



ALES RESEARCH TIP SHEET #10_{v2}

Application and Proposal Submission Requirements October 2023



1. Filling out the online request form:

Generate a new application request form in your [Researcher Homepage \(RHP\)](#) using the Create Application/Proposal/Project link on the top left and submit prior to the Faculty deadline (which is typically 8 business days prior to the sponsor deadline for most sponsors and competitions). Refer to [ALES Research Tip Sheet #1](#) on proposal submission requirements and deadlines for further information. Reach out to your ALES Research Team if you are unsure about internal deadlines.

Note:

- Additional University Resources – this refers to additional cash and in-kind support from the Department, Faculty, College or the VPRI Office (not including the regular ALES in-kind, see [ALES in-kind policy](#)), eg: teaching relief, cash support for the proposal, access to material assets, additional space. A letter/email from the relevant authorizer (eg: Dept. Chair, Dean) must be included in the attachment section of the online form (see 2. below).
- Research involving Aboriginal/Indigenous peoples, their communities or knowledge systems – see [ALES Research Tip Sheet #6 on Indigenous Engagement](#).

2. Attachment of complete application package:

Combine all application/proposal documents into **one PDF** file and attach in the Attachment section of the online form. The attachment should include if required:

- Application/proposal form. Completed sponsor's application form with all components. For signature purposes, this can be a close-to-final draft, that can be modified (slightly) prior to the final submission to the sponsor. A free-form proposal outlining the scope of work should be included instead if the sponsor does not have a template.
- A final budget & budget justification. See [Tip Sheet #9 - Budgeting for Proposals](#) for information on budgets. Indirect costs of research (ICR) must be included in the budget following sponsor and UofA policies. If your proposal includes complex Excel spreadsheets, please include them as a separate attachment.
- Dean's waiver of ICR. Required when overhead rates (aka ICR) are below the standard 30% UofA rate and when the sponsor does not have a publicly-available policy for a lower rate.
- Letters/emails confirming cash and in-kind contributions. Letters from internal (see note under 1. above) and/or external project supporters/sponsors (eg: industrial participants) are required if providing cash or in-kind support. If the funding is already at the UofA, as an existing project (eg: with industry or RDAR), indicate the RES# in the comment section of the online form. Unconfirmed funding should be indicated as "applied for" in the application.

3. Draft letters of support for Faculty/ADR signature:

If your proposal requires a letter of support from the ADR (eg: confirmation of scientific capacity, acknowledgement of participation), include a draft letter in Word format as a separate attachment. The signed letter will be added to the attachment section when the application is forwarded to RAS (aka RSO). You will be able to access the signed letter in the proposals section of your RHP after it has been uploaded.

ALES Research Team:

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

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