

Welcome to the 2<sup>nd</sup> of 4 training modules for **ROLA** (Research On-Line Administration). This module will guide you through submission of a completed **Proposal** in **ROLA** for institutional approvals. We will also review the status of your submitted **Proposals** within **ROLA**.

This module covers

- Submit Proposal
- Approval Status Review
- Approval Process
- Reset Proposal Status

Each of the following frames will provide text instructions, as well as graphic views to demonstrate how easy it is to submit a completed **Proposal** in **ROLA**.

Here we go!

Information can be found in modules 1, 3 and 4 for the following **ROLA** Functions

- [Complete and Maintain Proposal](#)
- [Profile Review/Extend PI Access](#)
- [Gain/Maintain Access to \*\*ROLA\*\*](#)



## Submit Proposal

Choosing *Submit Proposal* in the Menu list will allow you to submit a **Proposal** for Western's Institutional Approval once the **Proposal** has been completed in **ROLA** via Maintain Proposal.

You may access the Submit Proposal a number of ways:  
 Click Submit on the General Info Tab from within an active **Proposal**  
 Choose *Submit Proposal* on the left menu from within an active **Proposal**

Choose *Submit Proposal* from outside of an active **Proposal**, and search  for the **Proposal** to be submitted.

As with any search in **ROLA** the business unit must be chosen as UWO (this is a system requirement). You may further refine your search by any number of criteria available on the search screen. You may receive an email if an individual completes a **Proposal** on your behalf. Follow the URL in the email and log in to the system, you will be brought to the Submit Proposal component within **ROLA**.

- My Favorites
- UWO Menu
- Grants (ROLA II)
  - Sponsored Research
    - Proposals
      - Maintain Proposal
      - Print Proposal Summary
      - Submit Proposal**
      - Reset Proposal Status
      - Approval Status Review
    - Authorization & Access
    - Reporting Tools
    - PeopleTools
    - My Personalizations

### Submit Proposal

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

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Business Unit:

Proposal ID: begins with

Version ID: begins with

PI ID: begins with

Sponsor ID: begins with

Type:

Status:

Department ID: begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First  1-2 of 2  Last

Business Unit	Proposal ID	Version ID	PI ID	Sponsor ID	Type	Status	Department ID
UWO	0000000359	V1	7RW000002	RES003003	New App	Draft	370700
UWO	0000000359	V1	7RW000002	RES003003	New App	Draft	380202

[Find an Existing Value](#) | [Add a New Value](#)

From the submit screen you can view the basic details of the **Proposal** selected for submission or *Return to Search* to view a complete list of your **Proposals** and their status.

You may review the complete **Proposal** by choosing *View Proposal*.

Choose *Submit Proposal* to complete the process. You will not be able to make changes to a **Proposal** with a status of submitted, however, your Chair, Dean or RD&S will be able to return the Proposal to you, setting the status back to Draft via the Proposal Approval function prior to Institutional Approval by RD&S.

Resubmission of the Proposal and collection of approvals will be required following a Status reset.

The screenshot displays the 'Submit Proposal for Authorization' interface. On the left is a navigation menu with options like 'My Favorites', 'UWO Menu', 'Grants (ROLA II)', 'Sponsored Research', 'Proposals', 'Maintain Proposal', 'Submit Proposal', 'Draft Proposal Summary', 'Proposal Approval', 'Approval Status Review', 'Awards', 'Grant Support', 'Authorization & Access', 'Relationship Management', 'Travel and Expenses', 'Project Costing', 'Worklist', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My System Profile'. The main content area shows the following details:

Proposal ID:	000045548	Version ID:	V1
Title:	This is my Proposal		
Status:	Not Submitted		
Pt:	Swan,Isabella		
Sponsor ID:	RES003000	CANADIAN ROLA TRAINING FOUNDATION	
Program ID:	00002	EXTERNAL INDIVIDUAL WITH IDC	
Competition ID:	20091001	2008 FALL COMPETITION	
Budget Amount:	136,920.00		

Below the details is a **CheckList** with the following items:

1. SIGNATURES
2. EIGHT DOUBLE SIDED COPIES
3. FIVE CDS IN PDF FORMAT, WORD FORMAT AND EMBOSSED

At the top right of the main content area, there are three buttons: 'View Report', 'View Proposal', and 'Submit Proposal'. Red arrows point to each of these buttons. At the bottom of the page, there are navigation buttons: 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The submit screen includes a checklist of some specific items required for Institutional Approval as well as components indicated in the Sponsor guidelines that are required to complete the Sponsor Application process.

**Note:** This checklist is not intended to be exhaustive. Applicants should always consult the Sponsor guidelines and complete the *application submission process* as indicated by the Sponsor's instructions.

**Note:** Completion of a ROLA **Proposal** does not constitute a completed Sponsor application. Users are required to review the Sponsor guidelines and complete the *Application for Funding* as indicated by the Sponsor's instructions.

The screenshot displays the 'Submit Proposal for Authorization' interface. On the left is a 'Menu' sidebar with options like 'My Favorites', 'UWO Menu', 'Grants (ROLA II)', 'Sponsored Research', 'Proposals', 'Awards', 'Grant Support', 'Authorization & Access', 'Relationship Management', 'Travel and Expenses', 'Project Costing', 'Worklist', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My System Profile'. The 'Proposals' section is expanded, showing 'Maintain Proposal', 'Submit Proposal', 'Print Proposal Summary', 'Proposal Approval', and 'Approval Status Review'. The main content area has a title 'Submit Proposal for Authorization' and three buttons: 'View Report', 'View Proposal', and 'Submit Proposal'. Below the title, there is a form with the following details:

Proposal ID:	0000045548	Version ID:	V1
Title:	This is my Proposal		
Status:	Not Submitted		
Pt:	Swan, Isabella		
Sponsor ID:	RES003000	CANADIAN ROLA TRAINING FOUNDATION	
Program ID:	00002	EXTERNAL INDIVIDUAL WITH IDC	
Competition ID:	20081001	2008 FALL COMPETITION	
Budget Amount:	136,920.00		

Below the form is a 'CheckList' section with the following items:

1. SIGNATURES
2. EIGHT DOUBLE SIDED COPIES
3. FIVE CDS IN PDF FORMAT, WORD FORMAT AND EMBOSSED

At the bottom of the page, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

As the PI You will be asked to agree to a set of submission criteria to complete the submission process.

This criteria is reflected in Western's Meaning of Signatures policy. You may view the Meaning of Signatures on the RD&S web site at: [http://www.uwo.ca/research/docs/Meaning\\_Signatures.pdf](http://www.uwo.ca/research/docs/Meaning_Signatures.pdf)

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/Department Head/Scientific Director (Robarts Research Institute in the Schulich School of Medicine & Dentistry), 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.

Do Not Agree

I Agree

If you are submitting a **Proposal** on behalf of a PI other than yourself, you will follow the same process and but will see a message reading *“The proposal cannot be submitted at this time. The PI has been notified.”*

At this stage the **Proposal** has been entered into the process and the system notifies the PI directly by email that you have submitted this **Proposal** on their behalf. The email will direct the PI back to this area for review and final submission of any **Proposal** completed in their name.

This process is required as the submission of a **Proposal** constitutes the PI’s signature and maintains all the accountability associated with that signature.

Note that only those individuals who have been extended access by the PI will be able to view and maintain (but still not submit) **Proposals, Awards** and/or **Projects** for anyone other than themselves. See Training Module 3 – Extend PI Access for details.

The screenshot displays the 'UWO Financials' web application interface. On the left is a 'Menu' sidebar with options like 'My Favorites', 'UWO Menu', 'Grants (ROLA II)', 'Sponsored Research', 'Proposals', 'Awards', 'Grant Support', 'Authorization & Access', 'Relationship Management', 'Travel and Expenses', 'Project Costing', 'Worklist', 'Reporting Tools', 'People Tools', 'My Personalizations', and 'My System Profile'. The 'Proposals' section is expanded, showing 'Maintain Proposal' and 'Submit Proposal' (highlighted). The main content area is titled 'Submit Proposal for Authorization' and includes buttons for 'View Report', 'View Proposal', and 'Submit Proposal'. Below the title, proposal details are listed: Proposal ID: 0000045548, Version ID: V1, Title: This is my Proposal, Status: Not Submitted, PI: Swan, Isabella, Sponsor ID: RES003000 (CANADIAN ROLA TRAINING FOUNDATION), Program ID: 00002 (EXTERNAL INDIVIDUAL WITH IDC), Competition ID: 20081001 (2008 FALL COMPETITION), and Budget Amount: 136,920.00. A 'CheckList' section contains three items: 1. SIGNATURES, 2. EIGHT DOUBLE SIDED COPIES, and 3. FIVE CDS IN PDF FORMAT, WORD FORMAT AND EMBOSSED. At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

If you are submitting a **Proposal** which contains a \$0 budget, you will receive a warning asking if you want to *Proceed* or *Cancel*.

You may *Cancel* and return to *Maintain Proposal* to complete the budget at this time.

If your **Proposal** is meant to have a 0\$ budget, you may *Proceed* and the submit process will be completed.

The screenshot displays the Research WESTERN web application interface. At the top, the logo "Research WESTERN" is visible. On the left side, there is a "Menu" sidebar with a search field and a list of navigation options. The "Proposals" section under "Grants (ROLA II)" is expanded, showing "Maintain Proposal", "Submit Proposal", and "Print Proposal Summary". The "Submit Proposal" option is currently selected. The main content area features a warning message in a box: "This Proposal has a budget request of zero. If this is valid, select the Proceed button. If the Proposal requires a budget amount, select the Cancel button and then go to the Proposal Budget page." Below the message are two buttons: "Proceed" and "Cancel". At the bottom of the page, there is a row of utility buttons: "Return to Search", "Notify", "Refresh", "Add", and "Update/Display".

## Approval Status Review

You may review the Approval Status of a **Proposal** at any time by selecting *Approval Status Review* in *ROLA*, and choosing the appropriate **Proposal** from the search results.

**Research WESTERN** Home

**Menu**  
 Search:

- My Favorites
- UWO Menu
- Grants (ROLA II)
  - Sponsored Research
    - Proposals
      - Maintain Proposal
      - Submit Proposal
      - Print Proposal Summary
      - Proposal Approval
      - Approval Status Review**
    - Awards
    - Grant Support
    - Authorization & Access
    - Relationship Management
    - Project Costing
    - Reporting Tools
    - PeopleTools
    - My Personalizations

**Approval Status Review**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Business Unit:**

**Proposal ID:** begins with

**Version ID:** begins with

**User ID:** begins with

**Sponsor ID:** begins with

**Fund Source ID:** begins with

**Status:** =

**Department ID:** begins with

**Short Title:** begins with

Case Sensitive

**Search Results**  
 View All

Business Unit	Proposal ID	Version ID	Name	Sponsor	Funding Source	Program Name
UWO	000000007	V1	Cullen,Edward	Council of Research,Western	Council of Research Western	EXTERNAL INST
UWO	000000013	V1	Cullen,Edward	Council of Research,Western	Council of Research Western	EXTERNAL DEP
UWO	000000049	V1	Cullen,Edward	Council of Research,Western	Council of Research Western	EXTERNAL INST
UWO	000000102	V1	Cullen,Edward	MCMMASTER UNIVERSITY	MCMMASTER UNIVERSITY	SUB GRANTS
UWO	000000105	V1	Cullen,Edward	CANADIAN ROLA TRAINING FOUNDATION	CANADIAN ROLA TRAINING FOUNDATION	EXTERNAL F&G
UWO	000000107	V1	Cullen,Edward	CANADIAN ROLA TRAINING FOUNDATION	CANADIAN ROLA TRAINING FOUNDATION	EXTERNAL DEP
UWO	000000111	V1	Cullen,Edward	NATURAL SCIENCES & ENGINEERING RESEARCH	NATURAL SCIENCES & ENGINEERING RESEARCH	DISCOVERY OF
UWO	000000152	V1	Cullen,Edward	NATURAL SCIENCES & ENGINEERING RESEARCH	NATURAL SCIENCES & ENGINEERING RESEARCH	DISCOVERY OF

*Approval Status Review* will show you the list of individuals involved in the Authorization process for the chosen **Proposal**. You will be able to see the Activity/Role, to whom it has been assigned, the status of their action and any comments made.

**Research WESTERN**

**Approval Status Review**

Proposal ID: 0000000284      Version ID: V1      Business Unit: UW0  
 Title: testing esg      [Proposal Approval](#)  
 PI: Cullen,Edward

Activity	Name	Detail	Department	Approval Status	Date/Time	Approval Status
Submit	Cullen,Edward			Complete	05/12/09 10:51AM	Approved
Project Manager Chair Review	Floryan,Jerzy M		260600	Open		
Project Manager Dean Review	El Naggar,Hesham M		260000	Open		
RDS Approval	Sinai,Dan			Open	09/12/09 3:55PM	

Email notifications are sent automatically through ROLA to the next person in the Approval process (viewable on the Approval Status Review table).

The email includes identifying details and instructs the recipient:

*To ensure the proposal moves through the approval process in a timely manner, please Approve the document via the following [URL](#).*

Following the URL the recipient will log into ROLA and be able to use the following functionality.

**View Report** – View a PDF summary of the ROLA Proposal in PDF

**View Proposal** – Review complete ROLA Proposal submitted by PI

**Application** – Review a PDF copy of the Sponsor Application if supplied to RD&S by the PI

**Return to PI** – Return the Proposal to the PI and reset to “Draft” status with comments

**Approve/Review** – Apply your electronic Approval/Review (equivalent to your legal signature), and move the Proposal to the next person in the Approval process.

Click here to continue on to view the [Profile Review/Extend PI Access Training Documentation](#).

**Research WESTERN** Home Logout

**Menu**

Search: [x]

- My Favorites
- Employee Self-Service
- Manager Self-Service
- LMWO Menu
- Accounts Payable
- Accounts Receivable
- Billing
- Customers
- Grants (ROLA ID)
- Sponsored Research
  - Proposals
    - Maintain Proposal
    - Submit Proposal
    - Print Proposal Summary
  - Proposal Approval
  - Approval Status Review
- Awards
- Grant Support
- Authorization & Access
- Relationship Management
- Purchasing
- Travel and Expenses
- Vendors
- Order Management
- Services Procurement
- Project Costing
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- People Tools
- Tax Center
- My Personalizations
- My System Profile

**Proposal Approval**

**Proposal ID:** 0000045548      **Version ID:** V1      **Business Unit:** LMWO

**Title:** This is my Proposal

**PI Name:** Swan,Isabella

**Sponsor ID:** RES003000      CANADIAN ROLA TRAINING FOUNDATION

**Program ID:** 00002      EXTERNAL INDIVIDUAL WITH IDC

**Competition ID:** 20081 001

**Fund Source:** RES003000      CANADIAN ROLA TRAINING FOUNDATION

**ID:**

**Has this Application been peer reviewed?**  Yes  No

**Approval Notes**

Name:	Submit	Date Time:	Status:
Swan,Isabella	Submit	06/17/2009 10:19AM	Complete
Comments: This Proposal was submitted by Swan,Isabella			
Floryan,Jerzy M	Project Manager Chair Review		Open
Comments:			

**Approver Responsibilities:**

PI Responsibility	<a href="#">Review</a>
Chair Authorization Responsibility	<a href="#">Review</a>
Dean Authorization Responsibility	<a href="#">Review</a>

View Report    Approved    Return to PI    Application    View Proposal

Save    Return to Search    Next in List    Previous in List    Refresh