

## Policy on Internal Approval Processes and Deadlines for External Grant Applications

All research grant applications to **external** funding opportunities must be approved internally before being submitted to a funding agency.

Please note that applications to *internal* funding opportunities are not subject to this policy.

### APPROVAL PROCESS

The internal approval process for research grant applications to external opportunities is done through ROMEQ. In ROMEQ, the applicant must complete a Research Proposal Approval Form (RPAF) and include a complete copy of the application.

Any agreed-upon Laurentian University cash or in-kind commitments must be confirmed in writing by the source (i.e. Vice-President, Dean, Department Chair, Research Centre or Institute Director, etc.). The applicant can attach an email or letter confirming the commitments in the RPAF.

Incomplete proposals, unclear budgets and unsubstantiated commitments will delay approval.

The RPAF, once submitted by the applicant, follows one of two processes:

- 1) If the applicant is applying as a member of their department, the application is sent to the Department Chair, followed by the Faculty Dean, for approval. The Chair's and Dean's approval are required to verify that the researcher has the necessary time and adequate facilities and resources to undertake the research project, if successful.
- 2) If the applicant is applying as a member of a Senate-approved research centre, the application is sent to the Director of the Research Centre for approval.

Following these approvals (either process 1 or process 2), the RPAF and application are reviewed by the Office of Research Services (ORS) to ensure compliance with the funding program and university policies. Finally, the RPAF is sent to the Vice-President of Research (VPR) for institutional approval.

The institutional approval of funding applications certifies to the funding agency that:

- The researcher is affiliated with Laurentian.
- The researcher has the necessary time and facilities to carry out the research.
- The institution is willing to administer funds received according to the policies of the agency and those of the university.
- The institution will arrange to release funds to the successful candidate once all necessary conditions have been met.

Once approved internally, the applicant will receive a notification from ROMEO. The proposal can then be submitted to the funding agency (either by the applicant or the ORS, depending on the agency's process).

It is the applicant's responsibility to make sure that their application is receiving the proper approvals in ROMEO. If there are questions about internal approvals, the applicant can contact a member of the ORS who can determine where the application is in the approvals process.

Please note that some external funding opportunities have limits on the number of applications that can be submitted from an institution. In those cases, an internal adjudication process may be required before a researcher can submit a proposal.

## **INTERNAL DEADLINES**

Research grant applications submitted after the internal deadlines listed below may not be accepted. The Director of the Office of Research Services may approve the submission of a late application if there are genuine extenuating circumstances.

### **Basic Review**

For most external grant applications, a basic review is a minimal requirement for internal approval. With a basic review, the ORS will assure that listed commitments are confirmed and that the application is in compliance with the funding program and university policies.

The applicant must follow the approval process described above. For a basic review, the full application must be received by the ORS **three business (3) days before** the agency deadline. It is up to the applicant to submit the application in ROMEO with enough time for the department chair and faculty dean to approve before the three-day deadline and to follow-up to ensure their timely approval.

### **Full Review**

A full review of an external grant application is a service provided to all Laurentian University researchers by the ORS. A full review includes the elements of a basic review in addition to an in-depth review of the application's content to assist the applicant in fine-tuning their application.

For a full review, a complete copy of the application must be received by the ORS **at least two (2) weeks before** the funding agency deadline to allow for feedback and revisions. The complete application can be sent by email to the ORS Research Advisor; however, it must also be submitted for internal approval in ROMEO at this stage. It is understood that, at this stage, the application is in draft form.

### **Applications Submitted by the Institution to the Funding Agency**

Some grant applications, such as those to the Tri-Council Agencies, are submitted through an agency's online system, and subsequently, require a member of the ORS to approve it in the system and forward it to the agency. In these cases, the complete application must be submitted by the applicant through the agency system at least **24 hours before** the agency deadline. Those not submitted at least 24 hours prior to the deadline will not be forwarded to the agency, except in extenuating circumstances with prior

written approval by the ORS. Applications will not be submitted without all necessary internal approvals.

### **Letters of Support and Institutional Contributions**

Applications requesting a letter of support and/or institutional contributions (cash and in-kind contributions, space or infrastructure, etc.) must be received by the ORS, fully completed, **one (1) month before** the agency deadline. This applies to co-applicants requesting a letter of support and/or contributions for a grant application led by a principal investigator from another university.

Support from the Office of the VPR will not be provided until the internal approval process mentioned above is completed.

The procurement of letters of support and commitments from the VPR is facilitated by the ORS; applicants are asked to work with the ORS, and not the VPR directly.

### **MULTIPLE STAGE APPLICATIONS**

Some external opportunities have multiple application stages. Generally, a Notice of Intent (NOI) and a Letter of Intent (LOI) do not require internal approval before being submitted unless a letter of support or confirmation of contributions needs to be provided. Processes may differ and we ask that applicants contact the ORS if not specified by us. The full application will be subject to the same internal approval process.