Online Grant Application System – USRI/USRA Grants

1. Sign in to PeopleSoft and click the “Research” Tile

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

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.
The first page that will load is called “Proposal Details.” This 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.
Please read each question carefully. You are not required to transpose the student's information 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
- Faculty
- Department
- Employee Number
- Email Address
- Position

Student Information

Please select the student this application is for

- Student ID
- Student Name
- Email Address

Proposal Information

- Title of Proposal
- Brief Description
- Activity Type
- Total Proposal Amount
- Source of funding
- Sponsor ID
- Does this proposal involve working with Indigenous peoples/community?
- Does this proposal have an international component?
Some notes about Proposal Details

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

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

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

You can search for the student by 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.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>573654</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>EJo.Ingho D</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:DrozakL@uemail.macewan.ca">DrozakL@uemail.macewan.ca</a></td>
</tr>
</tbody>
</table>

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. Please rest assured 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 (currently only for AREB and REB). You will be able to provide the certificate as an attachment later on in the application process.

<table>
<thead>
<tr>
<th>Type of Certificate/Approval</th>
<th>*Required</th>
<th>Approval Status</th>
<th>Certificate Number</th>
<th>Expiration Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Animal Ethics Review</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Human Ethics Review</td>
<td>Yes</td>
<td>Will Apply</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>3 Travel Authorization</td>
<td>Yes</td>
<td>Have Applied</td>
<td></td>
<td>11</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 the proposal details page has been completed, click “Save Progress” at the top. If you forgot to answer a field that is mandatory, PeopleSoft will let you know and you won’t 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.
Next up is an acknowledgment question. Tick the box, click “save progress” and the page will quickly refresh, allowing you to move on to the budget section of the application.

If you are completing a USRA application you will be asked to enter the amount of your contribution as the USRA supervisor.
The budget section for USRI and USRA applications has been simplified.

Enter the total amount being applied for as one line. Do not enter any supervisor contributions here.

Enter not applicable. This section does not apply to student applications within PeopleSoft.
For application attachments, you must submit the student’s USRI 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 legal declaration page, and you can still edit any part of the application.
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.

From there 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’ Pre-Award Administrator. If all is in order, they will mark the application as “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.

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 it if need be.