

Information Management

Lunch and Learn

Office of Research Services

Jaq-Lin Larder, MLIS, Information
Management Administrator





Acknowledgements

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all treaty people.

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.



Information Management

Team Members

Information Management Administrator
Data Technician

What We Do

Data Quality Assurance
Researcher Portal
Web Administration
Newsletter



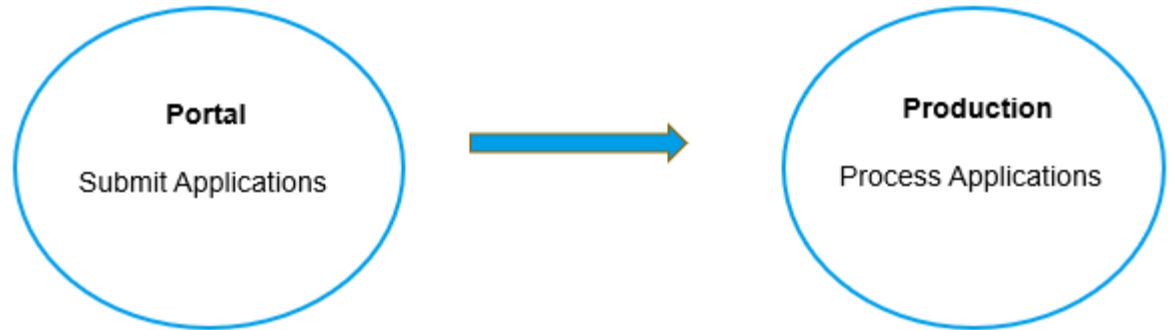
ROMEEO Overview



A research management database for awards and certifications.

Developed by Process Pathways.

Researchers submit applications, which route through an electronic approval process, and arrive for processing by the relevant research office.





Resources on the ORS website

Accessing the Researcher Portal

▶ Registered User Login (DAL NetID)

▶ Registered User Login (External User)

▶ Registration Request

Researcher Portal Guides

Animal Care

[Animal Care - Protocol Forms](#) [PDF 380 kB]

[Animal Care - Amendments and Renewals](#) [PDF 157 kB]

[Animal Care - Updating Animal Use Numbers \(ACUC\)](#) [PDF

Sponsored Research

[Investigator Checklist - Grants and Contracts](#) [PDF 401 kB]

Frequently Asked Questions

+ [Can I use any Operating System and E](#)

+ [How do I update my Profile informatio](#)

<https://www.dal.ca/dept/research-services/resources/ROMEO-Researcher-Portal.html>



Resources on the ORS website

Grants and Contracts

- [Apply for a Grant Funded by a Canadian Sponsor](#) [YouTube]

Information Management

- [Submit an Application via the ROMEO Researcher Portal](#) [YouTube]



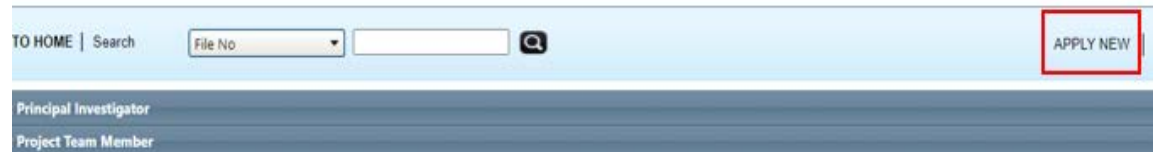
Submit an Application via the ROMEEO Researcher Portal

<https://www.dal.ca/dept/research-services/resources/how-to-videos.html>



Application Process

Select a new application by clicking Apply New on the right side of the homepage.





Application Process

Select your application form.

Dalhousie - Animal Care (ACUC, UCLA)

Application Name	Description
Form A: Animal Care Research Protocol Form	This application for research projects Applications: Pos
Form C: Application to use invertebrates, tissues obtained at necropsy or obtained from a slaughterhouse	This application is Animal Care does experiments involving invertebrates with
Teaching Protocol Form AC	Agriculture Camp teaching at Dalh Review. Then clic
Dalhousie Permanent Stock Protocol Form	Permanent stock sources. All other CCAC requires pr Reduce, Replace,

The Investigator Checklist is used for a wide variety of projects, including:

- Grants
- Contracts
- Incoming Transfers of Funds
- Internal awards (sabbaticals, start-up funds, etc.)

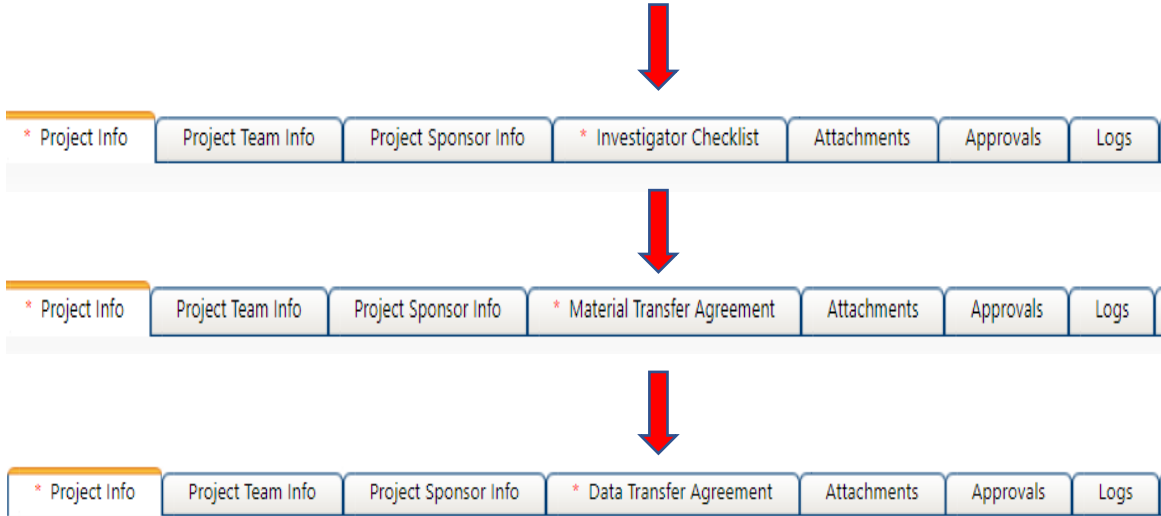
Dalhousie - Awards and Clinical Trials

Application Name	Description
Investigator Checklist	Application for grants) to be rev
Material Transfer Agreement	Application for m
Data Transfer Agreement	Application for d:



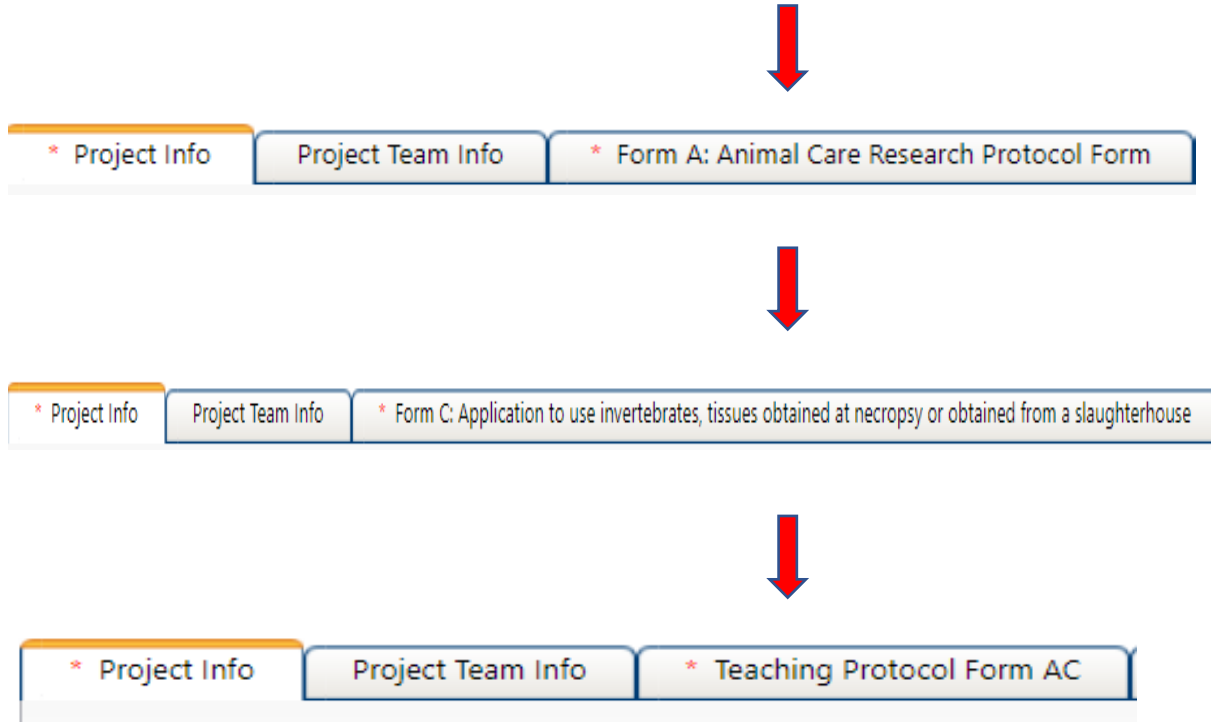
Application Process

Most of the tabs are standard across all forms, and some tabs are customized by the research office.





Application Process





Application Process

Forms are developed by the research offices. If unsure how to answer a certain question, contact the relevant facilitator. For technical assistance, contact researcher.portal@dal.ca

- i** 1.10) * Do you anticipate that you will travel outside of Canada as part of undertaking your research?
- Yes
 - No

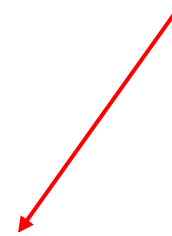
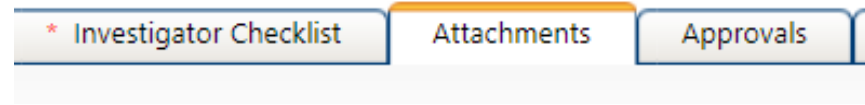
If funded will your research require any of the following:

- i** 2.1) * Briefly outline the space and equipment requirements of this project [5



Application Process

Relevant documentation should be uploaded to the Attachments tab.



Add Attachment

NOTE : The maximum individual attachment size is 10MB.
However, you may upload multiple attachments, provided



Application Process

Unsubmitted applications will be found under the Applications: Drafts folder. Click “Edit” to make revisions.

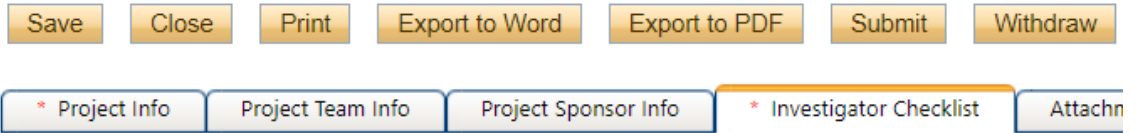
The screenshot shows a user interface for managing applications. At the top, a blue header bar displays "Role: Principal Investigator". Below this, a section titled "Applications: Drafts" is shown with a count of "(6)". A large red arrow points downwards from this section to a detailed view of an application. This view includes a set of action buttons: "View", "Edit" (highlighted with a red box), "Clone", and "Delete". Below these buttons is a "Latest Workflow" button. To the right of the buttons, the reference number "Ref No : 50047" is displayed.



Application Process

Click Save at regular intervals, to protect against data loss.

Click Submit when you are finished with the application.



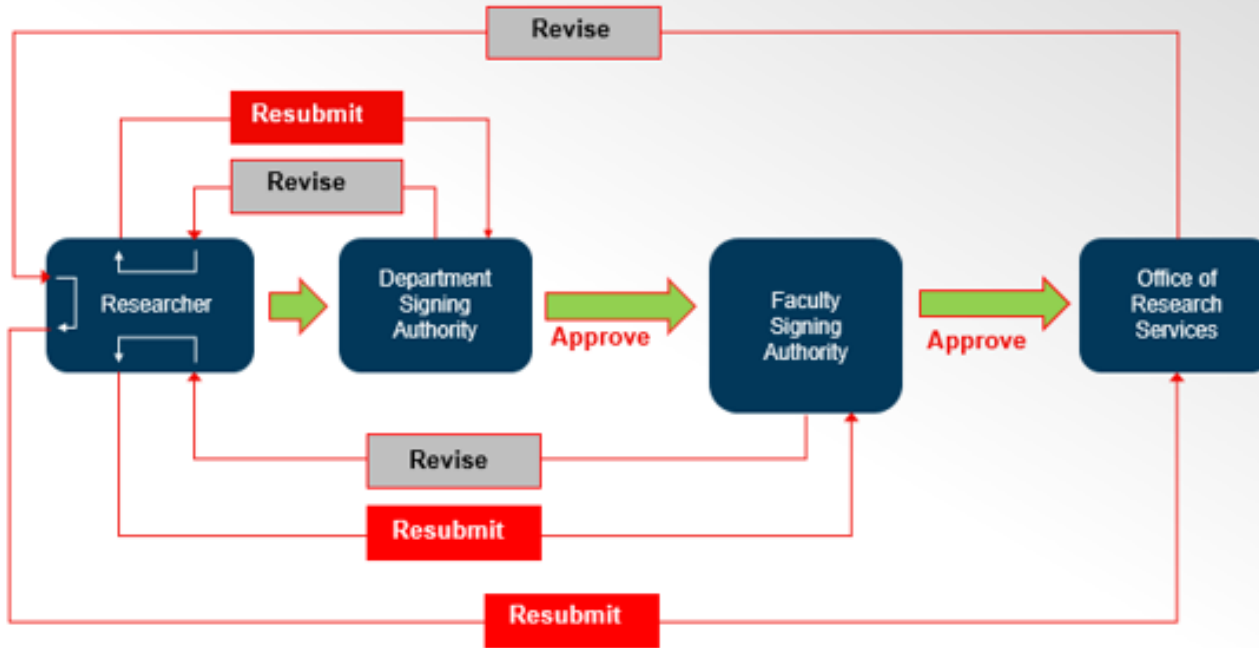


Application Process

Once a file is submitted, it will move from Applications: Drafts to Applications: Under Review. At this point, no further edits can be made unless the application is returned to you. The Status Snapshot will display where the application is currently sitting.



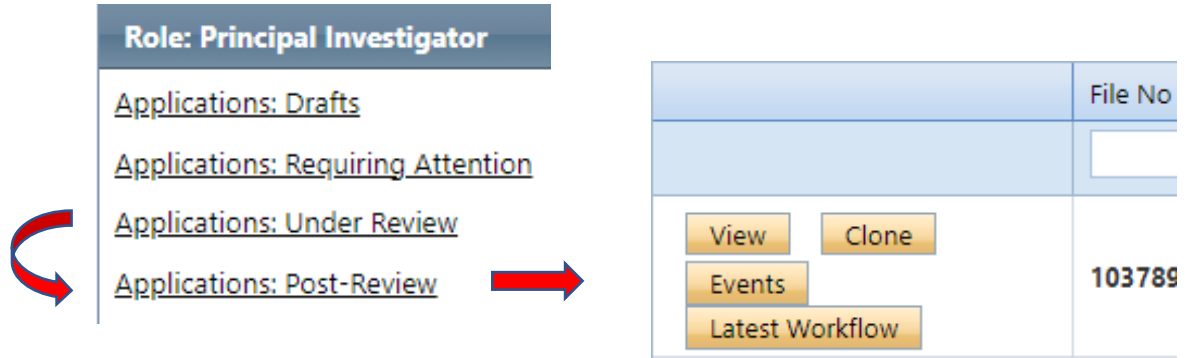
Application Workflow





Application Process

When the facilitator completes their review, the application will move from Under Review to Post Review. Under Post-Review, the researcher has access to Events.





Application Process

Events related to Awards Files

Event Form Name	Description
Transfer of Funds Request	Outgoing transfers from Dalhousie University to an

Events related to Animal Care Files

Event Form Name	Description
Animal Care: Amendment	Only minor an invasiveness,
Animal Care: Renewal	Approved pro
Animal Care: Renewal (Teaching)	This form is fr a new lab has
Animal Care: Renewal with Amendment	Only minor an invasiveness, ongoing worl



Frequently Asked Questions

How to Change the Principal Investigator?

Under the Project Team Info tab - “Change PI” button.

The team member adds themselves back into the file via Add New > Search Profiles.

* Project Info | Project Team Info | Project

Principal Investigator

Instructions : Do not hand type data for this section. Change PI button to search for and select an alternate

Change PI | Refresh

Prefix: [dropdown] Last Na

Other Project Member Info:

Do not hand type data for this section. To add n

Add New ?

	Last Name
No records to display.	



Project Team Member Info

Do not hand type data for this section.

Search Profiles | Refresh



Frequently Asked Questions

How to add Team Members? (two methods)

1. Add New > Search Profiles (requires the person to be registered in the system).
2. Typing the team member's details into the Comments box

Other Project Member Info:
Do not hand type data for this section. To add more project team members to this application:

Add New	?	
	Last Name	
Edit	Delete	Hamblin

Preferred Address: Primary Address Alternate Address Co

Comments:

Dr. Lu, University of Toronto, Co-Applicant

Other Project Member Info:
Do not hand type data for this section. To add more project team members to this application:

Add New ?



Newsletter

Delivered to the research community once a week on Mondays

- Primary audience is faculty members
- Approximately 2000 subscribers
- Announcements, Events, Research Funding
- RSS Feed for upcoming deadlines
- Additional resources in the sidebar

OFFICE OF RESEARCH SERVICES

Latest News for Researchers



For the week of January 16

Announcements

Impact on Global Goals

New site for documenting action on SDGs

Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022)

Updated policy statement now available

Shastri Indo-Canadian Institute

e-Newsletter "Engage" - January 2023 edition available

Research Nova Scotia Newsletter

January 11 edition now available

United States Department of Defence

Pre-Announcements (Week of January 16, 2023)

Canadian Institutes of Health Research

Spring 2023 Reviewer in Training Program

Events

Equity, Diversity, Inclusion and Accessibility (EDIA) Research Resources



Indigenous Research Resources



<https://www.dal.ca/dept/research-services.html>

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Questions?