

School of Social Work

Review and Submission of Funding and Grant Applications Guide

There are two separate and independent reviewers of funding and grant applications from the School of Social Work. The first level is the Grants Facilitation Officer. The Grants Facilitation Officer can assist in the formulation and conceptualization of a research proposal (i.e., provide support and assistance to applicants in developing their grant proposals), offer feedback on the presentation of application content, direction on the proposed budget (including allowable items), and assess conformance to the requirements of both the funding body and institution.

The second level of review is the Associate Dean, Graduate Programs and Research, who can assist in the formulation and conceptualization of a research proposal, and offer feedback on presentation, content, and budget (including allowable items). The Associate Dean ensures compliance with the requirements of the funding body and institution and often works closely with the Grants Facilitation Officer as they consult with applicants. The review process on the Research Portal (ROMEIO) has the Grants Facilitation Officer approve a proposal, which is then forwarded to the Associate Dean, Graduate Programs and Research for approval for the proposal to go forward.

There are also two types of review. An application in near-final-form may require less consultation and input from the Grants Facilitation Officer and/or Associate Dean, Graduate Programs and Research than one in early stages of development. A Compliance Review (as outlined below) may be sufficient for an application that is complete and near-ready for submission. A comprehensive review is required when a budget review is required or when an application is incomplete. Applicants are encouraged to begin consulting with the Grants Facilitation Officer three to six months in advance for a Tri-Agency grant application; a month to six weeks for other applications. In any case, the Grants Facilitation Officer must receive an application submitted for Comprehensive Review no later than 15 working days (i.e., three weeks) prior to either the RIS deadline or the final submission deadline when no RIS review is required.

Through the consultation process, the Grants Facilitation Officer and Associate Dean, Graduate Programs and Research provide (when desired) their best advice for a strong and competitive application; the final content is the applicant's decision. But, an application will not be approved when it contains unapproved financial implications for the School or not-permitted budget items. All research must conform to ethical principles governing social work research and social work practice.

NOTE: All external (and certain internal) grant and funding proposals are submitted through the MUN Researcher Portal (ROMEIO).

Review Procedure for Tri-Agency Grants (excepting SSHRC Insight Development Grants)

Procedure

Recommended

1. Comprehensive Review by School of Social Work Grants Facilitation Officer

- Reviews the application to improve the chance (but not guarantee) of funding.
- Provides assistance in the formulation and conceptualization of a research proposal, offers feedback on the presentation of application content, direction on the proposed budget (including allowable items), and assess conformance to the requirements of both the funding body and institution.
- Shall be submitted to the Grants Facilitation Officer **no later than 15 working days (i.e., 3 weeks)** prior to the RIS deadline.
- The Associate Dean, Graduate Programs and Research participates in the comprehensive review, as helpful.

Mandatory

2. Compliance Review by School of Social Work Grants Facilitation Officer

- Reviews the application to ensure compliance with the funding body's requirements as well as institutional policies, procedures, and guidelines. **Incomplete applications are NOT reviewed at this stage.** Feedback is limited to minor edits and correction of minor errors or oversights.
- Shall be submitted to the Grants Facilitator **no later than 7 working days** prior to the RIS deadline.
- An application needing significant work is not to be submitted during this time. The Comprehensive Review provides for that purpose.
- Following review of revisions, the Grants Facilitation Officer approves the proposal to proceed on the Researcher Portal to the Associate Dean, Graduate Programs and Research.

3. School of Social Work Review by the Associate Dean, Graduate Programs and Research

- Reviews the application and ensures all institutional commitments are documented.
- Reviews the application to ensure that it meets institutional and agency requirements; may require edits for approval.
- Signs on behalf of the School of Social Work and authorizes the Proposal for review by RIS if required.
- Must be submitted to the Associate Dean, Graduate Programs and Research, **no later than 5 working days** prior to the RIS deadline.

* Based on application volume for some competitions or unforeseen circumstances this timeline may be adjusted. Any such adjustment will be communicated to researchers in advance.

Institutional Review Procedure for all other Funding and Grant Applications (including SSHRC Insight Development Grants)

Procedure

Recommended

1. Comprehensive Review by School of Social Work Grants Facilitation Officer

- Reviews the application to improve the chance (but not guarantee) of funding.
- Provides assistance in the formulation and conceptualization of a research proposal, offers feedback on the presentation of application content, direction on the proposed budget (including allowable items), and assess conformance to the requirements of both the funding body and institution.
- Shall be submitted to the Grants Facilitation Officer **no later than 15 working days (i.e., 3 weeks)** prior to either the RIS deadline or the final submission deadline when no RIS review is required. The Associate Dean, Graduate Programs and Research participates in the comprehensive review, as helpful.

Mandatory

2. Compliance Review by School of Social Work Grants Facilitation Officer

- Reviews the application to ensure compliance with the funding body's requirements as well as institutional policies, procedures, and guidelines. **Incomplete applications are NOT reviewed at this stage.** Feedback is limited to minor edits and correction of minor errors or oversights.
- Shall be submitted to the Grants Facilitator **no later than 7 working days** prior to either the RIS deadline or the final submission deadline when no RIS review is required.
- An application needing significant work is not to be submitted during this time. The Comprehensive Review provides for that purpose.
- Following review of revisions, the Grants Facilitation Officer approves the proposal to proceed on the Researcher Portal to the Associate Dean, Graduate Programs and Research.

3. School of Social Work Review by the Associate Dean, Graduate Programs and Research

- Reviews the application and ensures all institutional commitments are documented.
- Reviews the application to ensure that it meets institutional and agency requirements; may require edits for approval.
- Signs on behalf of the School of Social Work and authorizes the Proposal for review by RIS if required.
- Must be submitted to the Associate Dean, Graduate Programs and Research, **no later than 3 working days** prior to either the RIS deadline or the final submission deadline when no RIS review is required.

* Based on application volume for some competitions or unforeseen circumstances this timeline may be adjusted. Any such adjustment will be communicated to researchers in advance.

Timeline for Submission of Funding and Grant Applications

Comprehensive Review

Submit **no later than 15 working days (i.e., three weeks)** prior to either the RIS deadline or the final submission deadline when no RIS review is required. Consultation with the Grants Facilitation Officer and/or Associate Dean, Graduate Programs and Research is advised in advance of submission on the Portal. Any submission to the Researcher Portal that has not been approved by the Grants Facilitation Officer and/or Associate Dean, Graduate Programs and Research, will be considered incomplete and will not have satisfied the submission criteria indicated in this Guide.

If foregoing a comprehensive review, applications must be complete.

The required compliance review focuses on minor edits and direction for correction of minor errors or oversights.

Compliance Review (required), Grants Facilitator

Submit **no later than 7 working days** prior to the RIS deadline or the final submission deadline when no RIS review is required. Consultation with the Grants Facilitation Officer and/or Associate Dean, Graduate Programs and Research is encouraged in advance of submission on the Portal. Any submission to the Researcher Portal that has not been approved by the Grants Facilitation Officer and/or Associate Dean, Graduate Programs and Research, will be considered incomplete and will not have satisfied the submission criteria indicated in this Guide.

Compliance Review and Signoff, Associate Dean, Graduate Studies and Research

The Grants Facilitation Officer submits the complete proposal to the Associate Dean, Graduate Programs and Research **no later than 5 working days** prior to the RIS deadline for tri-agency proposals; **no later than 3 working days** prior to either the RIS deadline or the final submission deadline when no RIS review is required for other proposals. The Associate Dean, Graduate Programs and Research may return the proposal for minor changes or revisions, may approve for review by RIS, or may decline approval.

RIS Deadline or External Deadline

RIS Deadline (Day 0)
Or final submission deadline when no RIS review is required

* Based on application volume for some competitions or unforeseen circumstances this timeline may be adjusted. Any such adjustment will be communicated to researchers in advance.

REV: February 20, 2024