

## Signatory checklist: Research Application Summary Form (RASf)

This quick guide provides a checklist for signatories reviewing an RASf and grant application for approval. Other resources for users are available at <https://www.uvic.ca/userais/help/>. For assistance with using RAIS, please email [raishelp@uvic.ca](mailto:raishelp@uvic.ca). For assistance with the signatory process, please [contact](#) your Faculty Grants Officer or the Pre-Awards team.

### VPN Requirements:

*If you are accessing RAIS off-campus, or using a laptop on campus that is not plugged into the UVic network, make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.*

### Overview – the importance of reviewing for risk

It is important to sign-off on an application only after you have reviewed the RASf and the application for risk. In this context, risk includes:

- **the eligibility of the applicant or the application.** An ineligible applicant or application will result in funding rejection.
- **the identification of required regulatory approvals.** Appropriate regulatory approvals are required for compliance and funding release.
- **the provision of indirect costs, when eligible.** In accordance with our [indirect cost policy](#), funds obtained for indirect costs are distributed throughout the university and can be taken off the top of the budget if not correctly reflected in the submission.
- **confirmation of cash and/or in-kind contributions.** We are required to report on contributions, some of which are used as leveraged funds for a funding opportunity. The nature and value of all cash and/or in-kind contributions must be confirmed in writing by the person authorized to bind their institution to the commitment.

You can find this information at a glance by selecting “Download RASf” in the left hand menu of the RAIS funding module.

Applications are signed in a sequential process. **Do not sign off on an application before the preceding signatory.** When it is your turn to sign off, the system will generate an email to alert you and you will also see your role reflected in the “Action required” column of the landing page.

### If you are both the PI and ordinarily a signatory

*Please note that you are not permitted to sign off on an application for yourself.* This is reflected in the system design, which will not allow the PI to select themselves as signatory.

### If you are the PI and a:

- **Centre Director**, your signatories are: Faculty Grant Officer of your home Faculty, the AVPR signing for your Centre (excluded: CIRCLE will leave this section blank), your Departmental Chair/School Director, and your ADR/Dean.
- **Departmental Chair/School Director** – leave the Departmental Chair/School Director signatory section blank. Your FGO’s and Dean’s signatures will suffice.
- **Associate Dean Research** – your FGO, Departmental Chair/School Director, and Dean will sign.
- **Dean** – leave the Dean signatory section blank. Your FGO’s and Chair’s signatures will suffice.

## Checklist for FGOs

- Download RASF and grant application documents
- Conduct essential review of grant (always)
  - Eligibility check (applicant, proposal)
  - Confirm regulatory approvals are accurately reflected
  - Confirm indirect costs are accurately reflected
  - Confirm contributions are entered correctly and supporting documents attached
  - Engage the Industry Liaison Office in application components involving Intellectual Property (IP), security risk assessment, and other similar sections that require ILO sign-off
  - Engage the Contracts Office in application components involving agreements that are appended as part of a complete research grant application (e.g., MOU)
  - Flag additional signatures that ORS may need to add to the grant
- Technical review
  - Confirm application formatting is correct (text is not cut-off, margin formatting, page count)
  - Confirm guideline adherence (application follows instructions for headings and content)
- Budget review
  - Confirm eligibility of expenses and calculations
- Comprehensive review
  - Time permitting and as appropriate
- Complete the FGO review tab including adding supporting documents (e.g., append feedback provided to the applicant)
  - Comments entered into the FGO Review tab comments box can only be viewed by ORS
- Ensure that the appropriate signatories are listed in Section F prior to signing off
- Edit RASF as necessary and in consultation with the PI or return the RASF to the PI for revision
  - You have permissions to edit the RASF from the time it is first created by the PI (Pre-submission) until the RASF is approved by the final signatory and comes to ORS.
- Sign off RASF
  - Comments entered into the pop-up comments box will be displayed in the History table and will be visible by the PI, Signatories, and ORS. Signatories do not have access to the FGO tab.

## Checklist for Centre Directors

- Review comments in History tab
- Download or view RASF – review the content of the RASF, with a particular focus on risk:
  - Review regulatory approvals (Section C)
  - Review indirect costs (Section D)
  - Review division of indirect costs, if applicable (Section F under Centre Director)
  - Review Centre cash and/or in-kind contribution (Section E1, Section F under Centre Director)
  - Confirm next signatory is correct (Section F)
- Download grant application documents
- If edits are necessary, contact your FGO for revision (preferred) or send the RASF back to the PI
- Sign-off RASF
  - Comments entered into the pop-up comments box will be displayed in the History table and will be visible by the PI, Signatories, and ORS. Signatories do not have access to the FGO tab.

## Checklist for Departmental Chairs/School Directors

- Review comments in History tab
- Download or view RASF – review the content of the RASF, with a particular focus on risk:
  - Review regulatory approvals (Section C)
  - Review indirect costs (Section D)
  - Review division of indirect costs, if applicable (Section F under Centre Director)
  - Review departmental cash and/or in-kind contribution and confirm course releases (Section E1, Section F under Departmental Chair)
  - Confirm next signatory is correct (Section F)
- Download grant application documents
- If edits are necessary, contact your FGO for revision (preferred) or send the RASF back to the PI
- Sign-off RASF
  - Comments entered into the pop-up comments box will be displayed in the History table and will be visible by the PI, Signatories, and ORS. Signatories do not have access to the FGO tab.

## Checklist for Deans/Associate Deans Research

- Review comments in History tab
- Download or view RASF – review the content of the RASF, with a particular focus on risk:
  - Review regulatory approvals (Section C)
  - Review indirect costs (Section D)
  - Review division of indirect costs, if applicable (Section F under Centre Director)
  - Review Faculty cash and/or in-kind contribution and confirm course releases (Section E1, Section F under Dean/Associate Dean)
- Download grant application documents
- If edits are necessary, contact your FGO for revision (preferred) or send the RASF back to the PI
- Sign-off RASF
  - Comments entered into the pop-up comments box will be displayed in the History table and will be visible by the PI, Signatories, and ORS. Signatories do not have access to the FGO tab.