

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

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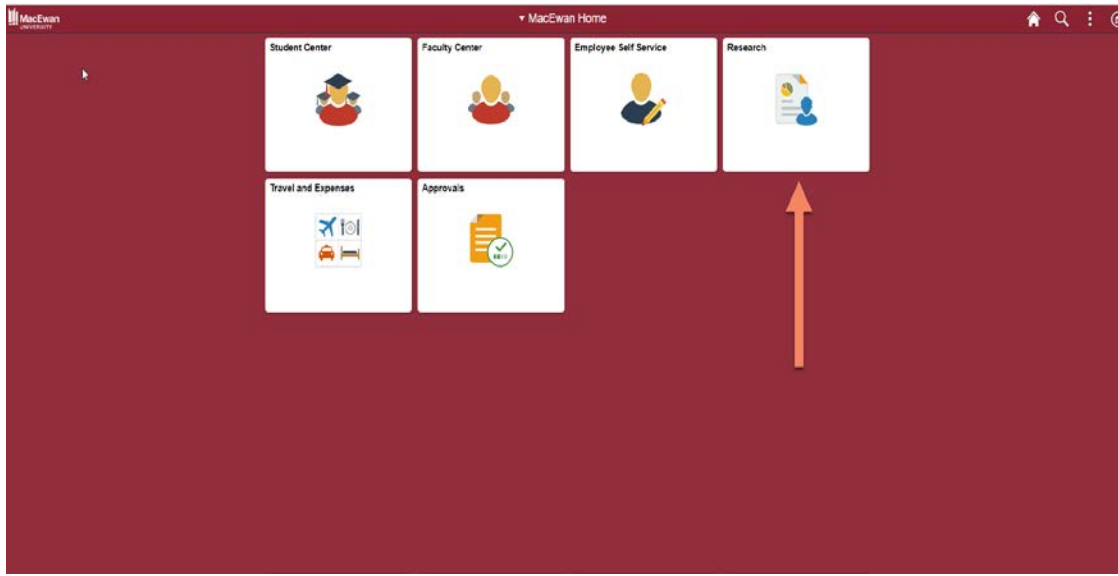
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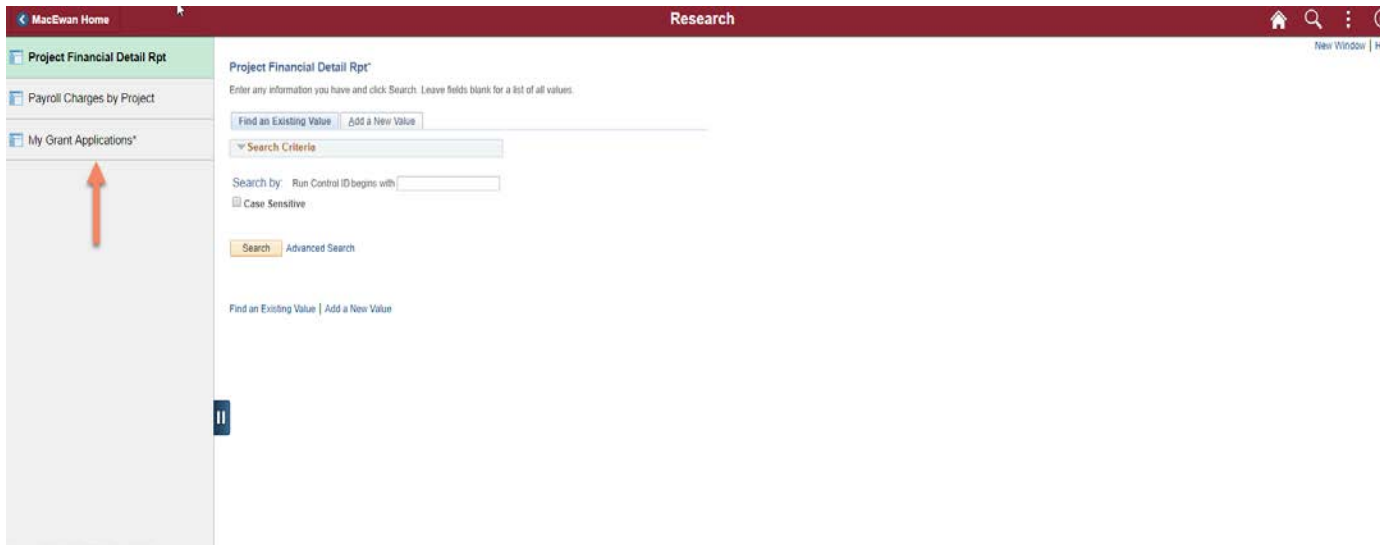
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## Accessing Grant Applications

To access the Online Grant Application, log in to PeopleSoft and click on the “Research” tile on the homepage.



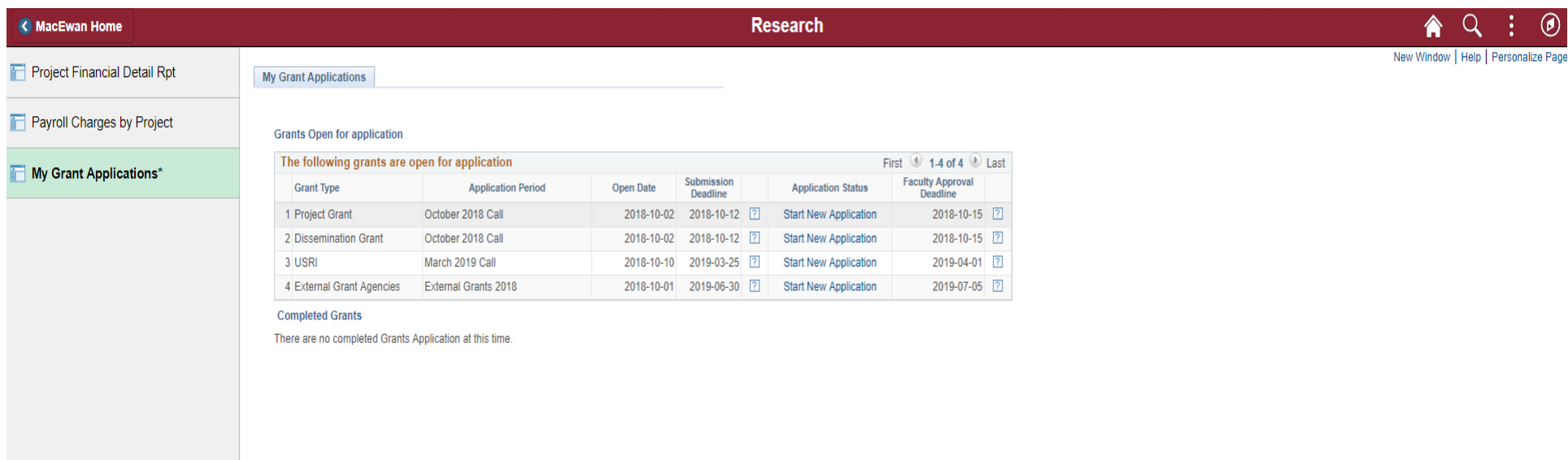
After clicking the Research tile, navigate to “My Grant Applications.” For some faculty, it will default to the location immediately.



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. The call for external grant applications will be 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 external agency deadlines when submitting an application for approval. Ensure that you budget 2 weeks for the MacEwan internal process of approval by your faculty and the Office of the Provost.

Note: The online approval process replaces the Signature Page for External Funding.



The screenshot shows the MacEwan Research portal interface. The top navigation bar includes 'MacEwan Home', 'Research', and utility icons. A sidebar on the left contains menu items: 'Project Financial Detail Rpt', 'Payroll Charges by Project', and 'My Grant Applications\*'. The main content area is titled 'My Grant Applications' and displays a table of open grants.

**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 Project Grant	October 2018 Call	2018-10-02	2018-10-12	<a href="#">Start New Application</a>	2018-10-15
2 Dissemination Grant	October 2018 Call	2018-10-02	2018-10-12	<a href="#">Start New Application</a>	2018-10-15
3 USRI	March 2019 Call	2018-10-10	2019-03-25	<a href="#">Start New Application</a>	2019-04-01
4 External Grant Agencies	External Grants 2018	2018-10-01	2019-06-30	<a href="#">Start New Application</a>	2019-07-05

**Completed Grants**

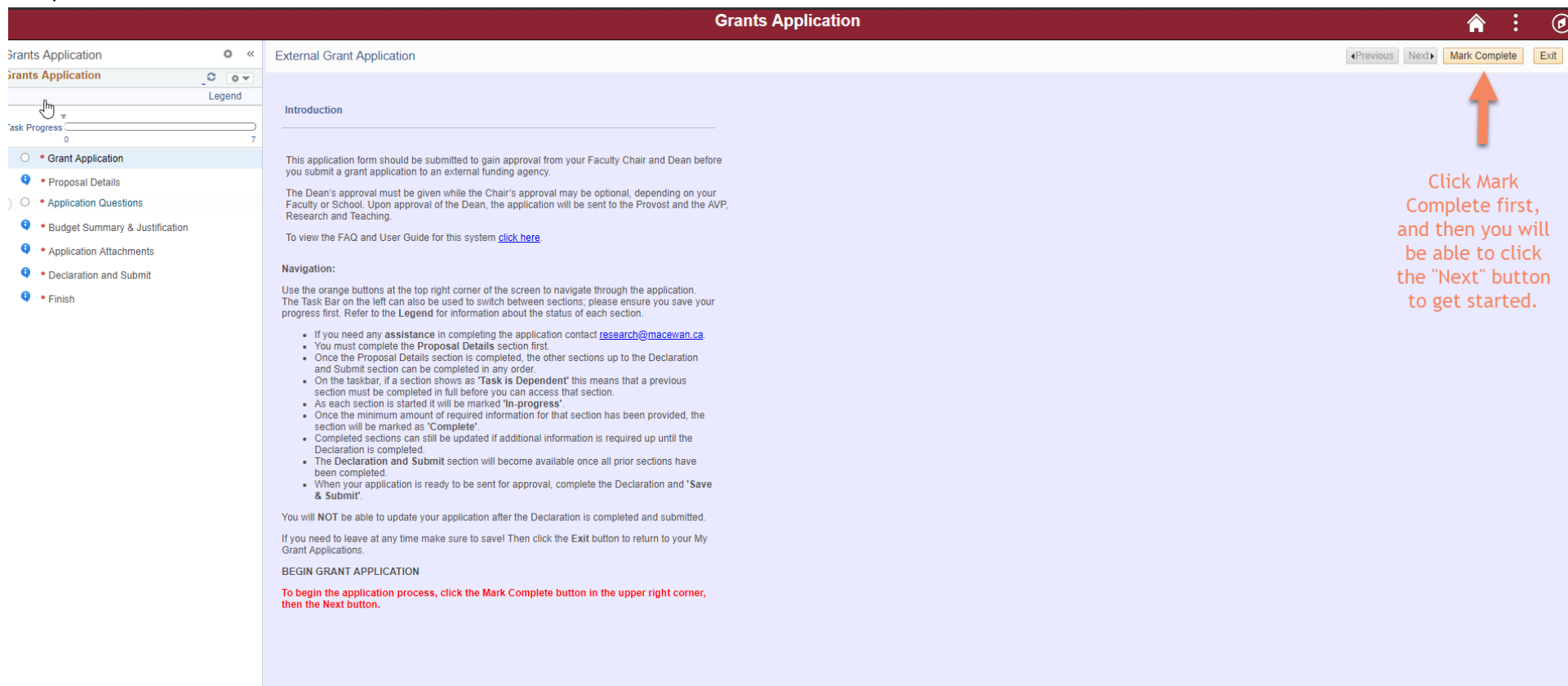
There are no completed Grants Application at this time.

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.



**Grants Application**

External Grant Application

◀ Previous Next ▶ **Mark Complete** Exit

**Introduction**

This application form should be submitted to gain approval from your Faculty Chair and Dean before you submit a grant application to an external funding agency.

The Dean's approval must be given while the Chair's approval may be optional, depending on your Faculty or School. Upon approval of the Dean, the application will be sent to the Provost and the AVP, Research and Teaching.

To view the FAQ and User Guide for this system [click here](#).

**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](mailto: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.

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

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.

The screenshot shows the 'External Grant Application' page. On the left is a navigation sidebar with a task progress bar and a list of steps: Grant Application, Proposal Details, Application Questions, Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main content area is titled 'External Grant Application' and includes instructions for external funding agencies, a list of required details (Agency Name, Phone Number, Street Address, Contact Name), and a confirmation section for applicant information. The confirmation section includes fields for Applicant Name, Faculty, Department, Employee Number, Email Address, and Position (Assistant Professor). Below this is the 'Proposal Information' section with fields for Title of Proposal, Formal Title, Brief Description, Activity Type, Role Type, Total Proposal Amount, Max Grant Amount, Source of funding, and Sponsor ID. A magnifying glass icon is next to the Sponsor ID field. At the bottom, there are two dropdown questions about external collaborators and indigenous peoples. Annotations in orange text provide instructions: 'This section will be populated automatically. If you notice anything that is incorrect, contact Human Resources.' points to the applicant information fields; 'Hover over the question mark for more information about a question' points to a question mark icon; and 'Select the External Grant Agency by clicking the magnifying glass. If the agency is not listed, contact the ORS.' points to the magnifying glass icon next to the Sponsor ID field.

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 three types of 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 for REB or AREB, enter the appropriate certificate number and expiration date (**NOT** required for Travel Authorization).

Please provide information about the required approvals / certificates for your proposal. If you are unsure select 'Yes'. For Animal and Human Ethics Reviews please provide Certificate Numbers and Expiration dates if available.

**Note: Certificate Numbers and Expiration dates are not required for Travel Authorizations.** If your proposal requires a travel authorization, funds **will not** be released until this has been received.

If your proposal **does not** require Animal Ethics Review, Human Ethics Review, or Travel Authorization, 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	No ▼			
2	Human Ethics Review	Yes ▼	Will Apply ▼		
3	Travel Authorization	Yes ▼	Have Appli ▼		

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

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

Grants Application
Home | Help | Print

External Grant Application
Print Application

Please enter the total amount you have requested in your application to the funder, as one line, category "Other."  
*Individual budget items DO NOT have to be itemized here.*

**Budget Summary**

Proposal Budget Details				First	1 of 1	Last
Budget Category	Description	Cost (\$CAD)	Add Attachment			
1 Other	budget	\$20000.00	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: \$20000.00

Total of Confirmed Other Sources of Funding: \$0.00

\*Amount Requested:

**Shortfall**: \$0.00

\*Note: When applicable include details of how any shortfall will be covered or how any excess funds will be used in the Budget Justification below.

**Budget Justification**

Please enter "not applicable"  
This question is answered within the external agency application form that will be attached so you are not required to justify the budget here.

Max Character Count: 15

Normal | Font | Size | **B** | *I* | U | **S**

not applicable|

1 Characters remaining

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

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

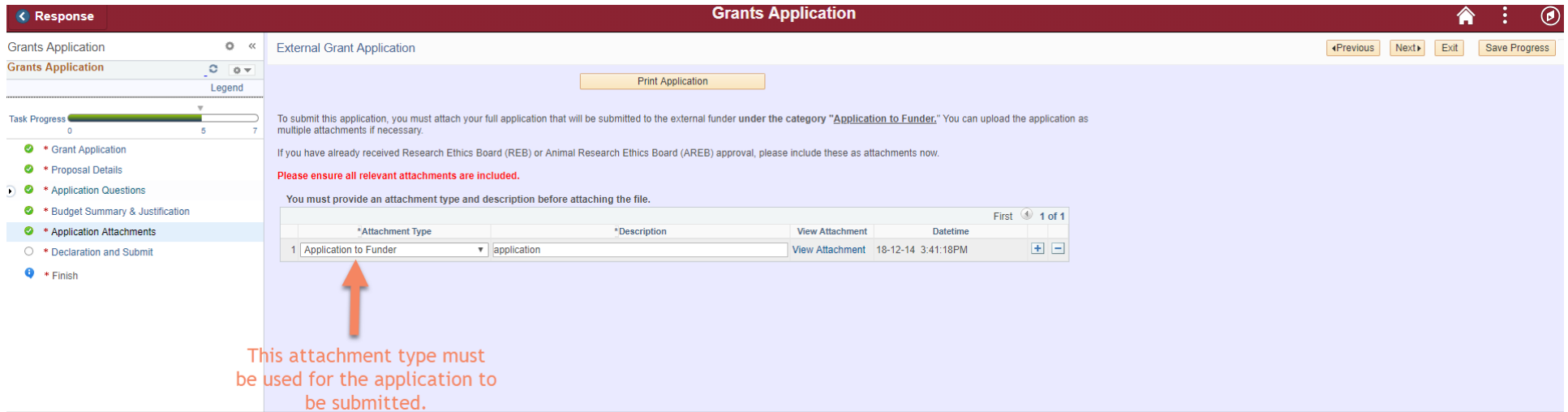
This section will calculate automatically. The total amount requested can be adjusted here if needed.

Enter NOT APPLICABLE. You do not have to justify your budget here.

### 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.



The screenshot shows the 'Grants Application' interface. On the left is a navigation menu with 'Application Attachments' selected. The main area displays instructions for submitting the application and a table for attachments. An orange arrow points to the 'Application to Funder' dropdown in the table.

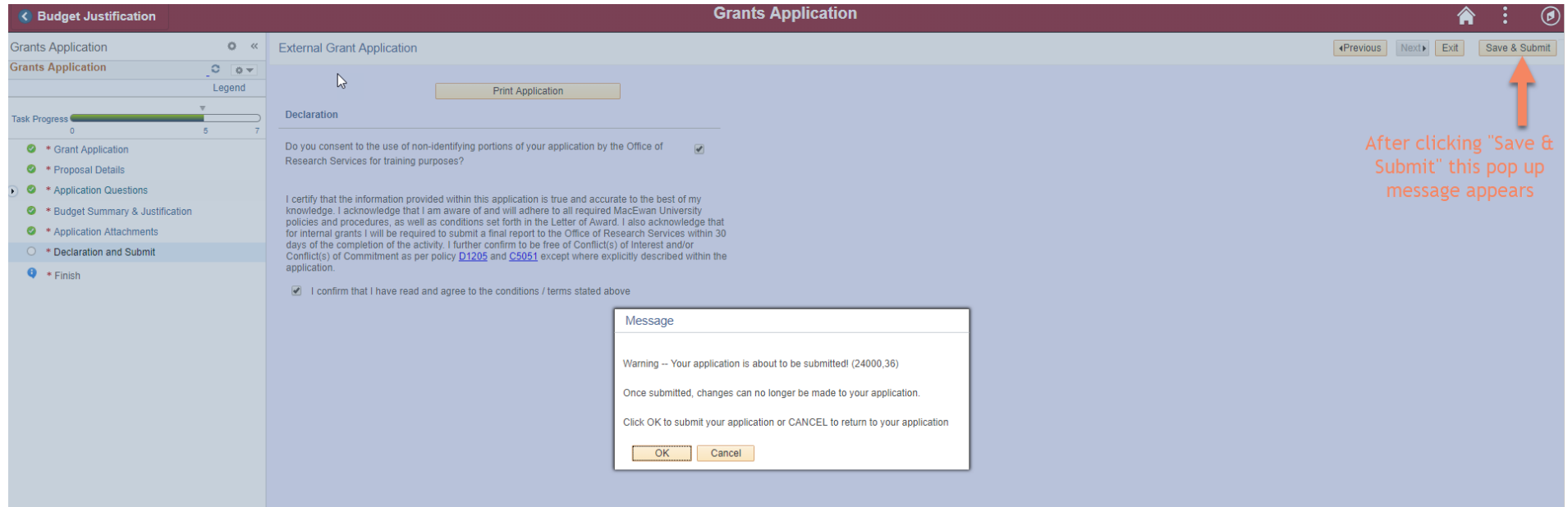
	*Attachment Type	*Description	View Attachment	Datetime	First	1 of 1
1	Application to Funder	application	View Attachment	18-12-14 3:41:18PM		

This attachment type must be used for the application to be submitted.



### 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!**

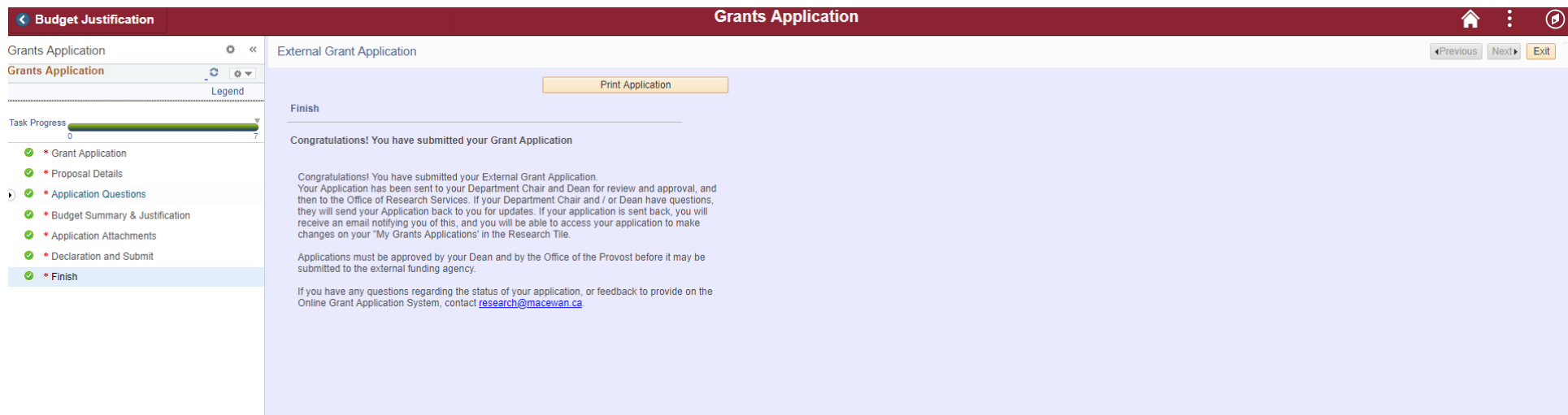


After clicking "Save & Submit" this pop up message appears

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.



The screenshot shows the 'Grants Application' interface. The main content area displays a 'Finish' message: 'Congratulations! You have submitted your Grant Application'. Below this, it states: 'Congratulations! You have submitted your External 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. 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 on your "My Grants Applications" in the Research Tile. Applications must be approved by your Dean and by the Office of the Provost before it may be submitted to the external funding agency. If you have any questions regarding the status of your application, or feedback to provide on the Online Grant Application System, contact [research@macewan.ca](mailto:research@macewan.ca)'.

From there, 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, up until the specified approval deadline for the call.

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 sent to the Office of the Provost for approval. Once approval from the Provost is received you will be notified that your application may be submitted to the external agency. Each external agency will have a specific application procedure so consult with the Research Grants and Development Officer to ensure that your submission is processed correctly.

Important! Be sure to budget for adequate time for approval by your Chair, Dean, and Office of the Provost. The MacEwan internal deadline for funding approvals is 2 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](mailto:research@macewan.ca)