

## **Research Services Signature and Deadline Process for External Researcher-Led Grant Applications (i.e., non-institutional research funding applications)**

All applications to external funding agencies must follow UPEI's review and approval process before being submitted to the funding agency. It is important that Research Services is provided with sufficient time to review your application to help ensure that it meets the agencies guidelines and is in line with institutional policies. Please note that the internal review and approval process is mandatory for all applications, regardless of whether the funding agency requests an institutional signature on the application.

The process below applies to researcher-led grant applications. Applications on which the institution is considered the applicant (e.g., Canada Foundation for Innovation, Canada Research Chairs, Atlantic Canada Opportunities Agency) will have different requirements.

### **Standard Review and Approval Process**

Research Grant applications must be submitted for review and approval in the Romeo Researcher Portal at least ONE WEEK (5 working days) before the funding agency's deadline. This will enable sufficient time for the Chair, Dean, Dean of Faculty and Graduate Studies, and the Vice-President, Academic and Research to approve the application. The application must be approved by the Principal Investigator's Dean at least 3 working days in advance of the agency's deadline. It is the responsibility of the PI to monitor the approvals and to ensure that the application reaches Research Services in sufficient time. Some applications require additional processing time; please see below for more information.

Notes:

- Applications that are subject to institutional quotas (e.g., NSERC CREATE) will have an internal pre-submission process that may take place several weeks or months ahead of the agency deadline. This process will be communicated via email notices from Research Services.
- If a letter of support is required for an application, Research Services must be notified at least one week in advance. Research Services staff can assist with crafting this letter and obtaining the institutional signature.
- Applicants requesting a waived or reduced overhead rate must seek approval from their Dean and the Vice-President, Academic and Research. There is no guarantee that UPEI will approve a budget that deviates from UPEI policy regarding overhead costs.

### **Applications Requiring Institutional Submission**

Grant applications requiring online approval/submission by Research Services (e.g., most tri-council applications) must be submitted by noon two working days before the deadline date. This will provide Research Services with sufficient time to access and submit applications. An earlier deadline may be set if a high number of applications is expected on a particular date (this will be communicated via email notice from Research Services). Applications received after this deadline will not be processed and therefore not submitted to the funding agency.

### **Applications Requiring Additional Processing Time**

Certain applications have complex requirements and/or involve multiple departments in the review process. Therefore, applications with the following characteristics require additional processing time and must be submitted for review at least 10 working days ahead of the funding agency's deadline:

- *Industry-partnered applications:* Synapse staff will participate in the review of applications and may follow up with the applicant and/or industry partner as required regarding funding contributions, issues related to intellectual property, etc.
- *Grants requiring matching funding as a condition of application:* Research Services must confirm the supports available and ensure that the application meets matching ratio requirements.
- *Applications to non-Canadian funding agencies:* Research Services will need to review agency guidelines and confirm that UPEI can meet these requirements. Often, institutional registration in novel application platforms is required, and thus sufficient time must be provided for UPEI to register for these platforms. There is no guarantee that UPEI will be able to meet the conditions of an international funding agency, therefore, it is recommended to reach out to Research Services *before* preparing an application.

### **Exceptions/Other considerations**

- When a rapid call for funding is issued, there may not be sufficient time to meet the standard requirements. In this circumstance, please contact Research Services to alert staff to your impending application.
- When a UPEI investigator is asked to participate on an application that is led by another institution, the standard review and approval process must be followed, but we recognize that there may be delays in receiving information from the host institution. In this circumstance, please contact Research Services as soon as possible to explain the details of your involvement (e.g., UPEI commitments, funding expected to flow to UPEI, etc.).
- Grant registrations or notifications of interest to apply (e.g., the NSERC DG NOI) do not need to follow the UPEI approval process, but a copy should be provided to Research Services for notification and planning purposes. However, any expressions/letters of interest that require confirmation of UPEI support and/or institutional approval/submission must follow the standard review and approval process.

**Following these timelines will ensure that Research Services can best assist you in the grant application process and to identify potential issues or omissions, thus helping to improve your chance of success for obtaining funding.**

For optimal assistance, contact Research Services during the planning and preparation of your application and we can provide supports such as those listed below. Please reach out at least two weeks in advance of the deadline (although we will offer these supports as time permits when approaching the deadline).

- Advice regarding the fit with the agency/program

- Liaising with funding agency program officers
- Liaising with external partner organizations (via Synapse)
- Information regarding resources available for particular funding opportunities
- Review to ensure that your application contains the required components
- Feedback regarding the clarity of your application and consistency among sections
- Assistance with budget development, including financial requirements for graduate and undergraduate students
- Assistance with preparation of institutional letters of support
- Review of compliance with agency guidelines and university policies
- Assistance with electronic forms and the online submission process