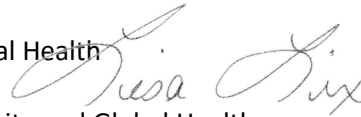




MEMORANDUM

Date: September 3, 2026

To: College of Community and Global Health Faculty, Staff, Post-Doctoral Fellows, Graduate Students
Dr. Jude Uzonna, Vice-dean (Research), Rady Faculty of Health Sciences
Dr. Richard Keijzer, Associate Dean (Research), College of Medicine
Amanda Wardekker, Office of the Associate Dean (Research), College of Medicine

From: Dr. Lisa Lix, Associate Dean Research, College of Community and Global Health 

Subject: New Grant Application Submission Process for the College of Community and Global Health

Effective **September 8, 2026**, the College of Community and Global Health (CCGH) Office of the Associate Dean Research (ADR) will review all grant applications and associated Funding Application Approval Forms (FAAFs) before their submission to the Office of Research Services (ORS).

Do not submit your grant applications and associated FAAF to Max Rady College of Medicine. Please only submit them to CCGH.Research@umanitoba.ca effective September 8, 2026.

The new CCGH process is intended to provide researchers with a dedicated point of contact within the College and to facilitate a smooth transition from College-level review to ORS. The process ensures that ORS has sufficient time to review applications and confirm compliance with institutional and sponsor requirements, before signing off.

Submission timeline

Please submit your grant applications and associated FAAF to CCGH.Research@umanitoba.ca **14 business days prior to the agency submission deadline**. This timeline, which remains unchanged, allows the Office of the ADR to review grant applications, work with researchers to address any outstanding issues, and coordinate the institutional review and sign-off required by ORS. This fixed timeline is set by the Office of the Vice-President Research and International (VPRI).

Please refer to the attached flow chart which details the process to be used starting on September 8, 2026.

Submission deadlines

Information on submission deadlines can found at [Upcoming Major Funding Opportunities and Deadlines \(UMFOD\)](#)

Grant application materials

Applications submitted for review must be as complete as possible and must include:

- The application form including finalized team list and ethics requirements;
- A complete description of the proposed research;
- A complete budget in the format prescribed by the sponsor and a budget justification;

- Copies of required or available letters of support, or a draft letter of support if a VPRI letter of support is required;
- Documentation of unit or partner cash or in-kind financial commitments; and
- Signatures from applicants (if required)

Please note that you can continue to make minor updates to your application while awaiting feedback from ORS.

We recognize that research undertaken with communities and partners can involve evolving timelines, late-arriving letters of support, and other circumstances that are not always within the researcher's control. Researchers are encouraged to contact the Office of the ADR as early as possible if they anticipate difficulty meeting this internal timeline of 14 business days prior to the agency submission deadline.

Funding application approval form (FAAF) requirements

The FAAF is used to track compliances and approvals and is required to accompany all grant applications unless otherwise noted:

- The electronic FAAF can be found on the [UM Research Services SharePoint site](#) (scroll down to **Forms**).
- A reminder that the title on the FAAF must match the title on the application and that the percentages relate to UM faculty only and must total 100%

Further information can be found at [ORS FAAF](#)

Submission process

Researchers should submit 2 PDFs for each application to **CCGH.Research@umanitoba.ca**:

1. Unlocked PDF containing the signed FAAF
2. A PDF containing the complete grant application and all supporting documentation

Once the CCGH Office of the ADR reviews and approves the grant application, the approved submission will be forwarded to ORS for institutional review, with a copy to the PI and/or administrative personnel who made the submission.

Resubmission

Where a revised application package is required, researchers will be asked to provide the FAAF, updated application, and relevant supporting documentation so that the complete and current version can be reviewed.

Our commitment to researchers

The CCGH Office of the ADR is committed to making the grant submission process as supportive, transparent, and efficient as possible. The new process provides a dedicated College-level point of contact where researchers can receive guidance, identify potential issues early, and navigate the transition to institutional review by ORS.

We acknowledge the complexities associated with community-engaged, strategic, and collaborative research, and we will strive to work with researchers to address these realities while meeting all requirements and firm timelines for institutional review.

Thank you for your collaboration as this new process is established. The Office of the ADR looks forward to supporting CCGH researchers and helping facilitate successful grant applications.