

START-UP FUNDS FOR NEW FACULTY

INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM IN THE RESEARCH PORTAL

REMEMBER TO SAVE OFTEN!!!

Project Info Tab

Title: Enter the title of the research project.

Start Date: Enter the start date of the project i.e., January 1, 2023.

End Date: Enter the end date of the project i.e., March 31, 2025.

Keywords: Not applicable.

Related Certifications: Click Search to link your research funding application to an existing REB or ACBC certification should the project have already received ethics approval. Click Add New to indicate a pending certification.

Project Team Info Tab

Principal Investigator: Because you are filling out the application through your own Research Portal, this section will be automatically populated.

Project Sponsor Info Tab

Click "Add New" to generate the Sponsor Info screen.

Agency: Click on Agency and search for BU in the Abbreviation Box. Then select BU.

Program: Select Start-up Funds for New faculty from the drop-down list.

Investigator: Because you are filling out the application through your own Research Portal account, this section will be automatically populated.

Competition Date: Enter the deadline date of the competition you are applying to i.e. December 15, 2021.

Start Date: Enter example January 1, 2023.

End Date: Enter March 31, 2025.

Currency Type: use CAD for Canadian dollars.

Comments: Not applicable.

Click "Generate" to access the Funding Disbursement Info screen.

Requested Cash: Enter the amount requested i.e. \$7000.

Requested In-Kind: Not applicable.

Requested Overhead: Not applicable.

The sections that are greyed out cannot be completed by the applicant.

SAVE!!!

Start-up Funds for New faculty Application Form Tab

You must click on each sub-tabs to complete all fields.

Fields indicated with a red * must be filled out. If you do not want to enter any information in these fields, type N/A. If you do not, the system will not allow you to submit and the Errors Tab in red will not disappear.

There is a limit of characters (with spaces) for text area fields. An error message will pop up when the maximum character limit is reached.

Attachments Tab

Not applicable

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Approvals Tab

Not applicable.

Logs Tab

You can track all data entry and workflow activities for this project by clicking on this tab.

Errors Tab

If this tab is displayed in red, this is an indication that a section of the form has not been properly filled out, and submission will not be possible. Click on this tab to see exactly which sections must be corrected. Once they are corrected, this tab will no longer be visible. Submission will then be possible.

Exporting the Application Form

You may export your application to Word or PDF by clicking on the buttons at the top of the page.

Submission

SAVE and click “Submit” to transfer your application to the Research Office. No physical signature is required. By submitting through the Research Portal, you provide your electronic signature.

CONTACT INFORMATION

For more information, please contact the Office of Research and Graduate Studies.
researchoffice@UBishops.ca