## Online Grant Application System
### User Guide – External Grant Applications

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Accessing the Online Grant Application System

Log in to PeopleSoft and click on the “Research” tile on the homepage.

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

1. A list of all open grant application types.
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. The call for external grant applications is open on a yearly basis.
   b. The approval deadline is the last day a Dean can approve a grant application for that call. The approval deadline is set on a yearly basis for external grants, so be sure to keep in mind agency deadlines when submitting an external grant application for approval. Ensure to allow two weeks for all necessary internal approvals to be received.

To get started, click “Start New Application” for “External Grant Agencies”.
Completing the Grant Application Form

Getting Started and Proposal Details

After clicking “Start New Application”, you will be taken to the application itself. The first page contains introductory text about the grant, and information about navigating the system. To begin filling out the application, click the “Mark Complete” button in the top right corner of the screen. The page will quickly refresh and you will then be able to click the “Next” button in the same area.

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

- This section will be populated automatically. If you notice anything that is incorrect, contact Human Resources.
- Hover over the question mark for more information about a question.
- Select the External Grant Agency by clicking the magnifying glass. If the agency is not listed, contact the ORS.
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 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.

Once this page has been completed and saved, click “Next” to move on to the other parts of the application. You may now navigate to any section of the application in any order.

After saving, you can leave the application and return to it later.
Completing the Budget

Enter the TOTAL amount being applied for as one line, category "Other"

Other confirmed or unconfirmed sources of funding can be entered here.

This section will calculate automatically. The total amount requested can be adjusted here if needed.
Uploading Attachments

In the “Application Attachments” section, you can upload as many lines of attachments as you need. For the application to be submitted, you must attach your external funding application using the category “Application to Funder.” This can be as one line, or as multiple lines. Be sure to include all relevant attachments here.

Note: You must enter a description of the attachment before the system will allow you to upload the document.
Submitting the Application

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

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 be returned to the declaration page, and you can still edit any part of your application.
This page indicates that your application has been submitted successfully. Your Dean and Chair will receive an email notifying them that your application is ready for review.

After submission, 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 changes and re-submit.

After the Dean has approved your application, it will be reviewed by the Office of Research Services. Once institutional approval has been granted, the proposal status will be updated to “Accepted by ORS.” Your application may then be submitted to the external agency. Each external agency will have a specific application procedure so consult with the Office of Research Services to ensure that your submission is processed correctly.

Important! Be sure to allow adequate time for all required institutional approvals. The MacEwan institutional deadline for funding approvals is two weeks BEFORE the external agency deadline.

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