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 or 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 (Research Grants in Lieu of Salary, Internal Research & Creative Project Grants, Travel Grants, and Book Subvention Fund), external grants, institutional programs (Canada Research Chair, Canada Foundation for Innovation etc.), international opportunities, 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-Council 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; Tri-Council Reviewer Panels; Budgets & Budget Justifications; Canadian Common CV Facilitation; MITACS, MSFHR, Tri-Council and other programs.

- 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 Research; Natural Sciences & Engineering; and Social Sciences, Arts & Humanities.

- Make sure to 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
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 or Deans cannot sign off or enter into an agreement on behalf of the university.**
- For Tri-Council 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  
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**Nykita Downie**, Research Programs Liaison  
resprog3@uvic.ca or 250-472-4986

**Post-award:**

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

**Jessica Page**, Research Finances Officer  
orsfinofficer@uvic.ca or 250-853-3852

**Angela Colpron**, Research Budgets Assistant  
orsasst@uvic.ca or 250-853-3851

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

- Faculty Research & Scholarship Coordinators / Faculty Grant Facilitation Officers
- Faculty Research Leads (Faculties of Business and Human & Social Development)
- Faculty Grants Crafters (all Faculties)
- Associate Deans, Research (Faculties of Education, Engineering, Humanities, Law, and Social Sciences)
- Deans, Associate Deans and Chairs/Directors (all Faculties and departments)