

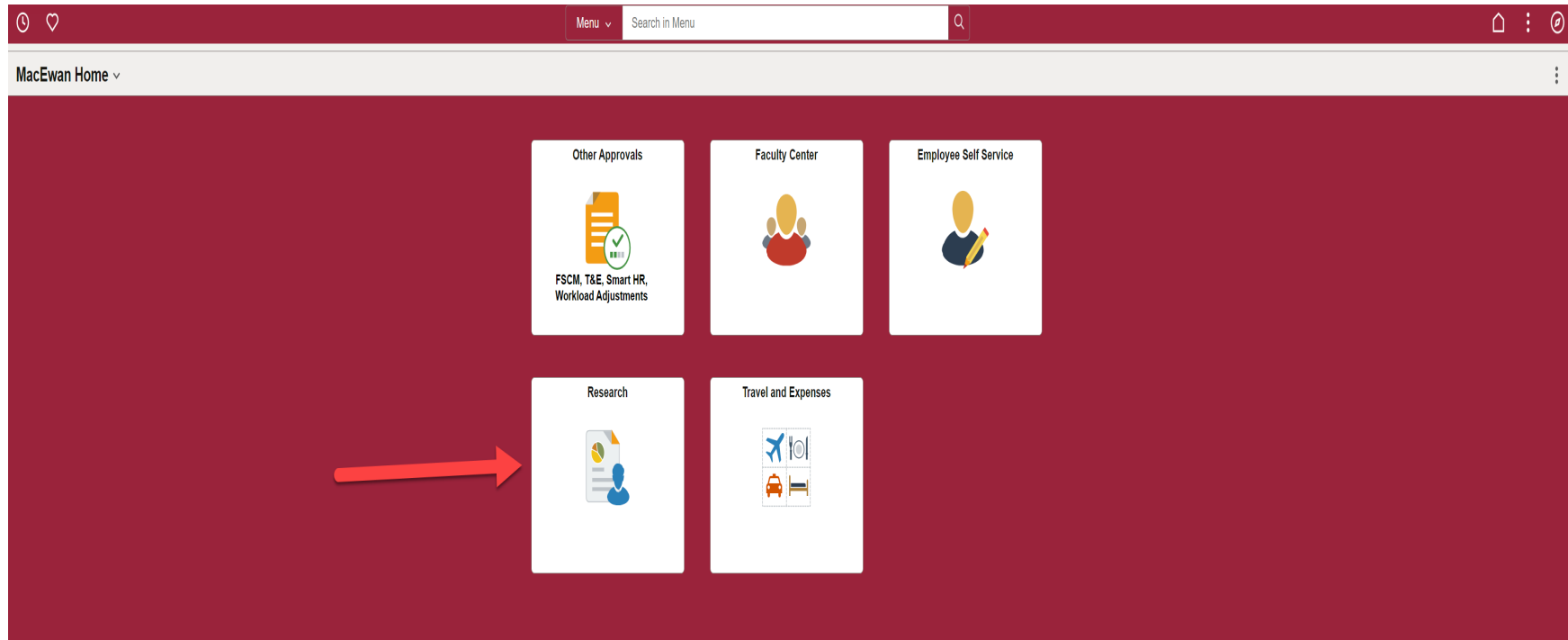
Online Grant Application System
User Guide – External Grant Applications

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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.

Research

Project Financial Detail Rpt*

Find an Existing Value [Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Search by: Run Control ID begins with

[Show more options](#)

Nothing yet
Your search results will appear here

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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🔍 Search in Menu

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			?

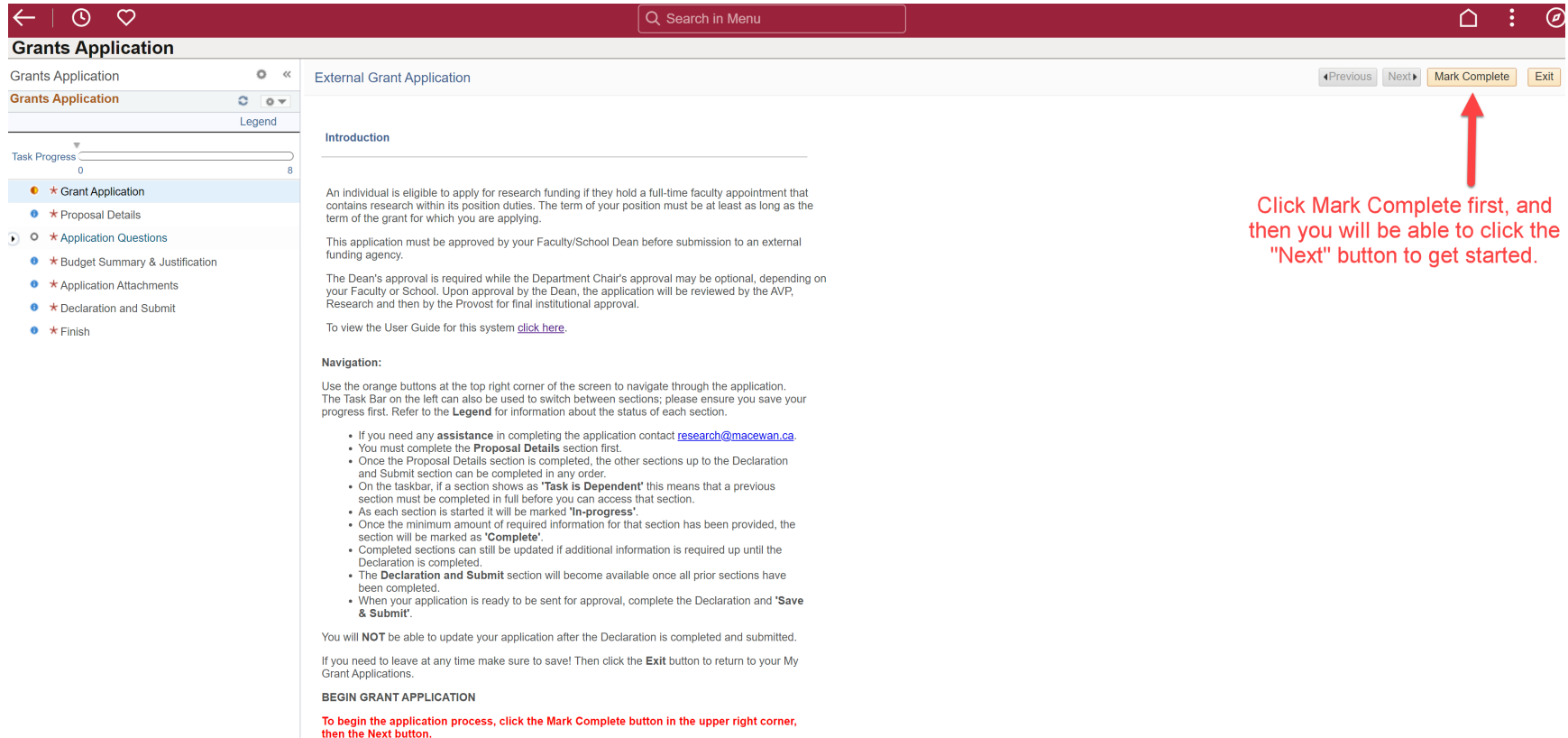
Completed Grants

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.



Grants Application

Grants Application External Grant Application

◀ Previous Next ▶ Mark Complete Exit

Legend

Task Progress 0 8

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

Introduction

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](#).

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.

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.

Grants Application

Grants Application

Task Progress

Grant Application

Proposal Details

Application Questions

Budget Summary & Justification

Application Attachments

Declaration and Submit

Finish

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

This section is populated automatically. If field is incorrect, contact Human Resources



Hover over the question mark for more information or questions

Select the External funding agency by clicking the magnifying glass icon. If the agency is not listed, contact the Research Office

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.

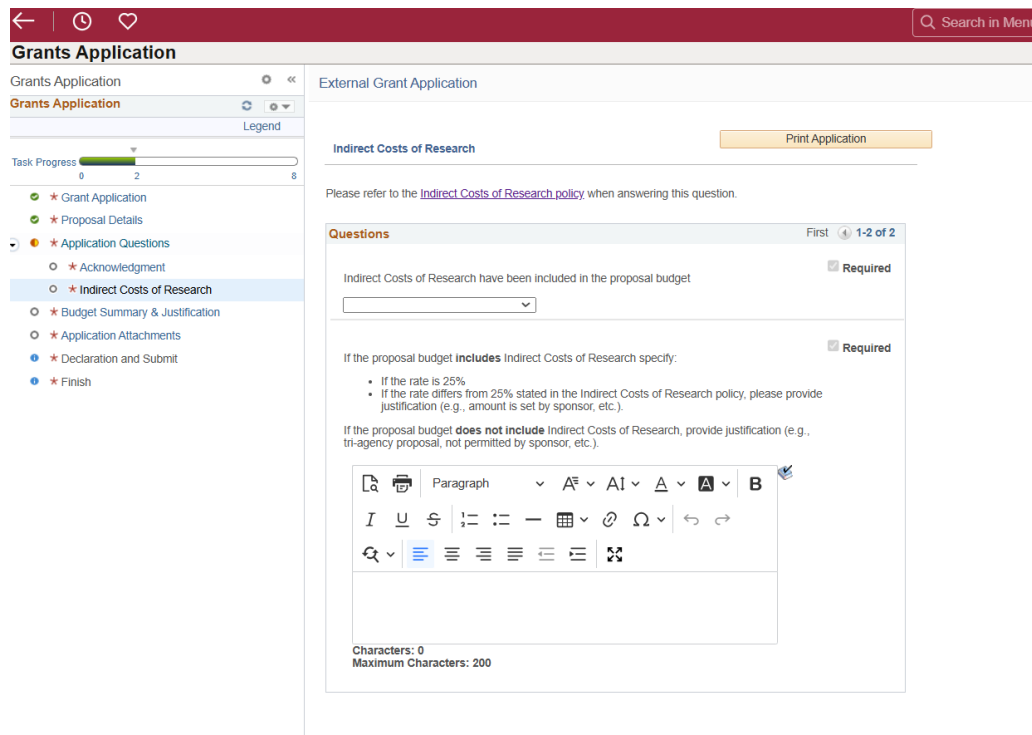
Once this page has been completed and saved, click “Next” to move on to the other parts of the application. You may now navigate to any section of the application in any order.

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

Indirect Costs of Research

When answering this question, consider the [“Indirect Costs of Research” policy](#). The policy defines the indirect costs of research, outlines the collection rate, and identifies exceptions. Answer “yes” if your proposal’s granting agency does not fall within the specified exceptions in the policy.

If your proposal includes indirect costs of research, indicate the percentage rate of collection. The standard is 25% of requested funds, but this rate may also be set by the granting agency. If your proposal does not include indirect costs of research, briefly explain why (e.g., not an eligible expense for this grant).



The screenshot displays the 'Grants Application' interface. On the left is a navigation pane with a 'Task Progress' bar and a list of application steps: Grant Application, Proposal Details, Application Questions (selected), Acknowledgment, Indirect Costs of Research (highlighted), Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main content area is titled 'External Grant Application' and contains the 'Indirect Costs of Research' section. A 'Print Application' button is visible. The question text states: 'Please refer to the [Indirect Costs of Research policy](#) when answering this question.' The question is 'Indirect Costs of Research have been included in the proposal budget' and is marked as 'Required'. Below the question is a dropdown menu. Further down, there are two conditional instructions: one for when the budget includes indirect costs (specifying a 25% rate or a different rate with justification) and another for when it does not include them (requiring justification). A rich text editor with various formatting tools is provided for the answer. At the bottom, it shows 'Characters: 0' and 'Maximum Characters: 200'.



Completing the Budget

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Search in Menu

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Grants Application

Grants Application

Legend

Task Progress

0 2 6

★ Grant Application

★ Proposal Details

★ Application Questions

★ Acknowledgment

★ Indirect Costs of Research

★ Budget Summary & Justification

★ Application Attachments

★ Declaration and Submit

★ Finish

External Grant Application

Print Application

◀ Previous Next ▶ Exit Save Progress

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"

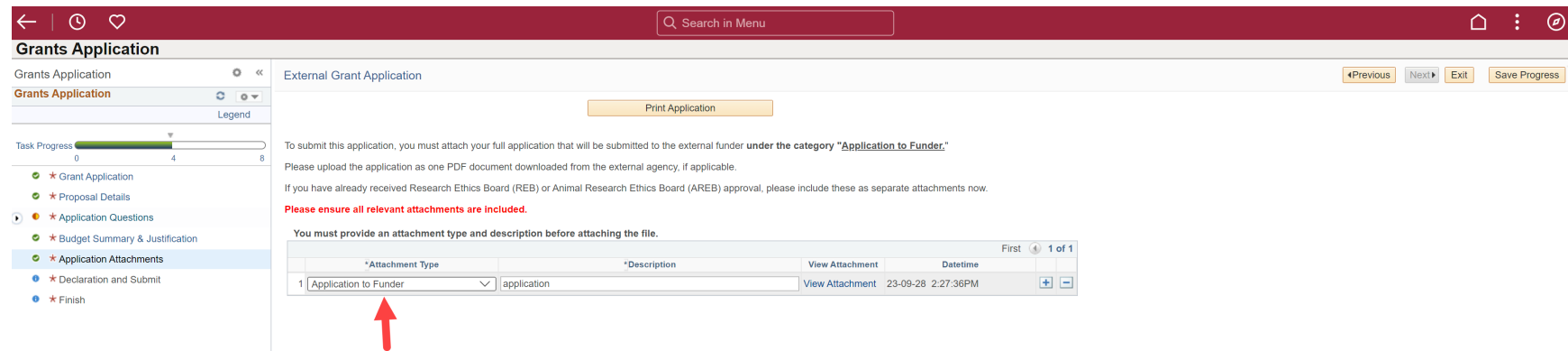
Other confirmed or unconfirmed sources of funding can be entered here

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.



Grants Application

Grants Application

External Grant Application

Print Application

To submit this application, you must attach your full application that will be submitted to the external funder under the category “Application to Funder.”

Please upload the application as one PDF document downloaded from the external agency, if applicable.

If you have already received Research Ethics Board (REB) or Animal Research Ethics Board (AREB) approval, please include these as separate attachments now.

Please ensure all relevant attachments are included.

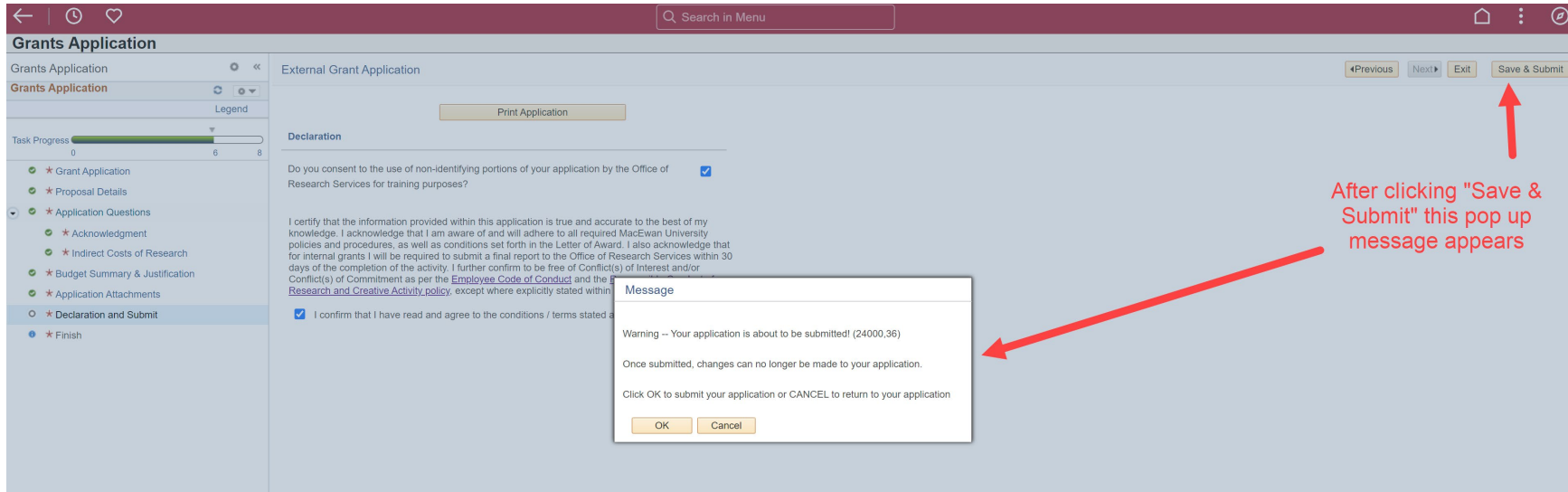
You must provide an attachment type and description before attaching the file.

*Attachment Type	*Description	View Attachment	Datetime
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!**



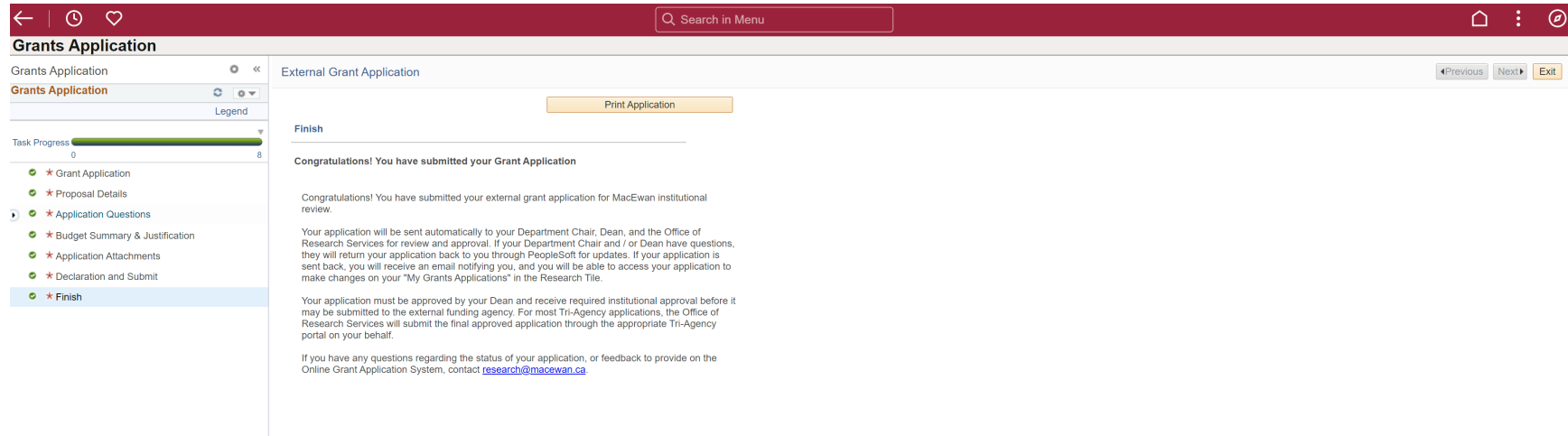
The screenshot shows the 'Grants Application' interface. On the left is a sidebar with a 'Task Progress' bar and a list of sections: Grant Application, Proposal Details, Application Questions, Acknowledgment, Indirect Costs of Research, Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main area is titled 'External Grant Application' and contains a 'Declaration' section with a consent checkbox and a confirmation checkbox. A 'Print Application' button is visible. At the top right, there are navigation buttons: Previous, Next, Exit, and Save & Submit. A red arrow points to the 'Save & Submit' button with the text: 'After clicking "Save & Submit" this pop up message appears'. A modal window titled 'Message' is displayed in the center, containing the following text: 'Warning -- Your application is about to be submitted! (24000,36)', 'Once submitted, changes can no longer be made to your application.', and 'Click OK to submit your application or CANCEL to return to your application'. At the bottom of the modal are 'OK' and 'Cancel' buttons. A red arrow points from the text above to the 'OK' button.

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.

If after submitting your application you find that changes need to be made or attachments were not included, contact research@macewan.ca for assistance. Do not submit another application in relation to the same grant.

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 application interface for 'Grants Application'. The top navigation bar is maroon with a search bar and navigation icons. The left sidebar contains a 'Legend' with a task progress bar and a list of steps: Grant Application, Proposal Details, Application Questions, Budget Summary & Justification, Application Attachments, Declaration and Submit, and Finish. The main content area is titled 'External Grant Application' and features a 'Print Application' button. The status is 'Finish', and the message reads: 'Congratulations! You have submitted your Grant Application'. Below this, it states: 'Congratulations! You have submitted your external grant application for MacEwan institutional review. Your application will be sent automatically to your Department Chair, Dean, and the Office of Research Services for review and approval. If your Department Chair and / or Dean have questions, they will return your application back to you through PeopleSoft for updates. If your application is sent back, you will receive an email notifying you, and you will be able to access your application to make changes on your "My Grants Applications" in the Research Tile. Your application must be approved by your Dean and receive required institutional approval before it may be submitted to the external funding agency. For most Tri-Agency applications, the Office of Research Services will submit the final approved application through the appropriate Tri-Agency portal on your behalf. If you have any questions regarding the status of your application, or feedback to provide on the Online Grant Application System, contact research@macewan.ca'.

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