When do I need Faculty of Humanities and Social Sciences sign-off?
A guide for applicants in the MUN Faculty of Humanities and Social Sciences

Most people know that Faculty sign-off is necessary to submit an external grant application as a PI, but did you know that you also need Faculty sign-off if you want to be a co-applicant on any grant, or if you want to be involved in a contract? Sign-off is also needed for certain scholarships / fellowships, and for some Letters of Intent. Please see below for further information. If you have additional questions, please contact Bradley Cooper at bradley.cooper@mun.ca or at 864-8603.

What is the purpose of the signature process?
- To confirm that the researcher is eligible for the competition.
- To confirm that the researcher has the time, availability, and ability to complete the project.
- To confirm the involvement of all co-applicants.
- To confirm that budgetary estimates are in accordance with MUN's rates and policies.
- To confirm cash and in-kind commitments.
- To provide institutional agreement to any additional criteria set out by the funding agency and/or contained in any applicable Memorandum of Understanding.

What are the steps to submit my grant application for Faculty of Humanities and Social Sciences sign-off?
- Obtain all required signature pages (see “Signature requirements for applications” for details).
- Finalize your application.
  - Complete, upload, and verify your application on the funding agency’s online system.
  - Contact Bradley Cooper (bradley.cooper@mun.ca; 864-8603) to determine when you should click “Submit” on your application.
    - For some competitions, clicking “Submit” submits your application directly to the agency. In this case, do not click submit yet. Take a screen capture to confirm that you have verified your application.
    - For other competitions, clicking “Submit” prevents you from making further changes to your application, and sends your application to MUN’s grant management system. If this is the case, we will ask you to “Submit” your application as part of the Faculty sign-off process.
- Submit the following to the Dean of Humanities and Social Sciences office by the appropriate deadline (see specific scenarios in “Signature requirements for applications” for deadline details):
  - All components of your finalized application, including any CV modules (you can send an electronic version to bradley.cooper@mun.ca)
  - A screen capture confirming verification of your submission, if appropriate (see above).
• All supporting material, including confirmation of cash and in-kind commitments (can be letters, email confirmations, etc).
• Completed signature pages for all applicants and co-applicants.

• Be sure to check your email regularly after you submit for Faculty sign-off.
  o You may be asked to change / update aspects of your application before Faculty sign-off can be given.

Signature requirements for applications
Below you will find the signature requirements for various scenarios. If you cannot find your specific situation below, or if you would like further information, please contact Bradley Cooper at bradley.cooper@mun.ca or at 864-8603.

• If the Faculty of Humanities and Social Sciences Grant Application Approval Form is required:
  o Obtain the form from: http://bit.ly/1jF0Mhw
  o Read the policy links and complete the form.
  o Obtain your Department Head signature.

• If opportunity-specific application forms are required:
  o Obtain all required signatures (Applicant, Co-applicant, Department Head, etc).

Internal Grant Applications
Eg. Harris Centre, SSHRC Travel Grants, VP Research Grants Competition, ISER, Smallwood, etc.

1) Signature requirements for primary applicants
  o If the application has an area for your signature, your Department Head’s signature, and a Faculty level signature, you only need to fill out that signature page.
  o If the application doesn’t include an area for the above signatures, fill out a Faculty of Humanities and Social Sciences Grants Application Approval Form.

2) Signature requirements for co-applicants
  o Co-applicants from the Faculty of Humanities and Social Sciences must complete a Faculty of Humanities and Social Sciences Grants Application Approval Form:
    ▪ Co-applicants from other faculties can use the Faculty of Humanities and Social Sciences form, their own Faculty form, or Research, Grant, and Contract Services form, as long as the form includes their signature, their Department Head’s signature, and a Faculty level signature for their Faculty.

3) Submit all necessary materials to the Dean of Humanities and Social Sciences office at least 5 business days before the internal grant deadline. Note: Deadlines for large competitions may be earlier due to higher loads. For exact dates, see http://www.arts.mun.ca/funding

External Grant Applications
This section contains information for a number of different scenarios (where “you” is an individual from the Faculty of Humanities and Social Sciences). All applicants and co-applicants on an application should identify their role in the signature process below. The PI is ultimately responsible for submitting all of the required signatures.

Where you are the PI
1) Complete your Faculty of Humanities and Social Sciences Grants Application Approval Form.
2) Ensure all co-applicants from the Faculty of Humanities and Social Sciences complete a separate Faculty of Humanities and Social Sciences Grants Application Approval Form.
3) Ensure that all other Memorial co-applicants from other faculties submit forms with their signature, their Department Head’s signature, and a Faculty level signature for their Faculty.
   • They can use the Faculty of Humanities and Social Sciences form, their own Faculty form, or a Research, Grant, and Contract Services form.

4) Ensure that your co-applicants from outside of Memorial provide you with institutional signatures, as detailed below:
   • External co-applicants should review the application and print the "Participants" page (or whichever page lists the co-applicant and their institutional affiliation).
   • External co-applicants should sign next to their name on the printout, and bring this page and a copy of the grant application to their Office of Research, Grant, and Contract Services (or equivalent) to get an institutional signature next to where their institutional affiliation is listed.
     i. Note: Your co-applicants may have to go through additional steps at their university (for example, obtaining faculty approval) before they can receive institutional approval. Advise them to consult with the research administrative staff at their university for exact procedures, as they vary from university to university.
   • The external co-applicants can scan the signed "Participants" page and email it back to you to include with your other signatures.

5) Submit all necessary materials to the Dean of Humanities and Social Sciences office at least 8 business days before the external deadline. Note: Deadlines for major competitions may be earlier due to higher loads. Check the deadlines page for exact dates: http://www.arts.mun.ca/funding

6) The Associate Dean of Humanities and Social Sciences (Research) will approve your application and send it to the Research, Grant, and Contract Services (RGCS) for Institutional signature (if required).

7) Be sure to check your email regularly after you submit for Faculty sign-off. You may be asked by the Faculty of Humanities and Social Sciences and/or RGCS to update or change sections of your application.

Where you are a co-applicant and the PI is from Memorial’s Faculty of Humanities and Social Sciences

1) Complete a Faculty of Humanities and Social Sciences Grants Application Approval Form and obtain your Department Head’s signature.

2) The PI is responsible for ensuring that all signature requirements for co-applicants are collected and submitted with the main application. Please consult with the PI on the deadline date.

3) Give the form to the PI, who will submit it along with the other materials needed for sign-off.

Where you are a co-applicant and the PI is from Memorial, but is not in Humanities and Social Sciences

1) Complete a Faculty of Humanities and Social Sciences Grants Application Approval Form and obtain your Department Head’s signature.

2) Submit your approval form, a copy of the completed grant application, and documentation of in-kind and cash commitments to the Dean of Humanities and Social Sciences office for sign-off at least 2 business days before the PI’s internal Faculty deadline (contact the PI; must be a minimum of 5 days before the external deadline).

3) Give the signed approval form to the PI, who will submit it along with the other materials needed for Faculty sign-off in his/her Faculty/School.
Where you are a co-applicant and the PI is not from Memorial

1) Contact the PI to see what documentation his/her university requires, and when the PI will need the signatures.

2) Obtain Faculty and Institutional approval. The following procedure is usually sufficient for most universities:
   - Provide a near final copy of the grant application (including CV modules), and documentation for any cash and/or in-kind commitments from Memorial.
   - Complete a *Faculty of Humanities and Social Sciences Grants Application Approval Form* and obtain your Department Head’s signature.
   - Print the "Participants" page (or whichever page in the grant application lists your name and your institutional affiliation).
   - Sign the “participants” page next to your name, and submit all of the above to the Dean of Humanities and Social Sciences office at least **8 business days** before the internal deadline at the PI’s university.
   - The Associate Dean of Humanities and Social Sciences (Research) will approve your application and send it to Research, Grant, and Contract Services (RGCS) for Institutional signature.
   - RGCS will email you a signed copy of the “participants” sheet that you can forward to the PI at the external institution.
   - **NOTE: Be sure to check your email regularly after you submit for Faculty sign-off.** You may be asked by the Faculty of Humanities and Social Sciences and/or RGCS to update or change sections of the application.

Contracts

- You are **not** authorized to negotiate and approve contracts on behalf of Memorial. However, you can facilitate contract negotiations, in collaboration with Research, Grant, and Contract Services. RGCS’s involvement is “To ensure that all research contracts/agreements entered into by the University meet all legal requirements on the University, are aligned with the University's basic commitment to the free pursuit of knowledge and that any potential academic consequences are appropriately assessed, and are executed in accordance with the University’s policies and procedures.” See [http://www.mun.ca/policy/site/policy.php?id=131](http://www.mun.ca/policy/site/policy.php?id=131) for details.
- The collective agreement allows for independent contracts (i.e., contracts which do not involve the use of university facilities); however, such contracts must still be approved by your Department Head and Dean.
- Contract proposals, like External Grant applications, require the *Faculty of Humanities and Social Sciences Grants Application Approval Form*. See “External Grants” above for details.
- Please contact the Contracts department of Research, Grant, and Contract Services for advice (staff directory can be found at [https://www.mun.ca/research/about/rgcs/contact.php](https://www.mun.ca/research/about/rgcs/contact.php))
  - Indirect costs (“overhead”) are mandatory in MUN contracts. See the “Indirect Costs of Contract Research” policy for details: [http://www.mun.ca/policy/site/policy.php?id=263](http://www.mun.ca/policy/site/policy.php?id=263)
  - Intellectual Property provisions in contracts are typically problematic. See the SGS website, and [http://www.mun.ca/policy/site/policy.php?id=143](http://www.mun.ca/policy/site/policy.php?id=143) for requirements re: IP.

Scholarships / Fellowships / Nominations for awards

- If your scholarship / fellowship includes research funding, your application will follow the same process as if you were a PI on an external grant (above), and must be submitted at least **8 business days** before the external deadline.
• If you are nominating someone for an award, or are being nominated for an award, the process typically involves multiple deadlines, to allow for nominators to write letters of nomination. In general, nominations minimally require a letter from a supervisor/faculty member, and/or the Department Head, and/or the Associate Dean Humanities and Social Sciences (Research and Graduate). Information about the nomination process accompanies each call for nominations.

• If your scholarship / fellowship does not include research funding, but does require Faculty sign-off (Dean or delegate), your complete application must be submitted to the Dean of Humanities and Social Sciences office at least 5 business days before the external deadline.

• For more information about nominations for graduate awards, contact Gail Lamkin, Scholarships Officer, School of Graduate Studies (glamkin@mun.ca or 864-2600).

• For more information about nominations for faculty awards contact the Associate Dean (Research and Graduate, hss@mun.ca, or 864-8254.)

Notice of Intent / Letter of Intent / Expression of Interest / etc.

• Some of these submissions require sign-off, while others do not. Please see the FAQ file “NOI/LOI/EOI sign-off procedures” to determine if your submission will require sign-off.

• If your submission does require sign-off, please follow the procedures for external grant applications, above.