Kuali Research: Creating a Proposal for a SSHRC Small Grant

This document details the process of submitting a proposal for a SSHRC Small grant.

: The SSHRC Small application has two parts. One is the proposal submission in Kuali; the other is the proposal submission in the InfoReady portal. These parts can and should be done simultaneously. This document provides the Kuali instructions only.

Access Kuali by navigating to sfu.kuali.co. To access Kuali Research, click the card.

Under , under the

After all fields are completed, click . If any fields are blank, an error message displays and you need to complete the field to be able to save the proposal.

After you save the information, your proposal now has a number. You can use this number to search for the proposal and track its progress.

After you have saved the proposal, the next page displays a menu on the left; you need to enter the required information in each section to ensure the proposal is complete.

NOTE: Click after completing each section.

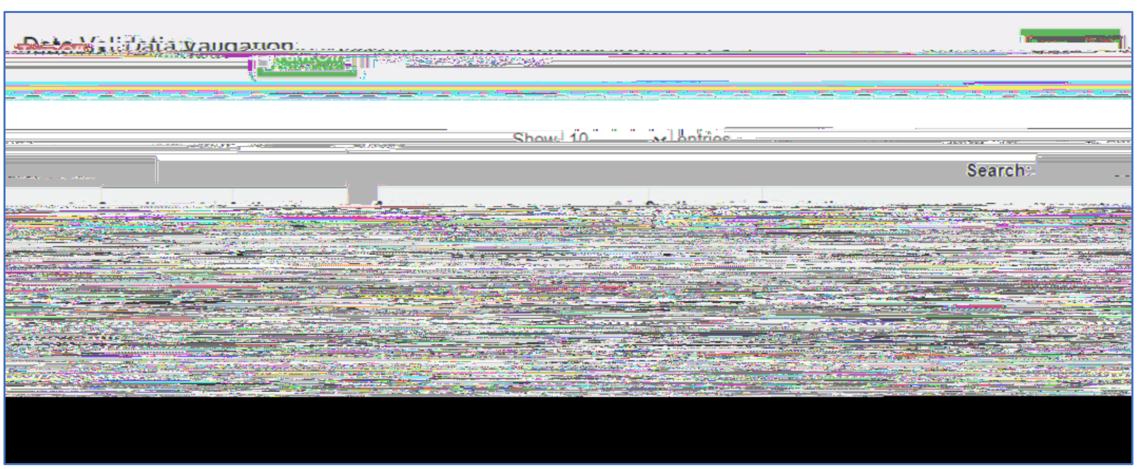
1. The page is a summary of information

6. In the section, respond to each of the questions; if you want more information about a field, click the info icon.
   - Question 1: choose , as the funding you are requesting is in Canadian currency.
   - Question 2: regarding PI fees, choose .
   - Question 3: regarding release time stipends, choose .
   - Question 4: choose to indicate SFU's overhead policy is being followed.
   - Question 5: regarding requiring additional resources, choose .
   - Question 6: regarding an SFU support letter or promise of contribution by the OVPRI, choose .
   - Question 7: regarding international collaboration, choose
   - Question 8: regarding work being done on SFU premises, choose ,
   - Question 9: if you are not working with indigenous peoples, cultures, or knowledge systems, choose . Otherwise click and respond to the related questions.
   - Question 10: regarding including use of any SFU core facilities, choose .
   - Question 11: regarding co-applicants, choose or as appropriate.
7. In the section, indicate what compliance is required for your project; NOTE: completion is not necessary until the actual research begins.

   If you have no compliance requirements, you need to state this explicitly, as this is a required field. Click , and from the drop-down list, choose . In the s field, choose , and click .
8. In the section, you need to upload your and documents; you can do this as two different attachments or as one combined document ( ). Click to upload an attachment. In the dialog, choose the , select the , add a if needed, and click to navigate to where the file is saved.

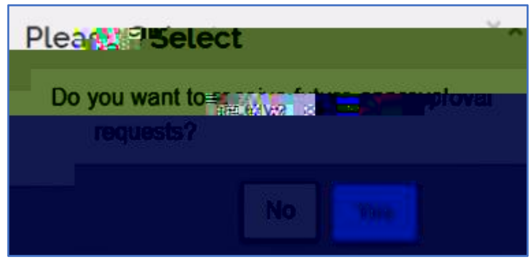
   The documents must have enough information for your Chair or Dean to make their decision.
9. The final tab is . On this tab you can do a final review of all the information you have entered on any of the preceding tabs and make edits changes as needed. Once you have reviewed everything, click .

   If there are any errors or warnings, they will display in the data validation screen. Errors must be fixed before the final submission, but you can submit with warnings.



10. On the next screen, if you are the named PI, click on the dialog asking if you would like to receive future approval requests.

    If you say yes, you will immediately have to approve the proposal before it moves to anyone else in the queue.



Your proposal will now be routed for review and approval. If you want to check the status of your proposal, you can click at any time.