

Creating a Pre-Award/Letter of Intent (LOI)

Purpose:

Some grants require prospective applicants to submit a letter of intent prior to submitting a full grant application. In these cases, the LOI may be prepared and submitted using RMS. Note: not all every grant requires a LOI. Check the grant description for specific requirements and deadlines regarding LOI.

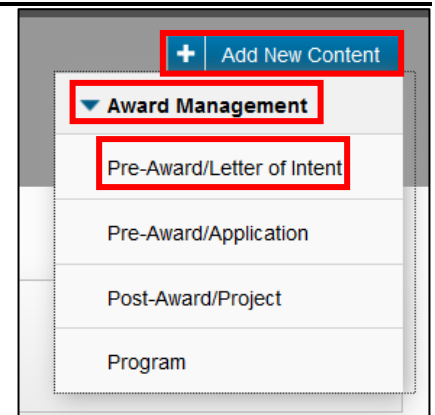
Audience:

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.

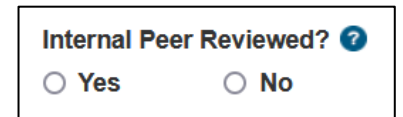
Step 1:

Click **Add New Content** → **Award Management** → **Pre-Award/Letter of Intent**



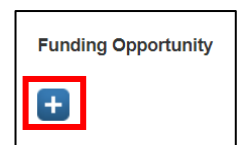
Step 2: (Optional)

Answer the Internal Peer Reviewed question. This is not a mandatory field.

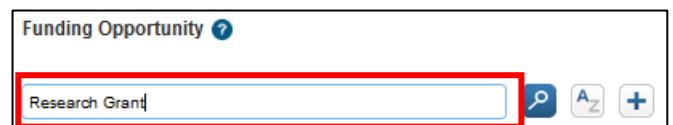


Step 3:

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



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**. The list is sorted alphabetically by funding opportunity, not the agency or sponsor.



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 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 add the source of funds.

Funding Agency/Sponsor * ?

Click on + and start typing to search for an existing funding agency/sponsor, one, which will be reviewed and verified by Research Services. Research Services will determine the applicable overhead rate, please refer to the Funding Opportunity for more information.

To determine the applicable overhead rate, please refer to the Funding Opportunity for more information.

When entering the Cash Requested, please do not use a \$ sign to preface the amount, it then click save. This will allow the user to proceed with the application.






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

Funding Agency/Sponsor * ?

Click on + and start typing to search for an existing funding agency/sponsor, one, which will be reviewed and verified by Research Services. Research Services will determine the applicable overhead rate, please refer to the Funding Opportunity for more information.

To determine the applicable overhead rate, please refer to the Funding Opportunity for more information.

When entering the Cash Requested, please do not use a \$ sign to preface the amount, it then click save. This will allow the user to proceed with the application.

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



3M Canada Company

Step 5:

Enter the title of the project.

Full Project Title * ?

Step 6:

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

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 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 7:

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



Principal Investigator/Lead UofC Applicant * ?






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

Principal Investigator/Lead UofC Applicant * ?

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 8:

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 9:

Add any UofC Co-Investigator or UofC Team Members. Use the same method as above to add people.

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 maintain access to the record after saving or submitting it.

UofC Co-Investigator(s) ?



Team Member(s) ?



Step 10:


If the application is led by another institution, provide information about the non-UofC principal investigator. 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 11:

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 12:

Upload any Letters of Support and/or Documents that need to be attached with your LOI. Upload files by clicking the **folder icon** under the appropriate heading.

Letters of Support

Attach evidence of approvals, authorizations etc.



Documents

To streamline the processing of your application, to the agency here, as well as any supporting documents.

Other documents regarding this application (up to and including the Notice of Decision)




From the file upload pop-up, select the file you want to upload.

For files uploaded to the Document section, select the appropriate file type under the **Type** drop-down menu.

Documents

To streamline the processing of your application, it is strongly recommended that you attach all relevant documents to the agency here, as well as any supporting documentation required for university review.

Other documents regarding this application (up to and including the Notice of Decision)

| File name | Type |
|--|---|
|  Application File.docx | <div style="border: 1px solid red; padding: 2px;"> Select type Select type Agreement Application Budget Feedback Notice of Decision Signature Page Other </div> |

Step 13:

You can add comments about your application/LOI to the Comments section. These can be seen by anyone who has access to the record including Co-Investigators, Team Members, Approvers, RSO, etc.

Comments

Please add any comments you may have.



Step 14:

When all required information is added, click **Save & Progress**.

Cancel Save **Save & Progress**

Step 15:

Set the status to Submit for internal approvals. Then click **Save & set status**.

Note: Ensure you click “Submit for internal approvals” before Save & set status or the record will remain “In preparation”

Set status STOP

In preparation

Submit for internal 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 Pre-Award/LOI will be sent for academic review and approvals. You can check back on the status of the approvals by returning to the record and clicking on the **Approvals & review** tab.

Key Information * **Approvals & Reviews** Notice of Decision

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