Nipissing’s ROMEO 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](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
• 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)”
• Click “Events” tab to access the available Event Forms

• Select the desired Event Form you wish to complete
Event Info Tab
Provide general comments about the event form. If no general notes apply you can skip this default event form tab.
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.
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)”.

- **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.
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)”
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!