



APPLICANT GENERAL GUIDELINES WESTERN INTERNAL COMPETITIONS

1. SUBMISSION

All applications:

- ◆ require the signature of the Department Chair (if applicable) and Dean;
- ◆ must be complete and submitted by deadline; and
- ◆ must include an approved ROLA Proposal (if required) - *Please ensure that your ROLA submission conforms to the guidelines established by your Faculty.*

The application form for the specific grant you are applying for outlines the submission criteria for that competition.

For each submission, applicants are required to complete and submit a ROLA proposal by logging into the link found on the Funding Opportunities page at <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html>, by the Dean's deadline date. In the event that the Chair or Dean is away and an alternate signing authority has not been designated, the Faculty Security Officer must notify the ROLA Help Desk at rolahelp@uwo.ca.

2. ADMINISTRATION

Internal competitions are administered by Western Research, Research Services, Room 5150, Support Services Building (intgrant@uwo.ca).

3. ADJUDICATION

Applications will be adjudicated by a committee appointed and chaired by the Vice President or Associate Vice-President (Research) or an alternative appointment in consultation with Research Services.

4. REVIEWERS

In general, the committee members will consider the following in an application:

- ◆ Eligibility of the applicants;
- ◆ Quality of the proposed research project;
- ◆ Compliance to program specific guidelines and Western's policies;
- ◆ Circumstances and qualifications of the applicant; and,
- ◆ Previous, present and pending financial support and its utilization.

5. ETHICS, ANIMALS, & BIOHAZARDS

All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of human or animal subjects or biohazardous materials under the *Certifications* tab of their ROLA proposal. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant [Ethics](#), [Animal Use](#) or [Biosafety](#) websites.

6. ELIGIBILITY

Eligibility will vary depending on the program. Where a ROLA Proposal is required, the Principal Investigator for the application must hold an eligible research appointment at Western University. Please refer to the Program Specific Guidelines for information for the program being applied to.

7. FREQUENCY OF APPLICATION

Please refer to the Program Specific Guidelines for the program being applied to.

8. DEADLINES

Applications must be submitted to Research Services via Internal Grants by 3:00 pm on the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 3:00 pm on the next working day following the weekend or holiday. **Late applications will not be accepted.** The Western Research website lists application deadlines.

9. PROJECT TIME PERIOD

Time periods will vary depending on the competition. Please refer to the Program Specific Guidelines information for the program being applied to.

10. FINAL REPORTS

This requirement will vary depending on the program. Please refer to the Program Specific Guidelines information to the program being applied to. *All final reports must be submitted before new applications will be considered.*

11. RESTRICTED/UNRESTRICTED FUNDS

For each award, an account will be set up as an "unrestricted research account". Investigators are expected to expend the funds in the manner and for the duration proposed in the original request. In the event that an award is less than the amount requested, the principal investigator is free to move monies from one category to another to make up a short-fall, but not into categories specifically disallowed by the review committee. Approval for new categories may be granted in special circumstances upon written request to Research Services via Internal Grants (intgrant@uwo.ca).

12. BUDGET

See the Program Specific Guidelines for details regarding meal and accommodation maximums, eligible/ineligible expenses, and supporting documentation required. All budgets must be submitted in Canadian Dollars.

13. CONDITIONAL ACCEPTANCE

During adjudication, the committee may grant a conditional acceptance by requesting further information from the applicant. In cases such as this, the applicant must decline the grant, meet the condition, or respond to Internal Grants regarding action taken within three (3) months from notification. If the condition is not met within the required period of time, the award will be considered 'declined' and funds will be redistributed in the next competition.