Nipissing’s ROMEO e-System

Introduction to Romeo Research Management System
To Access Romeo:

- Open Nipissing University’s home page
- Click on the Research Tab
- Click the ROMEO logo

- You will be directed to the ROMEO Research Portal Login page
• Enter your user name (e-mail address) and password, click Login to log into the Researcher’s Portal
Nipissing students and external users, that do not have a profile already set up and are 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 (sample of below).

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**Sample E-mail:**

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Dear Jane Doe,

Please click on the following link to confirm your registration on Researcher Portal as Investigator:

You will be asked to enter a new password.

Your User Name: mateena@nipissingu.ca
Use the following as your Confirmation Code: 047f8b26-5b2d-4bce-b2c9-1132a6f9b4f

Please do not reply directly to this email.
If you have a question about your use of the Researcher Portal service:
1) Read our Frequently Asked Questions (FAQs) by clicking - https://Nipissingresearchserviceoffice.com/Romeo_Researcher/help.aspx. This will probably answer your question about Researcher Portal
2) If you still have a question, then please contact us with your question by clicking - https://Nipissingresearchserviceoffice.com/Romeo_Researcher/contactus.aspx

System Administrator
Researcher Portal
Nipissing
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Existing Account

- **Note of Caution:** If you forget your password, **do not** select the **Self Registration Form** or a new profile will be created. Simply click on **“Reset Password”** and follow the on-screen prompts.

If you require further assistance, contact Dan St. Georges (ext 4644) or Martee Storms (ext 4055)
Welcome ~ You are now in the Researcher’s Home Page!
This is where it all begins 😊
Welcome: Your name will appear
Home link: Click the home link to return to the home page
My Profile: You can click on this link to verify your profile and make changes if necessary
Contact Us: Click on this link to find the Romeo Admin email and the extension of the administrators.
Help: This is where the PowerPoint Presentations and all Q&A will be located
Logout: Exit the Researcher Portal
Researcher’s Home Page

- **Apply New**: Click on this to access all forms
- **News**: Important and relevant news will be available when you click this link
- **Useful Links**: Links to funding agencies and other important websites are located here
- **Settings**: You can select to receive notifications regarding due/expired dates reminders
Role: Principal Investigator/Project Team Member
The information found under these headings is the same.

- **Applications (Saved – Not Submitted):** If you work on an application and must leave before it is complete, save it and it will be located here until you return to complete and submit it.
- **Applications (Submitted–Requiring My Attention):** If you submitted an application but it is returned to you for further information, it will be located here.
- **My Reminders:** Your reminders for reports, renewal and other reminders will be located here
Applications (Submitted – Under Review): At any time, you can check the progress of your submitted applications.

Applications (Submitted – Post Review): Once your applications have been approved, they will be located here and you can reference them at any time.

Applications (Withdrawn): If you withdraw an application, it will still be saved but will be located here.
Need Assistance/have a question

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