

**Alberta Innovates
General Instructions for Applicants
Research Funding Online Application System (RFOAS)**

<https://www.fundingconsortium.gov.ab.ca/AIBio/Account>

These are general instructions for completing online applications to several different funding programs. A few details might vary, depending on the program. If you require further information, always refer to the specific guidelines for the program you are applying to.

1. Creating Your Proposal / Editing Your Proposal

- Some programs require a full proposal (a one-step process) while other programs follow a two-step process – i.e., all applicants are asked to submit a letter of intent first, then successful LOI's are invited to submit a full proposal. Refer to the specific program guidelines for further information.
- To create a NEW proposal (whether it is a letter of intent or a full proposal), select the correct/appropriate one of the programs currently accepting applications, listed on this web page below.
- The logo of the lead funding agency precedes the program name.
- To access a CURRENT proposal which requires further work or editing, click on the tab **My Proposals** at the top of this page.
- To access a letter of intent that has been accepted, for which the funder has requested a full proposal, click on the tab **My Proposals**.
- Click on **help**) at the top of each section in the online application to see detailed instructions.

2. Saving Your Work

There are three ways to save your data while filling out the proposal:

- Navigate through the footer links (click to the next or previous page of proposal).
- Navigate through the left links (proposal contents).
- Click on the **Quick Save** link at the top of the page.

- If you log off or close the web page without performing one of these three actions, the information typed into the page will NOT be saved.
- Because this is a web-based application, it is strongly recommended that you save your work often. A web-based application will TIME OUT after a few minutes of

inactivity. If this happens you will be prompted to log back into the application, and any unsaved work will be lost.

3. Completing the Proposal

- Please keep your answers brief. There is a box at the bottom of each section that counts the number of characters that you have entered. It is your responsibility to keep answers within the maximum number of characters for each section.
- Proposals exceeding the character count will be arbitrarily TRUNCATED or REJECTED when being reviewed by the funders.
- To count the characters if cutting and pasting from another document:
 - Go to the end of the pasted text, add a space and then the document counter will count the characters.
- If you use the MS Word template available on the Funding Consortium website to cut and paste your proposal text to the online form, please avoid using symbols and text formatting (bold, italics, etc.). These will not carry over reliably into the online application.
- Please review the online application form for EACH PROGRAM, since the form and questions may vary.

4. Submitting the Proposal

- When the proposal is complete, click the **Submit** button on the final page to submit the proposal to the lead funding agency.
- Once your proposal has been submitted, you will receive an automated confirmation email. Please also check your spam/junk email folder for this message.
- If you do not receive an automated message acknowledging submission of your proposal, please contact the lead funding agency for that initiative.

5. Important Information

- This web-based application is NOT intended for online collaboration. It is recommended that you collaborate using other methods during proposal development, and then cut and paste the final text into the online application.