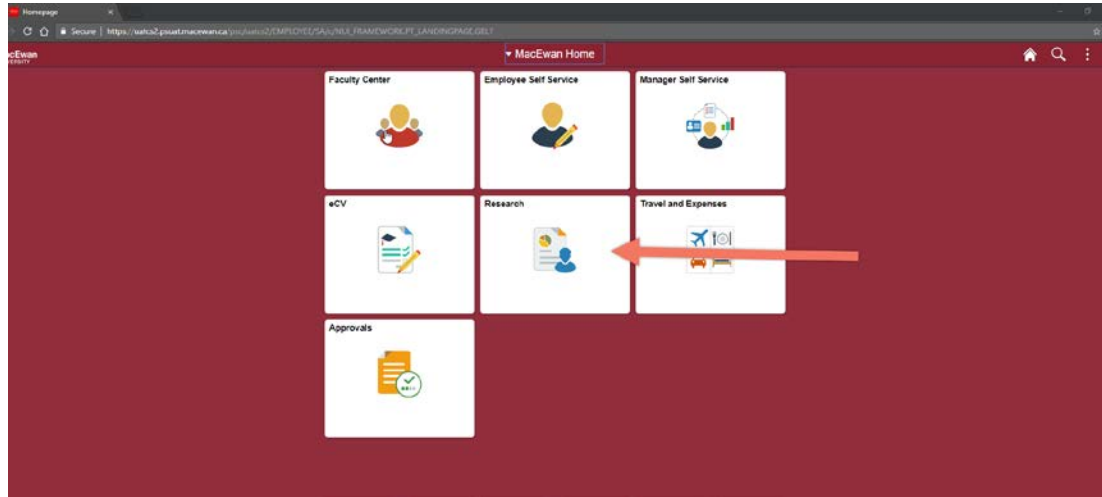


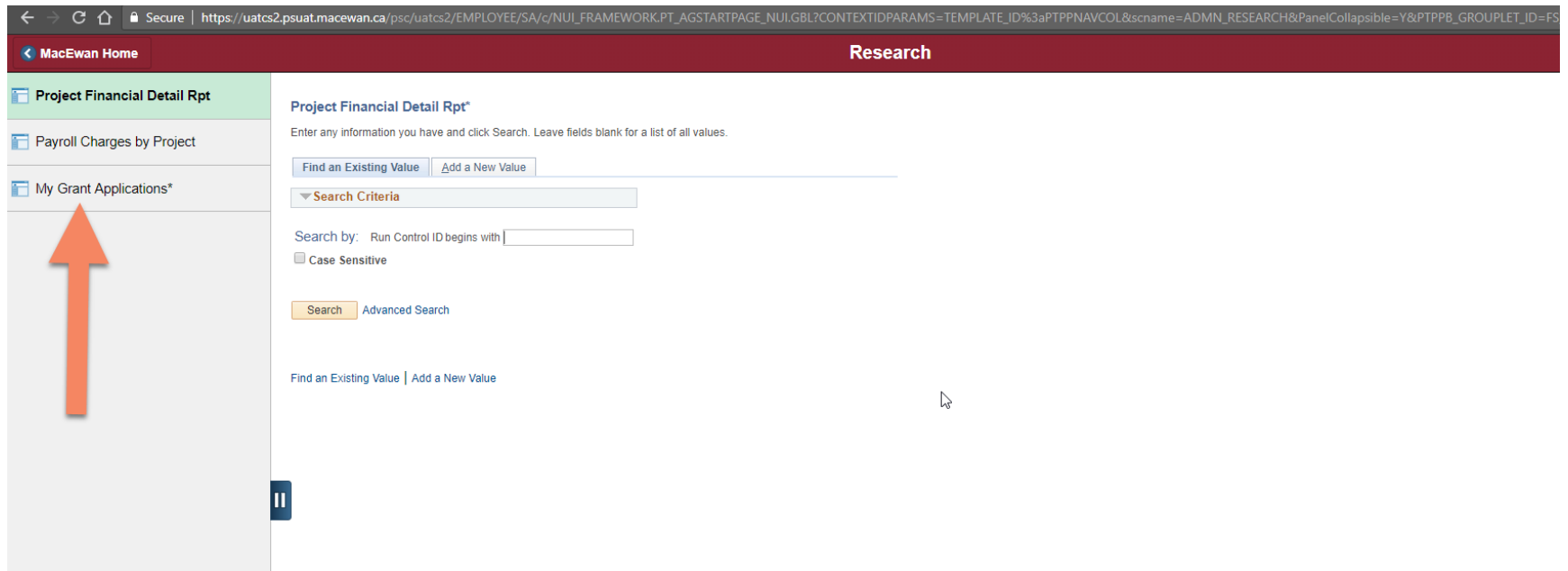


Online Grant Application System – USRI/USRA Grants

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 screenshot shows the 'My Grant Applications' page in PeopleSoft. The page has a dark red header with 'MacEwan Home' and 'Research' links. A green sidebar on the left contains 'My Grant Applications*'. The main content area is light blue and contains a table of grants open for application. The table has columns for Grant Type, Application Period, Open Date, Submission Deadline, Application Status, and Faculty Approval Deadline. The first three rows are listed, with the second row (USRA) highlighted. An orange arrow points to the 'Start New Application' link in the Application Status column of the USRA row. Below the table, there is a section for 'Completed Grants' which states 'There are no completed Grants Application at this time.'

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	Start New Application	2018-11-30
3 Publication Grant	Publication Grant 18-19	2018-10-16	2019-06-30	Start New Application	2019-07-08

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 NSERC USRA

Previous Next Mark Complete Exit

Grants Application Legend

Task Progress

- 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. Potential faculty supervisors for 2018 application have a minimum of \$5,625 in funding (\$4,500 from NSERC + \$1,125 minimum contribution from the university/faculty supervisor) for 10 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.

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.



Grants Application

Grants Application

NSERC USRA

Previous Next Exit Save Progress

Grants Application Legend

Task Progress 0 1 8

- * 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

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

*Brief Description 500 characters remaining

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.

Please confirm the following information:

Applicant Name	[Redacted]
Faculty	[Redacted]
Department	[Redacted]
Employee Number	[Redacted]
Email Address	[Redacted]
Position	Associate Professor

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

Please select the student this application is for

Student ID	<input type="text"/>	<input type="button" value="🔍"/>
Student Name	<input type="text"/>	
Email Address	<input type="text"/>	

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

Look Up Student ID

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

[Basic Lookup](#)

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

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		<input type="text"/> <input type="button" value="31"/>
3	Travel Authorization	Yes	Have Appli		<input type="text"/> <input type="button" value="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 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.

The screenshot shows the 'Grants Application' interface for 'NSERC USRA'. On the left, a 'Task Progress' bar shows 2 out of 8 steps completed. The 'Application Questions' list includes: Grant Application, Proposal Details, Application Questions, Acknowledgment (selected), Contribution, Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main content area is titled 'Acknowledgment' and contains a 'Print Application' button, the text 'I acknowledge that I am the faculty supervisor for this USRA grant.', and a checked checkbox with the label 'Please check this box to complete this section.'. In the top right corner, there are navigation buttons: '<Previous', 'Next>', 'Exit', and 'Save Progress'. An orange arrow points to the 'Save Progress' button.

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

The screenshot shows the 'Grants Application' interface for 'NSERC USRA' at the 'Contribution' step. The 'Task Progress' bar now shows 3 out of 8 steps completed. The 'Application Questions' list is updated: Grant Application, Proposal Details, Application Questions, Acknowledgment, Contribution (selected), Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main content area is titled 'Contribution' and contains a 'Print Application' button, the text 'Amount faculty supervisor will be contributing', and a 'Questions' section. The 'Questions' section shows 'First 1 of 1' and a 'Required' checkbox. Below this is a text input field with the value '1125' and a label 'Please enter the amount you will be contributing as the faculty supervisor (minimum \$1125)'.



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

The screenshot displays the 'Grants Application' interface for a 'NSERC USRA' application. The left sidebar shows a task progress bar and a list of steps: Grant Application, Proposal Details, Application Questions, Acknowledgment, Contribution, Budget Summary & Justification (selected), Application Attachments, Declaration and Submit, and Finish.

The main content area includes a 'Print Application' button and instructions: 'Please enter the total budget the student has applied for as one line, category "Other"'. For USRA grants, the amount should be \$4500. The 'Budget Summary' section contains a table for 'Proposal Budget Details' with one row: 'Other' category, 'total budget' description, and a cost of '\$4500.00'. Below this is a table for 'Other Sources of Funding (Describe in Justification)' with one row: 'Description', 'Confirmed' checkbox, and 'Amount (\$)' of '\$0.00'. A summary table shows: 'Total of Proposal Budget' (\$4500.00), 'Total of Confirmed Other Sources of Funding' (\$0.00), '*Amount Requested' (\$4500.00), and 'Shortfall' (\$0.00). The 'Budget Justification' section has a text area with the instruction 'Please enter "not applicable"'. A rich text editor is shown with 'not applicable' entered and '1 Characters remaining'.

Annotations with orange arrows point to the 'total budget' entry in the budget table and the 'not applicable' text in the justification section.

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.

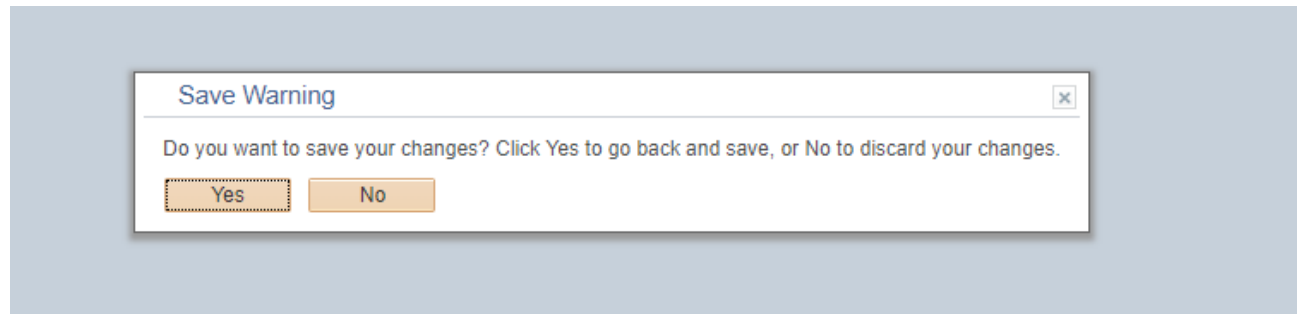


For application attachments, you must submit the student’s USRI application in full as an attachment. This is required for you to be able to move on to the next step and submit the application. You **must enter a description** before the system will allow you to upload the attachment.

The screenshot shows the 'Grants Application' interface for 'NSERC USRA'. On the left is a navigation menu with items like 'Grant Application', 'Proposal Details', 'Application Questions', 'Budget Summary & Justification', 'Application Attachments', 'Declaration and Submit', and 'Finish'. The main area has a 'Print Application' button and a message: 'The following attachment must be included for the application to be submitted: The student's completed USRA application'. Below this, it says 'You must provide an attachment type and description before attaching the file.' A table lists the attachment:

	*Attachment Type	*Description	View Attachment	Datetime	First	1 of 1
1	Student Application	USRA application	View Attachment	18-11-20 11:05:05AM		

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.



The screenshot shows the 'Grants Application' web interface. The main content area is titled 'NSERC USRA' and contains a 'Declaration' section. A 'Print Application' button is visible at the top. The declaration text asks for consent to use non-identifying portions of the application for training purposes and includes a certification statement. A checkbox is checked for consent, and another checkbox is checked for agreement to terms. A 'Message' dialog box is overlaid on the screen, displaying a warning: 'Warning -- Your application is about to be submitted! (24000,36)'. The message states that once submitted, changes can no longer be made and provides 'OK' and 'Cancel' buttons.

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 'Legend' sidebar shows the progress of the application process. A 'Task Progress' bar is at the top, showing completion from 0 to 7. Below the bar is a list of steps, each with a green checkmark indicating completion:

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

Finish

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 on your "My Grants Applications" in the Research Tile.

All changes must be made by the Submission 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 contact research@macewan.ca

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

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

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.