



nGager Training and User Guide (Grant Application Endorsement)

Version 3.0

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1.1.1 ENDORSE GRANT APPLICATION

When the Principal Investigator has created a draft grant application, Research Director and Research Development Officer from the Host Institution can view the Draft version of the grant application, which is only in read only mode.

Once the Principal Investigator has submitted their application, the Host Institution Research Director and Research Development Officer will receive an email notification to provide their endorsement.

Grant applications can be endorsed while the grant call is open.

If a grant application is not endorsed by the grant close date, it will lapse.

1.1.1.1 Endorsement By RD

Once an application has been submitted by the PI, the application will be routed to the RDO/RD for endorsement.

NOTE: The Research Director does not have to wait for the Research Development Officer recommendation and can give their endorsement at any time. It is strongly encouraged for the RDOs of the HI to review the application and inform the RD only to endorse the applications which have been reviewed by them.

To endorse an application:

• Select 'Grant Applications > Pending HI Endorsement' in the navigation menu

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- Click on the icon [^[]]] to view the selected application.
- You will see the 'HI's Comments' tab. Any messages from the RDO to the RD for this application will be shown here.

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Proposal			
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General Details	Application ID	Current Status
Ethical Consideration	#App-2012-000192	Pending HI Endorsement
Abstract		
Proposal	Scientific Abstract/Short Summary of the Project	
Research Team	In no more than 300 words, concisely describe the specific aim	s, hypotheses, methodology and approach of the research proposal.
Budget	Scientific Abstract here	ΞΞ.ΞΞΞΞΞΞΞΞ.
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• Go through the whole application. Once ready, click on the [Endorse] button to endorse the application.

• You will see a page stating the terms for submitting the grant application. Read through it and click [Submit] to submit this grant application.

Selected Action:	Endorse	ſ
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 Discuss with in The proposed re Adequate resou The applicant is The research all research populations 	nmediate supervisor of applicant that the following will be complied with: esearch will be conducted in the host institution rces will be provided to the applicant for the entire grant period (e.g. lab space) independently salaried by the institution for the entire period of the grant pides by all laws, rules and regulations pertaining to national and the institution's ing procedures and quidelines.	
 Confirm the acc funding sources Confirm that bu aligned with host 	ing procedures and guidelines uracy and completeness of information submitted, including budget, ethics, other , etc. dget is clear (e.g. no double funding/ excessive purchase of equipment), and is it institution HR and other policies	
Inere is no tina	ncial conflict of interest	

NOTE: If you wish to comment on the application and return it to the PI, please see the **'Comment and Return Application to PI' User Guide** available on the NMRC nGager User Guide webpage.

1.1.2 ENDORSE REVISED GRANT APPLICATION

Once the Principal Investigator has submitted his/her revised application, the Host Institution's Research Director will receive an email notification to provide their comments/endorsement.

To endorse the revised application:

• The steps are similar to those in 1.1.1.1