

# Quick Reference Guide

## Requirements When Submitting a Request to the Research Services Office (RSO)

### Researcher Home Page Log-in (PeopleSoft):

<https://www.prodps.ualberta.ca/psp/finprd/?cmd=login>

### Research Services Office (RSO) Website Links

#### RSO Website:

<http://www.rso.ualberta.ca>

#### Amendments

Managing Research Funding > Using Your Funds > Amendments to Existing Projects

#### Over-Expenditures

Managing Research Funding > Using Your Funds > Over-Expenditures

#### Transferring Funding (Sub Grants)

Managing Research Funding > Transferring Funding

#### Ethics Certifications

Home > Managing Research Funding > Award Set Up > Ethics Certification

#### Indirect Costs of Research

Home > Applying for Funding > Applications and Proposals > Indirect Costs

#### Notice of Award

Home > Managing Research Funding > Award Set Up > Receiving Funding

#### Research Facilitators

Home > Contact RSO > Research Facilitation Offices

#### Researcher Home Page

Home > Researcher Home Page

### Document Links

✓ [Guide to Researcher Home Page](#)

Every request starts online via the [Researcher Home Page](#).

Refer to the [Guide to Researcher Home Page](#) for detailed step-by-step instructions on completing the following forms in PeopleSoft:

- Create Proposal\*\*
- Create Amendment
- Create Sub Grant
- OE Authorization Request

\*\*The online form(s) should not be used for previously submitted RSO-reviewed formal applications. Contact your faculty-assigned [Research Facilitator](#) for instructions. See sidebar for links to the corresponding sections on the RSO Website.

Many requests come to RSO with missing information or incomplete documentation that prevents a request from moving forward!

### Why is a complete document package important?

A complete package:

- ✓ Simplifies and streamlines processing to get a project setup or changed
- ✓ Avoids discrepancies and missing information that can cause delays
- ✓ Ensures compliance with University and Sponsor policies and procedures

You will have a complete document package when you ...

- ✓ Prepare the request online and print it
- ✓ Attach all relevant documentation
- ✓ Obtain the required signatures
- ✓ Forward your complete document package to the RSO at 222 Campus Tower in order for RSO to action your request

### Key Information often missing that leads to processing delays:

- Budget including [Indirect Costs of Research](#)
- Start/End Dates
- Scope of Work
- Approval (Supporting Documents):
  - [Notice of Award](#) (or Conditional Notice of Award)
  - Legal Agreement (or sponsor contact such as email, phone, etc. in order for RSO staff to initiate the Agreement). **Do not sign legal agreements – send to RSO first!**
- Approved or renewed ethics and biohazards (if applicable) **should** be in place or in progress before preparing a request; for more information review the [RSO Ethics Certifications](#).
- Signatures