

## Grant Application Process

- The UVic Office of Research Services (ORS) facilitates the development, submission and administration of research grants and proposals.
- All external grant applications must be approved internally before submission to the funding agency:
  - Submit a hard copy of your application and a Research Application Summary Form (RASf) at least **five working days prior to the external deadline**. This applies to both **Principal Investigators and co-applicants with another institution**.
  - The RASf requires the following signatures:
    - Principal Investigator (PI), or UVic co-applicant if applying with an external PI
    - Supervisor (for post-doctoral fellows only)
    - Department Chair/Director
    - Research Centre Director, if applicable
    - Dean of Faculty
- Only the Office of Research Services can provide institutional approval for grants, contracts or agreements. **Researchers, Chairs/Directors or Deans cannot sign on behalf of the university.**



## Resources

- The ORS website at [uvic.ca/research/conduct/](http://uvic.ca/research/conduct/) includes information on **funding opportunities**, application deadlines, **grant facilitation** resources, and information sessions.
- The **funding opportunities** section includes internal grants (IRG, travel grants), external grants, special programs (CRC, CFI etc.), international opportunities and funding agencies at a glance.
- The **grant facilitation** section includes faculty contacts, tips for grant applications and budgets, Tri-Council resources, and information on upcoming workshops and information sessions.

## Capacity-Building

- ORS offers regular, grant-specific **workshops and information sessions**, including the following:
  - Grantscrafting
  - Tri-Council Reviewer Panels
  - Budgets and Budget Justifications
  - Canadian Common CV Facilitation
  - MITACS, MSFHR, Tri-Council, Killam Research Fellowships and other programs
- Watch for e-mail announcements or check our website for updates: [uvic.ca/research/conduct/home/facilitation/workshops/](http://uvic.ca/research/conduct/home/facilitation/workshops/)

## Questions? Contact Research Services:

Pre-award:

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