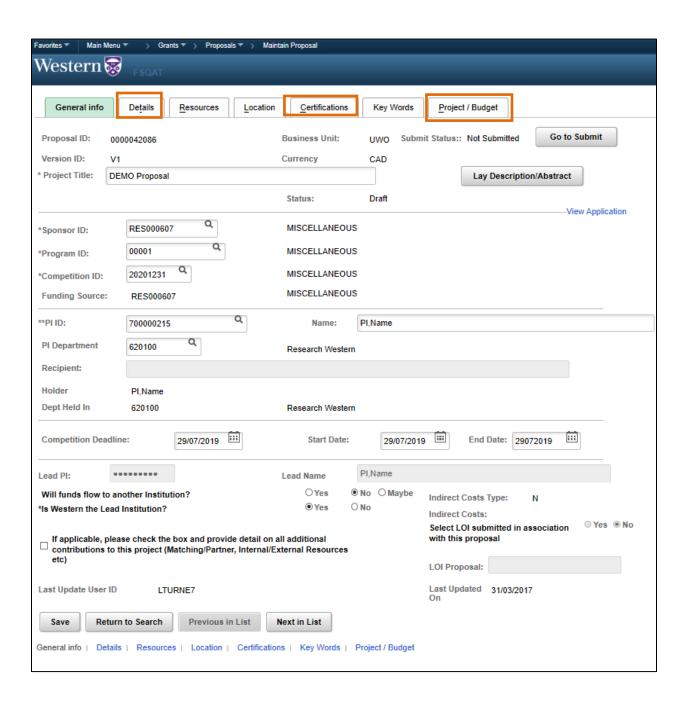
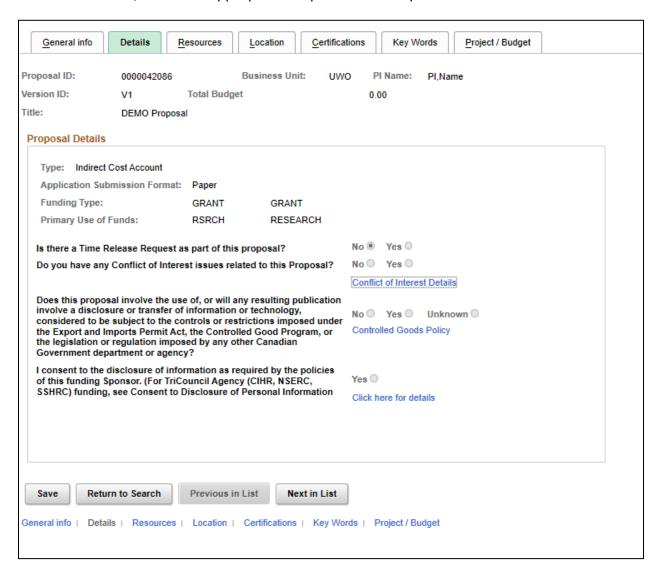
Instructions for Reviewing & Submitting a ROLA Proposal:

If you have received an email with a link to submit a proposal, after you log in the link will take you to the "General Info" tab where you can review the information entered by going through the tabs across the top of the page.

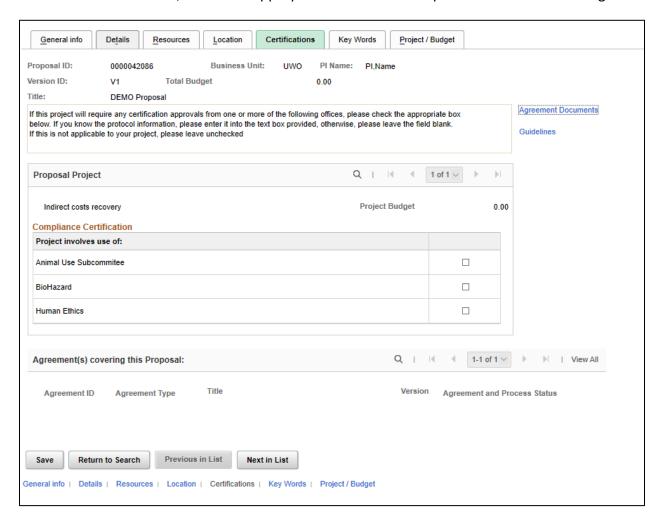
You are required to respond to the questions on the "Details" tab and confirm information on the "Certifications" tab and verify the budget information.



On the Details tab, **select** the appropriate response to each question:



On the Certifications tab, **select** the appropriate certification requirements for this funding:

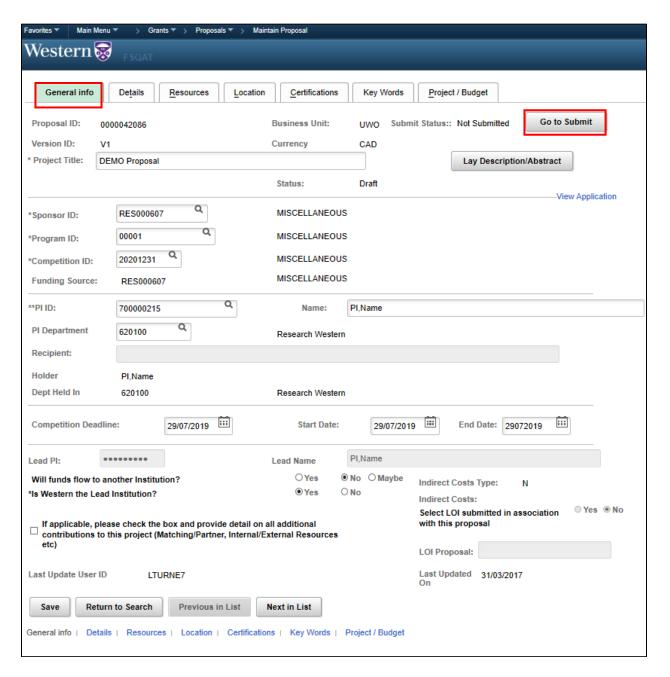


Enter the information if known, or leave blank if not known and click OK



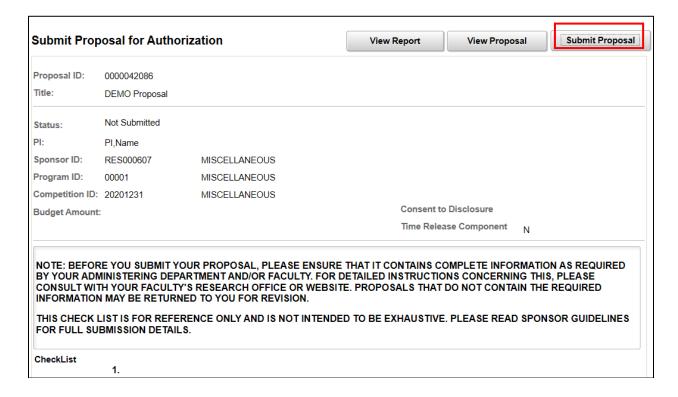
Once you are ready to **SUBMIT** the ROLA Proposal for institutional electronic signature:

Please go back to the "General Info" tab and select the "Go to Submit" button in the top right corner.



You will then be taken to another page entitled "Submit Proposal for Authorization".

On this page, please click the button over to the right side of the screen labelled with "Submit Proposal".



You will then be asked to review information regarding the meaning of your electronic signature.

Scroll down and select "I agree" to officially submit your Proposal for approval.

By submitting this request, I agree to the following:

- As the Principal Investigator/Applicant I have sufficient space, time and/or resources to do the
 research. If additional space, time and/or resources are required I will seek approval from the
 Chair/Department Head/Scientific Director (Robarts Research Institute in the Schulich School
 of Medicine & Dentistry), as appropriate.
- 2. As the Principal Investigator/Applicant I will take responsibility for resolving any overexpenditures as per the Manual of Administrative Policies and Procedures (MAPP) Policy #7.11 Over-Expenditure of Research Accounts.
- 3. If an award is made, as the Principal Investigator/Applicant, I agree to abide by the award regulations of the granting agency/sponsor.
- 4. If an award is made, as the Principal Investigator/Applicant, I will use the award only for the purposes of which the award was made.
- 5. The information in the application is complete and accurate to the best of my knowledge as the Principal Investigator/Applicant.
- If an award is made, as the Principal Investigator/Applicant, I agree to abide by The University
 of Western Ontario's Research Policies, including the requirement of meeting all regulations
 regarding the use of animal subjects, human subjects and bio-hazardous materials and other
 Administrative Policies and Procedures (MAPP) as appropriate.
- 7. As the Principal Investigator/Applicant I will promptly notify Research Development & Services of any change in my employment status for the duration of the award.

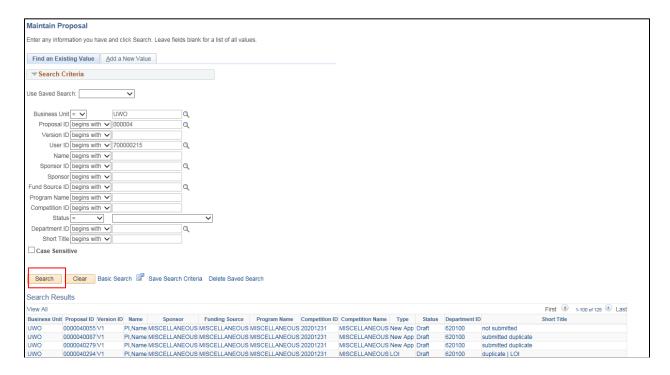


You will receive a message thanking you for submitting your proposal and you can click OK. You will be returned to the Submit page and Submit Proposal button will be greyed out.

If you do not have the email with the link to the proposal, you can access all of your proposals by using the Maintain ROLA box on the Funding Opportunities page.



Once you have logged in you will see a search screen with several search criteria fields. Click the search button at the bottom of the page and a list of all of your proposals will be displayed.



The most recent proposals will be at the bottom of the list. Click anywhere in the row and it will take you into the proposal form where you can follow the process outlined above.

You can also access the search screen by logging into <u>Financials and Grants</u> and choosing the menu items:

Main Menu > Grants > Proposals > Maintain Proposal

