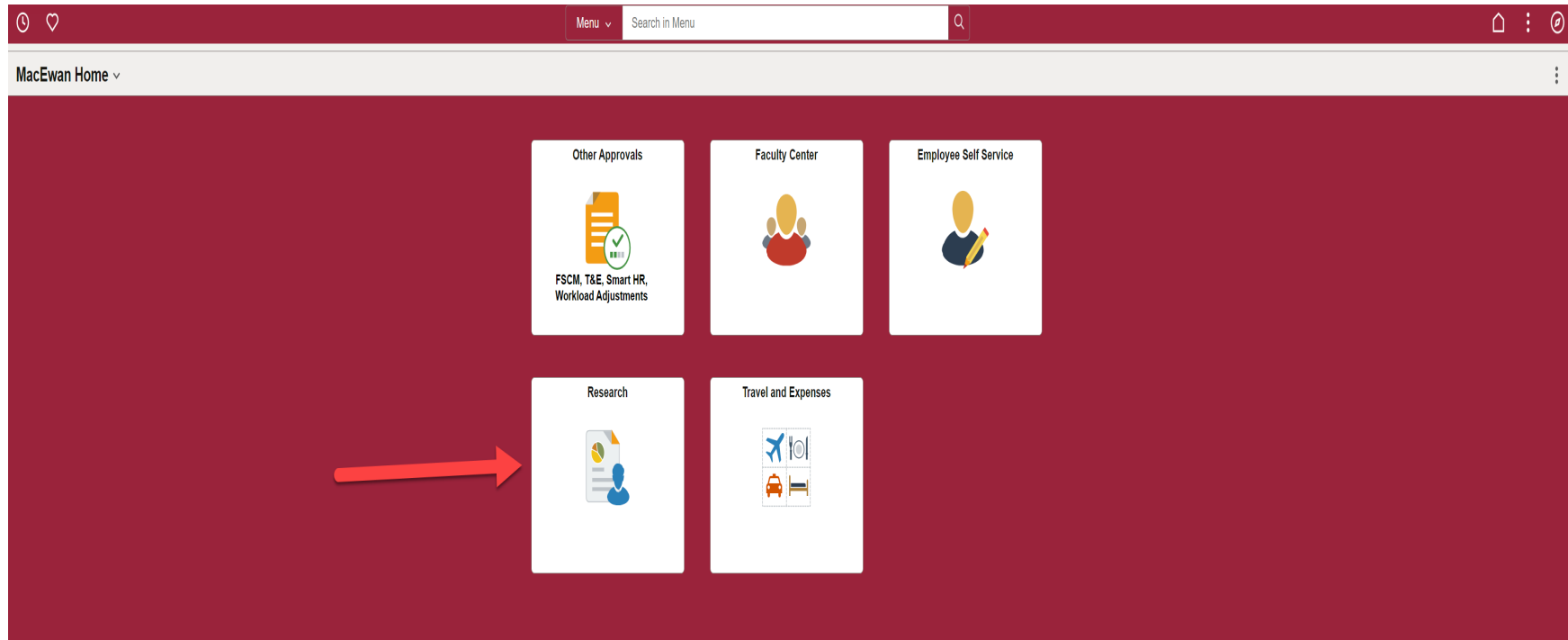**MacEwan UNIVERSITY | OFFICE OF RESEARCH SERVICES**

Online Grant Application System
User Guide – External Grant Applications

Table of Contents

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.

![MacEwan University - Office of Research Services]

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.

MacEwan UNIVERSITY | OFFICE OF RESEARCH SERVICES

Employee-facing registry content

My Grant Applications

Grants Open for application

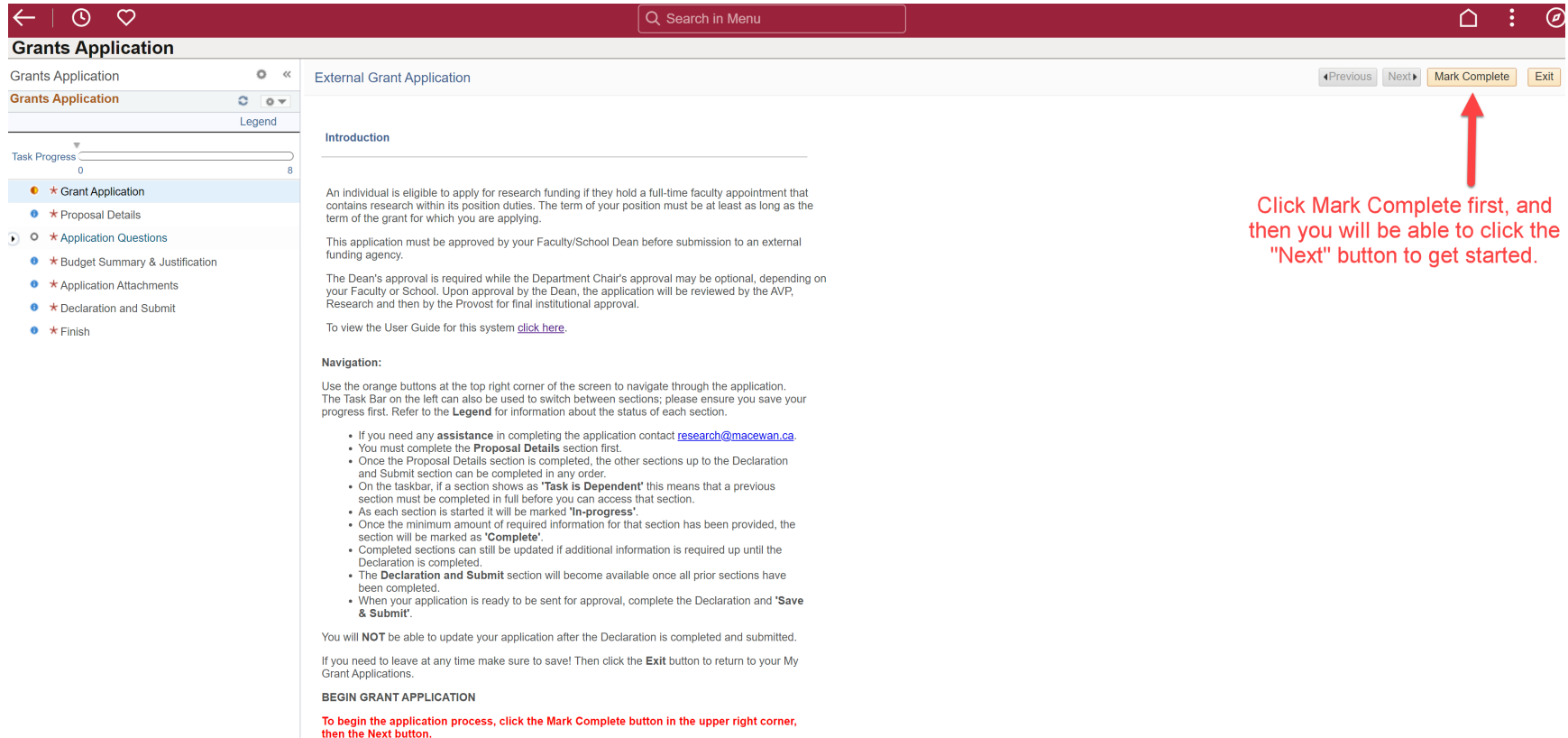| The following grants are open for application							First ◀ **1-5 of 5** ▶ Last	
	Grant Type	Application Period	Open Date	Submission Deadline		Application Status	Faculty Approval Deadline	
1	Dissemination Grant	Dissemination Grant Oct. 2023	2023-07-01	2023-10-02	?	Start New Application	2023-10-09	?
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.

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

Grants Application

Grants Application

Legend

Task Progress
0   1   8

✓ ★ 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

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

Proposal Information

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

Hover over the question mark ? for more information about a question

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

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	Have App		
2	Human Ethics Review	Yes	Approved	100100	2024-09-01

Note: You will be able to include any supporting documents as attachments within the "Application Attachments" section of the application.
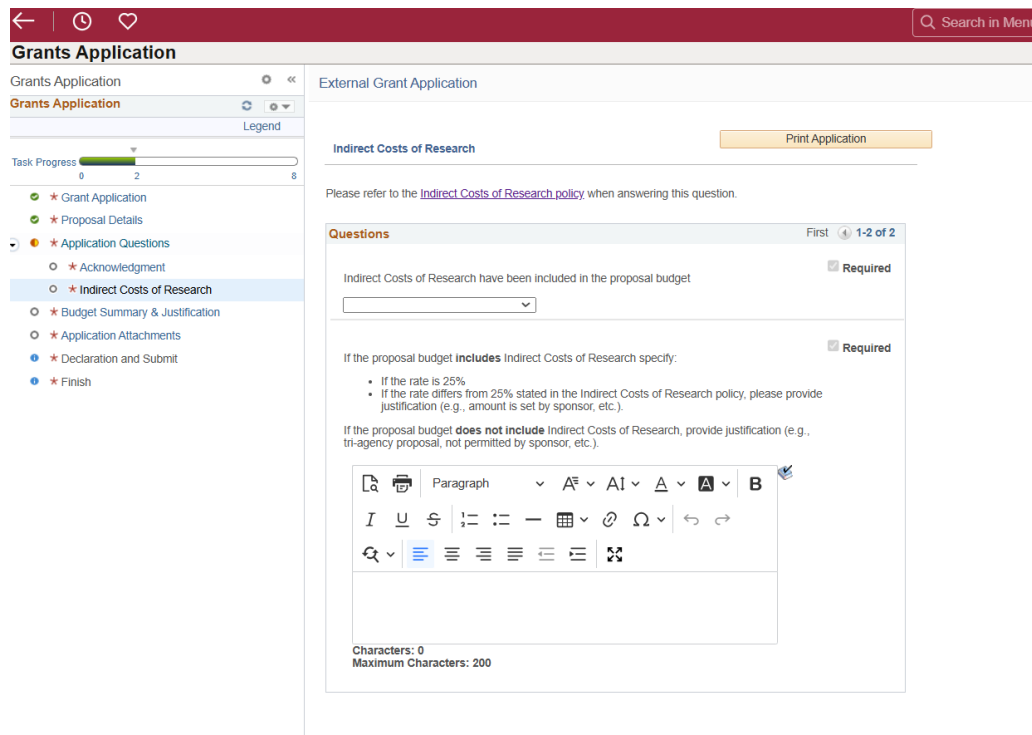
Once this page has been completed and saved, click "Next" to move on to the other parts of the application. You may now navigate to any section of the application in any order.

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).

Completing the Budget

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

	*Budget Category	*Description	*Cost ($CAD)	Add Attachment		
1	Other	budget	$50000.00	Add Attachment	+	−

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

Note: Include Any Supporting documents as attachments

Other Sources of Funding (Describe in Justification)

	*Description	Confirmed	*Amount ($)		
1		☐	$0.00	+	−
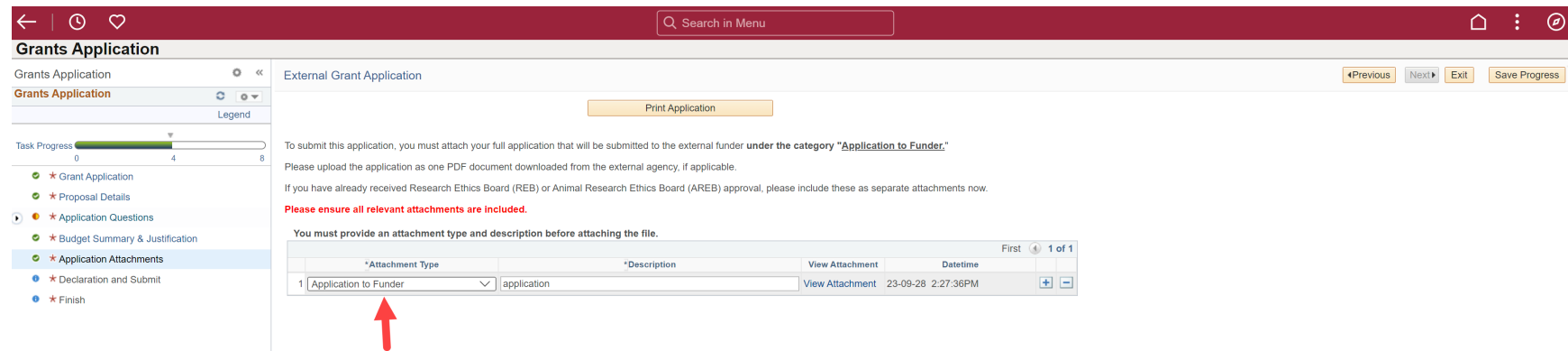
Other confirmed or unconfirmed sources of funding can be entered here

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

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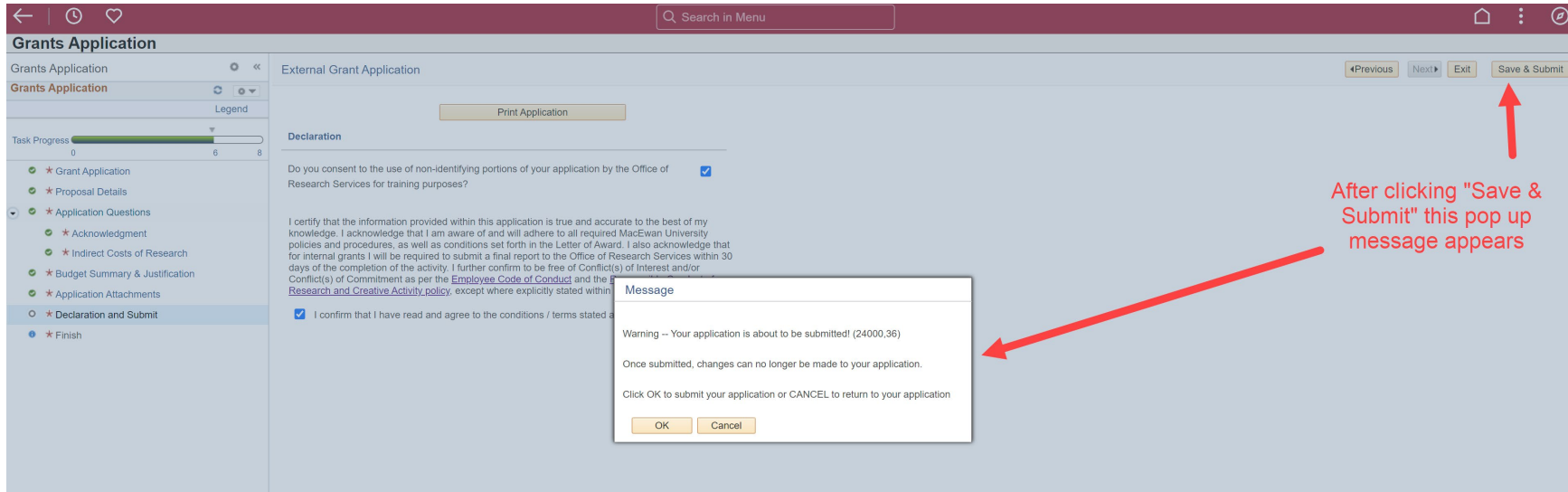
Note: You **must enter a description** of the attachment before the system will allow you to upload the document.

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!**
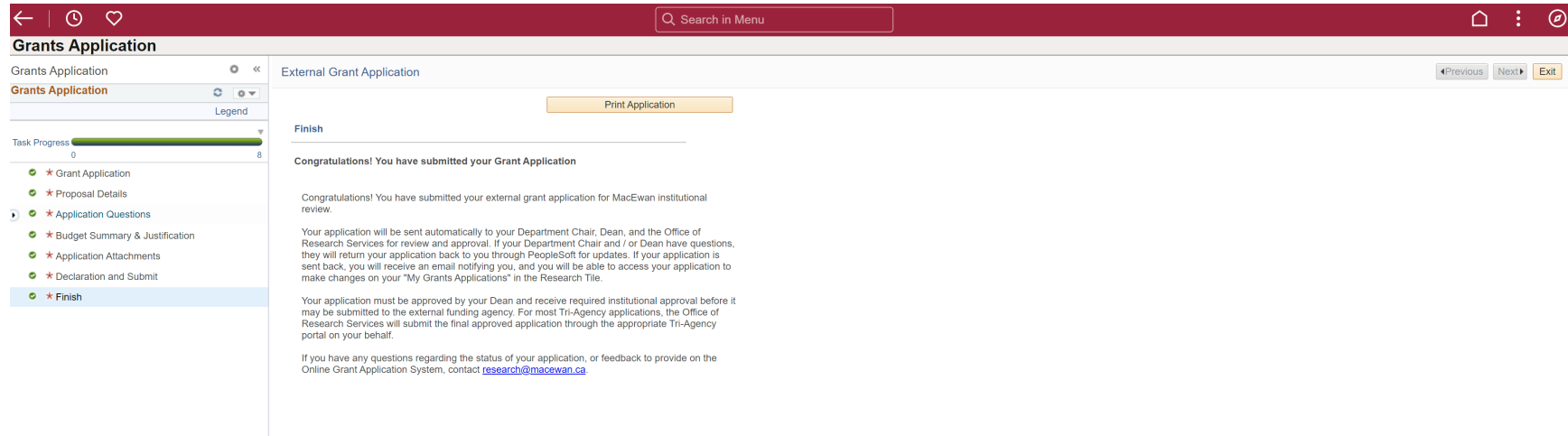

By clicking "OK" your application will be submitted to your Dean and Chair for review and approval. **You cannot reverse this action.**

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.

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