

Welcome to the 1st of 4 training Modules for *ROLA* (Research On-Line Administration). This module will guide you through completing a standard **Proposal** (replacing the RDAF/RFRA forms) in *ROLA* through to the submission process for Institutional approvals.

This module covers

Maintain Proposal

- General Information
- Details
- Location
- Certification
- Keywords
- Projects
- Proposal Budget

Each frame will provide text instructions as well as graphic views to demonstrate how easy it is to complete a **Proposal** in *ROLA*.

Here we go!

Similar detailed information is available in modules 2 through 4 for the following *ROLA* Functions

- [Submit Proposal/Review Approval Status](#)
- [Profile Review/Extend PI Access](#)
- [Gain/Maintain Access to *ROLA*](#)



Overview

A **Proposal** in *ROLA* consists of funding related details, as well as a budget. A **Proposal** echoes information contained in a Sponsor application form but also gathers details not specifically covered within that same Sponsor application form.

Completion and electronic submission of a **Proposal** via *ROLA* is required to obtain Western's Institutional approval for any application for funding.

ROLA now features many enhancements including:

- Improved data collection ability and reporting through *ROLA*
- Automatic Notification to AO's, Deans & Chairs
- Ability to track submission/approval status of a **Proposal**
- Ability to assign authorized users to your **Proposals, Awards, and Projects**
- Individualized Funding Announcements by E-mail

Click here to view a copy of the ROLA [Quick Guide to Proposals](#) on the RD&S Website



Funding Announcements

You may view funding announcements either on-line <http://www.uwo.ca/research/rds/fo/fo.html> or receive them directly by email. Announcements will be listed on the RD&S website and can be sorted by discipline if desired, by clicking in the top left on

 Select Discipline

Choose the discipline or disciplines (CTRL+ Click) you would like to view. You may also choose “List all Funding Opportunities” to return a list of all Sponsors presented alphabetically.

Later in the materials we will show you how you may define your own set of criteria to receive e-mail distribution of funding announcements directly.

In the listing of announcements on the RD&S website you may choose one of three buttons.

DETAILS

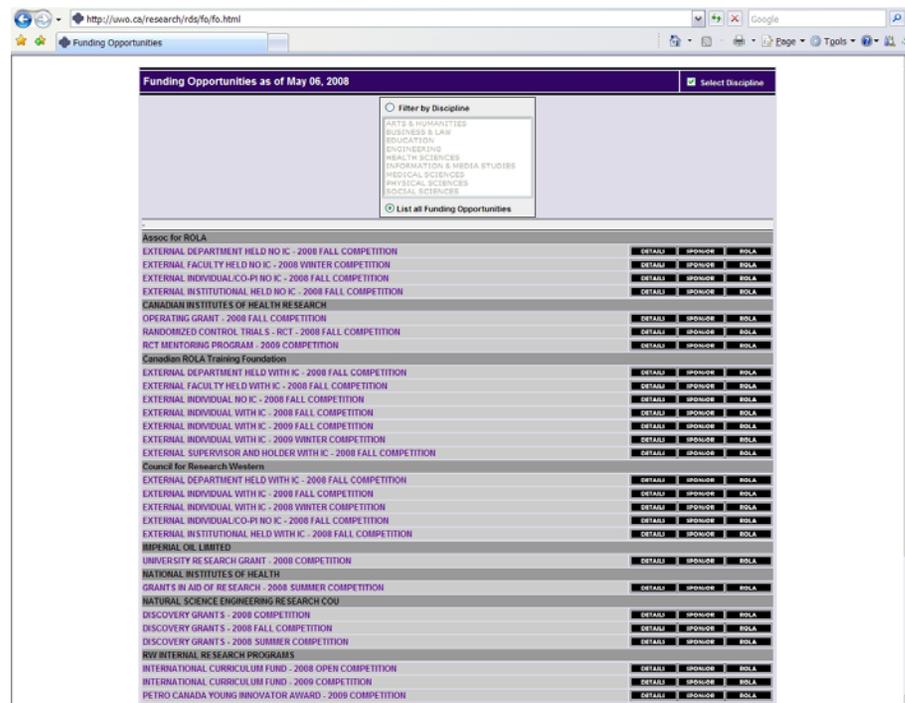
Displays the Funding Announcement Summary of an opportunity

SPONSOR

Will take you to the Sponsor’s web site and funding page directly.

ROLA

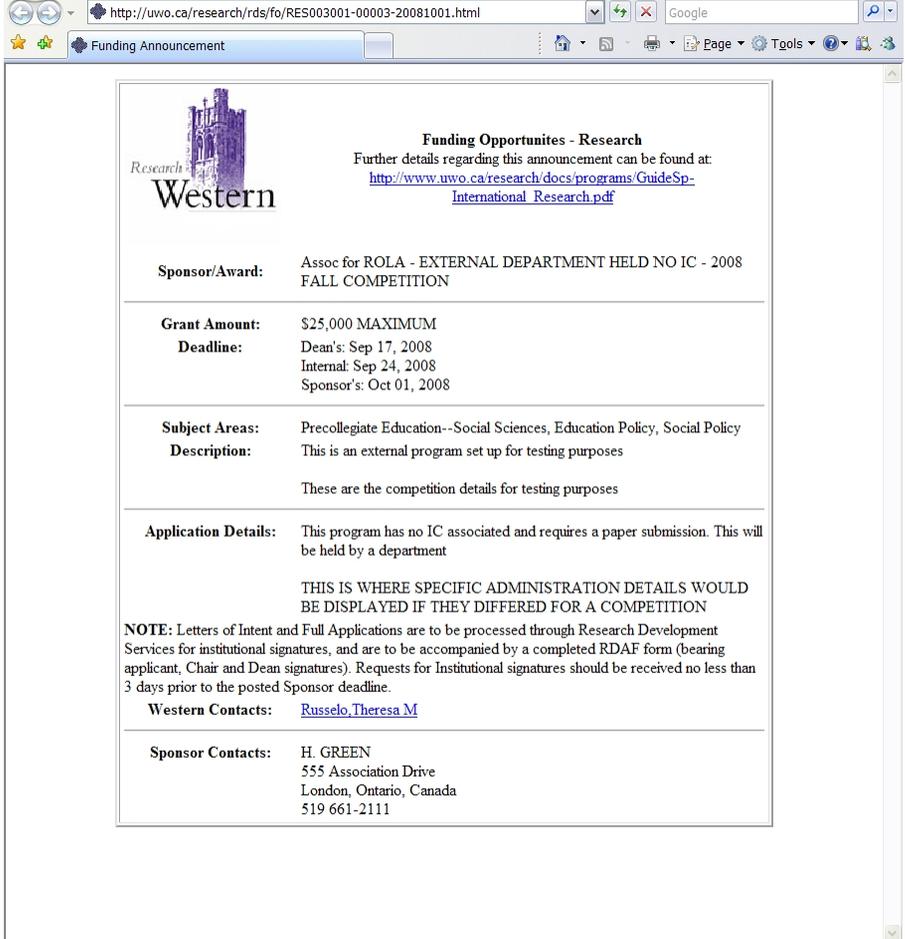
Will take you into the *ROLA* process with much of the **Proposal** already pre-populated.



The screenshot shows a web browser window with the URL <http://www.uwo.ca/research/rds/fo/fo.html>. The page title is "Funding Opportunities" and the content is titled "Funding Opportunities as of May 06, 2008". There is a "Select Discipline" button in the top right corner. A dropdown menu is open, showing a list of disciplines: ARTS & HUMANITIES, BUSINESS & LAW, EDUCATION, ENGINEERING, HEALTH SCIENCES, INFORMATION & MEDIA STUDIES, MEDICAL SCIENCES, PHYSICAL SCIENCES, and SOCIAL SCIENCES. Below the menu is a "List all Funding Opportunities" link. The main content area is a table listing various funding opportunities, each with three buttons: "DETAILS", "SPONSOR", and "ROLA". The table includes categories such as "Assoc For ROLA", "CANADIAN INSTITUTES OF HEALTH RESEARCH", "Canadian ROLA Training Foundation", "Council for Research Western", "IMPERIAL OIL LIMITED", "NATIONAL INSTITUTES OF HEALTH", "NATURAL SCIENCE ENGINEERING RESEARCH COUNCIL", and "RW INTERNAL RESEARCH PROGRAMS".

The Funding Announcement Summary continues to provide details used to determine if an opportunity is of interest to you, as well as outlining important administrative details associated with the Sponsor and Program.

Announcements also provide a link to the Sponsor website.



http://uwo.ca/research/rds/fo/RES003001-00003-20081001.html

Funding Announcement

Research Western

Funding Opportunites - Research
Further details regarding this announcement can be found at:
http://www.uwo.ca/research/docs/programs/GuideSp-International_Research.pdf

Sponsor/Award: Assoc for ROLA - EXTERNAL DEPARTMENT HELD NO IC - 2008 FALL COMPETITION

Grant Amount: \$25,000 MAXIMUM

Deadline: Dean's: Sep 17, 2008
Internal: Sep 24, 2008
Sponsor's: Oct 01, 2008

Subject Areas: Precollegiate Education--Social Sciences, Education Policy, Social Policy

Description: This is an external program set up for testing purposes

These are the competition details for testing purposes

Application Details: This program has no IC associated and requires a paper submission. This will be held by a department

THIS IS WHERE SPECIFIC ADMINISTRATION DETAILS WOULD BE DISPLAYED IF THEY DIFFERED FOR A COMPETITION

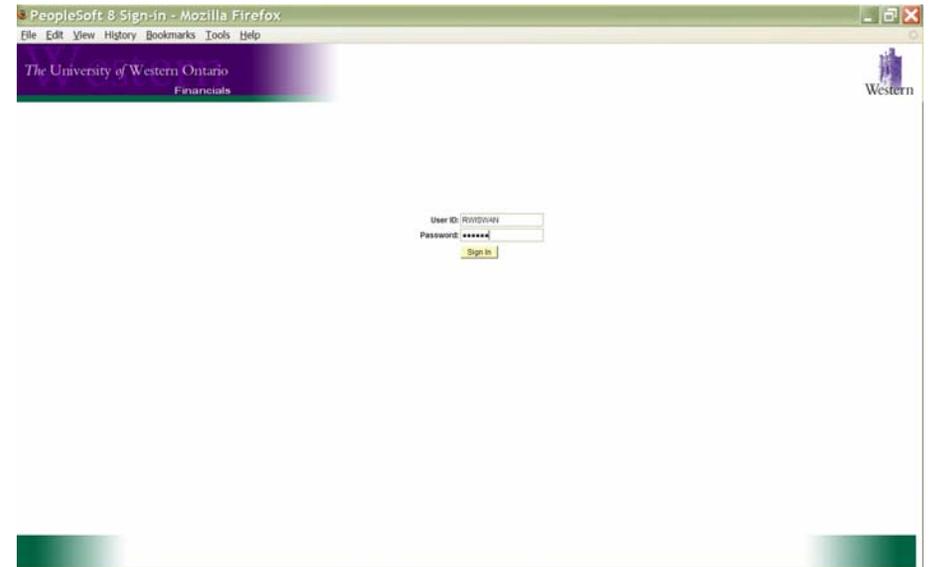
NOTE: Letters of Intent and Full Applications are to be processed through Research Development Services for institutional signatures, and are to be accompanied by a completed RDAF form (bearing applicant, Chair and Dean signatures). Requests for Institutional signatures should be received no less than 3 days prior to the posted Sponsor deadline.

Western Contacts: [Russelo, Theresa M](#)

Sponsor Contacts: H. GREEN
555 Association Drive
London, Ontario, Canada
519 661-2111

When you choose the *ROLA* button from the web site or your e-mail, you will be asked to sign into *ROLA* using your Western USERID and Password.

If you are unsure of your Western USERID please contact Western's Information and Technology Services for assistance at 519-661-3800 or [Click here for Personal Computer Account FAQ's](#)



When entering through the Funding Announcements page, *ROLA* brings you directly to the first screen in the Maintain Proposal module.

For most Sponsor applications your **Proposal** will be a **New Application**; however in some cases it may be appropriate to use one of the other categories.

New Application - Application for a new research project not previously funded by Sponsor

Renewal - Application for additional or continued funding from Sponsor for existing award/project when renewals are allowed by the Sponsor (e.g. NSERC Discovery Grants)

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

Letter of Intent - Preliminary submission to a Sponsor involving a formal pre-application process in order to submit a full application for a competition at a later date. (Notice of Intent or Intent to Register does not require a proposal). Letters of Intent will be listed as a separate competition on the Funding Opportunities page if an LOI Proposal is required.



Once you have chosen the type of **Proposal** and clicked on Add, you will be brought into the seven Maintain Proposal panels. You will see that much of the information across these panels is pre-populated for you.

Some of the default information may be changed to reflect your individual **Proposal** if appropriate.

The following fields within the seven tabs of a Proposal are required as minimum input to save a **Proposal** in *ROLA*

- Title - required for save (General Info Tab)
- Sponsor ID is pre-populated when you enter through the Funding Announcement link (General Info Tab)
- PI ID - pre-populated by UserID for eligible researchers (General Info Tab)
- End Date (typically pre-populated) (General Info Tab)
- Is Western Lead Institution? - required for save (General Info Tab)
- Controlled Goods Disclosure - required for save (Details Tab)
- Key Words - required for save (Key Words Tab)
- Department may need to be chosen if you hold more than one academic appointment (Project/Budget Tab)

You must complete each of these required fields above as a minimum in ROLA before you will be able to save for the first time. After your initial save, a **Proposal ID** will be assigned by the system.

Once you have saved your **Proposal**, you may come back at a later date and add additional information to any **Proposal** that is still in Draft status.

General Info		Details		Resources		Location		Certification		Key Words		Project / Budget	
Proposal ID:	NEXT	Business Unit:	UWO	Submit Status:	Not Submitted							Go to Submit	
Version ID:	V1	Currency:	CAD										
*Title:	<input type="text"/>											Lay Description/Abs	View Application
Description:	<input type="text"/>		Status:	Draft								Notes	
*Sponsor ID:	<input type="text"/>												
*Program ID:	<input type="text"/>												
*Competition ID:	<input type="text"/>												
Funding Source:													
*PI ID:	<input type="text"/>			Name:	<input type="text"/>								
PI Department	<input type="text"/>												
Recipient:	<input type="text"/>												
Holder													
Dept Held In													
Dean Deadline:		RDS Deadline:		Competition Deadline:	01/08/2015	Start Date:	01/08/2015	*End Date:	<input type="text"/>				
Lead PI:	<input type="text"/>			Lead Name:	<input type="text"/>								
Will funds flow to another Institution?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Maybe	Indirect Costs Type:									
*Is Western Lead Institution?	<input type="radio"/> Yes	<input type="radio"/> No	Indirect Costs:										
Has Funding been Confirmed?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Select LOI submitted in association with this proposal <input type="radio"/> Yes <input checked="" type="radio"/> No										
<input type="checkbox"/> Enter required Matching Funds details for this proposal	Details												
<input type="checkbox"/> Is there a Partner Contribution involved in this Proposal?													
Last Update User ID													
Save	Notify											Add	Update/Display
General Info Details Resources Location Certification Key Words Project / Budget													

Sponsors, Programs & Competitions are maintained by RD&S and must be reviewed and programmed into *ROLA* prior to being available for selection in a **Proposal**.

The Sponsor, Program and Competition determine much of the information that will be reflected in a **Proposal**.

It is possible to choose a different Sponsor Program and/or Competition from within *ROLA*. Use the search function  to first change the Sponsor ID. You may then search on Program ID and select from the Programs that are available within the chosen Sponsor on *ROLA* and the same follows for Competition.

If the Sponsor Program or Competition you are searching for are not listed in *ROLA* currently, contact the *ROLA* help desk for assistance (519-661-3136 (x83136) Monday to Friday 8:00am-5:00pm or by email at rolahelp@uwo.ca).

If you are interested in applying to a Sponsor Program or Competition that is not a well known opportunity, please contact the *ROLA* help desk as early as possible, but **no less than 48 hours** prior to beginning your **Proposal** to ensure adequate time to set-up the Sponsor Program and Competition in *ROLA*.

Sponsor ID:	<input type="text" value="RES003000"/>		Canadian ROLA Training Foundation
*Program ID:	<input type="text" value="00002"/>		TRAINING PROGRAM FOR ROLA
*Competition ID:	<input type="text" value="20081001"/>		2008 FALL COMPETITION
Funding Source:	RES003000		Canadian ROLA Training Foundation

You will notice that **Proposal** has more detail available than the previous RDAF/RFRAs. This detail includes information regarding deadline dates, identifies whether funds will flow to another university, and if indirect costs are to be levied on a specific opportunity.

As you click on the tabs at the top of screen to travel through the panels you will be asked to provide specific information to complete the **Proposal** for submission.

If you require assistance, contact the *ROLA* help desk for by phone at 519-661-3136 (x83136) Monday to Friday 8:00am-5:00pm or by email at rolahelp@uwo.ca.

General Info	Details	Resources	Location	Certification	Key Words	Project / Budget
Proposal ID:	NEXT	Business Unit:	UWO	Submit Status:	Not Submitted	Go to Submit
Version ID:	V1	Currency:	CAD			
*Title:						Lay Description/Abstract
Description:						View Application
Status:	Draft					Notes
*Sponsor ID:	<input type="text"/>					
*Program ID:	<input type="text"/>					
*Competition ID:	<input type="text"/>					
Funding Source:						
*PI ID:	<input type="text"/>					Name: <input type="text"/>
PI Department:	<input type="text"/>					
Recipient:	<input type="text"/>					
Holder:						
Dept Held In:						
Dean Deadline:	RDS Deadline:	Competition Deadline:	Start Date	*End Date		
		<input type="text" value="01/08/2015"/>	<input type="text" value="01/08/2015"/>	<input type="text"/>		
Lead PI:	<input type="text"/>					Lead Name: <input type="text"/>
Will funds flow to another Institution?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Maybe					Indirect Costs Type:
*Is Western Lead Institution?	<input type="radio"/> Yes <input type="radio"/> No					Indirect Costs:
Has Funding been Confirmed?	<input type="radio"/> Yes <input checked="" type="radio"/> No					Select LOI submitted in association with this proposal <input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Enter required Matching Funds details for this proposal	Details					LOI <input type="text"/>
<input type="checkbox"/> Is there a Partner Contribution involved in this Proposal?						Proposal: <input type="text"/>
Last Update User ID						Last Updated
Save	Notify					Add Update/Display
General Info Details Resources Location Certification Key Words Project / Budget						

On the General Information tab you will complete some basic information as you begin your **Proposal**.

The Lay Description/Abstract may be cut and pasted directly from your Sponsor application while not required, this information is recommended to be included in your Proposal

If you are entering a proposal for a PI other than yourself, search on PI ID  to choose the appropriate PI.

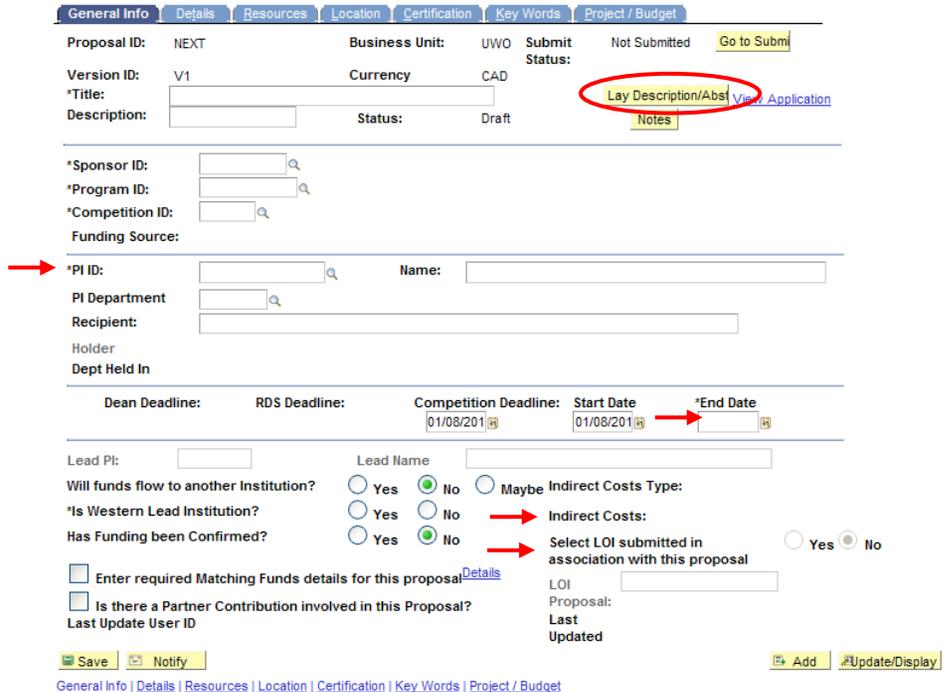
*Note: In this instance, upon submission, the system will notify the chosen PI of the **Proposal** and instruct them to review and approve the final submission to **ROLA**.*

If you are applying for an open competition (no formal deadline date) you will be asked to input an End Date for your Proposal.

If the Program you are applying to requires indirect costs to be applied to the budget, this will be noted on the General Information Tab and automatically calculated into the budget total.

ROLA will now be able to track both LOI's and Full Applications for those funding opportunities that require a full LOI process (more than just a registration process or Notice of Intent to apply). You will need to associate the **Proposal ID** of the LOI on the General Information tab of your full **Proposal** for tracking and reporting purposes. Contact the ROLA Help Desk if you have any questions (519-661-3136 (x83136) or rolahelp@uwo.ca).

Click on the Details tab once you've completed this panel (you will not be able to save the **Proposal** just yet)



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

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

Version ID: V1 Currency: CAD [Lay Description/Abstract View Application](#)

*Title: [Notes](#)

Description: Status: Draft

*Sponsor ID: 

*Program ID: 

*Competition ID: 

Funding Source:

*PI ID:  Name:

PI Department: 

Recipient:

Holder:

Dept Held In:

Dean Deadline: RDS Deadline: Competition Deadline: 01/08/2015  Start Date: 01/08/2015  End Date: 

Lead PI: Lead Name:

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

*Is Western Lead Institution? Yes No  Indirect Costs:

Has Funding been Confirmed? Yes No  Select LOI submitted in association with this proposal Yes No

Enter required Matching Funds details for this proposal [Details](#)

Is there a Partner Contribution involved in this Proposal?

Last Update User ID:

LOI Proposal:

Last Updated:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[General Info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certification](#) | [Key Words](#) | [Project / Budget](#)

The Details tab requires some basic questions to be answered about your **Proposal** prior to submission.

You will be asked to give appropriate details regarding International Component and Commercial Applications as well as Controlled Goods.

Indicate if your Sponsor Application has undergone any internal peer review. This field may be used by Research Western or your Faculty to determine eligibility for financial application assistance. (E.g. SSHRC 4A Re-Application Assistance Program)

Click on the Resources tab once you've completed this panel, don't try and save just yet...

The screenshot shows a web browser window titled "Proposal - Mozilla Firefox" displaying the "UWO Financials" application. The browser's address bar shows "http://www.uwo.ca/financials/". The application has a navigation menu on the left with options like "My Favorites", "UWO Menu", "Grants (RCRA)", "Sponsored Research", and "Proposals". The main content area is titled "Proposal Details" and contains the following information:

- General Info:** Proposal ID: NEXT, Business Unit: UWO, PI Name: Sean Isabella
- Version ID:** V1, Total Budget: 0.00
- Title:** (Empty field)
- Proposal Details:**
 - Type: New Application (Selected), Funds Held at UWO: No Yes
 - Application Submission Format: P & E
 - Funding Type: GRANT (Selected), GRANT
 - Primary Use of Funds: RSRCH (Selected), RESEARCH
 - Release Time Component: No
 - Has Proposal been subject to any type of peer review? No Yes
 - Do you have any Conflict of Interest issues related to this Proposal? No Yes
 - Does this Proposal have an International Component? No Yes
 - 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? [Controlled Goods Policy](#)
 - Does this Proposal have potential Commercial Application? No Yes Current

At the bottom of the form, there are buttons for "Save", "Notify", "Add", and "Update/Display". The navigation tabs at the bottom of the application are "General Info", "Details", "Projects", "Resources", "Location", "Certification", and "Key Words".

Resources are assigned for each **Proposal**. Resources include the PI, Co-PI's External Co-PI's and "Other" (selections outside of these 4 are not utilized in *ROLA*).

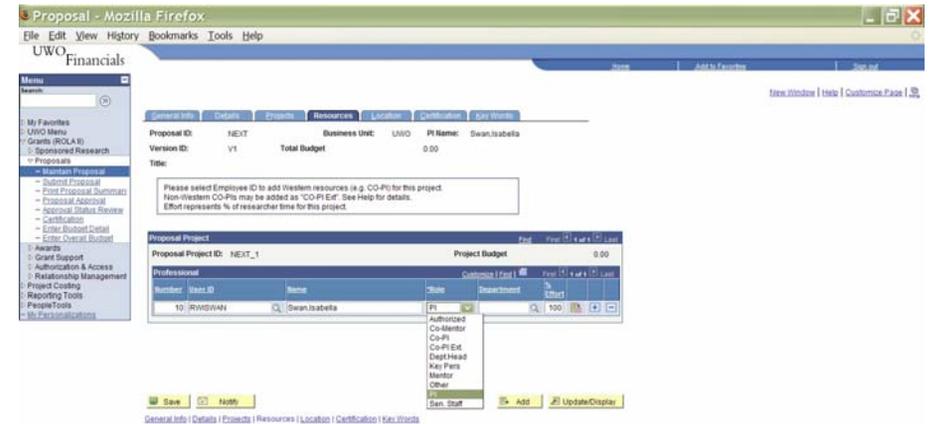
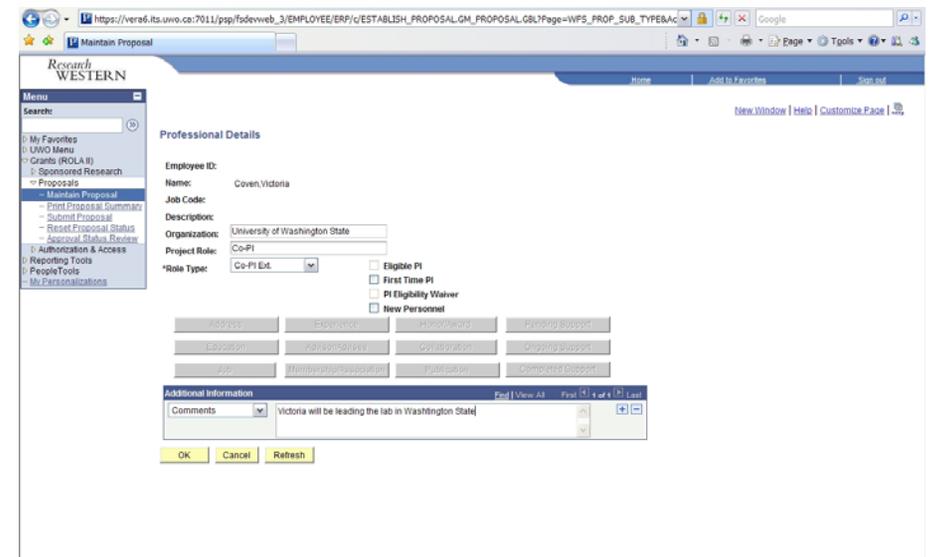
Include your resources (PI, Co-PI and Other) and their Department for each **Proposal** by adding a row with the   buttons

% Effort - What percentage of this project are you responsible for?

Co-PI External (those at institutions other than Western) will not have a Department assigned but you may use the Details button  to view the "Professional Details" screen and include information about their external role in the project. These details are for information purposes only.

For projects where Western is not the lead, you may note this resource as the Lead PI on the Sponsor Application on this screen. You will be Western's PI on your **Proposal**. **Click OK to return to the Resources Panel.**

Click on the Location tab once you've completed this panel. Only two pieces left before you can save.

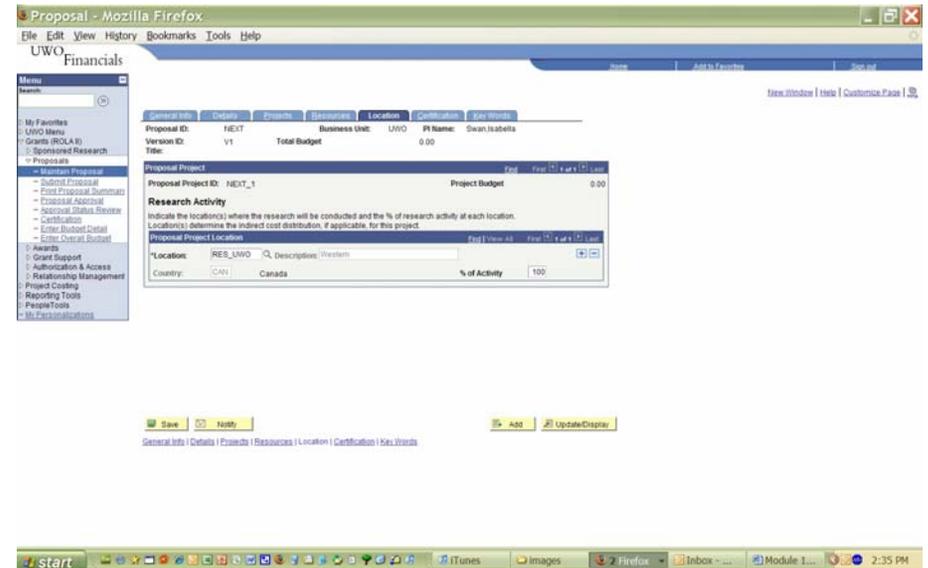
The Location tab will allow you to indicate the location(s) where the research will take place and may or may not be the same as the administering department. Location in *ROLA* is used to determine the distribution of indirect costs (if applicable) for the **Proposal**.

Location will default to Western (RES_UWO) but you may also search on Location to choose from:

- The Institute for Chemicals and Fuels from Alternative Resources (ICFAR)
- Lawson Health Research Institute
- London Regional Cancer Program
- Robarts Research Institute

Multiple locations may be added to a Proposal by utilizing the buttons. The total percentage of activity cannot exceed 100% for the Proposal

Click on the Certification tab once you've completed this panel



Complete the appropriate information on the Certification tab for each project prior to submission.

Selection of certification will open a Review Certification window requiring additional information. (See next page for details)

Any agreements associated with the Sponsor, Program or Competition you are applying for will also be listed on this page with links to documentation for your review.

Proposal - Mozilla Firefox

UWO Financials

Proposal ID: NEXT Business Unit: UWO PI Name: Gianlabella
Version ID: V1 Total Budget: 0.00

Title:

Proposed Project
Proposal Project ID: NEXT_1 Project Budget: 0.00

Compliance Certification
Project involves use of:

Animal Use Subcommittee
Bio-Hazard
Human Ethics

Agreement(s) covering this Proposal:

Agreement ID	Agreement Type	Title	Version	Agreement and Process Status	Documentation
00000003	LETTER	Agreement for GAT Testing	1	Active Draft	Documentation
00000005	LETTER	laserfiche testing	1	Active Draft	Documentation

Save | Update | Add | Update/Display

General Info | Details | Events | Resources | Location | Certification | Backwards

start | iTunes | Images | Firefox | Inbox | Module 1... | 2:46 PM

If you know the certification number you may enter it in the box at the top of this screen. The Compliance office involved will be notified to verify the information.

Enter the exact title of the Certification Proposal submitted to the Compliance office, or if appropriate and the research requiring certification will not take place until later on in the life of the grant, identify in the text box when certification will be required.

NOTE: In the rare case where the Sponsor you are applying to requires that assurances are received prior to submission, you will be unable to submit the **Proposal** in ROLA without a certificate number. Contact the compliance office involved to complete certification details then resubmit electronically.

Please verify with the appropriate certification office regarding approval timelines (i.e. ACVS, Office of Research Ethics, Biohazards Committee)

Institutional approvals will not be available without **Proposal** submission

Click the OK button to save the information and move to the Key Words tab once you've completed the Certification panel.

Maintain Proposal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UWO Financials

Home Add to Favorites Sign out

New Window | Customize Page |

Menu

- Accounts Payable
- Accounts Receivable
- Billing
- Customers
- Grants (ROLA #)
- Sponsored Research
- Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
 - Reset Proposal Status
 - Withdraw Proposal
 - Approval Status Update
 - Internal Budget Detail
 - Internal Award Funding
 - Setup J.C. Account
 - Certification
 - Generate Award
 - Workflow Status Overview
 - Proposal Review Workflow
 - Proposal Keyword Search
- Awards
- Grant Support
- Authorization & Access
- Relationship Management
- Agreement
- Sponsors
- Notes & Milestones
- Institutions
- Departments
- Professionals
- Document Retrieval
- Purchasing
- Travel and Expenses
- Vendors
- Project Costing
- Set Up Financials/Supply
- Chain
- Tree Manager
- Reporting Tools
- People Tools

Review Certification

Enter the application Protocol Number as assigned by Animal Use Subcommittee

If the Protocol # has not been assigned:

1. Please enter the exact title of the Protocol you have submitted for review, or
2. If certification is not required in year one (based on project activity), indicate which year of the Project you will be submitting your Protocol for review to the certification office stated above.

OK Cancel

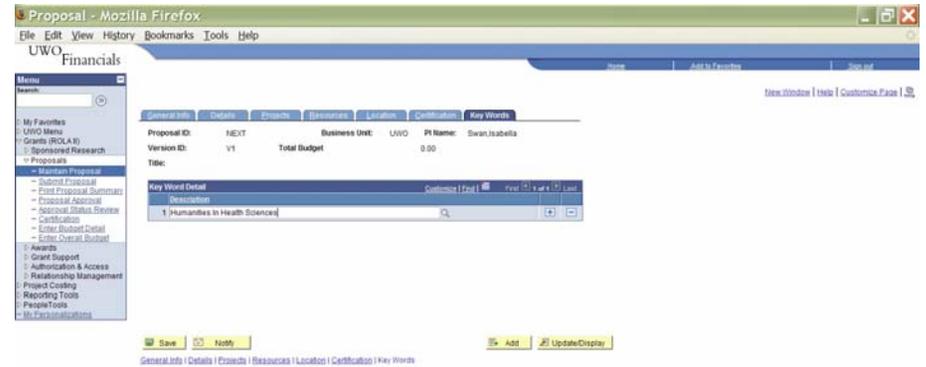
The Keyword Tab holds the next mandatory field required to save a **Proposal** in *ROLA*. Keywords are single entry per line, but you may include as many different Keywords as appropriate for your **Proposal**.

Type a keyword in the ***Description** field and then click on the magnifying glass  to search for a keyword. The system will return all entries that begin with the word you've entered. If you preface the word with the % sign the return will be all words that *contain* your keyword.

Click the add button   to add additional rows of keywords to your **Proposal**.

If the keyword you are looking for is not available, contact the ROLA Help Desk for to have it added to the system (519-661-3136 (x83136) or rolahelp@uwo.ca).

Let's move to the Projects tab to complete your proposal and your budget details.



Look Up *Key Word

SetID: UWO
 Key Word ID: begins with
 Description: begins with

[Basic Lookup](#)

Search Results

Key Word ID	Description
008474	Health
004503	Health And Aging
002637	Health And Wellbeing
004989	Health Behavior
004504	Health Behaviors
001659	Health Behaviour Change
006763	Health Care
001078	Health Care Administration
000808	Health Care Cost Containment
002245	Health Care Economics
002246	Health Care Education
002247	Health Care Financing
000934	Health Care For The Elderly
001258	Health Care Organizations
000575	Health Care Planning or Policy
003532	Health Care Policy
009250	Health Care Services
003533	Health Disciplines
003534	Health Disparities
004506	Health Economics

Look Up *Key Word

SetID: UWO
 Key Word ID: begins with
 Description: begins with

[Basic Lookup](#)

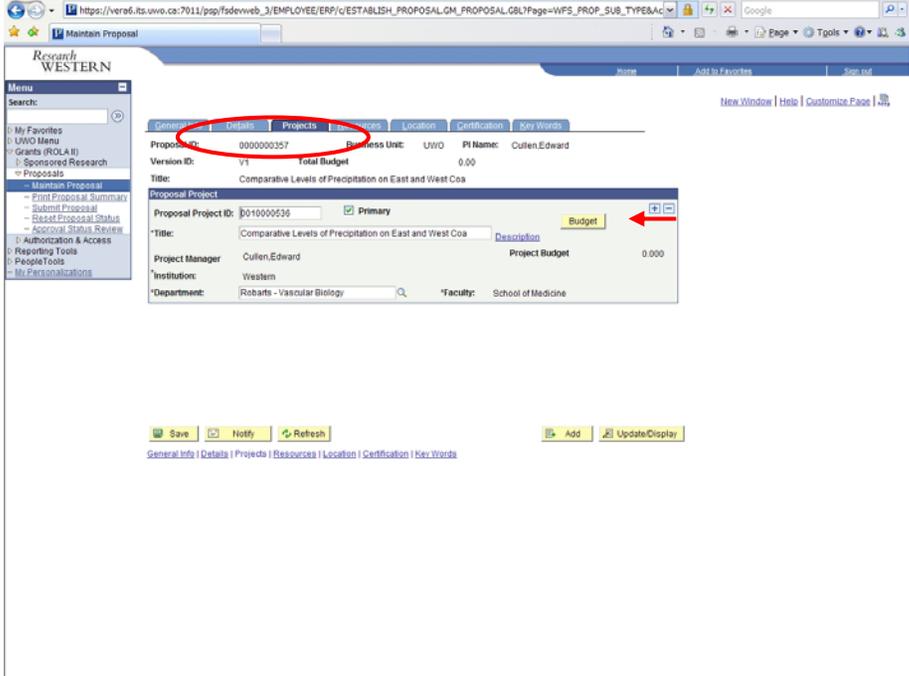
Search Results

Key Word ID	Description
002465	AIDS (mental health)
003804	Aboriginal Health
002108	Access To Health Care
003808	Adolescent Health
000511	Adolescent Health Trajectories
009451	Advanced Health Technologies
005723	Allied Health
001566	Allied Health Education
001175	Allied Health Occupations
001368	Aquatic Ecosystem Health
005760	Breast Health
000365	Canadian Community Health Survey
009206	Canadian Health
002157	Cardiovascular Health
001593	Child And Family Health
000292	Child or Adolescent Mental Health
001388	Child or Maternal Health
003883	Children's Health
001389	Children's Mental Health
001868	Communities And Health

The Projects tab lists the Project Manager assigned to the **Proposal** and the Department where the project will be administered.

At this point you have completed all of the required fields in **Proposal** and you may  **Save** the **Proposal** manually by clicking on the save button on the bottom of the screen or the system will force the save if you click on the yellow  **Budget** button.

Your **Proposal** will be assigned a **Proposal ID**. You may wish to jot down your **Proposal ID** at this time, for future reference, and ease of system use.



The screenshot shows the 'Maintain Proposal' page in the Research Western system. The 'Projects' tab is highlighted in red. The 'Proposal Project ID' field is highlighted in yellow, and the 'Budget' button is highlighted in red with a red arrow pointing to it.

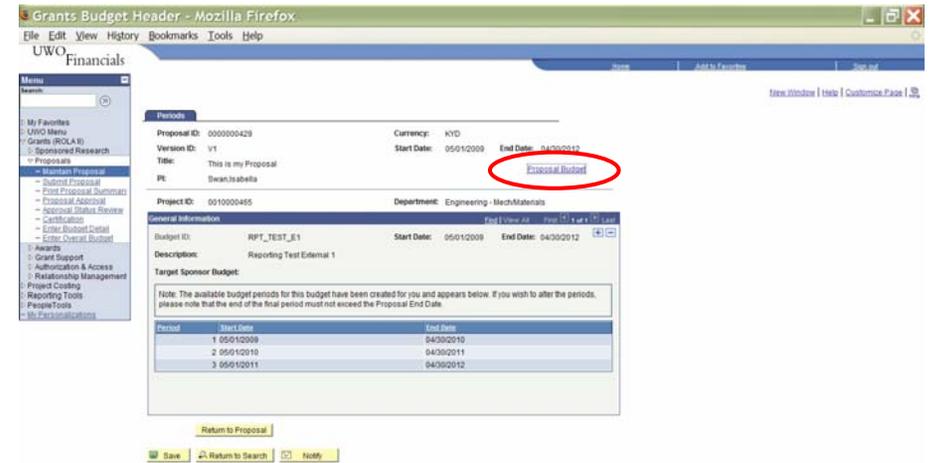
Proposal Project ID	Primary	Budget
0010000530	<input checked="" type="checkbox"/>	0.000

Project Manager: Cullen,Edward
 Institution: Western
 Department: Roberts - Vascular Biology
 Faculty: School of Medicine

Buttons:  Save  Notify  Refresh  Add  Update/Display

The next screen you will see illustrates the budget periods for the chosen Project. These are listed based on the Start and End Dates on the General Info tab of the **Proposal**.

Click on [Proposal Budget](#) link in the upper right of the panel. You will be taken to the detailed budget panel for the project.



The screenshot shows the 'Grants Budget Header' application in Mozilla Firefox. The interface includes a navigation menu on the left and a main content area with tabs for 'Periods' and 'General Information'. The 'Periods' tab is active, displaying a table of budget periods. A red circle highlights the 'Proposal Budget' link in the top right corner of the 'Periods' tab.

Periods

Proposal ID: 000000429 Currency: KYD
Version ID: V1 Start Date: 05/01/2009 End Date: 04/30/2012
Title: This is my Proposal
PI: Swan,Isabella

Project ID: 001000465 Department: Engineering - Mech/Materials

General Information

Budget ID: RPT_TEST_E1 Start Date: 05/01/2009 End Date: 04/30/2012
Description: Reporting Test External 1
Target Sponsor Budget:

Note: The available budget periods for this budget have been created for you and appears below. If you wish to alter the periods, please note that the end of the final period must not exceed the Proposal End Date.

Period	Start Date	End Date
1	05/01/2009	04/30/2010
2	05/01/2010	04/30/2011
3	05/01/2011	04/30/2012

Return to Proposal

Save Return to Search Refresh

Enter information for each budget category in each budget period as appropriate for the Project.

NOTE: Budget lines may not be directly reflective of the Sponsor budget pages.

The screenshot displays the 'Grants Budget Lines' interface. At the top, it shows the browser window title 'Grants Budget Lines - Mozilla Firefox' and the application header 'UWO Financials'. The main content area is titled 'Proposal Budget' and includes the following details:

- Proposal: 0000000429
- Version ID: V1
- Business Unit: UWO
- Target Amount:
- Currency Code: KYD

A warning box indicates: "Budget may change based upon Award Notification. If required, Indirect Costs will be calculated and reflected in the budget. All calculated figures are rounded." Below this is a table titled 'Fund Requested - Budget Summary' with the following structure:

Budget Category	Budget Period 1	Budget Period 2	Budget Period 3	Total
Equipment				
Supplies				
Travel				
Computing Equipment				
Equipment Op Maintenance Costs				
Indirect Cost				
Total				

Below the main table is an 'Indirect Cost Distribution Group' section with a table:

Research Promotion Fund	Faculty - Operating	Department	Corporate	Investigator

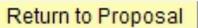
At the bottom of the page, there are navigation buttons: 'Return to Proposal', 'Save', 'Return to Search', 'Next in List', 'Previous in List', and 'Notify'.

Note that indirect costs for this proposal are added to the total budget for the project when defined as an eligible expense by the Sponsor. If you have not included indirect costs for a program allowing them in your Sponsor Application, you will need to adjust the budget pages on the Sponsor Application prior to gaining Western's institutional approval.

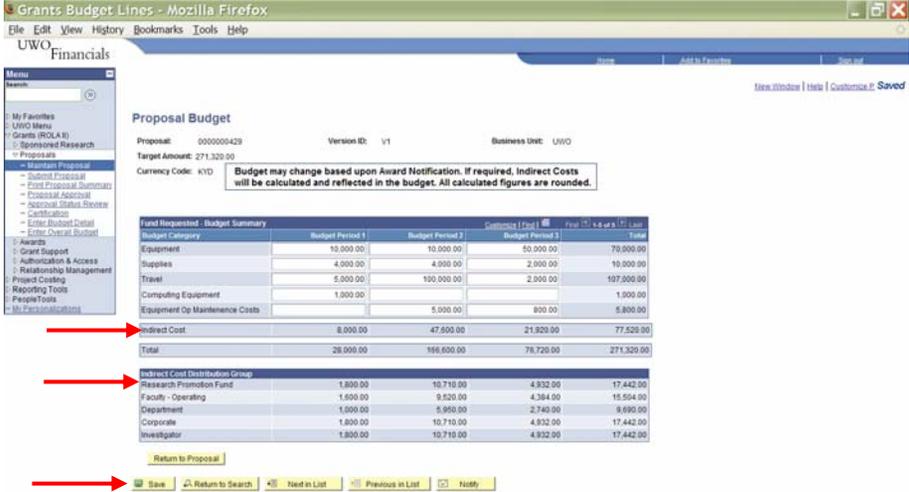
If the Sponsor Program does not allow for indirect costs, indirect costs will not be calculated on the Proposal Budget.

Standard Indirect Cost assessment at Western is 40%. You may view the Indirect Cost Policy on the Research Development & Services web site at: <http://www.uwo.ca/research/docs/IDCPolicy.pdf>

Indirect Cost Distribution is detailed at the bottom of the panel and reflects the distribution appropriate for either the Department/Faculty or the Program. *Users are not able to adjust the indirect costs in Budget.* If you have questions regarding the indirect cost distribution on your proposal please contact the Research Development & Services office directly.

Once you have saved  your budget you may  for more updates or to complete the submit process for your **Proposal**.

Click here to view the [Submit Proposal/Review Approval Status Training Module](#).



Proposal Budget

Proposal: 000000429 Version ID: V1 Business Unit: UWO
 Target Amount: 271,320.00
 Currency Code: KYD **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 Period 1	Budget Period 2	Budget Period 3	Total
Equipment		10,000.00	10,000.00	50,000.00	70,000.00
Supplies		4,000.00	4,000.00	2,000.00	10,000.00
Travel		5,000.00	100,000.00	2,000.00	107,000.00
Computing Equipment		1,000.00			1,000.00
Equipment Op Maintenance Costs			5,000.00	800.00	5,800.00
Indirect Cost		8,000.00	47,500.00	21,920.00	77,520.00
Total		28,000.00	166,600.00	78,720.00	271,320.00

Indirect Cost Distribution Group	Budget Period 1	Budget Period 2	Budget Period 3	Total
Research Promotion Fund	1,800.00	10,710.00	4,932.00	17,442.00
Faculty - Operating	1,600.00	9,520.00	4,384.00	15,504.00
Department	1,000.00	5,960.00	2,740.00	9,690.00
Corporate	1,800.00	10,710.00	4,932.00	17,442.00
Investigator	1,800.00	10,710.00	4,932.00	17,442.00

Return to Proposal

Save Return to Search Next in List Previous in List Notify