

### Creating a Pre-Award/Application Record

**Purpose:** In order to obtain academic and institutional approval for a grant application, you need to create a Pre-Award Application record in RMS and upload your application documents.

**Audience:** Researcher, Research Facilitator, Team Member, Designate, RSO

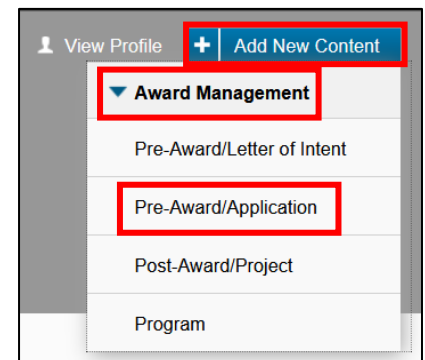
**Note:** External grant applications, including Letters of Intent, must be processed through RMS for academic and institutional approval from the Grants and Awards Division, prior to being submitted to an agency. This occurs, regardless of whether the agency application requires an institutional signature.

For trainee applications, only those requiring an institutional signature need to be reviewed by RSO. If not, these can be submitted directly to the agency.

**This process can be done on behalf of the PI by team members or designates with a few minor differences which are identified throughout this document.**

**Step 1:**

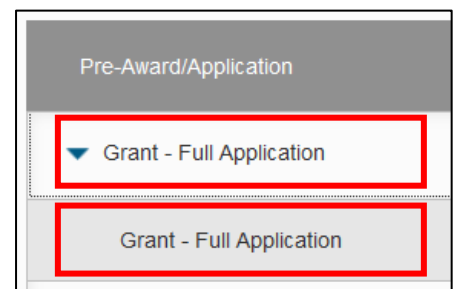
Once logged in, click Add New Content → Award Management → Pre-Award/Application



**Step 2:**

Click Grant - Full Application → Grant – Full Application

**Note: Grant Full Application menu appears twice as it is currently setup for multi-sponsor and Trainee Awards. Once multi-sponsor options are available there will be options below each selection option.**





### Step 3:

Click the **plus icon** under Funding Opportunity to add the Funding Opportunity.

To search for the funding opportunity, you can type the name in the search field, or to browse all funding opportunities, click the **A-Z icon**.

Click the **plus icon** beside the funding opportunity to add it to the record.

**Note: If the Funding Opportunity has a funding agency/sponsor connected to it already, the Funding Agency/Sponsor section will autopopulate with that agency and you do not need to add one. If it does not autopopulate, click the Save button to force that function.**

### Step 4:

To manually add a Funding Agency/Sponsor, click the **plus icon** under **Funding Agency/Sponsor**.

To search for a specific agency, type the name in the search field, or to browse all, click the **A-Z icon**.

In the search results, click the plus icon beside the agency/sponsor to add it to the record.

**Note: You can manually add a Funding Opportunity and/or a Funding Agency/Sponsor. Please see the respective QRGs for instructions on how to do this.**

### Step 5:

Beside the Funding Agency/Sponsor, choose the currency for this competition and enter the amount of cash requested. The total cash requested will auto-populate the next time you click **Save**. Do not enter a dollar sign or commas, use only numbers or decimals here.

	Currency	Cash Requested	# Years Requested Funding	Overhead
RBC Foundation	CAD (Canadian Dolla <span>▼</span> )	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note: You can also add the number of years of funding you're requesting for this and specify an overhead rate.**

**Note: The Total cash requested field will auto-populate the first time you save this record.**

**Note: The Total requested (CAD conversion) field will populate after you submit your record for approvals and will calculate based on the exchange rate for that day.**

**Step 6:**

Enter the title of the project.

Full Project Title \* 

**Note: You must ensure the PI's correct appointment is selected. If the wrong appointment is selected, it will likely cause delays in the approval process. To change this, delete the person in the PI spot and then search again for the PI. Select the entry with the correct appointment.**

**Note: If you are creating this award on behalf of the PI, remove yourself from the U of C Principal Investigator role and add your name back to the Co-I or Team Member spot.**


**Step 7:**


Click the trash can icon to the right of your name. (The system automatically puts the creator of the record in the PI spot.)



**Step 8:**

To add the correct PI, click the **plus icon** under UofC Principal Investigator.

UofC Principal Investigator \* 






Type the name of the PI and click the **search icon**.

UofC Principal Investigator \* 




In the list of names, choose the name with the correct work affiliation for this project. Click the **plus icon** beside that name.

	Abdul-Razzak, Amane	Community Health Sciences (Active) - Clinical Assistant Professor
	Abdul-Razzak, Amane	Family Medicine (Active) - Clinical Assistant Professor
	Abdul-Razzak, Amane	Oncology (Active) - Clinical Assistant Professor



**Step 9:**

Add any UofC Co-Investigator, UofC Participant/Team Members or Affiliated UofC Institutes. Use the same method as Step 8 to add people and/or institutes.

UofC Co-Investigator(s) ?

UofC Participant/Team Members ?

Affiliated UofC Institute(s) ?

**Step 10:**

Select either Yes, No, or not applicable for the questions in the **Ethics** section.

**Ethics**

Does this research involve human subjects? \*

Yes  No

Will human subjects outside Canada be involved in clinical trials? \*

Yes  No  Not Applicable

If enrolling subjects outside Canada in Clinical Trials, have you budgeted for insurance costs? \*

If you have NOT budgeted for insurance and you will be enrolling subjects from outside Canada in any clinical trials, please visit here for insurance estimates.

Yes  No  Not Applicable

Does this research involve animal care? \*

Yes  No

Does this research involve biohazards? \*

Yes  No

Are you conducting research on Alberta Health Services property? \*

Yes  No

Does this research involve cannabis?

Yes  No

**Step 11:**

Select either Yes or No for the questions in the **Special Requirements** section. Selecting **Yes** to any of the Special Requirement questions, triggers a requirement for the Special Requirements Details field to be completed for selected faculties.

**Note: When Special Requirements are selected, the Research Administrator is added into the approval workflow for Medicine, Veterinary Medicine, and Kinesiology faculties.**

**Special Requirements**

If the answer to any of the following questions is "Yes", details **must** be provided in the details field for all required approvals and authorizations.

Institutional approval may be withdrawn if it is determined the University of Calgary cannot provide the required resources.

Additional Space or Facilities \* ?

Yes  No

Course release time \* ?

Yes  No

Faculty/Department/Institute contributions (financial or in kind) \* ?

Yes  No

Grant of IP rights to a sponsor agency \*

Yes  No



### Step 12:

If special requirements are required, enter details into the **Special Requirement Details** field.

**Special Requirement Details**  
Provide further details if you have answered "Yes" to one of the following questions.

**Letters of Support**  
Attach evidence of approvals, authorizations etc. here as required.

### Step 13:

Click the **Folder** icon in the **Letters of Support** section to upload supporting documents.

From the file upload pop-up, select the file you want to upload. Enter a file description (e.g., signed approvals) into the Letters of Support Description field.

### Step 14:

Using the same instructions from the previous step, upload the any documents necessary for this application. This may include things like an application form, a budget or signature page, depending on the requirements of the competition or award. After uploading the document, choose the correct document type from the **Type** dropdown.

**Note:** Click the trash can icon to the right of any document to delete it if it is no longer needed or if you want to upload a newer version.

**Documents**

For all research projects the following must be attached: Notice of Award (or equivalent from RMS pre-award/application), budget.

	File name	Type
	Sample Budget Document.docx	Budget

### Step 15:

If applicable, under the **Comments** section, add any comments that can be seen by the approver or anyone else who has access to this record.

**Comments**  
Please add any comments you may have.

### Step 16:

To submit for approvals, click **Save & Progress**.

Cancel Save **Save & Progress**

**Note:** If you are creating this record on behalf of the PI, the next step will send it to the PI for their approval before it goes on to academic approval. The PI will need to login to RMS as *themselves* to review and approve the application before it goes on to academic approvals.

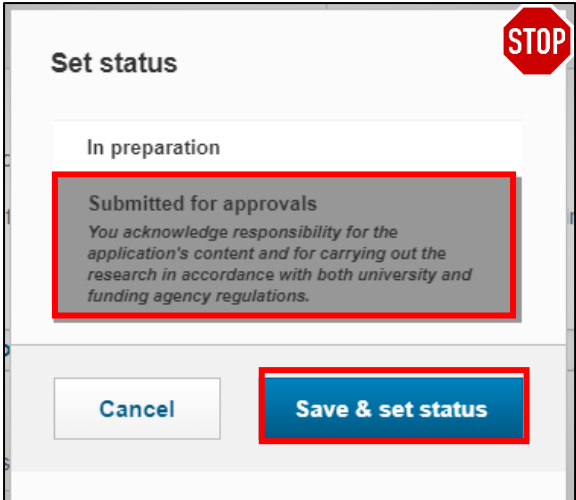
**Step 17:**

Select Submitted for approvals.

**Note:** You must click on the 'Submitted for approvals' box before you click Save & set status. If the 'In preparation' box remains grey, this application will remain in a draft format and will not be sent to approvers for approval.

**Step 18:**

Click **Save & set status**.



**Set status** STOP

In preparation

**Submitted for approvals**  
*You acknowledge responsibility for the application's content and for carrying out the research in accordance with both university and funding agency regulations.*

Cancel **Save & set status**

The diagram below illustrates what occurs in the approval workflow after the status is changed to Submitted for approvals. It normally takes about 5 minutes after submitting for approvals for the approval chain to be setup in RMS. Remember, if this is created on behalf of the PI, the PI will also need to approve the record before it goes on to academic approvals.

