? Do not include awards/grants that were provided by your Faculty/School.

If yes provide details below

	*Proposal Type	*Year		
1	Dissemination Grant	2022	+	-
2	Community Engaged Schlsp Gra	2023	+	-

Use + to add a line  
Use - to remove a line

Applicants who have not submitted a final report for previously completed internal grants are not eligible to apply for new internal funding. If the final report is not submitted by the application deadline of the new funding opportunity, the application will be denied.

For any relevant certifications or approvals, complete the following table. You must answer yes or no in the first column. If you answer “yes” to any of the certificates/approvals, you must choose an approval status. You will still be able to submit your application regardless of the approval status. If you have already received approval from the REB or the AREB, enter the appropriate certificate number and expiration date. You will be able to provide REB/AREB certificate(s) as an attachment later on in the application process.

Please provide information about any required approvals / certificates for your proposal. For Dissemination and USRI Dissemination applications indicate if the project being presented has relevant ethics approvals. If you are unsure select 'Yes'. Provide Certificate Numbers and Expiration dates if available.

If your proposal **does not** require Animal Ethics Review or Human Ethics Review, visit [macewan.ca/hse](http://macewan.ca/hse) for information about required hazard assessments.

	Type of Certificate/Approval	*Required	Approval Status	Certificate Number	Expiration Dt
1	Animal Ethics Review	Yes	Have App		
2	Human Ethics Review	Yes	Approved	100100	2024-09-01

Note: You will be able to include any supporting documents as attachments within the "Application Attachments" section of the application.

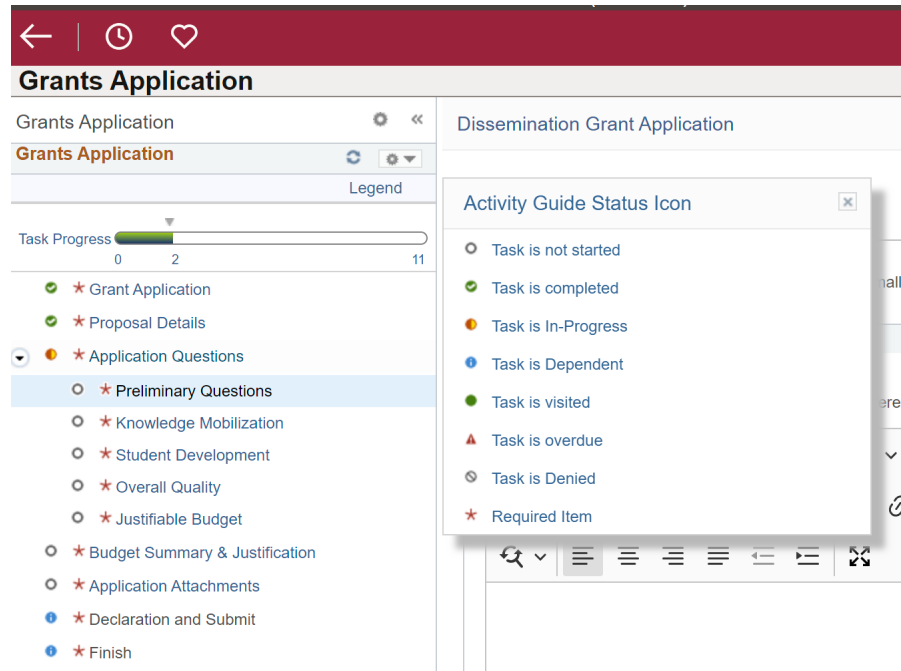
The questions asked on the Proposal Details page will be very similar for the various grant types available. Once this page has been completed and saved, click “Next” to move on to the other parts of the application. If you did not complete a required question, you will be prompted to do so.

After saving, you can leave the application and return to it later but be sure to submit your application by the Submission Deadline.

**Any applications that have not been submitted once the Submission Deadline has passed cannot be retrieved.**

**Application Legend**

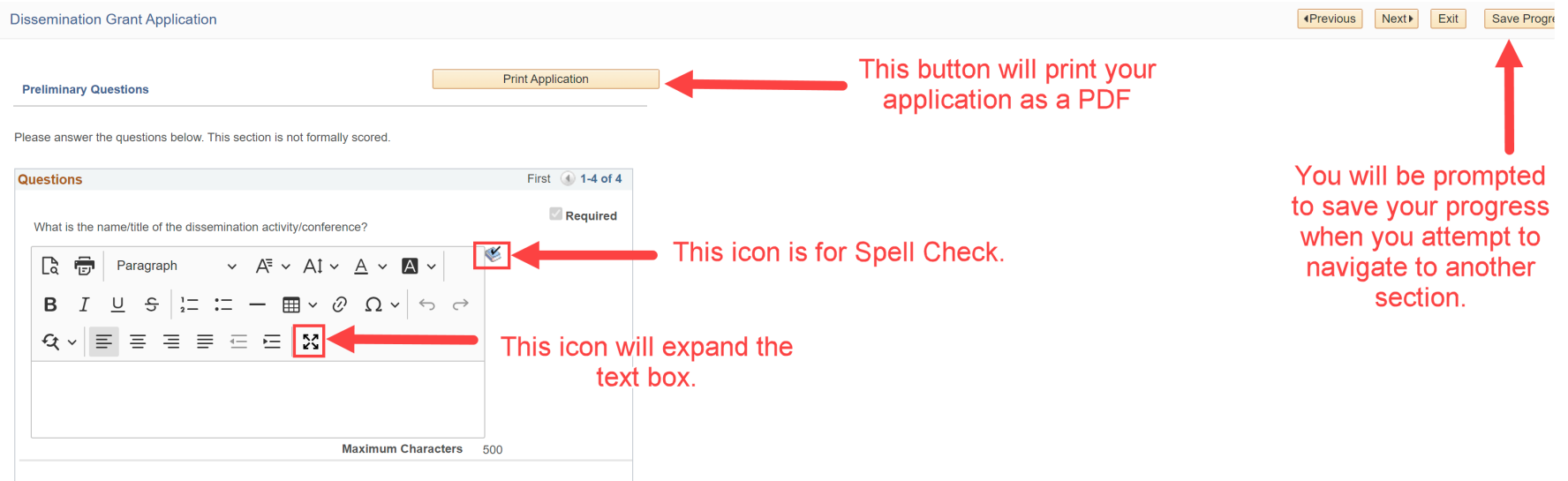
Refer to the legend for the status of each section. Once all tasks are completed, with the green check mark icon showing beside them, the application can be submitted. Tasks that are dependent require other sections to be completed before they can be accessed.



The screenshot displays the 'Grants Application' interface. On the left, a task list is shown with various icons indicating their status. A 'Task Progress' bar is visible at the top of the list, showing a progress of 2 out of 11 tasks. The legend on the right, titled 'Activity Guide Status Icon', provides the following key:

- Task is not started
- Task is completed
- Task is In-Progress
- Task is Dependent
- Task is visited
- Task is overdue
- Task is Denied
- Required Item

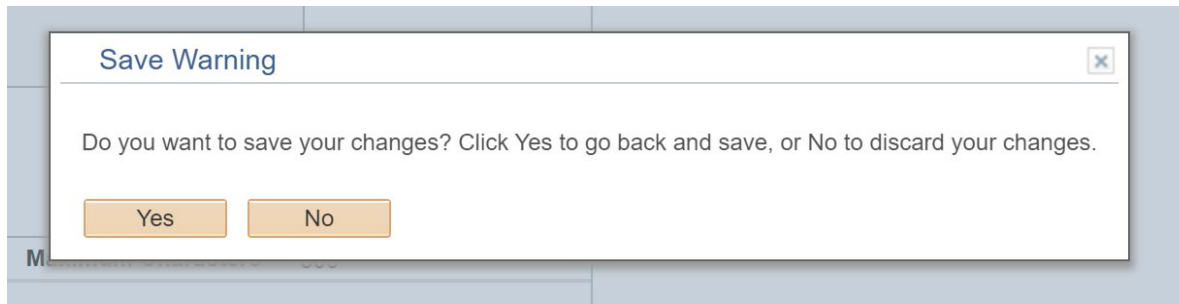
### Tips for Answering Questions



The screenshot shows the 'Dissemination Grant Application' interface. At the top right, there are navigation buttons: 'Previous', 'Next', 'Exit', and 'Save Progress'. A red arrow points to the 'Print Application' button with the text: 'This button will print your application as a PDF'. Below this, a red arrow points to a spell check icon (a blue checkmark) in the text editor toolbar with the text: 'This icon is for Spell Check.' Another red arrow points to an expand/collapse icon (two arrows pointing outwards) in the same toolbar with the text: 'This icon will expand the text box.' At the top right of the interface, a red arrow points to the 'Save Progress' button with the text: 'You will be prompted to save your progress when you attempt to navigate to another section.'

Important – **do not include screenshots within the answer boxes.** Include these as attachments within the “Application Attachments” section of the application.

If you try to navigate away from a section without saving your progress, this box will pop up. **Read it carefully** because if you click “No” your changes will be removed. If you click “Yes” the changes will remain, but you still have to click the “Save Progress” button at the top.





## Completing the Budget

The budget summary section allows you to itemize your proposal's budget

← 🕒 ❤️ 🏠 ⋮ 🔄

🔍 Search in Menu

**Grants Application**

Grants Application

Grants Application

Legend

Task Progress  0 2 11

- ✔️ \* Grant Application
- ✔️ \* Proposal Details
- 🔴 \* Application Questions
- \* Preliminary Questions
- \* Knowledge Mobilization
- \* Student Development
- \* Overall Quality
- \* Justifiable Budget
- \* Budget Summary & Justification
- \* Application Attachments
- 🔵 \* Declaration and Submit
- 🔴 \* Finish

Dissemination Grant Application ◀ Previous Next ▶ Exit Save Progress

Print Application

Review [university guidelines and policies](#) regarding eligible expenditures. In particular, be sure to review "Responsible Conduct of Research and Creative Activity."

Provide a detailed description of all costs to be incurred for this activity. Include costs to be covered by other sources.

Travel must be directly related to the activity. Estimate additional costs of taxes, booking fees and price fluctuations (up to 10%). Consult [expense@macewan.ca](mailto:expense@macewan.ca) for current per diem rates for domestic and international travel.

Itemize ALL sources of funding (internal and external) that has been awarded or will be sought for this activity. Activity costs being borne by other internal/external funders should be listed in the rationale section but may be grouped together in this table. Attach letters of confirmation of support from other sources in the "Application Attachments" section.

**Budget Summary**

**Proposal Budget Details** First 1-3 of 3 Last

*Budget Category	*Description	*Cost (\$CAD)	Add Attachment	
1 Fees (excl. P)	Conference fees	\$200.00	Add Attachment	+ -
2 Travel - Accom	Hotel	\$1000.00	Add Attachment	+ -
3 Travel - Airfar	Flight	\$800.00	Add Attachment	+ -

Note: Include Any Supporting documents as attachments

**Other Sources of Funding (Describe in Justification)** First 1 of 1 Last

*Description	Confirmed	*Amount (\$)	
1	<input type="checkbox"/>	\$0.00	+ -

**Total of Proposal Budget** \$2000.00

**Total of Confirmed Other Sources of Funding** \$0.00

**\*Total Amount Requested** \$2000.00

**Shortfall** \$0.00

Use the + / - boxes to add or remove lines.

Budget attachments can be added here, or included in the "Application Attachments" section

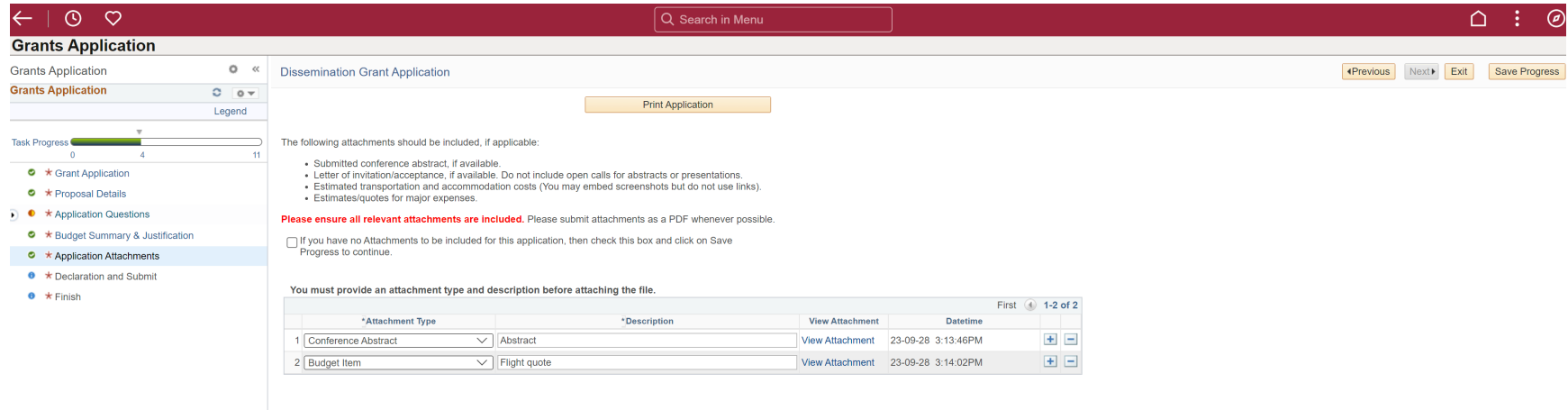
Other sources of funding can be added here.

This section will calculate automatically based on what is entered above.

### Uploading Attachments

In the “Application Attachments” section, you can upload as many lines of attachments as you need. For some application types you will also see a list of Attachment Types that must be uploaded so that this section to be marked as “Complete.”

You **must enter a description** before the system will allow you to upload the attachment.



The screenshot shows a web application interface for 'Grants Application'. The main content area is titled 'Dissemination Grant Application'. On the left, there is a navigation menu with a 'Legend' section and a 'Task Progress' bar. The 'Application Attachments' section is highlighted in the menu. The main content area contains a 'Print Application' button and a list of required attachments. Below this, there is a table of uploaded attachments with columns for Attachment Type, Description, View Attachment, and Datetime.

The following attachments should be included, if applicable:

- Submitted conference abstract, if available.
- Letter of invitation/acceptance, if available. Do not include open calls for abstracts or presentations.
- Estimated transportation and accommodation costs (You may embed screenshots but do not use links).
- Estimates/quotes for major expenses.

**Please ensure all relevant attachments are included.** Please submit attachments as a PDF whenever possible.

If you have no Attachments to be included for this application, then check this box and click on Save Progress to continue.

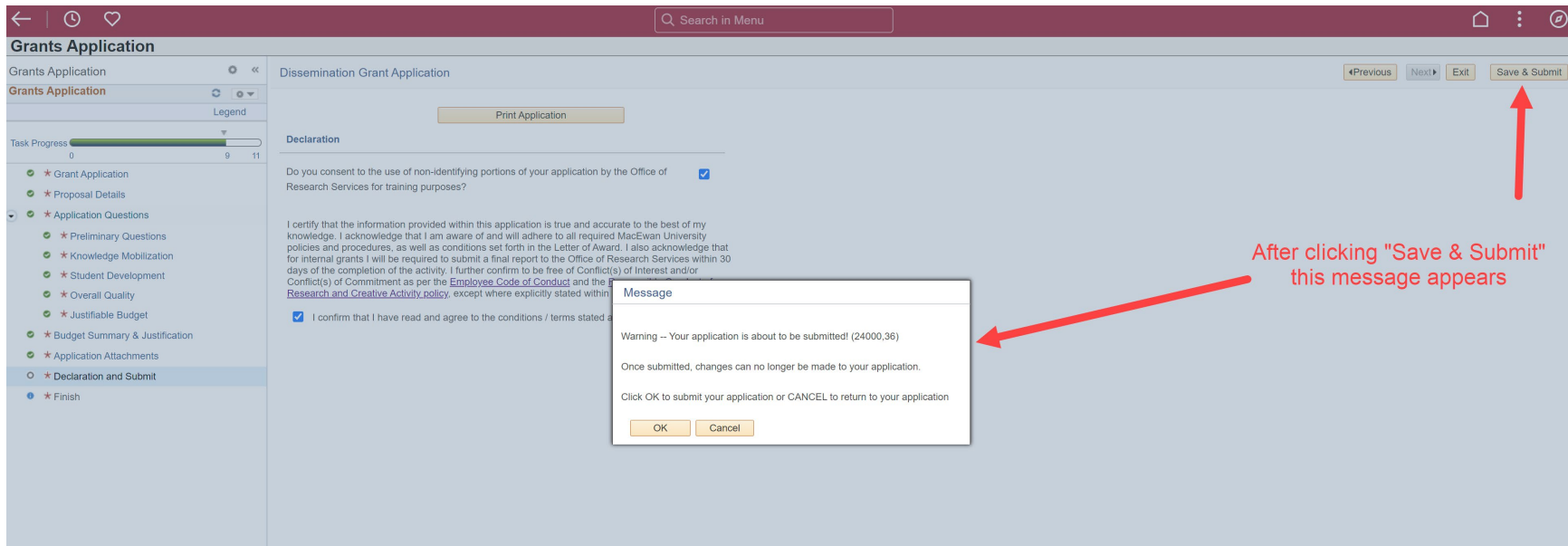
You must provide an attachment type and description before attaching the file.

	*Attachment Type	*Description	View Attachment	Datetime	
1	Conference Abstract	Abstract	View Attachment	23-09-28 3:13:46PM	+ -
2	Budget Item	Flight quote	View Attachment	23-09-28 3:14:02PM	+ -

## Submitting the Application

Once all sections are completed, you will be able to submit the application. If you cannot access the declaration page, that means at least one section is still marked as “In Progress” because something is missing. Refer to the legend to see where the missing information is.

After you tick the box beside “I confirm that I have read and agree to the conditions/terms stated above” and then click on “Save and Submit” at the top, this message will pop up. **Read the message carefully!**

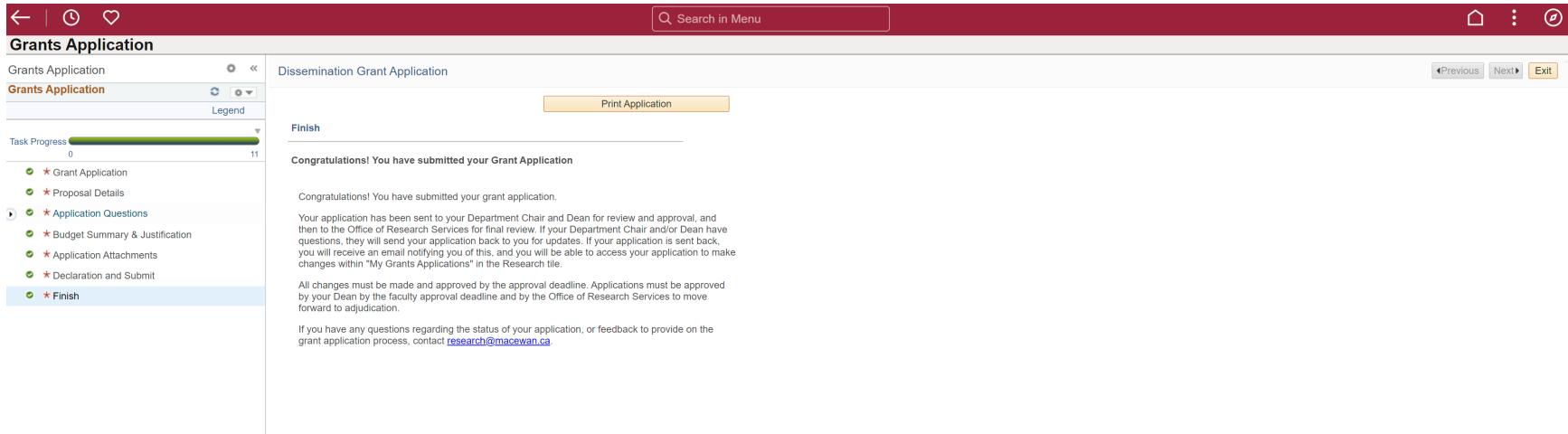


The screenshot shows the 'Grants Application' interface. On the left is a navigation menu with sections like 'Grant Application', 'Proposal Details', 'Application Questions', 'Preliminary Questions', 'Knowledge Mobilization', 'Student Development', 'Overall Quality', 'Justifiable Budget', 'Budget Summary & Justification', 'Application Attachments', 'Declaration and Submit', and 'Finish'. The main area is titled 'Dissemination Grant Application' and contains a 'Declaration' section with a checkbox for consent and a confirmation statement. A 'Print Application' button is visible. At the top right, there are navigation buttons: '<Previous', 'Next>', 'Exit', and 'Save & Submit'. A red arrow points to the 'Save & Submit' button. A modal message box is open, displaying a warning: 'Warning -- Your application is about to be submitted! (24000,36). Once submitted, changes can no longer be made to your application. Click OK to submit your application or CANCEL to return to your application.' The modal has 'OK' and 'Cancel' buttons. A red arrow points from the text 'After clicking "Save & Submit" this message appears' to the modal message box.

By clicking “OK” your application will be submitted to your Dean and Chair for review and approval. **You cannot reverse this action.**

By clicking “cancel” you will return to the declaration page, and you can still edit any part of your application.

This page indicates that your application has been submitted. Your Dean and Chair will receive an email notifying them that your application is ready for review.



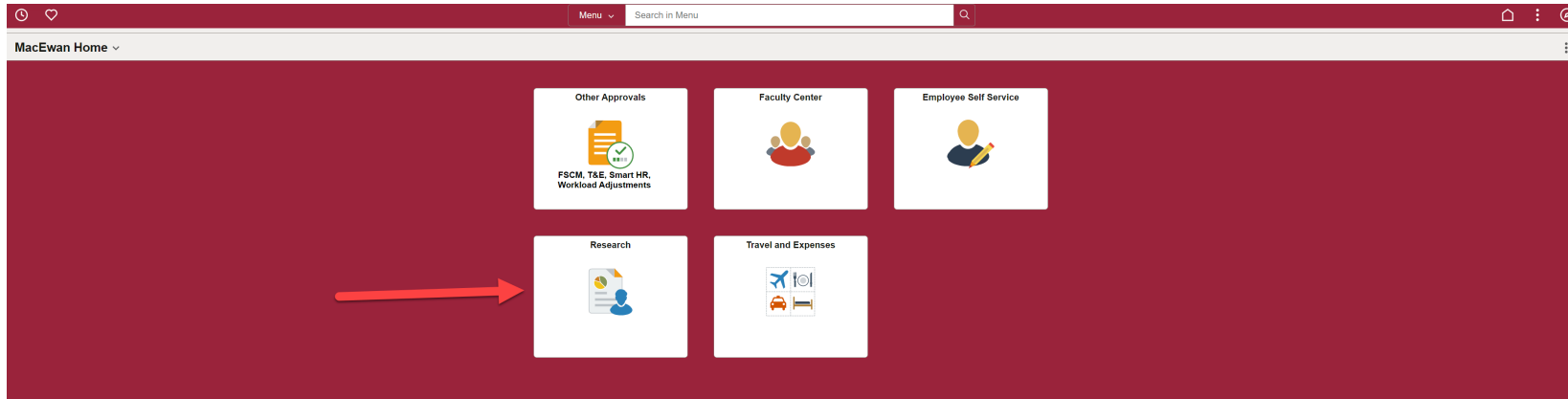
The screenshot shows a web application interface for 'Grants Application'. The main content area is titled 'Dissemination Grant Application' and features a yellow 'Print Application' button. Below this, a 'Finish' section contains a congratulatory message: 'Congratulations! You have submitted your Grant Application.' The message explains that the application has been sent to the Department Chair and Dean for review and approval, and then to the Office of Research Services for final review. It also provides instructions on how to handle feedback and how to contact the Office of Research Services for questions. On the left side, a 'Task Progress' bar shows a list of steps: Grant Application, Proposal Details, Application Questions, Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The 'Finish' step is currently selected and highlighted in blue.

The Dean and your Chair (if required by the Dean) will either approve your application or send it back to you. If they send it back, you will be able to make edits and re-submit, up until the specified approval deadline.

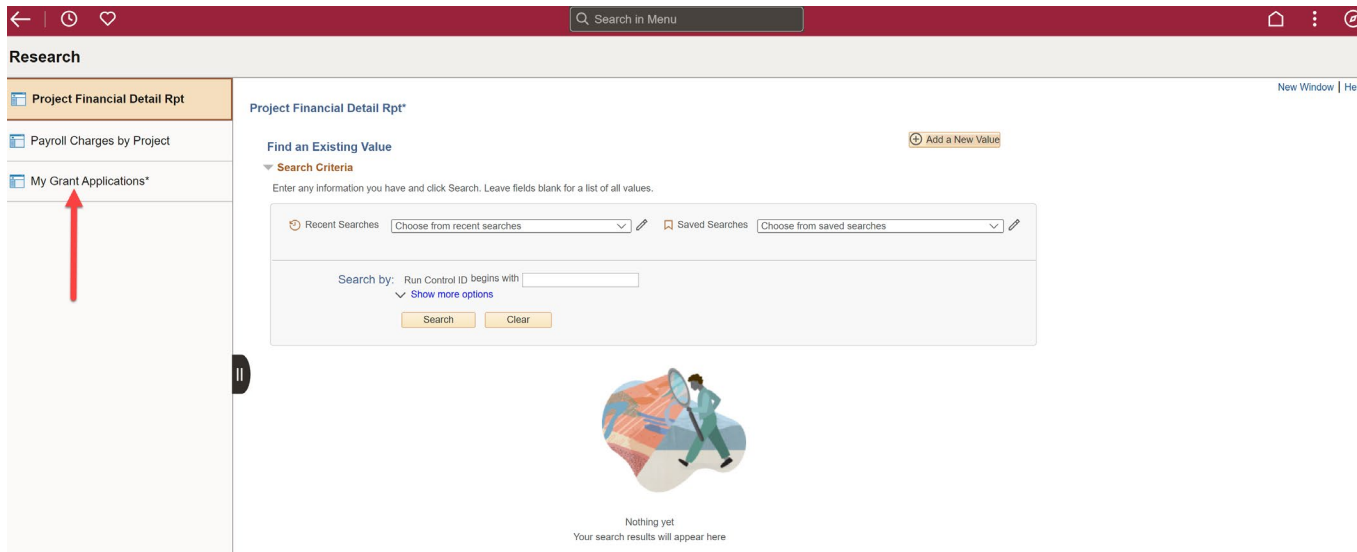
After the Dean has approved your application, it will be reviewed by the Office of Research Services' Research Grants and Development Officer. If all is in order, they will mark the application as "Accepted by ORS" and your application will move on to adjudication.

## Application Statuses and History of Completed Grants

Return to your homepage and click the “Research” tile.



Navigate back to “My Grant Applications”



My Grant Applications


Grants Open for application

The following grants are open for application First 1-5 of 5 Last

Grant Type	Application Period	Open Date	Submission Deadline	Application Status	Faculty Approval Deadline
1 Dissemination Grant	Dissemination Grant Oct. 2023	2023-07-01	2023-10-02	Complete	2023-10-09
2 Strategic Research Grant	Strategic Research Grant 23	2023-07-01	2023-10-02	<a href="#">Start New Application</a>	2023-10-09
3 USRI - Dissemination	USRI Dissemination Oct. 2023	2023-07-01	2023-10-02	<a href="#">Start New Application</a>	2023-10-09
4 SSHRC Institutional Grants	SSHRC Institutional Grant 23	2023-07-01	2023-10-02	<a href="#">Start New Application</a>	2023-10-09
5 External Grant Agencies	External Grant Appl. 23-24	2023-07-01	2024-06-30	<a href="#">Start New Application</a>	2024-07-07

Completed Grants

Proposal Type	Activity Type	Submission Date	Proposal Status	Withdraw Application	Faculty Approval Deadline	Total Proposal Amount	View Application	Title	Proposal ID
1 Dissemination Grant	Installation	2023-09-28	<a href="#">Pending Approval</a>	<a href="#">Click to Withdraw</a>	2023-10-09	2000.00	<a href="#">View Application</a>	Test Application for User Guide	RES0001054

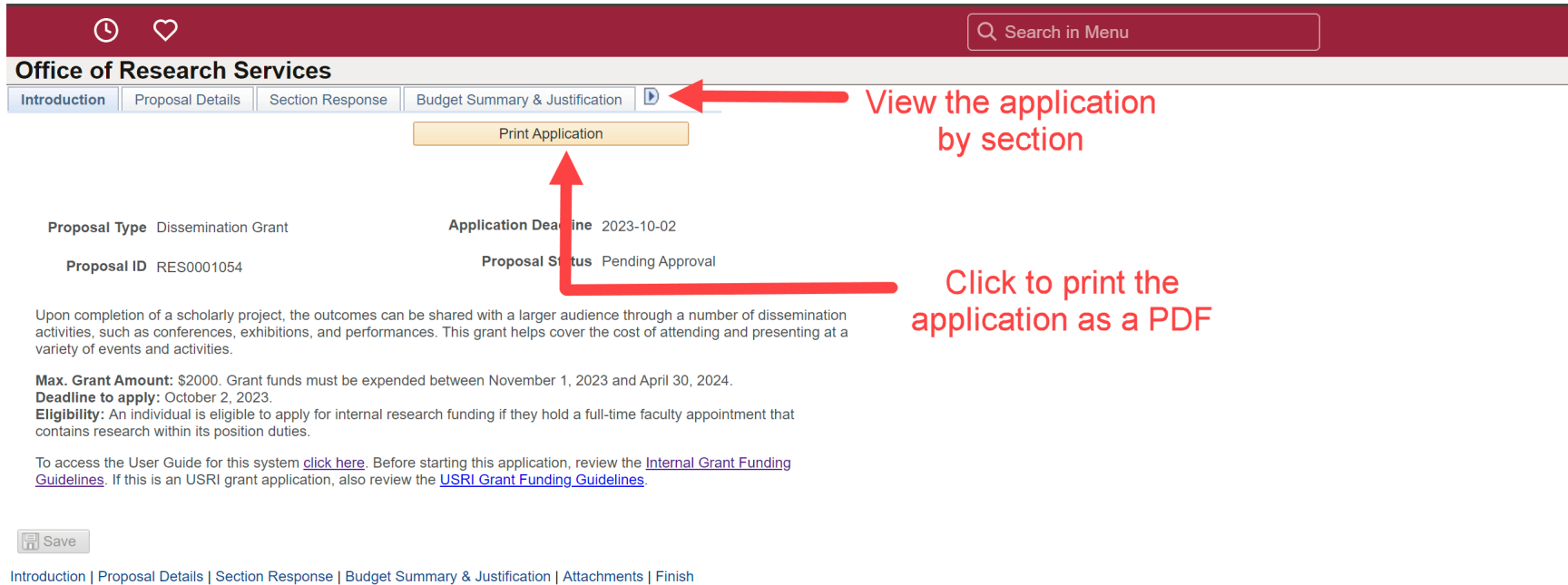
 Check your application's approval status  
 Withdraw application  
 View application and print application as a pdf

### Proposal Statuses

- Pending Approval: The Dean or Research Grants Development Officer has not yet approved your application. Click the link to find out the exact approval status.
- Sent Back: The Dean or your Chair has requested changes to your proposal. Comments, if made, can be found within the hyperlink.
- Accepted by ORS: The proposal will be moving forward to adjudication
- Submitted, then Awarded: Your proposal was funded as a result of adjudication
- Not Funded: Your proposal was not selected for funding as a result of adjudication

## Viewing Submitted Applications

By clicking “View Application” you can click through each of the sections to see what you submitted. If you want to see all of the application at once, and save your application elsewhere, click the “Print Application” button. **You must allow pop ups to view!**



The screenshot shows the 'Office of Research Services' application review interface. At the top, there is a search bar and navigation icons. Below the header, a breadcrumb trail shows 'Introduction | Proposal Details | Section Response | Budget Summary & Justification'. A red arrow points to the 'Budget Summary & Justification' section, with the text 'View the application by section'. Below the breadcrumb, a 'Print Application' button is highlighted with a red arrow and the text 'Click to print the application as a PDF'. The main content area displays application details: 'Proposal Type: Dissemination Grant', 'Application Deadline: 2023-10-02', 'Proposal ID: RES0001054', and 'Proposal Status: Pending Approval'. Below this, there is a paragraph of text about dissemination activities, followed by 'Max. Grant Amount: \$2000', 'Deadline to apply: October 2, 2023', and 'Eligibility' information. At the bottom, there is a 'Save' button and a breadcrumb trail: 'Introduction | Proposal Details | Section Response | Budget Summary & Justification | Attachments | Finish'.

## Resubmitting Sent Back Applications

If your application has been sent back to you by an approver, you will automatically receive an email informing you of this. Either click the link in the email, or access your application via the Research tile.

Reply Reply All Forward

Thu 2018-10-18 1:52 PM



Proposal ID RES0000051 Requires Action as it has been Sent Back by an Approver

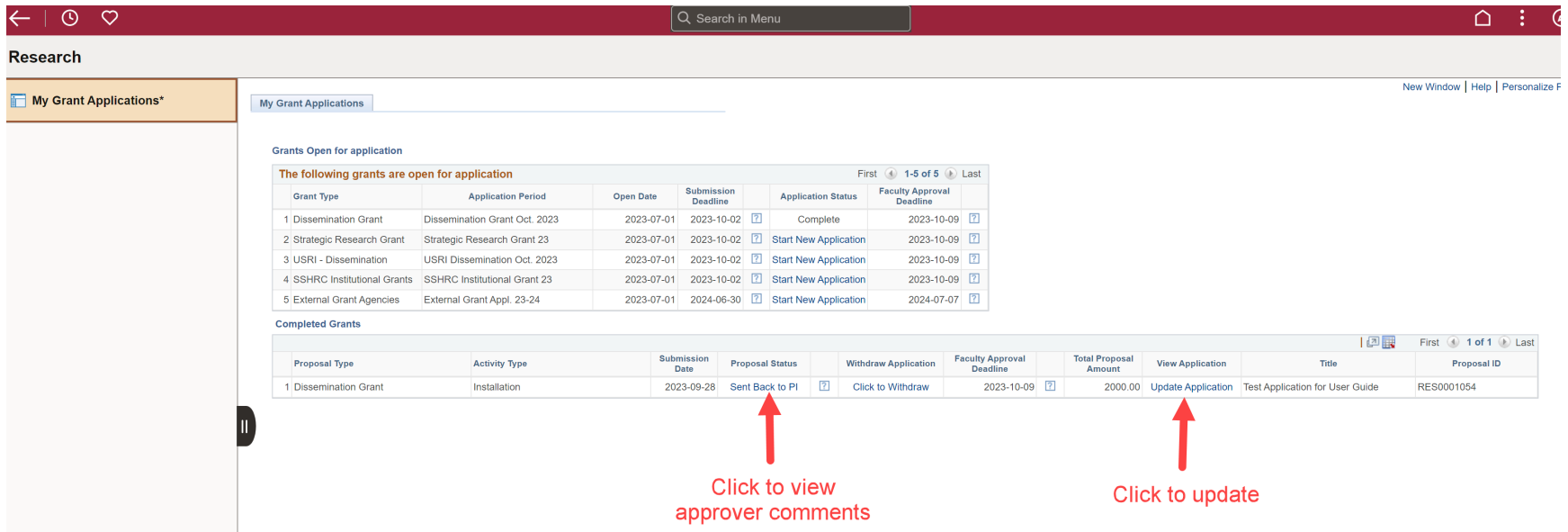
To

Proposal ID RES0000051, V101 requires review and updates as it has been sent back by an Approver.

Please see the comments available within the My Grants Application page for Proposal ID RES0000051 for more information.

[https://uatcs2.psuat.macewan.ca/psp/uatcs2/EMPLOYEE/ERP/c/ZGM\\_MENU.ZGM\\_MYGRANT\\_APPL.GBL?Page=ZGMS\\_MYGRANT\\_APPL&Action=U](https://uatcs2.psuat.macewan.ca/psp/uatcs2/EMPLOYEE/ERP/c/ZGM_MENU.ZGM_MYGRANT_APPL.GBL?Page=ZGMS_MYGRANT_APPL&Action=U)

When viewing your completed grant applications, you will see the status “Sent Back to PI.” When clicking the hyperlink, you will see who sent the application back, the date and time of send back, and if they sent any comments. Clicking “Update Application” allows you to update and resubmit your application.



Research

My Grant Applications\*

My Grant Applications

Grants Open for application

The following grants are open for application

Grant Type	Application Period	Open Date	Submission Deadline	Application Status	Faculty Approval Deadline
1 Dissemination Grant	Dissemination Grant Oct. 2023	2023-07-01	2023-10-02	Complete	2023-10-09
2 Strategic Research Grant	Strategic Research Grant 23	2023-07-01	2023-10-02	Start New Application	2023-10-09
3 USRI - Dissemination	USRI Dissemination Oct. 2023	2023-07-01	2023-10-02	Start New Application	2023-10-09
4 SSHRC Institutional Grants	SSHRC Institutional Grant 23	2023-07-01	2023-10-02	Start New Application	2023-10-09
5 External Grant Agencies	External Grant Appl. 23-24	2023-07-01	2024-06-30	Start New Application	2024-07-07

Completed Grants

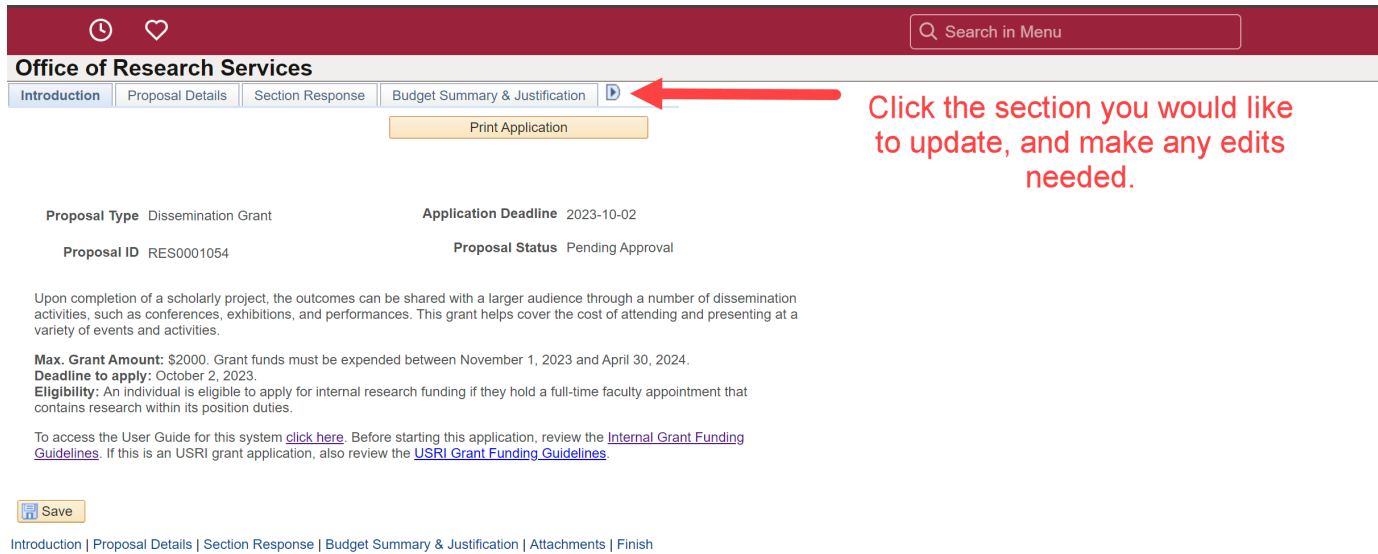
Proposal Type	Activity Type	Submission Date	Proposal Status	Withdraw Application	Faculty Approval Deadline	Total Proposal Amount	View Application	Title	Proposal ID
1 Dissemination Grant	Installation	2023-09-28	Sent Back to PI	Click to Withdraw	2023-10-09	2000.00	Update Application	Test Application for User Guide	RES0001054

Click to view approver comments

Click to update



After clicking “Update Application” you are brought back into the application.



Office of Research Services

Introduction | Proposal Details | Section Response | Budget Summary & Justification | **B**

Print Application

Proposal Type: Dissemination Grant      Application Deadline: 2023-10-02

Proposal ID: RES0001054      Proposal Status: Pending Approval

Upon completion of a scholarly project, the outcomes can be shared with a larger audience through a number of dissemination activities, such as conferences, exhibitions, and performances. This grant helps cover the cost of attending and presenting at a variety of events and activities.

**Max. Grant Amount:** \$2000. Grant funds must be expended between November 1, 2023 and April 30, 2024.  
**Deadline to apply:** October 2, 2023.  
**Eligibility:** An individual is eligible to apply for internal research funding if they hold a full-time faculty appointment that contains research within its position duties.

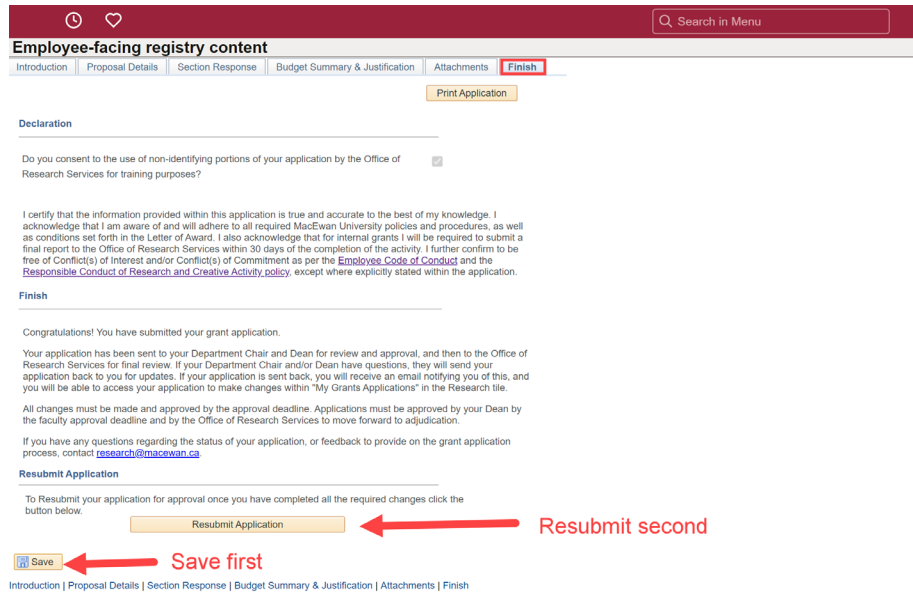
To access the User Guide for this system [click here](#). Before starting this application, review the [Internal Grant Funding Guidelines](#). If this is an USRI grant application, also review the [USRI Grant Funding Guidelines](#).

Save

Introduction | Proposal Details | Section Response | Budget Summary & Justification | Attachments | Finish

Click the section you would like to update, and make any edits needed.

To resubmit, save your changes and navigate to the “Finish” section, where the resubmit button can be found.



**Employee-facing registry content**

Introduction | Proposal Details | Section Response | Budget Summary & Justification | Attachments | **Finish**

Print Application

**Declaration**

Do you consent to the use of non-identifying portions of your application by the Office of Research Services for training purposes?

I certify that the information provided within this application is true and accurate to the best of my knowledge. I acknowledge that I am aware of and will adhere to all required MacEwan University policies and procedures, as well as conditions set forth in the Letter of Award. I also acknowledge that for internal grants I will be required to submit a final report to the Office of Research Services within 30 days of the completion of the activity. I further confirm to be free of Conflict(s) of Interest and/or Conflict(s) of Commitment as per the [Employee Code of Conduct](#) and the [Responsible Conduct of Research and Creative Activity policy](#), except where explicitly stated within the application.

**Finish**

Congratulations! You have submitted your grant application.

Your application has been sent to your Department Chair and Dean for review and approval, and then to the Office of Research Services for final review. If your Department Chair and/or Dean have questions, they will send your application back to you for updates. If your application is sent back, you will receive an email notifying you of this, and you will be able to access your application to make changes within "My Grants Applications" in the Research tile.

All changes must be made and approved by the approval deadline. Applications must be approved by your Dean by the faculty approval deadline and by the Office of Research Services to move forward to adjudication.

If you have any questions regarding the status of your application, or feedback to provide on the grant application process, contact [research@macewan.ca](mailto:research@macewan.ca)

**Resubmit Application**

To Resubmit your application for approval once you have completed all the required changes click the button below.

Resubmit Application

Save

Save first

Resubmit second

Introduction | Proposal Details | Section Response | Budget Summary & Justification | Attachments | Finish

## Questions or Feedback

If you have any questions, or if you would like to provide feedback on the Online Grant Application System, contact [research@macewan.ca](mailto:research@macewan.ca)