

2018-2019 CIHR Fellowship- eSubmission Procedures (Institutional e-Approval)

CIHR's eSubmission process for programs participating in the e-approval process requires UBC Office of Research Services (ORS) to electronically approve applications via ResearchNet after the Nominated Principal Applicant has submitted the application. For information on how to use ResearchNet, refer to the "How to Apply" section of the funding opportunity and the relevant application checklist.

As of May 15, 2018, all CIHR application participants (Nominated Principal Applicant, Principal Knowledge User, Knowledge User, Principal Applicant, Program Leader, Project Leader, Co-Applicant, Project Expert, Primary Supervisor, Program Expert, Supervisor) must complete the new Equity and Diversity Questionnaire before the e-Submission deadline. Applicants listed as "Collaborators" are not required to complete the questionnaire.

DEADLINES

- UBC Okanagan Internal Deadline: **Monday, October 29, 2018 at 4 pm**
- Applicant's e-Submission Deadline: Your final application must be submitted via ResearchNet no later than **Thursday, November 1, 2018 at noon** (12 pm)

Please either email or drop off a copy of your required application pages (see #4 below for full details), complete with a [UBC Research Project Information Form](#) (RPIF) and [all required signatures](#), to UBC ORS by October 29, 2018 at 4PM. You can continue to work on your online application after you have submitted your application package to ORS. Your final application must be submitted via ResearchNet by November 1, 2018 at 12PM.

While ORS makes every effort to submit all applications on time and to facilitate support for our research community, applications submitted after UBCO internal deadline will not receive a guarantee of administrative review from ORS, which includes confirmation for application completeness.

Useful resource: [ResearchNet – Frequently Asked Questions](#)

E-SUBMISSION PROCEDURES

1. Application Preparation

The application must be prepared using ResearchNet. Adhere to the acceptable application formats and attachments guidelines.

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2. ResearchNet

The Nominated Principal Applicant must print and obtain signatures from other participants (i.e., other Principal Applicants, Co-Applicants, Knowledge Users, Supervisors, etc.) and the Institution that will administer the funds (i.e., UBC ORS). In the “Institution Paid” field, type “CAAA” in the dropdown list to ensure UBC is selected as your institution. For the “Location of Project” field, select the institution where the project will take place (e.g., VCHRI, BCCA).

The Nominated Principal Applicant (NPA) is no longer required to sign the application. By submitting the ResearchNet application to ORS, he/she is agreeing to abide by CIHR’s “Meaning of signatures” detailed in the [Grants and Awards Guide](#).

3. Understand and comply with faculty-specific requirements and/or deadlines

Use the UBC [Research Project Information Form \(RPIF\)](#) and ask your Head and Dean to sign the RPIF. **Exception:** Dean’s signature is not required for Faculty of Applied Science, Faculty of Science and the School of Kinesiology.

If you are a co-applicant on a grant application initiated by a PI at another institution, you must submit a copy of the application with required UBC signatures for ORS review, even though the application is being submitted to the agency by another institution. ORS does not need to approve the application online but must still review a copy of the application.

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4. Submit required pages to the appropriate ORS contact by the internal deadline

You can email or drop off the following pages to the Office of Research Services, Okanagan Campus, FIP336 – 3247 University Way, Kelowna, BC Canada V1V 1V7. Ensure you have collected ALL required signatures prior to submitting to ORS, and that the documents submitted to ORS are identical to your ResearchNet submission.

- A signed UBC [Research Project Information Form](#)
- Page 1 and 2 of the CIHR Application Detail sections (download from ResearchNet under “Preview Application Materials”)
- CIHR Applicant Signature pages including:
 - CIHR Routing Slip
 - CIHR Applicant Signature pages - all signature areas must be signed, including non-UBC co-applicant
 - CIHR Institutional page - no ink signature is required from UBC ORS because the institution is participating in the Electronic Approval Project. This means that when ORS approves your application online and submits it to CIHR via ResearchNet, the Institution/Authorized Individual is abiding by the “Meaning of Signatures” detailed in the [Grants and Awards Guide](#).
- Summary of Research Proposal page
- Budget modules and justification (download from ResearchNet under Application Materials – Preview budget documents)
- Signed Form 183A, signed letter of support, CIHR Partnership Detail page, if applicable
- In the case of cooperative projects, any letters of support or commitment from collaborating companies or institutions.

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5. Submit your on-line application by noon on the day of sponsor deadline

To do this, the Nominated Principal Applicant must upload the CIHR Routing Slip, all the SIGNED Signature Pages and a blank CIHR Institution signature page. Note that uploading the signature pages eliminates the need for mailing the hard copy signatures to CIHR by the CIHR deadline date. “Verify” to ensure the application is complete. At this point, you can also save your entire file as a pdf for your records (highly recommended). Then click “Submit” to submit application to ORS.

Note that ORS cannot view or approve your application until you have submitted it online. At this point in the process, ResearchNet will email you a confirmation number. CIHR will not follow up with PIs who submit [an incomplete application](#); the application is simply withdrawn from the competition. For more information, review the [CIHR Policy on Complete Applications](#). Please notify ORS (Pierre.rondier@ubc.ca) when you have done so.

Note that ORS cannot view or approve your application until you have submitted it online. CIHR will not follow up with PIs who submit an [incomplete application](#); the application is simply withdrawn from the competition. For more information, review the [CIHR Policy on Complete Applications](#).

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6. ORS approves and submits your application

If all requirements are met, ORS approves it online. ORS has read-only access to your application and cannot make changes, so if it's not approved, ORS will return it to you for changes. ORS is no longer required to physically sign the application submitted through ResearchNet.

ResearchNet automatically forwards it to CIHR. You will receive an e-mail from ResearchNet confirming that CIHR has received your application. No changes can be made to your application once it has been submitted to CIHR.

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7. Common errors on ResearchNet Submissions

- Ensure all required signatures are on the signature pages of the application.
- Ensure the Routing Slip is attached.

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