Guidelines for Submitting Research Applications for Faculty (Faculty of Medicine & Dentistry (FoMD) Office of Research) and Institutional (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. The UAPPOL Research Administration Roles and Responsibilities Procedure definition of signatures includes wet ink, scanned, and electronic, unless originals are required by the funding agency. Rubber stamp 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-Dean, or 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. 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 will notify the applicant and/or delegate when the application is ready to be picked up, typically within 2-3 business days of receipt of the application.

10. Following faculty dean signature, proposals (applications) are submitted to RSO electronically as a complete single document including required signatures. Submit the application or proposal to rsohs@ualberta.ca. Paper copies are only accepted when the sponsor requires original signatures and should be delivered to RSO at 222 Campus Tower.

11. 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 RSO will provide institutional sign off. (U of A signature requirements can be found at: https://www.ualberta.ca/research/services/proposal-submission/signature-requirements). 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.

12. 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 the FoMD Office of Research (780. 492.9723 or e-mail: vdradmin@ualberta.ca).

14. For any institutional related questions, please contact the Research Services Office (RSO), Reception: 780.492.5787 or your assigned Research Facilitator.

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 here: https://www.ualberta.ca/research/services/funding-opportunities. 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.

Updated - 06/07/2018