# Creating a Post-Award Project without a Pre-Award Application

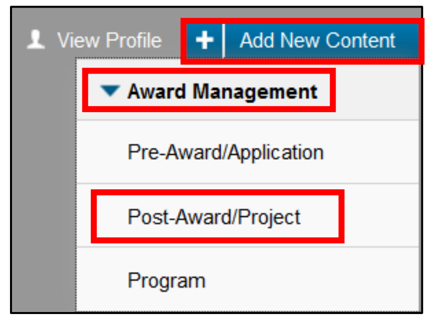
**Purpose:** Some grants do not involve a formal application process. If you have received funding that did not require the submission of an application through Research Services, you can create a Post-Award Project in RMS without an existing Pre-Award Application.

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

**Note: 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.**

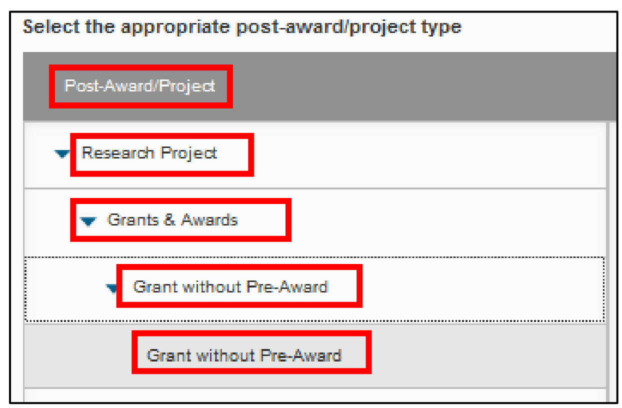
**Step 1:**

Click **Add New Content → Award Management → Post-Award/Project**



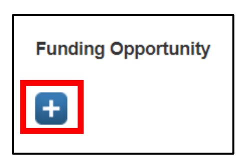

**Step 2:**

Click **Research Project → Grants & Award → Grant without Pre-Award → Grant without Pre-award**

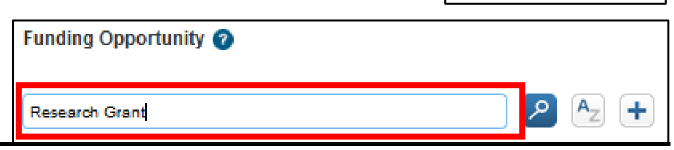



**Step 3:**

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




Search for the funding opportunity that corresponds to the information in the NoD. You can type the name in the search field, or to browse all funding opportunities, click the **A-Z icon**.



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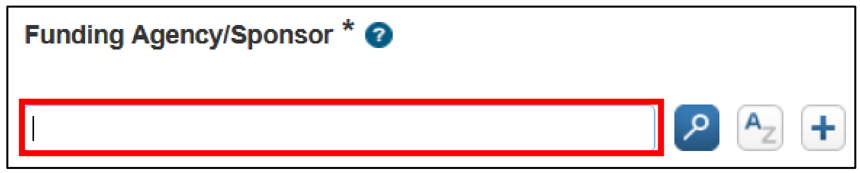
## Quick Reference Guide

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


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

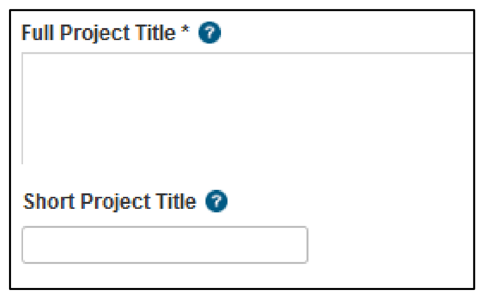
**Step 4:**
To manually add a funding agency, click the **plus icon** to add one. This should match what is in the Notice of Decision.


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

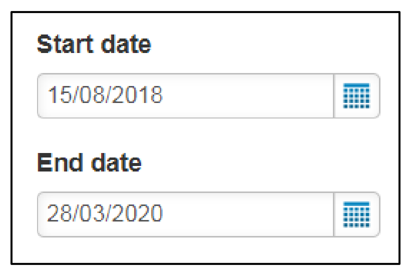



Click the plus icon beside the agency to add it to the record.


**Step 5:**
Enter the title of the project. This should match what is in the application and/or Notice of Decision. You can also enter a Short Project Title for identification in PeopleSoft system – if not, PeopleSoft will use the first 30 characters of your full title.

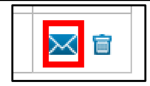



**Step 6:**
Enter the Start and End date of the Project. These must match the information on the Notice of Decision.



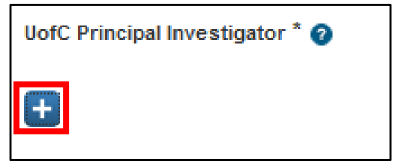

**Step 7:**
If you are the PI, verify your name and affiliation is correct under **UofC Principal Investigator** and skip to **Step 9.**
**Note: If you are not the Principal Investigator, remove yourself from the PI position by clicking the trash can icon to the right of your name**

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.)

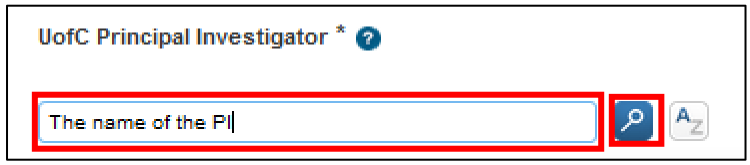


**Step 8:**

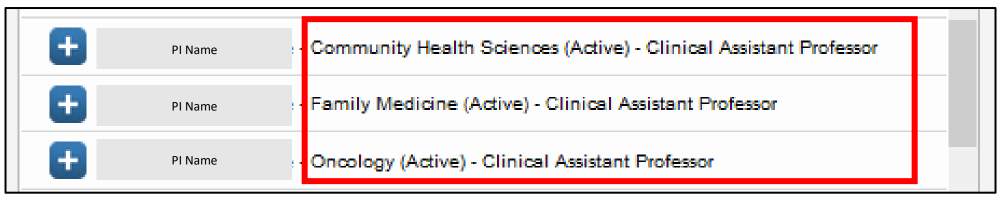
To add the correct PI, click the **plus icon** under UofC Principal Investigator.




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

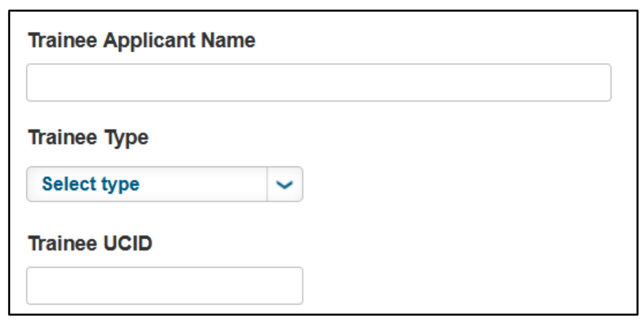



In the list of names, choose the name with the correct work affiliation for this project. Click the **plus icon** beside that name.




**Step 9:**

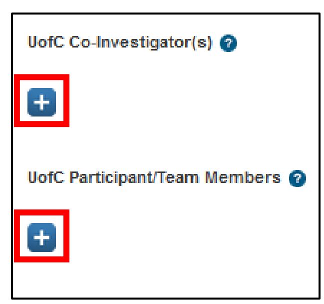
If the award is in a trainee's name, e.g., a studentship or fellowship, provide information about the trainee. Otherwise, leave these fields blank.



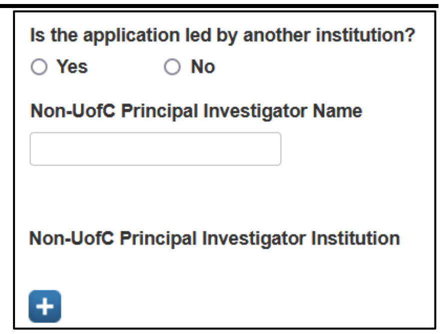

**Step 10:**

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.

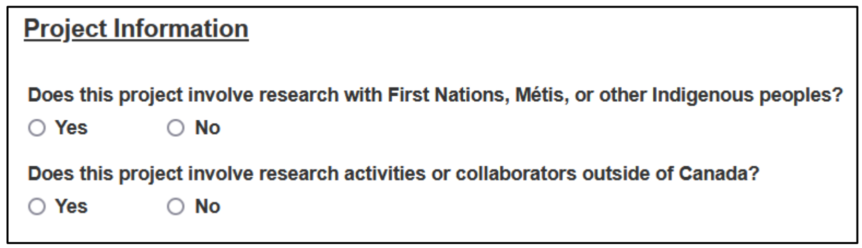
**Note: If you are not the PI, you need to add yourself to the record as a Co-I or Team Member in order to keep access to the record after submitting it**



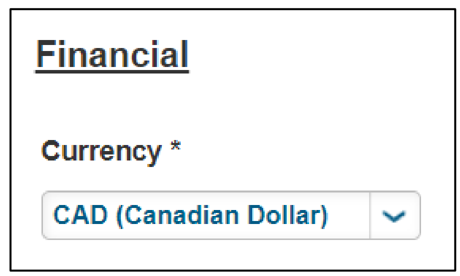
**Step 11:**
If the project is led by another institution, provide information about the non-UofC principal investigator and institution. Otherwise, leave these fields blank.



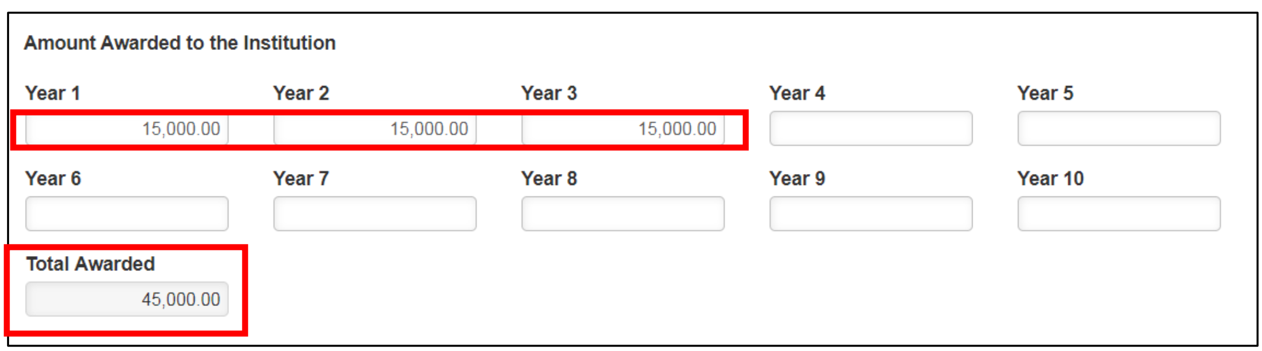

**Step 12:**
Answer the two Project Information questions.




**Step 13:**
Select a currency according to the award. Canadian dollars are the default.

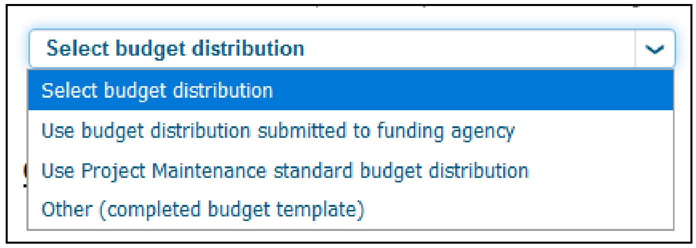



**Step 14:**
Enter the amount of funds awarded for each year of the project, as stated in the Notice of Decision. Do not use commas or dollar signs, only enter a numeric value for each year. Commas and the total are added when you click save in the next step.



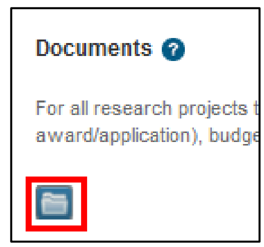

**Step 15:**
It is recommended to Save the project at this stage. The total awarded amount will be automatically tallied in the Total Awarded field. To save, click the **Save** button at the bottom of the page.

**Step 16:**
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.

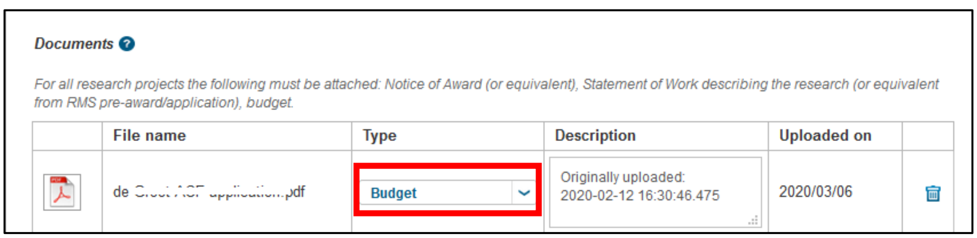



- If a budget document was submitted to the funding agency, select *Use budget distribution submitted to funding agency*. **This must be uploaded to the DOCUMENTS section.**
- If the Project Maintenance standard budget was used, select *Use Project Maintenance standard budget distribution* and no additional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

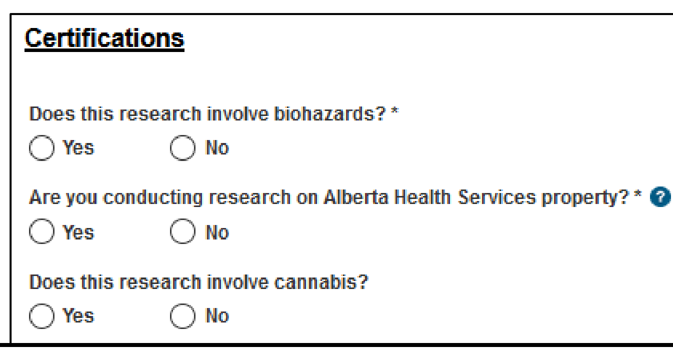
**Step 17:**
If you selected a budget distribution that reqires a document, navigate to the Documents section. Add a budget document by clicking the **folder icon** under the documents heading.




From the file upload pop-up, select the file you want to upload.Under the type drop-down menu, select *Budget*.

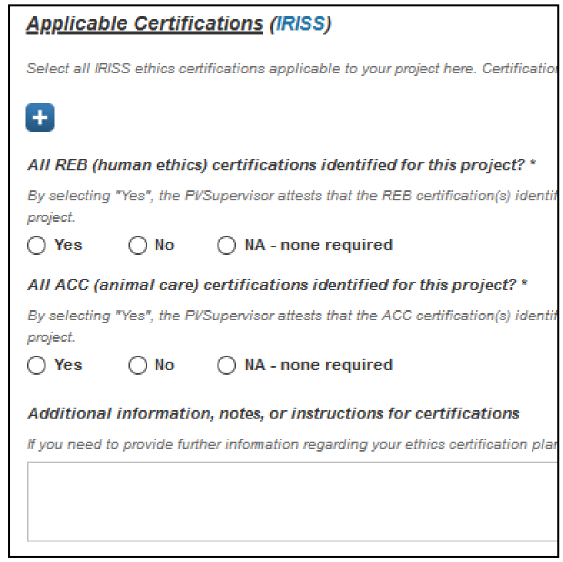



**Step 15:**
Under the Certifications section, select "Yes" or "No" as appropriate.



**Step 16:**
Under the **Applicable Certifications (IRISS)** heading, attest to each question about human and animal ethics.

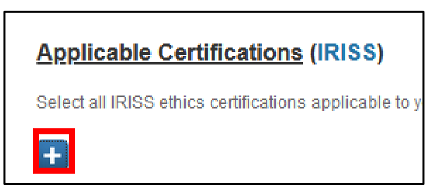
- *'Yes'* means the project requires that type of certification (REB or ACC) and the certificates are ready to be attached. You cannot progress this record unless you attach the appropriate certificates.
- *'No'* means the project requires that type of certification however one or more of them may not be ready yet. You can progress this record and attach the appropriate certificates later. Choosing '*No*' also means the project may qualify for Early Release of Funds (ERF). It will not qualify for Full Release of Funds (FRF) until all certificates are attached and the questions are answered affirmatively.
- *'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 17:**
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 18:**
Click the blue plus icon beside the certificate(s) you want to attach to the project.

**Note: Certificates must be in IRISS for at least 24 hours before they will show up in RMS.**

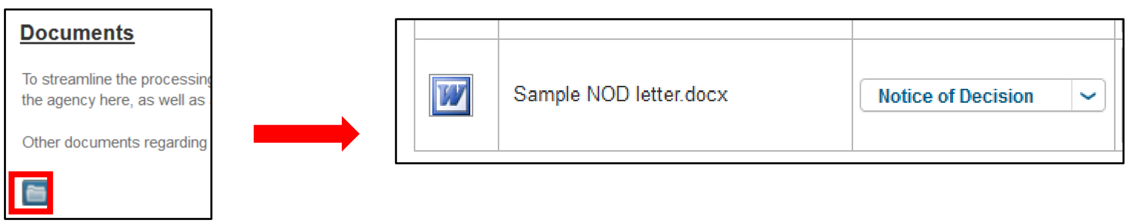
**Note: A project may qualify for ERF, which allows access to a maximum of 50% of the total budget for certain start-up expenses prior to certificate(s) being approved. If the project qualifies for ERF, the PI has up to 6 months to obtain certification approvals and associate them in RMS.**

**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 (FRF), 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.**

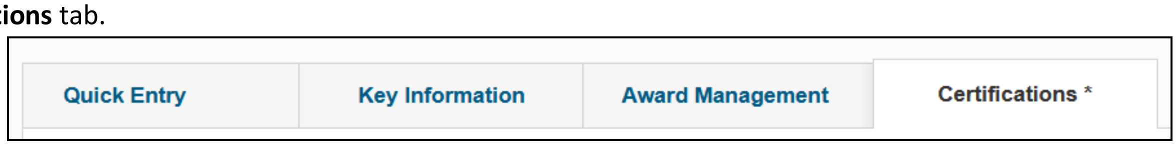
**Note: Team members and designates will not be able to add certificates.**

**Step 19:**
If additional documents are required, 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.

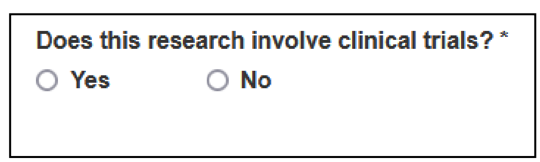



**Note: All versions of a document will be retained in the record so clearly indicate which document is the most up to date.**

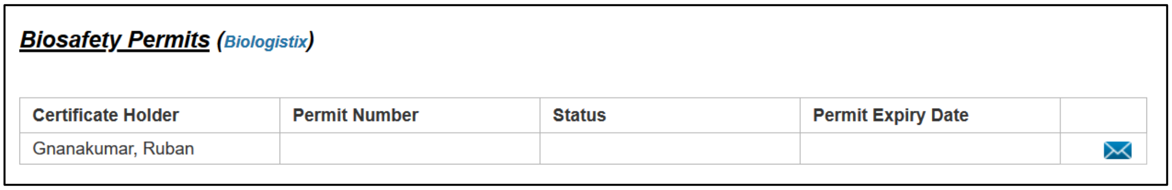
**Step 20:**
Navigate to the **Certifications** tab.




**Step 21:**
Answer the question about clinical trials.




**Step 22:**
By default, the system puts whoever created the record as the Biosafety permit holder. It is important to have the correct person as the permit holder or there will be an error when the project is setup in PeopleSoft which may result in delayed early release or full release of funds.
Under the **Biosafety Permit (Biologistix)** heading is listed the permit holder and the details of the permit.



**Biosafety Permits** (Biologistix)

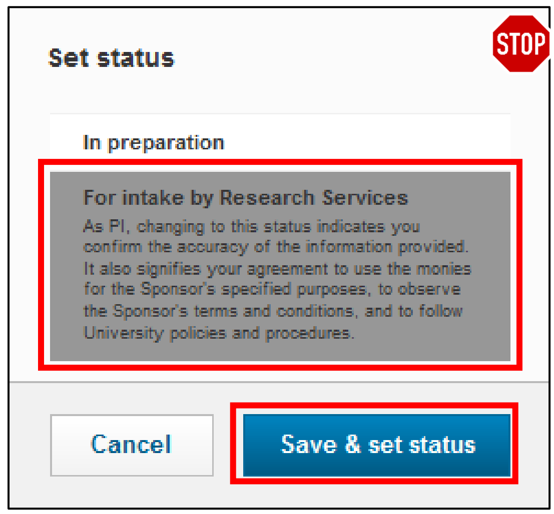
| Certificate Holder | Permit Number | Status | Permit Expiry Date | |
|---|---|---|---|---|
| Gnanakumar, Ruban | | | | |

**NOTE: A PI can view their Biosafety permit at anytime from their profile view on the dashboard.**

**Step 23:**
When all information is complete, click S**ave & Progress.**


**Step 24:**
Set the status to For intake by Research Services. Then click **Save & set status.**

**Note: Ensure you click "For intake for Research Services" before Save & set status or the record will remian "In preparation"**




Once Research Services has completed their intake process, the record will be sent for academic approvals. You can check back on the status of the approvals by returning to the record and clicking on the **Approvals** tab.


**Note: If this record was created by and/or submitted to Research Services by anyone but the PI, the PI will also need to provide approval prior to it going for Academic Approvals.**