



ALES RESEARCH TIP SHEET #1 October 2022



1. Proposal submission requirements and deadlines:

The ALES Faculty deadline is a minimum of 8 business days prior to the sponsor deadline in most cases (i.e.: 3 business days for ALES & 5 business days for RSO). Please submit your proposals in a timely manner as timelines may be longer for competitions with a larger number of applicants. *These deadlines also apply to proposals led by other institutions on which you are a co-applicant.*

Note: Please check the RSO deadlines and overhead rates for specific funding opportunities on the RSO Funding Opportunity webpage (<https://www.ualberta.ca/research-services-office/funding-opportunities/index.html>). Search for your funding opportunity in the search box; once you find it in the list, open the link to view additional information including deadlines, overhead and any other considerations.

2. Financial conflict of interest disclosure on US funding:

If you are applying for US funding (*even as a co-PI on a grant led by a US institution*), RSO will require you to have disclosed any financial conflicts of interest (FCOI) with the UofA's FCOI compliance officer prior to signing off on your application. You should contact the UofA FCOI compliance officer as soon as possible (fcoi.disclosure@ualberta.ca) to receive instructions on how to proceed. Details on FCOI compliance at the UofA can be found here:

<https://www.ualberta.ca/research/research-support/quality-management-in-clinical-research/financial-conflict-of-interest.html>

3. Help avoid delays in agreement processing:

1. When you receive a draft of an unexecuted agreement from the sponsor, email it to RSO at rsoinfo@ualberta.ca, referencing the RES# on the corresponding application.
2. Keep track of the status of your agreement by clicking the '**Grants Life Cycle**' button in the Proposal section of your Researcher Home Page where you can find the name of the agreement administrator and the current stage of the agreement negotiations. Consider following up with the agreement administrator if there has been no progress for two weeks.
3. Please reply to the agreement administrator's questions in a timely manner. The agreement processing will not proceed until the agreement administrator hears back from you.



ALES Research Team:

For more information and resources check the ALES Research webpage (intranet):

<https://intranet.ales.ualberta.ca/research/>