

Summer may be in full swing, but here at Research Development Services (RDS), we are gearing up for another busy fall grants competition. In an effort to keep you abreast of new developments, this email will highlight a few important issues:

- 1) Funding Opportunities
- 2) RDAF (Research Data and Approval Form) and ROLA (Research On-Line Approvals) System (*now required for all funding applications or proposals by UWO researchers*)

### 1) FUNDING OPPORTUNITIES- Natural Sciences and Engineering Research Council (NSERC)

Visit [www.nserc.ca](http://www.nserc.ca) for full information

Application deadlines as follows:

#### Discovery Grants Program

NSERC Form 180 Deadline	August 16
Discovery Grants- RDS Internal Mailing Deadline <sup>1</sup>	October 20
Discovery Grants- RDS Signature Deadline <sup>2</sup>	October 26
Discovery Grants- NSERC Mailing Deadline <sup>3,5</sup>	November 1

**1 Internal Mailing Deadline:** applies to applicants that wish RDS to accept responsibility for sending hard copy applications by courier or approval of electronic submissions. Full copies with all signatures must be provided for traditional application format, one hard copy of electronic applications bearing Principal Investigator, Chair and Dean signatures must also be received by this date. RDS cannot guarantee electronic approval of electronic submissions received after the posted date.

**2 RDS Signature Deadline:** applies to applicants that will be personally responsible for their hard copy application to be sent by courier. RDS requires a minimum of 3 days for signatures. RDS cannot guarantee signatures before the Council deadline for applications received after the posted date.

**3 Council (CIHR/SSHRC/NSERC) Mailing Deadline:** applies to the posted council deadline to which all applicants must adhere.

**4 Deadline date indicates the latest acceptable date for a courier-stamped registration.**

**5 Deadline date indicates the latest acceptable date for receipt of package by agency.**

#### Research Tools and Instrument Program (RTI)

RTI- RDS Internal Mailing Deadline <sup>1</sup>	October 13
RTI- RDS Signature Deadline <sup>2</sup>	October 19
RTI- NSERC Mailing Deadline <sup>3,5</sup>	October 25

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**3 Council (CIHR/SSHRC/NSERC) Mailing Deadline:** applies to the posted council deadline to which all applicants must adhere.

**4 Deadline date indicates the latest acceptable date for a courier-stamped registration.**

**5 Deadline date indicates the latest acceptable date for receipt of package by agency.**

The complete application process for NSERC can be found on our web site at:  
<http://www.uwo.ca/research/procedures/federal-granting-agencies.html>

## **2) RDAF and ROLA**

At RDS, we are committed to ensuring that your grant applications get through the application process quickly, easily and accurately. That's why we implemented the ROLA (Research On-Line Approvals) system last year. ROLA is a web - based system that allows approvals to be routed electronically from the Principal Investigator (PI) to Chair, then Dean and ultimately RDS. To maintain flexibility, the process also allows our researchers to:

- fill in an electronic form
- print a hard copy
- manually gather signatures from the appropriate authorities
- request a Research Account

ROLA allows us to accept either manual signatures or electronic approvals for all applications (individual agency signature requirements must still be followed, of course), making it no longer essential for researchers to trek around obtaining signatures.

### ***How do I get started using ROLA?***

- 1) Go to the link <https://grant.slb.research.uwo.ca/rola/servlet/submissionForms> or click on the ROLA icon on the [www.uwo.ca/research](http://www.uwo.ca/research) page.
- 2) Logon to ROLA using your UWO Personal Computing ID and password. Once you are logged in, you can fill out an RDAF or RFRA (Request for Research Account) form.
- 3) Submit

### ***How exactly does ROLA work?***

ROLA is a database that contains a list of all the signing authorities for each unit, department and faculty. The PI must follow their departmental procedure to notify the signing authorities that a request is waiting. Once they are notified, the signing authorities can then log in to ROLA and click 'Approved' on the request in question.

*Note: A higher signing authority will not see a data sheet form in their menu until it is ready to be signed by them (i.e. until all previous levels have already approved it.)* Once all the signing authorities have approved the RDAF, a message is sent to RDS that informs us that your data sheet is fully approved. As a final step, we must also approve the data sheet.

***ROLA Questions and Answers*** are available on the link <https://grant.slb.research.uwo.ca/rola/servlet/submissionForms>, once you have signed in.

We appreciate the complexity of the application process. Hopefully this email has clarified some important points for you to keep in mind when you begin to apply for funding in the near future. Enjoy the rest of the summer, and we hope to see you in our office soon!

We can be reached at:

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