



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 Development & 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 x83136.

	<p>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.</p> <p>ROLA HelpDesk Phone 519-661-3136 *** rolahelp@uwo.ca</p>																																																																																																																								
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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 UWO USER ID and password. Select “Sign In”.

User ID:

Password:

Indicate Proposal Type and Select the ADD button.

NEW: The default has been removed and a proposal type must be selected.

Add New Proposal

Proposal Submission Type

New Application Request to Sponsor for new projects.

Renewal Request to Sponsor for renewal of existing award.

Internal Sub Grant Request for Internal Sub Grant (Child Account) from a Funded Award (Main / Parent Account)

Letter of Intent Letter of Intent to Sponsor Programs.

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 | Certification | Key Words | Project / Budget

Proposal ID: NEXT Business Unit: UWO Submit Status: Not Submitted

Version ID: V1 Currency: CAD

*Title: [View Application](#)

Status: Draft

*Sponsor ID: CANADIAN INSTITUTES HEALTH RESEARCH

*Program ID: OPERATING GRANT

*Competition ID: 2014 WINTER COMPETITION

Funding Source: RES001660 CANADIAN INSTITUTES HEALTH RESEARCH

**PI ID: Name:

PI Department: Department of Biology

Recipient:

Holder: Wu,Natalie

Dept Held In: 231200 Department of Biology

Competition Deadline: Start Date: End Date:

Lead PI: Lead Name:

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

*Is Western the Lead Institution? Yes No Indirect Costs: Select LOI submitted in association with this proposal Yes No

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

LOI Proposal:

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, the Faculty of Science and the Faculty of Social Science must also use this field to provide faculty-specific information regarding your project. Please consult your Faculty research office for more information.

The screenshot shows a web application interface with several tabs: General Info, Details, Resources, Location, Certification, Key Words, and Project / Budget. The 'General Info' tab is active. It displays the following information: Proposal ID: NEXT, Business Unit: UWO, Submit Status: Not Submitted, Version ID: V1, and Currency: CAD. Below this, there is a text input field for '*Title:'. To the right of the input field is a button labeled 'Lay Description/Abstract', which is circled in red. A 'Go' button is partially visible on the far right.

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.

The screenshot shows a form field for 'PI Department' containing the value '231200'. To the right of the input field is a magnifying glass icon, which is highlighted by a red arrow. To the right of the magnifying glass, the text 'Department of Biology' is displayed.

4. Toggle your answer to the following questions:

The screenshot shows two survey questions with radio button options. The first question is 'Will funds flow to another Institution?' with options 'Yes', 'No' (selected), and 'Maybe'. The second question is 'Is Western the Lead Institution?' with options 'Yes' and 'No'. Below these questions is a checkbox with the text: 'If applicable, please check the box and provide detail on all additional contributions to this project (Matching/Partner, Internal/External Resources etc)'. The checkbox is currently unchecked.

- 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 class.

Type in the name of the institution.


Select **“Look Up”**.

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

Look Up Institution ID

Name: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

- 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.

	Cash Amount	In Kind Amount	Comments
1	<input type="text" value="\$0.000"/>	<input type="text" value="\$0.000"/>	<input type="text" value="Comments"/>

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:

- a) Will you be requesting time release as part of this project?
- b) Do you have any Conflict of Interest Issues?
- c) Does your project involve Controlled Goods?
- d) 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. **(NEW)**

The screenshot shows the 'Details' tab of a ROLA proposal form. At the top, there are navigation tabs: General Info, **Details** (highlighted with a red circle), Resources, Location, Certification, Key Words, and Project / Budget. Below the tabs, the following information is displayed:

- Proposal ID: NEXT Business Unit: UWO PI Name: Wu, Natalie
- Version ID: V1 Total Budget: 0.00

The 'Title:' field is empty. Below this is a section titled 'Proposal Details' with the following fields:

- Type: New Application
- Application Submission Format: Electronic
- Funding Type: GRANT GRANT
- Primary Use of Funds: RSRCH RESEARCH

There are three toggle questions with radio button options:

- Is there a Time Release Request as part of this proposal? **No** Yes
- Do you have any Conflict of Interest issues related to this Proposal? No Yes [Conflict of Interest Details](#)
- Does this proposal involve the use of, or will any resulting publication involve a disclosure or transfer of information or technology, considered to be subject to the controls or restrictions imposed under the Export and Imports Permit Act, the Controlled Good Program, or the legislation or regulation imposed by any other Canadian Government department or agency? No Yes Unknown [Controlled Goods Policy](#)

At the bottom, there is a consent statement: "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)" with a "Yes" radio button and a [Click here for details](#) link. A "Save" button is located at the bottom left of the form.

**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 Info Details **Resources** Location Certification Key Words Project / Budget

Proposal ID: NEXT Business Unit: UWO PI Name: Wu,Natalie
 Version ID: V1 Total Budget: 0.00
 Title: Notes Note to be reviewed

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.

User ID	Name	Role Type	Department	% Effort		
NWU28	Wu,Natalie	PI	231200	100	+	-

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

User ID	Name	Role Type	Department	% Effort		
NWU28	Wu,Natalie	PI	231200	100	+	-
				100	+	-

Look up Employee ID (Alt+5)

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 Info | Details | Resources | **Location** | Certification | Key Words | Project / Budget

Proposal ID: NEXT Business Unit: UWO PI Name: Wu,Natalie
 Version ID: V1 Total Budget: 0.00

Title: Notes **Note to be reviewed**

Proposal Project Find First 1 of 1

Project Budget: 0.

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 Find First 1 of 1

*Location: RES_UWO Description: Western + -

Country: CAN Canada

% of Activity: 100

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.**

Proposal Project

Research Activity

Indicate the location(s) where the res magnifying glass in the Location field each location. These location(s) dete conducted at an affiliate location, leav

Proposal Project Location

*Location: RES_UWO De

Country: CAN

% of Activity: 100

Save

General Info | Details | Resources | Locati

Look Up

Look Up Location

SetID: UWO

Location Code: begins with

Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Location Code	Description
RES_ICFAR	Inst Chemicals from Alt Resrc
RES_LHRI	Lawson Health Research Inst
RES_LRCP	London Regional Cancer Program
RES_RRI	Robarts Research Institute
RES_UWO	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 | **Certification** | Key Words | Project / Budget

Proposal ID: NEXT Business Unit: UWO PI Name: Wu, Natalie
 Version ID: V1 Total Budget: 0.00

Title: **Note to be reviewed**

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 this is not applicable to your project, please leave unchecked

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

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 must enter at least one keyword. The system maintains a large keyword database with over 10,000 keywords.

To find a keyword, select the magnifying glass.

General Info | Details | Resources | Location | Certification | **Key Words** | Project / Budget

Proposal ID: NEXT Business Unit: UWO PI Name: Wu,Natalie
 Version ID: V1 Total Budget 0.00
 Title: Notes **Note to be reviewed**

Please select the magnifying glass below to look up a keyword in our database. To add more than one keyword, select the + sign for additional rows.

Key Word Detail Customize | Find | First 1 of 1 Last

	*Description		
1	<input type="text"/>		+ -

A look up box will appear:

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

Look Up Customize | Find |

Look Up *Key Word

Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results
 Only the first 300 results of a possible 10266 can be display
[View 100](#) First 1-300

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 **“Proceed to Proposal Budget Page”** button.

Period	Start Date	End Date
1	2012/08/01	2013/07/31

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**.

Proposal Budget

Proposal: 0000030473 **Version ID:** V1 **Business Unit:** UWO

Target Amount: [Adjust Indirect Costs](#)

Currency Code: CAD **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	
Salaries / Personnel		
Benefits		
Equipment		
Supplies		
Travel		
Other		
Indirect Cost		
Total		

Indirect Cost Distribution Group		
Corporate		
Department		
Faculty - Operating		
Faculty - Reserve		
Investigator		
Research Promotion Fund		

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 toggle the button "GO TO SUBMIT".