Guidelines for Submitting Research Applications for Faculty (Faculty of Medicine & Dentistry (FoMD) Office of Research) and Institutional (Research Facilitation Office (RFO)/Research Services Office (RSO)) Signature

1. All documents requiring signatures must be hand-delivered to the FoMD Office of Research located in 213 HMRC.
2. Signatures must be original or faxed unless originals are required by the funding agency. Rubber stamps and digital signatures are not acceptable.
3. Parts of the application requiring signatures should be clearly flagged to prevent delays due to missing signatures.
4. Do not fill in the name of the individual who will be signing for the Faculty. The Office of Research will stamp the correct name/title after sign-off.
5. Ensure that the signature for the Department Chair also has the name/title clearly written/stamped.
6. The acting Chair/delegate may sign for the Chair only in the Chair’s absence. If the Department Chair is an applicant on the grant, one-over-one approval will be obtained by the FoMD Office of Research, i.e. two signatures from any of the following: FoMD Dean, Vice-Deans and Associate Dean, Research.
7. Only the individual whose signature is indicated can sign for him/herself, in case there is an issue with the grant (e.g. scientific misconduct, missing information).
8. If the Lead PI is from a faculty other than the FoMD, then their faculty’s RFO will provide institutional signatures. The FoMD Office of Research will only provide the FoMD faculty signature, if all FoMD applicant and Chair signatures are complete.
9. The Office of Research obtains the required Faculty signature(s) then forwards the application to the FoMD Research Facilitation Office (RFO) located in 207 HMRC for institutional signature.
10. All U of A signatures (PI and all U of A co-applicants, PI’s Chair and Faculty Dean) must be in place before the RFO will provide institutional sign off. (U of A signature requirements can be found at: http://www.rso.ualberta.ca/Applying/ApplicationsProposals/Signatures.aspx). The U of A signature requirements may be different from those of the agency. Understanding which signatures are required is especially important for team grants or applications with multiple co-applicants.

   The PI from the U of A is responsible for collecting the necessary signatures of all co-applicants (even those from other institutions), as well as any department/faculty/institutional signatures required by the funding agency, before a U of A institutional signature will be given.
11. The RFO will notify the applicant/delegate when the application is ready to be picked up, usually within 48 business hours of receipt of the application from the Office of Research.
12. CIHR, AIHS and other organizations have become much stricter as to what is considered a complete application. For example, CIHR policy states that an application will be considered incomplete (and thus rejected) if it is missing signatures on the signatures pages of the application.
13. For any Faculty related questions please contact Vera Missen at the FoMD Office of Research (780. 492.9723 /or e-mail: vera.missen@ualberta.ca).
14. For any institutional related questions please contact The Research Facilitation Office, Reception: 780.492.8868 or e-mail: rfomeddent@rso.ualberta.ca; Jane De Pauw-Research Facilitator jane.depauw@ualberta.ca; direct line 780.492.1575.
15. For information on research agreements/contracts, please contact the RFO directly for assistance.

Please note: RSO’s deadline for submission of applications/proposals is typically five business days before the agency deadline (exceptions include CFI and CRC). Deadlines are obtained from the agency and are published in Target Point and on the RSO website. Research Facilitators require adequate time to thoroughly review the application/proposal.

Additionally, Faculties or departments may have their own internal deadlines for application review and signatures.