

# IGNITING DISCOVERY GRANT RECIPIENTS' ROADMAP

[Got Funded, Now What? Workshop](#)



## 1) CREATE AN ERSO FILE

- Log into [ERSO](#)
- Can find [portal user guide](#), [FAQs](#), and [how-to videos](#)
- Contact [Kate Rosser-Davies](#) (UWindsor ORIS Systems and Metrics Coordinator) for questions

## 2) ACQUIRE CERTIFICATIONS/CLEARANCES

- If your project involves human participants, animal subjects, or biohazards – it will need to be cleared by the [REB](#), the [Animal Care Committee](#), or the [Research Safety Committee](#).
- You will have several options:
  - Option 1: Existing certificate or clearance
  - Option 2: No prior certificate – apply now
  - Option 3: [Partial release of funds](#)
  - Option 4: Declaration of non-engagement



## 3) REB (IF APPLICABLE)



- UWindsor REB is the review committee for HDGH + ESHC
- WRH REB form is accepted; will require review by UWindsor REB
- [Book a time with REB Chair](#) for consultations
- [REB applications](#) due Mondays by 5PM for screening/triage
- Applications are reviewed Wednesdays

## 4) OPENING GRANT ACCOUNT/ GRANT MANAGEMENT

- UWindsor Office of Research & Innovation ([ORIS](#)) will request to have a grant account opened for your project.
- You will receive an award letter and budget with your grant account number from [Research Finance](#) which will include contact information for your [project manager \(Eric Gee\)](#).
- Monthly account statements are sent out on the 15th of every month to UWindsor email address



## 4A) REQUISITIONS



1. Are they a current UWindsor supplier?
  - a. Yes - go to step 2
  - b. No - [use this link](#) (•Open Ticket > Request Type = Requesting to add new supplier > Complete remaining info)
2. Email it to your [project manager \(Eric Gee\)](#) with grant #

## 4B) EXPENSE REPORTS



- Log into [ORACLE](#) (using company single sign on), go to the cost module, press (+) to create an expense report
- [How do I create an expense report?](#)
- [How do I update my banking information?](#)

## 5) HIRING RESEARCH PERSONNEL

- Information on [grant-funded research personnel](#)
- There are 2 types of research personnel
  - [UWindsor Student](#) (link with forms) - processed through HR
  - [Non-student](#) - processed through the Office of VP Research & Innovation



## 6) REDCAP



- [Research Electronic Data Capture](#)
- Contact: [WE-SPARK REDCap](#)

### HDGH RESOURCES

- [HDGH Office of Research Email](#)
- [Website](#)



### WRH RESOURCES

- [WRH Office of Research Email](#)
- [Website](#)



### ESHC RESOURCES

- [ESHC Office of Research Email](#)
- [Website](#)

