Obtaining Signatures for Application Submission

Research-related funding applications or proposals requiring institutional approval must be forwarded to the Research Services Office (RSO) for review and approval before the Sponsor’s deadline. Applicants should create a proposal via their Research Home Page and use the resultant signature page to collect the required U of A signatures. Instructions can be found on page 4 of the Guide to the Researcher Home page. Read more.

Signatures must be obtained in the following order and suggested timeline:

1. **Principal Investigator and U of A Co-Investigators (if applicable)**

2. **Principal Investigator Department Chair**

3. **Faculty Dean**
   The FoMD Office of Research (2-13 HMRC) requires a minimum of **three (3)** **business days** to review the application and obtain signatures **before** submission to RSO.

4. **Research Facilitator, on behalf of the institution**
   The Research Services Office (222 Campus Towers) requires a minimum of **five (5)** **business days** before the Sponsor's deadline.

For additional information and guidance regarding the application process, please contact your [Research Facilitator](mailto:).