Setup Post-Award Project from Pre-Award Application

Purpose: When a grant application was submitted using RMS and a Notice of Decision was received, the post-award process can begin. Once the Notice of Decision is attached to the record, RSO will set the record's status to Awarded which kicks off the post-award process.

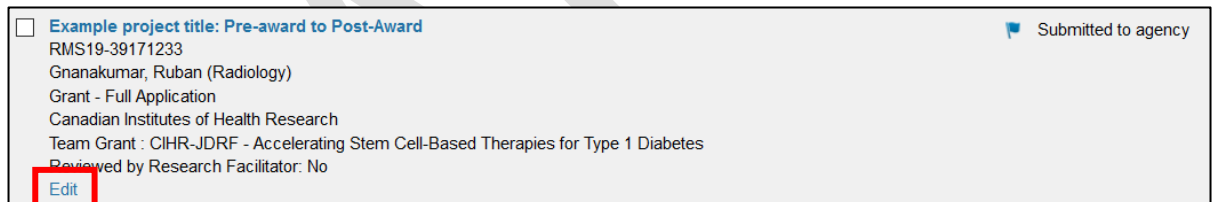**Audience:** PI, Co-I or Team Member

Step 1:

Log in to RMS and locate the record from your dashboard or by using the filtering tool. The status will be Submitted to agency or Approved for submission.

Note: If the status is set to Awarded or Pending PI information (for setup), skip to Step 8 below.

Step 2:

After identifying and then confirming it is the correct record, click **Edit** to open the record.

Step 3:

Once in the record, go to the '**Notice of Decision**' tab.
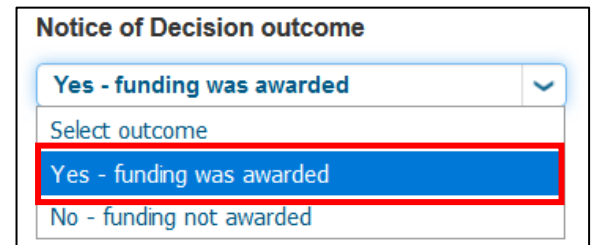
Step 4:

Under the 'Notice of Decision outcome' field:

- Select **'Yes – funding was awarded'**.

Step 5:

Click on the **calendar icon** to add the decision date.

Note: The PI/Co-I/Team Member cannot set the award start date, end date, or funding amounts. This must be done by RSO or it can be done by the PI or Team Member once the post-award has been created (see Step 20 below).

Step 6:

Upload the Notice of Decision to the record. Under the **Documents** heading, click the folder icon to upload the Notice of Decision from the funding agency. Select the Notice of Decision document type.

Step 7:

Click **Save** and then click **Cancel** to exit the record.

At this point RSO must set the record's status to <u>Awarded</u> which then kicks-off the Post-Award/Project. RSO will be usually be notified by the funding agency. You can also message RSO to confirm that they received the notice of decision.

Once a Pre-Award Application record is marked <u>Awarded</u> by RSO, RMS automatically creates a Post-Award Project. When this happens, the status of the record will be <u>For post-award initiation by Research </u>Services and the PI will receive a notification in RMS stating that the grant has been awarded.

A Grants Officer will then review and if more information is required from the PI, the Grant's Officer will set the status to <u>Pending PI information (for setup)</u>.

Example Research Project CK
RMS20-48949614
Gnanakumar, Ruban (Radiology)
Grant with Pre-Award
3M Canada Company
Partnership for Research and Innovation in the Health System (PRIHS) 6
Edit

Pending PI information (for setup)

Step 8:
Locate the record and open it to edit. This can be done from the Award Management button on the dashboard or from your Things to do list. The record should have the status <u>Pending PI information (for setup)</u>.

Step 9:
Starting from the **Quick Entry** Tab, scroll down to the budget distribution heading.

| Quick Entry * | Key Information * | Award Management |

Step 10:
Under the **Short Project Title** heading you may enter a Short Project Title for identification in PeopleSoft system – if not, PeopleSoft will use the first 30 characters of the full title.

Short Project Title ❓

Step 11:
Specify the budget distribution for the project. Depending on the chosen budget distribution, you may be required to attach a budget document to the project.

- If a budget document was submitted to the funding agency, select *Use budget distribution submitted to funding agency*. **This must be uploaded to the DOCUMENTS section.**
- If the Project Maintenance standard budget was used, select *Use Project Maintenance standard budget distribution* and no additional budget documentation is needed.
- If the Project Maintenance budget template is used, select *Other*. **This must be uploaded to the DOCUMENTS section below.**

Select budget distribution
Select budget distribution
Use budget distribution submitted to funding agency
Use Project Maintenance standard budget distribution
Other (completed budget template)

Step 12:

If additional documents are required, upload them under the documents heading. Click the blue folder icon to add a new document or to add an updated version of an existing document.

Note: All versions of a document will be retained in the record so clearly indicate which document is the most up to date.

Step 13:

Under the **Research Services Contact(s)** heading is listed the Grants Officer who is assigned to your project. You can send them a message by clicking on the envelop icon to the right of their name or, you can email them directly.

Step 14:

Navigate to the **Key Information** tab.

Step 15:

Review the information in the **Funding Opportunity** field and in **the Funding Agency/Sponsor** field. Update only if necessary, however these should be automatically transferred from the Pre-Award application.

Step 16:

Confirm the Start and End date of the Project match the information on the Notice of Decision.

Step 17:

If you are the PI, verify your name and affiliation is correct under **UofC Principal Investigator.**

Note: If you are not the Principal Investigator, remove yourself from the PI position by clicking the trash can icon to the right of your name

If you are creating this award on behalf of the PI, or if you need to change your affiliation, remove yourself from the U of C Principal Investigator role by clicking the **trash can icon** to the right of your name. (The system automatically puts the creator of the record in the PI spot.)

Step 18:

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 *

The name of the PI

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

	PI Name	Community Health Sciences (Active) - Clinical Assistant Professor
	PI Name	Family Medicine (Active) - Clinical Assistant Professor
	PI Name	Oncology (Active) - Clinical Assistant Professor

Step 19:

If the award is in a trainee's name, e.g., a studentship or fellowship, provide information about the trainee. Otherwise, leave these fields blank.

Trainee Applicant Name

Trainee Type

Select type

Trainee UCID

Step 20:

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

Note: If you are not the PI, you need to add yourself to the record as a Co-I or Team Member in order to keep access to the record after submitting it

UofC Co-Investigator(s)

UofC Participant/Team Members

UNIVERSITY OF CALGARY

Step 21:

If the project is led by another institution, provide information about the non-UofC principal investigator and institution. Otherwise, leave these fields blank.

> Is the application led by another institution?
> ○ Yes   ○ No
>
> **Non-UofC Principal Investigator Name**
>
> [   ]
>
> **Non-UofC Principal Investigator Institution**
>
> ➕

Step 22:

Answer the two Project Information questions.

> **Project Information**
>
> Does this project involve research with First Nations, Métis, or other Indigenous peoples?
> ○ Yes   ○ No
>
> Does this project involve research activities or collaborators outside of Canada?
> ○ Yes   ○ No

Step 23:

Navigate to the **Certifications** tab.

> **Quick Entry *** | **Key Information *** | **Award Management** | **Certifications ***

Step 24:

Review the answers to the Certification questions. Adjust if neccesary.

> **Certifications**
>
> Does this research involve human subjects? * ❓
> ○ Yes   ● No
>
> Does this research involve animal care? * ❓
> ○ Yes   ● No
>
> Does this research involve cannabis? *
> ○ Yes   ● No

Step 25:

Under the **Applicable Certifications (IRISS)** heading, attest to each question about human and animal ethics.

- *'Yes'* means the project requires that type of certification (REB or ACC) and the certificates are ready to be attached. You cannot progress this record unless you attach the appropriate certificates.
- *'No'* means the project requires that type of certification however one or more of them may not be ready yet. You can progress this record and attach the appropriate certificates later.
- *'N/A – none required'* means this project has no requirement for ethics certifications.

Note: If needed, you can add comments about the ethics certifications plan or situation in the text field below the attestation questions.

Step 26:

To attach an IRISS certificate, click the plus icon below **Applicable Certifications (IRISS)**.

To search for a specific certification, type the name of the certificate or the name of PI who it belongs to in the search field, or to browse all available certificates, click the A-Z icon.

Step 27:

Click the blue plus icon beside the certificate(s) you want to attach to the project.

Note: Certificates must be in IRISS before they will show up in RMS.

Note: A project may qualify for Early Release of Funds, which allows access to a maximum of 50% of the total budget for certain start-up expenses prior to certificate(s) being approved. If the project qualifies for ERF, the PI has up to 6 months to obtain certification approvals and associate them in RMS.

Note: The certificates chosen here need to reflect what the PI needs according the award/project. In order to access all funds for research purposes, certificates in IRISS must be identified (approved and active), and the questions above MUST be answered affirmatively or as not applicable.

Note: A researcher will only be able to see certificates attached to their name or where they have been listed as a Co-Investigator on other certificates.

Step 28:

Answer the question about clinical trials.

> **Does this research involve clinical trials? ***
> ○ Yes   ○ No

Step 29:

Under the **Biosafety Permit (Biologistix)** heading is listed the permit holder and the details of the permit. If the correct permit holder is not listed here, delete the name using the trash can icon. Then use the plus icon to add the correct permit holder. **If you can't delete the permit holder, contact RSO for help**.

> **Biosafety Permits** (Biologistix)
>
> **Does this research involve biohazards? ***
> ○ Yes   ● No
>
> | Certificate Holder | Permit Number | Status | Permit Expiry Date | |
> |---|---|---|---|---|
> | Gnanakumar, Ruban | | | | ✉ 🗑 |
>
> **Are you conducting research on Alberta Health Services property? *** ❓
> ○ Yes   ● No

Step 30:

Answer the biohazards question and the AHS questions.

Step 31:

When all information is complete, click S**ave & Progress.**

> Cancel   Save   **Save & Progress**

Step 32:

Set the status to <u>For review by Research Services</u>. Then click **Save & set status.**

> **Set status**   🛑
>
> Pending PI information (for setup)
> PI/applicant information required for Research Services to setup the post-award.
>
> **For review by Research Services**
> Assigned to a Grants Officer for review.
>
> Cancel   **Save & set status**