Grant Application Approval Process

Faculty grants officers and the Office of Research Services (ORS) facilitate the development, submission and administration of research grants and proposals.

All external grant applications must receive institutional approval before submission to the funder:

- Use the Research Administration Information System (RAIS) to submit your Research Application Summary Form (RASF).
- Please submit your RASF using RAIS to send to your draft application to your facility grants officer at least two weeks prior to the external deadline. Updated versions of your application can be subsequently emailed to your faculty grants officer to attach to your RASF.
- The application attached to your RASF should be close to a final draft (*see research application checklist, below) to facilitate a robust review by faculty grant officers and ORS.
- RASFs are required for all external applications, whether you are the principal investigator and the research lead.
- The RASF requires the following sign-offs before submission to ORS:
  - Principal investigator (PI), or UVic co-applicant if applying with an external PI
  - Faculty grants officer (or equivalent)
  - Department chair/school director
  - Research centre director (if applicable)
  - Dean of faculty (or associate dean research)

Only the Office of Research Services can provide institutional approval for grants, contracts or agreements. Researchers, chairs/directors and deans cannot sign or enter into an agreement on behalf of the university. By signing without authorization, you may be taking on the terms, conditions and risks personally.

Research Application Checklist

In order for your application to be complete, the following information is required. Submit your application before the RASF submission deadline (two weeks prior to the external submission deadline unless otherwise stated) to allow time for review and sign-off by your faculty grants officer and ORS.

- RASF (created in RAIS, completed and signed-off by all signatories)
- All sections of the application, using the appropriate format and/or templates provided by the funding agency, should be attached to section B of your RASF
- Letters of support(s), if required, attached to section B of your RASF
- All applicable regulatory approvals should be indicated in section C of your RASF
- Nature and value of all cash and in-kind contributions (entered into section E of your RASF); all contributions that have a value assigned to them must be approved in writing, either (a) in Section F by authorized signatory, or (b) by attaching written confirmation (email or letter) from someone who is authorized to bind the contributing institution to the commitment(s)
- All required signatures on application documents, if applicable (as required, Office of Research Services will sign after institutional approval is obtained)
- CV or Canadian Common CV, if required
- We do NOT require publication samples (if required) to be attached.