



MEMO

To: **Faculty of Social Science**

From: Andrew Nelson,
Associate Dean, Research

Date: February 1, 2010

Re: **ROLA II**

ROLA II was rolled out in Sept 2009 with much enthusiasm. However, its reception by faculty has not been entirely positive. This is in part, I believe, because it was never adequately explained, leaving the perception that it is yet one more bureaucratic hoop that the researcher must jump through. This memo is an attempt to provide some of that explanation and (so please read the whole thing) to request specific information to be included in ROLAs to be submitted for approval by the Faculty of Social Science.

ROLA (Research On-Line Administration) is Western's system for processing research proposals and setting up research accounts once funding has been awarded. Thus, it is part of the research bureaucracy, but it is intended to make things easier for both the researcher and the administration. In a recent memo to the departments, Shannon Woodhouse laid out five key themes that ROLA was designed to address:

- Fully Automated Approval Routing And Notifications
- Easier Access To Funding Opportunities
- Pre-Population Of Data/ More Control For Accuracy And Data Integrity
- Ability For Secondary User To Complete Form On PIs Behalf
- Ability For Deans/Chairs To View Details For Co-Applicant ROLA Proposals Associated With Their Department

In addition, there are other ways that the ROLA facilitates the research process:

- by initiating the file creation process at the proposal stage, RD&S can move very quickly once the award has been made to establish research accounts and to make the funds available to the researcher.
- the ROLA form includes a keywords section. While this part of the system is still under development (even though it was mentioned in the five key themes), these keywords will ultimately allow searches of the ROLA database to be done to match funding or collaboration

opportunities with individual researchers. Note that the keywords must be chosen from the drop down list on the Key Words tab. If the appropriate keywords do not exist on the list for your project, contact Shannon Woodhouse (shannon@uwo.ca) to have her add them to the master list.

- You can use ROLA as a tool to update and modify your CV. ROLA is an archive of all grants and awards that you have applied for while at UWO. RD&S has updated ROLA to include an archive of all grants and awards applied for by researchers from 2000. This should ultimately be useful to departments in the preparation of department briefs.
- In the near future all proposals from grant and award applications will be uploaded as PDFs and stored on ROLA, which may be of benefit for future applications.

ROLA Forms

Despite all the positives of the ROLA system, it is fair to say that it is not the most user friendly piece of software ever invented. Thus, to help you get through the form filling process, we have prepared the following notes. I have also attached a dummy ADF application to illustrate the forms.

There also **8 REQUIRED** fields that you **MUST** fill out when completing your ROLA. (The other fields are optional for the successful completion of your ROLA!) If you fail to fill in these fields, you will not be able to save your ROLA, and you will be prompted to return to the blank field(s).

These **8 required** fields are:

Under the GENERAL INFO. TAB:

- Sponsor ID
- Programme ID
- Competition ID
- PI ID
- Title
- “Is Western lead institution?” you must answer yes, or no

If you start your ROLA through the **Funding Opportunities** page the first 4 required fields will be populated automatically. You would then only need to verify the accuracy of this information.

Under the DETAILS TAB:

- You must answer the controlled goods question yes, or no

Under the KEY WORDS TAB:

- You must fill in at least **one** key word (but see the note above about keywords)

Once these sections have been successfully completed, you can fill in the project budget by opening the **Project/Budget** tab. Once this page is opened, click the yellow **Budget button**. This will open an intermediary screen. On this screen move your cursor to the blue highlighted **“proposal budget.”** Click this highlighted word. Once you have clicked on this word you will be brought to the page in ROLA where you can fill in your project budget.

In addition to the 8 required fields, the Faculty of Social Science **also now requires** that you fill in the **following 2 fields** with each ROLA you complete.

Nota Bene - Specific Requirements for ROLA Submissions in the Faculty of Social Science:

Under the GENERAL INFO. TAB:

Lay Description/Abstract

- The researcher can include a project abstract by clicking on the yellow label to the right of the title line. Please be sure to enter a short summary of the project here.

Under the Project/Budget TAB:

-In the “**Description**” box which can be accessed by clicking on the word “**Description**” to the right of the title, please indicate **any resources required from the Faculty of Social Science (such as release time, space, matching funds etc)**. **If no Faculty resources are required, please indicate that fact.**

ROLA Help and Information:

Help in person can be found at the ROLA helpdesk - rolahelp@uwo.ca or x83136, and through Erin Huner, ehuner@uwo.ca , Faculty Research Officer, x80449.

ROLA manuals are available on the RDS web site:

Manuals – the proposal - <http://www.uwo.ca/research/docs/ROLA/Module1-Proposal.pdf>

Submitting the ROLA - <http://www.uwo.ca/research/docs/ROLA/Module2-Submit.pdf>

Profile - <http://www.uwo.ca/research/docs/ROLA/Module3-SponsorResearch.pdf>

Access to ROLA - <http://www.uwo.ca/research/docs/ROLA/Module4-Access.pdf>

There is also a FAQ link - http://www.uwo.ca/research/rds/ROLA/ROLA_Info.html

Fields completed automatically

Fields that need to be completed by the user

Faculty of Social Science requirement

Research WESTERN

Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | http

Menu

Search: []

- My Favorites
- Employee Self-Service
- Manager Self-Service
- UWO Menu
- Accounts Payable
- Accounts Receivable
- Billing
- Customers
- Grants (ROLA II)
 - Sponsored Research
 - Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
- Awards
- Grant Support
- Authorization & Access
- Relationship Management
- Purchasing
- Travel and Expenses
- Vendors
- Project Costing
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- My Personalizations
- My System Profile

General Info | Details | Resources | Location | Certification | Key Words | Project / Budget

Proposal ID: NEXT **Business Unit:** UWO **Submit Status:** Not Submitted [Go to Submit](#)

Version ID: v1 **Currency:** CAD

Title: [] [Lay Description/Abstract](#) [View Application](#)

Description: [] **Status:** Draft [Notes](#)

***Sponsor ID:** RES001633 ACADEMIC DEVELOPMENT FUND

***Program ID:** 00200 NEW RESEARCH & SCHOLARLY INITIATIVE - SMALL GRANTS PROGRAM

***Competition ID:** 20100315 2010 - SPRING COMPETITION

Funding Source: RES001633 ACADEMIC DEVELOPMENT FUND

PI ID: ANELSON **Name:** Nelson, Andrew J

PI Department: 220200 Anthropology

Recipient: []

Holder: Nelson, Andrew J

Dept Held In: 220200 Anthropology

Dean Deadline:	RDS Deadline:	Competition Deadline:	Start Date	End Date
03/01/2010	03/08/2010	03/15/2010 []	07/01/2010 []	06/30/2011 []

Lead PI: [] **Lead Name:** []

Will funds flow to another institution? Yes No Maybe

Is Western Lead Institution? Yes No

Has Funding been Confirmed? Yes No

Is there a Partner Contribution involved in this Proposal?

Last Update User ID: []

Indirect Costs Type: N

Indirect Costs: Select LOI submitted in association with this proposal Yes No

LOI Proposal: []

Last Updated: []

Save | Notify | Add | Update/Display

Done

- Menu**
- Search:
- My Favorites
 - Employee Self-Service
 - Manager Self-Service
 - UWO Menu
 - Accounts Payable
 - Accounts Receivable
 - Billing
 - Customers
 - Grants (ROLA II)
 - Sponsored Research
 - Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
 - Awards
 - Grant Support
 - Authorization & Access
 - Relationship Management
 - Purchasing
 - Travel and Expenses
 - Vendors
 - Project Costing
 - Set Up Financials/Supply Chain
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

- General Info
- Details**
- Resources
- Location
- Certification
- Key Words
- Project / Budget

Proposal ID: NEXT **Business Unit:** UWO **PI Name:** Nelson,Andrew J
Version ID: V1 **Total Budget:** 0.00

Title: Notes

Proposal Details

Type: New Application **Funds Held at UWO:** No Yes

Application Submission Format: Electronic

Funding Type: GRANT GRANT

Primary Use of Funds: RSRCH RESEARCH

Release Time Component:

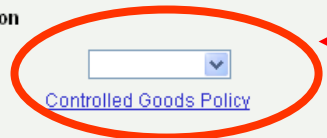
Has Proposal been subject to any type of peer review? No Yes

Do you have any Conflict of Interest issues related to this Proposal? No Yes

Does this Proposal have an International Component? No Yes

Does this proposal involve the use of, or will any resulting publication involve a disclosure or transfer of information or technology, considered to be subject to the controls or restrictions imposed under the Export and Imports Permit Act, the Controlled Good Program, or the legislation or regulation imposed by any other Canadian Government department or agency?
[Controlled Goods Policy](#)

Does this Proposal have potential Commercial Application? No Yes Current



must be answered

[General Info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certification](#) | [Key Words](#) | [Project / Budget](#)

Menu

- Search:
- ▶ My Favorites
 - ▶ Employee Self-Service
 - ▶ Manager Self-Service
 - ▶ UWO Menu
 - ▶ Accounts Payable
 - ▶ Accounts Receivable
 - ▶ Billing
 - ▶ Customers
 - ▼ Grants (ROLA II)
 - ▶ Sponsored Research
 - ▼ Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
 - ▶ Awards
 - ▶ Grant Support
 - ▶ Authorization & Access
 - ▶ Relationship Management
 - ▶ Purchasing
 - ▶ Travel and Expenses
 - ▶ Vendors
 - ▶ Project Costing
 - ▶ Set Up Financials/Supply Chain
 - ▶ Worklist
 - ▶ Tree Manager
 - ▶ Reporting Tools
 - ▶ PeopleTools
 - My Personalizations
 - My System Profile

[New Window](#) | [Customize Page](#) |

General Info | Details | **Resources** | Location | Certification | Key Words | Project / Budget

Proposal ID: NEXT **Business Unit:** UWO **PI Name:** Nelson,Andrew J
Version ID: V1 **Total Budget:** 0.00

Title: Notes

Please select Employee ID to add Western resources (as CO-PI or Other) for this project. Non-Western CO-PIs may be added as "CO-PI Ext". Click on Details icon to add information. % Effort - What percentage of this project are you responsible for?

Proposal Project Find First 1 of 1 Last

Proposal Project ID: NEXT_1 **Project Budget:** 0.00

Professional							
Number	User ID	Name	*Role	Department	% Effort	Details	
10	ANELSON	Nelson,Andrew J	PI	220200	100		

No required input unless additional PIs are involved

Save Notify

Add Update/Display

[General Info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certification](#) | [Key Words](#) | [Project / Budget](#)

Menu

- Search:
- ▷ My Favorites
 - ▷ Employee Self-Service
 - ▷ Manager Self-Service
 - ▷ UWO Menu
 - ▷ Accounts Payable
 - ▷ Accounts Receivable
 - ▷ Billing
 - ▷ Customers
 - ▷ Grants (ROLA II)
 - ▷ Sponsored Research
 - ▽ Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
 - ▷ Awards
 - ▷ Grant Support
 - ▷ Authorization & Access
 - ▷ Relationship Management
 - ▷ Purchasing
 - ▷ Travel and Expenses
 - ▷ Vendors
 - ▷ Project Costing
 - ▷ Set Up Financials/Supply Chain
 - ▷ Worklist
 - ▷ Tree Manager
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - My Personalizations
 - My System Profile

[General Info](#) |
 [Details](#) |
 [Resources](#) |
 [Location](#) |
 [Certification](#) |
 [Key Words](#) |
 [Project / Budget](#)

Proposal ID: NEXT **Business Unit:** UWO **PI Name:** Nelson,Andrew J

Version ID: V1 **Total Budget** 0.00

Title: Notes

Proposal Project Find First 1 of 1 Last

Proposal Project ID: NEXT_1 **Project Budget** 0.00

Research Activity

Indicate the location(s) where the research will be conducted and the % of research activity at each location. Location(s) determine the indirect cost distribution, if applicable, for this project.

Proposal Project Location Find First 1 of 1 Last

Location: RES_UWO **Description:** Western

Country: CAN Canada **% of Activity** 100

No required input unless other locations are involved

Save Notify

Add Update/Display

[General Info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certification](#) | [Key Words](#) | [Project / Budget](#)

- Menu**
- Search:
- ▷ My Favorites
 - ▷ Employee Self-Service
 - ▷ Manager Self-Service
 - ▷ UWO Menu
 - ▷ Accounts Payable
 - ▷ Accounts Receivable
 - ▷ Billing
 - ▷ Customers
 - ▷ Grants (ROLA II)
 - ▷ Sponsored Research
 - ▷ Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
 - ▷ Awards
 - ▷ Grant Support
 - ▷ Authorization & Access
 - ▷ Relationship Management
 - ▷ Purchasing
 - ▷ Travel and Expenses
 - ▷ Vendors
 - ▷ Project Costing
 - ▷ Set Up Financials/Supply Chain
 - ▷ Worklist
 - ▷ Tree Manager
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - My Personalizations
 - My System Profile

General Info | Details | Resources | Location | **Certification** | Key Words | Project / Budget

Proposal ID: NEXT **Business Unit:** UWO **PI Name:** Nelson, Andrew J

Version ID: V1 **Total Budget:** 0.00

Title:

Proposal Project Find First 1 of 1 Last

Proposal Project ID: NEXT_1 **Project Budget:** 0.00

Compliance Certification

Project involves use of:

Animal Use Subcommittee	<input type="checkbox"/>
BioHazard	<input type="checkbox"/>
Human Ethics	<input type="checkbox"/>

Agreement(s) covering this Proposal: Find | View All First 1 of 1 Last

Agreement ID	Agreement Type	Title	Version	Agreement and Process Status
No required input unless these questions are relevant				

[General Info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certification](#) | [Key Words](#) | [Project / Budget](#)

ROLA LOGIN/Funding Opps FrameSet (... x) Maintain Proposal

Research WESTERN

Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | help

Menu

Search:

- ▷ My Favorites
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ UWO Menu
- ▷ Accounts Payable
- ▷ Accounts Receivable
- ▷ Billing
- ▷ Customers
- ▷ Grants (ROLA II)
 - ▷ Sponsored Research
 - ▷ Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
- ▷ Awards
- ▷ Grant Support
- ▷ Authorization & Access
- ▷ Relationship Management
- ▷ Purchasing
- ▷ Travel and Expenses
- ▷ Vendors
- ▷ Project Costing
- ▷ Set Up Financials/Supply Chain
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- My Personalizations
- My System Profile

General Info | Details | Resources | Location | Certification | **Key Words** | Project / Budget

Proposal ID: NEXT **Business Unit:** UWU **PI Name:** Nelson, Andrew J

Version ID: V1 **Total Budget:** 0.00

Title:

Key Word Detail Customize | Find First 1 of 1 Last

Description
1 <input type="text"/>

**INPUT KEY WORD(S)
(see memo notes about keywords)**

[General Info](#) | [Details](#) | [Resources](#) | [Location](#) | [Certification](#) | [Key Words](#) | [Project / Budget](#)

Done

- Menu**
- Search:
- ▷ My Favorites
 - ▷ Employee Self-Service
 - ▷ Manager Self-Service
 - ▷ UWO Menu
 - ▷ Accounts Payable
 - ▷ Accounts Receivable
 - ▷ Billing
 - ▷ Customers
 - ▷ Grants (ROLA II)
 - ▷ Sponsored Research
 - ▽ Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
 - ▷ Awards
 - ▷ Grant Support
 - ▷ Authorization & Access
 - ▷ Relationship Management
 - ▷ Purchasing
 - ▷ Travel and Expenses
 - ▷ Vendors
 - ▷ Project Costing
 - ▷ Set Up Financials/Supply Chain
 - ▷ Worklist
 - ▷ Tree Manager
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - My Personalizations
 - My System Profile

General Info Details Resources Location Certification Key Words **Project / Budget**

Proposal ID: NEXT **Business Unit:** UWO **PI Name:** Nelson,Andrew J
Version ID: V1 **Total Budget:** 0.00
Title: [Notes]
Budget Amount Allocated

once required fields are complete, click here

Proposal Project

Proposal Project ID: NEXT_1 **Primary** **Budget**

Title: [Description]

Project Manager: Nelson,Andrew J **Project Budget:** 0.00

Institution: Western

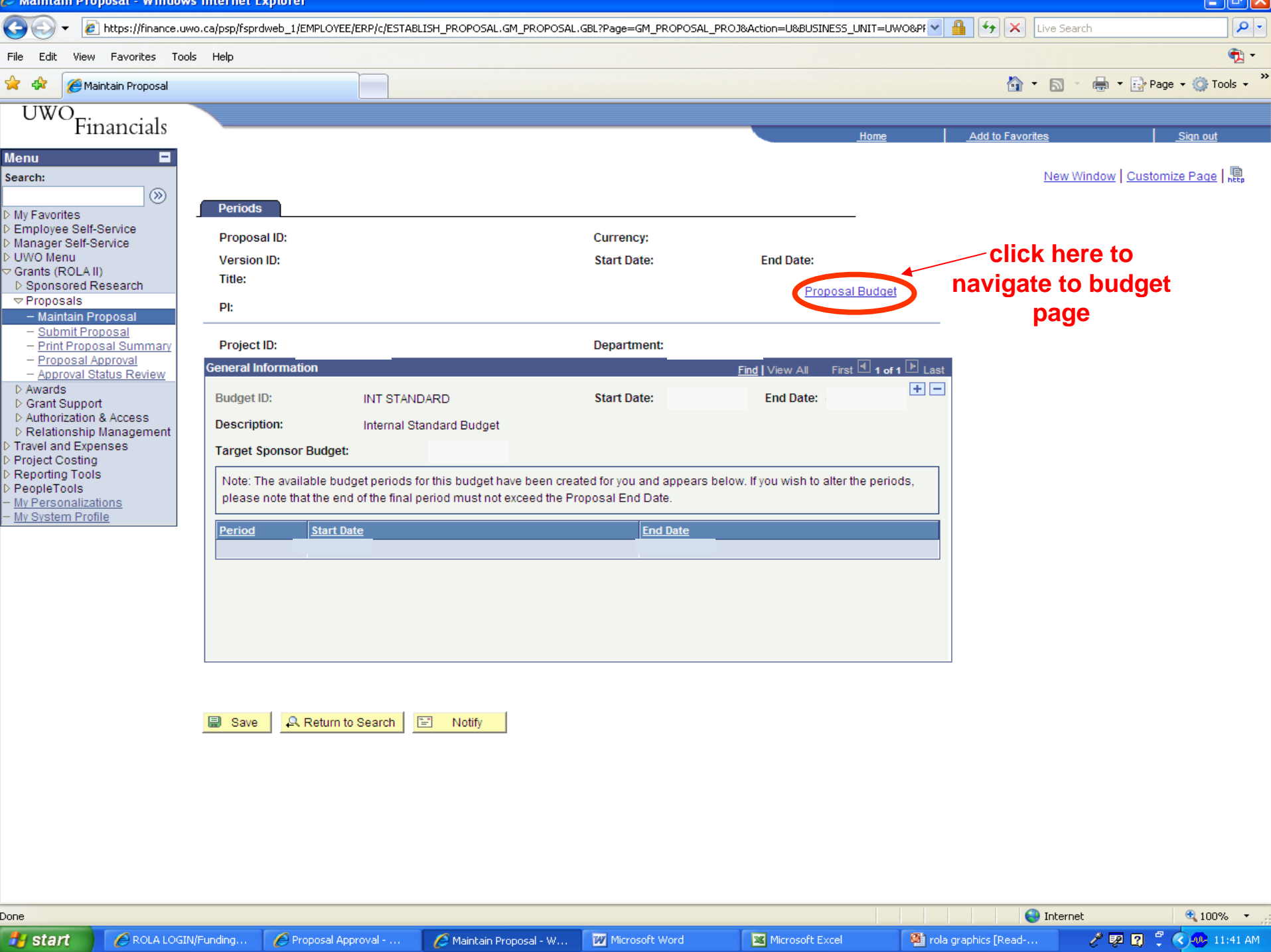
Department: 220200 Anthropology **Faculty:** Faculty of Social Sciences

Required by Faculty of Social Science

Save Notify

Add Update/Display

General Info | Details | Resources | Location | Certification | Key Words | Project / Budget



- Menu**
- Search:
- ▷ My Favorites
 - ▷ Employee Self-Service
 - ▷ Manager Self-Service
 - ▷ UWO Menu
 - ▽ Grants (ROLA II)
 - ▷ Sponsored Research
 - ▽ Proposals
 - Maintain Proposal
 - Submit Proposal
 - Print Proposal Summary
 - Proposal Approval
 - Approval Status Review
 - ▷ Awards
 - ▷ Grant Support
 - ▷ Authorization & Access
 - ▷ Relationship Management
 - ▷ Travel and Expenses
 - ▷ Project Costing
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - [My Personalizations](#)
 - [My System Profile](#)

Periods

Proposal ID: _____ Currency: _____
 Version ID: _____ Start Date: _____ End Date: _____
 Title: _____
 PI: _____

[Proposal Budget](#)

click here to navigate to budget page

Project ID: _____ Department: _____

General Information Find | View All First 1 of 1 Last

Budget ID: INT STANDARD Start Date: _____ End Date: _____

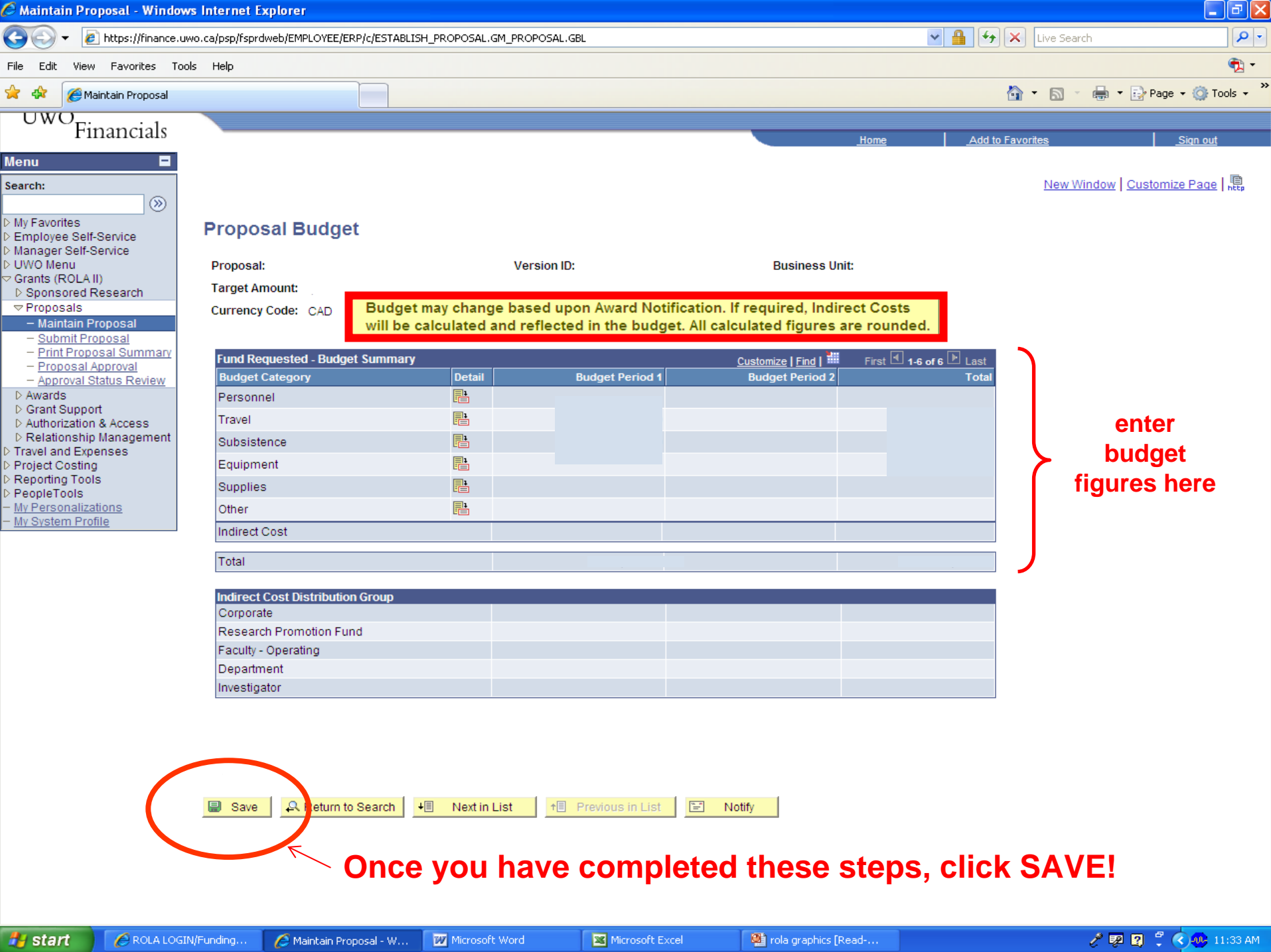
Description: Internal Standard Budget

Target Sponsor Budget: _____

Note: The available budget periods for this budget have been created for you and appears below. If you wish to alter the periods, please note that the end of the final period must not exceed the Proposal End Date.

Period	Start Date	End Date

Save Return to Search Notify



Proposal Budget

Proposal:

Version ID:

Business Unit:

Target Amount:

Currency Code: CAD

Budget may change based upon Award Notification. If required, Indirect Costs will be calculated and reflected in the budget. All calculated figures are rounded.

Fund Requested - Budget Summary

Budget Category	Detail	Budget Period 1	Budget Period 2	Total
Personnel				
Travel				
Subsistence				
Equipment				
Supplies				
Other				
Indirect Cost				
Total				

Indirect Cost Distribution Group

Corporate			
Research Promotion Fund			
Faculty - Operating			
Department			
Investigator			

**enter
budget
figures here**

Save **Return to Search** **Next in List** **Previous in List** **Notify**

Once you have completed these steps, click SAVE!