



FCCS Procedure for External Grant Applications

When do I need to submit to my Department Head?

Typically, count back **3 working** days from the Office of Research Services (ORS) deadline for the Associate Dean Research (ADR) deadline + **2 working** days back from that date for your Department Head's signature. Please check with your Department Head for further details *well in advance of the deadline* to ensure they are aware of and expecting to receive your materials.

IMPORTANT: Extensions will *only* be provided in exceptional circumstances and with 24 hours' notice given prior to the signer's deadline.

Why does this matter?

These deadlines ensure that everyone involved in the administration and support of your grant has enough working time to undertake their required tasks as per UBC's [research policy](#). *In the event that Departmental or Associate Dean Research deadlines are not met, your application may not receive the required signatures to be reviewed and forwarded to funders by the Office of Research Services. In other words, you may miss the grant application deadline.*

What do I send and where do I send it? EXAMPLE – ORS RPIF deadline: September 9, 2024

Step 1 *Applicant submits key portions of the grant application (Summary and Budget] and RPIF to their Department Head for review and signature **5 working days** prior to deadline – Sept 2

Step 2 *Following review and RPIF signature, Department Heads forward the package to ADR's Assistant (do not cc ADR) *no later than 4 p.m.* and *cc the Applicant* – Sept 4

Step 3 *ADR's office reviews materials, signs RPIF, and *returns to Applicant no later than 4 p.m.* – Sept 6

***NOTE: for SSHRC applications, applicants will submit in portal and then generate a PDF preview of the full application to send to ORS. It is the researcher's responsibility to send the full application package to the ORS by the posted ORS deadline.**

Step 4 *Applicant submits **full application** and **signed RPIF** to **ORS** at email address ResearchOffice.UBCO@ubc.ca by *deadline (e.g. Sept 9)* according to the submission regulations for their specific grant.

For a general overview on funding opportunities and ORS procedures regarding grant applications, submissions, setups, extensions, and transfers, please visit: ors.ok.ubc.ca/welcome.html

For a list of funding opportunities and deadlines through the ORS, please visit: ors.ok.ubc.ca/funding-opportunities/