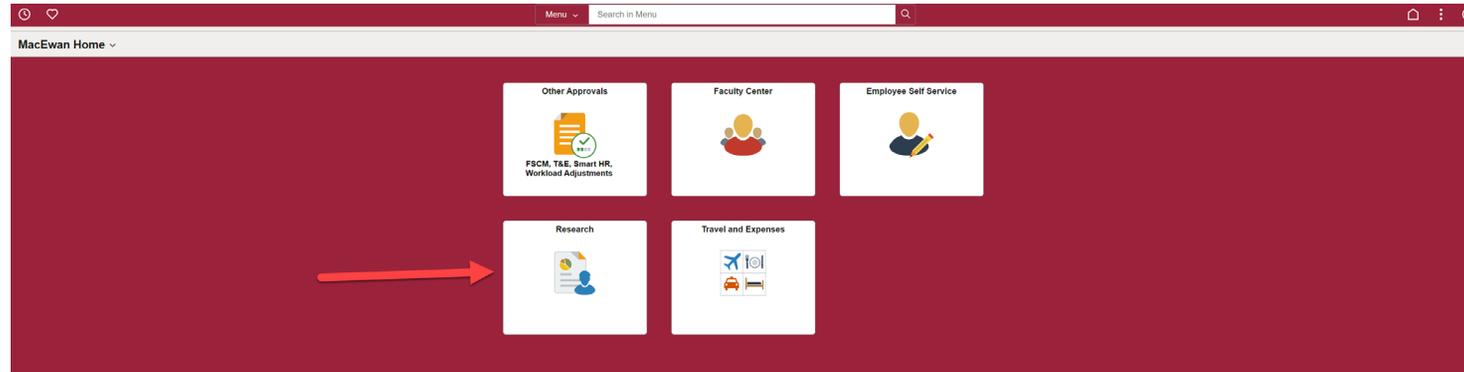


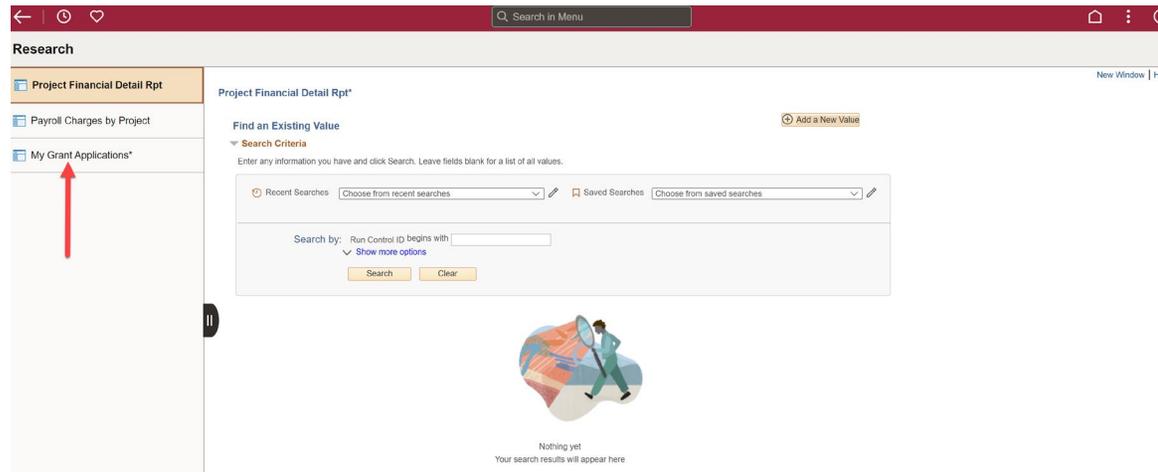
Online Grant Application System – USRI/USRA Grants

- Students complete the application form found on the “Student Research” section of MacEwan.ca/Research
- Faculty mentors upload the student’s application to PeopleSoft following the steps in this guide.

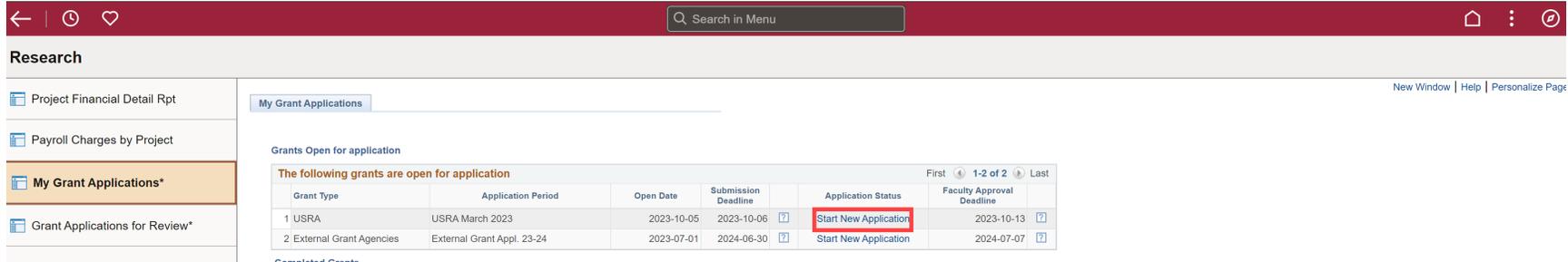
Sign in to PeopleSoft and click the “Research” Tile



Click “My Grant Applications”



On “My Grant Applications” all available grants will be listed. Click “Start New Application” link for the student grant you will be entering.



Research

Project Financial Detail Rpt
Payroll Charges by Project
My Grant Applications*
Grant Applications for Review*

My Grant Applications

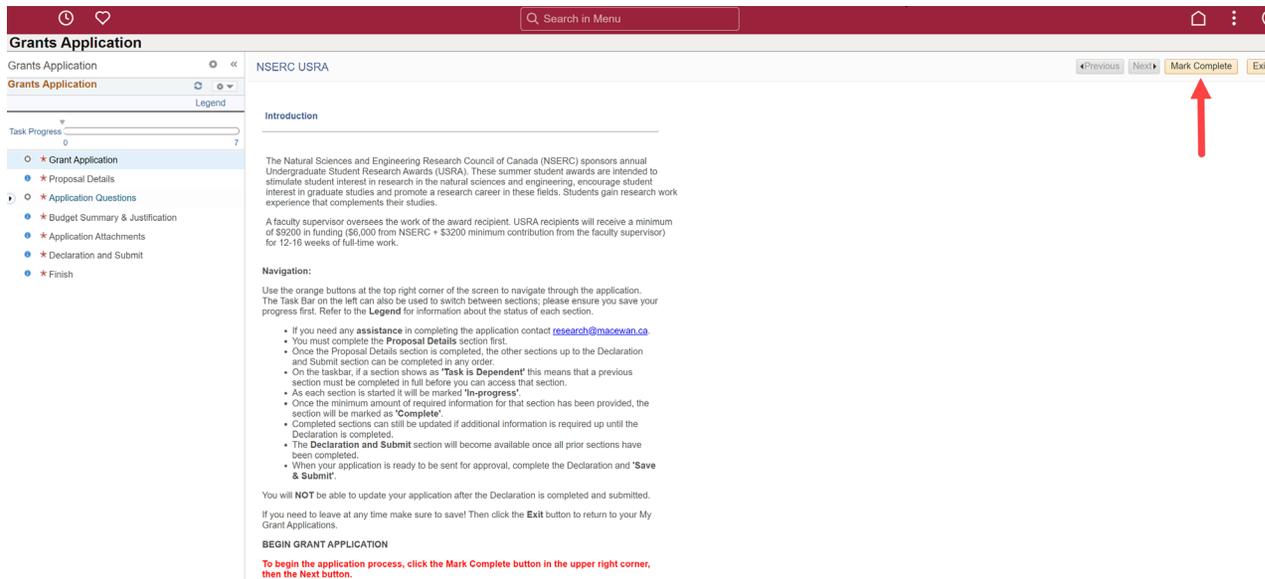
Grants Open for application

The following grants are open for application

Grant Type	Application Period	Open Date	Submission Deadline	Application Status	Faculty Approval Deadline
1 USRA	USRA March 2023	2023-10-05	2023-10-06	Start New Application	2023-10-13
2 External Grant Agencies	External Grant Appl. 23-24	2023-07-01	2024-06-30	Start New Application	2024-07-07

Completed Grants

The first page of the grant application displays overarching information about the grant, and information about how to navigate the application in PeopleSoft. After reading through this text, click the “Mark Complete” button at the top. Once you click “Mark Complete” the page will refresh and you can click “Next” to get started.



Grants Application

Grants Application NSERC USRA

Grants Application Legend

Task Progress 0/7

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

Introduction

The Natural Sciences and Engineering Research Council of Canada (NSERC) sponsors annual Undergraduate Student Research Awards (USRA). These summer student awards are intended to stimulate student interest in research in the natural sciences and engineering, encourage student interest in graduate studies and promote a research career in these fields. Students gain research work experience that complements their studies.

A faculty supervisor oversees the work of the award recipient. USRA recipients will receive a minimum of \$9200 in funding (\$6,000 from NSERC + \$3200 minimum contribution from the faculty supervisor) for 12-16 weeks of full-time work.

Navigation:

Use the orange buttons at the top right corner of the screen to navigate through the application. The Task Bar on the left can also be used to switch between sections; please ensure you save your progress first. Refer to the Legend for information about the status of each section.

- If you need any assistance in completing the application contact research@macewan.ca.
- You must complete the Proposal Details section first.
- Once the Proposal Details section is completed, the other sections up to the Declaration and Submit section can be completed in any order.
- On the taskbar, if a section shows as "Task is Dependent" this means that a previous section must be completed in full before you can access that section.
- As each section is started it will be marked "In-progress".
- Once the minimum amount of required information for that section has been provided, the section will be marked as "Complete".
- Completed sections can still be updated if additional information is required up until the Declaration is completed.
- The Declaration and Submit section will become available once all prior sections have been completed.
- When your application is ready to be sent for approval, complete the Declaration and Save & Submit.

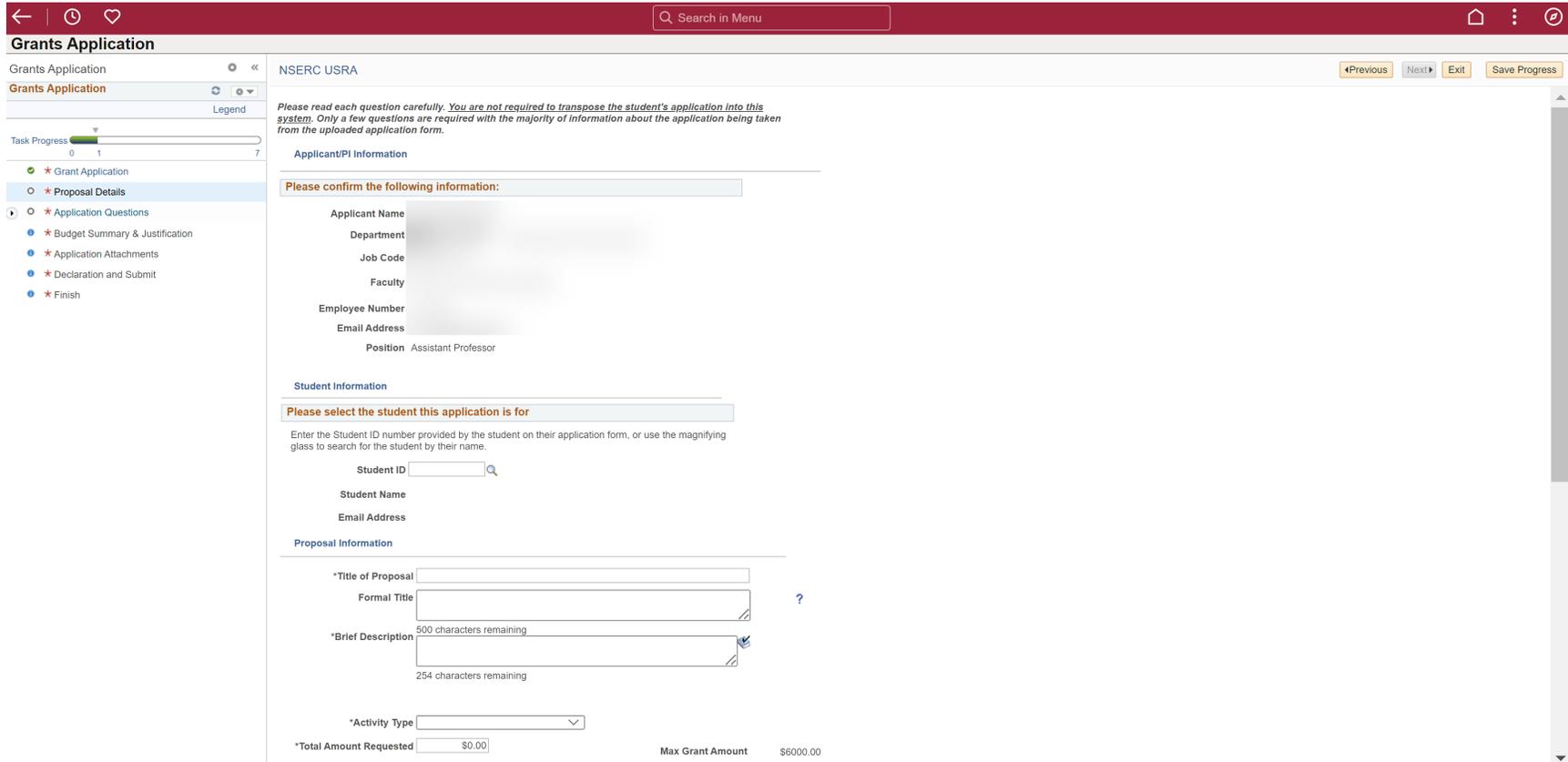
You will NOT be able to update your application after the Declaration is completed and submitted. If you need to leave at any time make sure to save! Then click the Exit button to return to your My Grant Applications.

BEGIN GRANT APPLICATION

To begin the application process, click the Mark Complete button in the upper right corner, then the Next button.

Previous Next **Mark Complete** Exit

The first page that will load is “Proposal Details.” **This page must be fully completed** 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.



Grants Application

Grants Application | NSERC USRA

Task Progress: 0 / 7

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

Please read each question carefully. You are not required to transpose the student's application into this system. Only a few questions are required with the majority of information about the application being taken from the uploaded application form.

Applicant/PI Information

Please confirm the following information:

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

Student Information

Please select the student this application is for

Enter the Student ID number provided by the student on their application form, or use the magnifying glass to search for the student by their name.

Student ID:

Student Name
 Email Address

Proposal Information

*Title of Proposal:

Formal Title: ?

*Brief Description: 500 characters remaining

254 characters remaining

*Activity Type:

*Total Amount Requested: Max Grant Amount: \$60000.00

The first section will already be populated. If you notice anything amiss, contact HR to update.

Please confirm the following information:

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

As this application is being submitted on a student's behalf, use the magnifying glass to search for their ID

Student Information

Please select the student this application is for

Enter the Student ID number provided by the student on their application form, or use the magnifying glass to search for the student by their name.

Student ID

Student Name

Email Address

This is the look up box that will appear when you click on the magnifying glass

Look Up Student ID

Employee ID	begins with	<input type="text"/>
Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>

Look Up Clear Cancel Basic Lookup

Search for the student using their ID (found on their application form), or by their name

Once you have found and selected the student, the section will populate with their name and email address.

Student Information

Please select the student this application is for

Enter the Student ID number provided by the student on their application form, or use the magnifying glass to search for the student by their name.

Student ID 

Student Name Eilo,Jungho D

Email Address badgers@macewan.ca

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 the application regardless of the approval status. If you have already received approvals, enter the appropriate Certificate Number and Expiration date. You will be able to provide the certificate 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.

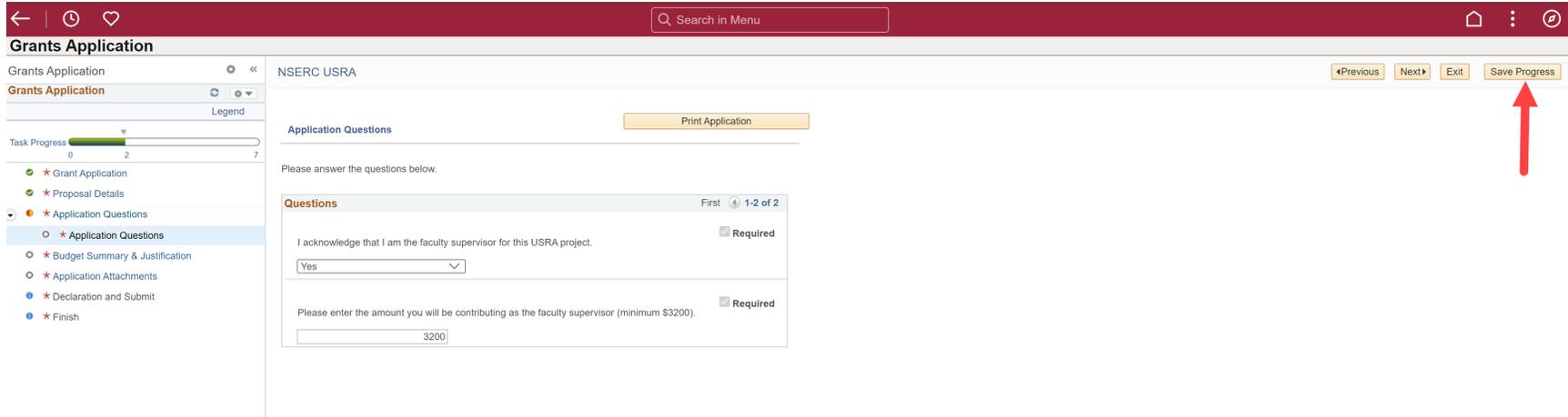
If your proposal **does not** require Animal Ethics Review or Human Ethics Review, visit macewan.ca/hse for information about required hazard assessments.

	Type of Certificate/Approval	*Required	Approval Status	Certificate Number	Expiration Dt
1	Animal Ethics Review	Yes <input type="checkbox"/>	Have App <input type="checkbox"/>	<input type="text"/>	<input type="text"/> 
2	Human Ethics Review	Yes <input type="checkbox"/>	Approved <input type="checkbox"/>	100100	2024-10-31 

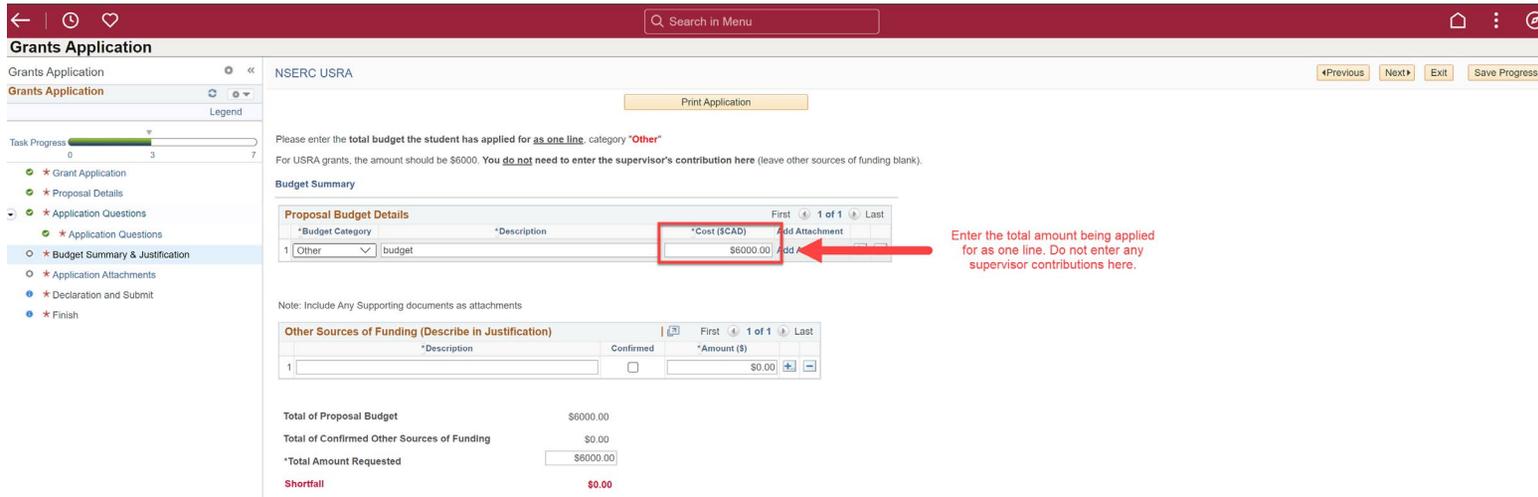
Note: You will be able to include any supporting documents as attachments within the "Application Attachments" section of the application.

Once the proposal details page has been completed, click “Save Progress” at the top. If you did not answer a mandatory field, you will not be able to move on to the rest of the application till all the required fields have been answered. After you click “Save Progress” the page will quickly refresh and you will be able to click the “Next” button to move on to the rest of the application.

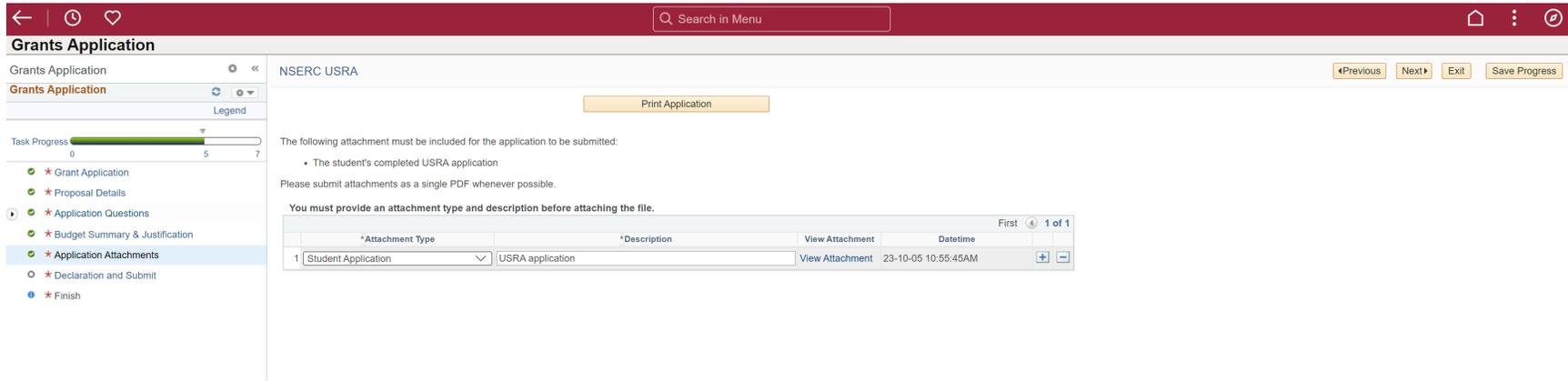
Answer the application questions and “Save Progress”. Note, the questions asked will differ depending on if you are completing a USRI or USRA application. After saving, the page will quickly refresh, allowing you to move on to the budget section of the application.



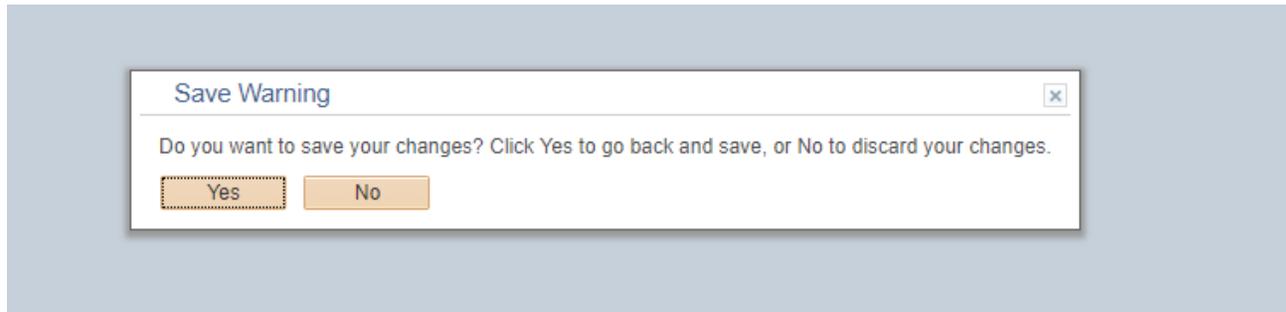
To complete the Budget Summary Section, enter the total amount as one line. Do not enter an itemized budget.



For application attachments, you must submit the student’s USRI/USRA application in full as an attachment. This is required for you to be able to move on to the next step and submit the application. You **must enter a description** before the system will allow you to upload the attachment.



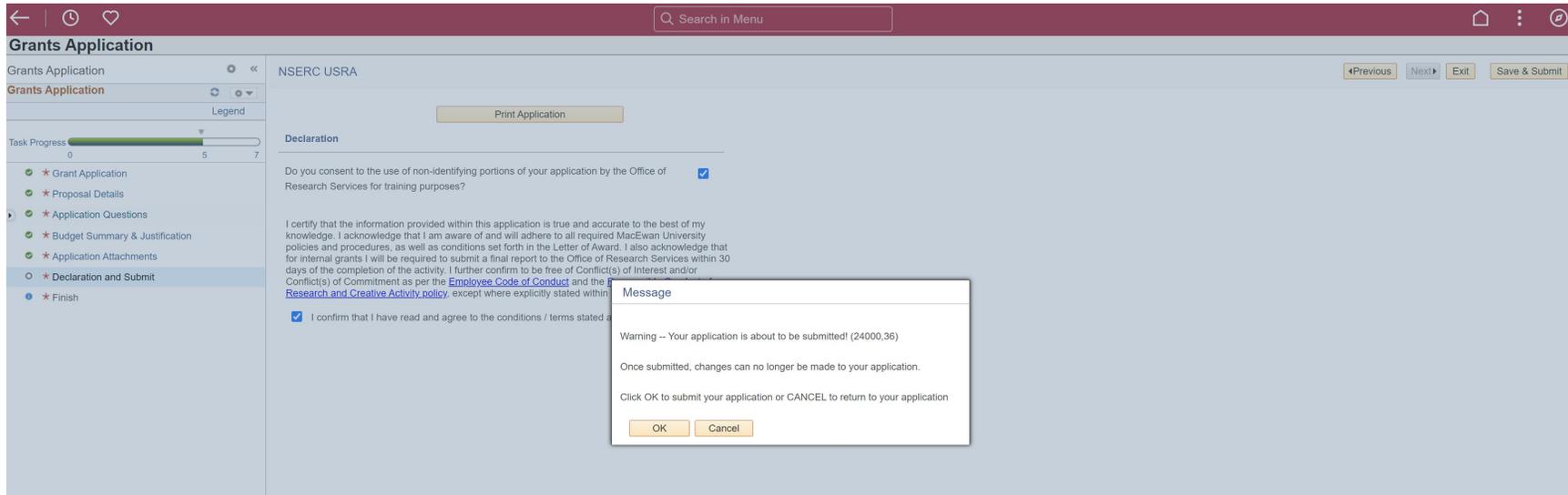
As you complete the application you may try to navigate away from a section without saving your progress. This box will pop up. **Read it carefully** because if you click “No” your changes will be removed. If you click “Yes” the changes will remain, but you still have to click the “Save Progress” button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



Once the application is complete you will be able to navigate to the “Declaration and Submit” page. 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” the 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 the application.



The screenshot shows the 'Grants Application' interface for 'NSERC USRA'. The left sidebar contains a 'Task Progress' bar and a list of application steps: Grant Application, Proposal Details, Application Questions, Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main content area is titled 'Declaration' and contains a 'Print Application' button and a form with the following text:

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 [Research and Creative Activity policy](#), except where explicitly stated within

I confirm that I have read and agree to the conditions / terms stated a

A 'Message' dialog box is overlaid on the page with the following text:

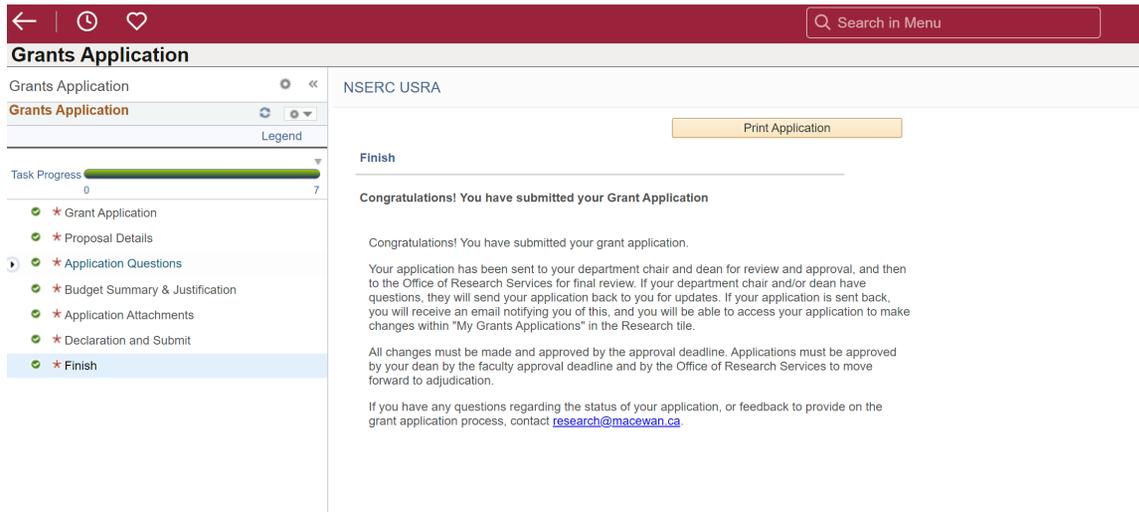
Warning -- Your application is about to be submitted! (24000,36)

Once submitted, changes can no longer be made to your application.

Click OK to submit your application or CANCEL to return to your application

Buttons: OK, Cancel

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



The screenshot shows the 'Grants Application' interface for 'NSERC USRA' at the 'Finish' stage. The left sidebar shows the 'Task Progress' bar and the 'Finish' step is now highlighted. The main content area is titled 'Finish' and contains a 'Print Application' button and the following text:

Congratulations! You have submitted your Grant Application

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.

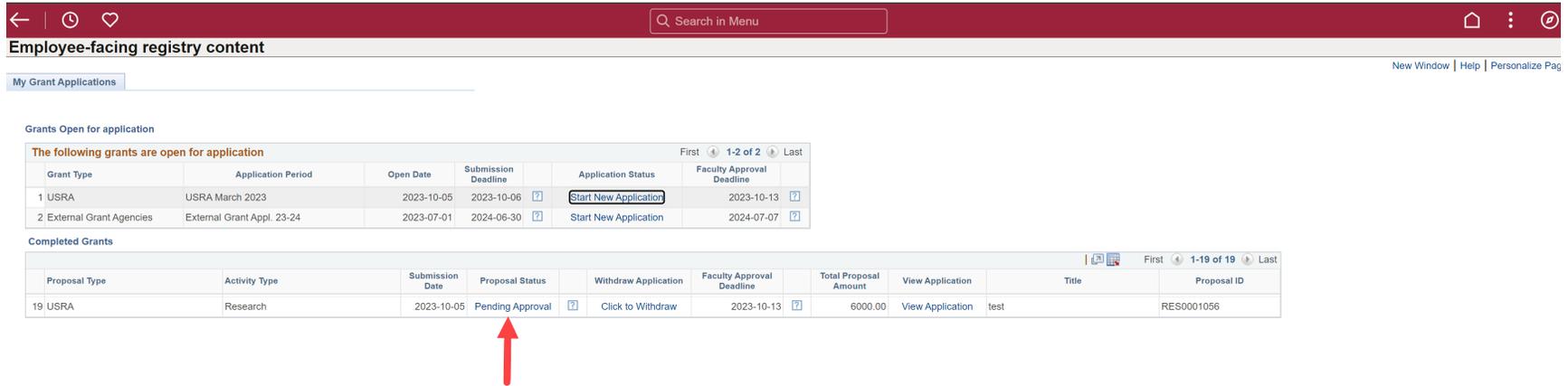
All changes must be made and approved by the approval deadline. Applications must be approved by your dean by the faculty approval deadline and by the Office of Research Services to move forward to adjudication.

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

The Dean (and in some instances) the Chair will either approve the 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 submission deadline.

After the Dean (and in some instances, the Chair) has approved the application, it will be reviewed by the Office of Research Services. If all is in order, the application status will be updated to “Accepted by ORS” and the application will move on to adjudication.

You can check the status of your application at any time within the “My Grant Applications” page of the Research tile.



The screenshot shows a web browser interface with a dark red header. Below the header, there is a search bar and navigation icons. The main content area is titled "Employee-facing registry content" and includes a "My Grant Applications" tab. Under this tab, there are two sections: "Grants Open for application" and "Completed Grants".

Grants Open for application

Grant Type	Application Period	Open Date	Submission Deadline	Application Status	Faculty Approval Deadline
1 USRA	USRA March 2023	2023-10-05	2023-10-06	Start New Application	2023-10-13
2 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
19 USRA	Research	2023-10-05	Pending Approval	Click to Withdraw	2023-10-13	6000.00	View Application	test	RES0001056

A red arrow points to the "Pending Approval" status in the "Completed Grants" table.

Here you will see the status of the application as it moves through the approval workflow process. You can also view the application (ensure pop ups are allowed) and withdraw the application if needed. If you have any questions contact research@macewan.ca.