Undergraduate Student Research Funding Application
Supervisor Instructions

https://www.stfx.ca/research/romeo-researcher-portal

Overview

The application process involves the following:

1. Students register as a user on ROMEO Researcher Portal.
2. Students "Apply New".
3. Students complete the Undergraduate Student Summer Research Award form.
   a. A series of data points in various folder tabs (the form).
   b. Upload 1 PDF (proposal, bibliography, statement of preparation, and STFX grade report as a single combined file).
   c. Complete the Student Declarations tab.
4. Supervisor completes the Supervisor Declarations tab and reference.
5. Student submits.
   a. Student and supervisor receive a confirmation email of submission.
6. Await decision.

Log-in or Register as a User

1. Go to on-line system.
2. All tenured and tenure-track faculty, and most LTAs, are already "in the system". This system is not linked to the STFX system and does not recognize the password you are using for that (you may choose to use the same password, however).
   a. Enter your STFX email in the Username line.
   b. Click "Reset Password" to get instructions to create a password. Use this feature in the future only if you have forgotten your password.
   c. If you get an error message, you are not in the system and need to "register" an account.
3. Register as a user.
   a. Complete all sections with an "*". Ideally complete all sections.
   b. Click "register" to get instructions to set up a password.
   c. Complete your registration.

Link to the Student's Application Form

1. The student will send you an email after s/he has created the application and entered your information as supervisor.
2. Log in to ROMEO.
3. Under "Role: Project Team Member" click on "Applications: Drafts".
4. Select the student's application and choose "Edit".
5. Click on "Undergraduate Student Summer Research" tab.
6. Click on "Supervisor's Declarations" sub-tab.
   a. For the assessment of the student's research potential, **please note that this assessment will be visible to the student.** You are provided with a maximum of 5,000 characters, including spaces, for this item.

         i. Clear statement about the student's **readiness** for the project
        ii. Evidence of **potential** for the student to be successful in research
      iii. Specific **examples** that point to the excellence of the student, more generally
      iv. If co-supervisors, the assessment can be co-developed / co-written, but it is only inserted and submitted by the primary supervisor

    b. If applicable and appropriate, summarize any additional financial or inkind support you intend to provide to the student. **This is OPTIONAL and only if applicable.** Examples may include, but are not limited to, wage topup / supplement above the award value, provision of lab supplies or field supplies / equipment, monetary support for travel or purchase of research supplies, etc. It is not necessary to quantify the dollar value(s).

7. Complete all questions, Save.
8. Close and Exit.
9. Student submits application.

NOTE: You can exit any time and your saved work will be saved, and then return at a later time to work on the application by choosing "Applications: Drafts" under "Role: Project Team Member". If the student has submitted, it will appear in "Applications: Under Review" and cannot be edited.

NOTE: If the application is "locked" it means that the student is currently working on the application or has not exited properly. Email the student to ask them to let you know when they have finished their session, so you can do your part.

Any questions or assistance required, contact romeo@stfx.ca.

Advice to Supervisors of Students Working on Theoretical Projects
- When commenting on the potential of the student to be successful in research:
  - draw a linkage to the appropriateness of how the student has set up their plan to the project (and their ability to do it)
  - comment on the positioning of the hypothesis, question, or debate and the student's ability to take this on
  - comment on the suitability of the reading list (if appropriate)