

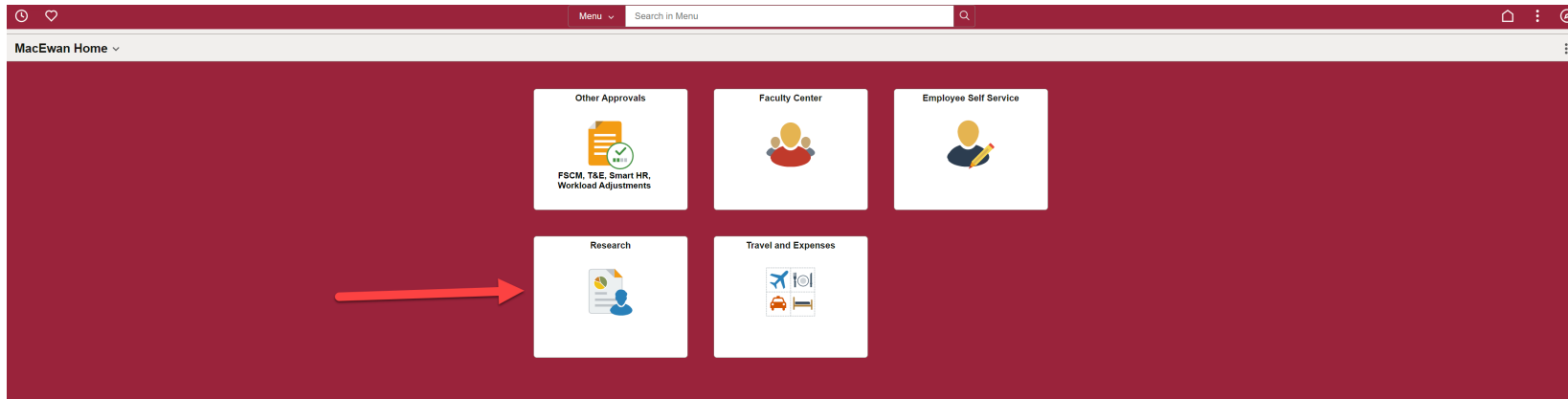
Online Grant Application System
User Guide – External Grant Applications

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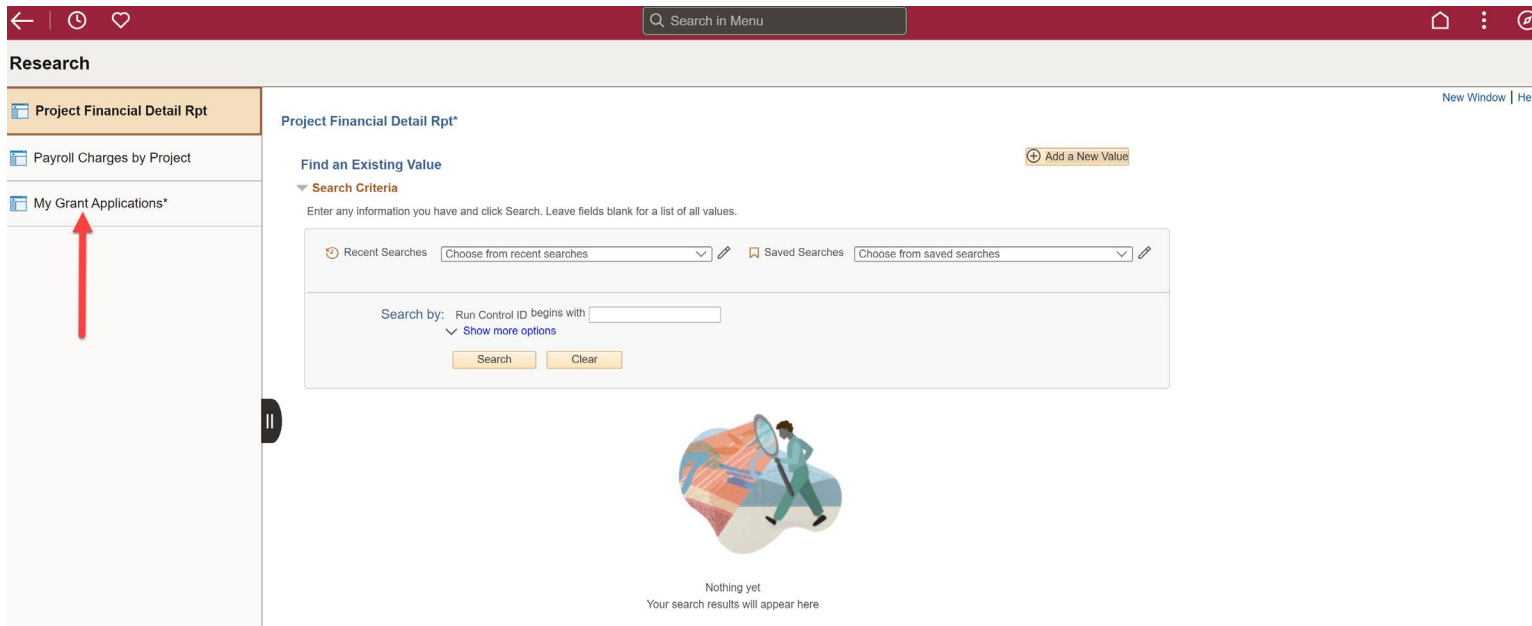
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Accessing the Online Grant Application System

Log in to PeopleSoft and click on the “Research” tile on the homepage.



After clicking the Research tile, navigate to “My Grant Applications.” For some faculty, this will be the default location.



Within “My Grant Applications” you will see

1. A list of all open grant application types.
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. The call for external grant applications is open on a yearly basis.
 - b. The approval deadline is the last day a Dean can approve a grant application for that call. The approval deadline is set on a yearly basis for external grants, so be sure to keep in mind agency deadlines when submitting an external grant application for approval. Ensure to allow two weeks for all necessary internal approvals to be received.

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Employee-facing registry content

My Grant Applications

Grants Open for application

The following grants are open for application							First	1-5 of 5	Last
Grant Type	Application Period	Open Date	Submission Deadline		Application Status	Faculty Approval Deadline			
1 Dissemination Grant	Dissemination Grant Oct. 2023	2023-07-01	2023-10-02	?	Start New Application	2023-10-09			?
2 Strategic Research Grant	Strategic Research Grant 23	2023-07-01	2023-10-02	?	Start New Application	2023-10-09			?
3 USRI - Dissemination	USRI Dissemination Oct. 2023	2023-07-01	2023-10-02	?	Start New Application	2023-10-09			?
4 SSHRC Institutional Grants	SSHRC Institutional Grant 23	2023-07-01	2023-10-02	?	Start New Application	2023-10-09			?
5 External Grant Agencies	External Grant Appl. 23-24	2023-07-01	2024-06-30	?	Start New Application	2024-07-07			?

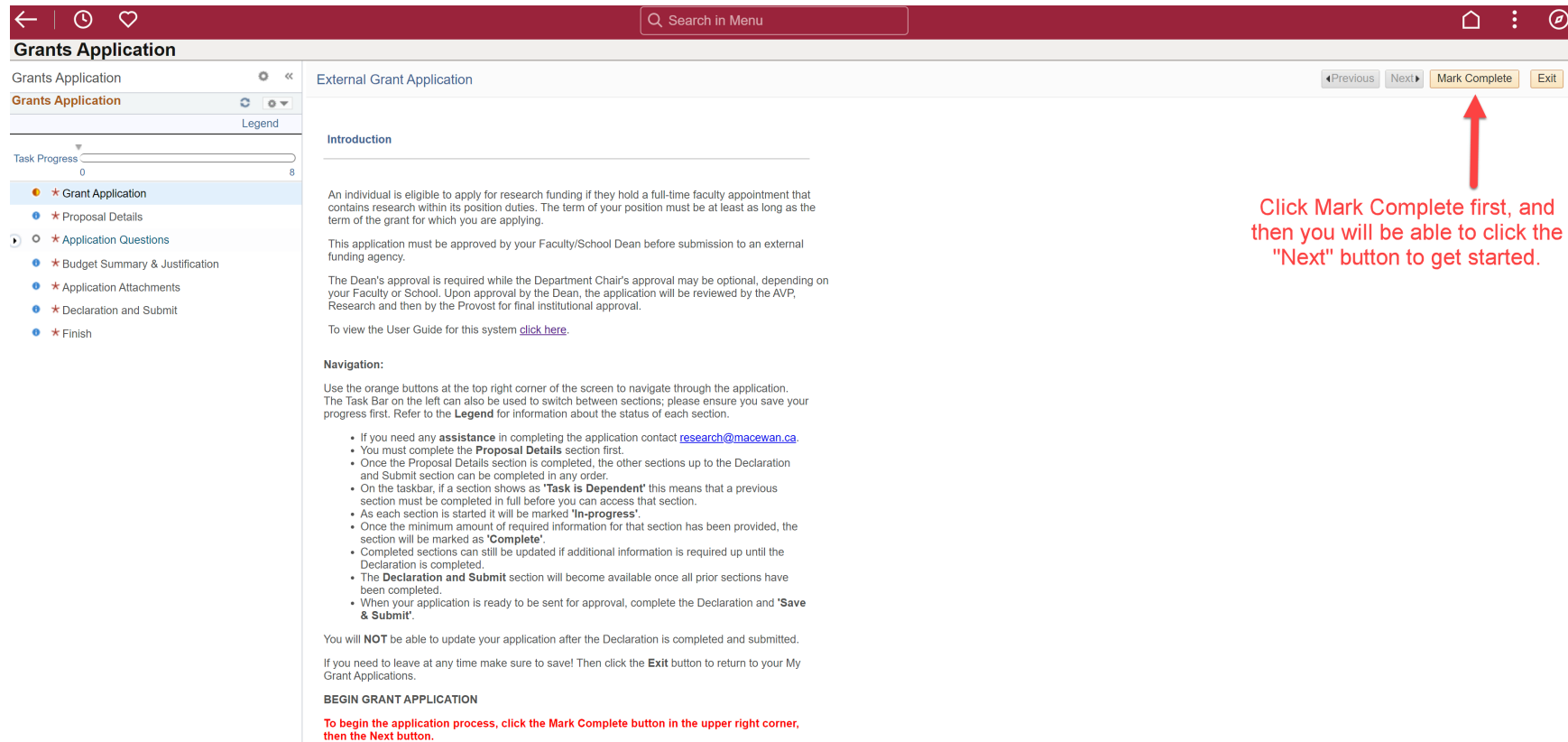
Completed Grants

To get started, click “Start New Application” for “External Grant Agencies”.

Completing the Grant Application Form

Getting Started and Proposal Details

After clicking “Start New Application”, you will be taken to the application itself. The first page contains introductory text about the grant, and information about navigating the system. To begin filling out the application, click the “Mark Complete” button in the top right corner of the screen. The page will quickly refresh and you will then be able to click the “Next” button in the same area.

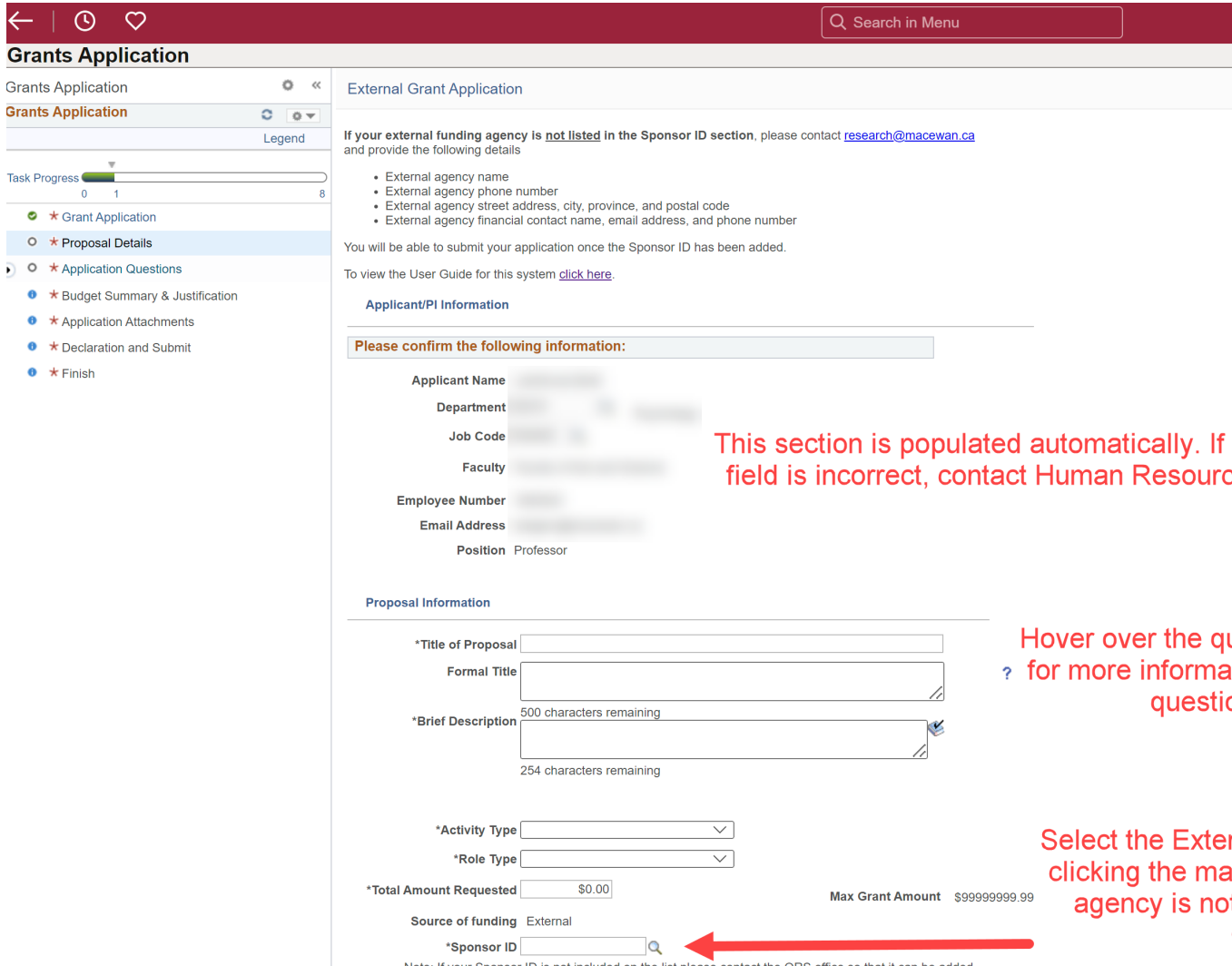


The screenshot displays the 'Grants Application' interface. At the top, there is a dark red navigation bar with a search menu and buttons for 'Previous', 'Next', 'Mark Complete', and 'Exit'. A red arrow points to the 'Mark Complete' button. Below the navigation bar, the main content area is titled 'External Grant Application' and contains an 'Introduction' section. The introduction text states: 'An individual is eligible to apply for research funding if they hold a full-time faculty appointment that contains research within its position duties. The term of your position must be at least as long as the term of the grant for which you are applying. This application must be approved by your Faculty/School Dean before submission to an external funding agency. The Dean's approval is required while the Department Chair's approval may be optional, depending on your Faculty or School. Upon approval by the Dean, the application will be reviewed by the AVP, Research and then by the Provost for final institutional approval. To view the User Guide for this system [click here](#).' Below the introduction, there is a 'Navigation:' section with instructions: '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.' A list of navigation steps is provided: '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'**.' Below the navigation instructions, there is a 'BEGIN GRANT APPLICATION' section with the text: 'To begin the application process, click the **Mark Complete** button in the upper right corner, then 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”, and then “Next”, the Proposal Details page will open.

The Proposal Details 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

External Grant Application

If your external funding agency is **not listed** in the Sponsor ID section, please contact research@macewan.ca and provide the following details

- External agency name
- External agency phone number
- External agency street address, city, province, and postal code
- External agency financial contact name, email address, and phone number

You will be able to submit your application once the Sponsor ID has been added.

To view the User Guide for this system [click here](#).

Applicant/PI Information

Please confirm the following information:

Applicant Name
 Department
 Job Code
 Faculty
 Employee Number
 Email Address
 Position Professor

Proposal Information

*Title of Proposal
 Formal Title
 *Brief Description
 500 characters remaining
 254 characters remaining

*Activity Type
 *Role Type
 *Total Amount Requested \$0.00
 Max Grant Amount \$99999999.99
 Source of funding External
 *Sponsor ID



Annotations:

- This section is populated automatically. If any field is incorrect, contact Human Resources
- Hover over the question mark for more information about a question
- Select the External Grant Agency by clicking the magnifying glass. If the agency is not listed contact the ORS.

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. You will be able to submit your application regardless of the approval status. If you have already received approval from the REB or the AREB, enter the appropriate certificate number and expiration date.

Please provide information about any required approvals / certificates for your proposal. For Dissemination and USRI Dissemination applications indicate if the project being presented has relevant ethics approvals. If you are unsure select 'Yes'. Provide Certificate Numbers and Expiration dates if available.

If your proposal **does not** require Animal Ethics Review or Human Ethics Review, visit macewan.ca/hse for information about required hazard assessments.

	Type of Certificate/Approval	*Required	Approval Status	Certificate Number	Expiration Dt
1	Animal Ethics Review	Yes <input type="button" value="v"/>	Have App <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> 
2	Human Ethics Review	Yes <input type="button" value="v"/>	Approved <input type="button" value="v"/>	100100	2024-09-01 

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

Once this page has been completed and saved, click “Next” to move on to the other parts of the application. You may now navigate to any section of the application in any order.

After saving, you can leave the application and return to it later.

Completing the Budget

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Grants Application 🔍 Search in Menu

Grants Application

Grants Application

Legend

Task Progress

- ★ Grant Application
- ★ Proposal Details
- ★ Application Questions
 - ★ Acknowledgment
 - ★ Indirect Costs of Research
 - ★ **Budget Summary & Justification**
 - ★ Application Attachments
 - ★ Declaration and Submit
 - ★ Finish

External Grant Application ◀ Previous Next ▶ Exit Save Progress

[Print Application](#)

Please enter the total proposal budget, as one line, category "other."
Individual budget items DO NOT have to be itemized here.

Budget Summary

Proposal Budget Details				First	1 of 1	Last
*Budget Category	*Description	*Cost (\$CAD)	Add Attachment			
1 Other	budget	\$50000.00	Add Attachment	+	-	

Note: Include Any Supporting documents as attachments

Other Sources of Funding (Describe in Justification)			First	1 of 1	Last
*Description	Confirmed	*Amount (\$)			
1	<input type="checkbox"/>	\$0.00	+	-	

Total of Proposal Budget	\$50000.00	
Total of Confirmed Other Sources of Funding	\$0.00	
*Total Amount Requested	\$50000.00	
Shortfall	\$0.00	

Enter the TOTAL amount being applied for as one line, category "Other"

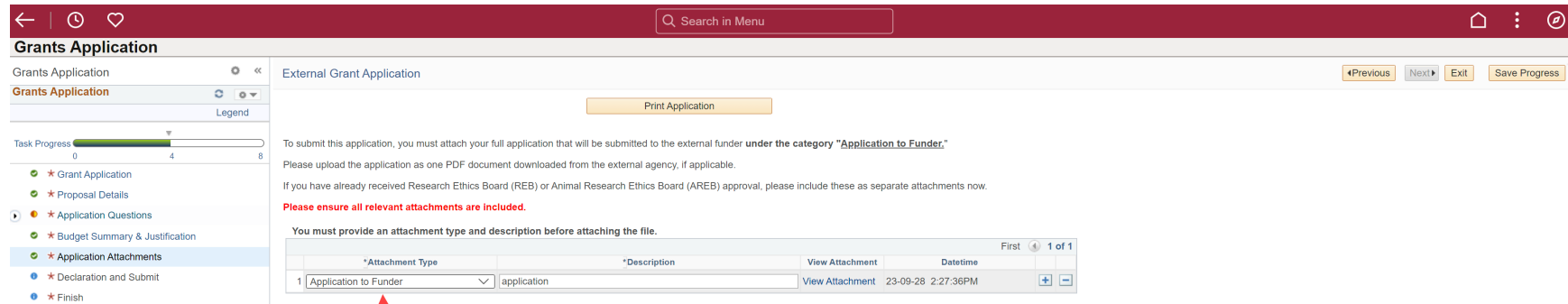
Other confirmed or unconfirmed sources of funding can be entered here

This section will automatically calculate. The total amount requested can be adjusted here if needed.

Uploading Attachments

In the “Application Attachments” section, you can upload as many lines of attachments as you need. For the application to be submitted, you must attach your external funding application using the category “Application to Funder.” This can be as one line, or as multiple lines. Be sure to include all relevant attachments here.

Note: You **must enter a description** of the attachment before the system will allow you to upload the document.



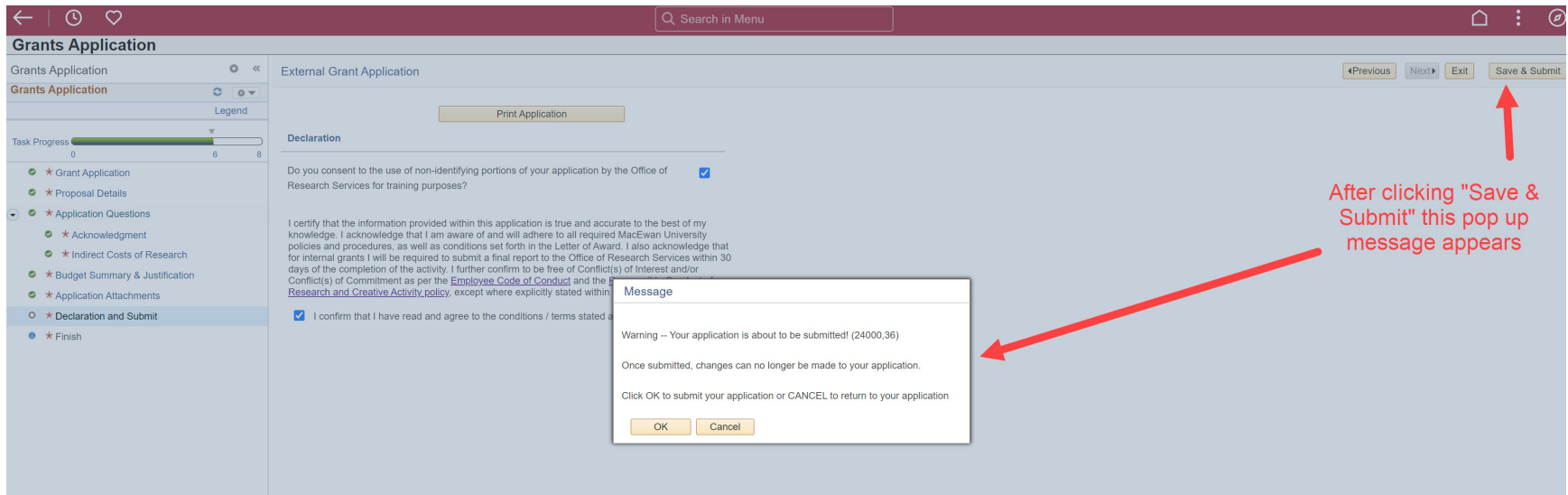
The screenshot shows the 'Grants Application' interface. On the left is a navigation menu with 'Application Attachments' selected. The main area is titled 'External Grant Application' and contains a 'Print Application' button. Below this is a table for attachments. A red arrow points to the 'Application to Funder' dropdown in the first row of the table.

	*Attachment Type	*Description	View Attachment	Datetime	First	1 of 1
1	Application to Funder	application	View Attachment	23-09-28 2:27:36PM		

This Attachment Type must be used for the application to be submitted.

Submitting the Application

Once all sections are completed, you will be able to submit the application. If you cannot access the declaration page, this means that at least one section is still marked as “In Progress” because something is missing. 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!**



Grants Application

External Grant Application

Print Application

Declaration

Do you consent to the use of non-identifying portions of your application by the Office of Research Services for training purposes?

I certify that the information provided within this application is true and accurate to the best of my knowledge. I acknowledge that I am aware of and will adhere to all required MacEwan University policies and procedures, as well as conditions set forth in the Letter of Award. I also acknowledge that for internal grants I will be required to submit a final report to the Office of Research Services within 30 days of the completion of the activity. I further confirm to be free of Conflict(s) of Interest and/or Conflict(s) of Commitment as per the [Employee Code of Conduct](#) and the [Research and Creative Activity policy](#), except where explicitly stated within

I confirm that I have read and agree to the conditions / terms stated above

Message

Warning -- Your application is about to be submitted! (24000,36)

Once submitted, changes can no longer be made to your application.

Click OK to submit your application or CANCEL to return to your application

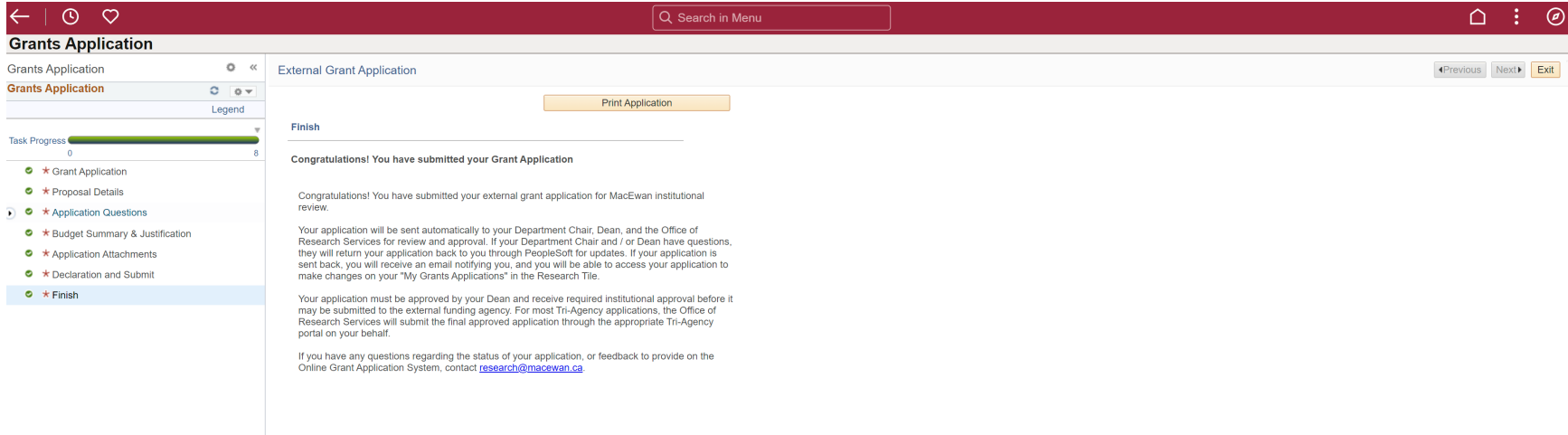
OK Cancel

After clicking "Save & Submit" this pop up message appears

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 be returned to the declaration page, and you can still edit any part of your application.

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



The screenshot shows a web browser window with a dark red header. The page title is "Grants Application". The main content area is titled "External Grant Application" and features a "Print Application" button. A "Task Progress" bar is visible on the left, showing 0% completion. A list of application steps is on the left, with "Finish" highlighted. The main text area contains a "Congratulations! You have submitted your Grant Application" message, followed by instructions regarding the review process and contact information for the Office of Research Services.

After submission, 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 changes and re-submit.

After the Dean has approved your application, it will be reviewed by the Office of Research Services. Once institutional approval has been granted, the proposal status will be updated to "Accepted by ORS." Your application may then be submitted to the external agency. Each external agency will have a specific application procedure so consult with the Office of Research Services to ensure that your submission is processed correctly.

Important! Be sure to allow adequate time for all required institutional approvals. **The MacEwan institutional deadline for funding approvals is two weeks BEFORE the external agency deadline.**

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