

IMPORTANT: If you are a student submitting a thesis project, you will need to change the Principal Investigator information to include your supervisor.

To change the PI details, enter the new PI's last name in the right field and click 'Retrieve'. A new window will open with a list of investigators with the same last name. Click 'select' to choose the right person. The system will auto populate the details in the PI fields.

Go to the bottom of the page and follow the instructions to add any team members. All regular faculty have been pre-entered in the system. Enter their last name in the field provided, click "retrieve" and then "select" the investigator from the list. The details will be populated. For any external members and sessional faculty please ask them to self-register and then contact the RIO to verify the registration. Updated CVs for all investigators must be included using the "attachment" tab.

IMPORTANT: If you are a student submitting a thesis project, you will need to add your details as a Project Team Member. Enter your last name in the right field, then click 'select' in the new window to choose the right profile. The system will auto populate your details as a Project Team Member

Click 'Save'

6. If you are submitting a proposal for external or internal funding calls, under the **Project Sponsor Info** tab, please click 'Add New'. A new window will appear. Please select the **Agency** from the list (eg. SSHRC), select the **program** (eg. Insight), click the calendar button to select a Start, End and Competition Date for the project, and add any comments if relevant.
7. Under the **Research Project Info Sheet** tab please complete the "Conflict of Interest Declaration" then go to the "Compliance and Other Information" tab and fill the form.
8. Under the **Attachments** tab, please read the information about attachment requirements and click "Add attachment" to upload your file with a detailed description of your project and budget as well as any other supplementary material necessary. If you have completed a grant application (eg. SSHRC) please upload a PDF copy of the application.
9. Save the file and submit.

Please note that **only the PI can submit** an application. If you are a Project Team Member you can save, but will need to notify the PI that the project is ready for review and submission.

Application Ref No: 2274 Project Title: [Redacted]
Project Work & Flow Status: Pre-Submission

Navigation: Home | Check | Cancel | Cancel to Draft | Export to PDF | Submit

Form Fields:
Start Date: []
End Date: []
Keywords: [] [Add] [Clear all]

Individual Certifications:
• Click Search to attach an existing certification
• Click Add New to attach a certification not yet submitted to a review committee

Certification Category	File No.	Status	Received Date	Notes
No records to display				

IMPORTANT: After you hit submit, a new window appears with a box to add comments. In order for the application to be submitted, you must enter comments and hit submit again. *If you miss this final step, the application is saved as a draft but it has not been submitted.*

Once your application has been submitted, you cannot make changes to the form, unless the application is returned to you to make revisions.