

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.

Favorites ▾Main Menu ▾Grants ▾Proposals ▾Maintain Proposal

WesternFSQAT

General infoDetailsResourcesLocationCertificationsKey WordsProject / Budget

Proposal ID:0000042086Business Unit:UWOSubmit Status::Not SubmittedGo to Submit

Version ID:V1Currency:CAD

* Project Title:DEMO ProposalLay Description/Abstract

Status:DraftView Application

*Sponsor ID:RES000607MISCELLANEOUS

*Program ID:00001MISCELLANEOUS

*Competition ID:20201231MISCELLANEOUS

Funding Source:RES000607MISCELLANEOUS

**PI ID:700000215Name:PI,Name

PI Department:620100Research Western

Recipient:

Holder:PI,Name

Dept Held In:620100Research Western

Competition Deadline:29/07/2019Start Date:29/07/2019End Date:29072019

Lead PI:*****Lead Name:PI,Name

Will funds flow to another Institution?
*Is Western the Lead Institution?

☐ Yes☒ No☐ Maybe
☒ Yes☐ No

Indirect Costs Type: N

Indirect Costs:
Select LOI submitted in association with this proposal☐ Yes☒ No

LOI Proposal:

☐ If applicable, please check the box and provide detail on all additional contributions to this project (Matching/Partner, Internal/External Resources etc)

Last Update User ID:LTURNE7

Last Updated On:31/03/2017

SaveReturn to SearchPrevious in ListNext in List

General info | Details | Resources | Location | Certifications | Key Words | Project / Budget

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

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
Proposal ID:	0000042086	Business Unit:	UWO	PI Name:	PI,Name	
Version ID:	V1	Total Budget		0.00		
Title:	DEMO Proposal					
Proposal Details						
<div>Type: Indirect Cost Account</div> <div>Application Submission Format: Paper</div> <div>Funding Type: GRANT GRANT</div> <div>Primary Use of Funds: RSRCH RESEARCH</div> <div>Is there a Time Release Request as part of this proposal? No <input checked="" type="radio"/> Yes <input type="radio"/></div> <div>Do you have any Conflict of Interest issues related to this Proposal? No <input type="radio"/> Yes <input type="radio"/></div> <div>Conflict of Interest Details</div> <div>Does this proposal involve the use of, or will any resulting publication involve a disclosure or transfer of information or technology, considered to be subject to the controls or restrictions imposed under the Export and Imports Permit Act, the Controlled Good Program, or the legislation or regulation imposed by any other Canadian Government department or agency? No <input type="radio"/> Yes <input type="radio"/> Unknown <input type="radio"/></div> <div>Controlled Goods Policy</div> <div>I consent to the disclosure of information as required by the policies of this funding Sponsor. (For TriCouncil Agency (CIHR, NSERC, SSHRC) funding, see Consent to Disclosure of Personal Information</div> <div>Yes <input type="radio"/></div> <div>Click here for details</div>						

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

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
--------------	---------	-----------	----------	-----------------------	-----------	------------------

Proposal ID: 0000042086 Business Unit: UWO PI Name: PI,Name
Version ID: V1 Total Budget: 0.00
Title: DEMO Proposal

If this project will require any certification approvals from one or more of the following offices, please check the appropriate box below. If you know the protocol information, please enter it into the text box provided, otherwise, please leave the field blank. If this is not applicable to your project, please leave unchecked

[Agreement Documents](#)
[Guidelines](#)

Proposal Project

Indirect costs recovery Project Budget 0.00

Compliance Certification

Project involves use of:	
Animal Use Subcommittee	<input type="checkbox"/>
BioHazard	<input type="checkbox"/>
Human Ethics	<input type="checkbox"/>

Agreement(s) covering this Proposal:

Agreement ID	Agreement Type	Title	Version	Agreement and Process Status
--------------	----------------	-------	---------	------------------------------

Save

Return to Search

Previous in List

Next in List

[General info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certifications](#) | [Key Words](#) | [Project / Budget](#)

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

Review Certification

Enter the application Protocol Number as assigned by Animal Use Subcommittee

OK

Cancel

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.

Western FSQAT

General info | Details | Resources | Location | Certifications | Key Words | Project / Budget

Proposal ID: 0000042086 Business Unit: UWO Submit Status: Not Submitted **Go to Submit**

Version ID: V1 Currency: CAD

* Project Title: DEMO Proposal Lay Description/Abstract

Status: Draft View Application

*Sponsor ID: RES000607 MISCELLANEOUS

*Program ID: 00001 MISCELLANEOUS

*Competition ID: 20201231 MISCELLANEOUS

Funding Source: RES000607 MISCELLANEOUS

**PI ID: 700000215 Name: PI,Name

PI Department: 620100 Research Western

Recipient:

Holder: PI,Name

Dept Held In: 620100 Research Western

Competition Deadline: 29/07/2019 Start Date: 29/07/2019 End Date: 29/07/2019

Lead PI: ***** Lead Name: PI,Name

Will funds flow to another Institution? ☐ Yes ☒ No ☐ Maybe

*Is Western the Lead Institution? ☒ Yes ☐ No

Indirect Costs Type: N

Indirect Costs: ☐ Yes ☒ No

☐ If applicable, please check the box and provide detail on all additional contributions to this project (Matching/Partner, Internal/External Resources etc)

Select LOI submitted in association with this proposal

LOI Proposal:

Last Update User ID: LTURN7 Last Updated On: 31/03/2017

Save Return to Search Previous in List Next in List

General info | Details | Resources | Location | Certifications | Key Words | Project / Budget

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".

Submit Proposal for Authorization			View Report	View Proposal	Submit Proposal
Proposal ID:	0000042086				
Title:	DEMO Proposal				
Status:	Not Submitted				
PI:	PI,Name				
Sponsor ID:	RES000607	MISCELLANEOUS			
Program ID:	00001	MISCELLANEOUS			
Competition ID:	20201231	MISCELLANEOUS			
Budget Amount:					Consent to Disclosure
				Time Release Component	N
<p>NOTE: BEFORE YOU SUBMIT YOUR PROPOSAL, PLEASE ENSURE THAT IT CONTAINS COMPLETE INFORMATION AS REQUIRED BY YOUR ADMINISTERING DEPARTMENT AND/OR FACULTY. FOR DETAILED INSTRUCTIONS CONCERNING THIS, PLEASE CONSULT WITH YOUR FACULTY'S RESEARCH OFFICE OR WEBSITE. PROPOSALS THAT DO NOT CONTAIN THE REQUIRED INFORMATION MAY BE RETURNED TO YOU FOR REVISION.</p> <p>THIS CHECK LIST IS FOR REFERENCE ONLY AND IS NOT INTENDED TO BE EXHAUSTIVE. PLEASE READ SPONSOR GUIDELINES FOR FULL SUBMISSION DETAILS.</p>					
CheckList	1.				

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:

1. 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 over-expenditures 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.
6. 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.



Research On-line Administration (ROLA) allows you to complete a Proposal, route it for electronic approvals, maintain information pertinent to your Proposals and Awards, extend access to your information, and maintain your research profile.

ROLA HelpDesk Phone 519-661-3136 *** rolahelp@uwo.ca



[MAINTAIN ROLA](#)[MANUALS](#)[QUICK GUIDE](#)[TRAINING](#)[ROLA Q&A](#)[ROLA PROCESS](#)

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.


Maintain Proposal


Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) [Add a New Value](#)


Search Criteria


Use Saved Search: ▼


Business Unit ▼ 


Proposal ID begins with ▼ 


Version ID begins with ▼ 


User ID begins with ▼ 


Name begins with ▼ 


Sponsor ID begins with ▼ 


Sponsor begins with ▼ 


Fund Source ID begins with ▼ 

Program Name begins with ▼ 


Competition ID begins with ▼ 

Status ▼ ▼ 

Department ID begins with ▼ 

Short Title begins with ▼ 

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

Search Results

[View All](#)

Business Unit	Proposal ID	Version ID	Name	Sponsor	Funding Source	Program Name	Competition ID	Competition Name	Type	Status	Department ID	Short Title
UWO	0000040055.V1		PI,Name MISCELLANEOUS MISCELLANEOUS MISCELLANEOUS				20201231	MISCELLANEOUS New App	Draft	620100		not submitted
UWO	0000040087.V1		PI,Name MISCELLANEOUS MISCELLANEOUS MISCELLANEOUS				20201231	MISCELLANEOUS New App	Draft	620100		submitted duplicate
UWO	0000040279.V1		PI,Name MISCELLANEOUS MISCELLANEOUS MISCELLANEOUS				20201231	MISCELLANEOUS New App	Draft	620100		submitted duplicate
UWO	0000040294.V1		PI,Name MISCELLANEOUS MISCELLANEOUS MISCELLANEOUS				20201231	MISCELLANEOUS LOI	Draft	620100		duplicate LOI

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 [Financials and Grants](#) and choosing the menu items:

Main Menu > Grants > Proposals > Maintain Proposal

