Researcher submits grant application or research contract, and all supporting documentation (including budget) via Romeo. ORS staff member reviews information provided, in alignment with Dal and funder policies, including:

- PI Eligibility
- Budget
- Institutional commitments
- Indigenous community engagement
- Program requirements
- Etc.

Question from ORS to the funder or other Dalhousie central units regarding the application or contract.

Departmental review and approval

Faculty review and approval

ORS staff member reviews information provided, in alignment with Dal and funder policies, including:

- PI Eligibility
- Budget
- Institutional commitments
- Indigenous community engagement
- Program requirements
- Etc.

Questions from ORS to the funder or other Dalhousie central units regarding the application or contract.

Grant Application Submission

All requirements have been met and approvals are in place, ORS staff recommends proceeding to submission to the funder.

Contract Legal Review

Review by ORS Legal Unit to manage risk and ensure alignment with Dal policies

Signature by VPRI (or designate)

Submission via funder portal

Signature by VPRI (or designate) And funder authorized signatory

Funding Agreement

Notice of Award

Post-Award requirements, including certifications, confirmation of any outstanding matching funds, etc.

Notification to Financial Services to open a research account

Exclusions to this process include internal competitions for institutional awards, such as Canada Research Chairs, Canada Excellence Research Chairs, Canada Foundation for Innovation (large-scale competitions), and Canada First Research Excellence Fund, as well as the Operations and Maintenance Response Fund. Additional exclusions may include internal Expressions of Interest for programs where there is a limit on the number of applications that can be submitted by the institution (for example, Global Affairs Canada, Queen Elizabeth’s Scholar, Robbins-Ollivier Award for Equity, Diversity and Inclusion, etc.).

Applications to these internal competitions are done through direct submission by the Faculty Dean to the identified ORS contact and brought forward to a committee for review. Committee decisions are communicated back to the Faculty Dean by the VPRI or a designate. Application development should include submission via Romeo, as per the process outlined above.