Online Grant Application System
User Guide – External Grant Applications

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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.

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 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 for information about required hazard assessments.

<table>
<thead>
<tr>
<th>Type of Certificate/Approval</th>
<th>*Required</th>
<th>Approval Status</th>
<th>Certificate Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Animal Ethics Review</td>
<td>No</td>
<td>Will Apply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Human Ethics Review</td>
<td>Yes</td>
<td>Have Applied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Travel Authorization</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

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!**

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.

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