

# Completing a SRIG application in ROMEO

Office of Research Services



# Step 1: Create a new SRIG application

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**KPU** KWANTLEN POLYTECHNIC UNIVERSITY

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Role: Principal Investigator  
Role: Project Team Member  
Role: Reviewer

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## New Application Forms

### Human Ethics


Application Name	Description	Status
<a href="#">External Researchers - Ethics application</a>	For external applicants seeking approval to survey KPU Community. DO NOT USE if you are a KPU researcher.	Open
<a href="#">REB - Application for Ethics Review (NEW)</a>	FOR KPU RESEARCHERS ONLY	Open
<a href="#">Minimal Risk, Course Based Student Research - (NEW FORM IN USE effective July 2023)</a>	REB approval for Course-based application covers only the course described in the application. Approval is valid for one year. A renewal is required for each year through an amendment stating the new course dates and any changes to the course design or research methodology.	Open


### Office of Research Services - Awards



Application Name	Description	Status
<a href="#">0.6% Faculty PD Fund.</a>	0.6% Faculty Professional Development Fund Call dates: February 1, June 1 & October 1 - see Guidelines under 'Useful Links'.	Open
<a href="#">Student Research and Innovation Grants</a>	DEADLINES: Stream 1 applications are received on an ongoing basis. Stream 2 applications will need to be submitted by the following deadline dates in order to ensure that funding will be secured by the start of the term: o March 31 – For projects starting in Summer Term o July 31 – For projects starting in Fall Term o November 30 – For projects starting in Spring Term. ELIGIBILITY: All students currently enrolled at Kwantlen Polytechnic University, with the exception of first year students in their first term. Advisors must assign the student as an Applicant. Stream 1: Extra Curricular stream - maximum of \$5,700 to support wage costs for student researchers and a nominal percentage for miscellaneous expenses. Stream 2: Curricular stream - maximum of \$2,000 for non-labour expenses such as supplies and student travel (e.g. to present a poster or paper). Research project to commence in Fall 2022 or Spring 2023 term. No retroactive funding. REPORTING: A completion report that addresses deliverables documented in research proposal.	Open
<a href="#">Pre-Submission Cover Sheet</a>	External - Project Funding Application - Data Gathering and Signature Sheet (Funded Research, Scholarship or Creative Projects) Intent: to track all funded research under KPU's auspices. Submit draft application at least 2 weeks prior to the grant submission deadline. This will ensure sufficient time for the Dean's review and the AVP, Research to review the application and provide feedback, as well as a financial assessment by Fund Accounting. Research and scholarly activity supported solely through the following does "not" require completion of this form: Faculty Accountable time, Divisional PD Funds, Educational Leave. Faculty members in the Faculty of Health (FoH) submit all applications to the FoH Research and Scholarship Committee. When the application is vetted within the Faculty, they will receive a support letter signed by the Chair of this Committee and the Associate Dean to upload on Romeo.	Open
<a href="#">Knowledge Mobilization Fund</a>	To support open access scholarly publishing, research outreach, and knowledge mobilization. Funding available until current fiscal year budget is committed. Maximum \$3,500.	Open


# Step 2: Project Info

\* Project Info | Project Team Info | Project Sponsor Info | \* Student Research and Innovation Grants | Attachments | Approvals | Logs | Errors

Title \*:   Enter your project title here


Start Date:  

End Date:    The end date should not be later than your graduation date.

Keywords:  

**Related Certifications**

- Click Search to attach an existing certification
- Click Add New to attach a certification not yet submitted to a review committee

 Link your REB application here

Certification Category	File No	Status
No records to display.		

# Step 3: Project Team Info

Project Info | **Project Team Info** | Project Sponsor Info | Student Research and Innovation Grants | Attachments | Approvals | Logs | Errors

### Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

**Change PI** ← **Ensure that the PI is your advisor**

Prefix:  Last Name\*:  First Name\*:

Affiliation\*:

Position:   
Institution:

Phone1:   
Email\*:   
Primary Address:   
Preferred Address: ☒ Primary Address ☐ Alternate Address  
Comments:

Phone2:   
Fax:   
Alternate Address:   
Country:

### Other Project Member Info:

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

**Add New** ← **Add yourself as a team member; Role = Applicant**

Last Name	First Name	Role In Project
No records to display.		

# Step 4: Project Sponsor Info

\* Project Info   Project Team Info   **Project Sponsor Info**   \* Student Research and Innovation Grants   Attachments   Approvals   Logs   Errors

Click Add New to add funder and per fiscal year budget details for this project.

**Add New**

Investigator	Agency	Program	Total Requested Amount
No records to display.			

**Save**   **Close**

Complete all fields and click generate to add per fiscal year budget request for this funder.

**Sponsor Info.**

Agency: **Agency**   **Choose "Kwantlen Polytechnic University"**

Program: **Choose "Student Research and Innovation Grant"**

Investigator: Dr. Tara Lyons (Co-Primary Investigator)

Competition Date:

Start Date:    **Ensure that the start and end date are the same as info in the Project Info tab**

End Date:

Currency Type: CAD

Comments:

To generate disbursement table, enter Start and End Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click GENERATE to refresh the per fiscal year disbursement table.

**GENERATE**   **Click this button as a new record will display below**

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

**Save**   **Close**

**Add the amount of SRIG funding you are requesting**

# Step 5: Application Details

This section must be completed by the advisor.



\* Project Info   Project Team Info   Project Sponsor Info   \* Student Research and Innovation Grants   Attachments   Approvals   Logs   Errors

\* Advisor Application Limit Confirmation   \* Application Details   \* Project Details   \* Compliance for Proposed Project

Student to complete


**i** 2.1) \* 9-digit KPU Student ID number

**i** 2.2) Second student applicant's name and 9-digit student ID number  
Please provide the name and ID number for the second student if there are 2 student applicants (Stream 1 only).

**i** 2.3) \* I am legally authorized to work in Canada

☐ Yes  
☐ No


**i** 2.4) \* Will this be part of the student's course work (e.g. honours, etc.)?

☐ Yes  Select "Yes" for Stream 2, "No" for Stream 1.  
☐ No


**i** 2.5) \* Will this be part of the advisor's research project?

☐ Yes - Please provide the topic/title of the advisor's project, ROMEO application no. (if applicable) in the Lay Summary field of the Project Details tab.  
☐ No

**i** 2.6) \* What is your expected date of graduation?



**i** 2.7) What is the graduate date for the second student applicant?  
Please provide the expected date of graduation for the second student if there are 2 student applicants (Stream 1 only).



**i** 2.8) \* Are you presently employed by KPU?

☐ Yes  
☐ No

# Step 6: Project Details

\* Project Info   Project Team Info   Project Sponsor Info   \* Student Research and Innovation

\* Advisor Application Limit Confirmation   \* Application Details   \* Project Details

Student to complete

**3.1) \* Lay Summary**  
Provide a brief summary of the research project that can be understood by members of the public. Up to 200 characters.

**3.2) \* Research Question(s)**  
Question(s) should describe the research. For example "What effect does social media have on people's opinion of the Olympics?" or "What effect does daily exercise have on a person's overall health?" Write or sentence only, then copy and paste the Research Question to the 'Title' field in the 'Project Info' tab in this application. (Up to 200 characters)

**3.3) \* Literature Review**  
Literature Review should contain a summary and a critical evaluation of previous research. The purpose is to identify a research gap, and inform the research question, project objective, and methodology of the student text citations and a list of reference is required. The reference list can be uploaded to this application in a word/pdf file. (Up to 3,500 characters)

Student Research and Innovation Grant (SRIG)

**3.7) \* UN Sustainable Goals**  
Check goals that apply.

- ☐ 1 - No Poverty
- ☐ 2 - Zero Hunger
- ☐ 3 - Good Health and Well-Being
- ☐ 4 - Quality Education
- ☐ 5 - Gender Equality
- ☐ 6 - Clean Water and Sanitation
- ☐ 7 - Affordable and Clean Energy
- ☐ 8 - Decent Work and Economic Growth
- ☐ 9 - Industry, Innovation and Infrastructure
- ☐ 10 - Reduced Inequalities
- ☐ 11 - Sustainable Cities and Communities
- ☐ 12 - Responsible Consumption and Production
- ☐ 13 - Climate Action
- ☐ 14 - Life Below Water
- ☐ 15 - Life on Land
- ☐ 16 - Peace, Justice and Strong Institutions
- ☐ 17 - Partnership for the Goals

**3.8) \* Describe how the project links to the UN Sustainable Development Goals selected in 2.7)**  
UN Sustainable Development Goal  
Up to 2,000 characters

**3.9) \* Budget/Budget Justification**  
Access [template](#) to confirm Budget/Budget Justification document is completed and uploaded via the Attachments tab.

☐ Done

**3.10) \* Resume - maximum 2 pages**  
Check Box to confirm resume uploaded via the Attachments tab.

☐ Done

**3.11) Travel Authorization Form**  
If budget includes travel expenses, then a completed [Travel Request Authorization Form](#) is uploaded to this application at submission.

☐ Done

Download your budget table here. Justify your expenses and ensure they align with your objectives and methodology.

Fill this form if you need to present your work outside the Lower Mainland

# Step 7: Compliance for Proposed Project

* Project Info	Project Team Info	Project Sponsor Info	* Student Research and Innovation Grants	Attachments	Approvals	Logs	Errors
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* Advisor Application Limit Confirmation	* Application Details	* Project Details	* Compliance for Proposed Project
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Principal Investigator/Advisor to complete

This project involves the use of:

**i** 4.1) \* Humans (e.g. as participants)

Does this project involve human participants such that it would require a Research Ethics Board (REB) approval? (If you are unsure, please refer to the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2](#) or contact [REB@kpu.ca](mailto:REB@kpu.ca) for further information)  
If your answer is YES, please upload your TCPS2 certificate and a REB approval certificate under the Attachments tab if these documents have been obtained.

☐ Yes  
☐ No

**i** 4.2) \* Vertebrate Animals

Does this project involve vertebrate animals that would require an Animal Use Protocol? (If you are unsure, please refer to the [Animal Use Protocol \(AUP\) Guidance Form](#) or contact [ACC@kpu.ca](mailto:ACC@kpu.ca) for further information)

☐ Yes

For research involving human participants or vertebrate animals, please upload your REB or AUP approval certificate if approval has already been obtained under the Attachments tab.



# Step 8: Attachments

- Upload all application documents here

\* Project Info

Project Team Info

Project Sponsor Info

\* Student Research and Innovation Grants

Attachments

Approvals

Logs

Errors

Required documents:

1. Budget and budget justification (use template)
2. SRIG spreadsheet for Biology lab supplies and consumables. Please contact the Biology Department to obtain the spreadsheet. (for Biology and Health Science projects ONLY)
3. Reference list for the literature review
4. Student applicant's resume
5. TCPS2 and REB approval certificates OR AUP certificate (if applicable)

Add Attachment

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

# Step 9: Submit the application

Only the PI has this button and can submit an application.  
Please ensure that the PI is the advisor.

A screenshot of the application submission interface. The top row contains buttons: Save, Close, Print, Export to Word, Export to PDF, Submit, and Withdraw. Below this is a tabbed interface with tabs: \* Project Info, Project Team Info, Project Sponsor Info, \* Student Research and Innovation Grants, Attachments, Approvals, Logs, and Errors. The 'Errors' tab is highlighted with a red border and a red arrow pointing up to it from the text below.

If you have completed all required fields, the Errors tab will disappear.

# Questions?

Program Website: [www.kpu.ca/research/srig](http://www.kpu.ca/research/srig)

Contact: [ors@kpu.ca](mailto:ors@kpu.ca)