St. Francis Xavier University

ROMEO Researcher Portal
Application (internal & external)
User Guide

Research Services Group | December 2019

Audience: for principal investigators and project team members applying for grants, awards or contracts through the ROMEO researcher portal.

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This **Application User Guide** has been developed by the [Research Services Group] to assist you in navigating the application process through the StFX ROMEO Researcher Portal. We highly recommend reading the **Basic User Guide** before starting an application in ROMEO.

This guide is relevant to the various types of faculty applications (both internal & external) that are available in the ROMEO Researcher Portal, including but not limited to:

- **External Funding Research Approval Form**
- **SSHRC SIG Explore and Exchange Grants**
- **University Council for Research (UCR)**
- **Dr. W.F. James Chair (Sciences)**
- **Jules Leger Endowment (Arts)**
- **Father Ed Gatto Chair (Christian Studies)**
- **Faculty Conference Grant**
- **Sabbatical Leave Applications**

Guides for student applications (internal student research grants) and applications made to the certification boards (e.g. Research Ethics Board, Animal Care) are also available for download on our website.

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Browser Compatibility:

Both Windows and Mac operating systems will support the ROMEO Researcher Portal platform.

Compatible Browsers include:

- Google Chrome (Windows and Mac)
- Mozilla Firefox (Windows)
- Safari (Mac)

Data Loss and System Errors

- The ROMEO Researcher Portal **does not** have an auto-save feature. To avoid any data loss, **save your work regularly** and before completing the next tab.
- **Do NOT** use the browser's back button as errors can occur and data may be lost.
- **Do NOT** use the symbols (< or >) in your entries, these symbols are not supported by ROMEO and may result in error messages or lost data.
- **Always LOG OUT**. If you do not log out before closing the browser, your user and applications may become locked and inaccessible to other team members, reviewers and signing authorities.
  - To correct this, please send a message to romeo@stfx.ca and ask for your username/application to be unlocked manually.

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Creating a New Application

Any project team member can start a new application, enter data, upload attachments and save the new application. However, it is important to note that ONLY the Principal Investigator (PI) is able to submit the application through the portal. By submitting the application, the PI is attesting to the specific agency's rules, regulations and guidelines, as well as accepting their responsibility to comply with all relevant policies (both internally and externally) in relation to the research projects administration. Submitting the application acts as a signature, and the submission is date stamped by the system inside that particular application file.

If a project team member starts the application, they must remember to change the role of PI to the officially designated researcher and then add themselves as a Project Team Member.

To avoid data loss, remember to save along the way!

Once the application is submitted electronically, the application moves in a series of workflows until it reaches the Research Services Group for further processing.

Depending on the application there can be various levels of approval to process a specific application. For example,

A. PI Submits Application Form via Researcher Portal → Workflow is set to Research Services Group → Research Services Group processes application

OR

B. PI Submits Application Form via Researcher Portal → Workflow goes to Department Signing Authority → Workflow goes to Faculty Signing Authority → Research Services Group processes application

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New Application Screen.

After logging into the Researcher Portal (RP) click on the Apply New navigation button located on the right hand side of the home page:

APPLY NEW | News | Useful Links |

The new applications form screen will be displayed. Here you will be able to make your selection of applications by clicking one of the hyperlinks, for example:

New Application Forms

AnimalCare

Application Name	Description	Status
Animal Use Protocol Form	Animal Care approval for faculty, staff, graduate students and undergraduate students.	Open

Awards

Application Name	Description	Status
External Funding Research Approval Form	Used to submit to the RSG and appropriate signatories, any external grant or research contract.	Open

Certification

Application Name	Description	Status
Research Ethics Board (REB) Application	Ethics approval for faculty, staff, graduate students and undergraduate students.	Open

Faculty Internal Grants & Awards

Application Name	Description	Status
SSHRC SIG Explore Grants	For applications to support small research projects within SSHRC's mandate, from our SSHRC SIG block grant. Application deadline: 12:00 noon, March 1 each year. When this date falls on a weekend or holiday, applications are due by 12:00 noon the following business day.	Open
SSHRC SIG Exchange Grants	For applications to support small-scale knowledge mobilization activities, such as workshops and seminars, and to allow researchers to attend or present their research at scholarly conferences and other dissemination venues (within SSHRC's mandate) from our SSHRC SIG block grant. Application deadline: 12:00 noon, March 1 each year. When this date falls on a weekend or holiday, applications are due by 12:00 noon the following business day.	Open
University Council for Research (UCR)	Application deadline: 12:00 noon, March 1 each year. When this date falls on a weekend or holiday, applications are due by 12:00 noon the following business day.	Open
Dr. W.F. James Chair (Sciences)	Application for any of Visiting Chairs Program; Student Research Conference Travel Support Program; Research Chairs Program; Research Equipment and Support Program. Application deadline: 12:00 noon October 1 each year. Applications for Student Conference Travel may also be submitted 12:00 noon on February 1 and May 1 each year. When these dates fall on a weekend or holiday, applications are due by 12:00 noon the following business day.	Open
Jules Léger Endowment (Arts)	Applications for any of Lecture Series in the Arts; Student Conferences and Colloquia; Faculty Development in Pedagogical and Administrative Leadership; Undergraduate Scholarship for Achievement in the Humanities and Social Sciences; and Research Chairs. Application deadline: 12:00 noon October 1, January 15 and April 1 each year. Deadline for applications for the Jules Léger Research Chairs, only, is 12:00 noon January 15 each year. When these dates fall on a weekend or holiday, applications are due by 12:00 noon the following business day.	Open
Father Edo Gatto Chair (Christian Studies)	Applications for appointment to the Chair of Christian Studies and for Research Grants. Application deadline: 12:00 noon April 1 each year. When this date falls on a weekend or holiday, applications are due by 12:00 noon the following business day.	Open
Faculty Conference Travel Grant	Application to attend an academic conference. No application deadlines. Conference travel awards are approved in advance of travel by a Faculty Member's Dean on a first come first served basis.	Open
Sabbatical Leave Application	Application for Sabbatical Leave. Application deadline: 12:00 noon August 1 each year. When this date falls on a weekend or holiday, applications are due by 12:00 noon the following business day.	Open

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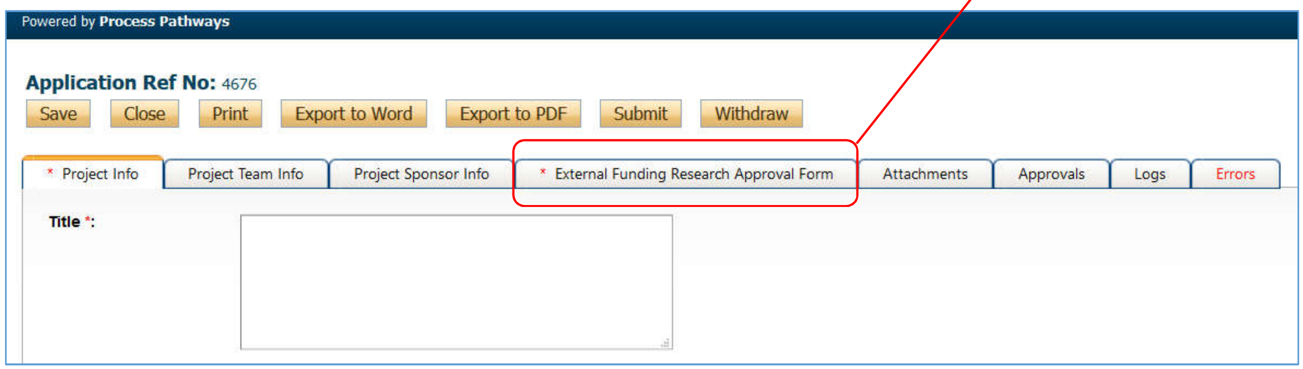
Application Form Screen & Tabs

Once you have selected an application, you will be able to start the data entry for your application.

Please note that the following tabs are included in each application:

- Project Info
- Project Team Info
- Project Sponsor Info
- Attachments
- Approvals
- Logs
- Errors

Name of tab & subtabs change as per application form.



Depending on the application chosen, the tab above (External Funding Research Approval Form) will change according to the specific application you are applying for. This tab and the sub-tab questions within will also change accordingly.

To avoid data loss, remember to save along the way!

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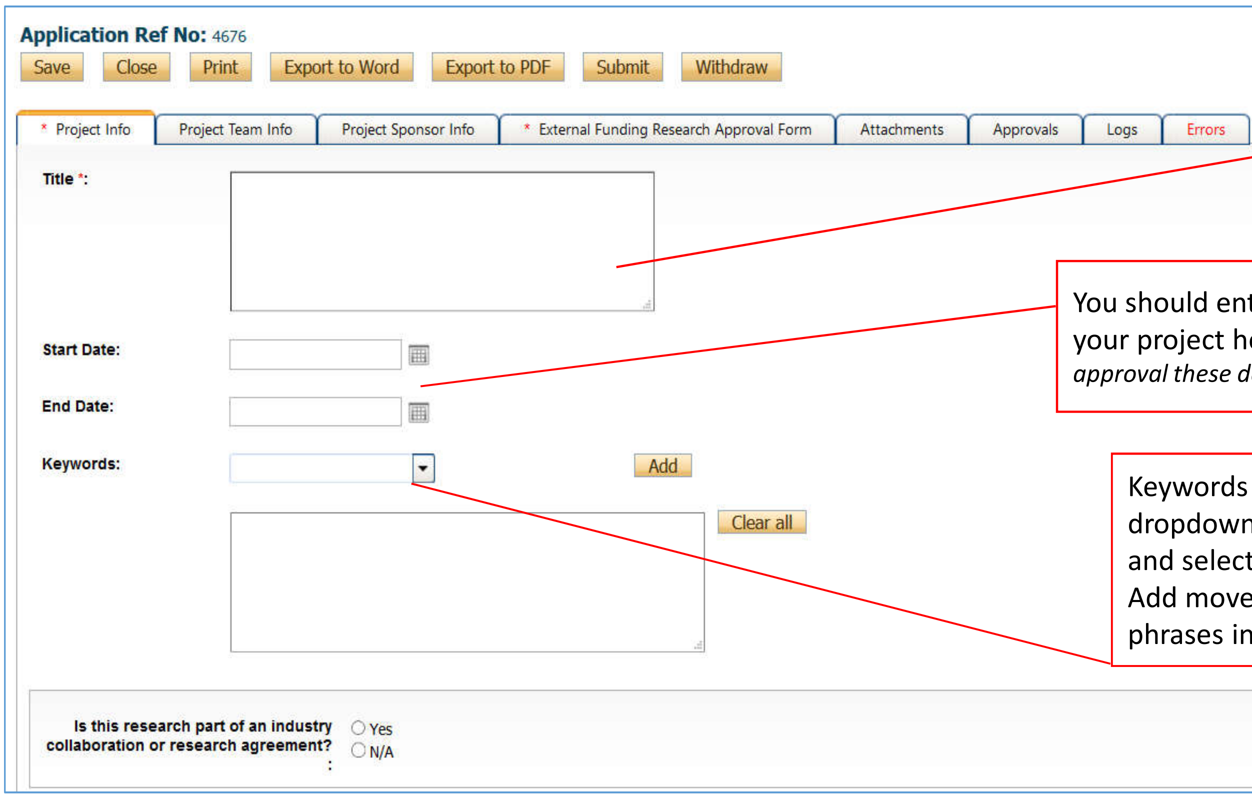
Application Tab: Project Info



Enter full project title here.

You should enter the tentative Start and End dates of your project here. *Please note, after submission and approval these dates may be altered by RSG post-award staff.*

Keywords related to your research project can be entered here. The dropdown is extensive, so we recommend you type in the keyword and select the correct word & press Add.
Add moves it to the box below. You can also add more words or phrases in the box if they are not in the dropdown.

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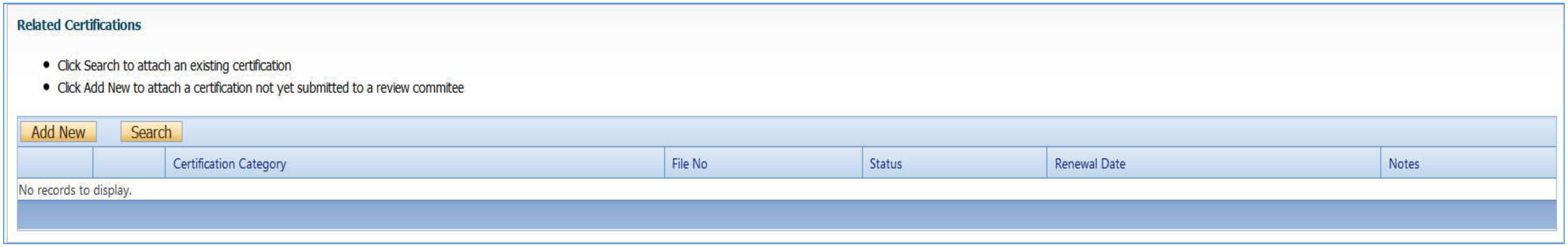
Application Tab: Project Info (Continued)

Please provide the following information on any related certifications. Click **Search** to link to an existing certification in the ROMEO system. If you will require certification, but have not yet submitted to a review committee, click **Add New** and select the appropriate committee.

For MEW (Mikmaq Ethics Watch) or Indigenous Licensing/Certifications please select the **Human Ethics** choice and add in the **Notes** specific information on what you will be/have applied for. You may also add any attachments for certifications you wish to have on file under the **Attachments Tab**.



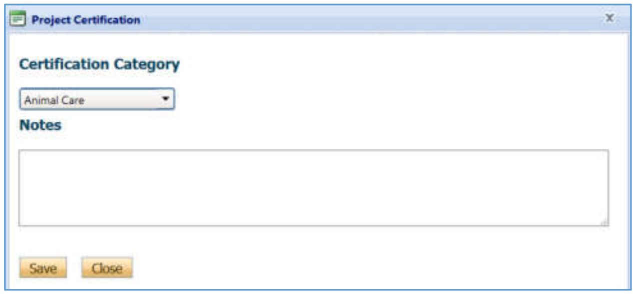
Related Certifications

- Click Search to attach an existing certification
- Click Add New to attach a certification not yet submitted to a review commitee

Add New Search

		Certification Category	File No	Status	Renewal Date	Notes
No records to display.						

To avoid data loss, remember to save after completing each tab!



Project Certification

Certification Category

Animal Care

Notes

Save Close

Application Tab: Project Team Info

Ideally the Principal Investigator (PI) should be starting the application. However, there may be cases where a Student or Research Assistant are contributing to the application.

The project member that starts the application will automatically be assigned as the PI. The officially designated PI should be entered into this role by clicking **Change PI** **before submitting** the application.

Once the PI is successfully changed, the project member will then need to add themselves to the application via **Other Project Member Info** and save the file.

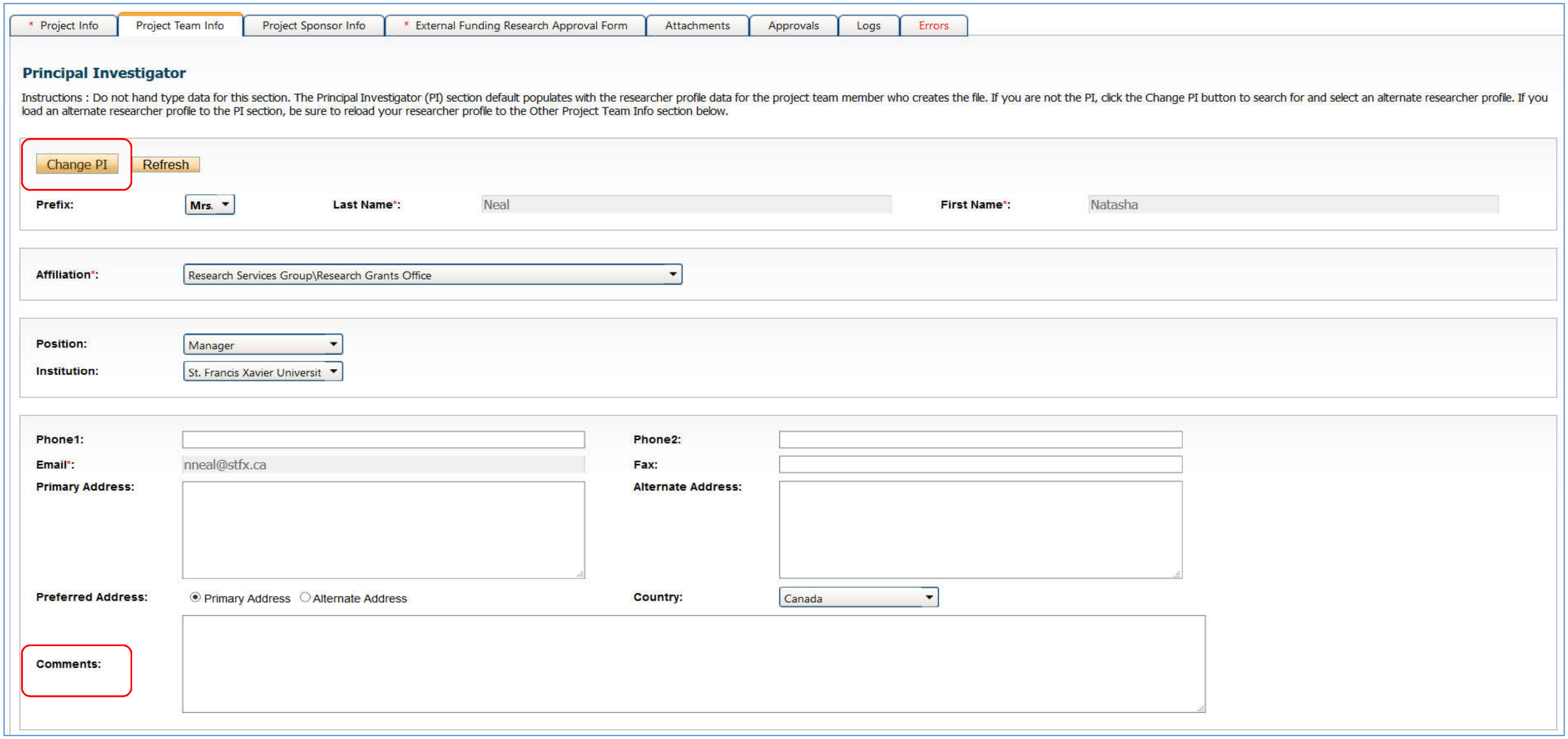
Note: If you have external investigators (non-affiliated StFX members) or someone who is not listed in the researcher portal profile, you can ask them to either register for a profile by clicking **here** or alternatively, you may add their name and contact information into the Comments box below. A profile will be added to the application once it is processed by the RSG administrators.

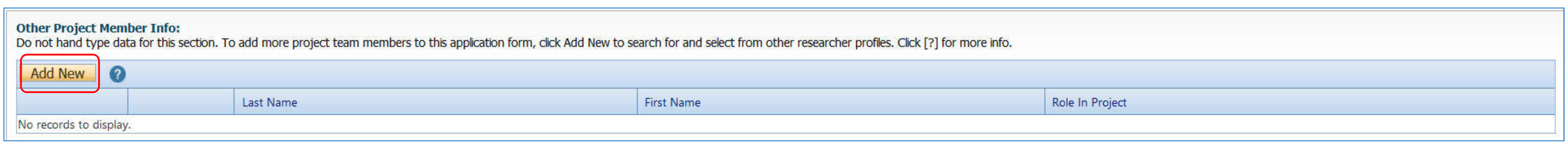
To add project team members, click **Search Profiles** and generate the investigator list screen:

- Search by Last Name, or First Name. Click **Select**.
- Be sure to assign the proper role for each team member before leaving this tab
- Please remember that the data auto-populates from the main database. Do not type in data on this tab. If changes are required, you can contact romeo@stfx.ca and ask for changes to an investigators data.

See next page for screen shots of the Project Team Info page!

To avoid data loss, remember to save at each tab!


* Project Info
Project Team Info
Project Sponsor Info
* External Funding Research Approval Form
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. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.
Change PI
Refresh
Prefix:
Mrs.
Last Name*:
Neal
First Name*:
Natasha
Affiliation*:
Research Services Group\Research Grants Office
Position:
Manager
Institution:
St. Francis Xavier Universit
Phone1:
Phone2:
Email*:
nneal@stfx.ca
Fax:
Primary Address:
Alternate Address:
Preferred Address:
Primary Address
Alternate Address
Country:
Canada
Comments:


Other Project Member Info:
Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.
Add New
Last Name
First Name
Role In Project
No records to display.

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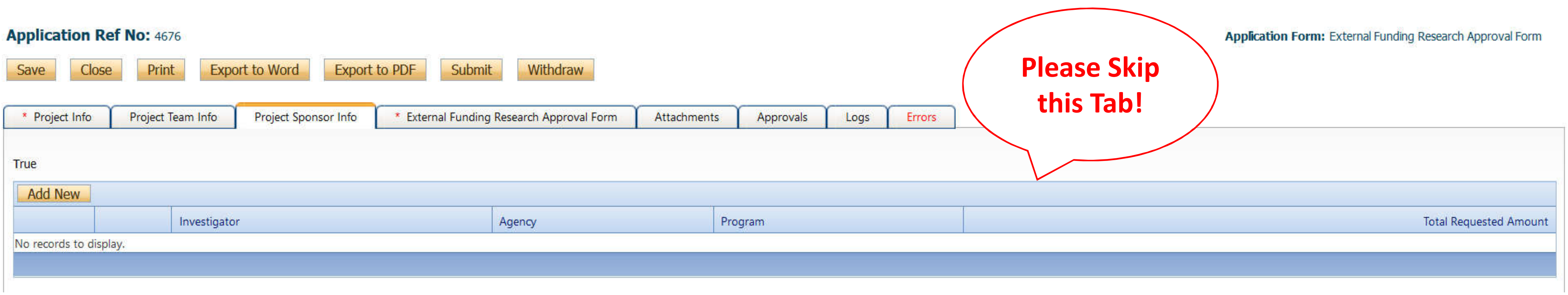
Application Tab: Project Sponsor Info

This tab allows the applicant to enter details regarding the funding source. We ask that you **skip this tab**, as the post-award administrators will enter the correct data here when the application is processed.

Each application form in the researcher portal has specific custom questions tailored to the information pertaining to the sponsor, agency or funding source. However, if you do mistakenly add data under this tab, don't worry! Post-award administrators will amend this data when the application is processed.

To avoid data loss, remember to save at each tab!



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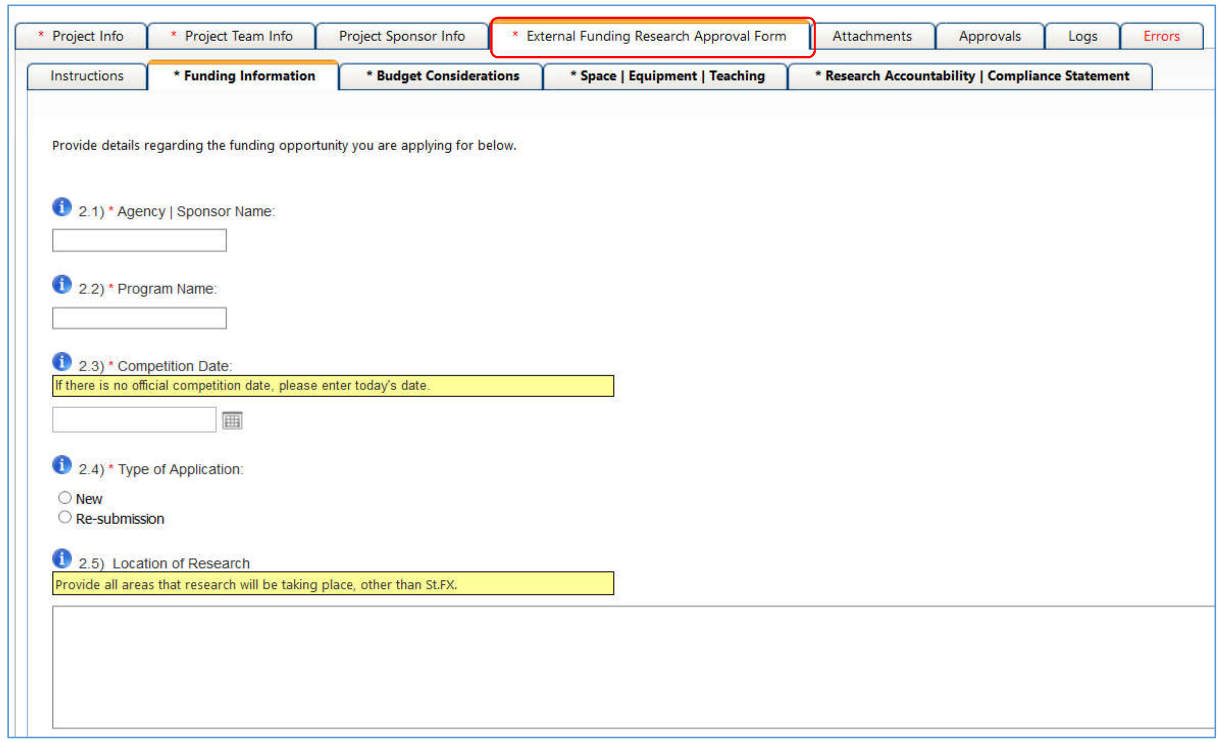
Application Tab: “Per Application” Information

This tab changes according to the specific application form you are submitting.

Under this tab, all of the custom questions pertaining to the specific application are listed and coordinated in tab form.

Anything with a red asterisk (*) is considered a mandatory question and must be answered. If you miss a mandatory question, the **Errors Tab** will appear and provide you with the specific question you missed and the application can not be submitted until the errors are cleared.


2.1) * Agency | Sponsor Name:


* Project Info | * Project Team Info | Project Sponsor Info | * External Funding Research Approval Form | Attachments | Approvals | Logs | Errors

Instructions | * Funding Information | * Budget Considerations | * Space | Equipment | Teaching | * Research Accountability | Compliance Statement

Provide details regarding the funding opportunity you are applying for below.

2.1) * Agency | Sponsor Name:

2.2) * Program Name:

2.3) * Competition Date:
If there is no official competition date, please enter today's date.

2.4) * Type of Application:
New
Re-submission

2.5) Location of Research
Provide all areas that research will be taking place, other than St.FX.

To avoid data loss, remember to save at each tab!

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Application Tab: Attachments

The attachment tab is where any relevant documents required for the granting agency, funder or internal application can be uploaded.

Each file can be a maximum of **10MB** in size, but you can upload multiple documents as needed.

Additionally, some internal applications may have downloadable attachments, policies, procedures or instructions available to the project team via the attachment tab.

Please note: incomplete documentation may result in processing delays or may require a re-submission of the application form.

To avoid data loss, remember to save at each tab!

* Project Info | * Project Team Info | Project Sponsor Info | * External Funding Research Approval Form | Attachments | Approvals | Logs | Errors

In one PDF file, please upload your application and supporting documents, including but not limited to the following:

- Application documents
- Letters of Support
- Budget
- CVs

For information purposes, please download the *Important Information on St.FX Policies & Procedures* and *Contact Information for Research related University Offices* below:

DOWNLOADS:

Contact Information for Research related University Offices.pdf
Important Information on StFX Policies & Procedures.pdf

Add Attachment

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

Preferred File Naming Schema: please use the file naming schema below to ensure consistency across applications and to easily identify the document.

Last Name, First Name – Agency Program – File Type – Date, for example:

- Neal, Natasha – NSERC DG App – Nov 26-19
- Neal, Natasha – NSERC DG CV – Nov 26-19

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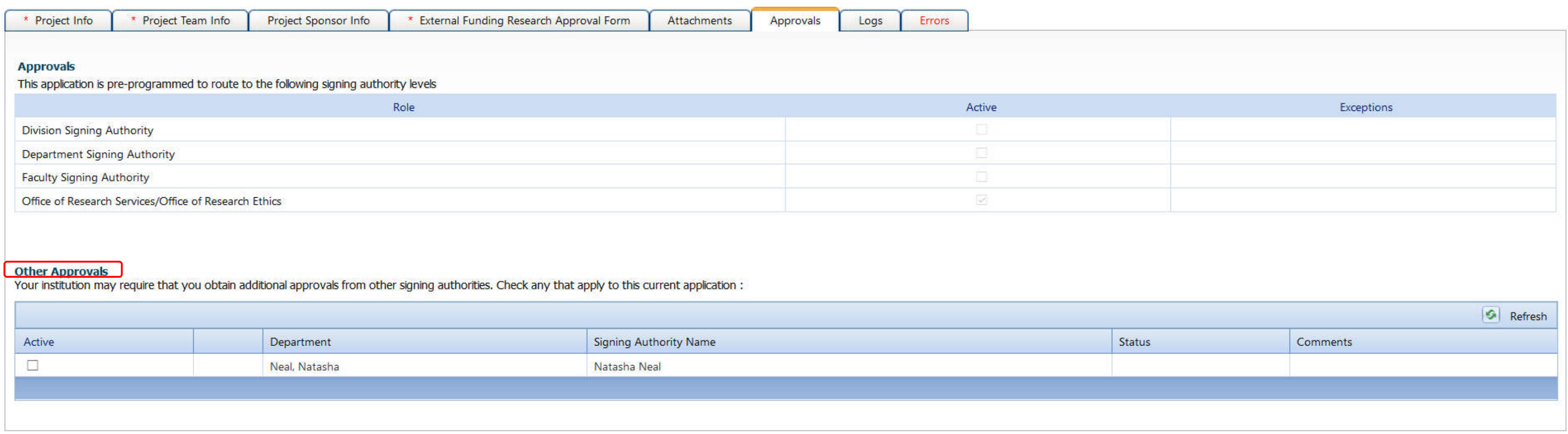
Application Tab: Approvals

The approvals tab shows the pre-determined workflow of the application. Each application will have a specific workflow set, so one application may go directly to the Research Services Group, while another may go to the PI's Chair/Department Head, then to the Faculty Dean and then onto the RSG for processing. This is a tracking feature, no action is required on this tab, unless an Other Approval is specified. See below:

Other Approvals: if you see a name under the other approvals section, you may be required to click here and send the workflow to that signing authority first. In doing so, the **Other Signing Authority** will approve the applications workflow, or forward the application on through the traditional approval levels, as specified in that application.



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Application Tab: Logs

The log tab gives a record of all the actions on a specific file, tracks and timestamps actions, approvals, and all messages throughout the “life” of the application. There are three different views under the logs tab, namely:

1. **Application Workflow Log** – Project Team Members, Reviewers, and Administrators can view and track the full history of the application
2. **Application Log** – Records all changes that were made to the application. The PI may wish to review the application before submitting. This ensures that they are aware of all the changes made by any of the project team members.
3. **Shared Communications** – Records electronic correspondences associated with the application and life of the file. For example, system generated email approval, account opening, and any correspondence generated within the ROMEO system by administrators can also be viewed/retrieved here.

◉ Application Workflow Log ○ Application Log ○ Shared Communications

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
2019/08/16 10:43	Project Status has been changed from **Pending** to **Active** Application Workflow State has been changed from **ORS Review** to **Approval Decision Made** **Modification** (**24210-98103**) is createdProject Title has been changed from **''** to **'ROMEO Test for Approval Process'** **Dianne Edmond TEST** has been Added. (role is Primary Investigator) has been Deleted. (role was) New File Created	**ORS Review** -> **Approval Decision Made**		mgillis	Office of Research Services/Office of Research Ethics

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Application Tab: Errors

The errors tab will appear when you begin an application. It will then disappear when you have completed the application and no errors are found.

The PI will not be able to submit the application until all errors are cleared. The error tab will provide you with the Errors, per tab and per question that need to be corrected.

* Project Info | * Project Team Info | Project Sponsor Info | * External Funding Research Approval Form | Attachments | Approvals | Logs | Errors

Project Info ->Project Title is required.

Project Team Info -> PI Investigator ID is required.

Project Team Info -> PI Last Name is required.

Project Team Info -> PI First Name is required.

Project Team Info -> PI EMail is required.

Project Team Info -> PI Affiliation is required.

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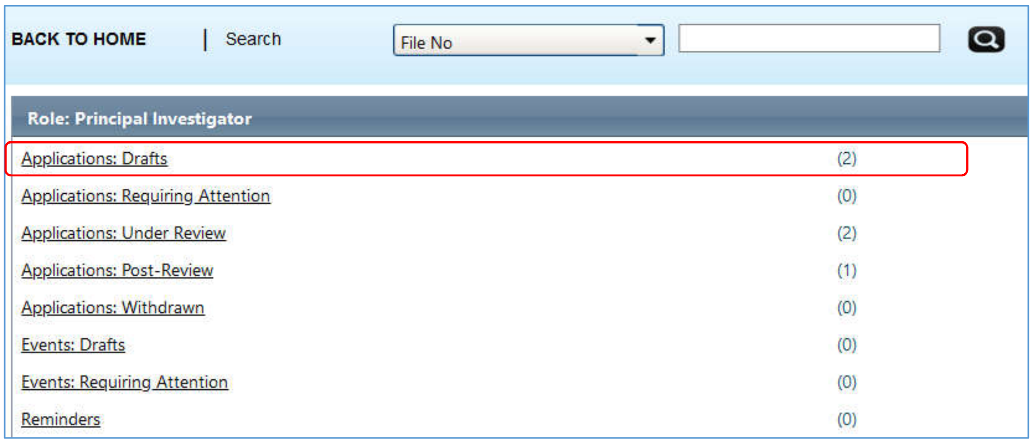
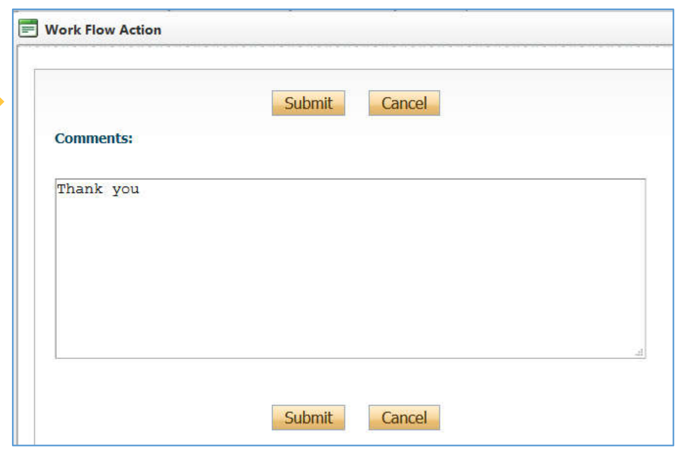
Next Steps: Editing a Saved Application | Submitting the Application

Applications that have been saved and not submitted will appear on the home page under **Applications: Drafts** of the PI's Role Block. Draft applications can be viewed, edited, cloned or deleted by the Principal Investigator and accessed by team members in their role block.



Once the application is ready for submission, the PI must click on submit



Team members may wish to generate a word/pdf for final review before submission. Use the **Export Buttons** to download the application after saving.

The **Workflow Action box** will then appear. To complete the submission, text is required in the box. If the PI has no additional comments, simply state **Thank you** to proceed. This is a system feature to ensure that you actually want to submit. Once submitted, the application can not be edited unless "returned by an administrator.

Other Information: Locked Files

When a project team member is working in a file, or if the file has not been properly saved/closed that file may appear as locked to other team members.

When you encounter this issue, you should contact your team member **before clicking unlock! –** if you unlock a file while someone is working on it, **all of the changes** they have made will be deleted.

If no team members are working on the file, yet it is still locked, the PI can unlock the file. You may also contact the RSG group for assistance at romeo@stfx.ca

The user that initially locked the file is also able to unlock it by re-opening the file to edit it and clicking on the **Close** button to properly close out that file.

Always Save and Close a file at the end of each portal session.

This will avoid locking other team members out of the application and create a smoother transition for collaboration

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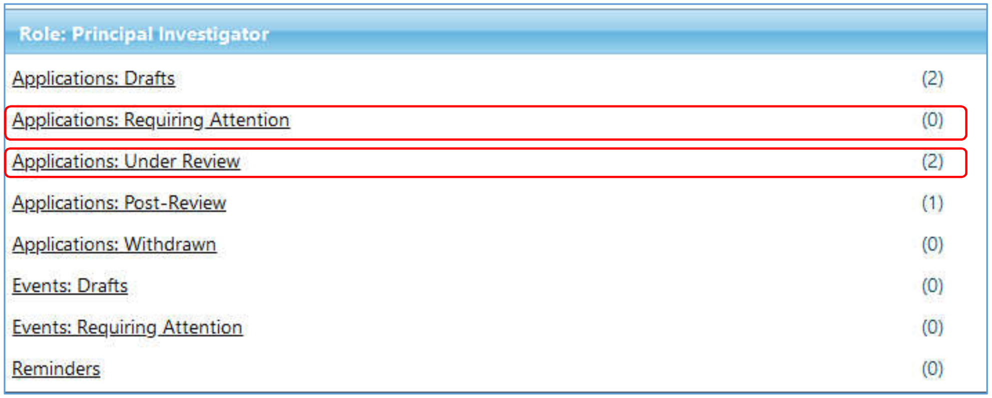
Other Information: Electronic Workflow Communications

The PI and all project team members listed on the application will receive an automated email from the system telling them that the submission of the application was successful.

If Signing Authorities are initiated for a particular application, they will also receive notification via email that the application is ready for their review.

Other communications, such as changes to an application will be sent from the system, when the application becomes available for editing. Resubmission of the application will go to the signing authority role who requested the change.

If an applicant is asked to revise an application, the application will appear under the **Applications: Requiring Attention** link of the PI Role Block and Team Member Role Block. When the application is re-submitted, it will return to the **Applications: Under Review** until processing is completed.



Role: Principal Investigator	
Applications: Drafts	(2)
Applications: Requiring Attention	(0)
Applications: Under Review	(2)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Other Information: Applications Under Review

If an application is under review, it will appear in the PI Role Block as Applications Under Review. You can click on the link to view the status of your application:

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
				All	
View Clone Latest Workflow	**24286**	Glowsticks conference	Mrs. Natasha Neal (Research Services Group\Research Grants Office)	Faculty Conference Travel Grant (Awards\Awards)	**Project Status**: Pending **Workflow Status**: ORS Review
View Latest Workflow	**24269**	Testing Faculty Signing Authority for "Deans" applications via ROMEO	Mrs. Natasha Neal (Research Services Group\Research Grants Office)	DRAFT - TEST Form for Signing Authority (Awards\Awards)	**Project Status**: Pending **Workflow Status**: ORS Review

You can also click on **Latest Workflow button** to see where it may be in the process:

◉ Application Workflow Log ○ Application Log ○ Shared Communications

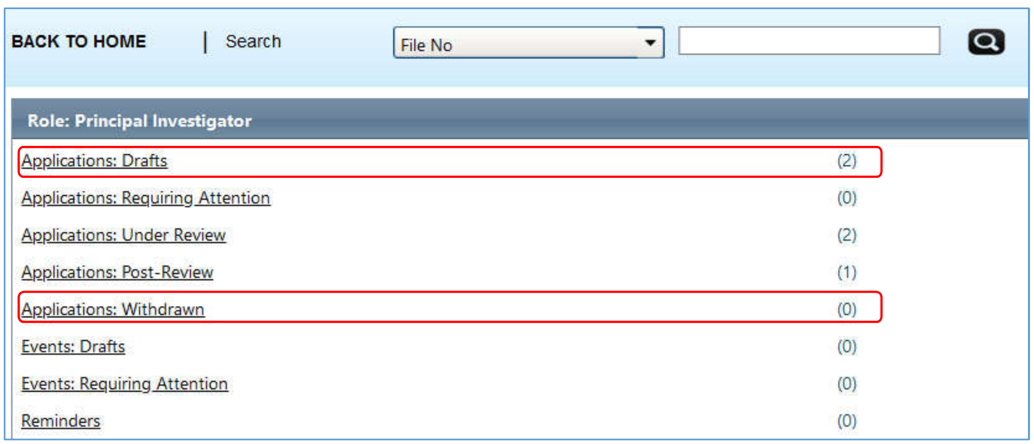
Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
2019/10/21 11:14	New File Submitted By Researcher Project Work Flow State has been changed from **Faculty Signing Authority Review** to **ORS Review**	**Faculty Signing Authority Review** -> **ORS Review**	Approved at $1000 requested [Action: Approve]	David Bruce (su_dwbruce)	Faculty Signing Authority
2019/10/21 11:12	Project Work Flow State has been changed from **Pre-Submission** to **Faculty Signing Authority Review**	**Pre-Submission** -> **Faculty Signing Authority Review**	k [Action: Submit]	Natasha Neal (su_dwbruce)	Principal Investigator

Other Information: Withdrawing an Application

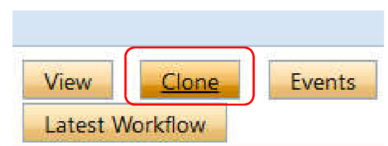
If the PI wishes to withdraw an application from consideration, it must be completed in the pre-submission (or Draft) workflow state.

After the submission, the PI must contact romeo@stfx.ca to ask the System Administrator to withdraw the application.

In order to withdraw an application, click on **Applications: Drafts** within the PI role block. Then select the specific application, click **Edit** and select **Withdraw**



Withdrawn applications can be found under **Applications: Withdrawn.** You will be able to recover a withdrawn application if you want, by selecting the specific application and cloning it.



Withdrawing an application, moves the application from the Draft Section and saves it for possible future access instead of deleting and starting an application over from the beginning.

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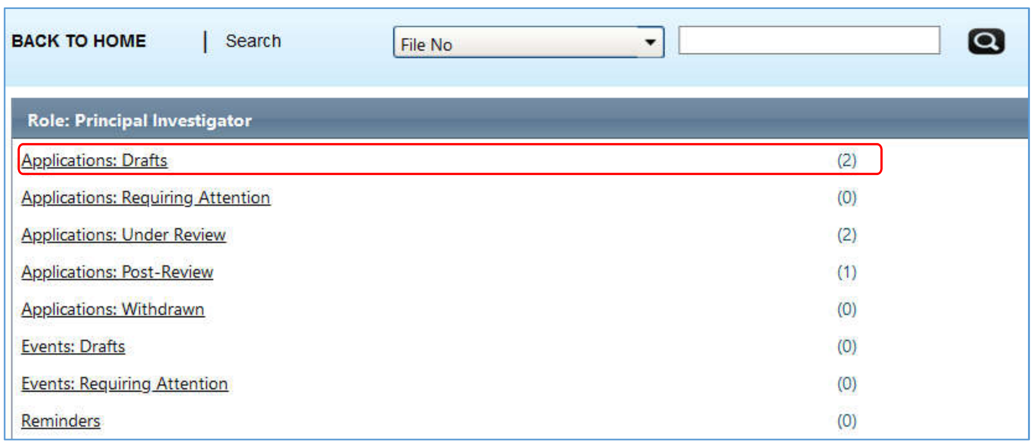
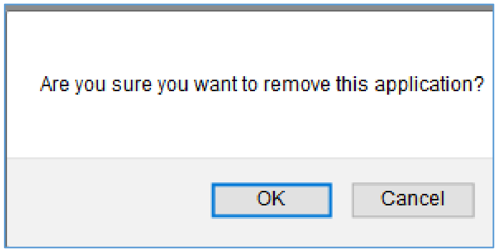
Other Information: Deleting an Application

Deleting an application will completely remove it from the system. This is different than a withdrawn application, which can be resubmitted by a PI at a later time.

To delete an application you can click on **Applications: Drafts** within the PI role block. Then select the specific application, click **Delete.**

A pop-up window will appear asking that you confirm that you wish to delete the application.





Other Information: Applications Requiring Attention

When an application is returned by a reviewer or signing authority for revisions it will appear in PI & Team Member Role Block, **Applications: Requiring Attention i**n red bold font.

Click on the link and select **Edit** to complete the revision and resubmission of the application. From here, open the **Logs Tab**, any messages associated with the application (e.g., reviewer comment, change requests, etc.) will be visible to you here.

Role: Principal Investigator	
Applications: Drafts	(2)
Applications: Requiring Attention*	(1)
Applications: Under Review	(1)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Workflow State	Workflow Message
ORS Review -> **Pending Info by ORS**	Need more information please, regarding your budget.

- When you have made the edits, click Re-Submit to send the application back to the reviewer or signing authority.
- The workflow action window will pop up again. Add a comment, or Thank you and click submit.
- You will immediately receive an email confirmation of your re-submission from the system.

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LOG OUT !

Please **do not forget** to log out of the system. Failure to do so before closing the browser may result in locked files, or applications being inaccessible to other team members.

CONTACT US

The **Research Services Group** will maintain and update FAQs, User Guides, and other Research Portal support documents via their website.

We are committed to helping maintain a useful and simple system. If you have suggestions, improvements or general comments, please reach out via romeo@stfx.ca – your input is always welcome!