Nipissing’s ROMEO e-System

Introduction to Romeo Research Management System
To Access Romeo:

- Open Nipissing University’s home page
- Click on the Research Tab
- Click the ROMEO logo
- You will be directed to the ROMEO Research Portal Login page
• Enter your user name (e-mail address) and password, click Login to log into the Researcher’s Portal
Nipissing students and external users, that do not have a profile already set up and are 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 (sample of below).
Existing Account

- **Note of Caution:** If you forget your password, **do not** select the **Self Registration Form** or a new profile will be created. Simply click on “**Reset Password**” and follow the on-screen prompts.

- If you require further assistance, contact Dan St. Georges (ext 4644) or Martee Storms (ext 4055)
Welcome ~ You are now in the Researcher’s Home Page!
This is where it all begins 😊
Welcome: Your name will appear

Home link: Click the home link to return to the home page

My Profile: You can click on this link to verify your profile and make changes if necessary

Contact Us: Click on this link to find the Romeo Admin email and the extension of the administrators.

Help: This is where the PowerPoint Presentations and all Q&A will be located

Logout: Exit the Researcher Portal
Apply New: Click on this to access all forms

News: Important and relevant news will be available when you click this link

Useful Links: Links to funding agencies and other important websites are located here

Settings: You can select to receive notifications regarding due/expired dates reminders
Role: Principal Investigator/Project Team Member
The information found under these headings is the same.

- **Applications (Saved – Not Submitted):** If you work on an application and must leave before it is complete, save it and it will be located here until you return to complete and submit it.

- **Applications (Submitted – Requiring My Attention):** If you submitted an application but it is returned to you for further information, it will be located here.

- **My Reminders:** Your reminders for reports, renewal and other reminders will be located here.
Applications (Submitted – Under Review): At any time, you can check the progress of your submitted applications.

Applications (Submitted – Post Review): Once your applications have been approved, they will be located here and you can reference them at any time.

Applications (Withdrawn): IF you withdraw an application, it will still be saved but will be located here.
Need Assistance/have a question

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