

# Ideaworks Research Operations Resource

## About this resource:

This document is a living document – it provides resources and information for Mohawk College Employees and Students engaged in research. It is available to all through the Ideaworks website and is updated as needed to stay consistent with current practices.

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### Funding Proposal Approval Routing Sheet

**Request for Review and Sign off (Originating Department)**

Department: \_\_\_\_\_

Routing Date: \_\_\_\_\_

Project Lead: \_\_\_\_\_

Signature: \_\_\_\_\_

Sponsor/Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Operations Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Sign-Off Due date: \_\_\_\_\_

RUSH (Date Req'd): \_\_\_\_\_

**Scope of Work:** *(Additional notes/comments for reviewers):*

Project Start Date: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Total Proposal Amount: \_\_\_\_\_

Project End Date: \_\_\_\_\_

College Contribution: Cash: \_\_\_\_\_

In-Kind: \_\_\_\_\_

**Review Process**

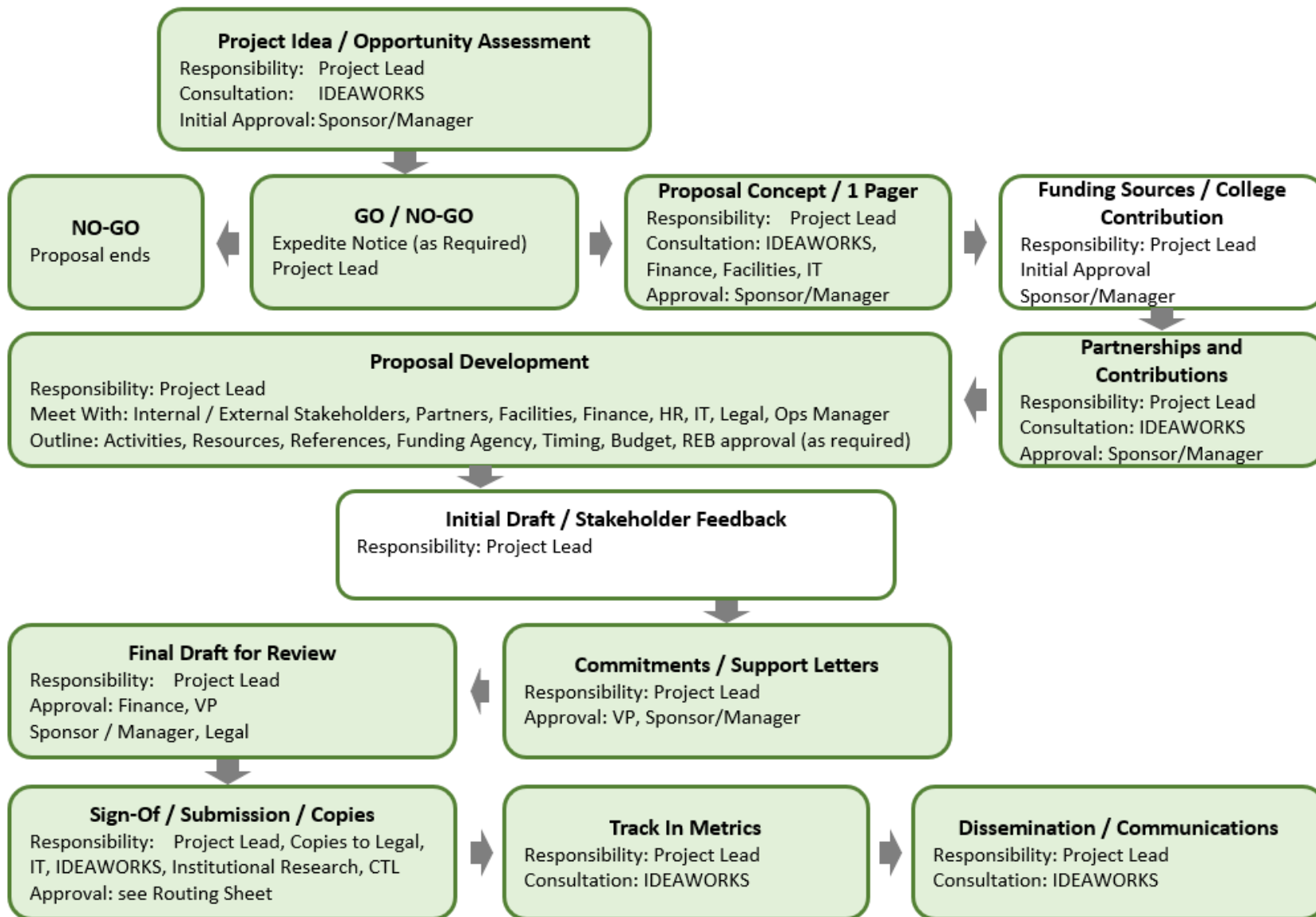
**Please check the box beside other areas that should review this proposal, as appropriate:**

- Risk Management Analyst: \_\_\_\_\_
- General Counsel: \_\_\_\_\_
- Finance: \_\_\_\_\_
- Reporting Vice President: \_\_\_\_\_
- Facilities: \_\_\_\_\_
- Information Technology: \_\_\_\_\_

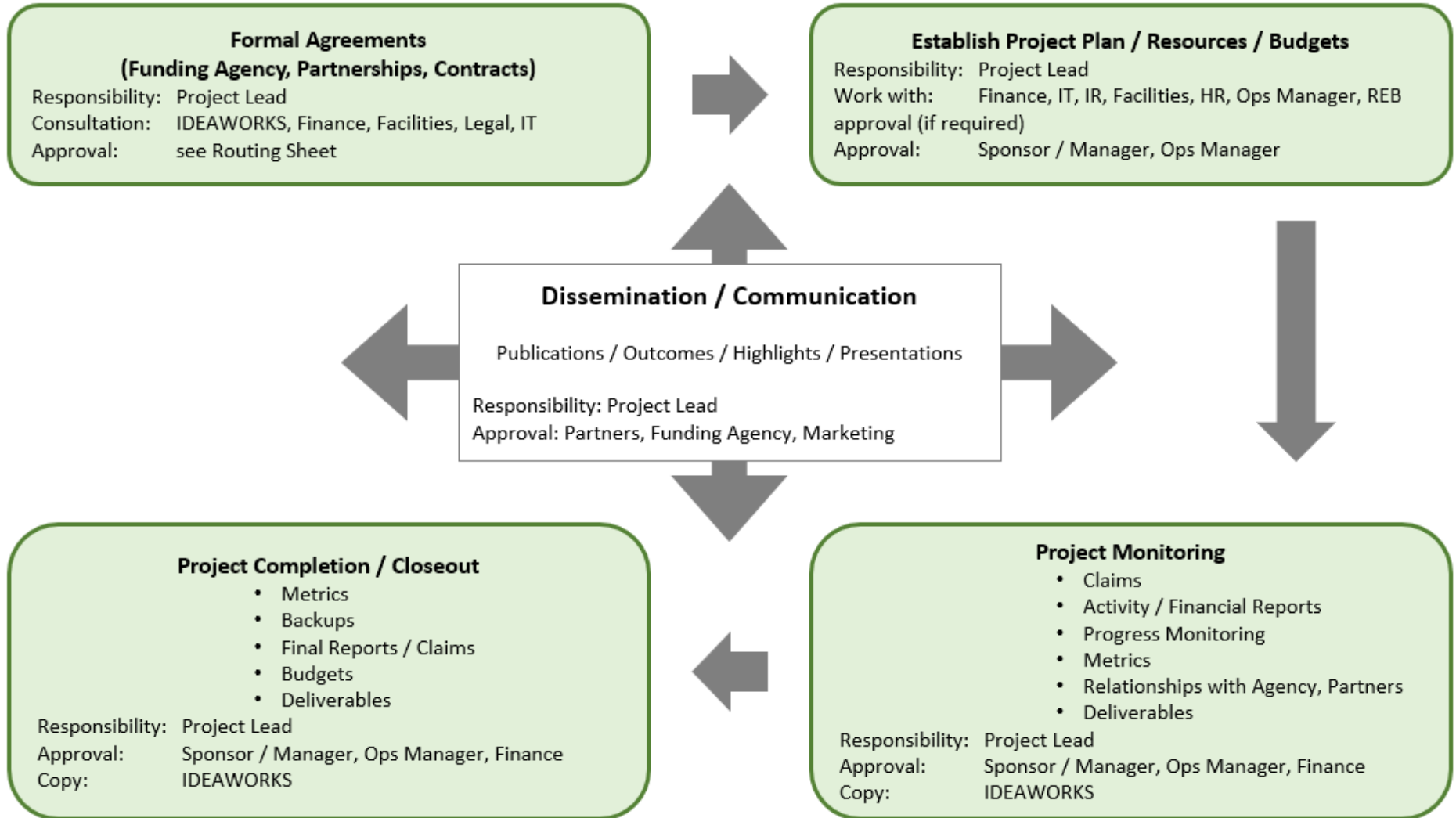
IDEAWORKS (Dean, Applied Research): \_\_\_\_\_

Vice President, Academic (if applicable): \_\_\_\_\_

### Funding Proposal Submission Process



### Project Monitoring Process



## Shared Responsibility

#	Activity	IDEAWORKS-led grant or contract		Other Department-led grant or contract	
		IDEAWORKS	OTHER DEP'T	IDEAWORKS	OTHER DEP'T
1	Idea Development	Lead	Support	Support	Lead
2	Alignment with strategic priorities	Lead	Support	Support	Lead
3	Proposal Development	Lead	Support	Support	Lead
4	Budget Development	Lead	Support	Support	Lead
5	Proposal Submission	Lead	Support	Support	Lead
6	Proposal approval/oversight*	Lead	Support	Support	Lead
7	Project logistics (staffing, budget creation, facilities)	Lead	Support	Support	Lead
8	Project Monitoring/Deliverables	Lead	Support	Support	Lead
9	Fund Reporting (Activities, Funding)	Lead	Support	Support	Lead
10	Metrics Reporting**	Lead	Support	Support	Lead
11	Agreements/Contracts	Lead	Support	Support	Lead
12	Partner relationships	Lead	Support	Support	Lead
13	Funding Agency liaison	Lead	Support	Support	Lead
14	Research Ethics Approval	Lead	Support	Support	Lead

\* some funding agencies may require centralized oversight e.g. Tri-Council

\*\* metrics are centralized at IDEAWORKS