



Guidelines on Internal Deadlines and Office of Research Review

Date: April 21, 2011

Introduction

Each application/proposal to be submitted to an external research sponsor must be approved by an official University signing authority before the application/proposal may be submitted (Research Policy *C.1 University Approval to Submit Applications/Proposals to External Sponsors*).

Principal investigators submit copies of applications/proposals, along with a Research Proposal Approval "OR-5" Form, through their departments/schools and colleges to obtain necessary local approvals and signatures prior to submission to the Office of Research. The Office of Research reviews all submissions prior to forwarding to an official University signing authority (e.g., the Associate Vice-President, Research) for final University approval and signature.

After securing necessary University signature(s), the Office of Research makes copies of the submission (hard copy and/or to CD), for file, Research Financial Services, and in some cases, the principal investigator, department and college, where applicable. For some programs, the Office of Research is responsible for final submission to the sponsor (electronic, CD or courier where applicable).

Principal investigators are contacted when final approval has been received and in most cases, they are responsible to submit their application/proposal to the external research sponsor.

To date, internal deadlines have been posted by the Office of Research, but compliance has not been mandatory for all programs and funding opportunities.

Purpose

The Office of Research will implement mandatory minimum internal deadlines for all programs and funding opportunities. Mandatory internal deadlines will promote planning and preparedness, leading to higher quality applications/proposals; will allow for departments and colleges to undertake mentorship and/or internal review processes at their discretion; will ensure time is available for Office of Research review and University signature on submissions; and ultimately, will ensure the best quality of submissions possible are advanced to funding agencies.

Internal deadlines will be set for all programs and funding opportunities based on the type of submission type (**Grant, Contract, or Institutional**), as well as the type of review conducted by the Office of Research (i.e. either **Basic, Detailed, or Strategic**).

For example, principal investigators are primarily responsible for content, completion, formatting, etc. of individual operating grants (e.g. NSERC Discovery, CIHR Operating, SSHRC Standard Research Grants) and the Office of Research conducts a basic review prior to forwarding for University signature, so the corresponding internal deadline for these competitions will be one (1) week ahead of the external deadline. Details on internal deadlines by submission and review type are summarized in **Table 1**. Details for specific research sponsors are summarized in **Table 2**. Tables 1 and 2 are for reference purposes, and will be updated regularly/posted on the Office of Research website.

In the cases where the internal deadline cannot be met, the principal investigator must apply to their college (through the college's Associate/Assistant Dean, Research or equivalent) who in turn must make a request in writing to the Associate Vice-President Research (Research Services). Requests must clearly indicate why meeting the posted internal deadline is not feasible. All decisions will be final.

Implementation

These Guidelines will be effective **June 1, 2011**.

Complete submissions (including an OR-5 Form, research proposal/application, and a budget) must be submitted to the Office of Research on or before the posted internal deadline date. Incomplete or late submissions arriving at the Office of Research will not be forwarded for University approval and signature, and will be returned to the principal investigator. Chairs/Directors and Deans/ADRs are encouraged to withhold approval and signature on OR-5s and proposals submitted for signature when the internal deadline has passed.

Colleges and departments may set deadlines earlier than the posted internal deadlines to provide additional quality control on application or to enable peer review processes to be completed as appropriate.

Further information

Questions regarding these Guidelines may be directed to Laura Beaupre, Director, Research Support Services (lbeaupre@uoguelph.ca or ext. 56616) or Rich Moccia, Acting Associate Vice-President Research (Research Services) (rmoccia@uoguelph.ca or ext. 58674).

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Internal Deadlines and Office of Research Review

Table 1: Submission and Review Types

Effective June 1, 2011

Submission type	Characteristics	Review type	Activity by Office of Research
GRANT	Individual operating grant applications	BASIC	Confirm administrative completeness (e.g. eligibility of principal investigator)
	Principal investigators are primarily responsible for content, completion, formatting, etc.		Confirm/verify submissions' compliance with sponsor or program guidelines
			Confirm/verify submissions' compliance with University of Guelph policies and procedures (e.g. indirect costs)
	Resolve problems, inaccuracies, other issues with proposed budgets involving liaison with principal investigator		
CONTRACT	Proposals to industry, government	DETAILED (also includes BASIC Review activities)	Complete all supplementary documentation required by sponsors (e.g. US W-8BEN for US-based sponsors, institutional letters of support)
	Budgets may include requests for faculty release time/faculty pay		Confirm/verify available/eligible matching funds, if applicable
	Budgets may require leveraged/matched funding from other sources		Liaise with Research Financial Services to confirm delivery of invoices or financial reports as indicated in the contract/agreement
			Obtain researcher confirmation/acceptance/approval of all proposal, application, contract, agreement terms (e.g., reporting requirements)
INSTITUTIONAL	Institutional and/or strategic grants (e.g. Canada Research Chairs, Ontario Ministry of Research and Innovation, ORF-Research Excellence)	STRATEGIC (also includes DETAILED Review activities)	Value-added editing for clarity, strategic positioning, word counts, grammar, concept definitions, layman language sections
	Applications, proposals involve requests for infrastructure, construction and/or renovation (e.g., CFI)		Consultation with BDO on commercialization sections of applications
	Applications require leveraged/matched funding from other sources		Fit with priority areas, and or specific program criteria (e.g. Ontario Innovation Agenda)
	Includes programs where the University of Guelph is provided with a quota or a restriction on number of submissions to be advanced		Fit with University Strategic Research Plan
			Identifying arms-length referees, securing letters of reference
	Review of Physical Resources quotations		
	Comprehensive budget module review by Research Financial Services (including verification of support from project partners in sponsor's budget format)		

Last updated: April 21, 2011

Type of Review, Internal Deadlines
Office of Research Services Staff List, Indirect Cost Rates
Table 2: Details by Sponsor Name
Effective June 1, 2011; Updated July 13, 2012

SUBMISSION TYPE INTERNAL DEADLINE & REVIEW TYPE	GRANT BASIC 1 WEEK	CONTRACT DETAILED 2 WEEKS	INSTITUTIONAL STRATEGIC 1 MONTH
Aboriginal Affairs and Northern Development Canada - NSTP	✓		
Agricorp		✓	
Agricultural Adaptation Council (AAC) - CAAP, ABP, FSTE		✓	
Agricultural Adaptation Council (AAC) - FIP		✓	
Agricultural Management Institute (AMI)		✓	
Agriculture and Agri-Food Canada (AAFC) - Most programs require Detailed Review - AAFC Science Clusters require Strategic Review		✓	✓
Agriculture and Agri-Food Canada (AAFC) - Internationalization of Research and Development (IRD)	✓		
Alberta Beef Producers		✓	
Alzheimer Society	✓		
American Pain Society	✓		
American Association of Zoo Veterinarians	✓		
Banting Research Foundation	✓		
BASF (grants; contracts)	✓	✓	
Bayer Crop Science contracts (under Master Agreement)		✓	
Bayer Crop Science grants (new template required?)	✓		
Bayer Crop Science Master Agreement		✓	
Beef Cattle Research Council (BCRC)		✓	
Beef Cattle Research Council (BCRC) - AAFC Science Cluster program funding		✓	
Bill & Melinda Gates Foundation	✓		
Boehringer Ingelheim	✓		
Boeing		✓	
Canada Council for the Arts (Killam Program)	✓		
Canada Research Chairs (CRCs)			✓

Canadian Arthritis Network		✓	
Canadian Arthritis Society	✓		
Canadian Association for Humane Trapping		✓	
Canadian Breast Cancer Foundation	✓		
Canadian Cancer Society Research Institute	✓		
Canadian Cattlemen's Association (see BCRC for CCA's research arm)		✓	
Canadian Celiac Association	✓		
Canadian Chestnut Council	✓	✓	
Canadian Consortium for Gambling Research		✓	
Canadian Cystic Fibrosis Foundation	✓		
Canadian Dairy Council contracts		✓	
Canadian Dairy Council grants (new template required?)	✓		
Canadian Dairy Network (new template required?)	✓		
Canadian Diabetes Association	✓		
Canadian Fertilizer Institute	✓		
Canadian Food Inspection Agency (CFIA)		✓	
Canadian Foundation for Dietetic Research	✓		
Canadian Foundation for Innovation (CFI) - All major grant competitions			✓
Canadian Institutes of Health Research (CIHR) - All major grant competitions	✓		
Canadian International Development Agency (CIDA) - where institutional quotas are issued, Strategic Review		✓	✓
Canadian Poultry Research Council contracts		✓	
Canadian Poultry Research Council grants	✓		
Canadian Space Agency - Other		✓	
Canadian Swine Health Board		✓	
Canadian Tourism Resource Council	✓		
Canadian Wildlife Federation	✓		
Cancer Research Society (Canadian)	✓		
Centre for International Governance Innovation	✓	✓	
Centre of Excellence for Goat Research and Innovation		✓	
Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD)	✓		
Centres for Disease Control - U.S. (subcontracts to UG)		✓	
Centres for Disease Control - U.S. - applications through Research.gov or Grants.gov	✓		

Conservation International (US)		✓	
Contract Terminations (all)		✓	
Crohn's Colitis Foundation	✓		
Cystic Fibrosis Canada	✓		
Dairy Farmers of Canada contracts (including Nutrition Research Program)	✓		
Dairy Farmers of Canada grants (new template needed?)	✓		
Dairy Farmers of Ontario contracts		✓	
Dairy Farmers of Ontario grants	✓		
Department of Fisheries & Oceans		✓	
DOW AgroSciences	✓	✓	
Ducks Unlimited	✓		
Ducks Unlimited		✓	
Dupont Canada	✓		
Egg Farmers of Canada	✓		
Environment Canada		✓	
Environment Canada - Science Horizons Youth Internship Program		✓	
Equine Guelph	✓		
European Space Agency		✓	
Fats and Proteins Research Foundation	✓		
FedDev - Letters of Intent require Detailed Review - Full Proposals require Strategic Review		✓	✓
France Canada Resesarch Fund	✓		
Fulbright Canada	✓		
Gartshore Memorial Sheep Research Fund	✓		
Genome Canada - Workshops (max. \$10,000)	✓		
Genome Canada - Projects with Project Leaders located at the U of G require Strategic Review - Projects where U of G researchers are Collaborators (projects led by another institution) require Detailed Review, unless the U of G will contribute co-funding to the project (then require Strategic Review)		✓	✓
Genome Canada/CIHR Large-Scale Competition		✓	
Georgian Bay Forever		✓	
Gift Agreements	✓		
GlaxoSmithKline		✓	
Global Biodiversity Research (International)	✓		
Grain Farmers of Ontario (2011 template)		✓	
Grayson Jockey Club	✓		
Great Lakes Fisheries Commission		✓	
Health Canada		✓	

Heart and Stroke Foundation	✓		
Higher Education Quality Council of Ontario (HEQCO)		✓	
Human Frontier Science Program (International)	✓		
Industry-Sponsored Agreements/Contracts/Testing/Service		✓	
Inter-Institutional Agreements (IIAs) - All funding programs (e.g. CFI, MRI) - IIAs for projects led by U of G - IIAs for projects led by other institutions		✓	✓
International Development Research Centre (IDRC) - The proposals require Basic Review - The agreements require Detailed Review	✓	✓	
International Science & Technology Partnerships (ISTP) Canada	✓		
Kidney Foundation Canada	✓		
Kinross Canada Brazil Network	✓		
Kinross Gold Corporation - Chair in Environmental Governance	✓		
Master Agreements			✓
Memoranda of Understanding			✓
Mohamed Bin Zayed Species Conservation Fund	✓		
Monsanto (contracts under Master Agreement)		✓	
Monsanto Service Orders (contracts under Master Agreement)		✓	
Morris Animal Foundation - U.S.		✓	
Multiple Sclerosis (MS) Society of Canada	✓		
Natural Resources Canada		✓	
Nature Conservancy of Canada	✓		
Networks of Centres of Excellence - IIA		✓	
Networks of Centres of Excellence (NCEs) - established networks (Aquanet, Articnet, Auto 21, Canadian Water Network, Geomatics for Informed Decisions, Mitacs, Sentinel)	✓		
Networks of Centres of Excellence (NCEs) - proposals to establish new NCEs - led by U of G or where U of G is a co-applicant			✓
NineSigma, Inc.		✓	
NRC Research Press		✓	
NSERC General Research Fund (GRF) Applications (effective April 1, 2012)	✓		
NSERC - All major grant competitions	✓		
NSERC - Industrial PostGraduate Scholarship (IPS)		✓	
NSERC - Network grants (Sentinel), CRD grants, IRC grants, clusters, IIA - The proposals require Detailed Review - The agreements with partners require Strategic Review		✓	✓

NSERC - Sub-grant Agreements with other institutions, including networks (i.e. Sentinel)	✓		
Office of the Privacy Commissioner		✓	
OMAFRA Competitive Programs (e.g., New Directions and Food Safety)		✓	
OMAFRA Plant Germplasm Revenue Reinvestment Program	✓		
OMAFRA Transfer Payment Agreements		✓	
OMAFRA/UoG Partnership Programs (Tier 1, 2, 3 or 4)	External deadlines not applicable. Letters of Intent/Proposals must be received in the Office of Research by the posted deadlines.		
Ontario Cattlemens' Association contracts		✓	
Ontario Cattlemens' Association grants (new template required?)	✓		
Ontario Centres of Excellence (Connections Program)		✓	
Ontario Centres of Excellence (RCA & TPS programs)		✓	
Ontario Institute for Cancer Research	✓		
Ontario Mental Health Foundation	✓		
Ontario Ministry of Economic Development & Innovation (MEDI) - Early Researcher Award - ORF-Research Excellence major grant competitions - ORF-Research Infrastructure (Small & Large) - strategic & targeted competitions			✓
Ontario Ministry of Economic Development & Innovation (MEDI) - IIAs with other institutions		✓	✓
Ontario Ministry of Economic Development & Innovation (MEDI) - Ontario Postdoctoral Fellowship (PDF) Program			✓
Ontario Ministry of Economic Development & Innovation (MEDI) - YSTOP and ISTOP programs		✓	
Ontario Ministry of Environment- Best in Science		✓	
Ontario Ministry of Health & Long Term Care		✓	
Ontario Ministry of Natural Resources		✓	
Ontario Ministry of Transportation		✓	
Ontario Neurotrauma Foundation	✓		
Ontario Pork - Contracts		✓	
Ontario Pork - Grant in Aid	✓		
Ontario Pork - Leveraged to AAFC/AAC		✓	

Ontario Pork - Leveraged to NSERC CRD		✓	
Ontario Problem Gambling Research Centre - Grants	✓		
Ontario Problem Gambling Research Centre - Research Award	✓		
Ontario Sheep Marketing Agency	✓		
Ontario Society for the Prevention of Cruelty to Animals	✓		
Ontario Turfgrass Research Foundation grants (new template required?)	✓		
Pet Trust	✓		
Physician's Service Incorp. (PSI)	✓		
Pioneer Hi-Bred International		✓	
Pioneer Master Agreement (plus contracts under)		✓	
Poultry Industry Council contracts		✓	
Poultry Industry Council grants (new template required?)	✓		
Prescott-Russell Environmental Stewardship Council	✓		
Public Health Agency Canada (PHAC)		✓	
Public Health Ontario (PHO) - ECO Health Program		✓	
Public Health Ontario (PHO) - LDCP Program		✓	
Research Grant in Lieu of Salary	✓		
Saskatchewan Chicken Industry Development Fund	✓		
Saugeen Ojibway Nation (SON)		✓	
Shastri Indo-Canadian Institute	✓		
Sick Kids Foundation contracts		✓	
Sick Kids Foundation grants	✓		
Software Licence Agreements		Contact Purchasing Services for further information	
SSHRC General Research Fund (GRF) Applications (effective April 1, 2012)	✓		
SSHRC Institutional Grants - University of Guelph - conference travel - general research	✓		
SSHRC - Most grant competitions	✓		

SSHRC - Partnership grants - The proposals require Detailed Review - The agreements with partners require Strategic Review		✓	✓
Status for Women Canada	✓		
Syngenta (contracts under Master Agreement)		✓	
Terminations, Contract (all)		✓	
Tersano Inc.			✓
The Ontario Greenhouse Alliance (TOGA)		✓	
University Research Chairs			✓
US Department of Agriculture - APHIS		✓	
US Department of Agriculture (subcontracts to UG)		✓	
US Lung Cancer Research Foundation	✓		
US National Institutes of Health (NIH) - applications/admin through eRA Commons	✓		
US National Institutes of Health - subcontracts to UG from other universities (including US universities)		✓	
US National Science Foundation (NSF) - applications through Fastlane	✓		
US National Science Foundation (NSF) - subcontracts to UG from other universities (including US universities)			
Waltham-Buckey Equine Grant	✓		
Workplace Safety Insurance Board		✓	