

ALES RESEARCH TIP SHEET #16

Research Onboarding

November 2024



This tip sheet supplements standard onboarding processes within each department and highlights research considerations. Please work with your Department/Faculty for non-research processes.

1. First Steps

- Meet with the [ALES Research Team](#) who can familiarize you with research-related policies and procedures.
- Review and bookmark the [ALES Research Team](#) webpage that includes Tip Sheets and research-related policies.
- Request access to UofA research-related systems (e.g. Researcher Home Page - RHP, SupplyNet, etc.). The ALES HR group can help identify which systems and roles are appropriate for you.
- The ALES Research Team will assist setting up projects for startup funds. Contact the ALES Research Team to discuss plans for grant applications, including equipment needs.

2. Managing Research Funds

- The ALES Research Team can assist in reviewing eligible expenses and in using startup funds to leverage new projects including CFI-JELF, RDAR, etc. matching funds.
- The ALES Research Team can also assist in moving existing research funds from other institutions if applicable.
- Schedule a one-on-one session with a member of the ALES Research Team to learn how to use the RHP once the first project is set up (you should receive an email notification of the set up).

3. Additional Information

- Subscribe to email newsletters, recommended newsletters include:
 - [ALES Research Team News](#) (this comes out weekly on Thursdays)
 - The Research Partner Network [Funding Opportunities Monthly or Funding Opportunities Weekly](#) newsletters
- Meet with the [ALES HR and Finance group](#) for guidance on hiring personnel, making purchases and payments, SupplyNet, corporate cards, travel and expense claims, fund management, etc.

ALES Research Team:

For more information and resources check the ALES Research webpage (intranet):

<https://intranet.ales.ualberta.ca/research/>