

CIHR Operating Grants SIGNATURE PROCESS

The University of Western Ontario

Western as LEAD Institution - Signature Requirements

INTERNAL Deadline Advantages: **September 9**

- Feedback provided on application.
 - Signature Pages sent to CIHR by RD&S
- 1) **Submit Application in ResearchNet**
- or -
email pdf version to Faculty Grant Facilitator **AND** trusselo@uwo.ca
(To request for **return of application** in ResearchNet – email trusselo@uwo.ca with Subject Line: “Return Application in ResearchNet”)
 - 2) **Submit Research Data and Approval Form (RDAF)** in ROLA system.
Contact academic Chair and Associate Dean Research for electronic signatures.
These signatures will remain on record in RD&S.
 - 3) **Print CIHR Signature Pages** – Signatures required:
 - **Nominated Principal Applicant** – **Ink Signature**
 - **Co-Applicants** - signature in ink, by fax or pdf
 - **Co-Applicant Institutions** - signature in ink, fax or pdf
 - **Institution signature** – **Ink Signature** - obtain through trusselo@uwo.ca

SUBMISSION Deadline Requirements: **September 15, 2:00 pm**

- **NOTE: Applications CANNOT be submitted after 2:00 pm.**
- PI responsibility to ensure CIHR receives Signature Pages by deadline.
(Requirements noted in Step 3 above.)

Western as CO-APPLICANT Institution - Signature Requirements:

- 1) Send copy of application to Faculty Grant Facilitator **AND** trusselo@uwo.ca
- 2) Submit RDAF and obtain signatures of academic Chair and Associate Dean Research
- 3) Send CIHR Signature pages, with Western Co-Applicant(s) signatures to trusselo@uwo.ca
- 4) Send required Co-Applicant and Institution signatures to Lead Institution

ATTENTION: ROBARTS Researchers

Robarts Research Institute CANNOT be selected as Institution Paid, or as the Institution for Co-Applicant status.

For signature purposes, The University of Western Ontario must be the Institution. Robarts is the Department. Schulich School of Medicine and Dentistry is the Faculty.
