

ROLA Manual

MODULE I

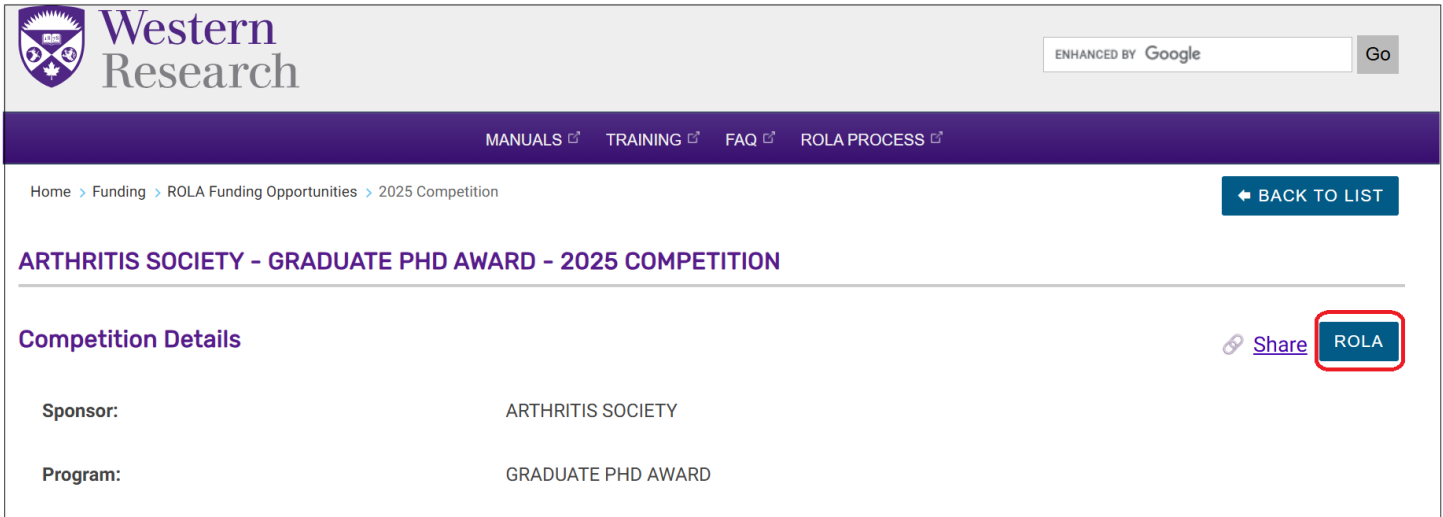


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Completing a ROLA Proposal

Welcome to the first part of the training guides for **ROLA** (Research On-Line Administration). The following guide outlines instructions for completing a ROLA Proposal through the Funding Opportunities page. The Office of Research Services regularly updates this page with upcoming funding opportunities. If you are planning to apply for a specific opportunity that is not posted on this site, please contact the ROLA Helpdesk at rolahelp@uwo.ca.



Western Research

ENHANCED BY Google Go

MANUALS TRAINING FAQ ROLA PROCESS

Home > Funding > ROLA Funding Opportunities > 2025 Competition

BACK TO LIST

ARTHRITIS SOCIETY - GRADUATE PHD AWARD - 2025 COMPETITION

Competition Details

Sponsor: ARTHRITIS SOCIETY

Program: GRADUATE PHD AWARD

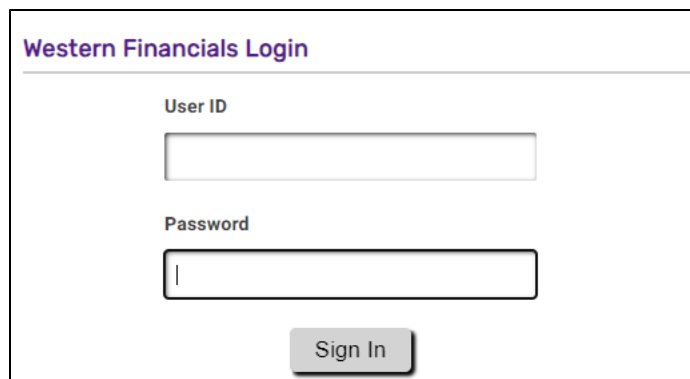
Share ROLA

Enter a New ROLA Proposal

Selecting any of the opportunities listed on the funding opportunities website opens the competition details page. Select the "ROLA" button on the opportunity of your interest.

This takes you to the Western Financials Log-in page:

Enter your Western User ID and Password. Select "Sign In".



Western Financials Login

User ID

Password

Sign In

Indicate Proposal Type and select the ADD button. An appropriate 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.

Add

Cancel

If you have already started a ROLA Proposal for this opportunity, please choose Cancel, and then use the "Find an Existing Value" tab to Search or call ROLA Help @ 83136

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. **The project term cannot be more than seven years.**

General info

Details

Resources

Location

Certifications

Key Words

Project / Budget

Proposal ID: NEXT

Business Unit: UWO

Submit Status:: Not Submitted

Go to Submit

Version ID: V1

Currency: CAD

* Project Title:

Lay Description/Abstract

Description:

Status: Draft

Laserfiche

*Sponsor ID: RES000678

NATURAL SCIENCES & ENGINEERING RESEARCH

*Program ID: 00100

DISCOVERY GRANTS

*Competition ID: 20241101

2024 COMPETITION

Funding Source: RES000678

NATURAL SCIENCES & ENGINEERING RESEARCH

**PI ID: 700000215

Name: PI_Name

PI Department: 620100

Research Western

Recipient:

Holder: PI_Name

Dept Held In: 620100

Research Western

Competition Deadline: 11/01/2024

Start Date: 04/01/2025

End Date: 03/31/2030

Lead PI: *****

Lead Name: PI_Name

Will funds flow to another Institution?

☐ Yes
☒ No
☐ Maybe

Indirect Costs Type: N

*Is Western the Lead Institution?

☒ Yes
☐ No

Indirect Costs:

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

Select LOI submitted in association with this proposal

☐ Yes
☒ No

LOI Proposal:

Last Updated On

Last Update User ID

Save

General info

Details

Resources

Location

Certifications

Key Words

Project / Budget

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 selecting the Lay Description/Abstract button. This will open a large text field where you can copy and paste relevant information.

Please note that currently, researchers from the Faculty of Engineering and the Faculty of Science must also use this field to provide faculty-specific information regarding their projects. Please consult your faculty research office for more information.

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
Proposal ID:	NEXT	Business Unit:	UWO	Submit Status::	Not Submitted	Go to Submit
Version ID:	V1	Currency	CAD			
* Project Title:					Lay Description/Abstract	

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 Helpdesk at rolahelp@uwo.ca or x83136.

PI Department	620100		Research Western
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4. Toggle your answer to the following questions:

Will funds flow to another Institution?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Maybe
Is Western the Lead Institution?	<input type="radio"/> Yes <input type="radio"/> No
<p>If applicable, please check the box and provide detail</p> <p><input type="checkbox"/> on all additional contributions to this project (Matching/Partner, Internal/External Resources etc)</p>	

- 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 glass.

Type in the name of the institution.

Select "Search".


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 Institution ID

Name
begins with
mcmaster

Search

Clear

Cancel

[Basic Lookup](#)

- c. If applicable, please check the box and provide detail on all additional contributions to this project (Matching/Partner, Internal/External Resources, etc.)? 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.** Selecting "OK" will close the window.

Partner Contribution

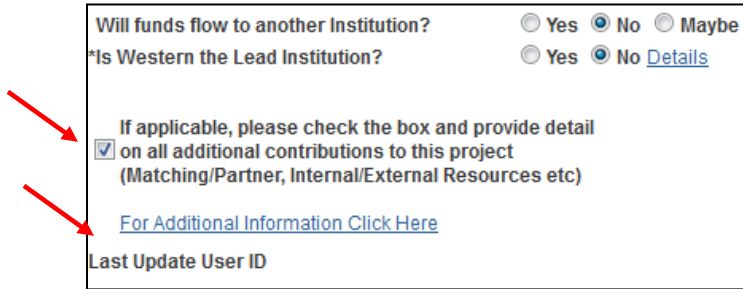
Business Unit UWO
Proposal ID NEXT
Version V1

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	\$0.000	\$0.000	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) Is there a Time Release Request as part of this Proposal?
- b) Do you have any Conflict-of-Interest issues related to this Proposal?
- c) Will your project be subject to the Export and Import permit Act?
- d) Will your project be subject to the Controlled Goods Program?
- e) Will your project be subject to the Contract Security Program?
- f) Will your project be subject to the Controlled Drugs and Substances Act?
- g) Will your project be subject to the National Security Guidelines for Research Partnerships and/or the Policy on Sensitive Technology Research and Affiliations of Concern?
- h) Does your research include or have implications for Indigenous Peoples, Data, Lands, and/or Knowledges?
- i) 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 greyed out, and the PI must still toggle each one before submitting the ROLA Proposal for approval.

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
Proposal ID:	NEXT	Business Unit:	UWO	PI Name:	PI_Name	
Version ID:	V1	Total Budget			0.00	
Title:						
Proposal Details						
Type: New Application						
Application Submission Format: Electronic						
Funding Type: GRANT GRANT						
Primary Use of Funds: RSRCH RESEARCH						
Is there a Time Release Request as part of this Proposal? No <input checked="" type="radio"/> Yes <input type="radio"/>						
Do you have any Conflict of Interest issues related to this Proposal? No <input type="radio"/> Yes <input type="radio"/> Conflict of Interest Details						
Will the proposed research activities that are supported by this application:						
<ul style="list-style-type: none"> Be subject to the Export and Import permit Act? No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> Be subject to the Controlled Goods Program? No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> Be subject to the Contract Security Program? No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> Be subject to the Controlled Drugs and Substances Act? No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> Be subject to the National Security Guidelines for Research Partnerships and/or the Policy on Sensitive Technology Research and Affiliations of Concern? No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> 						
Note: You will have to review each link as applicable in order to confirm if this applies to your project. Dependent on your response there will be a directed follow-up to the Principal Investigator from the appropriate administrator for further guidance.						
Does your research include or have implications for Indigenous Peoples, data, Lands and/or knowledges? No <input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/>						
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) Yes <input type="radio"/> Click here for details						

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.

For eligible Western employees, you can 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.

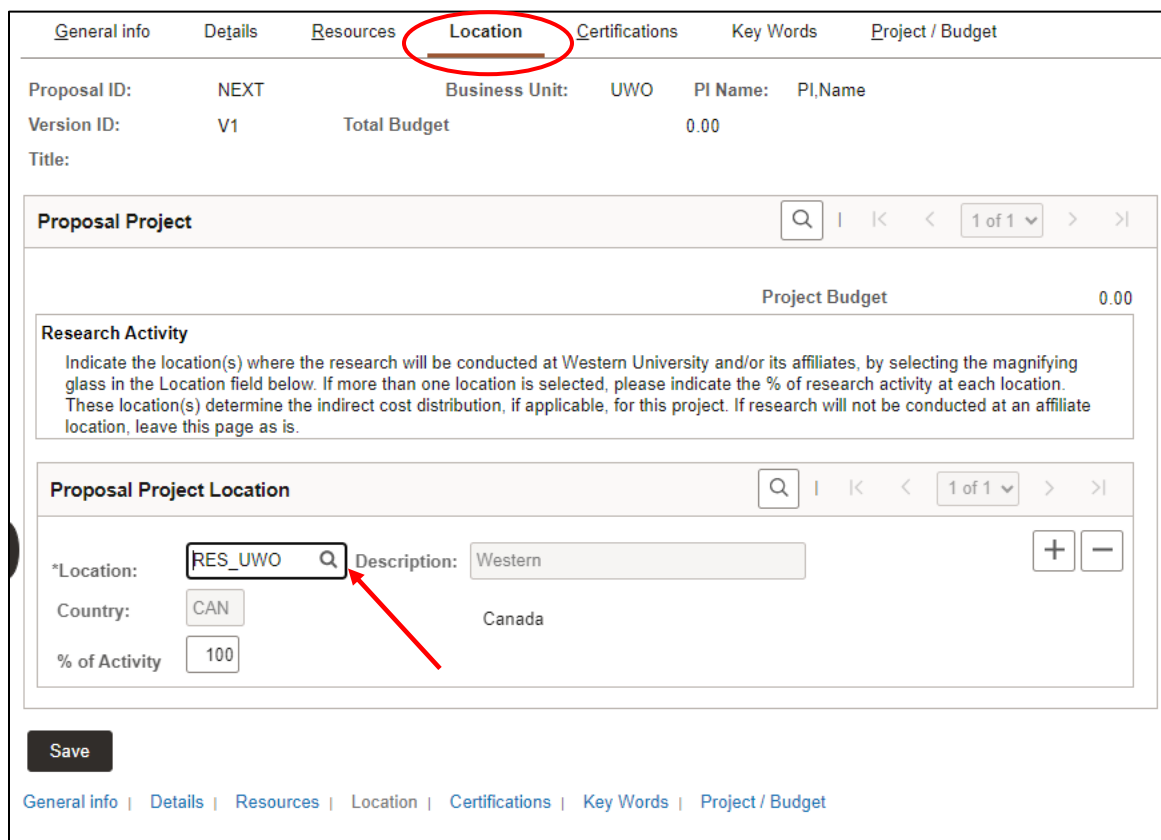
For non-Western members, you can simply enter the Last Name, First Name in the Name Field. Select ROLE Type as OTH or CO-PI EXT. Leave the USER ID and Department fields blank.

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** Certifications Key Words Project / Budget

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

Proposal Project [Search] | < > 1 of 1

Project Budget 0.00

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 [Search] | < > 1 of 1

*Location: RES_UWO [Search] Description: Western [+] [-]
Country: CAN Canada
% of Activity 100

Save

[General info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certifications](#) | [Key Words](#) | [Project / Budget](#)

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.**

Look Up Location

SetID

UWO

Location Code

begins with ▾

Description

begins with ▾

[Basic Lookup](#)

Search Results

View 100 |< < 1-5 of 5 ▾ > >|

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 Certifications Tab.

Click on the **CERTIFICATIONS 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 the certification requirements on the Sponsor Application match the ROLA proposal.

General info
Details
Resources
Location
Certifications
Key Words
Project / Budget

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

Title:

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 you are using ICES resources please check Human Ethics.

If this is not applicable to your project, please leave unchecked

[Agreement Documents](#)
[Guidelines](#)

Proposal Project

Project Budget 0.00

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 it in the text box provided.

If not, please leave this field BLANK.

Review Certification

Enter the application Protocol Number as assigned by
IF YOU DO NOT HAVE A PROTOCOL NUMBER PLEASE LEAVE THIS FIELD BLANK.

OK

Cancel

Simply click "**OK**" to close the window and return to the Certifications Tab.

Scroll back up to the top of the page and find the *Key Words* Tab.

Click on the **KEY WORDS TAB**

You will be asked to select the research category that best describes your research. You may also choose from our keyword database with more than 10,000 keywords.

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

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Once you have selected your keyword, click on the **SAVE** button (bottom left of the page). This leads to the generation of the Proposal ID, which can be found at the top left corner of each tab.

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.

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
Proposal ID:	00000XXXXX	Business Unit:	UWO	PI Name:	PI, Name	
Version ID:	V1	Total Budget	0.00			
Title:	Test					
Proposal Project						
						<div style="border: 1px solid black; padding: 2px; display: inline-block;">Budget</div>
Title:	Test					Description
Project Manager:	PI, Name					Project Budget 0.00
Institution:	Western					Faculty: Research Western
Department:	620100 Research Western					

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 **"Proposal Budget Page"** button.

Periods

Proposal ID

0000059635

Currency

CAD

Version ID

V1

Start Date

04/01/2025

Title

demo

End Date

03/31/2030

PI

PI,Name

Project ID

000000000059651

Department

Research Western

Proposal Budget Page

General Information

Budget ID

STND_REPORTING

Start Date

04/01/2025

Description

End Date

03/31/2030

Target Sponsor Budget

Note: The available budget periods for this budget have been created and appear below. If you wish to alter the periods, please select Return to Proposal and change the Start Date/End Date fields on the General Info tab.

To proceed to the budget page, please select the Proposal Budget button.

Details

1-5 of 5

Period	Start Date	End Date	Target Sponsor Budget
1	04/01/2025	03/31/2026	

Proposal Budget

Proposal: 0000059635
Version ID: V1
Business Unit: UWO

Target Amount:
Currency Code: CAD

[Adjust Indirect Costs](#)

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	Budget Period 2	Budget Period 3
Salaries / Personnel			
Benefits			
Equipment			
Supplies			
Travel			
Other			
Indirect Cost			
Total			

[Return to Proposal](#)

Save

Enter your budget information.

If Indirect Costs need to be adjusted, please contact the ROLA Helpdesk at rolahelp@uwo.ca or x83136.

When complete, select **Save**.

Then **Return to Proposal**.

The Proposal is now complete.

You can either leave it in draft or proceed to Submit the Proposal for electronic approvals.

The draft proposals can later be searched by using the **Maintain Proposal** menu by entering the Proposal ID or User ID.

You may further refine your search by any number of criteria available on the search screen.

ROLA
Research OnLine Administration
Proposals
Maintain Proposal
Print Proposal Summary
Approval Status Review
Approval Status Update
Approve Proposals
Proposal Review Workflow
Internal Award Funding
Generate Award
Reset Proposal Status
Proposal Partner Funds
Withdraw Proposal
Update GM Proposal Type
Proposal Key Words
Awards
Sponsors
Authorization and Access
Administration
Grant Support

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

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

*Business Unit = UWO
Proposal ID begins with %999999999
Version ID begins with
User ID begins with ABCD1234
Name begins with
Sponsor ID begins with
Sponsor begins with
Fund Source ID begins with
Program Name begins with
Competition ID begins with
Status =
Department ID begins with
Short Title begins with
Show fewer options
☐ Case Sensitive
Search Clear

To **Submit the Proposal**, select the "General Info" tab and click the button "Go to Submit".

General info	Details	Resources	Location	Certifications	Key Words	Project / Budget
Proposal ID: 0000059635 Version ID:	Business Unit: UWO Currency:	Submit Status:: Not Submitted	Go to Submit			

Once you click the submit button, a summary page will be displayed with the competition details and an application checklist.

Submit Proposal for Authorization

[View Report](#)
[View Proposal](#)
[Submit Proposal](#)

Proposal ID: 0000059635

Title: demo

Status: Not Submitted

PI: PI,Name

Sponsor ID: RES000678 NATURAL SCIENCES & ENGINEERING RESEARCH

Program ID: 00100 DISCOVERY GRANTS

Competition ID: 20241101 2024 COMPETITION

Budget Amount: Consent to Disclosure Y
Time Release Component N

NOTE: BEFORE YOU SUBMIT YOUR PROPOSAL, PLEASE ENSURE THAT IT CONTAINS COMPLETE INFORMATION AS REQUIRED BY YOUR ADMINISTERING DEPARTMENT AND/OR FACULTY. FOR DETAILED INSTRUCTIONS CONCERNING THIS, PLEASE CONSULT WITH YOUR FACULTY'S RESEARCH OFFICE OR WEBSITE. PROPOSALS THAT DO NOT CONTAIN THE REQUIRED INFORMATION MAY BE RETURNED TO YOU FOR REVISION.

THIS CHECK LIST IS FOR REFERENCE ONLY AND IS NOT INTENDED TO BE EXHAUSTIVE. PLEASE READ SPONSOR GUIDELINES FOR FULL SUBMISSION DETAILS.

CheckList

1. DID YOU SUBMIT YOUR APPLICATION AND CCV IN THE NSERC RESEARCH PORTAL
2. PLEASE ENSURE CERTIFICATION REQUIREMENTS ARE CORRECTLY INDICATED IN ROLA

Review the information to ensure this is the correct Sponsor/Program/Competition, and when ready, click the Submit Proposal button.

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

You will then be asked to agree to our Signature Policy. You can review the [meaning of signatures](#).

***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.

****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.

If you are submitting a **Proposal** on behalf of a PI other than yourself, you will follow the same process but will see the following message. The PI will receive an email notification that will direct the PI back to this area for review and final submission of any **Proposal** completed in their name.

The ROLA Proposal must be submitted by the Principle Investigator. Please select "OK" to send the PI an email notification or select "Cancel" to leave the Proposal in draft status. If you need any assistance, please call the ROLA Help Desk at x83136 or email rolahelp@uwo.ca

OK

Cancel

If you are submitting a **Proposal** that 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.

Submit Proposal

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.

Proceed

Cancel

Submit Proposal

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/Director, 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.

I Do Not Agree

I Agree

By clicking I Agree the proposal will be submitted for approval. It will be automatically routed to the signing authorities in your department and faculty.

Thank you very much for submitting your ROLA Proposal for electronic approvals. The Proposal will automatically route through your Department and Faculty Approval queue. To view this queue, select the Approval Status Review component under the Proposal menu. If changes are required, the system will send you a notification and the Proposal will be returned to you for edits. You will then be required to submit it again for approvals. If you have any questions, please do not hesitate to contact the ROLA Help Desk at x83136 or email rolahelp@uwo.ca

You will not be able to make changes to a **Proposal** with a status of submitted; however, your Chair, Dean, or Western Research will be able to return the Proposal to you, setting the status back to Draft via the Proposal Approval function before Institutional Approval by Western Research. Resubmission of the Proposal and collection of approvals will be required following this Status reset.