



ALES RESEARCH TIP SHEET #1 March 2025



1. Proposal submission requirements and deadlines:

The ALES internal submission deadline on your Researcher Home Page (RHP) 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 Research Administrative Services (RAS)). 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 RAS deadlines and overhead rates for specific funding opportunities on the searchable RAS Funding Opportunity webpage (<https://www.ualberta.ca/research-services-office/funding-opportunities/index.html>).

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), RAS will require you to have disclosed any financial conflicts of interest (FCOI) with the UofA's FCOI compliance office prior to signing your application. You should contact the UofA FCOI compliance officer as soon as possible (fcoidisclosure@ualberta.ca) to receive instructions on how to proceed and avoid approval delays. Details on FCOI compliance at the UofA are: <https://www.ualberta.ca/en/research/services/develop-and-submit-proposal/financial-conflict-of-interest-disclosures.html>

3. Help avoid delays in agreement processing:

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



ALES Research Team:

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

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