



# NINE STEPS FOR PREPARING A SUCCESSFUL GRANT APPLICATION

## AND TIPS FOR MANAGING YOUR GRANT

<b>1</b>	<p><b>Find a source of funding</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 25%;"> <a href="#">COMMON LAW: Research funding opportunities</a> </div> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 25%;"> <a href="#">CIVIL LAW: Possibilités de financement à la recherche</a> </div> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 25%;"> <a href="#">Internal funding opportunities</a> </div> </div>	<p><b>Contact</b></p> <p>Maxime Raymond-Dufour</p>
<b>2</b>	<p><b>Indicate your intention to apply for a research grant</b></p> <p>Write to Natalie Carter to indicate your intention to apply for a research grant. The Research Advisor will contact you to discuss your application.</p>	<p>Natalie Carter</p>
<b>3</b>	<p><b>Get support in writing your successful grant application</b></p> <ul style="list-style-type: none"> <li>Request an example of a past successful application</li> <li>Consult our tools and resources</li> <li>Participate in training workshops</li> <li>Get information on internal and external deadlines</li> <li>Meet with the Research Advisor to discuss the project</li> <li>Have your application reviewed by the Research Office</li> </ul>	<p>Maxime Raymond-Dufour and Natalie Carter</p>
<b>4</b>	<p><b>Obtain Faculty or institutional contributions and/or a letter of support</b></p> <p>Certain grant programs require contributions from the Faculty of Law and/or the University that are usually confirmed in a letter of support (SSHRC Connection Grants, internal RMS programs, SSHRC Partnership Grants, etc.). The Research Office is able to assist you in obtaining the required letter and signatures.</p>	<p>Maxime Raymond-Dufour and Natalie Carter</p>
<b>5</b>	<p><b>Equity, diversity and inclusion in research</b></p> <p>Do you have questions related to EDI considerations? Are you seeking to better integrate EDI principles into your grant application?</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 20%;"> <a href="#">EDI in Research</a> <small>Download our resource</small> </div> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 20%;"> <a href="#">EDI - Common Law</a> <small>Visit our website, CML</small> </div> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 20%;"> <a href="#">EDI - Civil Law</a> <small>Visit our website, DC</small> </div> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 20%;"> <a href="#">EDI - OVPRI</a> <small>Visit the OVPRI website</small> </div> </div>	<p>Maxime Raymond-Dufour</p> <p>Mélanie Stafford Equity, Diversity and Inclusion Advisor for Research Research Management Services (RMS) <a href="mailto:mstaffor@uottawa.ca">mstaffor@uottawa.ca</a></p>
<b>6</b>	<p><b>Prepare your budget</b></p> <p>Ask for examples or get advice directly from the Research Office.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Download our Budget Planning Tool to help prepare your budget and find rates for research assistants:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 30%;"> <a href="#">COMMON LAW: Budget Planning Tool</a> </div> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 30%;"> <a href="#">CIVIL LAW: Budget Planning Tool</a> </div> </div> </div> <div style="width: 45%;"> <p>Consult the Tri-Agency Guide on Financial Administration:</p> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 60%;"> <a href="#">Financial administration</a> </div> </div> </div>	<p>Natalie Carter and Maxime Raymond-Dufour</p>
<b>7</b>	<p><b>Fill out an RE Form before submitting your application</b></p> <p>The University requires that grant applications be accompanied by an RE form. Please send your completed RE form to Natalie Carter to obtain the signature of the Vice-Dean of Research.</p> <p style="color: #e91e63;">If you need support in completing the RE form, please contact Natalie. Note that without a completed RE form, the finance department cannot open an account to deposit your research funds.</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 150px;"> <a href="#">eAwards Portal</a> </div> <p>Complete the RE form via eAwards.</p> </div>	<p>Natalie Carter</p>
<b>8</b>	<p><b>Review your application before submitting</b></p> <p>Before submitting your grant application, do a final check and send it to the Research Advisor for a last review.</p>	<p>Maxime Raymond-Dufour</p>
<b>9</b>	<p><b>Notify the Research Office that your grant application has been submitted</b></p> <p>Tri-Council applications (SSHRC, CIHR, NSERC) are usually submitted through a University portal and must be approved by the institution. Once you have submitted your application, an RMS Grants Officer will contact the Faculty Research Advisor to confirm the submission of the application.</p>	<p>Maxime Raymond-Dufour</p>

## Managing Your Research Grant

	<p><b>Need an ethics certificate?</b></p> <p>To prepare and submit your request for an ethics certificate, visit the website of the Office of Research Ethics and Integrity.</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 150px;"> <a href="#">Office of Research Ethics and Integrity</a> </div> </div>	<p><b>Contact</b></p> <p>Office of Research Ethics and Integrity <a href="mailto:ethics@uottawa.ca">ethics@uottawa.ca</a></p>
	<p><b>Hire a research assistant</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 25%;"> <a href="#">Tools to help you find and hire your research personnel</a> </div> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 25%;"> <a href="#">HR budgeting tool for research assistants</a> </div> </div>	<p>Common Law Section: <b>Stacey Birtch</b> <a href="mailto:rhcmhr@uottawa.ca">rhcmhr@uottawa.ca</a></p> <p>Civil Law Section: <b>Marwa Cherkaoui</b> <a href="mailto:Finances.Droitcivil@uottawa.ca">Finances.Droitcivil@uottawa.ca</a></p>
	<p><b>Check expense eligibility</b></p> <p>uOttawa guide on the management of research funds:</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid #00a6c9; border-radius: 15px; padding: 5px; text-align: center; width: 150px;"> <a href="#">Policies and Regulations</a> </div> </div>	<p>Common Law Section: <b>Maria-Fernanda Cruz</b> <a href="mailto:cmlgrants@uottawa.ca">cmlgrants@uottawa.ca</a></p> <p>Civil Law Section: <b>Jean René Disla</b> <a href="mailto:Finances.Droitcivil@uottawa.ca">Finances.Droitcivil@uottawa.ca</a></p>
	<p><b>Request an extension for your project</b></p> <p>1) Contact Natalie Carter to verify the end date of your project. 2) For SSHRC grants and internal RMS grant programs, contact Francine Payant ; 3) For CIHR grants, contact Jean-Marc Thibault.</p>	<p>Francine Payant Grants Officer RMS, OVPRI <a href="mailto:fpayant@uottawa.ca">fpayant@uottawa.ca</a></p> <p>Jean-Marc Thibault Grants Officer RMS, OVPRI <a href="mailto:jean-marc.thibault@uottawa.ca">jean-marc.thibault@uottawa.ca</a></p>

Contact the Research Office at the Faculty of Law

Natalie Carter, Administrative Assistant  
Research Office  
Faculty of Law  
[natalie.carter@uottawa.ca](mailto:natalie.carter@uottawa.ca)

Maxime Raymond-Dufour, Research Advisor  
Research Office  
Faculty of Law  
[maxime.raymond-dufour@uottawa.ca](mailto:maxime.raymond-dufour@uottawa.ca)



# SPECIFIC RESEARCH GRANTS

## CONSIDERATIONS AND CONTACTS FOR PARTICULAR PROGRAMS

Certain research funding programs require coordination between the Research Office at the Faculty of Law and specific units at the OVPRI before submitting an application. The following list presents University of Ottawa personnel involved in some of these specific programs. Please communicate with Natalie Carter before contacting the individuals listed below to ensure that you are at the right stage of the process to request their help.

### Social Sciences and Humanities Research Council Special Calls and Partnership Programs

- SSHRC Partnership Development Grants - [France Goulet](#)
- SSHRC Partnership Grants (Stage 1 and Stage 2) - [France Goulet](#)
- SSHRC Special Calls - [France Goulet](#)
- NFRF Exploration - [France Goulet](#)
- NFRF Transformation - [France Goulet](#)
- NFRF Special Calls - [France Goulet](#)
- SSHRC Partnership Engage, Partnership Development and Partnership Grants:

#### Invitations and letters of support from partner organizations

- ~ Obtain a template for a letter of support to share with you partner - [Natalie Carter](#)
- ~ Obtain assistance for your partner in completing the online form, accepting and verifying the invitation - [Natalie Carter](#)



**Natalie Carter**  
Administrative Assistant  
Research Office  
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**Maxime Raymond-Dufour**  
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**France Goulet**  
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Research  
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**Manon Danneau**  
Grants Officer  
Research Management  
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**Mélissa Chiasson**  
Project Officer  
International Research and  
Experiential Learning (IREX)  
[melissa.chiasson@uottawa.ca](mailto:melissa.chiasson@uottawa.ca)

**Jade Fournier**  
Coordinator - Local and  
International Research  
Opportunities  
International Research and  
Experiential Learning (IREX)  
[rch@uottawa.ca](mailto:rch@uottawa.ca)

**Innovation Support  
Services (ISS)**  
[iss@uottawa.ca](mailto:iss@uottawa.ca)

**Emille Rodrigues**  
Business Development  
Specialist  
Innovation Support Services  
(ISS)  
[erodrigues@mitacs.ca](mailto:erodrigues@mitacs.ca)

### Ontario Early Researcher Awards

- Ontario Early Researcher Awards Competition (ERA) - [Manon Danneau](#)

### Programs Managed by the International Research and Experiential Learning Unit (IREX), uOttawa

- Visiting Researchers Program of the University of Ottawa - [Mélissa Chiasson](#)
- France-Canada Research Fund - [Mélissa Chiasson](#)
- Mitacs Globalink and uOttawa-Mitacs International Research Award - [Jade Fournier](#)

### Other Mitacs Programs

- Mitacs Accelerate, Elevate and Business Strategy Internship
- ~ For support with applications - [Innovation Support Services \(ISS\)](#), uOttawa
- ~ For questions about the programs - [Emille Rodrigues](#), Mitacs



Certain grant programs require that applications be submitted by the institution. These include:

- Grants from the Chambre des notaires du Québec
- Law Foundation of Ontario Responsive Grants
- Grants from the McLachlin Access to Justice Fund

Applications to these programs require institutional approval and, in some cases, an application form must be signed by the appropriate institutional authority. Those interested in applying for such grants should submit their applications to [Maxime Raymond-Dufour](#) at least 10 business days prior to the submission deadline in order to obtain the necessary approvals and signatures.

## RESEARCH CONTRACTS

### Are you pursuing a new research contract?

### Things to note . . .

**1** Prepare an RE form to accompany the agreement.

[eAwards Portal](#)

According to uOttawa policy, research contracts with government, community or private organizations usually include administration fees. These indirect costs vary according to the type of granting agency or sponsor.

[Indirect costs  
of research](#)

**2** Be sure to include administration costs in the research contract budget.

**3** Contact the Faculty Research Advisor, who will send the contract to RMS for review and signature.

**CONTACT: Maxime Raymond-Dufour**

Faculties must submit contracts and agreements with the required accompanying forms (including the RE form and draft contract) to the attention of:  
[recherche.contrats\\_research.contracts@uottawa.ca](mailto:recherche.contrats_research.contracts@uottawa.ca)

The contract will then be assigned to the relevant department (RMS, ISS or IREX). You will receive a confirmation email with the contract file number and the contact information of the person responsible for handling the contract.

**4** Do you have a report to submit ?

- ~ Financial reports (interim and final) are prepared by the researcher and the finance department of the Faculty.
- ~ Progress reports and final reports (non-financial) are prepared and submitted by the researcher.

Contact the Research Office  
at the Faculty of Law

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