Office of Research Services
ROMEO Researcher Portal – Guide for Awards Files

Contents

Form Guide 2
How to Submit an Application Form 4
How to Change the Principal Investigator in a Draft File *17*
How to Submit an Event Form 19

June 2024

Form Guide

Form	Description	Examples	Additional Notes	Contact Email
Application Level **Original application or agreement with a defined workplan and its own set of regulatory, space or financial requirements**				
Investigator Checklist – Funding Application / Agreement	Original application or agreement that will or might result in new funds awarded to the Principal Investigator (PI).	- Grants - Contracts - Clinical Trials - Notice of Intent (NOI) and/or Letter of Intent (LOI) - Incoming Sub-Awards - Co-Applicant Grants - Sabbaticals, start-up funds, and other internal awards - Re-submissions (not funded previously) - Tri-agency renewals - Canada Research Chair renewals.	Re-submissions, as well as Tri-agency and Canada Research Chair renewals, usually contain significant changes. Therefore, they are considered original applications in their own right, requiring use of the application form.	**Grants & Contracts** Facilitator for your faculty, on the staff contact page. **Institutional & International** Listed on the staff contact page. **Post-Award (Internal Awards)** orspost@dal.ca **Commercialization & Industry Engagement** ocie@dal.ca
Investigator Checklist – Non-Funding Agreement	Original agreements that support general research activities and will not result in a new account opening.	- Material Transfer Agreement - Data Transfer Agreement - Confidential Disclosure Agreement - Software License Agreement - Equipment Agreement (e.g. leasing) - Research & Collaboration Agreements (no funds).	If the agreement supports the objectives of one specific project, please submit an event form (see the next page).	orslegal@dal.ca
Event Level **A specific request or supplemental application/agreement, related to a file at the application level**				
Funding Application/Agreement	New funds or potential new funds that support the original submission, but may have their own set of regulatory, space, and financial requirements.	- Full application stage of a competition - Payment installments that require a full application - Service contracts that support the original agreement - Partnership funds* *Exceptions include partnership funds that are required for full funding of a project and will share the same Financial Services account number. Event submission is **not required** for Mitacs Accelerate industry matching funds, and Research Nova Scotia matching funds for Canada Foundation for Innovation (CFI) projects. The original checklist will suffice for both the main funder and partner.	If a checklist was submitted for an LOI/NOI/pre-proposal, the related proposal for the full application stage should be submitted as an event through the original checklist file.	**Grants & Contracts** Facilitator for your faculty, on the staff contact page. **Institutional & International** Listed on the staff contact page. **Post-Award (Internal Awards)** orspost@dal.ca **Commercialization & Industry Engagement** ocie@dal.ca

Non-Funding Agreement or Amendment	Agreements with no account opening, that support the objectives of the original application or agreement.	- Material Transfer Agreement - Data Transfer Agreement - Confidential Disclosure Agreement - Software License Agreement - Equipment Agreement (e.g. leasing) - Research & Collaboration Agreements (no funds).	Agreements & follow up amendments can be submitted through this form. These agreements are usually connected to an original agreement via project title, account number, or covered by the same protocol (REB, etc.)	orslegal@dal.ca
Outbound Transfer of Funds Request or Amendment	The Dalhousie PI is transferring a portion of their funds to a team member at another institution.	- Outbound Transfers of Funds. - Outbound Sub-Awards.	Requests & follow up amendments can be submitted through this form.	orspost@dal.ca
Grant/Contract Amendment Request	General amendments for an active research project.	- No-cost extension - Budget changes - Change to primary administering institution - Changes to PI or project team - Terminations and deferrals - Other miscellaneous changes.	Amendments for outbound transfers and non-funding agreements can be submitted through their respective forms. All other amendments can use this form.	orspost@dal.ca
Release of Funds - Indigenous Engagement	Indigenous community consent to participate in a research project and/or request a partial release of funds.	- Documents indicating Indigenous community consent - Partial release of funds form.	The partial release of funds can support early engagement with Indigenous communities and/or aspects of the project that do not involve Indigenous communities.	IndigenousResearch@dal.ca
Revisions **Documents updated/obtained after submission of an application or event**				
Not Applicable	The ROMEO file is locked for editing once submitted by the researcher. However, sometimes the researcher may need to add additional documentation or make other revisions to the file. These supporting documents fall under the scope of an existing application or event record, along with its regulatory, space or financial requirements.	- Application or budget with minor revisions - Notice of Award - Financial Services Research Account Application - Journal Entry - Letters of Support - REB, Animal, or Biosafety protocol, etc.	**Is the application currently in the Signing Authority workflow?** The Signing Authority can return the application. The signatory is usually a Department Chair, Dean or Associate Dean Research. **Is the application or event with ORS/OCIE?** Administrators can return a ROMEO file for editing, by the researcher's request. **Pre-Award can assist with:** - Applications & budgets - Letters of Support. **Post-Award can assist with:** - Notice of Award - FSRAA / Journal Entry - Protocols for account opening.	**Grants & Contracts** Facilitator for your faculty, on the staff contact page. **Institutional & International** Listed on the staff contact page. **Post-Award** orspost@dal.ca **ORS Legal** orslegal@dal.ca **Commercialization & Industry Engagement** ocie@dal.ca

For technical assistance with the portal, reach out to researcher.portal@dal.ca.

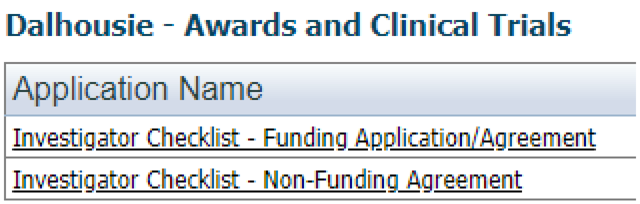
How to Submit an Application Form

Login to the portal through the appropriate link.

1. Internal User (Dalhousie NetID)
2. External User

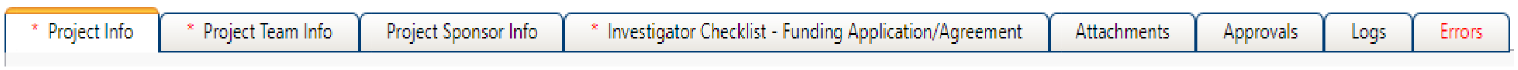
On the right side of the homepage, click Apply New.

Under **Dalhousie – Awards and Clinical Trials**, select the relevant form.

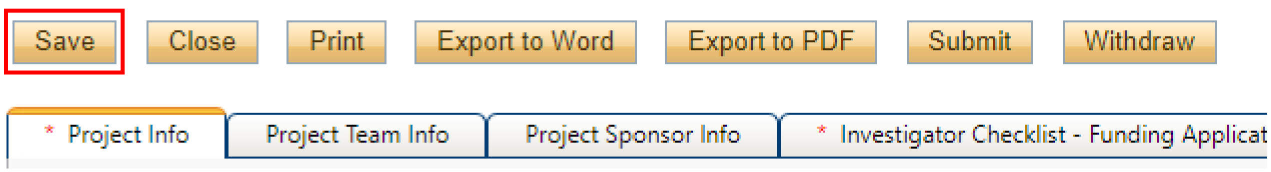

Dalhousie - Awards and Clinical Trials

Application Name
Investigator Checklist - Funding Application/Agreement
Investigator Checklist - Non-Funding Agreement

The form includes a series of tabs at the top. Some questions, marked by a red asterisk, are mandatory to answer prior to submission of the form. The **Errors** tab on the far right will disappear, once these questions have been answered.

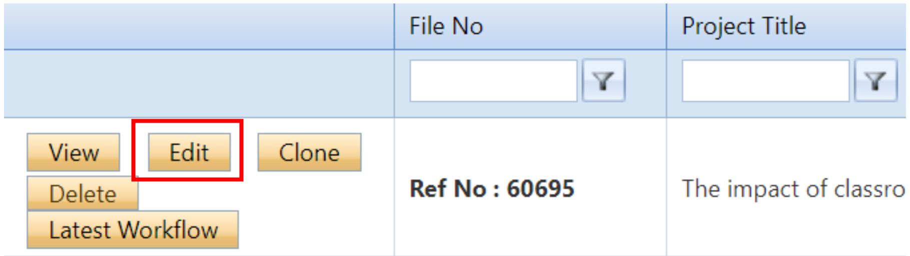


Orange buttons enable functional tasks like saving, printing, or submitting the file for review. The portal does not have auto-save feature, and it is recommended to click **Save** at regular intervals.

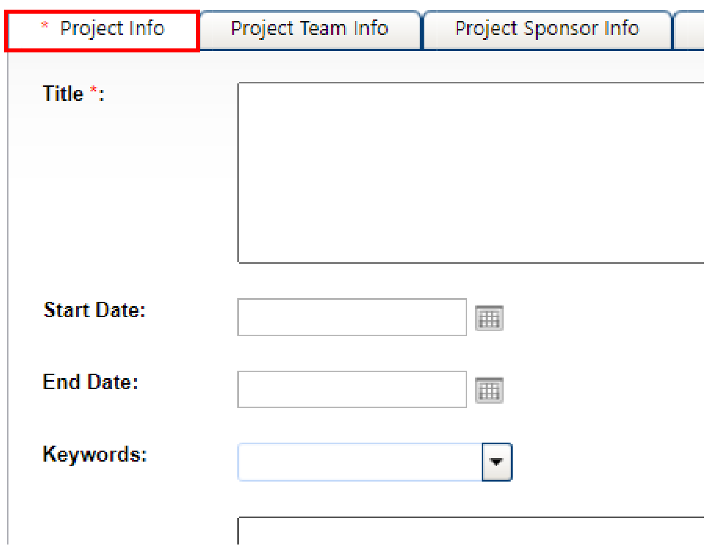


If you need to close the draft, click Save and then Close. This will take you back to the homepage. To open the draft again, click Applications: Drafts, which is found under the Principal Investigator or Project Team Member role block.

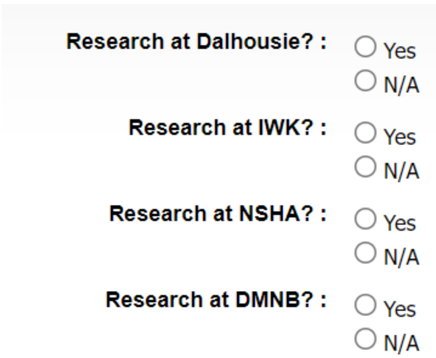
Locate the relevant file, and open with the **Edit** button. The View button is read-only mode and will not allow you to save changes.



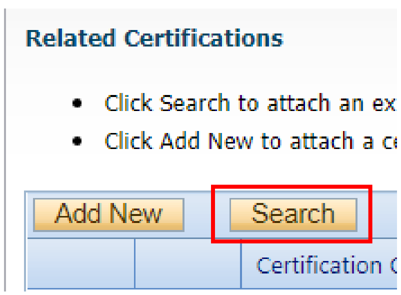
Basic details are captured under the **Project Info** tab, including Project Title, Start and End Dates (these dates can be estimated if not finalized yet), and Keywords relevant to the project.



Farther down the page are a series of questions where a “yes” response can be given where applicable.

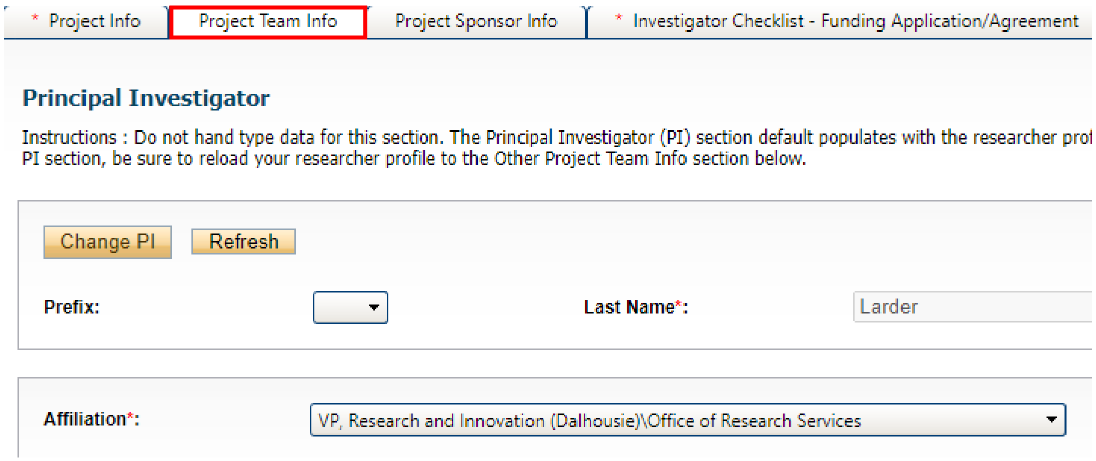


The PI can also link a Certificate file to the application. Clicking Search will generate a list of the PI’s Human Ethics and Animal Ethics protocols in the system.



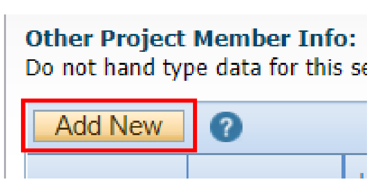
Investigator details are automatically populated under the **Project Team Info** tab. By default, whoever starts the application is listed as the Principal Investigator. If the person is not actually the PI, they can still complete the checklist, but the PI must be the one to click Submit, as the equivalent of their electronic signature. [Click here for instructions on how to change the PI].

If the lead researcher is at another institution, the Dalhousie researcher must remain listed as the PI on the ROMEO file, because they are seeking department and/or faculty approval and will be the account holder if funds are coming to Dal. The lead researcher can be added as a team member (if they have a profile in Dal's ROMEO system) or their details can be added to the team member information box under the Project Info tab.

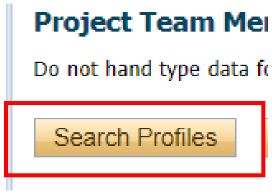


If the PI has multiple appointments, click the Affiliation drop-down box to select the unit to which the application should be routed for approval.

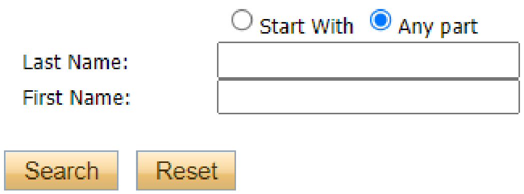
To add project team members, scroll to the bottom of the Project Team Info tab and click Add New.



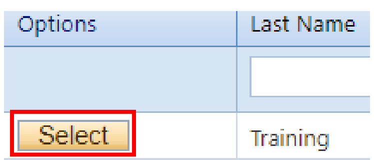
Click Search Profiles.



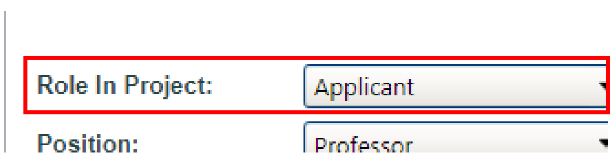
Search the name. If nothing appears, try the first or last name separately (name might include hyphens, initials, etc.)



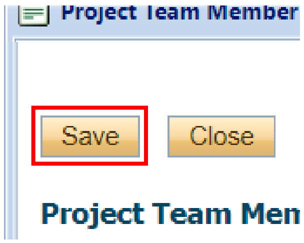
Click the Select button.



The team member's profile details will auto-populate. The drop-down list can be used to select their role in the project.



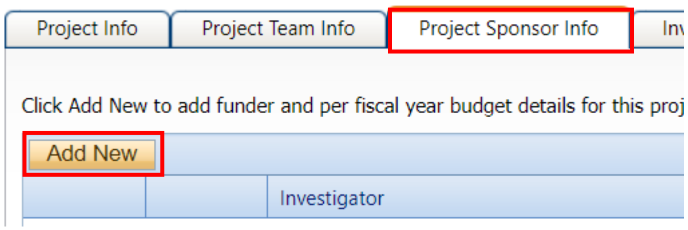
Click the Save button.



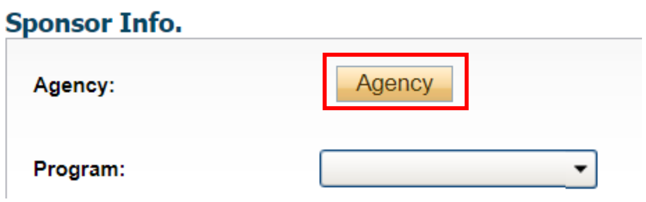
Tip: Most of the existing profiles will be Dalhousie affiliates. If the PI wishes to add someone who is not on the list, two options are available. A request could be sent to researcher.portal@dal.ca to create a profile OR the team member's details can be typed into the boxes under the Project Info tab. The second option is preferable if their names are being added for reference only, and it's not necessary for them to have access to the file in ROMEO.

Funding or collaborating agency details can be captured under the **Project Sponsor Info** tab.

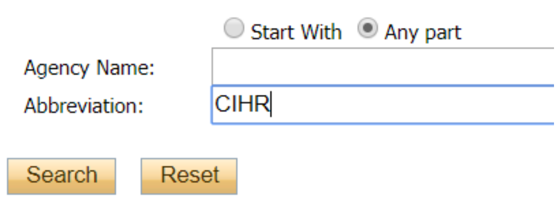
Click Add New.



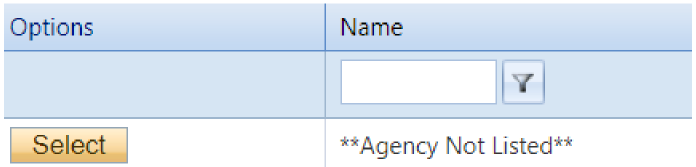
Click Agency.



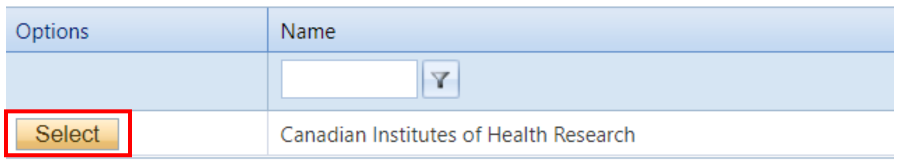
Search for Agency (name or abbreviation).



Note: If the agency is not listed, select the Agency Not Listed option. Type the agency name in the comment box provided.



If the agency appears, click the Select button.



Select the program from the drop-down list. Names are arranged in alphabetical order.

If applicable, enter the Competition Date (funder deadline). The Start and End Dates can be estimated or finalized.

Competition Date: 2025/08/01

Start Date: 2026/04/01

End Date: 2028/03/31

After entering the Start and End Dates, click Generate to produce the funding table, if applicable.

GENERATE

If funds are being requested, type the amounts in the white boxes. If the project is awarded, leave a note in the comment box because the Awarded columns can only be accessed by ORS and OCIE Administrators.

Please use Canadian currency only. If the funder is international, use the XE Currency Converter to convert the amount to CAD.

Unless instructed otherwise, the total amounts can be typed in the white boxes in the first row. Administrators will break out the disbursements later.

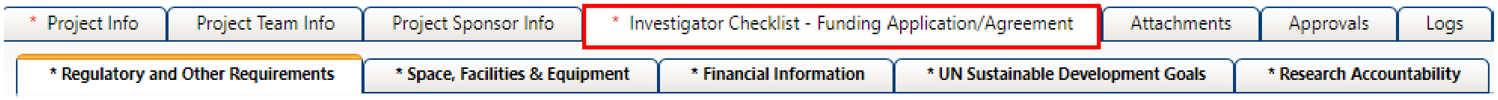
Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead
2024	2023/04/01	2024/03/31	50,000.00	0.00	0.00
2025	2024/04/01	2025/03/31	0.00	0.00	0.00

Click the Save button at the bottom or top of the page.

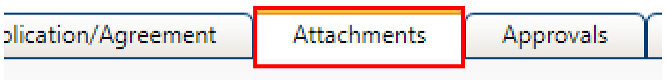
Save Close

Complete all fields and click ge

The next tab is the **Questionnaire** tab. The name of the tab will differ, depending on the form you selected. The tab will display several sub-tabs, from the left to the right.

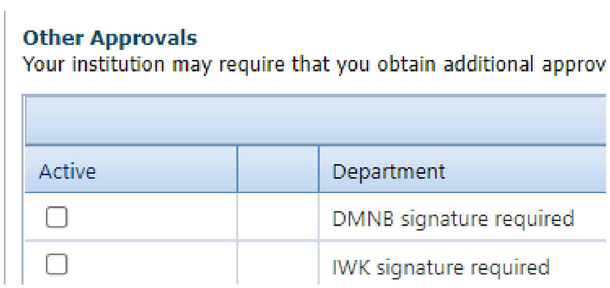


Upload relevant documentation to the **Attachments** tab.

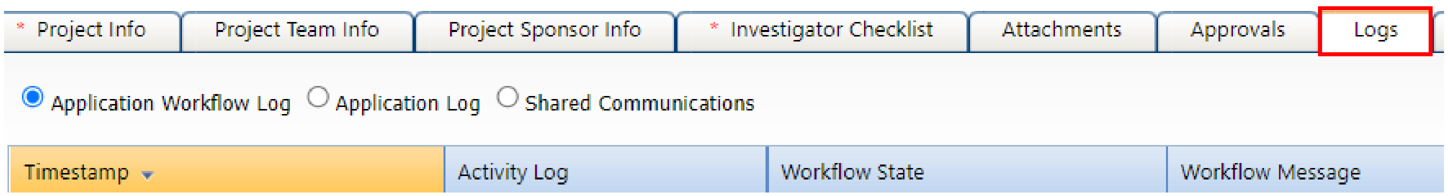


The **Approvals** tab shows the pre-programmed workflow. Most applications are approved by the department first and then the faculty, before reaching ORS or OCIE.

The bottom of the Approvals tab will display a list of signatories other than the department and faculty. The Questionnaire tab will provide guidance as to whether additional approvals are needed.

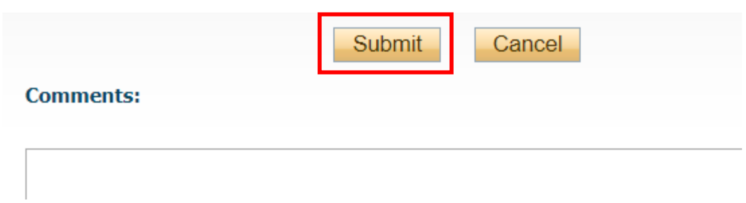


The **Logs** tab will automatically track changes to the file made overtime, as well as messages shared between signing authorities, researchers, and administrators.



When the application is ready to submit, click the Submit button. **Note**: Only the Principal Investigator can see the Submit button, since it's the equivalent of their electronic signature.

A pop-up box will appear. Add any comments to share with the signing authorities and/or office administrators, then click Submit again.



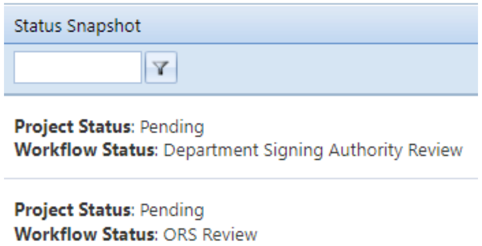
Upon submission, the file will move from **Applications: Drafts** to **Applications: Under Review**. At this point, no edits can be made, and the file will be read-only.

Applications: Drafts

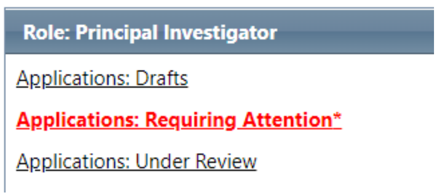
Applications: Requiring Attention

Applications: Under Review

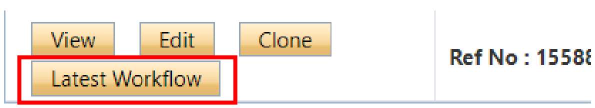
If the PI needs to make revisions, the Status Snapshot will display where the application is currently sitting. The Signing Authority or ORS/OCIE Administrator can return the application for revision.



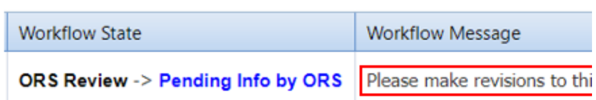
If revisions are required, the PI and project team members will receive an automatic email notification. Login to the portal and click **Applications: Requiring Attention**.



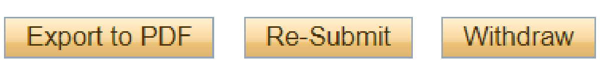
Click Latest Workflow next to the project.



View the message from the signing authority or ORS/OCIE Administrator.



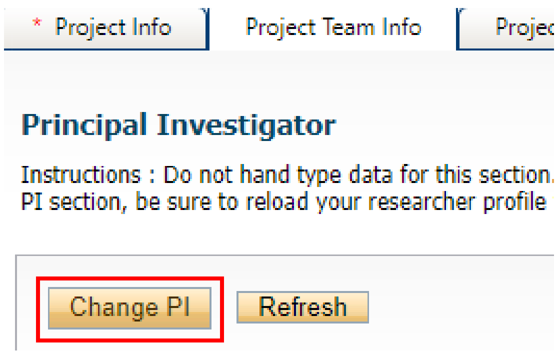
Make the required changes. As the final step, the PI clicks the Re-Submit button.



How to Change the Principal Investigator in a Draft File

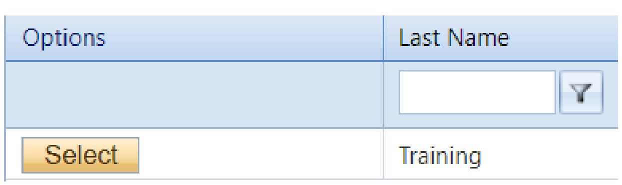
The person who starts the checklist is automatically listed as the PI by the system. If the Dalhousie Principal Investigator is somebody else, then refer to the steps outlined below.

At some point before completing the application, click the Change PI button.



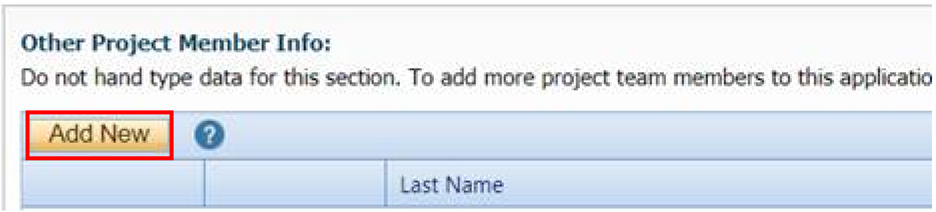
Search for the PI’s name in the white boxes. If nothing appears, try the first or last name separately (name might include hyphens, initials, etc.)

Select the PI’s name.

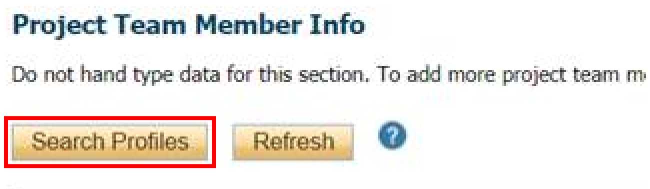


To save their work, and still have access to the file, the delegate needs to add themselves back in as a Project Team Member (scroll to the bottom of the Project Team Info tab).

Click Add New.



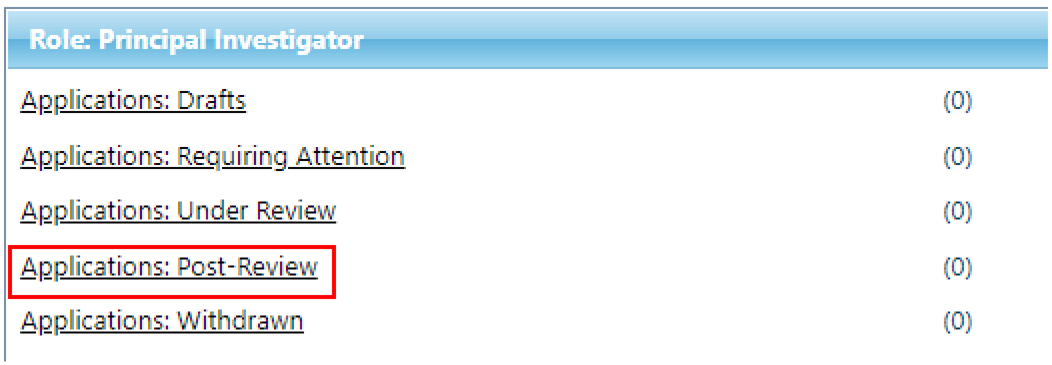
Click Search Profiles to look up and select their name.



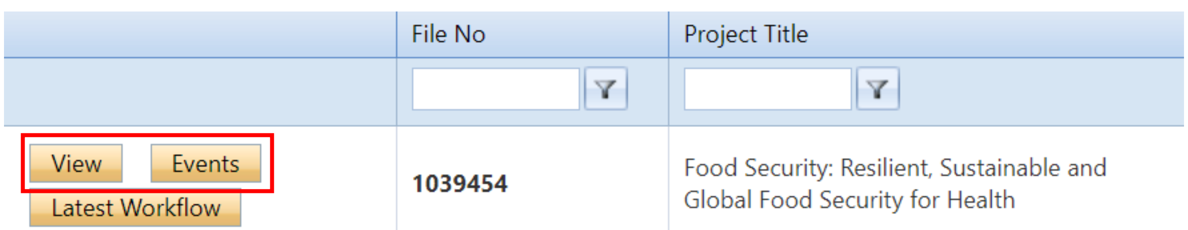
Save and close out of the file. When the application is ready to be submitted, the team member can inform the PI. The PI can open the draft application with the **Edit** button and click the **Submit** button.

How to Submit an Event Form

Click **Applications: Post-Review** from the ROMEO homepage. This link can be found under the Principal Investigator or Project Team Member role block.

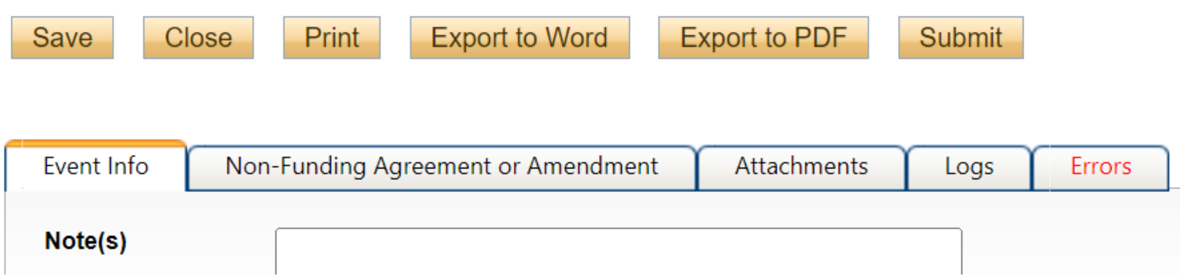


Locate the relevant file and click the **View** button to make sure it's the correct file, as there could be multiple files with similar project titles. Once you've checked the Project Sponsor Info and/or Attachments tab to ensure it's the correct file, take note of the file number and return to the search page. Click the **Events** button next to the file number.



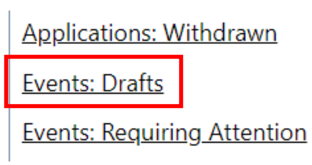
Select the relevant form.

The form includes the **Event Info** tab where the PI can leave notes for the Administrator, the **Questionnaire** tab with the name of the form, the **Attachments** tab (uploading additional documentation) and the **Logs** tab (tracking edits made to the file overtime). The **Errors** tab displays any mandatory questions that need to be answered before the system will let the PI or project team member submit the form.

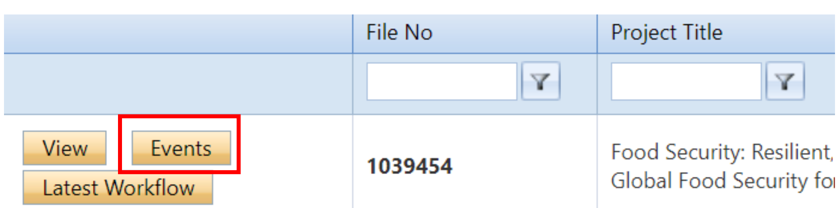


Closing the Event record will take you back to the main Events page for that particular file. The draft can be opened again, with the **Edit** button. The View Event button will open the record in read-only mode and changes will not be saved.

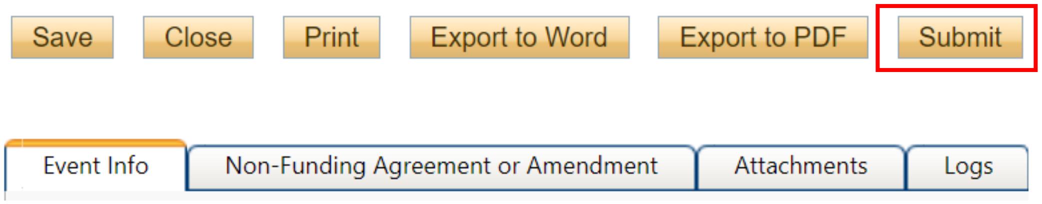
From the portal homepage, you can locate the Event again by clicking Events: Drafts.



Locate the relevant file and click the Events button. You will be brought to the Events page, where you can view all the Event records for that file.



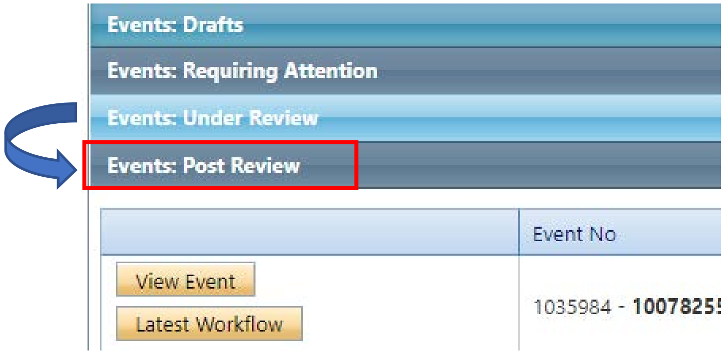
After responding to the questions under the Questionnaire tab, and uploading any required documents to the Attachments tab, click the Submit button.



Upon submission, the request will move from **Events: Drafts** to **Events: Under Review**. At this point, no edits can be made, and the Event record will be read-only. If the PI needs to make revisions, contact the ORS or OCIE Administrator.

If the Administrator returns the Event record for revisions, the PI and project team members will receive an automatic email notification with instructions. The record will appear under **Events: Requiring Attention**, which can also be accessed directly from the homepage.

If the Administrator approves the Event record, they will notify the PI. The record will move from **Events: Under Review** to **Events: Post-Review**.



For technical assistance with the portal, reach out to researcher.portal@dal.ca.