

Completing a ROLA Proposal

The following guide outlines instructions for completing a ROLA Proposal through the Funding Opportunities page. This page is regularly updated by Research Development & Services with upcoming funding deadlines. If you are planning to submit an application and do not see the competition posted, please contact the ROLA Help Desk at x83136.

ROLA
Research On-line Administration (ROLA) allows you to complete a Proposal, route it for electronic approvals, maintain information pertinent to your Proposals and Awards, extend access to your information, and maintain your research profile.
 ROLA HelpDesk Phone [519-661-3136](tel:519-661-3136) *** rolahelp@uwo.ca

Western Research

MAINTAIN ROLA MANUALS QUICK GUIDE TRAINING ROLA Q&A ROLA PROCESS

Funding Opportunities as of Jul 04, 2019 Select Discipline

Filter by Discipline
 ARTS & HUMANITIES
 BUSINESS
 BUSINESS & LAW
 EDUCATION
 ENGINEERING
 HEALTH SCIENCES
 INFORMATION & MEDIA STUDIES
 LAW
 MEDICAL SCIENCES
 MUSIC
 PHYSICAL SCIENCES
 SOCIAL SCIENCES

List all Funding Opportunities

CANADIAN CANCER SOCIETY		
New! IMPACT GRANT - 2019 FULL APPLICATION	DETAILS	SPONSOR
CANADIAN INSTITUTES HEALTH RESEARCH		
TEAM GRANT - 2019 MENTAL WELLNESS IN PUBLIC SAFETY FULL	DETAILS	SPONSOR
CNDN CNTR AGING & BRAIN HEALTH INNOV	DETAILS	SPONSOR
SPARK PROGRAM - 2019 SUMMER COMPETITION	DETAILS	SPONSOR
CUTRIC		
RESEARCH PROJECTS - RESEARCH PROJECTS	DETAILS	SPONSOR
IVEY RESEARCH FUND		
INTERNAL RESEARCH PROGRAM - OTHER RESEARCH FUNDING	DETAILS	SPONSOR
INTERNAL RESEARCH PROGRAM - RESEARCH BASE FUNDING	DETAILS	SPONSOR
IVEY PHD THESIS SUPPORT - PHD THESIS	DETAILS	SPONSOR
NEW FACULTY START UP FUNDS - NEW FACULTY FUNDING	DETAILS	SPONSOR

Enter a NEW ROLA Proposal

On the funding opportunity page, select the “New ROLA” button next to the specific competition of interest.

This takes you to the Log-in page:
 Enter UWO USER ID and password. Select “Sign In”.

Login to Financials & Grants

User ID

Password

Indicate Proposal Type and Select the ADD button.
An appropriate proposal type must be selected.

Add New Proposal

Proposal Submission Type

- | | |
|---|--|
| <input checked="" type="radio"/> New Application | Request to Sponsor for new projects. |
| <input type="radio"/> Renewal | Request to Sponsor for renewal of existing award. |
| <input type="radio"/> Internal Sub Grant | Request for Internal Sub Grant (Child Account) from a Funded Award (Main / Parent Account) |
| <input type="radio"/> Letter of Intent | Letter of Intent to Sponsor Programs. |

Add

Cancel

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.
Term cannot be more than seven years.

General info
Details
Resources
Location
Certifications
Key Words
Project / Budget

Proposal ID: NEXT

Version ID: V1

* Project Title:

Business Unit: UWU

Currency: CAD

Status: Draft

Submit Status: Not Submitted

[Go to Submit](#)

[Lay Description/Abstract](#)

[View Application](#)

* Sponsor ID:

* Program ID:

* Competition ID:

Funding Source: RES000678

NATURAL SCIENCES & ENGINEERING RESEARCH

DISCOVERY GRANTS

2018 COMPETITION

NATURAL SCIENCES & ENGINEERING RESEARCH

** PI ID:

PI Department:

Recipient:

Holder: Wu,Natalie

Dept Held In: 231200

Name:

Department of Biology

Department of Biology

Competition Deadline:

Start Date:

End Date:

Lead PI:

Will funds flow to another Institution? Yes No Maybe

*Is Western the Lead Institution? Yes No

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

Last Update User ID

[Save](#)

Lead Name:

Indirect Costs Type: N

Indirect Costs: Yes No

Select LOI submitted in association with this proposal Yes No

LOI Proposal:

Last Updated On

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 select the Lay Description/Abstract button. This opens up a large text field where you can copy and paste relevant information.

**Please note: currently researchers from the Faculty of Engineering must also use this field to provide faculty-specific information regarding your project. 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 Sub
Version ID:	V1	Currency	CAD			
Project Title:	<input type="text"/>					Lay Description/Abstract
		Status:	Draft			

- 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 Help at x83136.

PI Department	<input type="text" value="231200"/>		Department of Biology
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- 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	
If applicable, please check the box and provide detail <input type="checkbox"/> on all additional contributions to this project (Matching/Partner, Internal/External Resources etc)			


- Will funds flow to another institution?
- 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 class.
 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 x

Name begins with

Search Clear Cancel [Basic Lookup](#)

- c. Are there additional contributions to this project? Matching funds, partner funding, private sector or Industry funding, department or faculty commitments? 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. Select "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	<input type="text" value="\$0.000"/>	<input type="text" value="\$0.000"/>	<input type="button" value="Comments"/>	<input type="button" value="+"/>

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) Will you be requesting time release as part of this project?
- b) Do you have any Conflict of Interest Issues?
- c) Does your project involve Controlled Goods?
- d) 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 grey 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
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Proposal ID: NEXT Business Unit: UWO PI Name: Wu,Natalie
 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 Yes
 Do you have any Conflict of Interest issues related to this Proposal? No Yes
[Conflict of Interest Details](#)

Does this proposal involve the use of, or will any resulting publication involve a disclosure or transfer of information or technology, considered to be subject to the controls or restrictions imposed under the Export and Imports Permit Act, the Controlled Good Program, or the legislation or regulation imposed by any other Canadian Government department or agency? No Yes Unknown
[Controlled Goods Policy](#)

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
[Click here for details](#)

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

**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 .

The screenshot shows the 'Resources' tab selected in a navigation menu. Below the menu, there are fields for Proposal ID (NEXT), Business Unit (UWO), PI Name (Wu, Natalie), Version ID (V1), and Total Budget (0.00). A text box provides instructions on adding team members, including a note about magnifying glasses in the User ID and Department fields. Below this is a 'Proposal Project' section with a 'Project Budget' of 0.00. The main area is a table titled 'Professional' with columns: User ID, Name, Role Type, Department, % Effort, and a plus/minus button. The first row contains 'NWU28', 'Wu, Natalie', 'PI', and '231200'. The plus sign button is circled in red. At the bottom, there is a 'Save' button and a breadcrumb trail: 'General info | Details | Resources | Location | Certifications | Key Words | Project / Budget'.

User ID	Name	Role Type	Department	% Effort	
NWU28	Wu, Natalie	PI	231200		+ -

For eligible Western employees, you will be able to 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.

Professional

User ID	Name	Role Type	Department	% Effort		
NWU28	Wu,Natalie	PI	231200		+	-
					+	-

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

Proposal Project 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 1 of 1

*Location: RES_UWO x 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

Search Clear Cancel 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 Certification Tab.

Click on the **CERTIFICATION 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 certification requirements on Sponsor Application are matched on ROLA proposal.****

General info
Details
Resources
Location
Certifications
Key Words
Project / Budget

Proposal ID: NEXT Business Unit: UWO PI Name: Wu,Natalie
 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 this is not applicable to your project, please leave unchecked

Proposal Project Project Budget 0.00

Compliance Certification

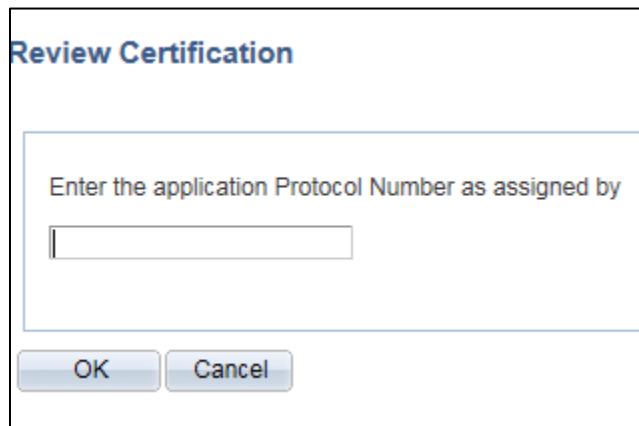
Project involves use of:	
Animal Use Subcommittee	<input type="checkbox"/>
BioHazard	<input type="checkbox"/>
Human Ethics	<input type="checkbox"/>



A new window will open.

If you already know the approved protocol number, please enter in the text box provided.

If not, please leave this page **BLANK**.



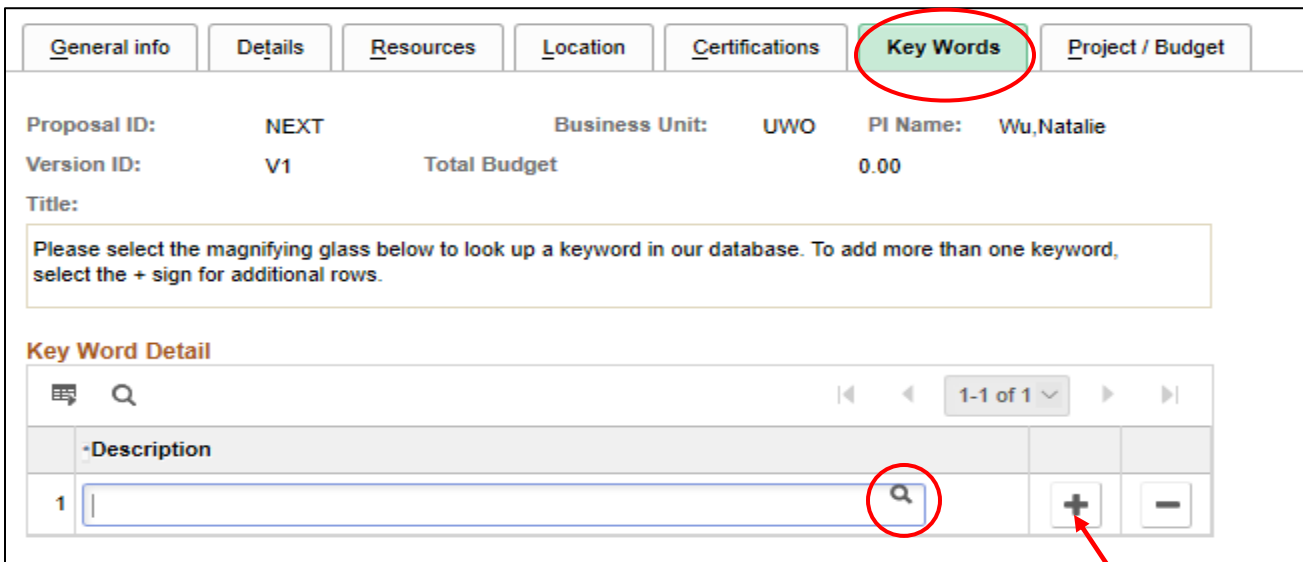
Simply click “OK” to close the window and return back to the Certification Tab.

Scroll back up to the top of the page and find the KeyWords Tab.

Click on the **KEYWORDS TAB**

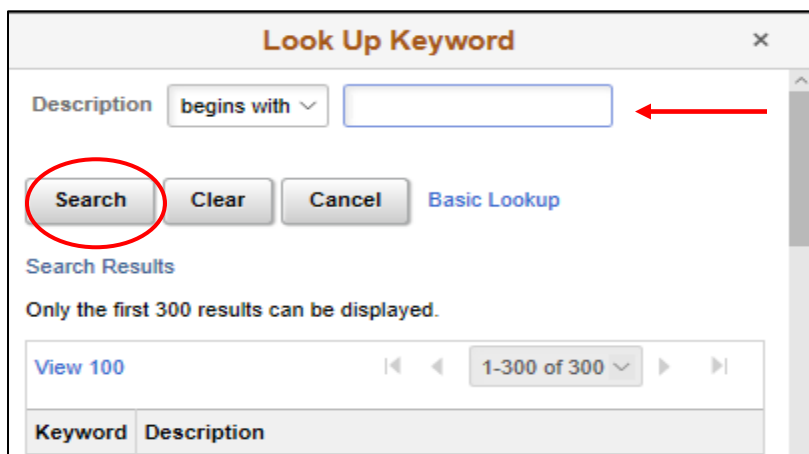
You must enter at least one keyword. The system maintains a large keyword database with over 10,000 keywords.

To find a keyword, select the magnifying glass.



A look up box will appear:

- a. Type in your key word in the Description field
- b. Select the “Search” button.
- c. Select your key word from the search results.
- d. To add additional keywords for your project, select the + sign and repeat.

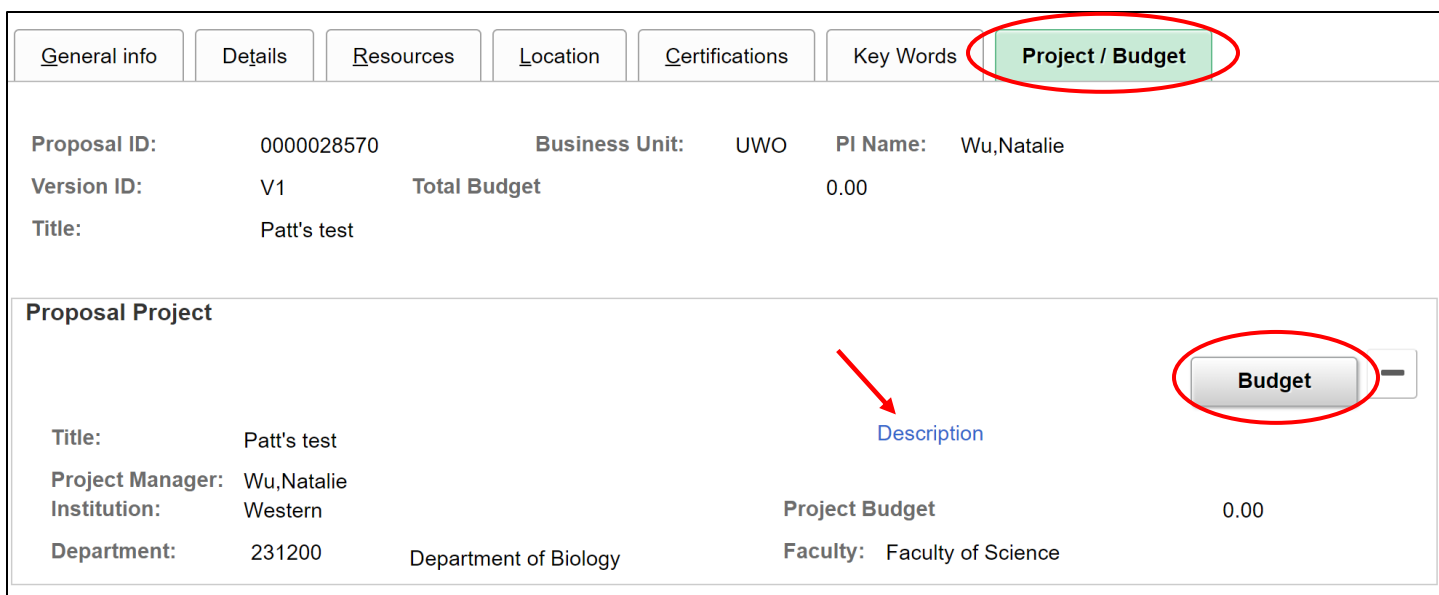


Once you have selected your keyword, **click on the SAVE button** (bottom left of the page).

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.



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 0000028570 Currency CAD
Version ID V1 Start Date 04/01/2019
Title Patt's test End Date 03/31/2024
PI Wu,Natalie

Proposal Budget Page Project ID 00000000028565 Department Department of Biology

General Information 1 of 1 View All

Budget ID STND_REPORTING Start Date 04/01/2019
Description End Date 03/31/2024
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	04/01/2019	03/31/2020	

Enter your budget information.

If Indirect Costs need to be adjusted, please contact the ROLA Help Desk at x83136.

When complete, select **Save**.

Then **Return to Proposal**.

Proposal Budget

Proposal: 0000028570

Version ID: V1

Business Unit: UWO

Target Amount:

[Adjust Indirect Costs](#)

Currency Code: CAD

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Cost			
Total			

Indirect Cost Distribution Group			
Corporate			
Department			
Faculty - Operating			
Faculty - Reserve			
Investigator			
Research Promotion Fund			

The Proposal is now complete.

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

To Submit the Proposal, select the "General Info" tab and toggle the button "GO TO SUBMIT".