

# Completing a SRIG application in ROMEO


Office of Research Services



# Step 1: Create a new SRIG application

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 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

The screenshot shows a web form titled "Project Info" with several tabs: "Project Info", "Project Team Info", "Project Sponsor Info", "\* Student Research and Innovation Grants", "Attachments", "Approvals", "Logs", and "Errors". The "Project Info" tab is active. The form contains the following fields and controls:

- Title \*:** A large text input field. A red arrow points to it with the text "Enter your project title here".
- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon. A red arrow points to it with the text "The end date should not be later than your graduation date."
- Keywords:** A text input field with a dropdown arrow. To its right is an "Add" button.
- Clear all:** A button located to the right of the keywords input field.
- Related Certifications:** A section with two bullet points:
  - Click Search to attach an existing certification
  - Click Add New to attach a certification not yet submitted to a review committee
- Add New:** A button. A red arrow points to it with the text "You may link your REB application here if your project involves human participants and you have applied for an Ethics review".
- Table:** A table with columns: "Certification Category", "File No", and "Status". It currently displays "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** ← The project advisor MUST be the PI

Prefix:  Last Name\*:

Affiliation\*:

Position:

Institution:

Phone1:  Phone2:

Email\*:  Fax:

Primary Address:

Alternate Address:

Preferred Address: ☒ Primary Address ☐ Alternate Address Country:

Comments:

### 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** ?

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

← The student applicant(s) MUST be listed here, and their student KPU email address MUST be provided; Role = Applicant.

## IMPORTANT NOTES:

- Only one person at a time may edit the application.
- A team member must close and save the application before another team member may edit the document. Otherwise, it will be locked for edit by other team members.

# Step 3: 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

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 and 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 4: Application Details

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

\* Application Details \* Project Details \* Compliance for Proposed Project

Student to complete

1.1) \* 9-digit KPU Student ID number

1.2) 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).

1.3) \* I am legally authorized to work in Canada

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

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

1.6) \* What is your expected date of graduation?

1.7) 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).

1.8) \* Are you presently employed by KPU?

← Select "No" for Stream 1, "Yes" for Stream 2

← The graduation date is the student's expected convocation date.

# Step 5: Project Details

\* Project Info   Project Team Info   Project Sponsor Info

\* Application Details   \* Project Details   \* Compliance for Pro

Student to complete

**2.1) \* Lay Summary**  
Provide a brief summary of the research project that can be understood by characters.

**2.2) \* Research Question**  
Question should describe the research. For example 'What effect does soci of the Olympics'? or 'What effect does daily exercise have on a person's ove only, then copy and paste the Research Question to the 'Title' field in the 'Pr

Follow the instructions in the yellow box closely.

- ☐ 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

**2.8) \* Describe how the project links to the UN Sustainable Development Goals selected in 2.7)**

UN Sustainable Development Goal  
Up to 2,000 characters

**2.9) \* Budget/Budget Justification**

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

☐ Done

**2.10) \* Resume - maximum 2 pages**

Check Box to confirm resume uploaded via the Attachments tab.

☐ Done

**2.11) Travel Authorization Form**

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

☐ Done

Download your budget table here

Fill this form if you need to conduct and/or present your research outside the Lower Mainland



# Step 6: Compliance for Proposed Project

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

\* Application Details \* Project Details \* Compliance for Proposed Project

Principal Investigator/Advisor to complete

This project involves the use of:

**3.1) \* 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 a REB approval certificate under the Attachments tab if it has been obtained.

☐ Yes  
☐ No

**3.2) \* 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  
☐ No

**3.3) Please indicate whether this specific project falls under an existing approved AUP AND has received a scientific merit review.**

Please upload the certificate of the existing approved AUP under the Attachments tab.  
If this project requires a new AUP, please contact the Animal Care Committee at [ACC@kpu.ca](mailto:ACC@kpu.ca) for further guidance OR fill out the [ACUP Animal Use Protocol Application form](#) and submit to ACC ([acc@kpu.ca](mailto:acc@kpu.ca))

☐ Yes  
☐ No

**3.4) \* Federal lands**

Agency policies related to the Canadian Environmental Assessment Act

☐ Yes  
☐ No

**3.5) \* Field research**

License for research in the field

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 7: Attachments

\* 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. Reference list for the literature review
3. Student applicant's resume
4. TCPS2 and REB approval certificates or AUP approval certificate (if applicable)

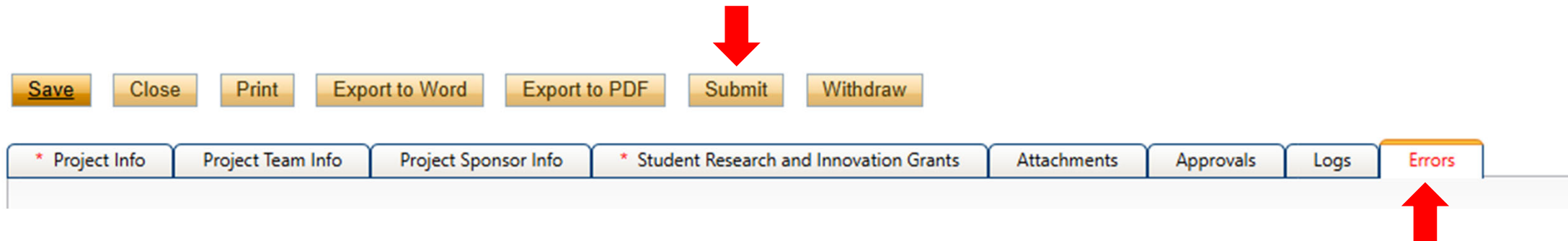
Add Attachment

← Upload all required documents

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 8: Submit the application

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



The screenshot displays a web application interface. At the top, there is a row of buttons: 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', 'Submit', and 'Withdraw'. A large red arrow points down from the text above to the 'Submit' button. Below the buttons is a horizontal tab bar with the following 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 points 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)