

HOW TO SUBMIT A POSTDOC-LED FUNDING APPLICATION

UCalgary Funding Opportunities Database



- The standard internal deadline is noon, **3 business days** prior to the agency deadline, but it may differ, so ensure you confirm.
- Review the submission process.
- If your competition is not listed, contact the Grant Development Office (GDO): medgrant@ucalgary.ca or the Research Services Office (RSO): rsogrants@ucalgary.ca or for fellowships: fellowships@ucalgary.ca) to confirm deadlines and requirements.

Obtain internal approvals BEFORE the internal deadline



Start this process **at least 1 week before** the internal deadline to get signatures from:

- **[Fill out a Research Funding Application Approval \(RFAA\) for Training Awards form](#)**
- 1. Yourself
- 2. Your supervisor
- 3. Your supervisor's department head
- 4. Associate Dean Research (ADR): Send the form to medgrant@ucalgary.ca for faculty ADR approval
- 5. RSO: Submit RFAA + a PDF of the entire application to fellowships@ucalgary.ca for institutional approval

Provide your full application to RSO by the internal deadline



- Tri-Agency Fellowships (CIHR, NSERC, SSHRC) have unique requirements for submission, confirm the process beforehand.
- For all other competitions, full applications must be downloaded from the agency submission platform and submitted to RSO as a PDF.
- If you need an institutional confirmation letter, connect with medgrant@ucalgary.ca for support.
- Obtain all other signatures (PI, department head etc.) before sending the agency signature page to RSO for the final institutional signature.



Wait for institutional approval

- RSO will review and approve your application for submission.
- They will obtain any required institutional signatures and return the signature page(s) to you.

Submit to agency



In most cases you are responsible to submit your application to the agency by the final agency deadline.