



RESEARCH INITIATIVES and SERVICES
MEMORIAL UNIVERSITY of NEWFOUNDLAND

Janeway Foundation Grants: Checklist for Establishing a Research Grant Account (for MUN Faculty and Students).

My Janeway Foundation application was already submitted through the MUN Researcher Portal at the time of application

If this is the case then your award documentation will need to be submitted via a RIS-Amendment event. Please follow these steps:

1. Contact RIS (RIS@mun.ca) to make them aware of your award so that they can update your portal file status to Active making it “eventable”
2. Log-in into Researcher Portal <https://rpresources.mun.ca/> using your MUN username and password
3. From the portal dashboard, either search by file number in the dialog box at the top of the page, OR look for the application by title under the Principal Applicant role (Applications-post review).
4. Once you have selected the correct file, on the left-hand side of the page there should be an Event button. Click this and it will take you to the events page. Select RIS-Amendment event. Within the event you will need to complete the information requested in the tabs:
 - a. In the Event Info tab, please specify a Start Date for your account (can be start date of your project). The end date will be set as **24 months** following the **Award** date. Also if you would like RIS to request the release of the cheque from Eastern Health to MUN on your behalf, please note this in your event submission
 - b. In the RIS-Amendment tab, Certification sub-tab, complete information to indicate your ethics requirements. If applicable upload a copy of ethics approvals in the Attachments tab
 - c. In the Attachments tab, also upload:
 - i. A copy of the Award Letter from JRAC
 - ii. A copy of the Award Acceptance (signed and witnessed)
 - iii. If this is an award made directly to a student/non-faculty member (e.g., medical student/resident or graduate/postgraduate student), the research account will need to be established in the Supervisor’s name and they will be responsible for administering funds on awardee’s behalf. If applicable, please upload an email confirmation from Supervisor of their agreement for this
5. Once all tabs have been completed and documents uploaded, please click on “Submit” to forward the request to RIS.

My Janeway Foundation application was NOT submitted through the MUN Researcher Portal at the time of application

If this is the case, you will need to create a new Portal entry. Please follow these steps:

1. Log in into Researcher Portal using your MUN username and password (first time applicants need to be registered at <http://rpresources.mun.ca/> to create their account)
2. Click on “APPLY NEW” at the right upper corner of the page, then click on the “General Use Application” under the “Research Initiatives and Services (RIS) – St. John's and Grenfell

- Campuses” subsection.
3. Complete info in “Project Info” and “Project Team” tabs. Add the “RIS Workflow Coordinator” to your team (add new, search last name RIS and select from list). Click “Save”.
 4. In “Project Sponsor Info” tab click “ADD NEW,” then click on “AGENCY” button. Type in the Agency Name: **Janeway**. There will appear 2 names, please “SELECT” “Janeway Research Foundation.”
 5. You will see the following info:
 - a. Agency: Janeway Research Foundation
 - b. Program: Grant
 - c. Investigator: Your name as a PI
 - d. Competition Date: Select from Calendar-**Add application competition date (July 10th for 2026 competition)**
 - e. Select Start and End Dates for your project (start date can be start of your project; end date will be set as 24 months following award date)
 - f. Then click on “Save” button
 6. In the attachments tab, you will need upload the following:
 - a. A copy of the complete application and budget as submitted to the Janeway Foundation
 - b. A copy of the Faculty of Medicine approval form (with signatures)
 - c. A copy of the Award letter from the JRAC
 - d. A copy of the Award Acceptance (signed and witnessed)
 - e. If this is an award made directly to a student/non-faculty member (e.g., medical student/resident or graduate/postgraduate student), the research account will need to be established in the Supervisor’s name and they will be responsible for administering funds on awardee’s behalf. If applicable, attach an email confirmation from Supervisor of their agreement for this
 - f. Copies of approvals for any applicable clearances
 7. In the “General Use Application” tab:
 - a. Complete each of the sub-tabs
 - b. Ethics sub-tab: note ethics requirements
 - c. Indirect Cost sub-tab: Select “no indirect cost” and indicate not eligible
 - d. If you would like RIS to request the release of the cheque from Eastern Health to MUN on your behalf, please note this in the “Deadlines/Timelines” sub-tab
 8. Once all tabs are completed and documents uploaded, click “Save” and “submit”

If you require assistance with your portal entry, please contact the portal support desk at rpsupport@mun.ca or the grants facilitation officer within your unit.



Research & Graduate Studies, Faculty of Medicine
Departmental/Faculty Approval Form and Checklist

Application information: Name of Applicant/Co-Applicant _____

Faculty: __Medicine_____ Division/Discipline: _____

Funding Agency/Sponsor: _____ Grant Application Deadline Date: _____

Program: _____ Supervisor (if applicable): _____

Title of Proposal: _____

Is this application being submitted by a university or organization other than MUN? No [] Yes [] If yes, please specify: _____

- 1. Does this project require NEW SPACE: No [] Yes [] If yes, please attach documentation to support the allocation of new space from the Chair of the Space Committee (Vice Dean, Education and Faculty Affairs)
2. Has indigenous consultation already taken place for this research (if required)? No [] Yes [] n/a []
3. Does this application include any Contributions/Commitments (CASH or IN-KIND) from the division/discipline/faculty No [] Yes [] If yes, please specify:
4. Does this application include any Contributions/Commitments (CASH or IN-KIND) from individuals, units or entities external to Medicine? No [] Yes [] If yes, please attach documentation which confirms the commitment(s)

The signatures below confirm:

- that the applicant (and supervisor, if applicable) accepts responsibility for ensuring completeness of the submitted application, and that it conforms to the sponsor guidelines (including sponsor financial guidelines)
that the applicant (and supervisor, if applicable) confirms that all participants named on the application have agreed to participate in the roles as defined, and that they have informed their respective units/institutions of their participation in the application.
that the academic head is aware of and agrees to provide time, space, administrative support and financial resources (where noted) to carry out the proposed research should the grant application receive funding.
these signatures also take on the "Meaning of Signatures" as set out in the funding guidelines.

SIGNATURES:

Applicant/Co-Applicant Date Supervisor (required for student applications) Date

Head of Division/Discipline (Chair/ Associate Dean) Date

Dean / Vice Dean (Research) Date

[For applications submitted through the MUN Researcher Portal, the Dean/Vice Dean (Research) signature is not required (e-signature provided through the portal)]

Access to Information and Protection of Privacy
The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to administer your grant application. If you have any questions about the collection and use of this information contact the Research Grants Coordinator, Research Grant Contract Services, at 709-864-4745, 864-4076, 864-3045