

Submit to Agency - PI

Purpose: After the RSO has reviewed the Pre-Award Application, the Grants Director provides institutional approval and changes the Pre-Award Application's status to *Approved for submission*. Depending on the agency requirements, the agency application documents (which are attached to the RMS Pre-Award Application) may be submitted by the PI or the Grants Director on behalf of the institution.

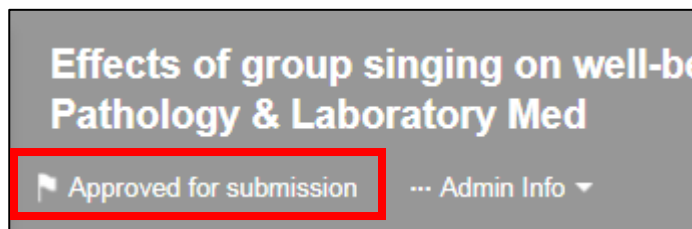
Audience: Principal Investigators (PI)

The PI submits to Agency:

Step 1:

You will receive a notification that your Pre-Award Application is *Approved for submission*.

Navigate to the Pre-Award Application with the current status of *Approved for submission*.

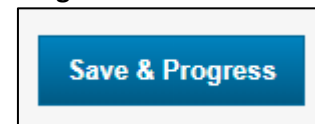


Step 2:

Submit the agency application document in accordance with the guidelines outlined in the Funding Calendar or according to the Agency requirements.

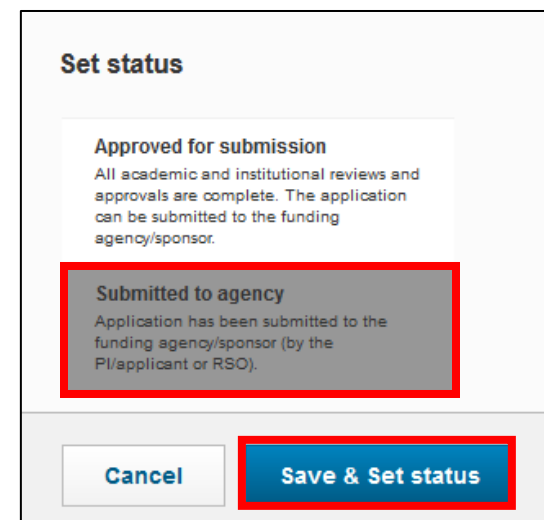
Step 3:

After the agency application has been submitted. In RMS, return to the Pre-Award Application click **Save & Progress**.



Step 4:

Change the status *Submitted to agency*. This update in RMS confirms that the agency application has been submitted.





Research Services (RSO) submits to Agency:

Some agencies require that the agency application be submitted by the institution and not the individual researcher. In these cases the Grants Director will submit to the agency and change the status of the RMS Pre-Award Application record to *Submitted to Agency*.

You will receive a notification when this has been completed, the status for your RMS Pre-Award Application record will be updated as shown below:

The screenshot shows a web interface for 'Pre-Award/Applications (6)'. At the top, there are three icons: 'Filter', 'Report', and 'Deduplicate'. Below these are controls for 'Select / Deselect all', a dropdown menu set to 'Updated on descending', a refresh icon, and pagination '10 | 50 | 100' with '1 of 1' records. The main content area shows a single record with the following details:

- Submitting to agency**
- RMS18-20407700
- Hathaway, Carol (Pathology & Laboratory Med)
- External Grant - Full Application
- ALBERTA INNOVATES
- Alberta Bio Future (ABF) Opportunities
- Reviewed by Research Facilitator: No
- [Edit](#) | [Clone](#)

In the top right corner of the record area, there is a status indicator 'Submitted to agency' enclosed in a red rectangular box.