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
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.

![Email Confirmation](image-url)
You are now in the Researcher’s Home Page!
To access new application forms, click on “APPLY NEW”
Any research project funded or not involving human participants or animals must receive the appropriate committee approval before the project can start.

• Select INTERNAL RESEARCH GRANT APPLICATION
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.
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
Click on the “Program” down arrow and select the correct program for use of funds.

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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Requested Cash</th>
<th>Requested In-Kind</th>
<th>Awarded Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

No records to display.

Save | Close
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
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
IMPORTANT: Please note that all fields preceded by * are required. Failing to complete these fields will prevent the user from submitting the form.
All Internal Research Grant Applications must include the applicant’s Common CV or Tri-Council CV.

- Click “Add Attachment”
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”
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.
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
You will receive an email from romeoadmin@nipissingu.ca to advise you that your application/request was submitted successfully.

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.
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.

<table>
<thead>
<tr>
<th>Role: Principal Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applications (Saved - Not Submitted)</strong></td>
</tr>
<tr>
<td><strong>Applications (Submitted - Requiring My Attention)</strong></td>
</tr>
<tr>
<td><strong>My Reminders</strong></td>
</tr>
<tr>
<td><strong>Applications (Submitted - Under Review) [Click here...]</strong></td>
</tr>
<tr>
<td><strong>Applications (Submitted - Post Review) [Click here...]</strong></td>
</tr>
<tr>
<td><strong>Applications (Withdrawn) [Click here...]</strong></td>
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Click on the “View” tab and it will take you to a Reader only version of your application.
Click the “Logs” tab in your application and the text in “blue” shows where the application is within the workflow.

<table>
<thead>
<tr>
<th>Timestamp</th>
<th>Activity Log</th>
<th>Workflow State</th>
<th>Workflow Message</th>
<th>User</th>
<th>Role/Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/02/2015</td>
<td>New File Submitted By Researcher&lt;br&gt;Project Work Flow State has been changed</td>
<td>Pre Submission to ORS Review</td>
<td>I am submitting this IRG application for review and approval. [Action: Submit]</td>
<td>Test Ross (jan_su)</td>
<td>Principal Investigator</td>
</tr>
</tbody>
</table>
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)”. 
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)”. 

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