Online Grant Application System
User Guide – Internal Grant Applications

Table of Contents

Accessing Grant Applications .................................................................................................................................................................................. 2
Completing the Grant Application Form .................................................................................................................................................................................. 4
  Getting Started and Proposal Details .............................................................................................................................................................................. 4
  Application Legend ........................................................................................................................................................................................................ 7
Tips for Answering Questions .......................................................................................................................................................................................... 8
Completing the Budget ........................................................................................................................................................................................................ 9
Uploading Attachments ................................................................................................................................................................................................... 10
Submitting the Application ........................................................................................................................................................................................... 11
Application Statuses and History of Completed Grants ........................................................................................................................................................................ 13
  Proposal Statuses ...................................................................................................................................................................................................... 14
  Viewing Submitted Applications ............................................................................................................................................................................. 15
Resubmitting Sent Back Applications ........................................................................................................................................................................... 16
Questions or Feedback ...................................................................................................................................................................................................... 18
Accessing Grant Applications
To access the Online Grant Application, login to PeopleSoft and click 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
   b. The approval deadline is the last day a Dean can approve a grant application for that call
3. Applications that are in progress, but have not been submitted are saved here
4. A historical record of all grants you have applied for using the system underneath the “Completed Grants” header – for more information see page 14

To get started, click “Start New Application” for the grant you would like to apply for. This guide uses a Dissemination Grant as an example, but the other grant types are similar.
Completing the Grant Application Form

Getting Started and Proposal Details

After clicking “Start New Application” the first page this will load has Introductory text about the grant, and information about navigating the system. To begin filling out the application, click the “Mark Complete” button. The page will quickly refresh and you will then be able to click the “Next” button.

Click Mark Complete first, and then you will be able to click the “Next” button to get started.
After clicking “Mark Complete” first, and then “Next,” the Proposal Details page will open. **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.

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 be asked.
If you have received multiple grants in the last two years, they can be entered here.

In order to determine your eligibility for certain Grants and Awards, please answer the question below. For more information, refer to the Faculty Internal Grant Guidelines document.

Have you received an internal grant from the Office of Research Services in the last two years? Do not include awards/grants that were provided by your Faculty/School. 

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project Grant</td>
<td>2017</td>
</tr>
</tbody>
</table>

If yes provide details below

Use + to add a line.
Use - to remove a line.

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. Please rest assured you will still 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). You will be able to provide REB/AREB certificate(s) 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>Have Appli</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>3 Travel Authorization</td>
<td>Yes</td>
<td>Will Apply</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

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

The questions asked on the Proposal Details page will be very similar for the various grant types available. Once this page has been completed and saved, click “Next” to move on to the other parts of the application. If you did not complete a required question, you will be prompted to do so.
After saving, you can leave the application and return to it later but be sure to submit your application by the Submission Deadline. Any applications that have not been submitted once the Submission Deadline has passed cannot be retrieved.

Application Legend
Refer to the legend for the status of each section. Once all tasks are completed, with the green check mark icon showing beside them, the application can be submitted. Tasks that are dependent require other sections to be completed before they can be accessed.
Tips for Answering Questions

Important – do not include screenshots within the answer boxes. Include these as attachments within the “Application Attachments” section of the application.

If you 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.
Completing the Budget

The budget summary section allows you to itemize your proposal’s budget.

Use the + / - boxes to add or remove lines.

Budget attachments can be added here, or included with the “Application Attachments” section.

If another source of funding is confirmed, ticking this box will include the amount in the calculation below.

This section will calculate automatically, based on what you enter in the budget.
Uploading Attachments

In the “Application Attachments” section, you can upload as many lines of attachments as you need. For some application types you will also see a list of Attachment Types that must be uploaded so that this section to be marked as “Complete.”

You must enter a description before the system will allow you to upload the attachment.
Submitting the Application
Once all sections are completed, you will be able to submit the application. If you cannot access the declaration page, that means at least one section is still marked as “In Progress” because something is missing. Refer to the legend to see where the missing information is.
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 return to the declaration page, and you can still edit any part of your application.
This page indicates that your application has been submitted. 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 edits and re-submit, up until the specified approval deadline.

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 your application will move on to adjudication.
Application Statuses and History of Completed Grants

Return to your homepage and click the “Research” tile.

Navigate back to “My Grant Applications”
Proposal Statuses

- **Pending Approval:** The Dean or Research Grants Development Officer has not yet approved your application. Click the link to find out the exact approval status.
- **Sent Back:** The Dean or your Chair has requested changes to your proposal. Comments, if made, can be found within the hyperlink.
- **Accepted by ORS:** The proposal will be moving forward to adjudication
- **Submitted, then Awarded:** Your proposal was funded as a result of adjudication
- **Not Funded:** Your proposal was not selected for funding as a result of adjudication
Viewing Submitted Applications
By clicking “View Application” you can click through each of the sections to see what you submitted. If you want to see all of the application at once, and save your application elsewhere, click the “Print Application” button. **You must allow pop ups to view!**

![View Application Interface]

**Office of Research Services**

**Proposal Type**: Dissemination Grant

**Proposal ID**: RES0000036

**Application Date**: 2018-10-12

**Proposal Status**: Pending Approval

Upon completion of a research project, the outcomes can be shared with a larger audience through a number of dissemination activities, such as conferences, exhibitions and performances. This grant helps cover the cost of attending and presenting at a variety of events and activities.

**Deadline to apply**: October 1 and March 1

Please note, you will not be able to submit an application once these dates have passed.

The **March 1 Deadline** applies to dissemination activities taking place between March 1 2019 and November 1 2019.

The **October 1 Deadline** applies to dissemination activities taking place between October 1 2019 and April 1 2020.

**Eligibility**: Sessional, tenure-track, tenured faculty

![Save Button]
Resubmitting Sent Back Applications

If your application has been sent back to you by an approver, you will automatically receive an email informing you of this. Either click the link in the email, or access your application via the Research tile.

Proposal ID RES0000051, V101 requires review and updates as it has been sent back by an Approver.

Please see the comments available within the My Grants Application page for Proposal ID RES0000051 for more information.


When viewing your completed grant applications, you will see the status “Sent Back to PI.” When clicking the hyperlink, you will see who sent the application back, the date and time of send back, and if they sent any comments. Clicking “Update Application” allows you to update and resubmit your application.

After clicking “Update Application” you are brought back in to the application
Office of Research Services

Proposal Type  Dissemination Grant
Proposal ID  RES0000051

Application Deadline  2018-10-31
Proposal Status  Pending Approval

Upon completion of a research project, the outcomes can be shared with a larger audience through a number of dissemination activities, such as conferences, exhibitions and performances. This grant helps cover the cost of attending and presenting at a variety of events and activities.

Deadline to apply: October 1 and March 1

Please note, you will not be able to submit an application once these dates have passed.

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The October 1 Deadline applies to dissemination activities taking place between October 1 2019 and April 1 2020.

Eligibility: Sessional, tenure-track, tenured faculty
Then, when you are ready to resubmit, be sure to save your changes and navigate to the “Finish” section, where the resubmit button can be found. Please be sure you are ready to resubmit, because after you do, no changes can be made, and the approvers will automatically be emailed about the resubmission.

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