Grant Application Process & Checklist

- 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 full* application (*see reverse for a research application checklist) and a Research Application Summary Form (RASF) at least one week prior to the external deadline. This applies to both Principal Investigators and co-applicants with a researcher from 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 and Deans cannot sign or enter into an agreement on behalf of the university.

Resources

- The ORS website at uvic.ca/research/conduct/ includes information on funding opportunities and application deadlines as well as resources and training.
- The funding opportunities section includes internal grants (e.g., Internal Research & Creative Project Grants), external grants (Tri-Agency, Foundations, international, etc.), institutional programs (Canada Research Chair, Canada Foundation for Innovation, etc.), upcoming deadlines and funding agencies at a glance.
- The resources and training section includes faculty grants crafting contacts, tips for grant applications and budgets, Tri-Agency resources, and a schedule of upcoming workshops and information sessions.

Capacity-Building

- ORS offers regular, grant-specific workshops and information sessions on such topics as Grants Crafting; Budgets & Budget Justifications; Canadian Common CVs; and Canadian and international research funding opportunities.
- Watch for e-mail announcements or check our website for upcoming events: uvic.ca/research/conduct/home/facilitation/workshops/

Research Announcements

- ORS distributes regular announcements about funding opportunities and capacity-building events in the areas of Health & Medical Sciences; Natural Sciences & Engineering; and Social Sciences, Arts & Humanities.
- Please subscribe to the following distribution lists:
  - Health & Medical Sciences Research: Subscribe to health-researchannouncements
  - Natural Sciences & Engineering: Subscribe to nse-researchannouncements
  - Social Sciences, Arts & Humanities: Subscribe to ssah-researchannouncements

29 August 2018
Research Application Checklist

In order for your application to be complete, the following information is required by the Office of Research Services by the internal deadline (one week prior to the external submission deadline unless otherwise stated):

- RASF (completed and signed by all parties, including yourself)
- All sections of the application, using the appropriate format and/or templates provided by the funding agency
- Nature and value of all UVic cash and in-kind contributions (noted and signed off on RASF by authorized signatory)
- Confirmation of cash and/or in-kind contributions from third parties, if applicable, either in letter or e-mail format
- Letters of support, if required
- All required signatures on application documents, if applicable (The Office of Research Services will sign last)
- CV or Canadian Common CV, if required

Notes:

➢ Only the Office of Research Services can provide institutional approval for grants, contracts or agreements. Researchers, Chairs/Directors and Deans cannot sign off or enter into an agreement on behalf of the university.

➢ For Tri-Agency applications, we do NOT require your publication samples to be attached.

Questions? Contact Research Services:

Pre-award:

Nicole Kitson, Senior Grants Officer
grants@uvic.ca or 250-853-3103

Jessica Worsley, International Grants Facilitator
igfacilitator@uvic.ca or 250-472-4371

Sylvia Oliver, Research Programs Liaison
resprog3@uvic.ca or 250-472-4986

Post-award:

Debra Anderson, Research Finances & Budgets
orsfince@uvic.ca or 250-721-8079

Angela Colpron, Research Finances Liaison
orsfinliaison@uvic.ca or 250-853-3851

Don’t forget your Faculty-based resources! Our office can help you connect with:

➢ Faculty Grant Officers
➢ Faculty Research Leads
➢ Faculty Grants Crafters
➢ Associate Deans, Research
➢ Deans, Associate Deans and Chairs/Directors