

eAwards

Account Creation and RE Form

Step by Step Guide

Updated on:
3/21/2023

Research Management Services
info-SGR-RMS

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1. Accessing eAwards

How to access eAwards:

Here is the link to get access to eAwards:

<https://www.uottawa.ca/research-innovation/research-management-services/eawards>

Sign in to eAwards to access and complete the RE form.

eAwards Portal

To access eAwards for the first time you must create your eAwards profile:

For Internal Users: Select 'Create Account', accept the terms and conditions, select **you have a uOttawa username and password** and enter your username (which is the same as your uoAccess information (e.g. John Smith = jsmith). If you are unsure of your username you may log in to the uoZone (login required) for employees and your username will be listed in the first paragraph of the Password Management section. The password you will enter is the same as your Outlook email password. Please note that if you have a uOttawa.ca email address you must use it to create your account

IMPORTANT NOTE: Once the RE form is submitted you must print a copy and obtain the required signatures. Instructions on how to print the form will appear once the form is electronically submitted. Without the signed RE form, RMS cannot approve your request.

For assistance with login or any other issues regarding the RE Form, please do not hesitate to contact RMS by email. For all system issues, please contact the Information Technology's Service Desk by completing a Service Desk Request or by telephone at extension 6555.

2. uoAccess Account and Sign in Options

2.1 uoAccess Account

Please note the uoAccess Account applies to paid employees of the University of Ottawa. If the user belongs to a uOttawa affiliated institution, please consult section 3.2 Account Creation for External Users.

To access the RE form portal, the user must sign in using their **uoAccess Account information (formerly known as Exchange Account)**. i.e. jsmith@uottawa.ca: username = jsmith; password = same password used to access the uOttawa email account jsmith@uottawa.ca

2.2 Sign in Options

There are two sign in options:

- Sign in as an Internal user
 - Internal user signifies all employees holding a uottawa.ca email account.
- Sign in as an External user
 - External user signifies all employees from uOttawa affiliated institutions (OHRI, CHEO, Heart Institute, etc...) or other. External email must be used and NOT uOttawa.ca email address.

3. Account Creation

3.1 Internal Users

To access eAwards for the first time you must create your eAwards profile:

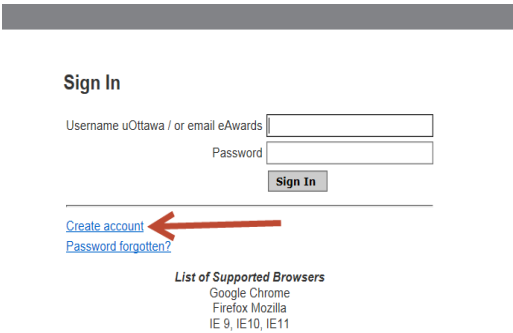
For Internal Users: Select 'Create Account', accept the terms and conditions, select **you have a uOttawa username and password** and enter your username (which is the same as your uoAccess information (e.g. John Smith = jsmith). If you are unsure of your username you may log in to the uoZone (login required) for employees and your username will be listed in the first paragraph of the Password Management section. The password you will enter is the same as your Outlook email password. Please note that if you have a uOttawa.ca email address you must use it to create your account

IMPORTANT NOTE: Once the RE form is submitted you must print a copy and obtain the required signatures. Instructions on how to print the form will

appear once the form is electronically submitted. Without the signed RE form, RMS cannot approve your request.

For assistance with login or any other issues regarding the RE Form, please do not hesitate to contact RMS by email. For all system issues, please contact the Information Technology's Service Desk by completing a Service Desk Request or by telephone at extension 6555.

1. Select **Create Account**:



2. Accept the **Terms and Conditions**:

TERMS AND CONDITIONS OF USE

The uOttawa eAwards system the system is an online tool that enables ir certain authorized individuals to support, approve, monitor, administer an

When I select "I accept" below, I confirm that I am in full acceptance of the system (A) Con Ottawa. This electronic acceptance is equivalent to my handwritten signature. I recognize : the system.

A screenshot of a form with two buttons: "I accept" and "I refuse". A red arrow points from the text above to the "I accept" button.

3. Select the option '**You have a uOttawa username/password**':

Create an Account

You have a uOttawa username/Password

You dont have a uOttawa username/Password

4. Select the user's status under 'Account creation reason':

Create an Account

You have a uOttawa username/Password (i.e. @uottawa.ca)

You don't have a uOttawa username/Password (i.e. @gmail.com)

Account creation reason

Please choose ...
Administrator
Investigator
Student

5. Enter Exchange Username and Password (see section 2.1):

Validation Active Directory uOttawa

Username

Username/passwords may be retrieved either by looking at your uoPortal or by contacting x6555

Password

Submit Cancel

6. Click submit; The user will be directed to **eAwards Create Account** to complete their profile:

eAwards Create Account 1

Create your eAwards Account

*** Last name** 50 characters (e.g. Doe)

*** First name** 50 characters (e.g. John)

*** Salutation**

Middle initials 5 characters

INSTITUTION

*** Institution** Search ...

If 'Other' institution, specify 100 characters

Department 50 characters

Current Position 40 characters

PHONE OFFICE [Add a Phone Number](#)

ADDRESS OFFICE [Add an Address](#)

KEYWORDS

List up to 10 keywords that best describe your proposed research/study.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

40 characters per keyword

DISCIPLINES [Add a Discipline](#)

FIELDS OF APPLICATION [Add field of application](#)

AREAS OF RESEARCH [Add an Area of Research](#)

*** E-mail** 70 characters
(This e-mail address will become your eAwards account.)
 WARNING: If you have entered a HOTMAIL e-mail address, we strongly suggest you use another e-mail address provider. We may experience difficulty transmitting registration confirmation notices to HOTMAIL e-mail addresses. If you forget your password, your question will be returned to you by e-mail.

*** Password** 10 characters
(case sensitive and between 6 and 10 characters, alpha and including at least one numeric character)

*** Password confirmation** 10 characters
(case sensitive and between 6 and 10 characters, alpha and including at least one numeric character)

*** Password reminder** 250 characters
(A statement to prompt you to remember your password)

7. Once all information is entered, click on **Save**.

NOTE: The user will not be able to access eAwards immediately. Before access is granted, the account must first be approved by Research Management Services. The user will receive an email as confirmation once the account is approved.

3.2 External Users

For first time use:

1. Go to eAwards website and select **Create Account**:

Sign In

Username uOttawa / or email eAwards

Password

[Create account](#) 

[Password forgotten?](#)

List of Supported Browsers

- Google Chrome
- Firefox Mozilla
- IE 9, IE10, IE11

2. Read and accept the **Terms and Conditions**:

TERMS AND CONDITIONS OF USE

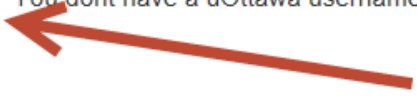
The uOttawa eAwards system the system is an online tool that enables ir certain authorized individuals to support, approve, monitor, administer an

When I select "I accept" below, I confirm that I am in full acceptance of the system (A) Con Ottawa. This electronic acceptance is equivalent to my handwritten signature. I recognize : the system.

3. Select the option '**You don't have a uOttawa username/password**':

Create an Account

- You have a uOttawa username/Password
- You dont have a uOttawa username/Password



4. Select the user's status under '**Account creation reason**':

Create an Account

- You have a uOttawa username/Password (i.e. @uottawa.ca)
- You don't have a uOttawa username/Password (i.e. @gmail.com)

Account creation reason

Please choose ...

- Administrator
- Investigator
- Student

5. Click submit; The user will be directed to eAwards Create Account to complete their profile:

Create your eAwards Account

* Last name 50 characters (e.g. Doe)

* First name 50 characters (e.g. John)

Middle initials 5 characters

* Salutation

* Correspondence Language

PRIMARY PLACE OF WORK

* Primary place of work Search ...

If 'Other' institution, specify 100 characters

* UO Faculty (Cross appointment)

* UO Department (Cross appointment)

Current Position 40 characters

* PHONE OFFICE [Add a Phone Number](#)

ADDRESS OFFICE [Add an Address](#)

DISCIPLINES [Add a Discipline](#)

FIELDS OF APPLICATION [Add field of application](#)

AREAS OF RESEARCH [Add an Area of Research](#)

* E-mail 70 characters
(This e-mail address will become your eAwards account.)
 WARNING: If you have entered a HOTMAIL e-mail address, we strongly suggest you notices to HOTMAIL e-mail addresses. If you forget your password, your question will

* Password 10 characters
(case sensitive and between 6 and 10 characters, alpha and including at least one nu

* Password confirmation 10 characters
(case sensitive and between 6 and 10 characters, alpha and including at least one nu

* Password reminder 250 characters
(A statement to prompt you to remember your password)

6. Once all information is entered, click on **Save**.

NOTE: The user will not be able to access eAwards immediately. Before access is granted, the account must first be approved by Research Management Services. The user will receive an email as confirmation once the account is approved.

4. Activity Details

Once logged in, the user will see the following screen:

Activity details
▶As Principal Investigator
As Participant
CV

Home

Your session will be disconnected after 30 minutes of inactivity.

Click [here](#) to create a New RE Form

In the left hand menu entitled 'Activity Details', different links are displayed based on data from the researcher. A researcher may have activities such as:

- As Principal Investigator:
 - Programs and Forms (List of all programs and forms that can be completed and submitted).

Home > As Principal Investigator > Activity details > Programs and Forms

As Principal Investigator

Programs and Forms

[Other actions](#)

- My Forms (list of all RE forms a researcher has begun to fill out or has already submitted).

Home > As Principal Investigator > Activity details > My forms

My forms

[Delete form](#)

RE number	Project Title	Submission date	Deadline	Statu
...	2024-12-31 00:00:00	In

- Funded Applications (Once an application has been accepted, the researcher will see a new link in the sub-section **As Principal Investigator** entitled **Funded Applications**. An Access link will be available for each funded project. The researcher may click on this link to view the updated RE form).

Home > Current activities > As Principal Investigator > Funded Applications

Activity details
 As Principal Investigator
 Programs and Forms
 My forms
 Funded Applications
 As Participant
 CV

Funded Applications

Application	Title	Sponsor	FOAP	Agency Reference Number	Award Type	Project Start Date	Project End Date	Total Amount Awarded	Post Award Reports	View RE Form	Documents attached by uOttawa	Program	Competition
140025	Playing with Fire you get burned	Plastic Omnium Gestion			Grant	2014-04-01	2015-05-01		Access		View	Request for funds	1
140049	Playing with Fire you get Burn	Natural Sciences and Engineering Research Council of Canada (NSERC)		RGPIN/123456-2014	Grant	2014-04-01	2020-03-31	\$ 9,000.00	Access		View	Request for funds	1
140052	Playing with Fire you get burn	Natural Sciences and Engineering Research Council of Canada (NSERC)		123456	Contract	2014-04-01	2020-03-31	\$ 15,000.00	Access		View	Request for funds	1

- As Participant (list of all programs where the researcher has been listed as co-investigator):

Home > Activity details > As Participant

Activity details
 As Principal Investigator
 Programs and Forms
 My forms
 Funded Applications
As Participant
 CV

As Participant

RE number	Project Title	Submission date	Deadline

- CV (This section is not applicable at the moment. May be used for future developments).

Home > Activity details > CV

Activity details
 As Principal Investigator
 Programs and Forms
 My forms
 Funded Applications
 As Participant
CV

CV

Attachment of your CV in free format or other
 Attachment of your CV MyResearch (xml and pdf)
 Electronic submission of your CV from the platform [MyResearch](#)

Not applicable

5. Creation of RE Form

To create a new RE form click on 'Here' found on the home page:

- Activity details
- As Principal Investigator
- As Participant**
- CV

Home

Your session will be disconnected after 30 minutes of inactivity.
Click [here](#) to create a New RE Form

5.1 Application

Once in the RE portal, click on 'Create an application' to generate an RE number:

Home > My forms > [Request for funds][Application][2014]

Application

Create an application

Primary Investigator

Last Name: Enjolie
Given Name: Provost
Employee No:
Correspondence Language: English
Faculty: Faculty of Arts
Department: Department of Geography

A green check mark with the words **Saved successfully** indicates the RE number was generated.

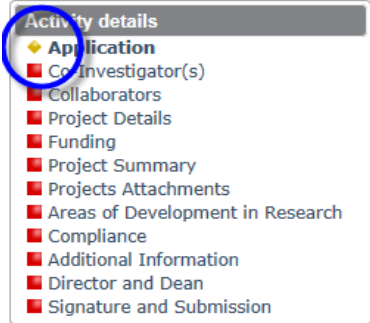
Home > My forms > [Request for funds][Application][2014]

Application

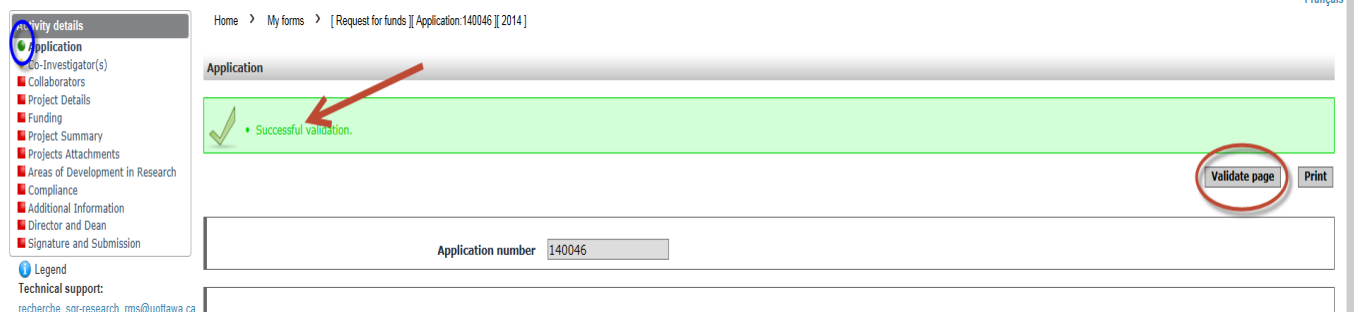
Saved successfully

Application number: 140045

A yellow rhombus will appear beside the section. This means the section is in progress and must be validated before moving on to the next:



Once validated, the yellow rhombus will turn into a green circle, meaning the section is complete and saved:

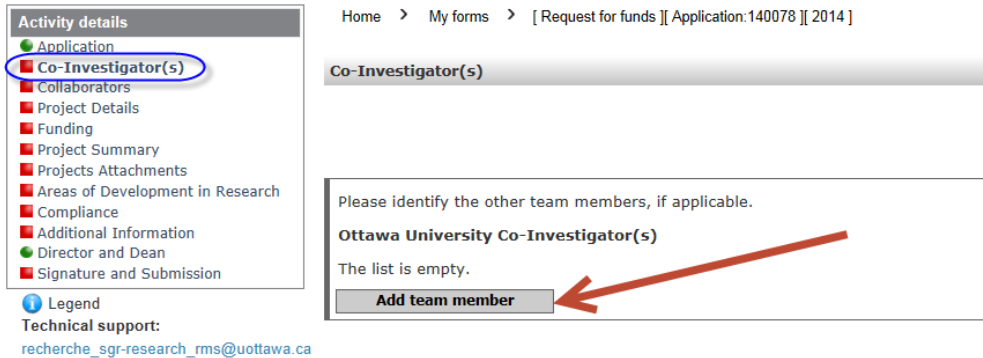


5.2 Co-Investigator(s)

This section allows the user to identify the members of his research team (if applicable). Please note Co-Investigators must have an active an eAwards account in order to be entered into this section.

Note: Only internal uOttawa co-investigators should be entered in this section.

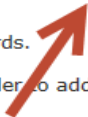
- 1. Click on 'Add Team Member':



2. Enter co-investigator’s email address and click on validate:

* User account ✕

applicant Portal of eAwards.
account email here in order to add and validate the Team Member.



3. Ensure all information is correct and click ‘Save’ to keep the profile.

Team member name Lalonde, André

Role

Institution

Faculty

Department

Result:

Home > My forms > [Request for funds [Application:140046 [2014]]

Co-Investigator(s)

Saved successfully

Please identify the other team members, if applicable.

Ottawa University Co-Investigator(s)

Co-Investigator Name	Email	Employee No	Faculty/Department	Delete
Lalonde, André	alalond@uottawa.ca		Faculty of Arts / Department of Geography	X

External Co-Investigator(s)

The list is empty.

4. It is possible to view the co-investigator's information by clicking on the link in the column 'co-investigator name' or to delete a co-investigator by clicking on the X in the delete column:

Home > My forms > [Request for funds] Application:140046 [2014]

Activity details
Application
Co-Investigator(s)
Collaborators
Project Details
Funding
Project Summary
Projects Attachments
Areas of Development in Research
Compliance
Additional Information
Director and Dean
Signature and Submission

Legend
Technical support:
recherche_sgr-research_rms@uottawa.ca

Co-Investigator(s)

Validate page Print

Please identify the other team members, if applicable.

Ottawa University Co-Investigator(s)

Co-Investigator Name	Email	Employee No	Faculty/Department	Delete
Lalonde, André	alalond@uottawa.ca		Faculty of Arts / Department of Geography	X

External Co-Investigator(s)
The list is empty.
Add team member

5. Once all co-investigators are entered, the user must validate the page before moving to the next section:

Home > My forms > [Request for funds] Application:140046 [2014]

Activity details
Application
Co-Investigator(s)
Collaborators
Project Details
Funding
Project Summary
Projects Attachments
Areas of Development in Research
Compliance
Additional Information
Director and Dean
Signature and Submission

Legend
Technical support:
recherche_sgr-research_rms@uottawa.ca

Co-Investigator(s)

Validate page Print

Please identify the other team members, if applicable.

Ottawa University Co-Investigator(s)

Co-Investigator Name	Email	Employee No	Faculty/Department	Delete
Lalonde, André	alalond@uottawa.ca		Faculty of Arts / Department of Geography	X

External Co-Investigator(s)
The list is empty.
Add team member

Home > My forms > [Request for funds] Application:140046 [2014]

Activity details
Application
Co-Investigator(s)
Collaborators
Project Details
Funding
Project Summary
Projects Attachments
Areas of Development in Research
Compliance
Additional Information
Director and Dean
Signature and Submission

Legend
Technical support:
recherche_sgr-research_rms@uottawa.ca

Co-Investigator(s)

Successful validation.

Validate page Print

Please identify the other team members, if applicable.

Ottawa University Co-Investigator(s)

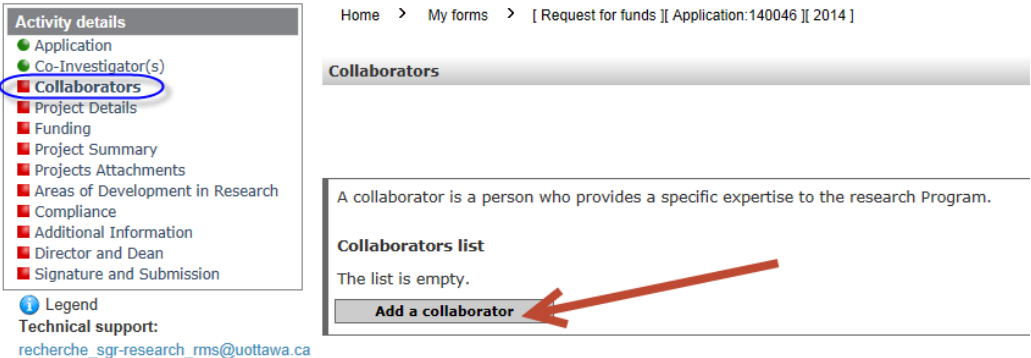
Co-Investigator Name	Email	Employee No	Faculty/Department	Delete
Lalonde, André	alalond@uottawa.ca		Faculty of Arts / Department of Geography	X

External Co-Investigator(s)
The list is empty.
Add team member

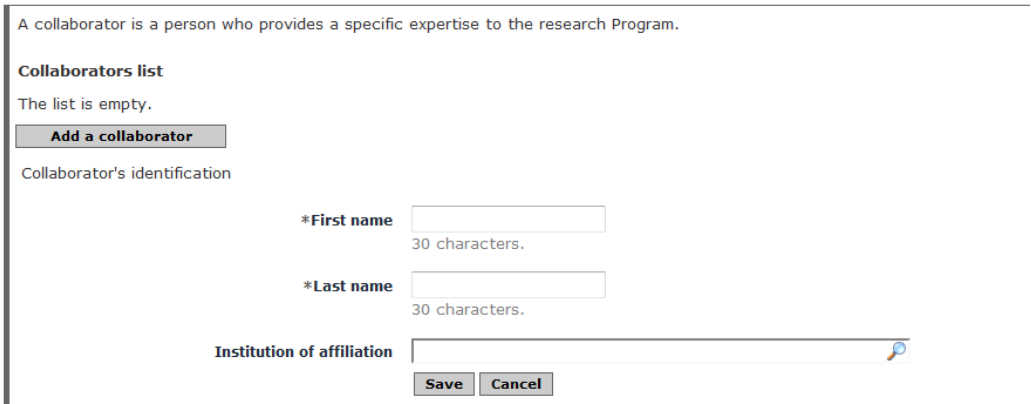
5.3 Collaborator(s)

This section permits the user to identify all collaborators on his research team (if applicable).

- 1. Click on 'Add a Collaborator':



- 2. Enter First name, last name, and institution of affiliation of the collaborator:



- 3. Click on 'Save' to keep the profile.

Result:



4. It is possible to modify a collaborator by clicking on the link in the column 'Collaborator' or to delete collaborator by clicking on the X in the delete column:

Home > My forms > [Request for funds [Application:140046] 2014]

Collaborators

Validate page Print

A collaborator is a person who provides a specific expertise to the research Program.

Collaborators list

Collaborator	Institution of affiliation	Delete
Doe, John	Carleton University	X

Add a collaborator

Validate page Print

5. Validate the page to move on to the next section:

Home > My forms > [Request for funds [Application:140046] 2014]

Collaborators

Validate page Print

A collaborator is a person who provides a specific expertise to the research Program.

Collaborators list

Collaborator	Institution of affiliation	Delete
Doe, John	Heart Institute Foundation	X

Add a collaborator

Home > My forms > [Request for funds [Application:140046] 2014]

Collaborators

Validate page Print

A collaborator is a person who provides a specific expertise to the research Program.

Collaborators list

Collaborator	Institution of affiliation	Delete
Doe, John	Heart Institute Foundation	X

Add a collaborator

5.4 Project Details

It is mandatory to complete all fields in this section in order to submit the RE form. 'Project Details' allows the user to identify the project title, language of correspondence, international collaboration, as well as key words identifying the project.

The screenshot shows the 'Project Details' form. On the left is a navigation menu with 'Project Details' selected. The main form area contains: a text box for '*Project Title' (400 characters); three input boxes for '*Keywords (1 per box)' (40 characters each); a dropdown for '*Project Correspondence Language' set to 'English'; and radio buttons for '*Collaboration Outside of Canada and the US' with 'Yes' selected. 'Save', 'Validate page', and 'Print' buttons are visible at the top and bottom right.

If 'Yes' is selected for collaboration outside of Canada and the US, the user must enter the country and click **Add**:

A close-up of the 'Collaboration Outside of Canada and the US' section. The 'Yes' radio button is selected. The 'Countries' field contains 'CHINA'. An 'Add' button is to the right, with a red arrow pointing to it.

Result:

The screenshot shows the 'Collaboration Outside of Canada and the US' section with 'Yes' selected. Below the 'Countries' field, a table has been populated with one entry: 'CHINA'. The table has columns for 'Country' and 'Delete'. A red 'X' is visible in the 'Delete' column for 'CHINA'.

Country	Delete
CHINA	X

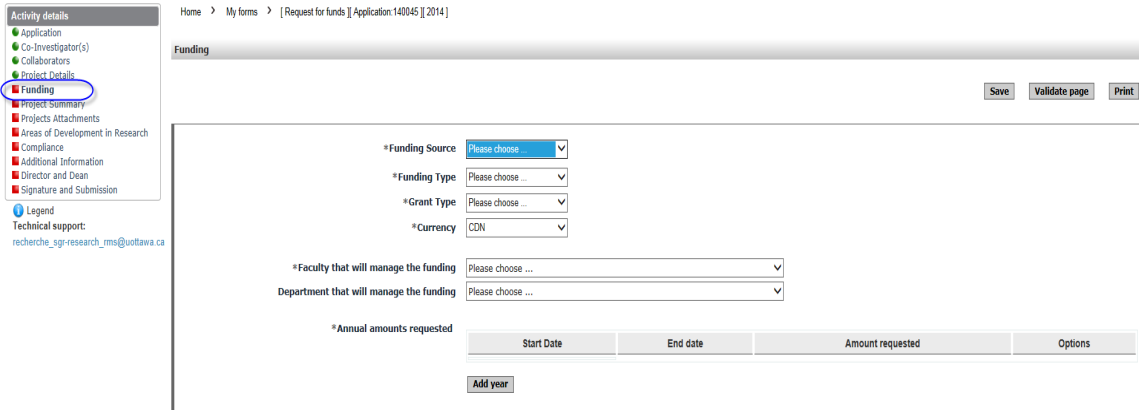
*A country can be removed by clicking on the X in the delete column and reselecting **No** for collaboration outside of Canada and the US.

Once all information is entered, save and validate the section to move on to the next.

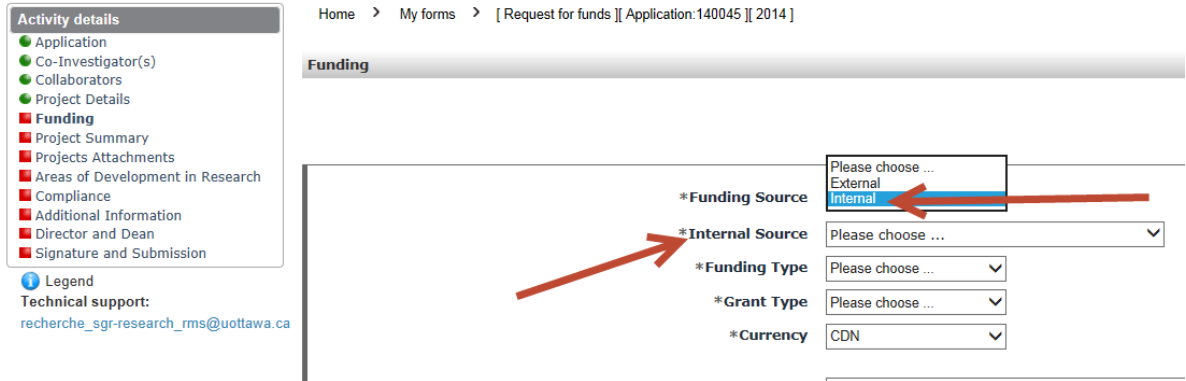
Two screenshots showing the success of saving and validating the form. The first screenshot shows a green message bar with a checkmark and the text 'Saved successfully' (1). The second screenshot shows a green message bar with a checkmark and the text 'Validation successful.' (2). Red arrows point to these messages.

5.5 Funding

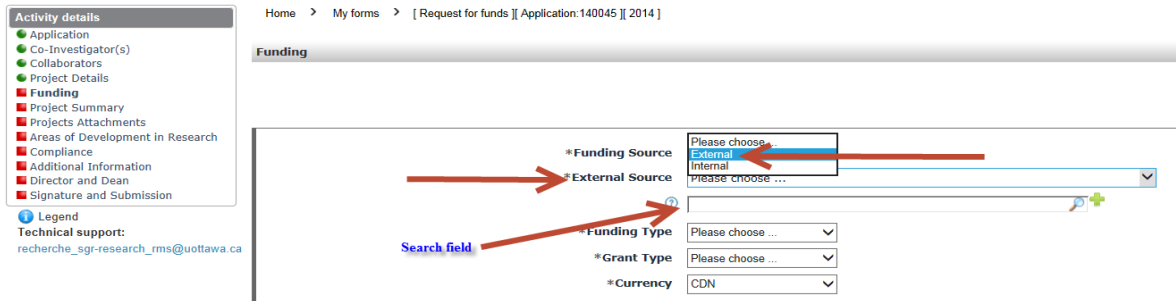
It is mandatory to complete all fields of the 'Funding' section in order to submit the RE form. Drop down menus are provided to enter the information.



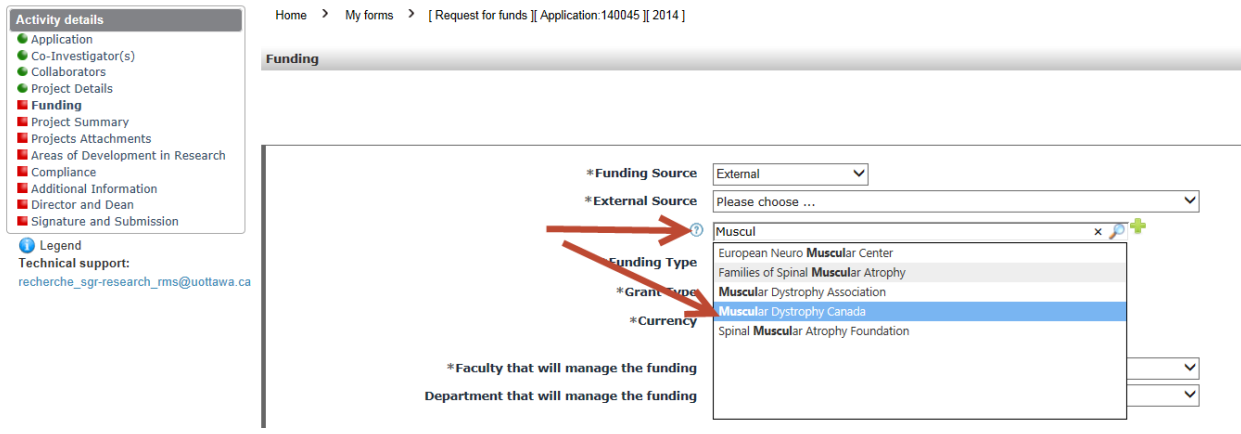
1. When selecting **Internal Funding Source**, a field entitled **Internal Source** will appear. The user may select the internal source from the drop down menu provided:



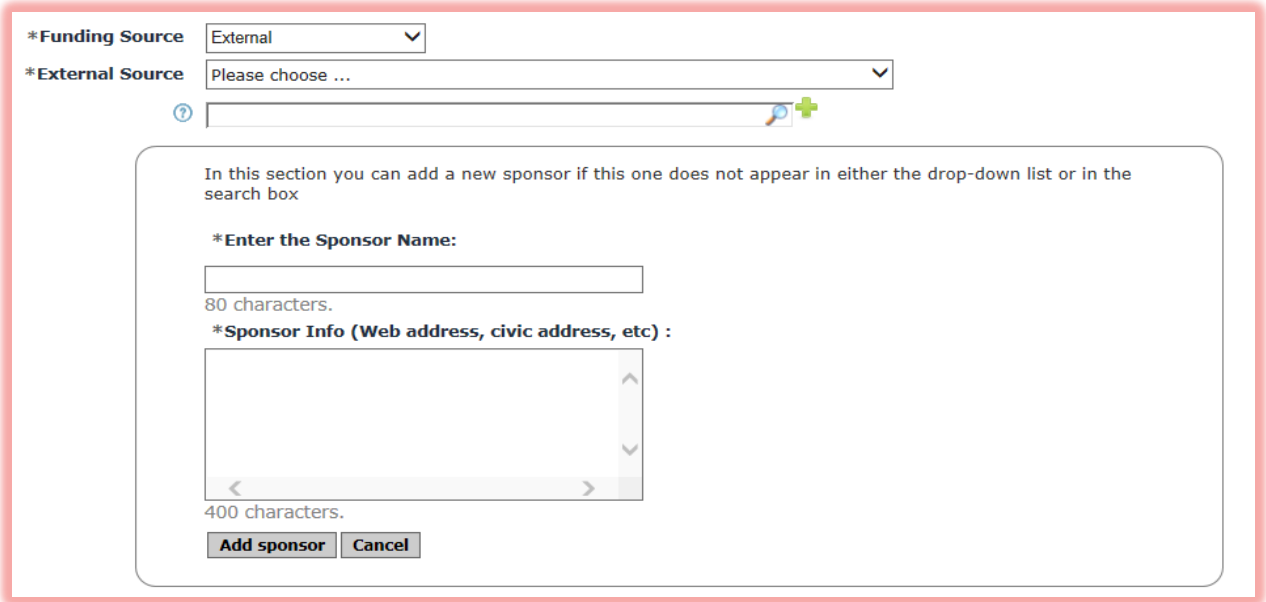
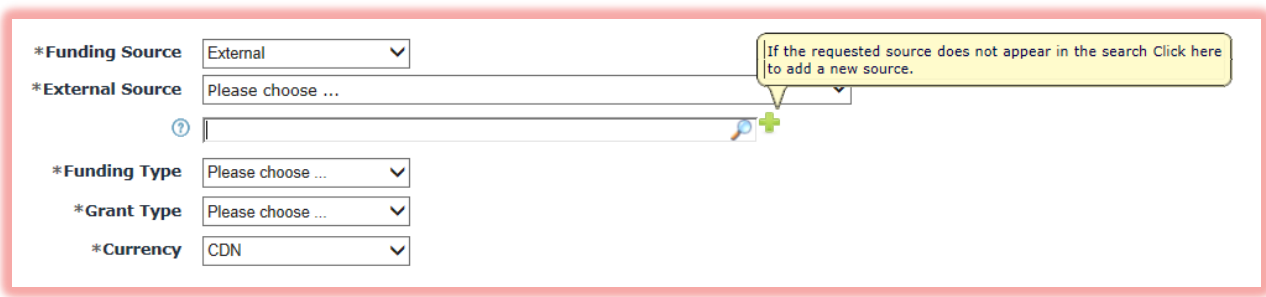
2. When selecting **External Funding Source**, a field entitled **External Source** will appear as well as a search field:



- 3. The user may select the External Source from the drop-down menu provided. If the agency does not appear in the drop down menu, the user may enter the first four characters of the agency name in the **search field** and the agency name should automatically appear:



- 4. If this is not the case, it is because the agency name is not included in the list. The user will need to create the agency by clicking on the **'Plus Sign'** located at the right of the search field and enter the information:



5. Once all information is entered, click on 'Add Sponsor'. The Agency name will then appear in the search field:

*Funding Source External

*External Source Please choose ...

National Arts Center

*Funding Type Please choose ...

*Grant Type Please choose ...

*Currency CDN

6. To enter annual amounts requested the user must click on 'Add Year':

*Funding Source External

*External Source Please choose ...

National Arts Center

*Funding Type Grant

*Grant Type Operating Grant

*Currency CDN

*Faculty that will manage the funding Faculty of Arts

Department that will manage the funding Département de français

Start Date	End date

Add year

7. To enter the Start Date, the user must click on the 'Calendar Widget' and select a date:

Start Date	End date	Amou

*Start Date

*End Date Jun 2014


*Amount



Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

8. End date will automatically be inserted:

***Annual amounts requested**

Start Date	End date	Amount requested
------------	----------	------------------

***Start Date** 

***End Date**  

***Amount**

8 characters.


**Please note dates cannot be manually entered nor changed.*


9. Enter amount in dollars only:


Example: \$10,000.00 must be entered as 10000 (no dollar signs, commas, periods, nor cents).

***Annual amounts requested**

Start Date	End date
------------	----------

***Start Date** 

***End Date** 

***Amount** 


8 characters.

10. Click on 'Save Year'. These steps must be repeated for each funding year.

Result:

*Funding Source

*External Source



*Funding Type



*Grant Type

*Currency

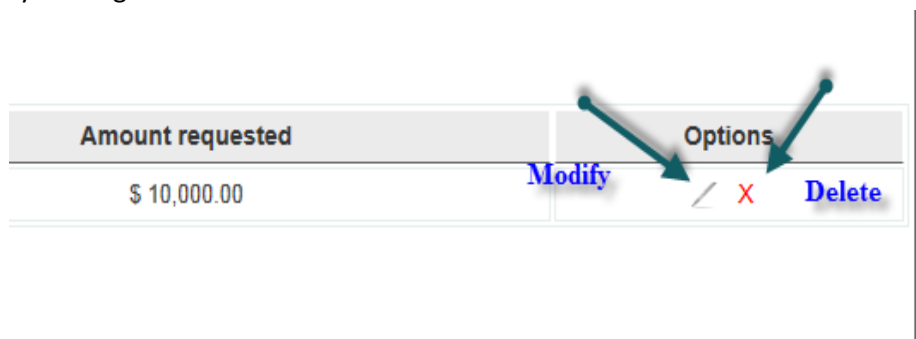
*Faculty that will manage the funding

Department that will manage the funding

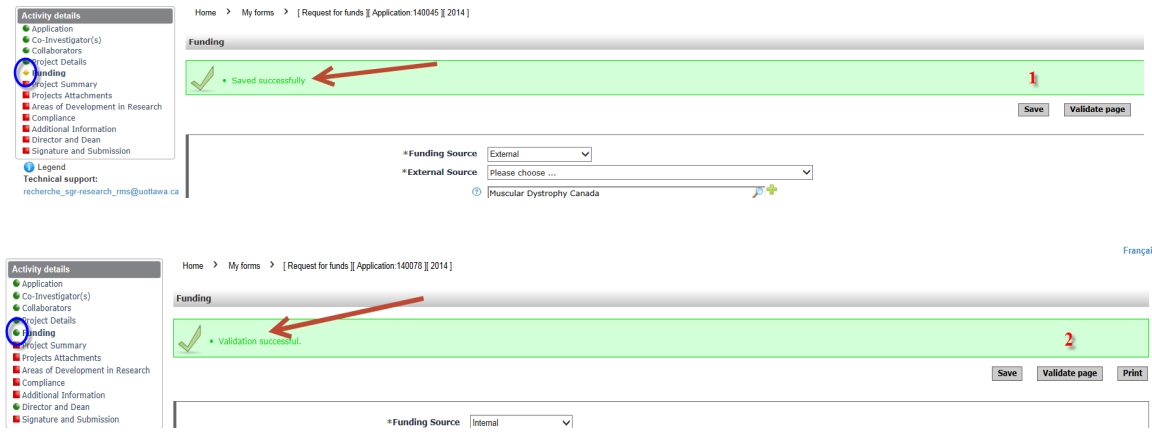
***Annual amounts requested**

Start Date	End date	Amount requested	Options
2014-06-03	2015-06-03	\$ 10,000.00	 

11. Annual Amounts and Start/End Dates may be modified by clicking on the pencil widget or deleted by clicking on the red X:

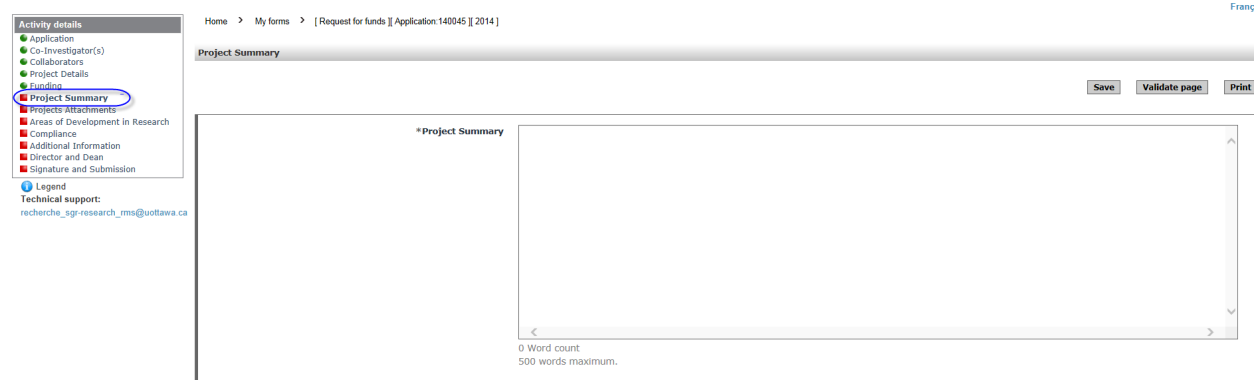


12. Once all information is entered, save and validate the section to move on to the next.

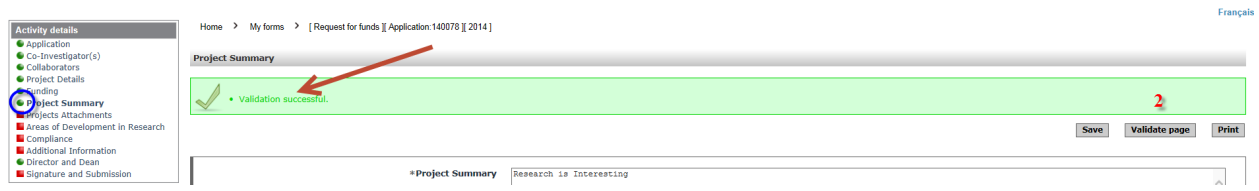
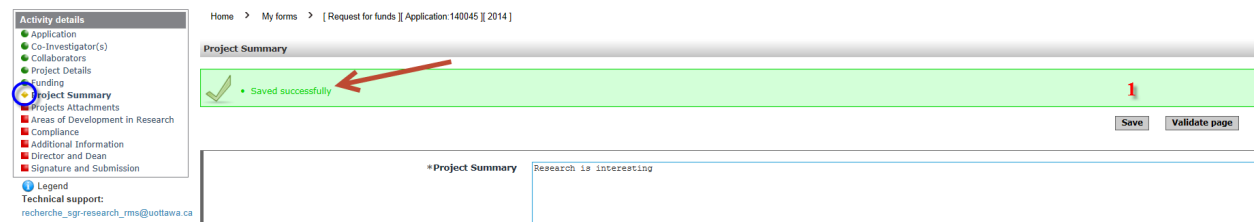


5.6 Project Summary

It is mandatory to complete the 'Project Summary' section to submit an RE form. This section allows the user to draft a summary of the project (500 words maximum).



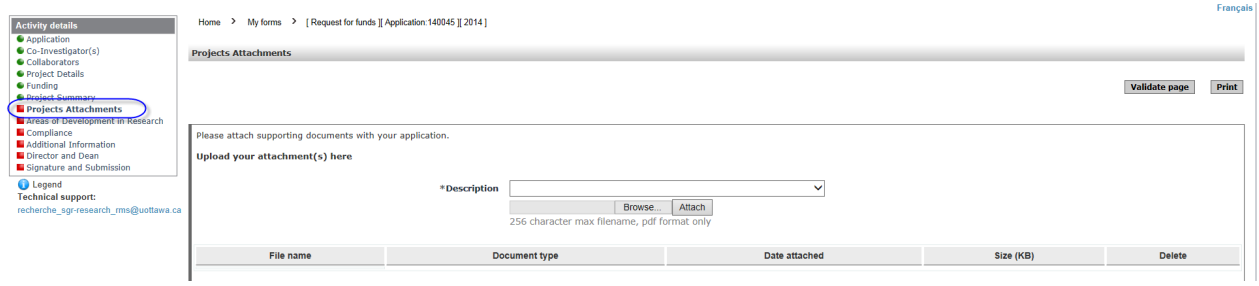
Once draft is complete, save and validate the section to move on to the next.



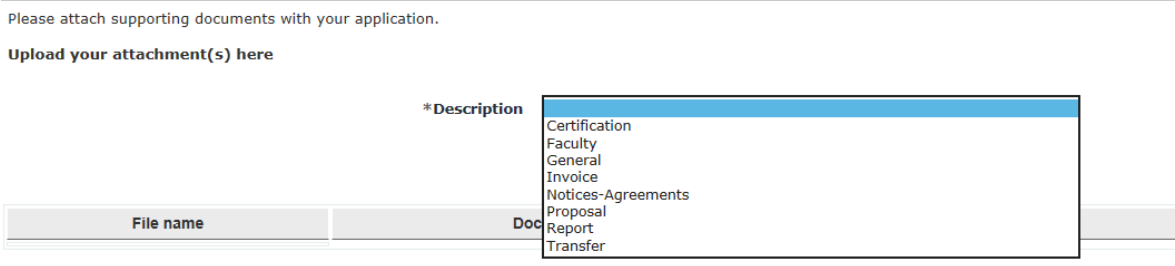
5.7 Project Attachments

This section allows users to add documents to their RE form.

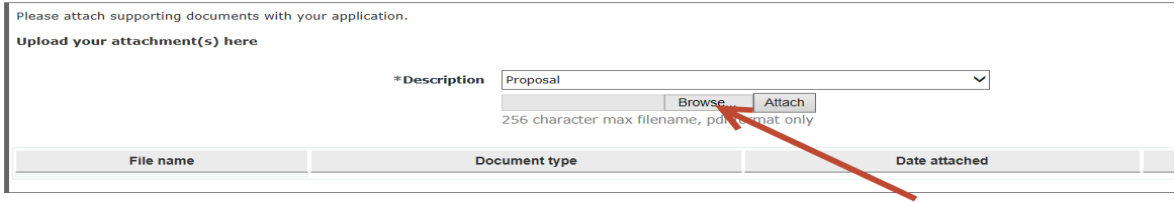
***Only PDF documents may be uploaded**



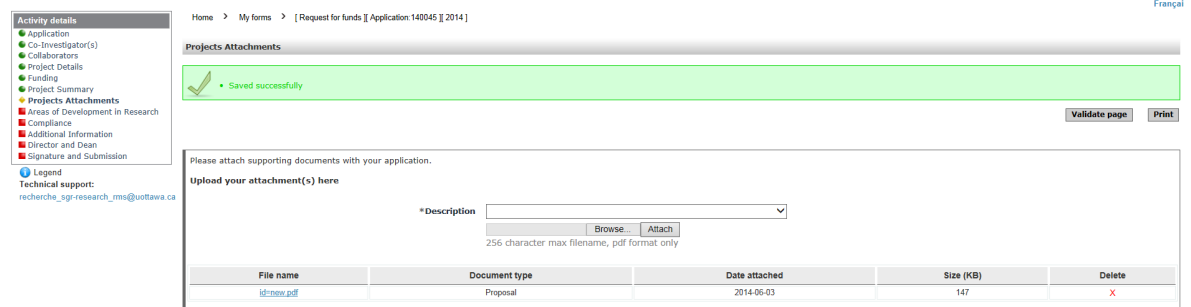
1. To add a document the user must choose a description of the document from the drop down menu:



2. Click on 'Browse', select the PDF document(s) to upload, then click on 'Attach' to add the document to the list:



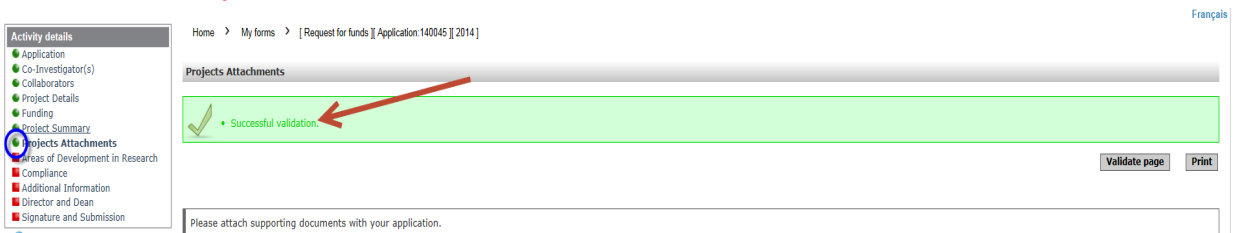
Result:



*A document can be deleted from the list by clicking on the red X.

3. Once completed, validate the section to move on to the next

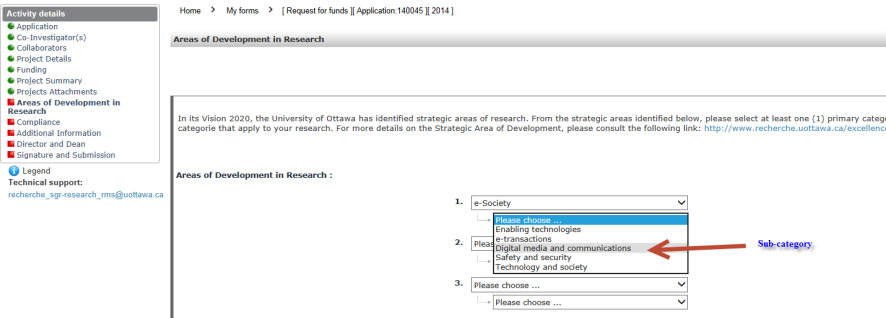
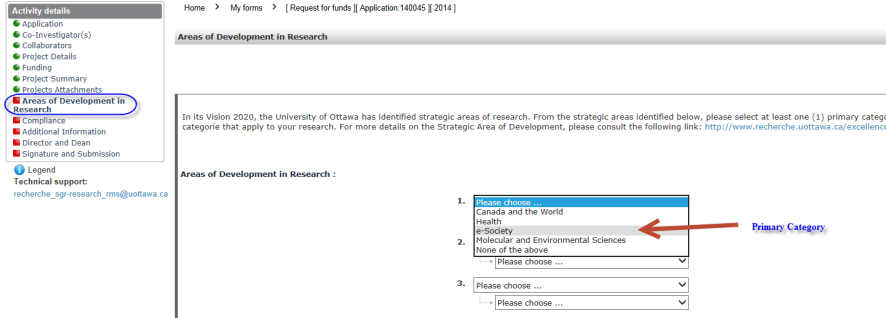
**Please note, if this section does not apply, the user must still save and validate the page in order to submit the RE form.*



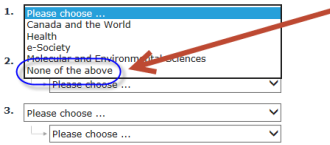
5.8 Areas of Development in Research

It is mandatory to complete all fields of this section in order to submit the RE form.

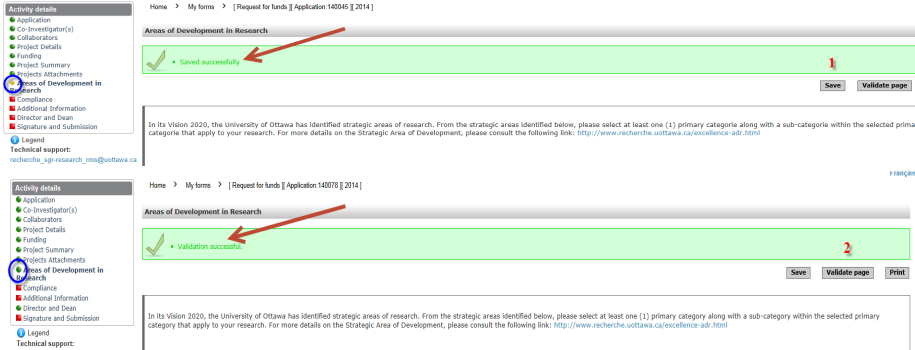
- 1. The user must identify at least one primary category along with one sub-category:



- 2. If none of the categories apply to the specific project, the user has the option to select 'None of the Above':



- 3. Once all information is entered, save and validate the section to move on to the next.



5.9 Compliance

It is mandatory to complete this section in order to submit an RE form. The user must provide an answer to each question in order to validate the page.

1. Answer each question with a Yes or No:

Home > My forms > [Request for funds || Application:140045 || 2014]

Compliance

You must indicate whether or not your proposal involves the following items. If you answer 'Yes' to any item indicated below, you must submit the required certificate is issued, you must forward a copy to Research Management Services (RMS) at recherche_sgr-research_rms@uottawa.ca.

Research involves

- Biohazards Yes No
- Disposal of hazardous waste Yes No
- Human stem cells Yes No
- Human subjects Yes No
- Negative impacts on the environment Yes No
- Research with Radiation Hazards Yes No
- Use of animals test subjects Yes No

Upload your attachment(s) here

Description:

256 character max filename, pdf format only

File name	Document type	Date attached
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2. The user has an option to attach a copy of their certificate(s) if already obtained. Choose a description for the document(s), click on 'Browse', select the document(s), and click on 'Attach'. *(This action is not mandatory)*

Upload your attachment(s) here

Description:

256 character max filename, pdf format only

File name	Doc	Size (KB)	Delete
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Result:

Upload your attachment(s) here

Description:

256 character max filename, pdf format only

File name	Document type	Date attached	Size (KB)	Delete
id=new.pdf	Research with human subjects	2014-06-04	147	X

*A document can be deleted from the list by clicking on the red X:

3. Once complete, save and validate the section to move on to the next:

Activity details
● Application
● Co-Investigator(s)
● Collaborators
● Project Details
● Funding
● Project Summary
● Projects Attachments
● Areas of Development in Research
● Compliance
● Additional Information
● Director and Dean
● Signature and Submission
Legend
Technical support: recherche_sgr-research_rms@uottawa.ca

Home > My forms > [Request for funds] Application 140045 [2014]

Compliance

✓ Saved successfully 1

Save Validate page

You must indicate whether or not your proposal involves the following items. If you answer 'Yes' to any item indicated below, you must submit the required documentation to the appropriate University certification committee. Once a certificate is issued, you must forward a copy to Research Management Services (RMS) at recherche_sgr-research_rms@uottawa.ca.

Research involves Biohazards Yes No
Presence of hazardous waste Yes No

Activity details
● Application
● Co-Investigator(s)
● Collaborators
● Project Details
● Funding
● Project Summary
● Projects Attachments
● Areas of Development in Research
● Compliance
● Additional Information
● Director and Dean
● Signature and Submission
Legend
Technical support: recherche_sgr-research_rms@uottawa.ca

Home > My forms > [Request for funds] Application 140078 [2014]

Compliance

✓ Validation successful. 2

Save Validate page Print

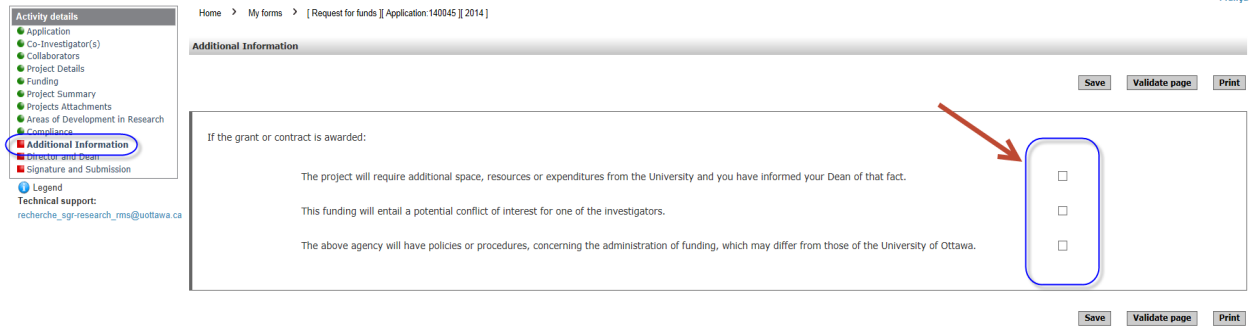
You must indicate whether or not your proposal involves the following items. If you answer 'Yes' to any item indicated below, you must submit the required documentation to the appropriate University certification committee. Once a certificate is issued, you must forward a copy to Research Management Services (RMS) at recherche_sgr-research_rms@uottawa.ca.

Research involves Biohazards Yes No

5.10 Additional Information

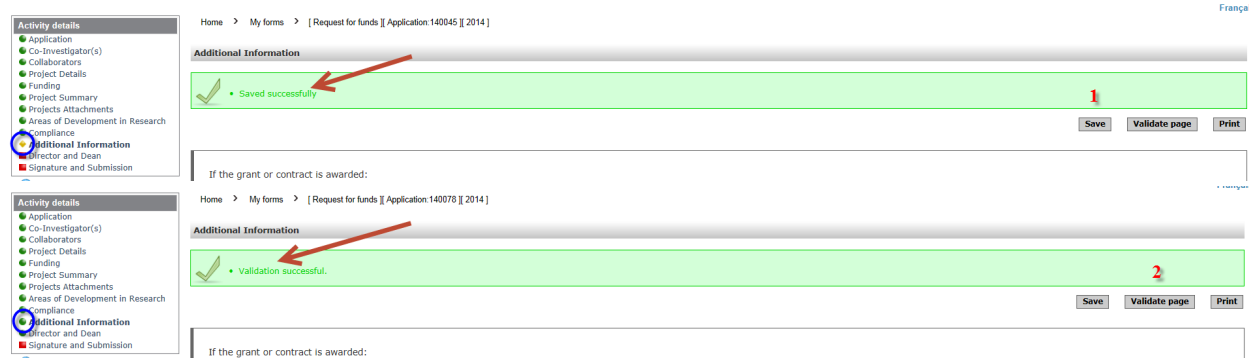
This section allows the user to provide any additional information concerning their project.

- 1. Select the statement(s) that applies to the specific project by clicking in the box on the right:



- 2. Once complete, save and validate the section to move on to the next:

**Please note, if this section does not apply, the user must still save and validate the page in order to submit the RE form.*



5.11 Director and Dean

This section does not apply and therefore is already saved and validated. No need to enter any information.

- Activity details
- Application
- Co-Investigator(s)
- Collaborators
- Project Details
- Funding
- Project Summary
- Projects Attachments
- Areas of Development in Research
- Compliance
- Additional Information
- **Director and Dean**
- Signature and Submission

5.12 Signature and Submission

This section allows the user to submit their RE form.

1. Select **Yes** in order to accept the statement:

Home > My forms > [Request for funds [Application 140045] 2014]

Signature and Submission

I declare and agree to the following:
That to the best of my knowledge all information contained in this application and all the information provided (electronically or otherwise) in relation to the pending application are complete, accurate and consistent with host institution policies and Competition Requirements. I further agree to inform the organism immediately of any material changes to this information once submitted.

I agree to be wholly responsible for completing, attaching, editing and submitting the required documents and that it is my responsibility to ensure that all required documents or approvals are completed and submitted by the competition deadline date and/or other deadlines as identified in the Competition Requirements document.

I confirm that I have declared all known real and perceived conflicts of interest related to this application and will comply with the ethical and research policies outlined by my host institution, and the organism.

If the application is successful, I agree to:

- respect and abide by the obligations described, or to be described, in the program requirements, and other conditions and requirements that may be imposed by the organism and the host institution's policies and procedures;
- ensure that the use of grant funds is only for the purposes intended; to inform the organism and the host institution(s) immediately of any substantive changes including eligibility status; and to ensure all reporting requirements of the organism are met in a timely fashion;
- ensure compliance with the ethical and research policies outlined by the host institution(s), and the organism; and
- authorize the institution(s), if requested, to release to the organism all information, including personal information, that is relevant to the operation of the grant.

I agree that the organism is not responsible for any incomplete, ineligible, inaccurate or late registrations or applications.

I agree that by selecting "I ACCEPT" below and submitting my registration or application, I am in full acceptance of the organism terms and conditions and that this electronic acceptance is equivalent to my handwritten signature.

Identification Provost Enjolie

***I accept** Yes No

Instructions
Step 1: Use the validate button to ensure all necessary sections of the application have been completed
Step 2: Print the RE and obtain the necessary faculty signatures.
Step 3: Submit your application and your signed RE Form to the University.

Validate Submission **Submit**

2. Click on **'Validate Submission'** in order to ensure that all required information is properly completed. If a section is not complete the user will receive an error message:

Home > My forms > [Request for funds [Application 140046] 2014]

Signature and Submission

Project Details :

- Project Title is a required field
- 1 Keyword is required.

Funding :

- Funding Source is a required field
- Funding Type is a required field
- Grant Type is a required field
- Annual amounts requested must have a minimum of 1 element(s)
- Currency is a required field
- Faculty that will manage the funding is a required field

Areas of Development in Research :

- At least 1 area of development must be selected

Validate page **Print**

3. Click on **'Submit'** in order to electronically submit the RE form.

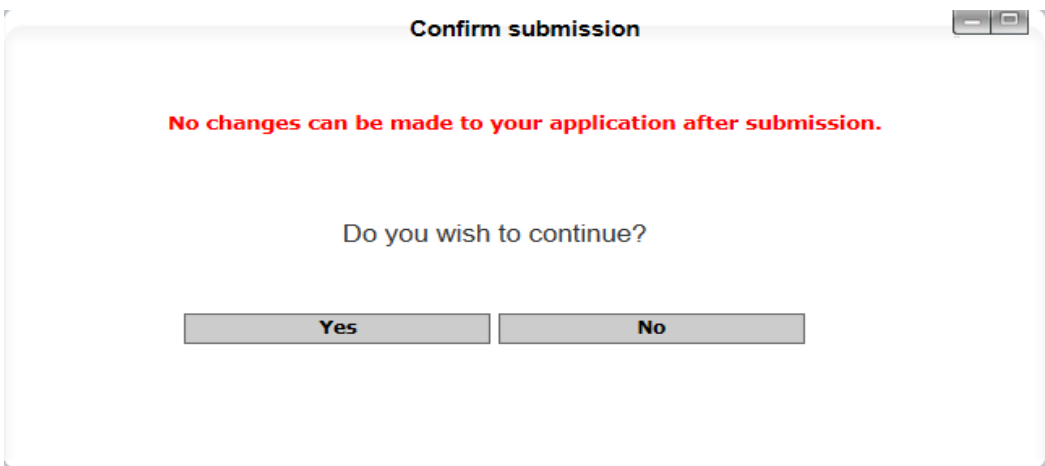
Identification Provost Enjolie

***I accept** Yes No

Instructions
Step 1: Use the validate button to ensure all necessary sections of the application have been completed
Step 2: Print the RE and obtain the necessary faculty signatures.
Step 3: Submit your application and your signed RE Form to the University.

1 **Validate Submission** **Submit** **2**

- 4. A dialogue box will open asking the user to confirm submission of the form. You may select **No** to cancel the submission and return to the form or **Yes** to continue submission:



- 5. After confirming the submission, a dialogue box will appear to confirm that the RE form was successfully submitted:



5.13 Printing the form

After submitting the RE form, the user will need to print the form to obtain all required signatures.

1. After receiving the confirmation of submission, click on '**Close Window**'.

2. This will bring the user to the section **My Forms** on the main page
3. Find the RE number that was just submitted, and double check that the **Status** is **Submitted**. To print the form, click on the PDF icon in the **RE Form Signature Pages** column.

RE number	Project Title	Submission date	Deadline	Status	Faculty	Sponsor	Award type	Project start date	Contributor Status	Last Update	RE Form Long Version	RE Form Signature Pages
Year 2014/15												
143636	test	2017-03-09 13:43	2014-12-01 00:00	Submitted	Faculty of Arts	Agency for Healthcare Research and Quality	Contract	2017-03-09 13:41	View	2017-03-09 13:42		

Print the PDF, sign, and submit to the research office of the appropriate Faculty to obtain required signatures. The research office will then forward the signed form to the Research Management Services.

For any questions, or if the user is experiencing technical difficulties, please contact Research Management Services at 613-562-5841 or at info-sgr-rms@uottawa.ca.