NINE STEPS FOR PREPARING A SUCCESSFUL GRANT APPLICATION
AND TIPS FOR MANAGING YOUR GRANT

1. Find a source of funding
   - COMMON LAW: Research funding opportunities
   - CIVIL LAW: Possibilités de financement de la recherche
   - Internal funding opportunities

2. Indicate your intention to apply for a research grant
   Write to Natalie Carter to indicate your intention to apply for a research grant. The Research Advisor will contact you to discuss your application.

3. Get support in writing your successful grant application
   - Request an example of a past successful application
   - Consult our tools and resources
   - Participate in training workshops
   - Get information on internal and external deadlines
   - Meet with the Research Advisor to discuss the project
   - Have your application reviewed by the Research Office

4. Obtain Faculty or institutional contributions and/or a letter of support
   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.

5. Equity, diversity and inclusion in research
   Do you have questions related to EDI considerations? Are you seeking to better integrate EDI principles into your grant application?

6. Prepare your budget
   Ask for examples or get advice directly from the Research Office.

7. Fill out an RE Form before submitting your application
   - Download our Budget Planning Tool to help prepare your budget and find rates for research assistants:
   - Download our resource
   - Consult the Tri-Agency Guide on Financial Administration:
   - Complete the RE form via eAwards.

8. Review your application before submitting
   Before submitting your grant application, do a final check and send it to the Research Advisor for a last review.

9. Notify the Research Office that your grant application has been submitted
   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.

Managing Your Research Grant

- Need an ethics certificate?
  To prepare and submit your request for an ethics certificate, visit the website of the Office of Research Ethics and Integrity.

- Hire a research assistant

- Check expense eligibility

- Request an extension for your project
  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.
Certain research funding programs require coordination between the Research Office at the Faculty of Law and specific units at the OVPR 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 your partner - Natalie Carter
  - Obtain assistance for your partner in completing the online form, accepting and verifying the invitation - Natalie Carter

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 - Andrew Grosvenor
- France-Canada Research Fund - Clotilde Ribaut
- Mitacs Globalink and uOttawa-Mitacs International Research Award - Romina Chenccheva

Other Mitacs Programs
- Mitacs Accelerate, Elevate and Business Strategy Internship
  - For support with applications - Innovation Support Services (ISS), uOttawa
  - For questions about the programs - Harry Koundakjian, 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?
1. Prepare an RE form to accompany the agreement.
2. Be sure to include administration costs in the research contract budget.

Things to note . . .
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.

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

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.

Contact the Research Office at the Faculty of Law
Natalie Carter, Intermediate Administrator
Research Office
Faculty of Law
natalie.carter@uottawa.ca

Maxime Raymond-Dufour, Research Advisor
Research Office
Faculty of Law
maxime.raymond-dufour@uottawa.ca

Manon Danneau
Grants Officer
Research Management Services
mdanneau@uottawa.ca

Andrew Grosvenor
Senior Manager
International Research and Experiential Learning
andrew.grosvenor@uottawa.ca

Clotilde Ribaut
Senior Advisor
International Research and Experiential Learning
cribaut@uottawa.ca

Romina Chenccheva
Senior Advisor
International Research and Experiential Learning
rchencche@uottawa.ca

Harry Koundakjian
Advisor, Business Development, Mitacs
hkoundakjian@mitacs.ca

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

CONTACT: Maxime Raymond-Dufour

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.