

Researcher funding application support

RE form – What do you need to do?

Please note that the Faculty **does not** have access to the information in your eAwards account (we cannot see RE forms' attachments and content).

Before submitting a grant application, you need to obtain approval of your RE form from your school director and the Vice-Dean Research of the Faculty.

To obtain the document that needs to be signed, please follow these few steps:

1) Create and complete all the required information of a new RE Form by clicking on each category

Environment : TEST

uOttawa

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Application

Create an application

Primary Investigator

Last Name Marie

Given Name Céline

Correspondence Language French

Faculty Faculty of Health Sciences


Department Interdisciplinary School of Health Sciences

2) Once you entered all the details, all steps are green, then Press "Validate Submission" and then "Submit"

Note: Nothing needs to be attached to the RE form (e.g., 'Projects attachments' section, or for ethics) and some sections can remain blank (for instance, if no co-investigators or collaborators). You can just save and validate these sections as they are.

+ The 'Director and Dean' section is not yet functional and should be ignored.


Environment : TEST




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Signature and Submission

 Successful validation.

[Validate page](#) 

I declare and agree to the following:

That to the best of my knowledge all information contained in this application and all the information provided (electronically or otherwise) in relation to the pending application are complete, accurate and consistent with the host institution policies and competition requirements. I further agree to inform the University and the agency immediately of any material changes to this information once submitted.

I agree to be wholly responsible for completing, attaching, editing and submitting the required documents and that it is my responsibility to ensure that all required documents or approvals are completed and submitted by the competition deadline date and/or other deadlines as identified in the Competition Requirements document.

I confirm that I have declared all known real and perceived conflicts of interest related to this application and will comply with the ethical and research policies outlined by the University as well as the agency.

If the application is successful, I agree to:

- respect and abide by the obligations described, or to be described, in the program requirements, and other conditions and requirements that may be imposed by the sponsoring agency as well as the University's policies and procedures;
- ensure that the use of grant funds is only for the purposes intended; to inform the agency and the University immediately of any substantive changes including eligibility status; and to ensure all reporting requirements of the agency are met in a timely fashion;
- ensure compliance with the ethical and research policies outlined by the host institution(s), and the organism; and
- authorize the University, if requested, to release to the agency all information, including personal information, that is relevant to the operation of the grant.

I agree that the agency is not responsible for any incomplete, ineligible, inaccurate or late registrations or applications.


I agree that by selecting « I ACCEPT » below and submitting my registration or application, I am in full acceptance of the agency's terms and conditions.

Identification

* I accept Yes No

Instructions Step 1 : Use the "Validate Submission" button to ensure all necessary sections of the application have been completed.
Step 2: Submit your application by clicking on the "Submit" button.
Step 3: The signatures for the RE Form are required to complete the submission process. Instructions on how to complete the process will follow the submission.

[Validate Submission](#) [Submit](#)

[Validate page](#) 

3) **Close the window this document.**

4) **Go back to 'Activity details' (square on the left) and Click on the section "My forms"**

5) **Identify the correct RE number and Click on the corresponding pdf under "RE form Signature page" (on the right of the screen)**

Accueil > En tant que chercheur principal > Détails des activités > Mes formulaires

Mes formulaires

Supprimer un formulaire

Numéro RE	Titre du projet	Date Soumise	Date limite	Statut formulaire	Faculté	Agence	Type subvention	Date début du projet	Autres statuts	Dernière modification	Formulaire RE version longue	Pages signatures du formulaire RE
Compétition 2014/15												
143636	test	2017-03-09 13:43	2034-12-01 00:00	Transmis	Faculté des arts	Agency for Healthcare Research and Quality	Contrat	2017-03-09 13:41	Visualiser	2017-03-09 13:42		
143635	test	2017-03-09 13:17	2034-12-01 00:00	Transmis	Faculté de génie	Société Alzheimer du Canada	Contrat	2017-03-09 13:16	Visualiser	2017-03-09 13:17		

6) **Open and Save the pdf document**

7) **Sign the document**

Note: You can insert an electronic signature directly onto the pdf and then save it rather than printing, signing, scanning...

8) **Email it to the research office (fssrecherche@uottawa.ca) and your school director with a draft of your budget and your research project, note that we cannot see the documents you might have inserted when you generated the RE form.**

*As soon as the director signed, the research office will then contact the **Vice-Dean Research** to obtain her/his signature and will finish the process by sending it to Research Management Services.*
