

1. SUBMISSION

All applications:

require the signature of the Department Chair (if applicable) and Dean;
must be complete and submitted by deadline; and
must include an approved ROLA Proposal (if required) - *Please ensure that your ROLA submission conforms to the guidelines established by your Faculty.*

The application form for the specific grant you are applying for outlines the submission criteria for that competition.

For each submission, applicants are required to complete and submit a ROLA proposal by logging into the link found on the Funding Opportunities page at <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html>, by the Dean's deadline date. In the event that the Chair or Dean is away and an alternate signing authority has not been designated, the Faculty Security Officer must notify the ROLA Help Desk at rolahelp@uwo.ca.

2. ADMINISTRATION

Internal competitions are administered by Research Development & Services (RD&S), Room 5150, Support Services Building. (T: 519-661-2111 ext 84500, E-mail: <mailto:intgrant@uwo.ca>).

3. ADJUDICATION

7. FREQUENCY OF APPLICATION

Please refer to the Program Specific Guidelines for the program being applied to.

8. DEADLINES

Applications must be submitted to RD&S by 4:30 pm on the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4:30 pm on the next working day following the weekend or holiday. **Late applications will not be accepted.** The Western Research website lists application deadlines.

9. PROJECT TIME PERIOD

Time periods will vary depending on the competition. Please refer to the Program Specific Guidelines information for the program being applied to.

10. FINAL REPORTS

This requirement will vary depending on the program. Please refer to the Program Specific Guidelines information to the program being applied to. *All final reports must be submitted before new applications will be considered.*

11. RESTRICTED INFORMATION