

Online Grant Application System
Frequently Asked Questions

Q: What is the difference between Submission Deadline and Approval Deadline?

A: The submission deadline is the last day an application can be submitted by a faculty member for approval by their Chair/Dean. The approval deadline is the last day the Dean can approve the application so that it can move forward for adjudication. If a Chair or Dean sends an application back to you for edits, these must be made, resubmitted, AND approved by the approval deadline.

Q: I have submitted my application, and when I check the approval history by clicking the hyperlink in the “Proposal Status” column, I see “deleted by system” by an approver’s name. What does this mean?

A: This will most likely occur if your application has been sent back to you for edits, by either the Chair or the Dean. When an application is “Sent Back,” the approval or send back capability for the other approver is removed, as it is no longer needed until the application is re-submitted.

Q: I am not sure how to answer the question regarding Sustainability. Can I get more information about this?

A: The criteria for selecting yes, as provided by the Office of Sustainability, is:

A sustainability component may

- directly address cultural vitality, social equity, economic integrity, and environmental responsibility;
- further our understanding of the interconnectedness of these four different areas;
- contribute directly toward solving one or more major sustainability challenges (such as climate change, global poverty, ...); or
- engage community members with the aim of combining knowledge and action to achieve positive social, cultural, economic, and environmental outcomes (such as participatory and community-based research).

Q: I need to include screenshots or equations when answering an application question. How can I do this?

A: Please include screenshots or equations as an attachment. The answer text boxes do not support these, but they can be viewed as attachments by the approvers and by the adjudication committee.

Q: In the Budget Summary section, I entered an additional source of funding. I then removed my response from this box, but now the system is requiring that something be entered here to move on with the application.

A: This is a quirk of PeopleSoft. The quickest fix is to use the minus sign to remove the line (even though it does not have data in it). Once you do this, you will be able to save and move on with the application.

Q: I had an application in progress but did not submit it by the Submission Deadline. What can I do?

A: Unfortunately, applications that are not submitted by the deadline are removed and cannot be retrieved. It is recommended that you save your application-in-progress as a pdf ahead of the deadline if you wish to retain what you entered, but not submit the application.

Q: Why do I have to enter a description before I can upload an attachment?

A: This is another quirk of PeopleSoft. Sorry!

Q: I submitted my application but forgot to include an attachment. What can I do?

A: Email research@macewan.ca and your Chair and Dean. If your Dean approves the application, we can add the attachment after this.

Q: When will each of the internal grants open for submitting applications?

A: After the initial roll out of the system, the application will be unavailable for approximately 60 days. It will re-open for the next call after this time.

Q: Will my submitted applications always be available to view, regardless of approval status or whether it is funded?

A: Yes! All submitted applications can be viewed within the Research tile, in the My Grant Applications tab, under the “Completed Grants” header.

Q: In the budget section, a negative shortfall calculated. Why is this?

A: This means that you have not specified the full amount you are applying for within the “Proposal Budget Details” table. Either update the amounts there, or change the amount requested to resolve this. If you have an overage, meaning your budget is greater than the amount being applied for, be sure to indicate within the Budget Justification how these funds will be paid.