

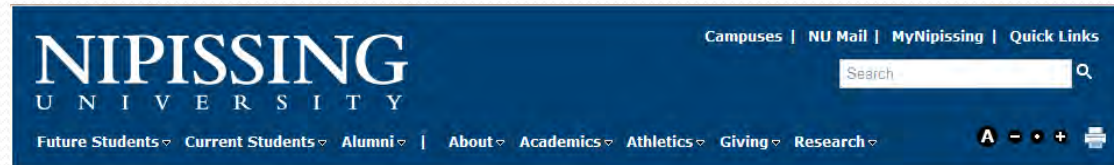


Nipissing's ROMEEO e-System

Researcher User Manual for Event Forms

Accessing the Researcher's Portal

- The Researcher's Portal is available through the Research website at the following URL: <http://www.nipissingu.ca/academics/research-services/Pages/default.aspx>



- Click the ROMEO logo



- You will be directed to the ROMEO Researcher Portal Login page

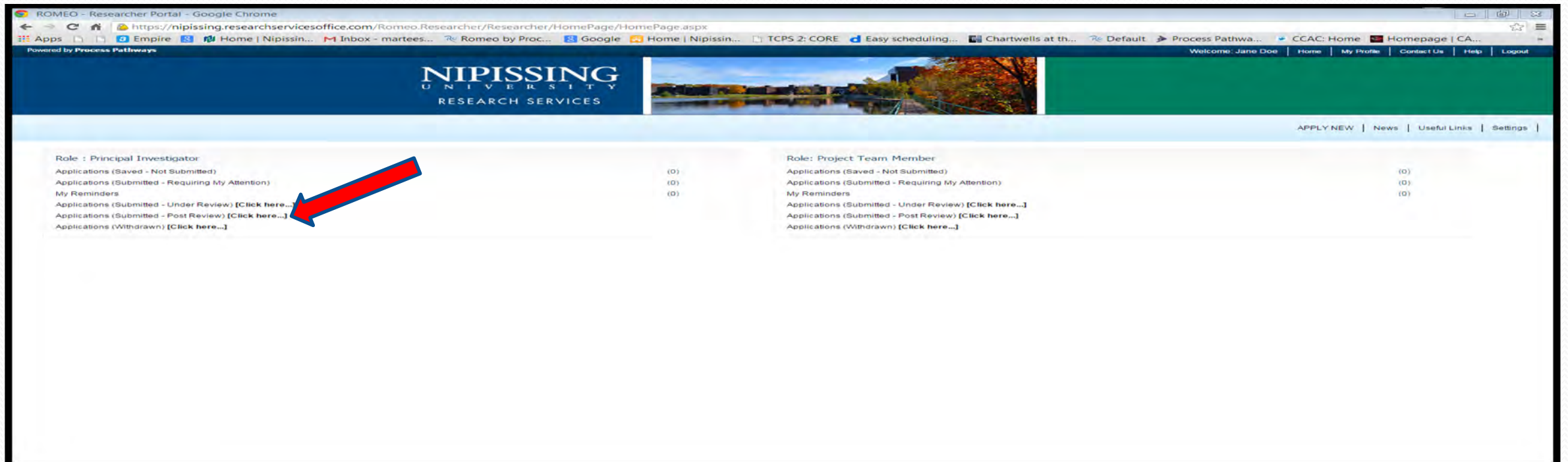
A login form with a light blue border. At the top right, it says "Login" with a blue circular arrow icon. Below this are two input fields: "Username" and "Password". At the bottom, there are three buttons: "Login", "Register", and "Reset Password". A red arrow points to the "Login" button.

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

You are now on the Researcher's Home Page!

Event forms are designed to capture data subsequent to an original application, e.g. Renewal, Modification, Final Reports etc. Related event forms are found via the “Applications (Submitted – Post Review)” or the “My Reminders” link when an event form submission is due within 30 days.

- To access an Event form, click on “Applications (Submitted – Post Review)”



The screenshot displays the Nipissing University Researcher Portal. The header includes the university logo and navigation links. The main content area is divided into two columns based on the user's role. The left column is for a Principal Investigator, and the right column is for a Project Team Member. A red arrow points to the "Applications (Submitted - Post Review) [Click here...]" link in the left column.

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	Applications (Withdrawn) [Click here...]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

- Click “Events” tab to access the available Event Forms

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Reset Filters | Export To Excel

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
View Clone Events	100404	To test the workflow process from start to finish	Mrs. Test Storms (Faculty of Arts & Science)	PROTOCOL FOR TEXTUAL ANALYSIS, SELF-STUDY, ARTS-BASED OR ARTS INFORMED RESEARCH (Certification\Human Ethics)	Project Status: Active Workflow Status: Approval Decision Made	file complete
View Clone Events	100368	Testing the Romeo Workflow...Reviewer comments	Mrs. Test Storms (Faculty of Arts & Science)	PROTOCOL FOR RESEARCH INVOLVING HUMAN PARTICIPANTS (Certification\Human Ethics)	Project Status: Approved Workflow Status: Approval Decision Made	

- Select the desired Event Form you wish to complete

Create New Event

Event Form Name	Description
REB - ADVERSE OR UNINTENDED EVENT DURING RESEARCH WITH HUMAN PARTICIPANTS	PLEASE TEMPORARILY SUSPEND YOUR RESEARCH until the incident has been reviewed by the Nipissing University Research Ethics Board. Further requirements and/or suggestions may be made that will assist in the protection of the participants and researchers involved in the protocol. The REB will make every effort to rapidly review the incident and re-approve the protocol.
REB - REQUEST FOR MODIFICATION TO AN APPROVED PROTOCOL	Use this form for any changes you require to an approved protocol.
REB - REQUEST FOR RENEWAL OF AN APPROVED PROTOCOL	Complete this form if you require additional time to complete your research. Please note that a protocol can only renew a protocol three times.
REB FINAL REPORT OF AN APPROVED PROTOCOL	To be completed when you have completed your data collection/research.

FileNo: 100404

Project Title: To test the workflow process from start to finish

Event Info Tab

Provide general comments about the event form. If no general notes apply you can skip this default event form tab.

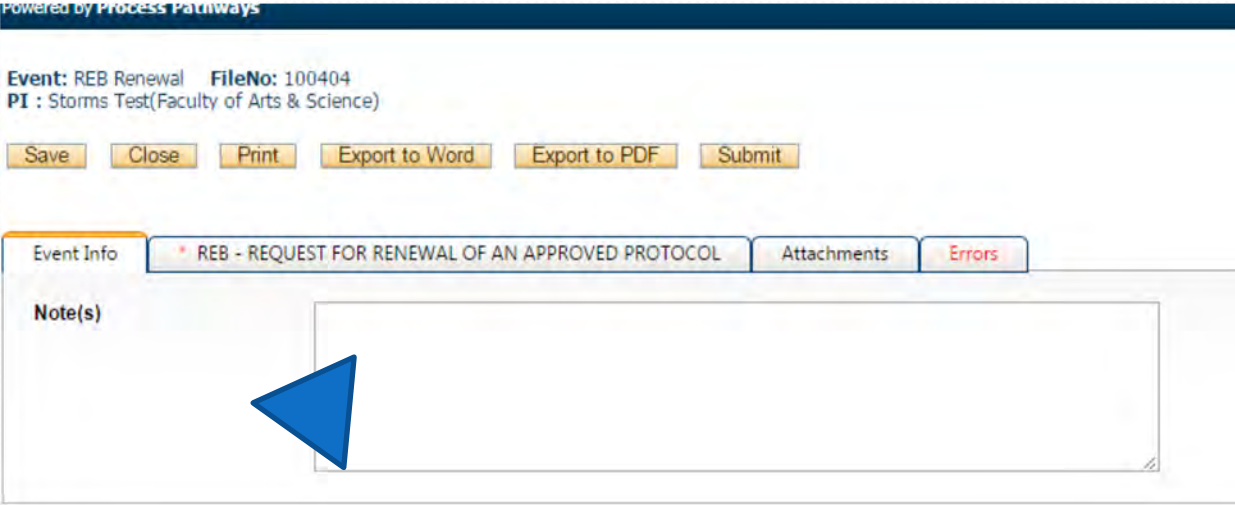
Powered by Process Pathways

Event: REB Renewal FileNo: 100404
PI : Storms Test(Faculty of Arts & Science)

Save Close Print Export to Word Export to PDF Submit

Event Info * REB - REQUEST FOR RENEWAL OF AN APPROVED PROTOCOL Attachments Errors

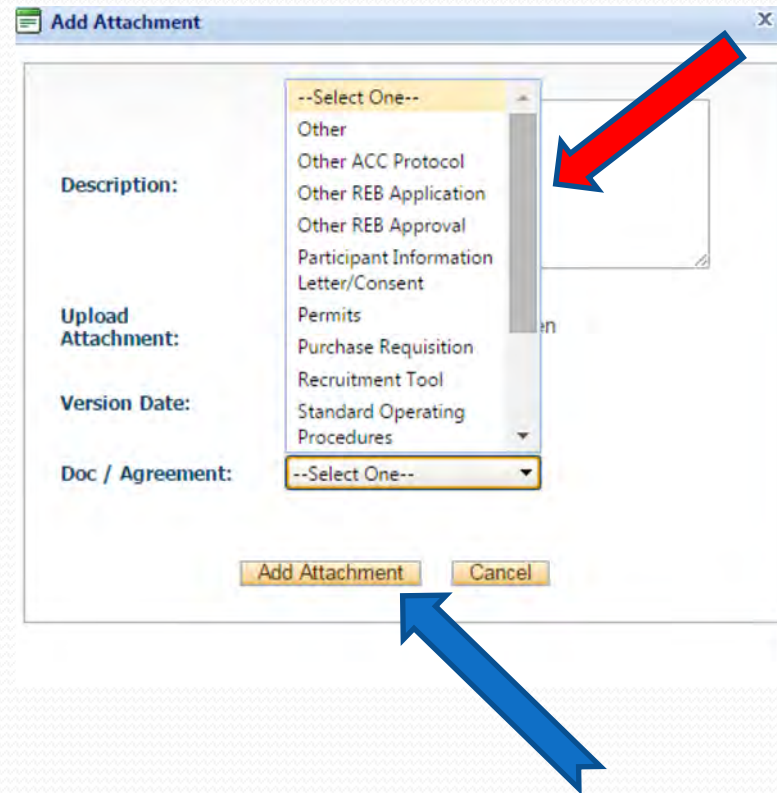
Note(s)



Attachments Tab

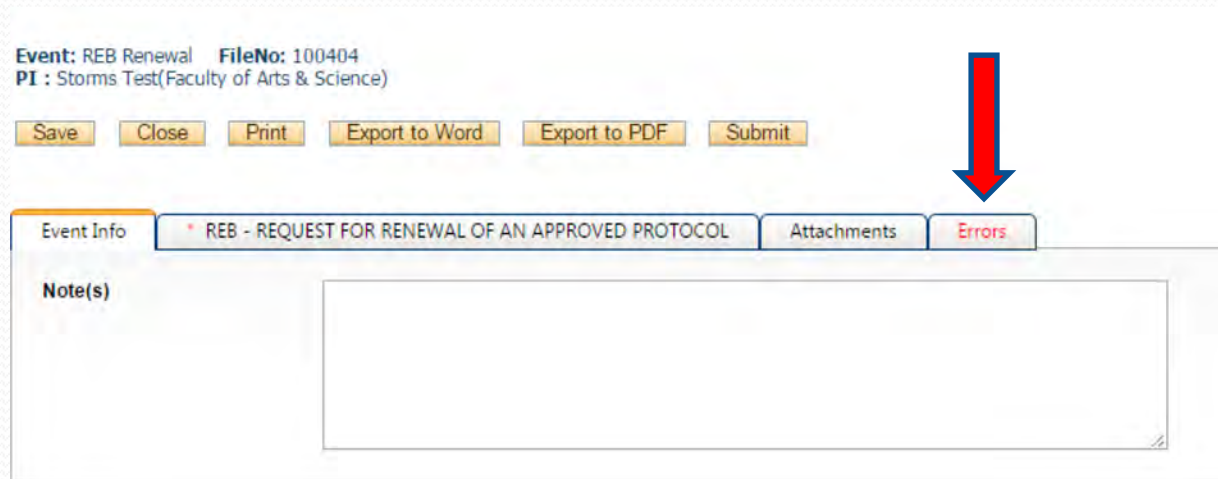
The Attachments tab allows you to upload all required attachments. Attachments can be uploaded in any file format. The maximum file size is 5MB per attachment.

- Click Add Attachment
- Enter a Description, if applicable
- Click Browse to load the appropriate attachment.
- Enter the Version Date or select the appropriate date using the calendar tool
- Select the appropriate Doc/Agreement
- Click [Add Attachment](#) to upload the document.



Errors Tab

- The Errors tab keeps a log of any required questions that were left unanswered. All required fields are marked with a **red asterisks (*)**.
- Click the “Errors” tab to review a list of all required fields not yet completed. If all required questions are answered, the Errors tab will disappear.



The screenshot displays a web application interface for a Request for Renewal of an Approved Protocol (REB). At the top, it shows the event details: "Event: REB Renewal FileNo: 100404" and "PI : Storms Test(Faculty of Arts & Science)". Below this, there are several action buttons: "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". A red arrow points down to the "Errors" tab in the navigation bar, which is currently selected. The navigation bar also includes "Event Info", "* REB - REQUEST FOR RENEWAL OF AN APPROVED PROTOCOL", and "Attachments". Below the navigation bar, there is a "Note(s)" section with a large empty text area.

Save and Continue...

- At any point in the process, the applicant may “save” and “close” the application and complete it at a later date. The information entered will be saved and the user can access it again through their Researcher’s home page under “Application (Saved – Not Submitted)”.



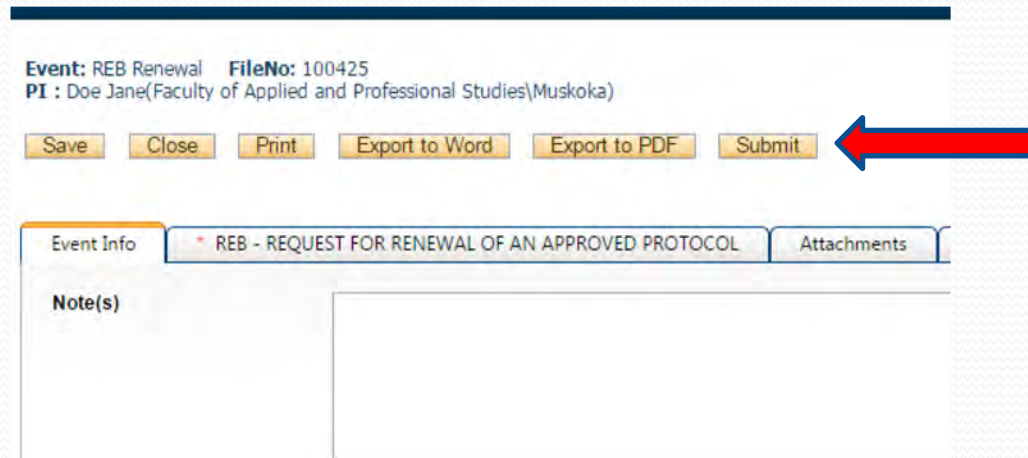
The screenshot shows the ROMEO application interface. At the top, it displays 'Event: REB Renewal' and 'FileNo: 100404'. Below this, it says 'PI : Storms Test(Faculty of Arts & Science)'. A row of buttons includes 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. A red double-headed arrow points to the 'Save' and 'Close' buttons. Below the buttons is a tabbed interface with 'Event Info' selected. The main content area shows a form with sections for 'GENERAL INFORMATION', 'EXPECTED COMPLETION DATE', and 'MODIFICATIONS TO APPR'. A message icon and text below the form reads: '1.1* Provide a brief statement explaining the need to renew your project for another year.'

- **Tip!!** Though ROMEO has no automatic *save* feature, it does have a *time out* feature! If you need to step away from your computer, you should always hit “Save” and “Close” as a precautionary measure. Failing to do so could result in information being lost and the application being “locked”. Contact romeoadmin@nipissingu.ca by email for support.

Submission and Review

Event Forms are submitted directly to the Research Ethics office. Any project team member can submit an event form on behalf of the Principal Investigator (PI).

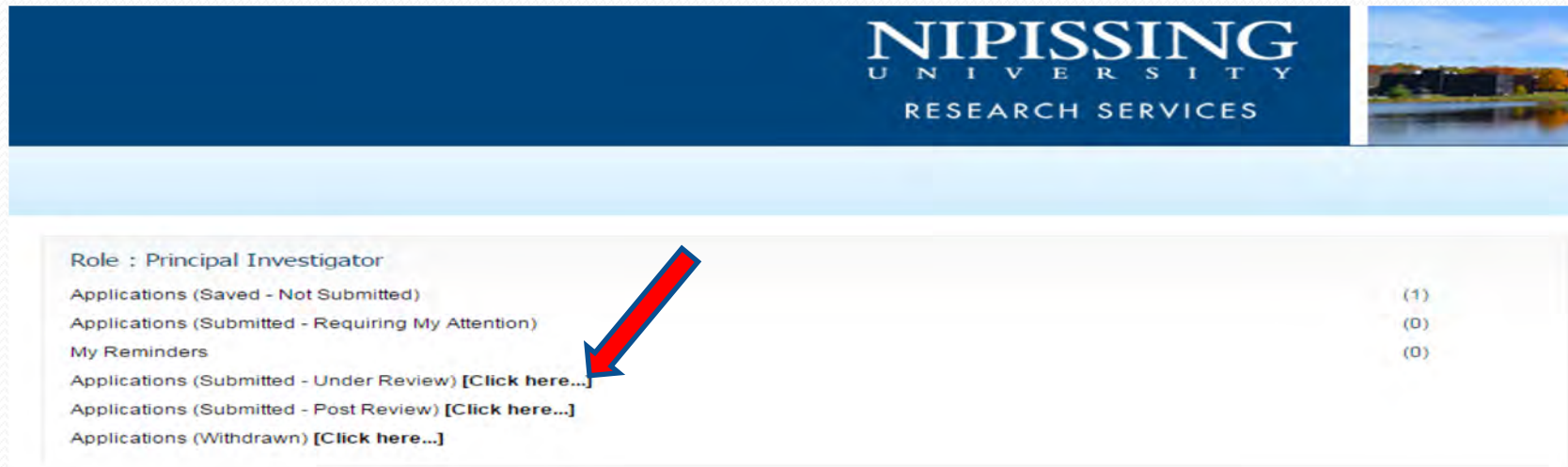
- Click “Submit”
- At any time, you can review the Event Form’s status via the “Applications (Submitted – Post Review) link on the Researcher Portal home page.



The screenshot shows a web interface for submitting an event form. At the top, it displays the event details: "Event: REB Renewal" and "FileNo: 100425", followed by the Principal Investigator's name: "PI : Doe Jane(Faculty of Applied and Professional Studies,Muskoka)". Below this information is a row of six buttons: "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". A red arrow points to the "Submit" button. Below the buttons is a tabbed interface with three tabs: "Event Info", "REB - REQUEST FOR RENEWAL OF AN APPROVED PROTOCOL", and "Attachments". The "Event Info" tab is currently selected. Below the tabs is a section labeled "Note(s)" with a large empty text area for entering notes.

Applications Under Review

- Once you have submitted the application for review, you will receive an email confirming the receipt of your application. At this stage you will be unable to make any changes to the application. However, it is still available for viewing under “Applications (Submitted – Under Review)”



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Role : Principal Investigator

Applications (Saved - Not Submitted)	(1)
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 or Dan St. Georges (ext. 4644) or Martee Storms (ext. 4055).

Thank you!