NIPISSING UNIVERSITY

RESEARCH SERVICES

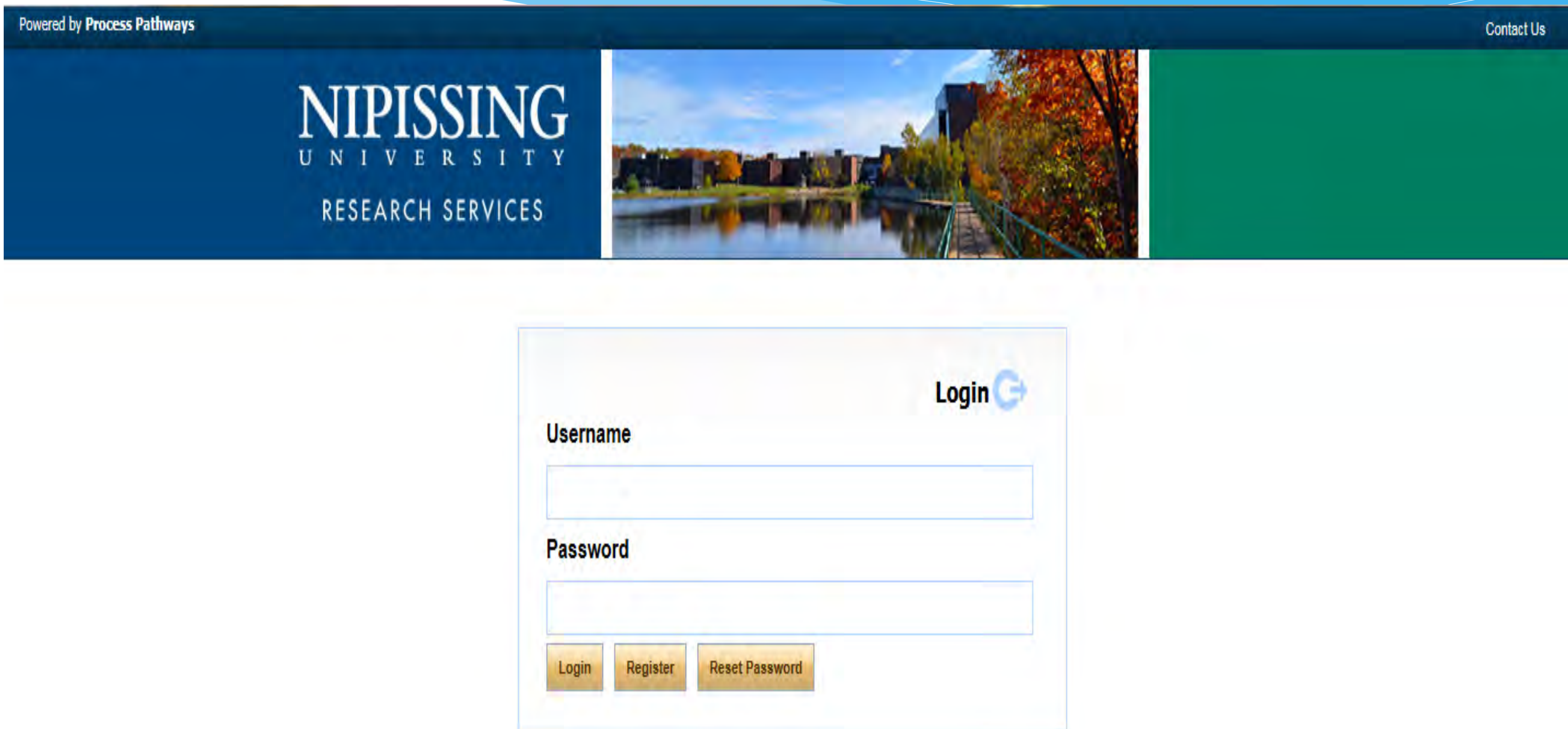
Nipissing's ROMEO e-System
Internal Research Funding (IRF)

Internal Research Grant Application Form (IRG)

To Access the online form:

- Open Nipissing University's home page
- Click on the Research Tab
- Click the ROMEO logo

- You will be directed to the ROMEO Research Portal Log in page



- Enter your user name (e-mail address) and password, click Login to log into the Researcher’s Portal

General Information

* Nipissing students and external users, trying to log in for the first time, will need to complete the **Self Registration Form** before they can access the Researcher's Portal. Click Register from the Login page and complete the information required and submit. You will receive an e-mail from romeoadmin@nipissingu.ca to complete the registration process.

romeoadmin@nipissingu.ca Jan 7

to me

Dear Jane Doe,

Please click on the following link to confirm your registration on Researcher Portal as Investigator:

https://Nipissing.researchservicesoffice.com/Romeo.Researcher/Researcher/ConfirmRegistration.aspx?id=martees@nipissingu.ca&languageID=1

You will be asked to enter a new password.

Your User Name: martees@nipissingu.ca

Use the following as your Confirmation Code: 047f8a28-92c4-49cc-b2c9-1132a6e10e41

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Please do not reply directly to this email.

If you have a question about your use of the Researcher Portal service:

1) Read our Frequently Asked Questions (FAQs) by clicking - https://Nipissing.researchservicesoffice.com/Romeo.Researcher/help.aspx. This will probably answer your question about Researcher Portal.

2) If you still have a question, then please contact us with your question by clicking - https://Nipissing.researchservicesoffice.com/Romeo.Researcher/contactus.aspx.

System Administrator
Researcher Portal
Nipissing
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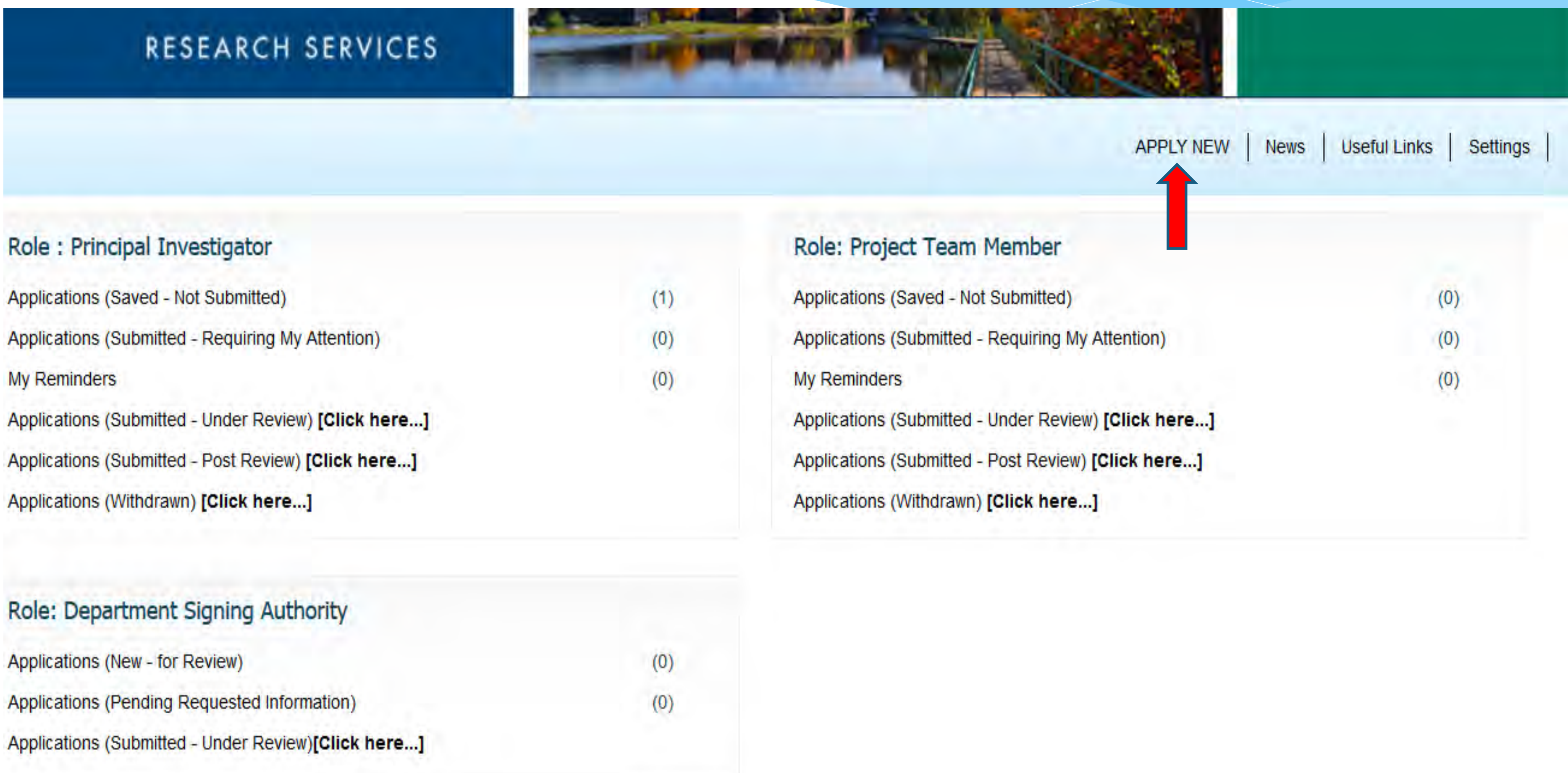
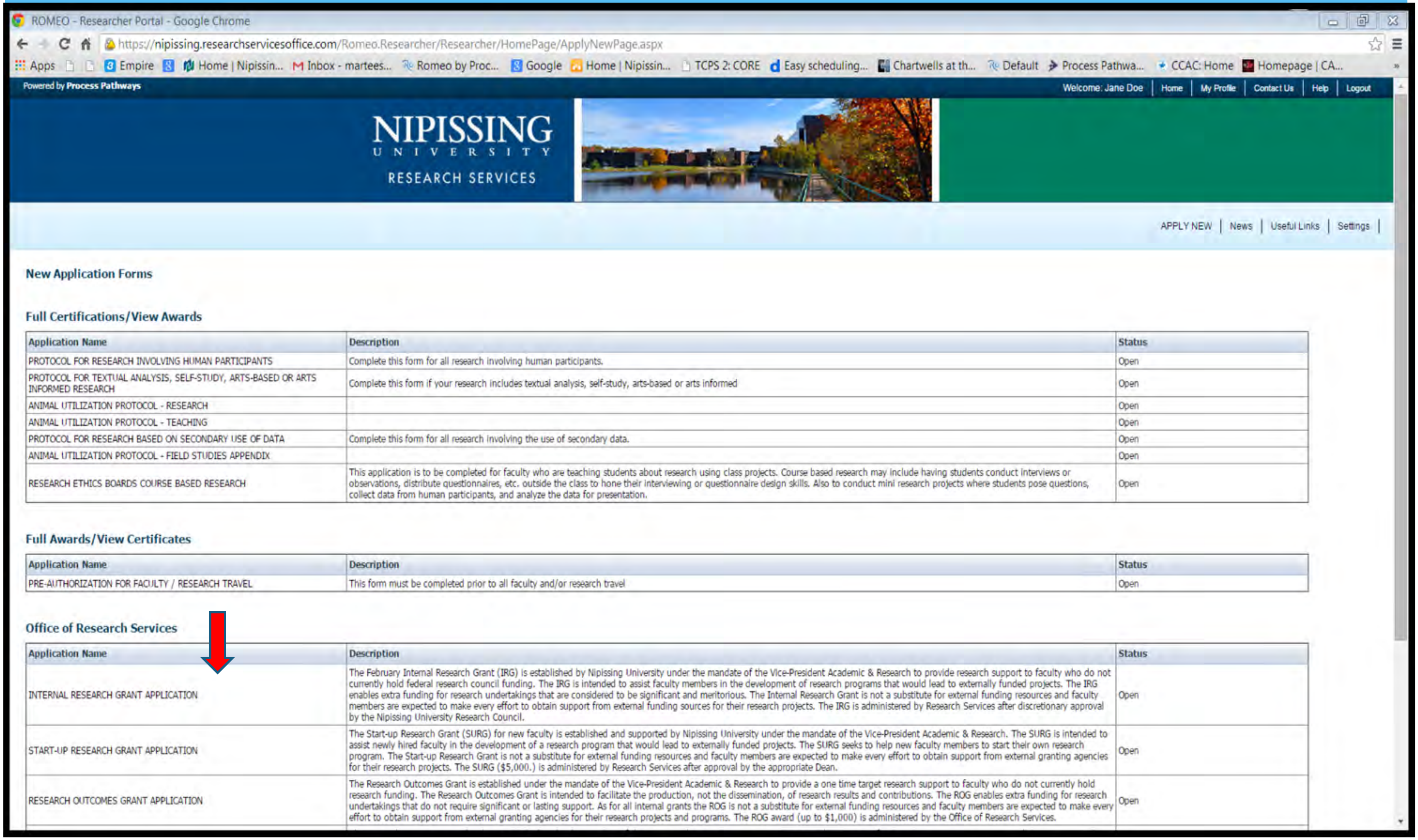
Researcher’s Home Page

You are now in the Researcher’s Home Page!

To access new application forms, click on “APPLY NEW”



- Select INTERNAL RESEARCH GRANT APPLICATION



New Application Forms

Full Certifications/View Awards

Application Name	Description	Status
PROTOCOL FOR RESEARCH INVOLVING HUMAN PARTICIPANTS	Complete this form for all research involving human participants.	Open
PROTOCOL FOR TEXTUAL ANALYSIS, SELF-STUDY, ARTS-BASED OR ARTS INFORMED RESEARCH	Complete this form if your research includes textual analysis, self-study, arts-based or arts informed	Open
ANIMAL UTILIZATION PROTOCOL - RESEARCH		Open
ANIMAL UTILIZATION PROTOCOL - TEACHING		Open
PROTOCOL FOR RESEARCH BASED ON SECONDARY USE OF DATA	Complete this form for all research involving the use of secondary data.	Open
ANIMAL UTILIZATION PROTOCOL - FIELD STUDIES APPENDIX		Open
RESEARCH ETHICS BOARDS COURSE BASED RESEARCH	This application is to be completed for faculty who are teaching students about research using class projects. Course based research may include having students conduct interviews or observations, distribute questionnaires, etc. outside the class to hone their interviewing or questionnaire design skills. Also to conduct mini research projects where students pose questions, collect data from human participants, and analyze the data for presentation.	Open

Full Awards/View Certificates

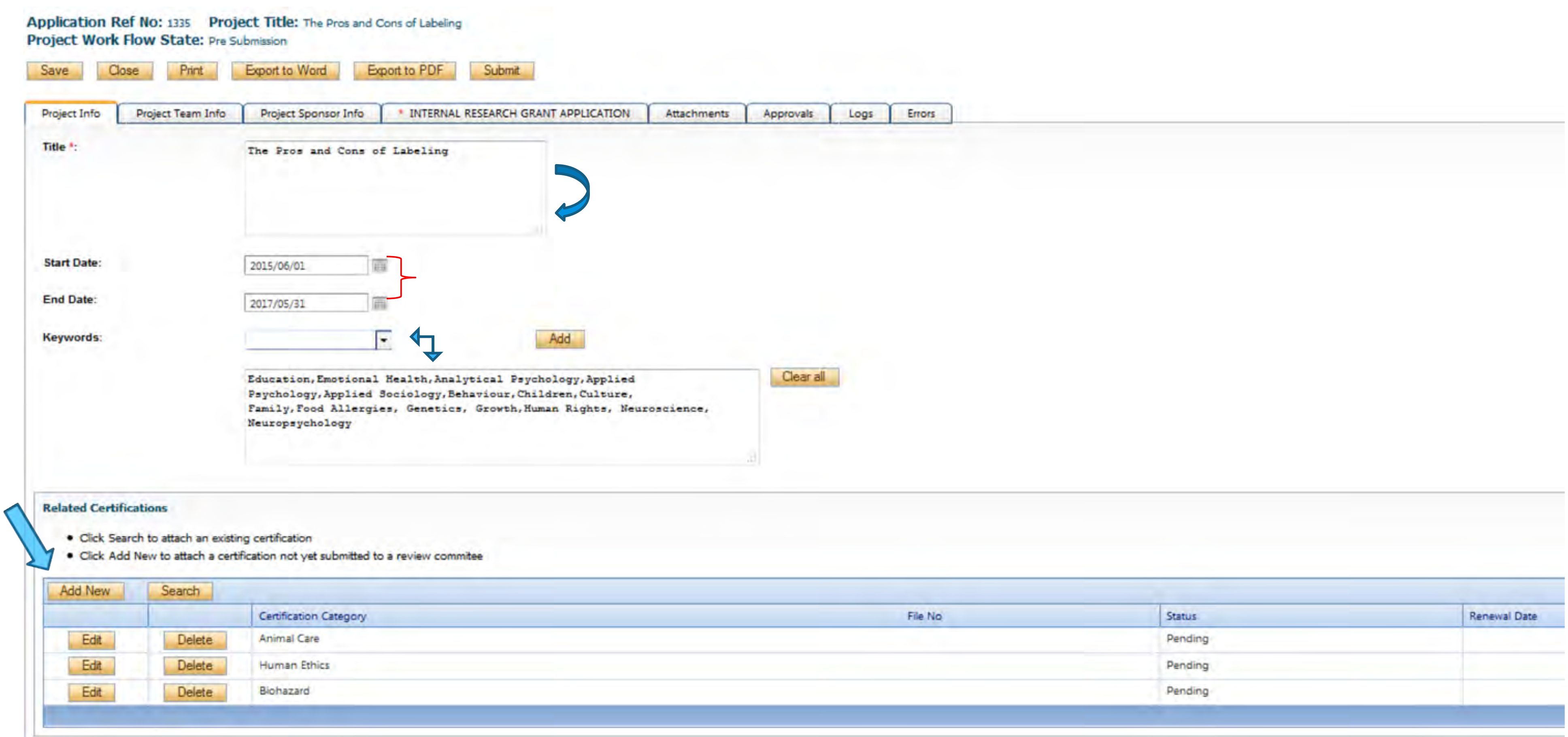
Application Name	Description	Status
PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL	This form must be completed prior to all faculty and/or research travel	Open

Office of Research Services

Application Name	Description	Status
INTERNAL RESEARCH GRANT APPLICATION	The February Internal Research Grant (IRG) is established by Nipissing University under the mandate of the Vice-President Academic & Research to provide research support to faculty who do not currently hold federal research council funding. The IRG is intended to assist faculty members in the development of research programs that would lead to externally funded projects. The IRG enables extra funding for research undertakings that are considered to be significant and meritorious. The Internal Research Grant is not a substitute for external funding resources and faculty members are expected to make every effort to obtain support from external funding sources for their research projects. The IRG is administered by Research Services after discretionary approval by the Nipissing University Research Council.	Open
START-UP RESEARCH GRANT APPLICATION	The Start-up Research Grant (SURG) for new faculty is established and supported by Nipissing University under the mandate of the Vice-President Academic & Research. The SURG is intended to assist newly hired faculty in the development of a research program that would lead to externally funded projects. The SURG seeks to help new faculty members to start their own research program. The Start-up Research Grant is not a substitute for external funding resources and faculty members are expected to make every effort to obtain support from external granting agencies for their research projects. The SURG ($5,000.) is administered by Research Services after approval by the appropriate Dean.	Open
RESEARCH OUTCOMES GRANT APPLICATION	The Research Outcomes Grant is established under the mandate of the Vice-President Academic & Research to provide a one time target research support to faculty who do not currently hold research funding. The Research Outcomes Grant is intended to facilitate the production, not the dissemination, of research results and contributions. The ROG enables extra funding for research undertakings that do not require significant or lasting support. As for all internal grants the ROG is not a substitute for external funding resources and faculty members are expected to make every effort to obtain support from external granting agencies for their research projects and programs. The ROG award (up to $1,000) is administered by the Office of Research Services.	Open

Tab #1 - Project Info Tab

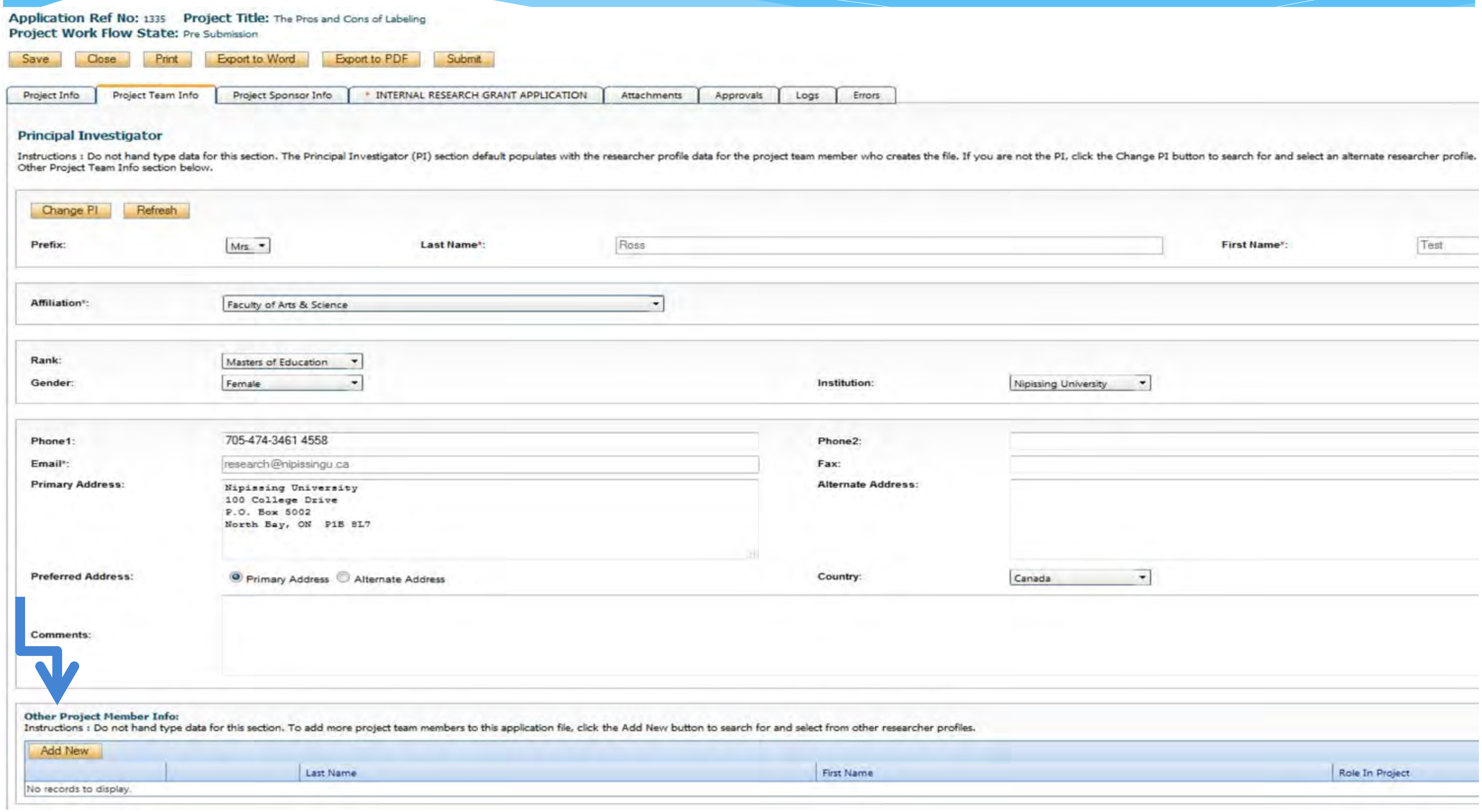
- **Enter the title of the research project.**
- **Enter the start and end dates of the research project.**
- **Enter keywords (optional) which describe your project. Keywords can be selected from the drop down menu or typed directly into the text box.**
- **At the bottom, click on ADD NEW for Certification Programs applicable to your research.**



Tab #2 - Project Team Info

Part of the Project Team Info tab is automatically filled out with your info.

Please complete all other information and add Team Member info by clicking on the ADD NEW button at the bottom



Application Ref No: 1335 Project Title: The Pros and Cons of Labeling
Project Work Flow State: Pre Submission

Save | Close | Print | Export to Word | Export to PDF | Submit

Project Info | Project Team Info | Project Sponsor Info | * INTERNAL RESEARCH GRANT APPLICATION | Attachments | Approvals | Logs | Errors

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. Other Project Team Info section below.

Change PI | Refresh

Prefix: Mrs. Last Name*: Ross First Name*: Test

Affiliation*: Faculty of Arts & Science

Rank: Masters of Education
Gender: Female Institution: Nipissing University

Phone1: 705-474-3461 4558 Phone2:
Email*: research@nipissingu.ca Fax:
Primary Address: Nipissing University
100 College Drive
P.O. Box 5002
North Bay, ON P1B 8L7
Alternate Address:

Preferred Address: Primary Address / Alternate Address Country: Canada

Comments:

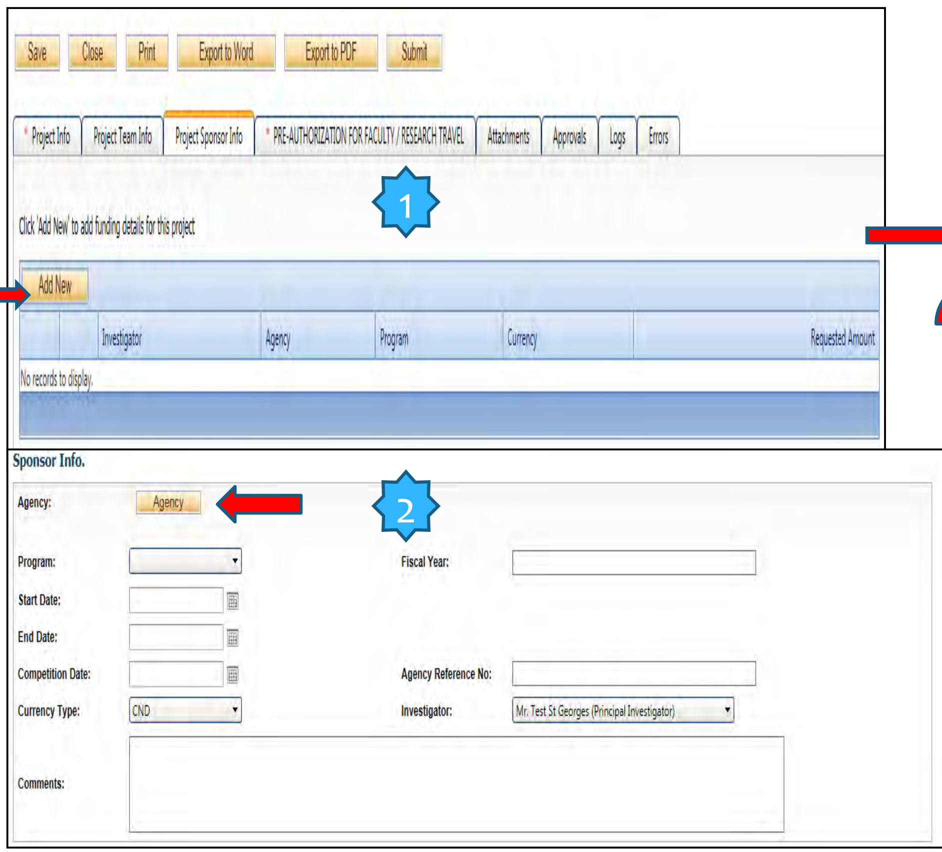
Other Project Member Info:
Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

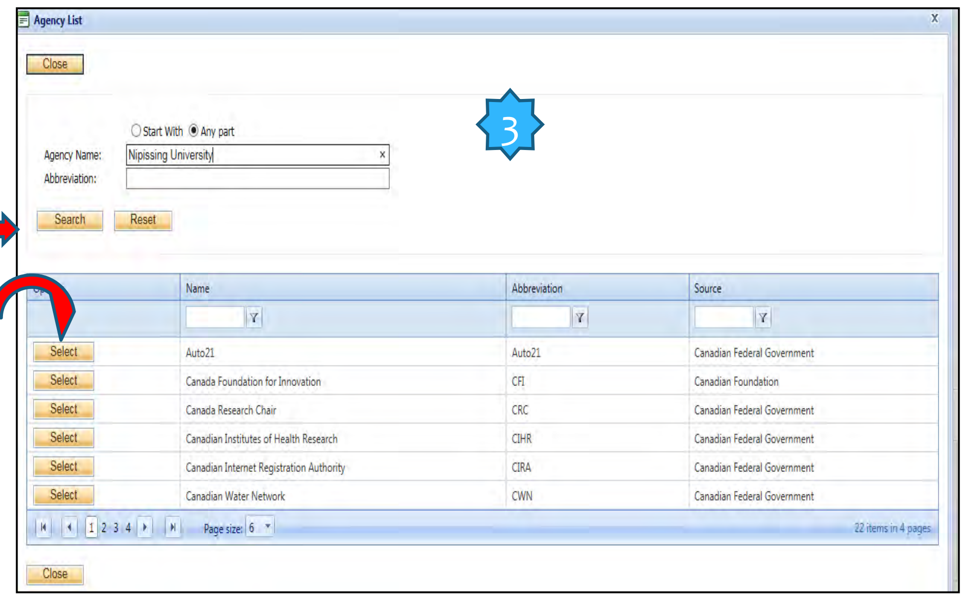
Add New

	Last Name	First Name	Role In Project
No records to display.			

Tab #3 – Project Sponsor Info Overview

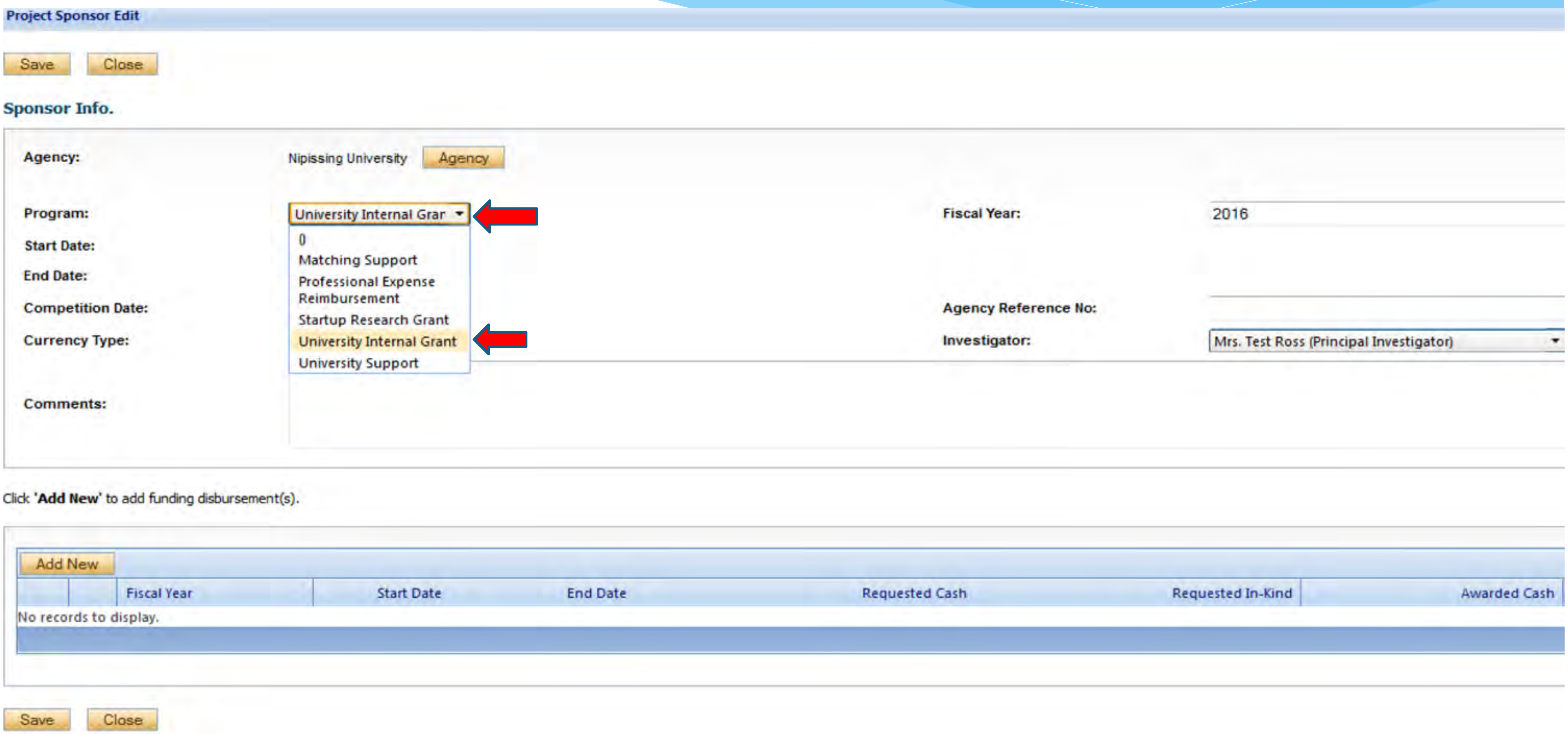
- This is required to indicate the source(s) of funds available / used for the research.
- 1. Click "Add New"
- 2. Click "Agency"
- 3. Select the Sponsor by typing the name/abbreviation and clicking on "Search" OR selecting from the list below





Tab #3 – Project Sponsor Agency Info

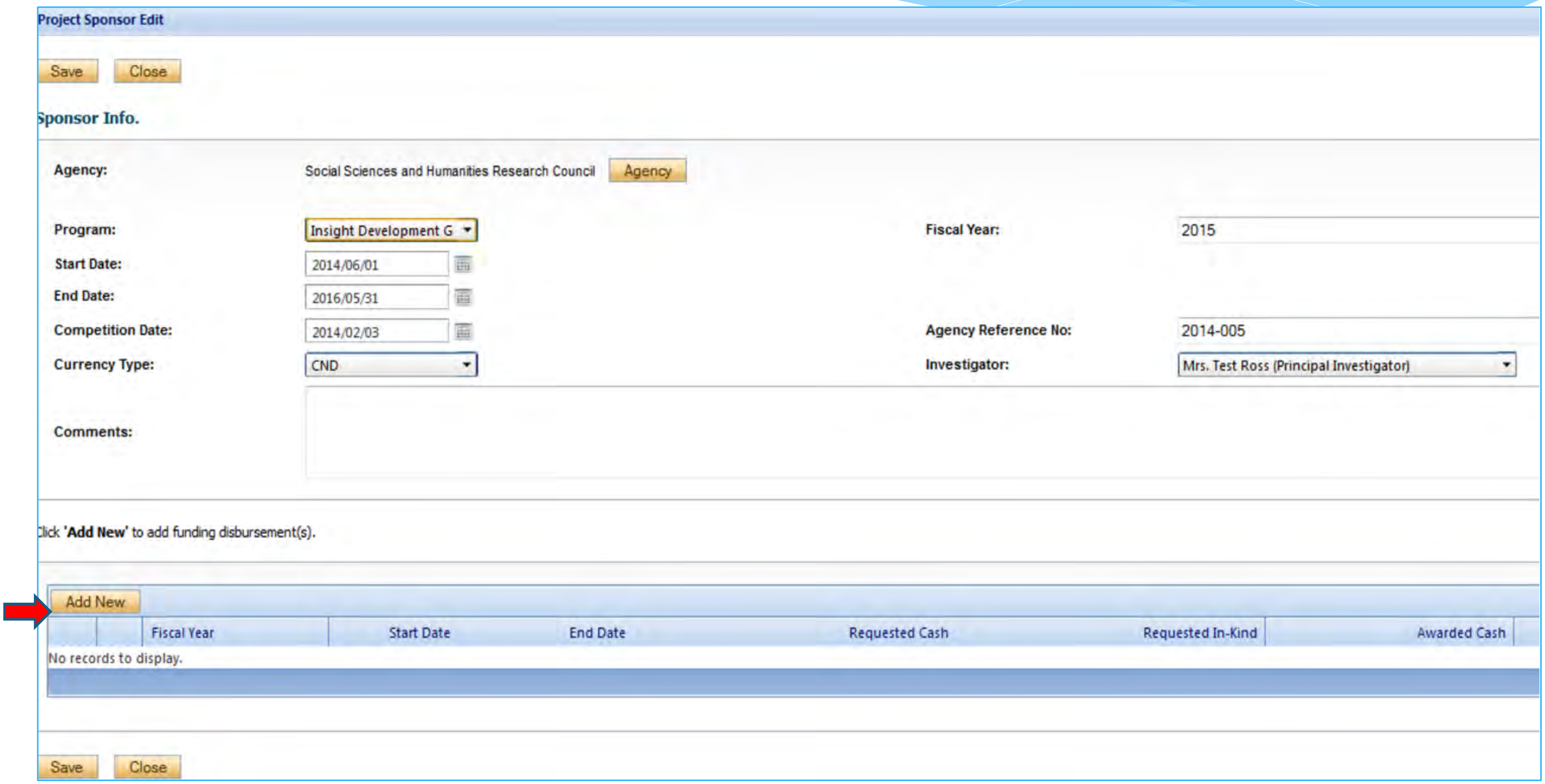
* **Click on the "Program" down arrow and select the correct program for use of funds.**



* Select University Internal Grant

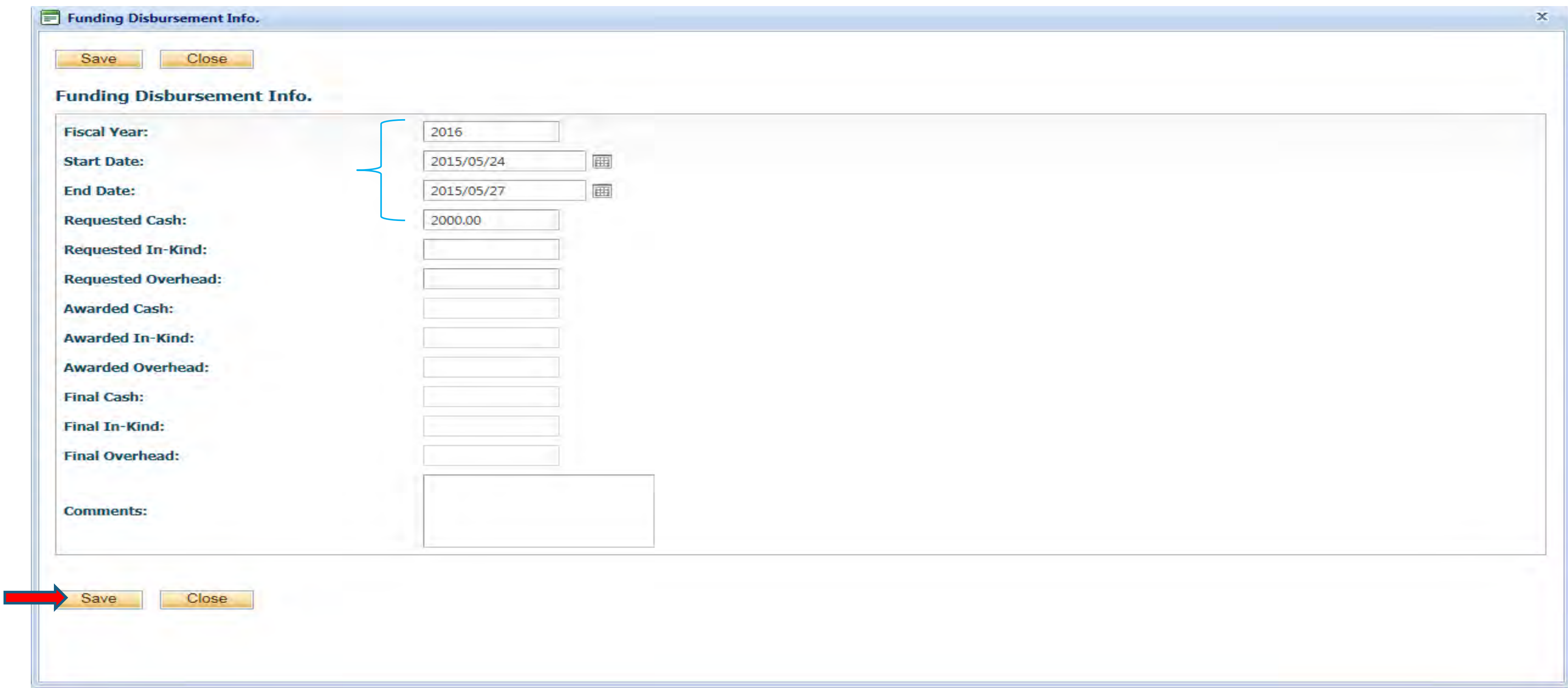
Tab #3 – Project Sponsor Funding Info

- **Click on “Add New” to add funding disbursements. This is used to indicate the amount of funds requested.**



Tab #3 – Project Sponsor Info

* Enter the start and end dates for the Research project. The fiscal year will fill in automatically.
* Enter the requested amount in the "Requested Cash" field.
* Click Save


Funding Disbursement Info.

Save Close

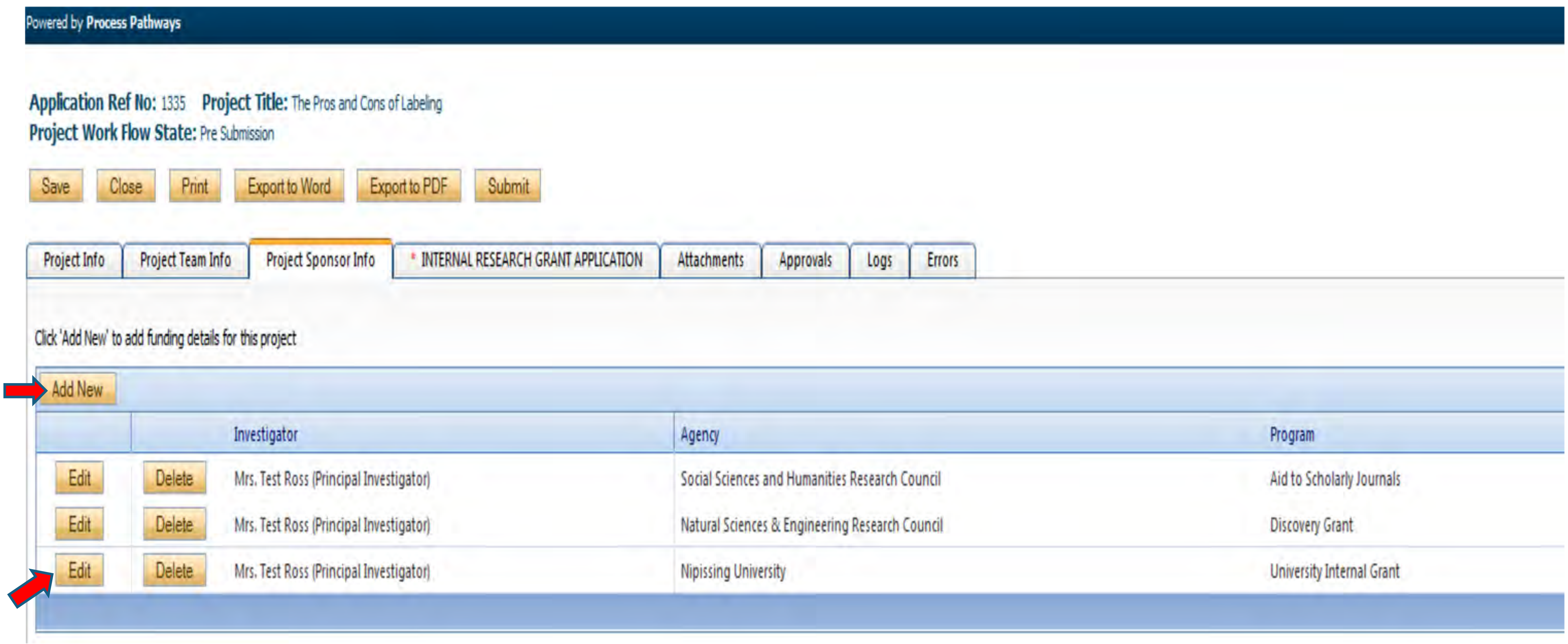
Funding Disbursement Info.

Fiscal Year:	2016
Start Date:	2015/05/24
End Date:	2015/05/27
Requested Cash:	2000.00
Requested In-Kind:	
Requested Overhead:	
Awarded Cash:	
Awarded In-Kind:	
Awarded Overhead:	
Final Cash:	
Final In-Kind:	
Final Overhead:	
Comments:	

Save Close

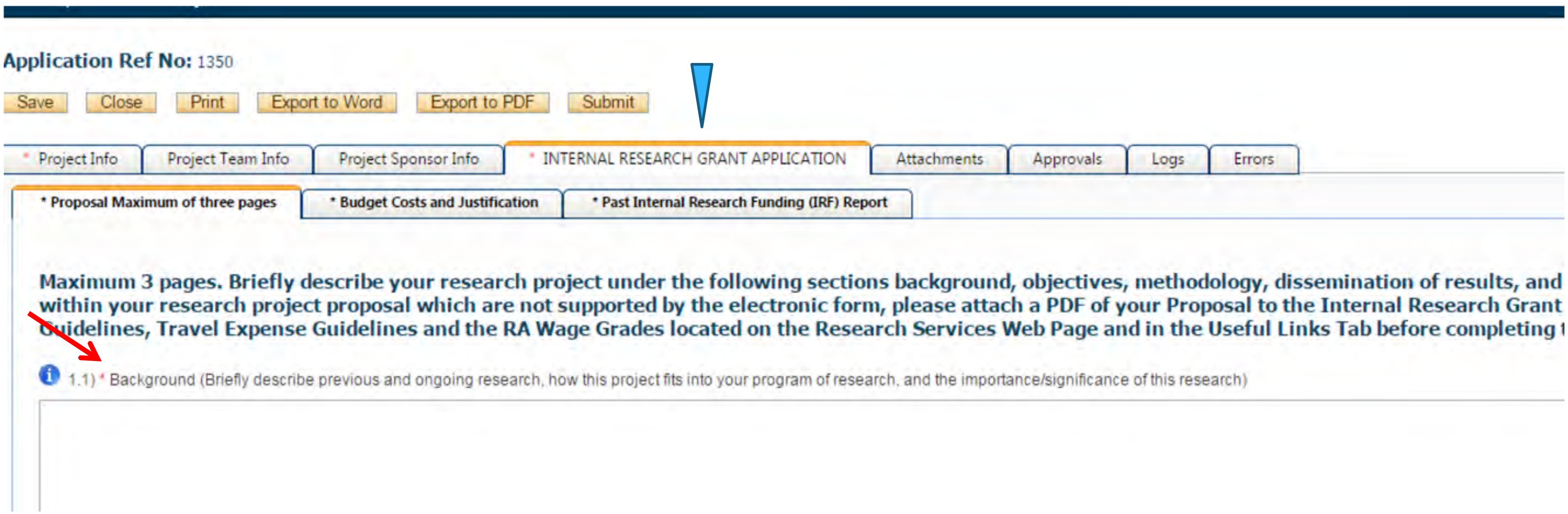
Tab #3 – Project Sponsor Info

- You can return to the main page for the Project Sponsor Tab. Here you can add another sponsor by following the same steps or you can edit the information.
- Save the Tab



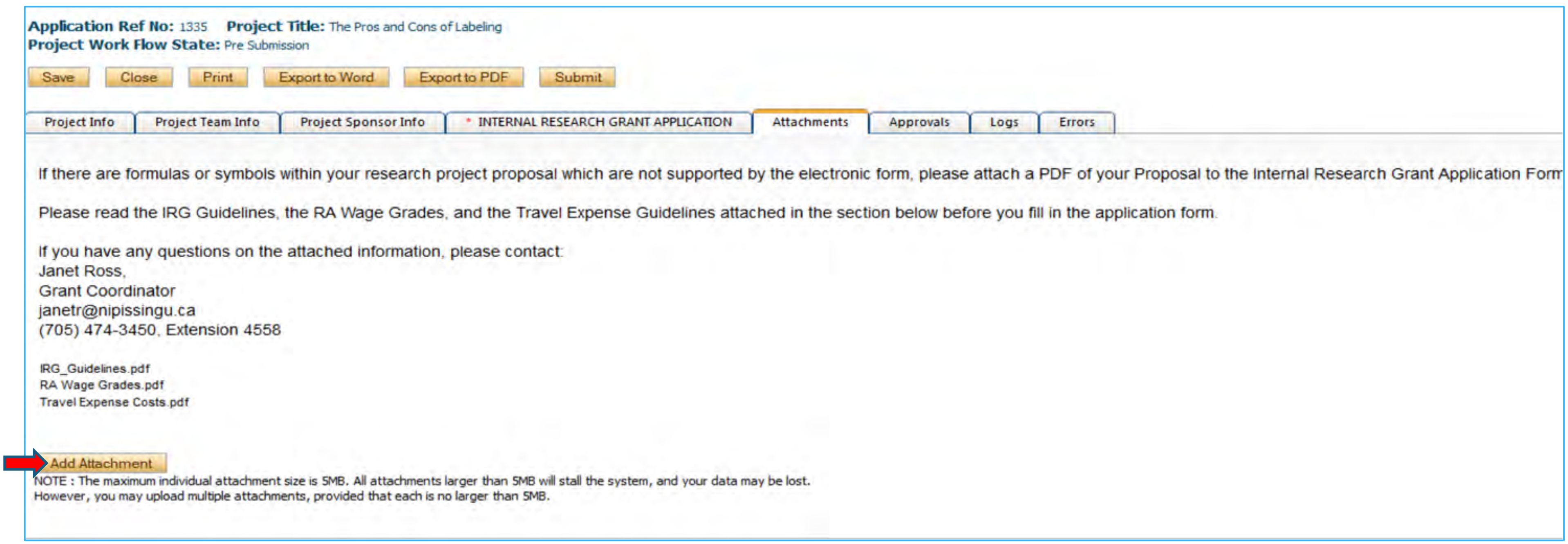
Tab #4
Internal Research Grant Application Form

- **IMPORTANT:** **Please note that all fields preceded by * are required. Failing to complete these fields will prevent the user from submitting the form.**



Tab #5
Internal Research Grant Attachments Window

- All Internal Research Grant Applications **must** include the applicant's Common CV or Tri-Council CV.
- Click "Add Attachment"

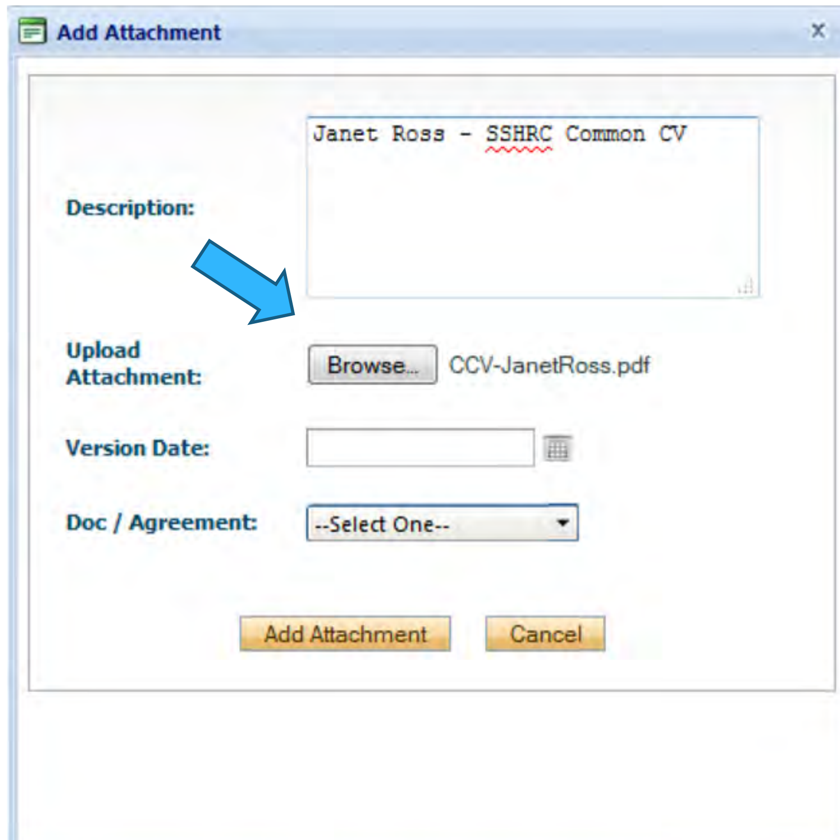


Tab #5
Internal Research Grant Attachments

* Users may upload multiple attachments, provided that each is no larger than 5MB. Attachments may be word files, spreadsheets, jpeg files, pdf's, etc.
* Enter a description (title of the attachment) and "Browse" to add the attachment.
* Enter the "Version Date"
* Select the Doc/Agreement type – leave blank

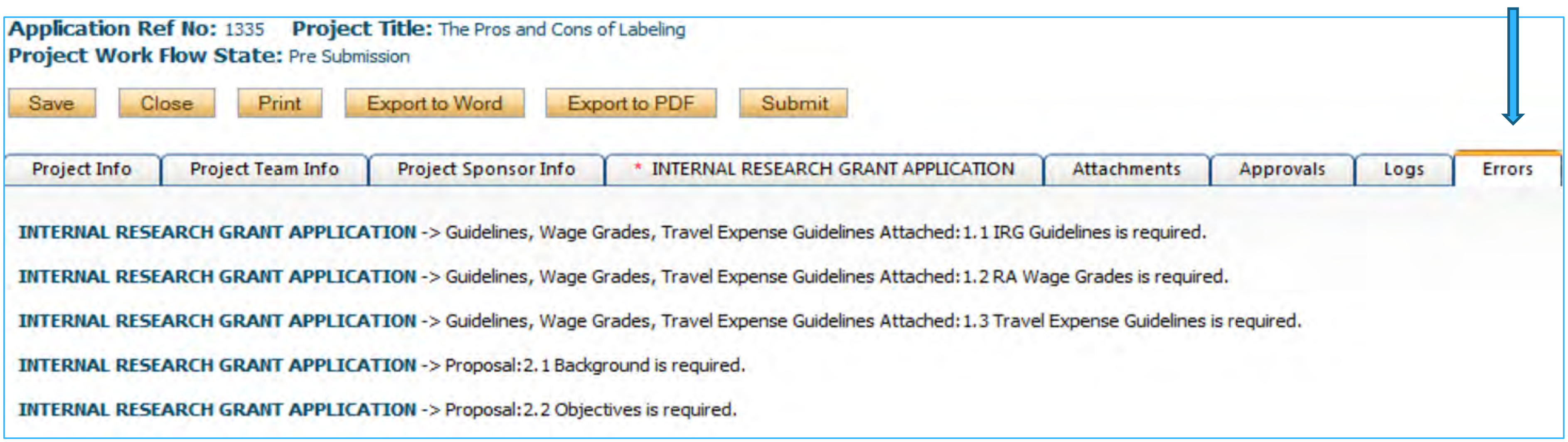
If no matches are found.

* When done, Click "Add Attachment"



Errors Tab

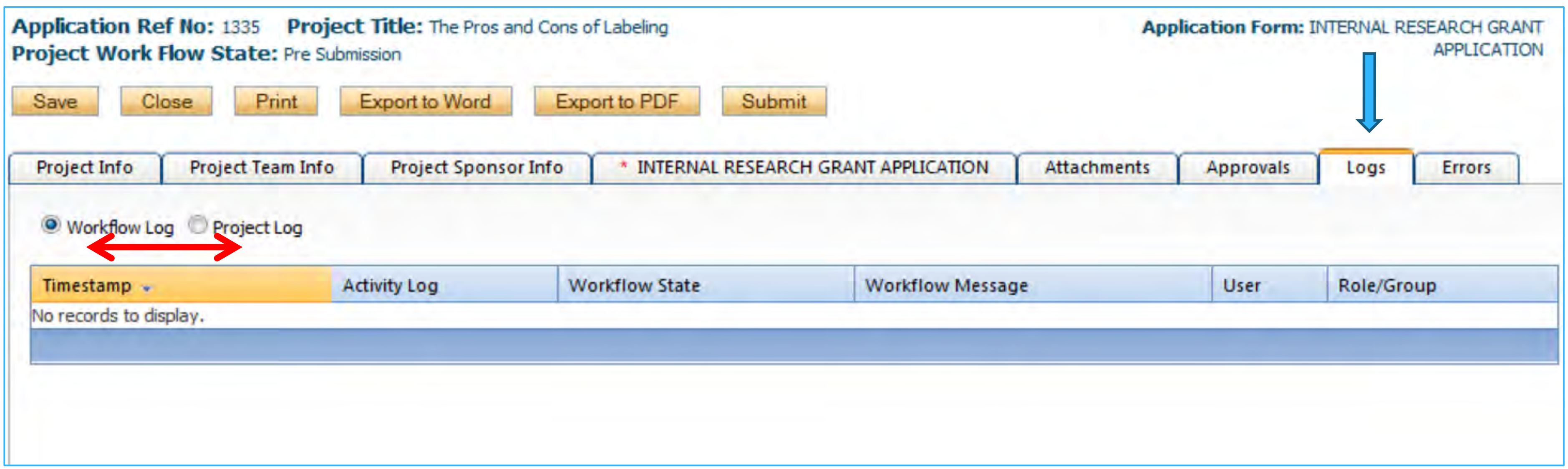
- The Errors tab will appear if a required field was not completed.
- Click on the Errors tab and it will display where the errors are.



- Go to the tab where the error(s) are, fixed the errors and save the tab once again and the Errors tab will disappear.

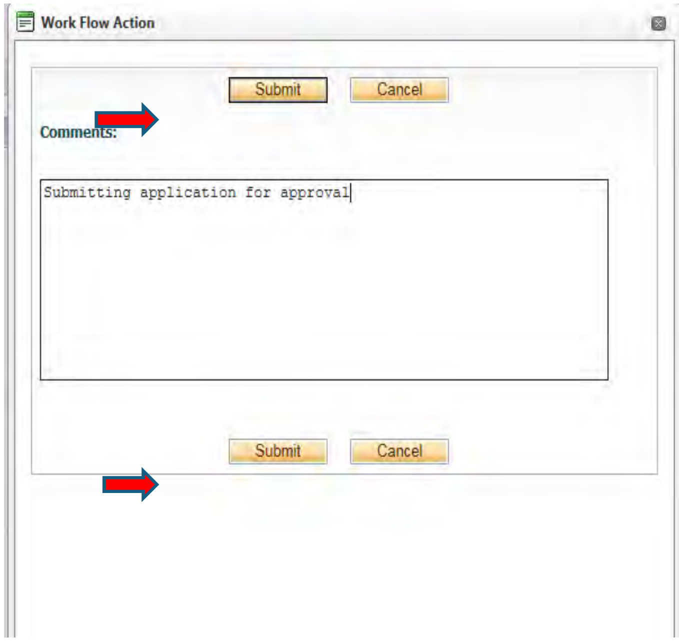
Logs Tab – Workflow Logs & Project Logs

- **The Logs tab is a useful tool that allows the applicant, reviewer(s) and the Administrator to track the history of the application and communicate with one another. Text in blue font represents most recent updates**
- **The "Workflow Logs" tracks and time stamps approval and messages**
- **The "Project Logs" tracks and time stamps every action taken on the application.**



Submitting the Application

* Once you have completed the application, you are ready to submit.
* Start by clicking the "Submit" button at the top of the screen to open the "Work Flow Action" screen
* Enter a comment in the textbox provided. Comment can be a simple sentence (i.e. Submitting application for review).
* Click on one of the two "Submit" buttons
* Your application will be submitted for review



Submitting the Application

* You will receive an email from romeoadmin@nipissingu.ca to advise you that your application/request was submitted successfully

Your Internal Research Grant Application has been Submitted Successfully Inbox x

romeoadmin@nipissingu.ca
to me

23:57 (18 minutes ago)

February 27, 2015

Dear Mrs. Test Ross,

Your Internal Research Grant (IRG) application titled 'The Pros and Cons of Labeling' has been successfully submitted, and is en route to the Office of Research Services.

You will be notified via email should your application be returned to your attention for edits or clarifications as it routes through the institutional approval process.

At any time, you can login to the Research Portal to monitor the workflow status of your application.

Sincerely,

Office of Research Services

NOTE: If you encounter any issue with the Research Portal's online submission process, please do not hesitate to contact our system administrator at romeoadmin@nipissingu.ca. Please put the word "Awards" in the subject line.

Applications Under Review

* Once you have submitted the application for review, you will be **unable** to make any changes to the application. However, it is still available for viewing under "Applications (Submitted – Under Review)"
* By clicking on the "Applications – Under Review", Click "View" you will be brought to the application.

Applications Under Review

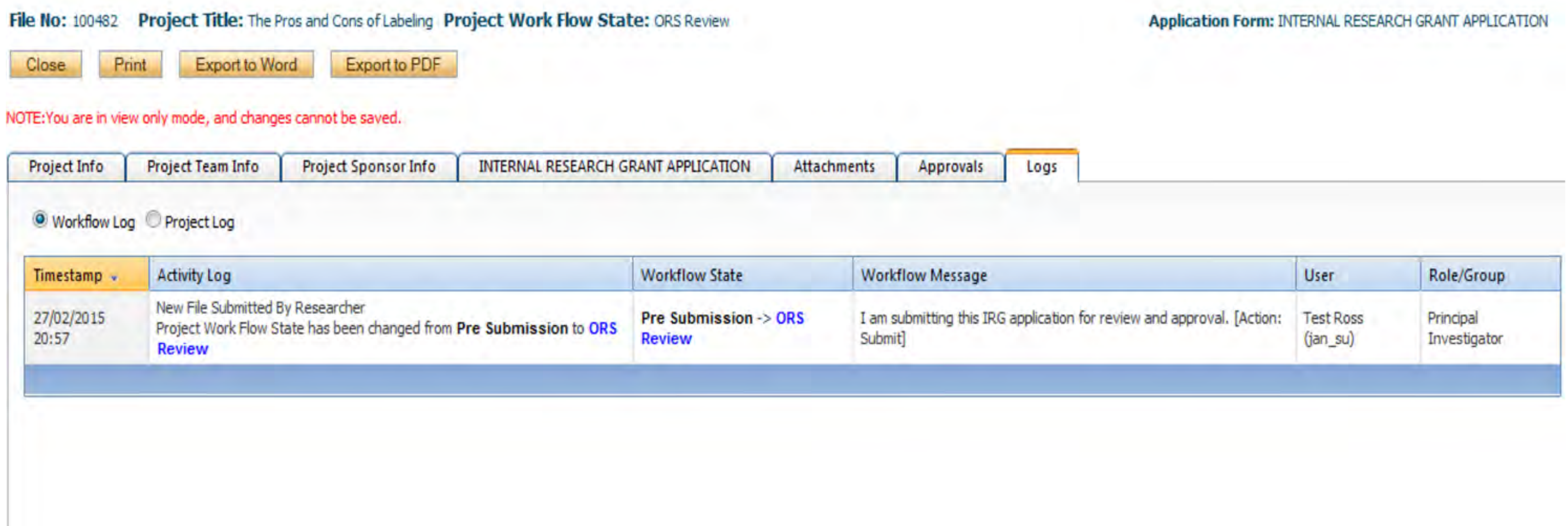
* **Click on the "View" tab and it will take you to a Reader only version of your application.**

Reset Filters | Export To Excel

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
				All		
View Clone	100482	The Pros and Cons of Labeling	Mrs. Test Ross (Faculty of Arts & Science)	INTERNAL RESEARCH GRANT APPLICATION (Awards\Awards)	**Project Status:** Pending **Workflow Status:** ORS Review	I am submitting this IRG application for review a... [See more, inside under Logs section]

Applications Under Review

- **Click the "Logs" tab in your application and the text in "blue" shows where the application is within the workflow.**



File No: 100482 **Project Title:** The Pros and Cons of Labeling **Project Work Flow State:** ORS Review **Application Form:** INTERNAL RESEARCH GRANT APPLICATION

Close | Print | Export to Word | Export to PDF

NOTE:You are in view only mode, and changes cannot be saved.

Project Info | Project Team Info | Project Sponsor Info | INTERNAL RESEARCH GRANT APPLICATION | Attachments | Approvals | Logs

Workflow Log | Project Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
27/02/2015 20:57	New File Submitted By Researcher Project Work Flow State has been changed from **Pre Submission** to **ORS Review**	**Pre Submission** -> **ORS Review**	I am submitting this IRG application for review and approval. [Action: Submit]	Test Ross (jan_su)	Principal Investigator

Applications Requiring Revisions

* If the reviewer(s) require any revisions, the application will be pushed back to the applicant. At this stage, you will be able to edit the application by clicking on this link: “Applications (Submitted – Requiring my Attention)”.

Approved Applications

- Once the application has been approved, the P.I. will receive an email. The application can no longer be modified but is available for viewing under “Applications (Submitted – Post Review)”.

Role : Principal Investigator	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) **[Click here...]**	
Applications (Submitted - Post Review) **[Click here...]**	
Applications (Withdrawn) **[Click here...]**	

Need Assistance/have a question

- Should you require any assistance or have any questions please contact the ROMEO Administrator at romeoadmin@nipissingu.ca