

Faculty of Rehabilitation Medicine - Grant Signing Procedures 2015-2016

The procedure for submitting a grant for internal review and signatures is as follows:

1 - The researcher creates a new project in eTRAC by doing the following:

- [Log In To Researcher Home Page and eTRAC](#) using his/her CCID and password and creating an Application/Proposal following the instructions beginning on page 4 of the [Guide to Researcher Home Page](#)

2 - Once the form is completed, the researcher must save, submit and print the form.

3 - The PI must sign the signature page and then give the signature page and a hard copy of the grant proposal (with the budget) to the chair for review and signature.

If there are UofA co-applicants from outside the PI's home department the PI must use the University of Alberta [Pre-Submission Supplementary Signature Page](#) to gather those signatures.

4 - After the PI and Chair have signed the Signature form (and co-applicants, as necessary), the form(s) and the grant proposal (hard copy) are given to Angela, who will give them to the Vice-Dean for signature on behalf of the FRM/the Dean.

Once the Vice-Dean has signed, Angela will let the PI know the grant is ready for pick up.

5 - The PI must then send **a single PDF** of the complete application with all attachments to rsohs@ualberta.ca This email box is used solely for applications and is monitored throughout the day.

The Vice-Dean's office has to receive the grant within a minimum of 7 working days prior to the agency deadline. This allows time to review the grant, and for the PI to ensure that the RSO receives the entire package a minimum of 5 working days prior to the agency deadline.