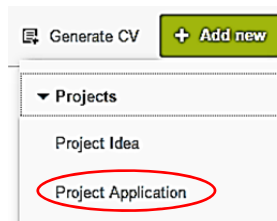


Create and Submit a Project Application

This is a condensed version of the UnivRS Information Guide - Submitting an Application for Academic and Institutional Approval. It is intended to help create and submit a project application for approval in UnivRS.

To create a project application

1. Login at <https://univrsapp.usask.ca/converis/secure/client/login> and switch to your researcher role; if necessary. To switch your role, click on the role at the top right-hand side of the screen, click **Switch Role** and select the **Researcher** role.
2. Click the **Add new** button on the dashboard and select **Project Application** from the **Projects** drop-down menu.



3. Select **Externally Funded** or **Internally Funded**.

Select the desired Project Application type

Type of Project Application	Information about the selected Type of Project Application
Externally Funded	Externally funded research is intended to record research activity funded from sources outside of the University of Saskatchewan, such as the Tri-Agencies, Canada Foundation for Innovation, government agencies, industry, and foundations. It is intended to include funding received
Internally Funded	

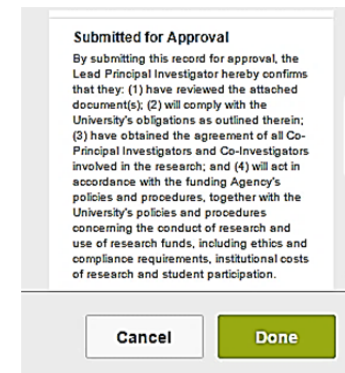
All externally funding applications must be submitted for academic and institutional approval. Only internal funded applications managed by the Office of the Vice-President Research (e.g. PNSERC, PSSHRC, Visiting Lecturer and Publications) are submitted in UnivRS.

4. Complete all fields marked with an asterisk (*). See reverse side of this Quick Sheet for instructions on how to complete the required fields in UnivRS. Other fields can be completed, if applicable.

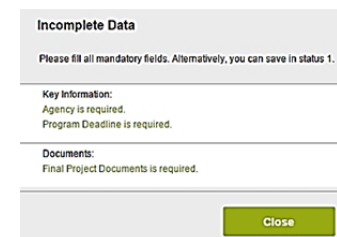
Progress can be saved at any time by clicking the **Save** button at the bottom of the screen.

To submit a project application for approval

1. Click the **Save and Close** button at the bottom of the screen
2. Scroll down and click on the **Submitted for Approval** text in the pop-up window. Changing the workflow status to **Submitted for Approval** signifies that you have read and agree with the statements listed in the pop-up window.



3. Click the **Done** button. If required fields have not been completed, a pop-up will appear. Clicking the green text in the window takes you to the tab with the incomplete field.



4. Once the project application has been approved, you will receive a notification to submit the application to the external funding agency. The status on the project application will change to **Approved for Submission**.

How to complete fields in the project application

Note: required fields are listed under the following tabs. Please see the Information Guide for guidance on fields not listed below.

Key Information tab

- **Title** – Enter the title of the proposed project.
- **Agency(ies)** - Select the agency(ies) to which the application will be submitted. If the program is sponsored by more than one agency, enter all the agencies sponsoring the program.
- **Agency Program** - If applicable, select the agency program to which the application will be submitted.
- **Program Deadline** - If the agency program has a published date for receipt of applications, check 'Yes', and enter the deadline date into the Program Deadline Date field, otherwise check 'No'.
- **Intellectual Property Anticipated** - Indicate if intellectual property is anticipated by selecting 'Yes' or 'No'.
- **Regulatory Compliance** - Indicate if approvals are required from the U of S Biomedical and/or Behavioural Research Ethics Boards, Animal Research Ethics Board, Biosafety Protocol Approval Committee and/or Saskatoon Health Region by selecting 'Yes', or 'No'.

Applicants tab

- **Lead Principal Investigator** - When a project application is created, the Lead Principal Investigator defaults to the authorized end user creating the project application. See the Information Guide for guidance on how to change the Lead Principal Investigator or business card.
- **Co-Principal Investigator(s)/Co-Investigator(s)/Other Team Member(s)** - Select U of S team members named on the application.

Resources tab

- **Requested Project Budget** - Enter the total amount requested from the specified agency on the application.
- **Fees Paid to Principal Investigator** - Select 'Yes' if the budget includes a fee to compensate for the Lead Principal Investigator's time spent on the project, otherwise select 'No'. This will be 'No' except in very rare circumstances.

- **Institutional Costs of Research included in Project Budget** - If the specified agency is one of the Tri-Agencies, select 'Not Applicable'. Select 'Yes' if institutional costs of research are included in the budget, and 'No' if institutional costs of research have not been included in the budget. Normally institutional costs of research should be included in the budget.

Documents tab

- **Final Project Documents** - Upload a copy of the application and required attachments before submitting the application for approval. Final project documents should be named with a descriptor and the date the document was uploaded (e.g., Application 2016-09-17, CCV 2016-09-27).

Related Information tab

- **Institutional Signature Area(s) and Institutional Priority Area(s)** - Select a record from the list of institutional signature areas or institutional priority areas. More than one institutional signature areas and/or institutional priority areas can be added to a project application.


To add an agency, agency program, team member or area:

1. Click the  button under the section.



Agency(ies): *




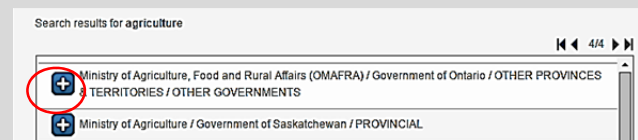
2. Click the **AZ** button to search by the alphabet or type a search word in the box, and then click the  icon.





Agency(ies): *

agriculture  **Az** 

3. Click the  button to add the agency, agency program or team member.



Search results for agriculture 4/4

	Ministry of Agriculture, Food and Rural Affairs (OMAFRA) / Government of Ontario / OTHER PROVINCES / TERRITORIES / OTHER GOVERNMENTS
	Ministry of Agriculture / Government of Saskatchewan / PROVINCIAL