



Completing a ROLA Proposal

The following guide outlines instructions for completing a ROLA Proposal through the Funding Opportunities page. This page is regularly updated by Research Services with upcoming funding deadlines. If you are planning to submit an application and do not see the competition posted, please contact the ROLA Help Desk at [rolahelp@uwo.ca](mailto:rolahelp@uwo.ca).



Research On-line Administration (ROLA) allows you to complete a Proposal, route it for electronic approvals, maintain information pertinent to your Proposals and Awards, extend access to your information, and maintain your research profile

ROLA HelpDesk Phone 519-661-3136 \*\*\* [rolahelp@uwo.ca](mailto:rolahelp@uwo.ca)



MAINTAIN ROLA

MANUALS

QUICK GUIDE

TRAINING

ROLA Q&A

ROLA PROCESS

Funding Opportunities as of Aug 16, 2024

☒ Select Discipline

☒ Filter by Discipline

ARTS & HUMANITIES

BUSINESS

BUSINESS & LAW

EDUCATION

ENGINEERING

HEALTH SCIENCES

INFORMATION & MEDIA STUDIES

LAW

MEDICAL SCIENCES

MUSIC

PHYSICAL SCIENCES

SOCIAL SCIENCES

☐ List all Funding Opportunities

HEALTH SCIENCES

ARTHRITIS SOCIETY

STRATEGIC OPERATING RESEARCH GRANTS - 2024 COMPETITION | FULL APPLICATION

AUTISM SPEAKS

PREDOCTORAL FELLOWSHIP PROGRAM - 2024 COMPETITION | FELLOWSHIP FOR AUTISTIC SCIENTISTS | FULL

DETAILS

SPONSOR

New ROLA

DETAILS

SPONSOR

New ROLA

Enter a NEW ROLA Proposal

On the funding opportunity page, select the “New ROLA” button next to the specific competition of interest.

This takes you to the Log-in page:  
Enter your UWO USER ID and password. Select “Sign In”.

Western Financials Login

User ID

Password

Sign In

Indicate Proposal Type and Select the ADD button.  
An appropriate proposal type must be selected.

### Add New Proposal

#### Proposal Submission Type

- |   |  |
|---|--|
| <input checked="" type="radio"/> <b>New Application</b> | Request to Sponsor for new projects.   |
| <input type="radio"/> <b>Renewal</b>                    | Request to Sponsor for renewal of existing award.  |
| <input type="radio"/> <b>Internal Sub Grant</b>         | Request for Internal Sub Grant (Child Account) from a Funded Award (Main / Parent Account) |
| <input type="radio"/> <b>Letter of Intent</b>           | Letter of Intent to Sponsor Programs.  |

Add

Cancel

If you have already started a ROLA Proposal for this opportunity, please choose Cancel,  
and then use the "Find an Existing Value" tab to Search or call ROLA Help @ 83136

This takes you to **the General Info** tab of the ROLA Proposal, where the following information will be pre-populated for you:

1. Sponsor/Program/Competition information
2. PI ID and Name
3. Department (Please note: if you have more than one eligible appointment, you will have to select your primary appointment for administering the project)
4. Anticipated Start Date/End Date (unless the competition does not specify this). Feel free to edit these dates.  
Term cannot be more than seven years.

**General info** | Details | Resources | Location | Certifications | Key Words | Project / Budget

Proposal ID: NEXT Business Unit: UWO Submit Status:: Not Submitted [Go to Submit](#)

Version ID: V1 Currency: CAD

\* Project Title:  [Lay Description/Abstract](#)

Description:  Status: Draft **Laserfiche**

\*Sponsor ID:  NATURAL SCIENCES & ENGINEERING RESEARCH

\*Program ID:  DISCOVERY GRANTS

\*Competition ID:  2024 COMPETITION

Funding Source: RES000678 NATURAL SCIENCES & ENGINEERING RESEARCH

\*\*PI ID:  Name:

PI Department:  Research Western

Recipient:

Holder: PI\_Name

Dept Held In: 620100 Research Western

Competition Deadline:  Start Date:  End Date:

Lead PI:  Lead Name:

Will funds flow to another Institution? ☐ Yes ☒ No ☐ Maybe Indirect Costs Type:

\*Is Western the Lead Institution? ☒ Yes ☐ No Indirect Costs:

☐ If applicable, please check the box and provide detail on all additional contributions to this project (Matching/Partner, Internal/External Resources etc)

Select LOI submitted in association with this proposal ☐ Yes ☒ No

LOI Proposal:

Last Update User ID:

**Save**

General info | Details | Resources | Location | Certifications | Key Words | Project / Budget

Please complete the following information based on the information in your application to the funding agency/sponsor.

1. Enter the title of your project/application
2. Enter the Lay Description/Abstract by select the Lay Description/Abstract button. This opens up a large text field where you can copy and paste relevant information.

**\*\*Please note:** currently researchers from the Faculty of Engineering and the Faculty of Science must also use this field to provide faculty-specific information regarding your project. Please consult your Faculty research office for more information.

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
Proposal ID:	NEXT	Business Unit:	UWO	Submit Status::	Not Submitted	<a href="#">Go to Submit</a>
Version ID:	V1	Currency	CAD			
* Project Title:	<input type="text"/>				<a href="#">Lay Description/Abstract</a>	

3. If you have more than one eligible appointment, you can select/change your department by clicking on the magnifying glass next to the PI Department field. Select your department from the list. If it is not available, please contact ROLA Help at x83136.

PI Department	620100		Research Western
---------------	--------	---	------------------

4. Toggle your answer to the following questions:

Will funds flow to another Institution?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Maybe
*Is Western the Lead Institution?	<input type="radio"/> Yes	<input type="radio"/> No	
<p>If applicable, please check the box and provide detail</p> <p><input type="checkbox"/> on all additional contributions to this project (Matching/Partner, Internal/External Resources etc)</p>			

- a. Will funds flow to another institution?
- b. Is Western the Lead Institution on this project? If you toggle “YES”, move to the next question.


If you toggle “NO”, a pop up box will appear where you can select the Lead Institution.

Click on the magnifying glass.  
 Type in the name of the institution.  
 Select “Search”.  
 Choose from the Search Results presented.  
 Click “OK”

Lead Institution

Please select the Lead Institution by clicking on the magnifying glass below. Look up the Institution Name by searching on the Name field. If the institution is not on the list, please contact the ROLA Help Desk at x8-3136

Institution ID: RES000678



NATURAL SCIENCES & ENGINEERING RESEARCH

OK

Cancel

Look Up Institution ID

Name

begins with

mcmaster

Search

Clear

Cancel

Basic Lookup

- c. Are there additional contributions to this project? Matching funds, partner funding, private sector or Industry funding, department or faculty commitments? If **yes**, check the box and a new window will open for you to provide cash and in-kind amounts. Please use the comments box for details regarding these contributions. Select “OK” will close the window.

Partner Contribution

Business Unit

UWO

Proposal ID

NEXT

Version

V1

Please enter the amount for any additional contributions to this research program (Private Sector, Industry, Faculty/Dept, Institutional etc). The Comments box can be used to outline detailed information, if needed. Additional rows can be added by selecting the + sign at the end of each row.

Q

1-1 of 1

	Cash Amount	In Kind Amount	Comments	
1	<div>\$0.000</div>	<div>\$0.000</div>	<div>Comments</div>	<div>+</div>

OK

Cancel

A hot link will appear that will take you back to the information:

Will funds flow to another Institution?

☐ Yes

☒ No

☐ Maybe

\*Is Western the Lead Institution?

☐ Yes

☒ No

[Details](#)

If applicable, please check the box and provide detail

☒ on all additional contributions to this project  
(Matching/Partner, Internal/External Resources etc)

[For Additional Information Click Here](#)

Last Update User ID

Scroll back up to the top of the page and find the Details Tab.

Click on the **DETAILS TAB**

Toggle your answers to the following questions – hotlinks open in a new window to provide information:

- Will you be requesting time release as part of this project?
- Do you have any Conflict of Interest Issues?
- Will your project be subject to Export and Import Controls?
- Will your project be subject to the Controlled Goods Program?
- Will your project be subject to the Contract Security Program?
- Will your project be subject to the Controlled Drugs and Substances Act?
- Will your project be subject to the National Security Guidelines for Research Partnerships and/or the Policy on Sensitive Tech Research?
- Does your research include or have implications for Indigenous Peoples, Lands, Data, Knowledge?
- The Consent to Disclosure toggle

**Please note:** These toggles are only accessible by the PI. If you are entering information on behalf of the PI, these toggles will be grey and the PI must still toggle each one before submitting the ROLA Proposal for approval.

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
Proposal ID:	NEXT	Business Unit:	UWO	PI Name:	PI,Name	
Version ID:	V1	Total Budget		0.00		
Title:						
<b>Proposal Details</b>						
Type: New Application						
Application Submission Format: Electronic						
Funding Type: GRANT GRANT						
Primary Use of Funds: RSRCH RESEARCH						
Is there a Time Release Request as part of this Proposal? No <input checked="" type="radio"/> Yes <input type="radio"/>						
Do you have any Conflict of Interest issues related to this Proposal? No <input type="radio"/> Yes <input type="radio"/> <a href="#">Conflict of Interest Details</a>						
Will the proposed research activities that are supported by this application:						
<ul style="list-style-type: none"> <li>Be subject to the <a href="#">Export and Import permit Act?</a> No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/></li> <li>Be subject to the <a href="#">Controlled Goods Program?</a> No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/></li> <li>Be subject to the <a href="#">Contract Security Program?</a> No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/></li> <li>Be subject to the <a href="#">Controlled Drugs and Substances Act?</a> No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/></li> <li>Be subject to the <a href="#">National Security Guidelines for Research Partnerships and/or the Policy on Sensitive Technology Research and Affiliations of Concern?</a> No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/></li> </ul>						
Note: You will have to review each link as applicable in order to confirm if this applies to your project. Dependent on your response there will be a directed follow-up to the Principal Investigator from the appropriate administrator for further guidance.						
Does your research include or have implications for <a href="#">Indigenous Peoples, data, Lands and/or knowledges?</a> No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/>						
I consent to the disclosure of information as required by the policies of this funding Sponsor. (For TriCouncil Agency (CIHR, NSERC, SSHRC) funding, see Consent to Disclosure of Personal Information) Yes <input type="radio"/> <a href="#">Click here for details</a>						

**\*\*Please note that the Time Release Request may default to NO. If NO is checked there will be a reminder message when submitting the proposal. Click ok to close the window and proceed.**

Scroll back up to the top of the page and find the Resources Tab.

Click on the **RESOURCES TAB**

**Skip to the next tab if you do NOT have any additional team members to add.**

To add new individuals, use the plus sign to add additional rows .

General infoDetailsResourcesLocationCertificationsKey WordsProject / Budget

Proposal ID: NEXTBusiness Unit: UWOPi Name: PI,NameVersion ID: V1Total Budget0.00

Title:

If applicable, please select the + sign to add additional rows in order to include other project team members. The magnifying glass in the UserID field will allow you to look up by Last Name, other Western resources. These individuals can have a Role Type of 'Co-PI' or 'Other'. The term Co-PI broadly covers co-investigators and collaborators. If they have an eligible Western appointment, selecting the magnifying glass in the Department field will allow you to choose their administering department.

Non-Western team members may be added as 'Co-PI EXT' or 'Other' in the role type field. They will not have a USER ID. Simply enter their LastName, FirstName in the name field. Department will be left blank.

% Effort can be changed to reflect the percentage of this project each person is responsible for.

Proposal Project

1 of 1

Project Budget0.00

Professional

1-1 of 1

User ID	Name	Role Type	Department	% Effort		
<div>700000215</div>	<div>PI,Name</div>	<div>PI</div>	<div>620100</div>	<div></div>	<div>+</div>	<div>-</div>

Save

General info

Details

Resources

Location

Certifications

Key Words

Project / Budget

For eligible Western employees, you will be able to look up the USER ID by selecting the magnifying glass. The Look up pop up will allow you to search by LAST NAME. Role Type can be CO-PI or OTHER. Select the Department by using the magnifying glass look-up. Adjust % effort.

**Professional**

Q

1-2 of 2

User ID	Name	Role Type	Department	% Effort		
NWU28	Wu,Natalie	PI	231200		+	-
					+	-

For non-Western members, you can simply enter the Last Name, First Name in the Name Field. Select ROLE Type as OTH or CO-PI EXT. Leave the USER ID and Department fields blank.

Scroll back to the top of the page and find the Location Tab

Click on the **LOCATION TAB**.

Skip to the next tab if you will **NOT** be conducting research at one of the following:

- ICFAR
- Lawson Health Research Institute
- London Regional Cancer Program
- Robarts Research Institute.

General infoDetailsResources**Location**CertificationsKey WordsProject / Budget

Proposal ID: NEXTBusiness Unit: UWOPi Name: PI,Name

Version ID: V1Total Budget0.00

Title:

Proposal Project

Project Budget0.00

Research Activity

Indicate the location(s) where the research will be conducted at Western University and/or its affiliates, by selecting the magnifying glass in the Location field below. If more than one location is selected, please indicate the % of research activity at each location. These location(s) determine the indirect cost distribution, if applicable, for this project. If research will not be conducted at an affiliate location, leave this page as is.

Proposal Project Location

\*Location: RES\_UWO

Description: Western

Country: CANCanada

% of Activity100

Save

General info | Details | Resources | Location | Certifications | Key Words | Project / Budget

To change or add a Location of Research, click on the magnifying glass next to the Location field. Select your location from the pop up. **This is required for members of ICFAR and Robarts Researchers.**



### Look Up Location

SetID

Location Code

begins with ▾

UWO

Description

begins with ▾

Search

Clear

Cancel

Basic Lookup

#### Search Results

View 100 |<< 1-5 of 5 ▾ >>|

Location Code	Description
<a href="#">RES_ICFAR</a>	Inst Chemicals from Alt Resrc
<a href="#">RES_LHRI</a>	Lawson Health Research Inst.
<a href="#">RES_LRCP</a>	London Regional Cancer Program
<a href="#">RES_RRI</a>	Robarts Research Institute
<a href="#">RES_UWO</a>	Western

Scroll back up to the top and find the Certification Tab.

Click on the **CERTIFICATION TAB**

**Skip to the next tab if you will NOT need to obtain any Certification approvals:**

If you will need to obtain certification approvals, please check the appropriate box.

**\*\*Please ensure certification requirements on Sponsor Application are matched on ROLA proposal.\*\***

General info

Details

Resources

Location

**Certifications**

Key Words

Project / Budget

Proposal ID: NEXT

Business Unit: UWO

PI Name: PI,Name

Version ID: V1

Total Budget 0.00

Title:

If this project will require any certification approvals from one or more of the following offices, please check the appropriate box below. If you know the protocol information, please enter it into the text box provided, otherwise, please leave the field blank.  
If you are using ICES resources please check Human Ethics.  
If this is not applicable to your project, please leave unchecked

[Agreement Documents](#)  
[Guidelines](#)

Proposal Project

Project Budget 0.00

**Compliance Certification**

Project involves use of:	
Animal Use Subcommittee	<input type="checkbox"/>
BioHazard	<input type="checkbox"/>
Human Ethics	<input type="checkbox"/>

A new window will open.

If you already know the approved protocol number, please enter in the text box provided.

If not, please leave this page **BLANK**.

Review Certification

Enter the application Protocol Number as assigned by  
IF YOU DO NOT HAVE A PROTOCOL NUMBER PLEASE LEAVE THIS FIELD BLANK.

OK

Cancel

Simply click “OK” to close the window and return back to the Certification Tab.

Scroll back up to the top of the page and find the KeyWords Tab.

Click on the **KEYWORDS TAB**

You will be asked to select the research category that best describes your research. You may also choose from our keyword database with over 10,000 keywords.

General infoDetailsResourcesLocationCertificationsKey WordsProject / Budget

Proposal ID: NEXTBusiness Unit: UWOPi Name: PI,Name

Version ID: V1Total Budget0.00

Title:

Which of the following research categories best aligns with the proposed research activity?  
More than one option may be selected.

☐ Health Discovery and Delivery

☐ Creativity, Innovation and Entrepreneurship

☐ Climate Change, Resilience and Sustainability

☐ Just and Equitable Institutions, Organizations and Society

☐ Artificial Intelligence Applications and Impacts

If none of the above categories aligns with your proposed research activity, please select the magnifying glass below to select at least one keyword to best describe your research. To add more than one keyword, select the + sign for additional rows. If the keyword is not available, please contact rolahelp@uwo.ca to assist you with including it in our database.

Other

<<1-1 of 1>>

Description

1

Save

General info | Details | Resources | Location | Certifications | Key Words | Project / Budget

To find a keyword, select the magnifying glass.

A look up box will appear:

- a. Type in your key word in the Description field
- b. Select the **“Search”** button.
- c. Select your key word from the search results.
- d. To add additional keywords for your project, select the + sign and repeat.

Once you have selected your keyword, **click on the SAVE button** (bottom left of the page).

Scroll back up to the top of the page and find the Project/Budget tab.

Click on the **“PROJECT/BUDGET” TAB.**

Any budget information or detail can be entered under the Description hot link. This is a free form (optional) text field.

Click on the “**Budget**” button.

This page confirms the budget periods. Any changes can only be made by going back to the General Info tab and adjusting the Start Date and/or End Dates.

Click on the “**Proposal Budget Page**” button.

Periods

Proposal ID0000059635

Version IDV1

Titledemo

PIPI,Name

CurrencyCAD

Start Date04/01/2025

End Date03/31/2030

Proposal Budget Page

Project ID000000000059651

DepartmentResearch Western

General Information

Budget IDSTND\_REPORTING

Description

Target Sponsor Budget

Note: The available budget periods for this budget have been created and appear below. If you wish to alter the periods, please select Return to Proposal and change the Start Date/End Date fields on the General Info tab.  
To proceed to the budget page, please select the Proposal Budget button.

Start Date04/01/2025

End Date03/31/2030

Details

<<

<

1 of 5

>

>>

Period	Start Date	End Date	Target Sponsor Budget
1	04/01/2025	03/31/2026	

Proposal Budget

Proposal:0000059635Version ID:V1Business Unit:UWO

Target Amount:

Currency Code:CAD

Adjust Indirect Costs

Budget may change based upon Award Notification. If required, Indirect Costs will be calculated and reflected in the budget. All calculated figures are rounded.

Fund Requested - Budget Summary

Budget Category	Budget Period 1	Budget Period 2	Budget Period 3	
Salaries / Personnel				
Benefits				
Equipment				
Supplies				
Travel				
Other				
Indirect Cost				
Total				

Return to Proposal

Save

Enter your budget information.

If Indirect Costs need to be adjusted, please contact the ROLA Help Desk at x83136.

When complete, select **Save**.  
Then **Return to Proposal**.

The Proposal is now complete.

You can either leave it in draft or proceed to Submit the Proposal for electronic approvals.

To Submit the Proposal, select the “General Info” tab and click the button “Go to Submit”.

General infoDetailsResourcesLocationCertificationsKey WordsProject / Budget

Proposal ID:0000059635Business Unit:UWOSubmit Status::Not Submitted

Go to Submit

Version ID:

Currency:

Once you click the submit button a summary page will be displayed with the competition details and an application check list.

**Submit Proposal for Authorization**

[View Report](#) [View Proposal](#) [Submit Proposal](#)

Proposal ID: 0000059635

Title: demo

Status: Not Submitted

PI: PI,Name

Sponsor ID: RES000678 NATURAL SCIENCES & ENGINEERING RESEARCH

Program ID: 00100 DISCOVERY GRANTS

Competition ID: 20241101 2024 COMPETITION

Budget Amount: Consent to Disclosure Y  
Time Release Component N

**NOTE: BEFORE YOU SUBMIT YOUR PROPOSAL, PLEASE ENSURE THAT IT CONTAINS COMPLETE INFORMATION AS REQUIRED BY YOUR ADMINISTERING DEPARTMENT AND/OR FACULTY. FOR DETAILED INSTRUCTIONS CONCERNING THIS, PLEASE CONSULT WITH YOUR FACULTY'S RESEARCH OFFICE OR WEBSITE. PROPOSALS THAT DO NOT CONTAIN THE REQUIRED INFORMATION MAY BE RETURNED TO YOU FOR REVISION.**

**THIS CHECK LIST IS FOR REFERENCE ONLY AND IS NOT INTENDED TO BE EXHAUSTIVE. PLEASE READ SPONSOR GUIDELINES FOR FULL SUBMISSION DETAILS.**

CheckList

1. DID YOU SUBMIT YOUR APPLICATION AND CCV IN THE NSERC RESEARCH PORTAL
2. PLEASE ENSURE CERTIFICATION REQUIREMENTS ARE CORRECTLY INDICATED IN ROLA

Review the information to ensure this is the correct Sponsor/Program/Competition and when ready click the Submit Proposal button.

You will then be asked to agree to our Signature Policy

**Submit Proposal**

By submitting this request, I agree to the following:

1. The information in the application is complete and accurate to the best of my knowledge as the Principal Investigator/Applicant.
2. As the Principal Investigator/Applicant I have sufficient space, time and/or resources to do the research. If additional space, time and/or resources are required I will seek approval from the Chair/Director, as appropriate.
3. As the Principal Investigator/Applicant I will take responsibility for resolving any over-expenditures as per the Manual of Administrative Policies and Procedures ([MAPP](#)) [Policy #7.11 Over-Expenditure of Research Accounts](#).
4. If an award is made, as the Principal Investigator/Applicant, I agree to abide by the award regulations of the granting agency/sponsor.
5. If an award is made, as the Principal Investigator/Applicant, I will use the award only for the purposes of which the award was made.
6. If an award is made, as the Principal Investigator/Applicant, I agree to abide by The University of Western Ontario's Research Policies, including the requirement of meeting all regulations regarding the use of animal subjects, human subjects and bio-hazardous materials and other Administrative Policies and Procedures (MAPP) as appropriate.
7. As the Principal Investigator/Applicant I will promptly notify Research Development & Services of any change in my employment status for the duration of the award.

By clicking I Agree the proposal will be submitted for approval. It will be automatically routed to the signing authorities in your department and faculty.

Thank you very much for submitting your ROLA Proposal for electronic approvals. The Proposal will automatically route through your Department and Faculty Approval queue. To view this queue, select the Approval Status Review component under the Proposal menu. If changes are required, the system will send you a notification and the Proposal will be returned to you for edits. You will then be required to submit it again for approvals. If you have any questions, please do not hesitate to contact the ROLA Help Desk at x83136 or email [rolahelp@uwo.ca](mailto:rolahelp@uwo.ca)