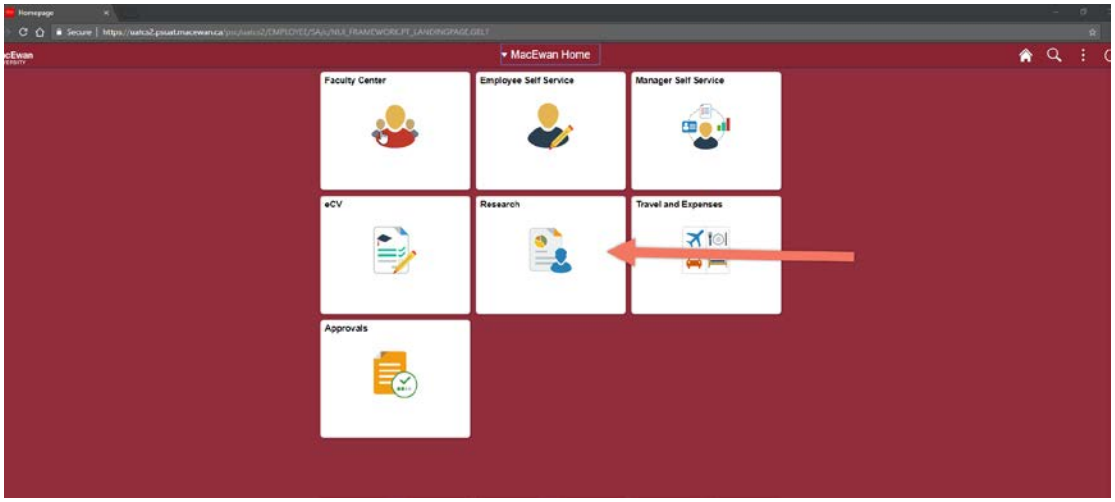
MacEwan University | RESEARCH SERVICES

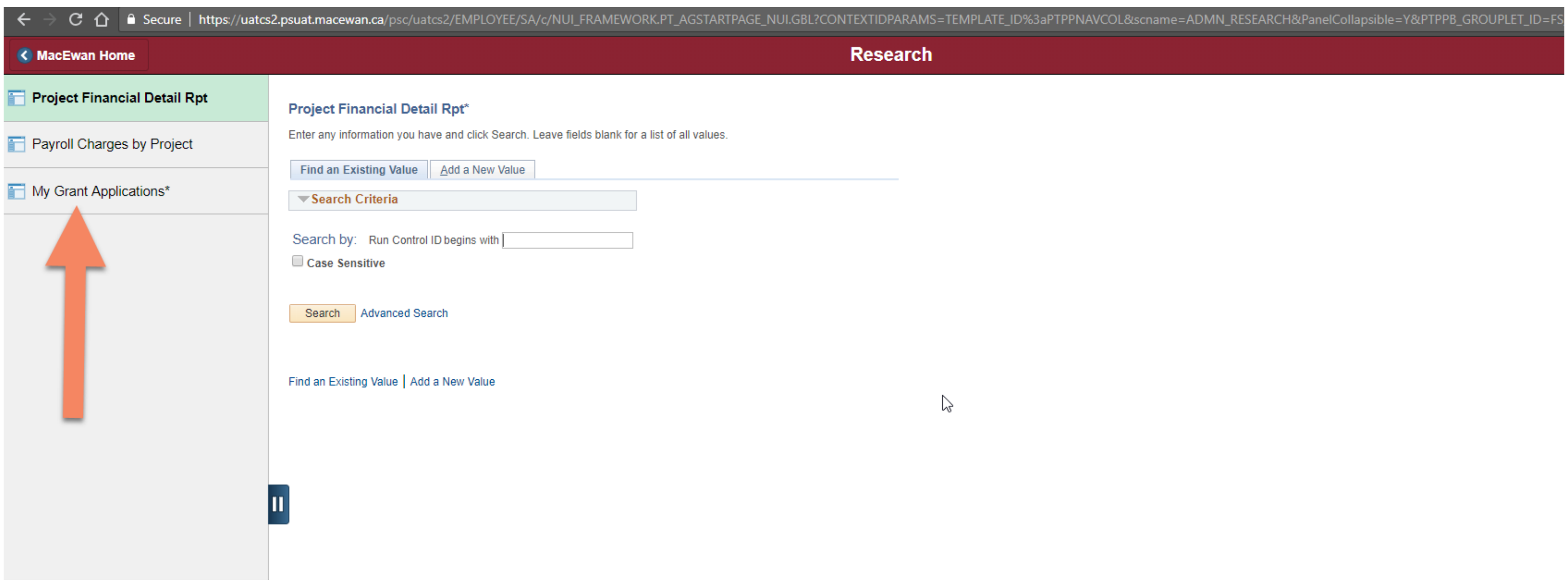
Questions? Contact research@macewan.ca

Online Grant Application System – USRI/USRA Grants

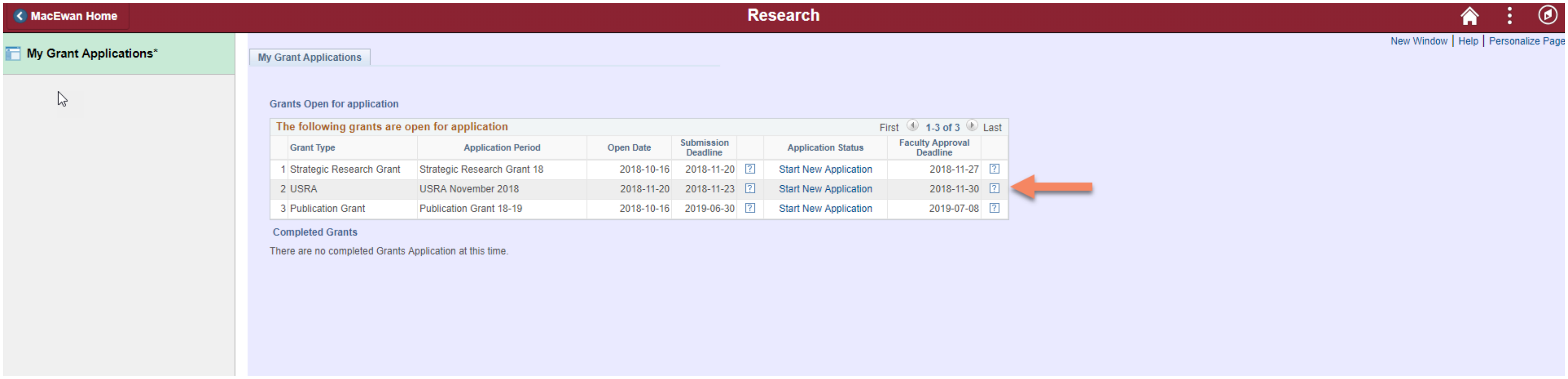
1. Sign in to PeopleSoft and click the "Research" Tile



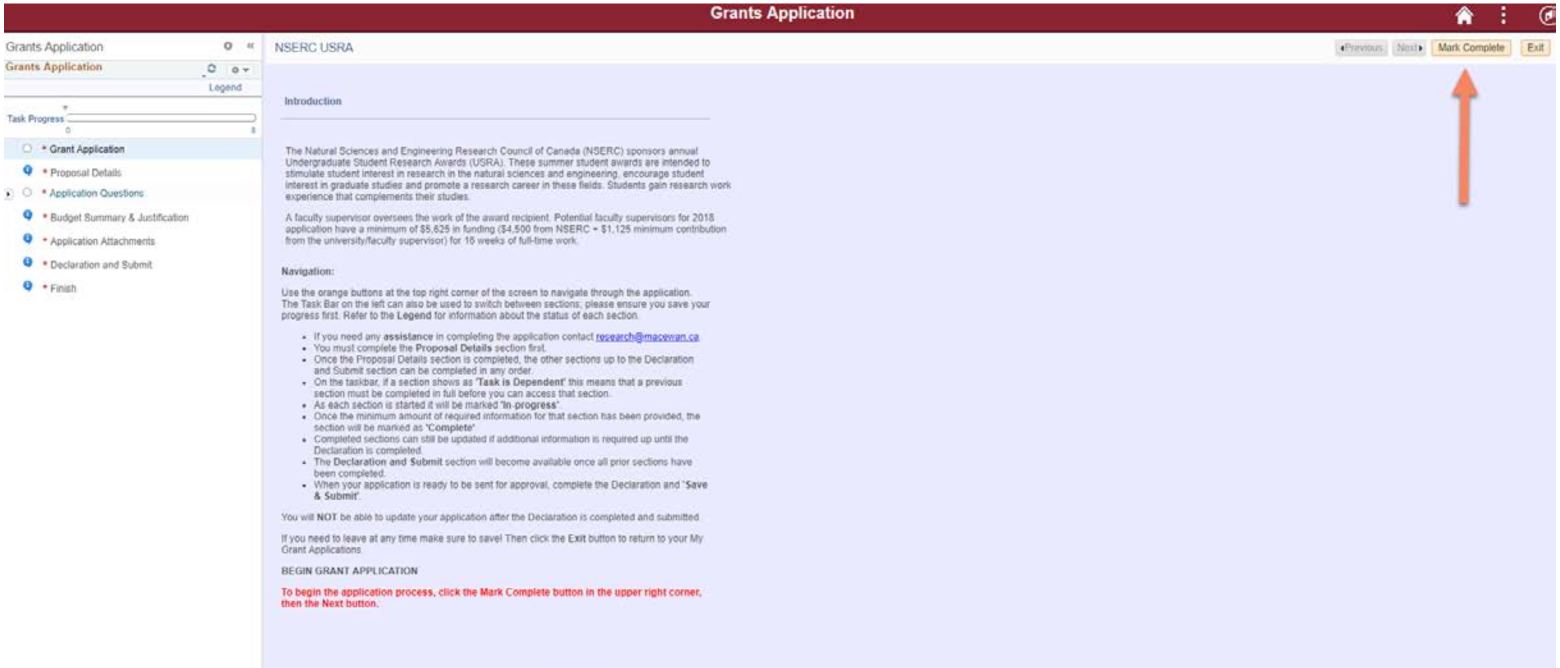
2. Click "My Grant Applications"



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.

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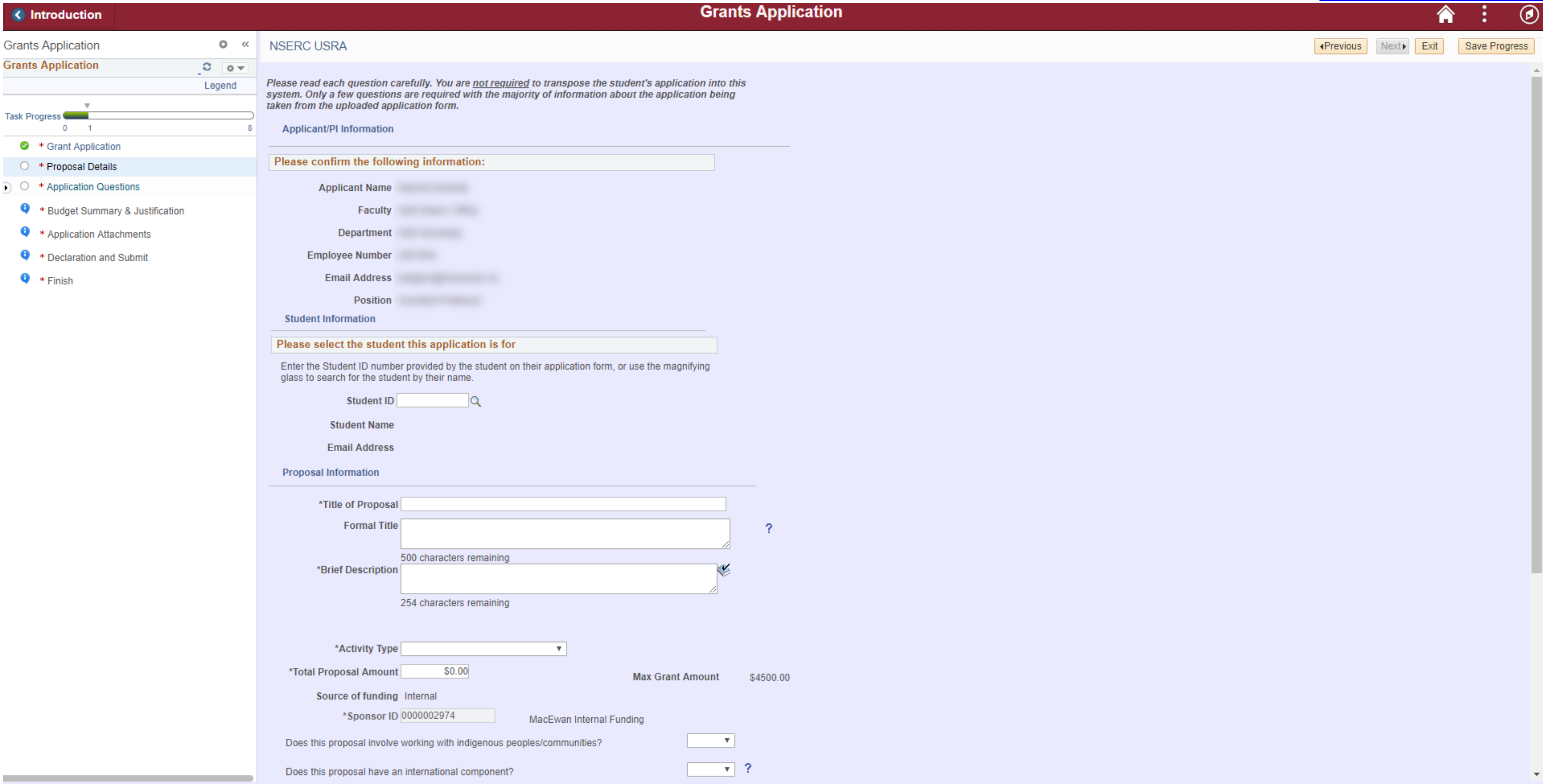


Introduction — Grants Application

Grants Application

Grants Application

Legend

Task Progress 0 1 8

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

NSERC USRA

Previous | Next | Exit | Save Progress

Please read each question carefully. You are <u>not required</u> 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

Faculty

Department

Employee Number

Email Address

Position

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 ?

500 characters remaining

*Brief Description

254 characters remaining

*Activity Type

*Total Proposal Amount $0.00 — Max Grant Amount $4500.00

Source of funding Internal

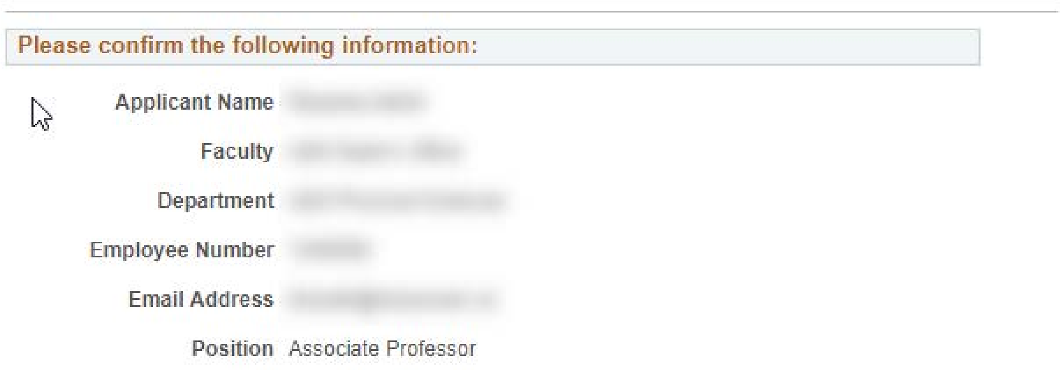
*Sponsor ID 0000002974 — MacEwan Internal Funding

Does this proposal involve working with indigenous peoples/communities?

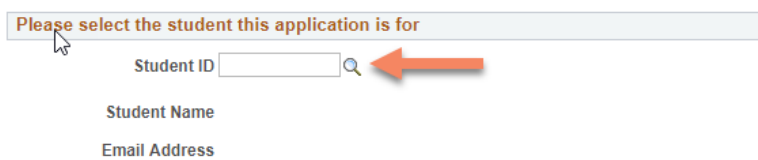
Does this proposal have an international component? ?

Some notes about Proposal Details

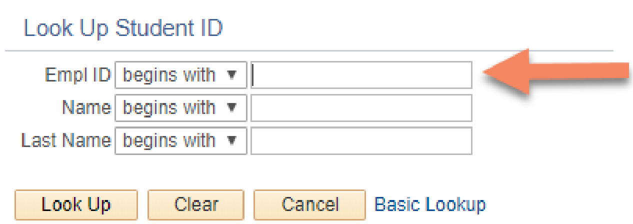
The first section will already be populated. If you notice anything amiss, contact HR to update.



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.

Please select the student this application is for

Student ID 1573554

Student Name Ello,Jungho D

Email Address DrozakL@uatmail.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. 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.

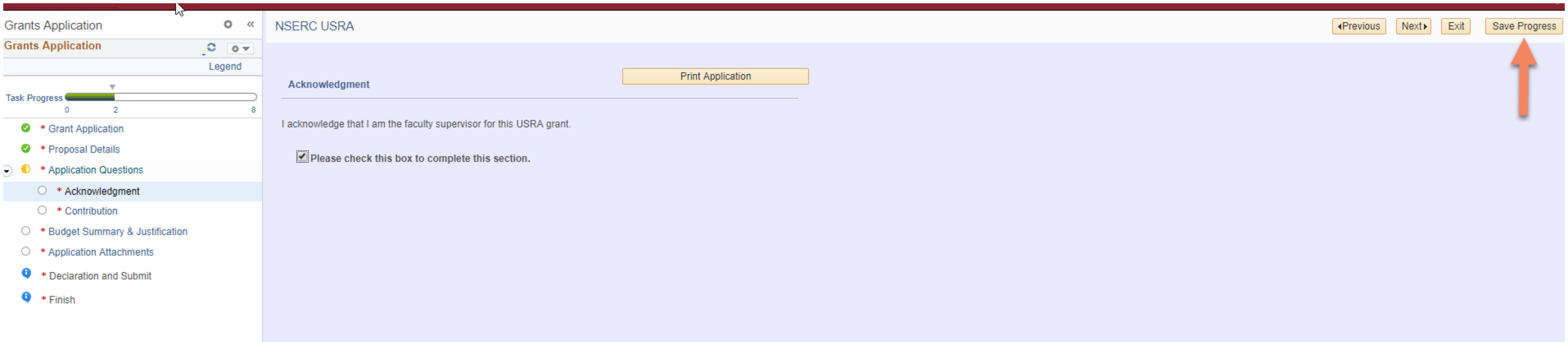
Please provide information about the required approvals / certificates for your proposal. If you are unsure select 'Yes'. For Animal and Human Ethics Reviews please provide Certificate Numbers and Expiration dates if available.
Note: Certificate Numbers and Expiration dates are not required for Travel Authorizations.

	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		

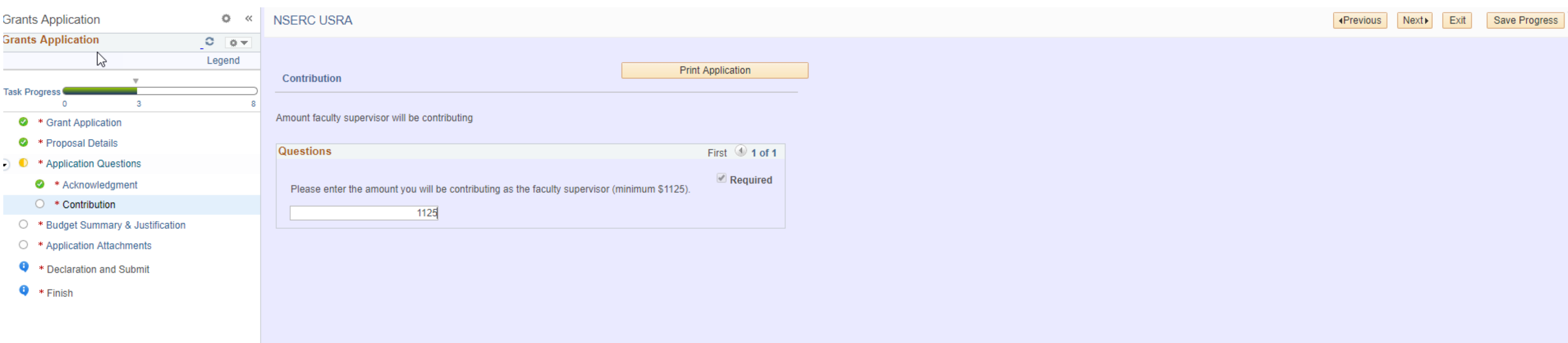
Note: You will be able to include any supporting documents as attachments within the "Application Attachments" section of the application.

Once 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.

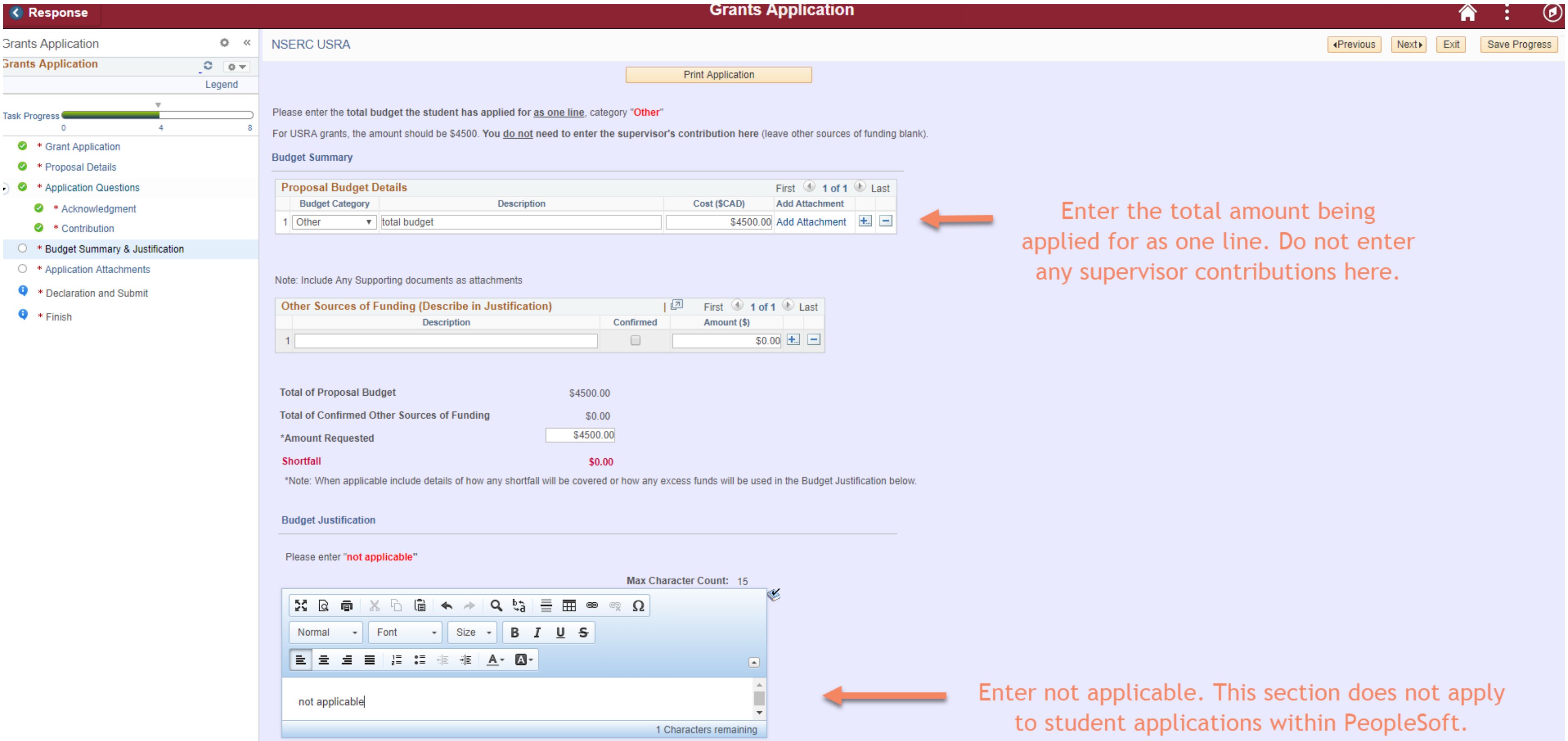
Next up is an acknowledgment question. Tick the box, click "save progress" and the page will quickly refresh, allowing you to move on to the budget section of the application.



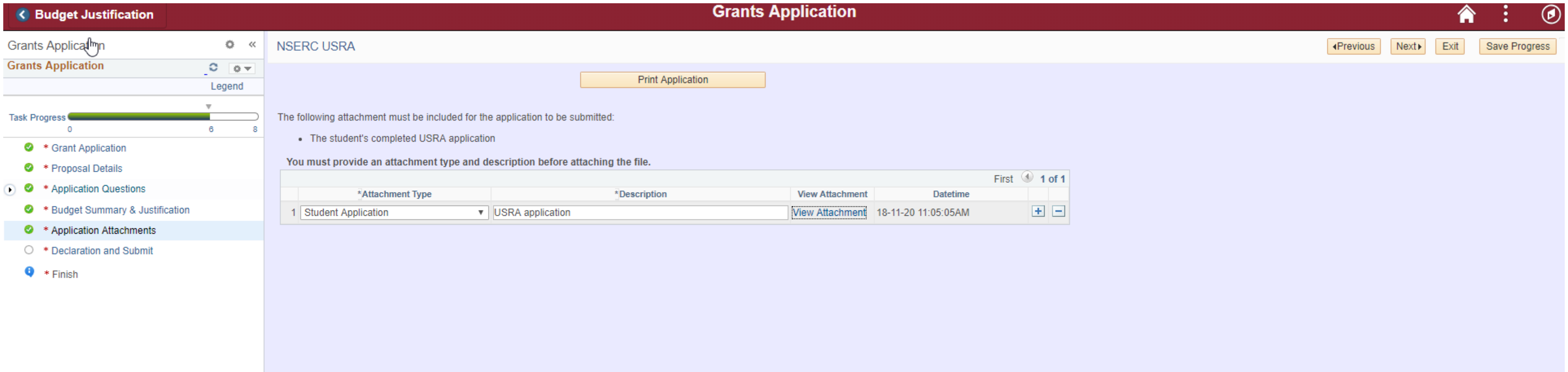
If you are completing a USRA application you will be asked to enter the amount of your contribution as the USRA supervisor.



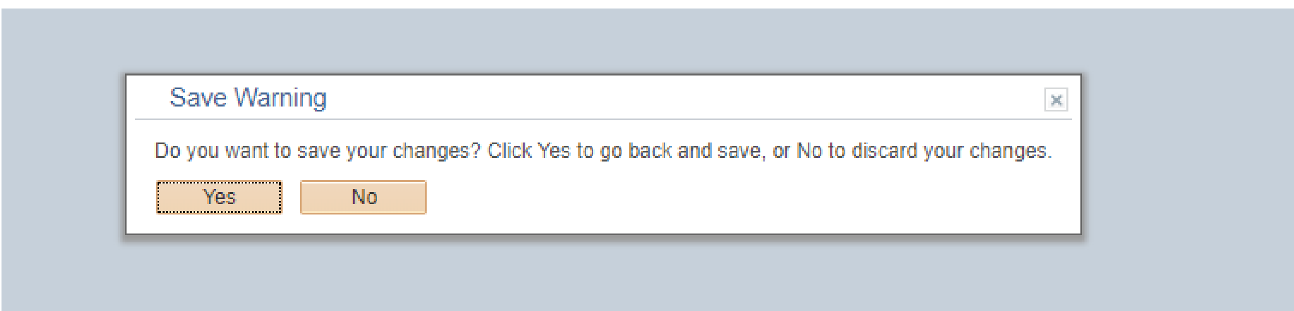
The budget section for USRI and USRA applications has been simplified.



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.



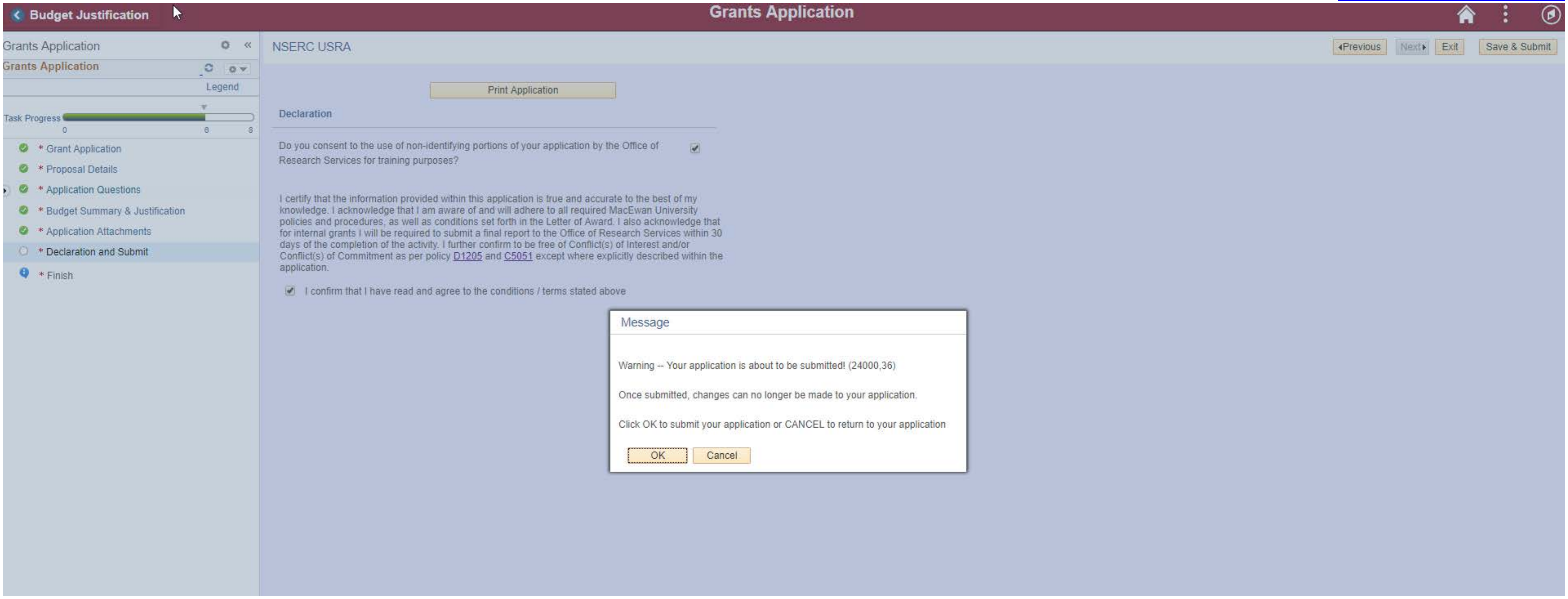
As you complete the application you may try to navigate away from a section without saving your progress. This box will pop up. **Read it carefully** because if you click "No" your changes will be removed. If you click "Yes" the changes will remain, but you still have to click the "Save Progress" button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



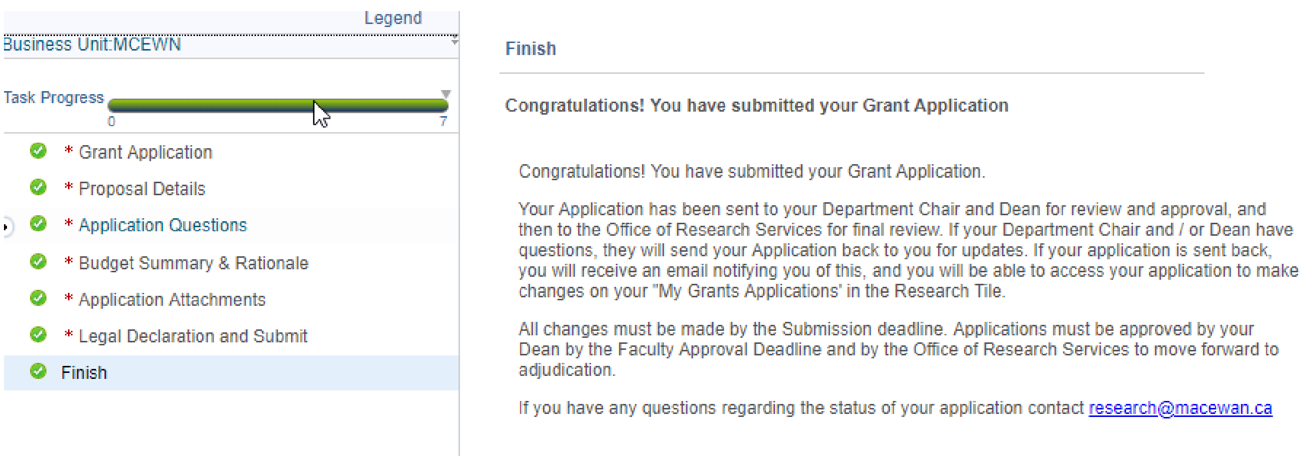
Once the application is complete you will be able to navigate to the "Declaration and Submit" page. After you tick the box beside "I confirm that I have read and agree to the conditions/terms stated above" and then click on "Save and Submit" at the top, this message will pop up. **Read the message carefully!**

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.



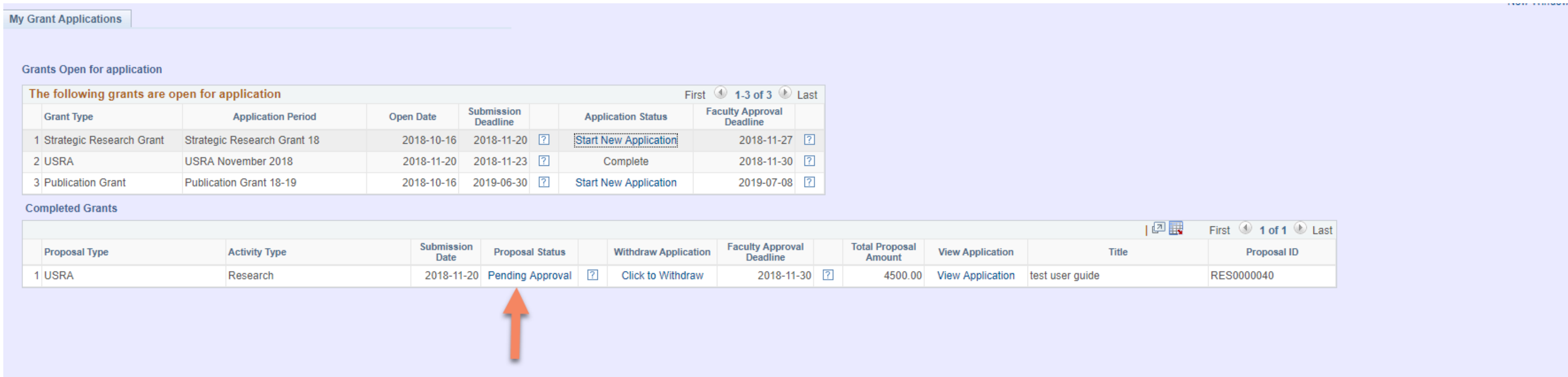
This page confirms the application has been submitted. Your Dean and Chair will receive an email notifying them that the application is ready for review.



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.



My Grant Applications

Grants Open for application

The following grants are open for application — First 1-3 of 3 Last

	Grant Type	Application Period	Open Date	Submission Deadline		Application Status	Faculty Approval Deadline	
1	Strategic Research Grant	Strategic Research Grant 18	2018-10-16	2018-11-20	?	Start New Application	2018-11-27	?
2	USRA	USRA November 2018	2018-11-20	2018-11-23	?	Complete	2018-11-30	?
3	Publication Grant	Publication Grant 18-19	2018-10-16	2019-06-30	?	Start New Application	2019-07-08	?

Completed Grants — First 1 of 1 Last

	Proposal Type	Activity Type	Submission Date	Proposal Status		Withdraw Application	Faculty Approval Deadline		Total Proposal Amount	View Application	Title	Proposal ID
1	USRA	Research	2018-11-20	Pending Approval	?	Click to Withdraw	2018-11-30	?	4500.00	View Application	test user guide	RES0000040

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.