


Office of the Vice-President,
Research and Graduate Studies
Office of Research

MEMORANDUM

TO: University Research Community

FROM: Christophe Guy, Vice-President, Research and Graduate Studies 

DATE: August 22, 2019

SUBJECT: Internal Deadlines and Signatures for Research Grants

With the start of the new academic year and grant submission cycle, we are looking forward to continued success in increasing our external research revenue. It is also an opportune moment to remind everyone that the University signing authority must approve all applications for research funding before they can be submitted to a funding agency or organization.

Submitted on ConRAD		Type of Proposal Review		Internal Submission to OOR
10 <u>business</u> days or more prior to agency deadline	▶	Development Review (addressing all aspects of the application, including content and potential issues of project and researcher eligibility)	▶	5 days prior to agency deadline
10 <u>business</u> days or less prior to agency deadline	▶	Program Review (addressing all agency requirements)	▶	3 days prior to agency deadline
Agency deadline	▶	Institutional Review (addressing any financial or in-kind commitments attached to the proposal)	▶	<i>No changes possible. Application submitted as is.</i>

Please note: The Office of Research cannot guarantee the review, approval and submission of proposals that arrive on the day of the deadline. Every effort will be made by OOR staff to process any such applications and ensure their submission by the deadline.

Questions regarding the review process and internal deadlines for grants may be directed to Andrea Rodney, Manager, Research Grants (andrea.rodney@concordia.ca or ext. 4887) and Dominique Michaud, Director, Research Development (dominique.michaud@concordia.ca or ext. 4175).

CC: Heather Adams-Robinette, Director, VPRGS Sector
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