



FASS Research Grant Application Procedure

- For a general overview on funding opportunities and ORS (Office of Research Services) procedures (with forms, signature requirements, deadlines etc.), please go to: <http://ors.ok.ubc.ca/welcome.html>
- Normally, for review and obtaining signatures from the Associate Dean, Research, in the Dean's office, you need to count back 2 days from the **ORS** deadline and 4 days back from that date for your Department Head's signature.
- Please check with your Department Head when they will be available for review and signature.

The FASS procedure for **Research Grant Applications** is as follows:

➤ **1**

Applicant composes research grant according to agency's requirements and submits a **Summary, Budget, and RPIF** to the Department Head for review and signature **4 days prior to the ORS deadline, and 2 days prior to the Associate Dean's deadline.**

➤ **2**

Applicant submits a **Research Summary, Budget, and RPIF** to Associate Dean's office fass.research.ubco@ubc.ca for the Associate Dean's review and signature **- 2 days prior to ORS deadline**

➤ **3**

Dean's office submits **RPIF** to ORS and emails a copy to the PI/Applicant and the Department Assistant. **Applicant submits complete Application File to ORS by deadline** ResearchOffice.UBCO@ubc.ca

➤ **4**

Please try to keep the signature deadlines, especially during the major grant application period for SSHRC, NSERC, CIHR and UBCO Internal Grants. For questions and advice on grant applications' content, structure and more, please contact the Associate Dean directly. They are always willing to help but they do need the applications 2 days prior to the ORS deadline to give them a chance to review the Summary and Budget.