

There **8 REQUIRED** fields that you **MUST** fill out when completing your ROLA. (The other fields are optional for the successful completion of your ROLA!) If you fail to fill in these fields, you will not be able to save your ROLA, and you will be prompted to return to the blank field(s).

These **8 required*** fields are:

Under the GENERAL INFO. TAB:

- -Sponsor ID
- -Programme ID
- -Competition ID
- -PI ID
- -Title
- -"Is Western lead institution?" you must answer yes, or no

*If you start your ROLA through the **Funding Opportunities** page the first 4 required fields will be populated automatically. You would then only need to verify the accuracy of this information.

Under the DETAILS TAB:

- You must answer the controlled goods question yes, or no

Under the KEY WORDS TAB:

-You must fill in at least **one** key word (but see the note above about keywords)

Once these sections have been successfully completed, you can fill in the project budget by opening the **Project/Budget** tab. Once this page is opened, click the yellow **Budget button**. This will open an intermediary screen. On this screen move your cursor to the blue highlighted "**proposal budget.**" Click this highlighted word. Once you have clicked on this word you will be brought to the page in ROLA where you can fill in your project budget.

In addition to the 8 required fields, the Faculty of Social Science **also now requires** that you fill in the **following 2 fields** with each ROLA you complete.

Under the GENERAL INFO. TAB:

Lay Description/Abstract

- The researcher can include a project abstract by clicking on the yellow label to the right of the title line. Please be sure to enter a short summary of the project here.

Under the Project/Budget TAB:

-In the "**Description**" box which can be accessed by clicking on the word "**Description**" to the right of the title, please indicate **any resources required from the Faculty of Social Science (such as release time, space, matching funds etc)**. If no Faculty resources are required, please indicate **that fact**.