

FOE Requirements for the Electronic Cover Sheet (ECS)

The Office of Research ECS system is new, but the requirements for Faculty of Engineering submissions remain the same. For ERO review and ADR sign-off on your application, **five business days before** the deadline, submit the completed cover sheet to your department chair, including **supporting documents**:

1. The full grant application (near final draft is fine), contract/agreement, or award. [Mandatory]
2. A clear budget (spreadsheet) that matches the cover sheet. [Mandatory]
3. Emails, memos, or letters as required, detailing:
 - a. deviations from [standard overhead rates](#) (ECS Funding section, question #2)
 - b. conflict of interest, real or potential (Risks section, declaration #4) – see [Policy 69](#)

Common Errors to Avoid

The OR ECS system does not permit ERO staff to edit or amend your cover sheet, so we will have to return it to you if there are any errors. These are a few that we see often:

Co-investigators:

- Any co-investigators listed on the cover sheet **must be UW faculty**. Do not add faculty external to UW. UW postdoctoral fellows and students must not be listed here, either.

Overhead:

- When declaring a lower than standard overhead rate, provide an explanation in the comment box provided (Funding section, question #2) **and** attach confirmation from your department chair that they approve the overhead reduction.

Conflict of interest (COI):

- If you declare a conflict of interest, you must attach a signed [COI form](#) with **every application**. We do not keep your COI forms on file for future reference.

Industry cash:

- If there are multiple sponsors on your application, each must appear on a **separate line** in the budget. This allows for correct calculation of overhead on industry cash.

Note: For Tri-Agency applications, please designate NSERC, SSHRC, or CIHR as the Primary sponsor. Click “Add Matching” to add a new row for each partner. Put the total cash, excluding overhead, for each partner in the “cash” column. Add overhead to the “overhead” column.

Sponsor/Program	Cash (excluding overhead)	Overhead (OH) on Cash	OH %	In-Kind	Total (cash + overhead + in-kind)	Currency
Primary	200,000				200,000	CAD(\$)
Company A	100,000	30,000	30	200,000	330,000	CAD(\$)
Company B	100,000	30,000	30		130,000	CAD(\$)
Total	400,000	60,000		200,000	660,000	CAD (\$)