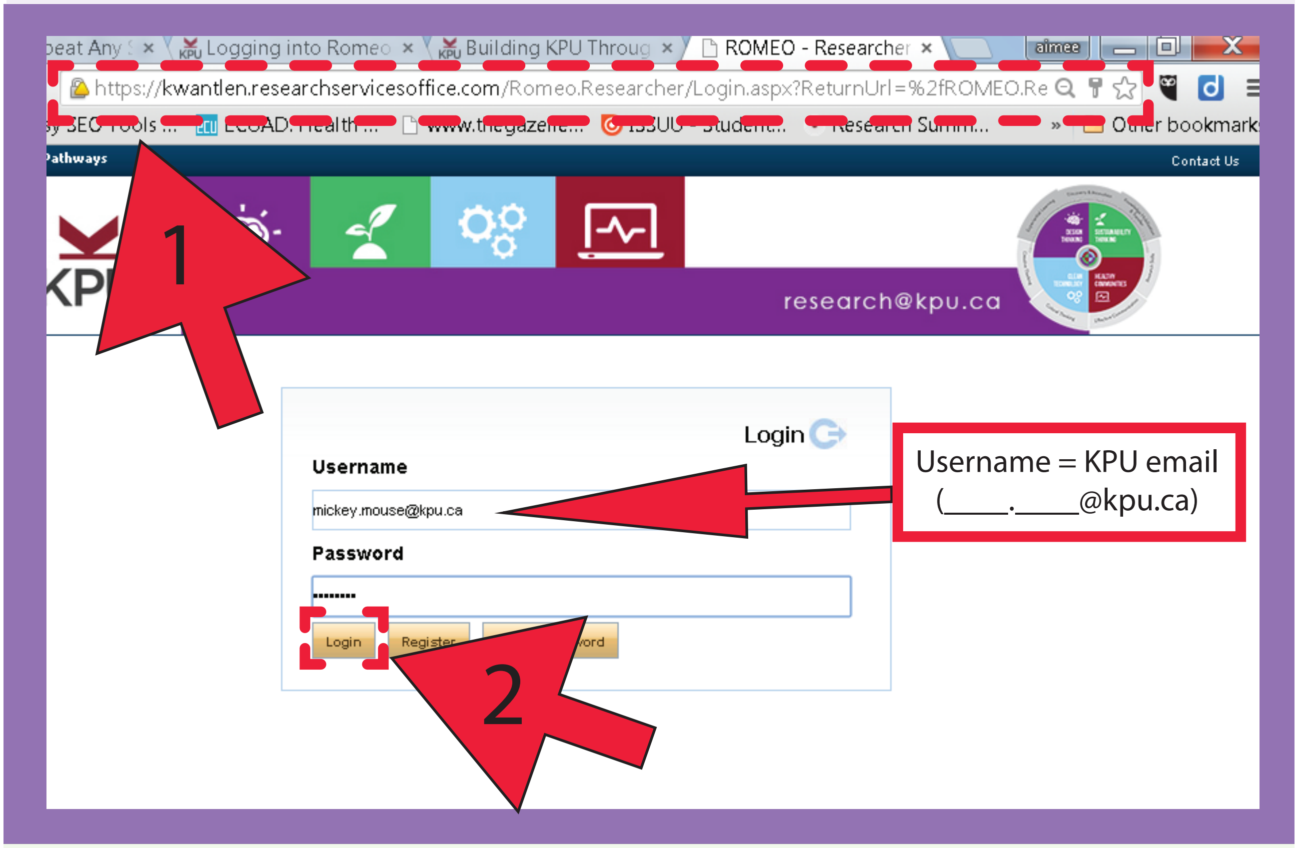
Steps 1 - 8: Completing a ROMEO Data Gathering Form

KPU | Research

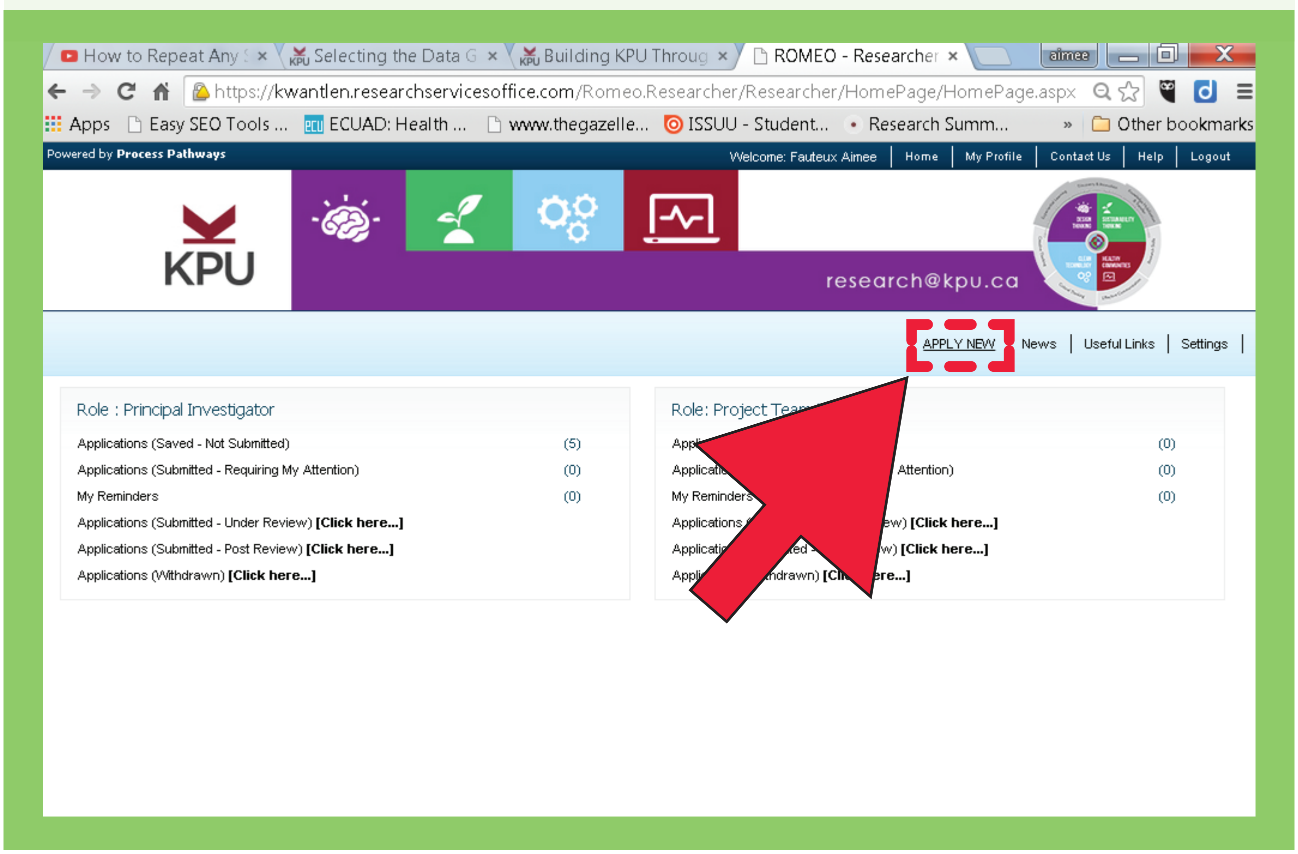
Step 1/8 - Log-in

Using a Firefox or Chrome browser, log onto the ROMEO Researcher Portal, enter your user-name and password and click the 'Login' button. *(ROMEO website: http://ow.ly/VB6FN)



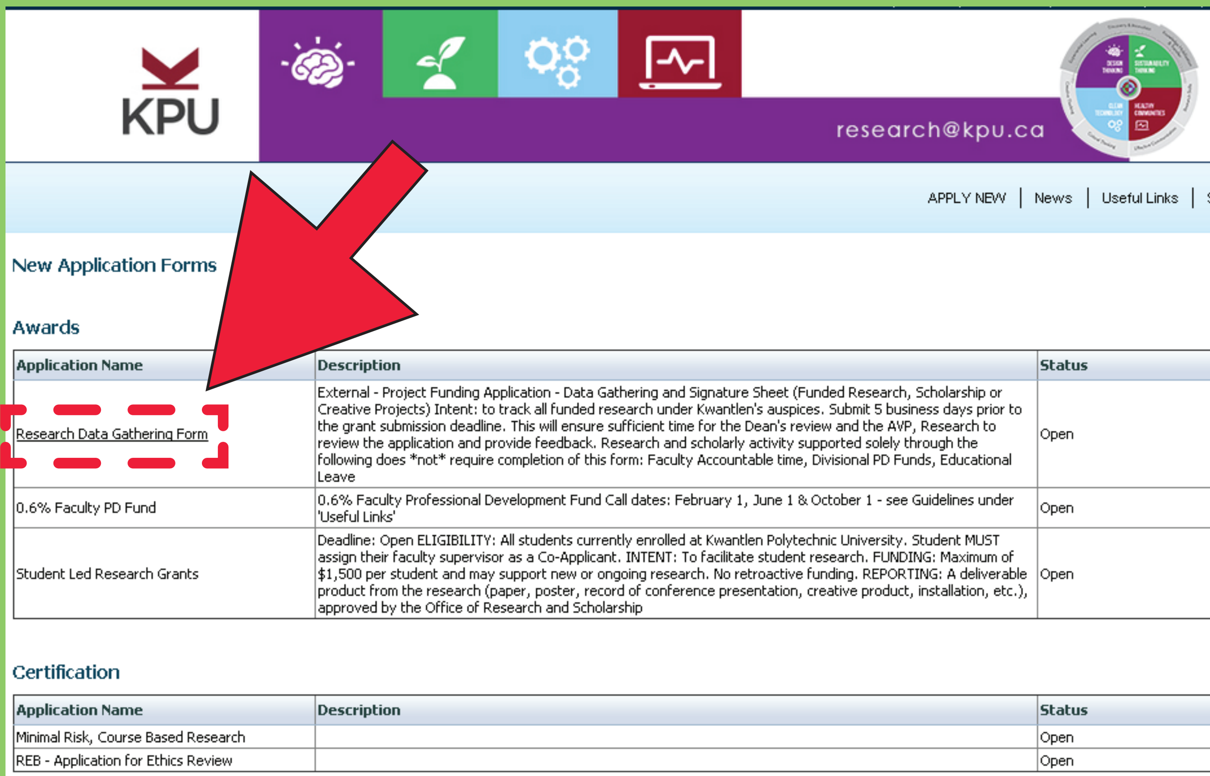
Step 2/8 - Research Data Gathering Form (External Funding)

Select 'Apply New' located near the top right-hand side of the screen to submit an application.



Step 2/8 - Research Data Gathering Form (External Funding)

To submit an application for external funding, under the 'Awards' section, click on the 'Research Data Gathering Form' button. This will open a new application form.



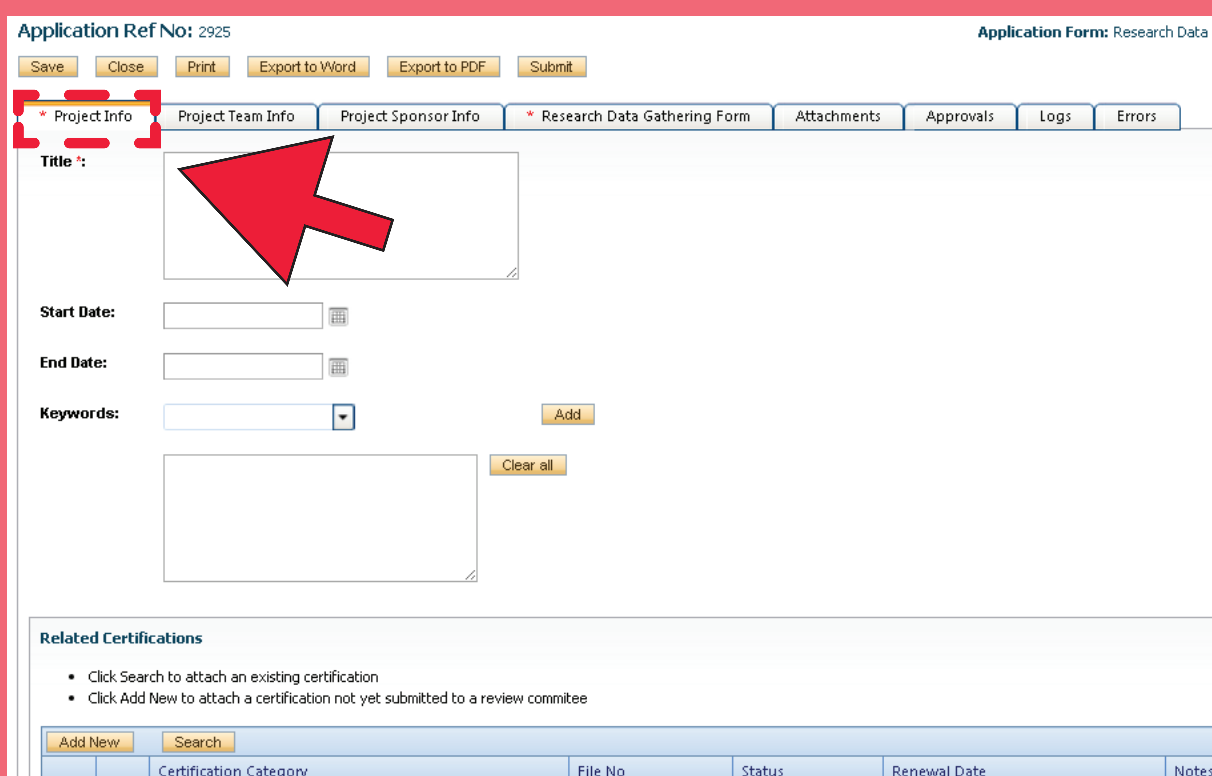
Application Name	Description	Status
Research Data Gathering Form	External - Project Funding Application - Data Gathering and Signature Sheet (Funded Research, Scholarship or Creative Projects) Intent: to track all funded research under Kwantlen's auspices. Submit 5 business days prior to the grant submission deadline. This will ensure sufficient time for the Dean's review and the AVP, Research to review the application and provide feedback. Research and scholarly activity supported solely through the following does *not* require completion of this form: Faculty Accountable time, Divisional PD Funds, Educational Leave	Open
0.6% Faculty PD Fund	0.6% Faculty Professional Development Fund Call dates: February 1, June 1 & October 1 - see Guidelines under 'Useful Links'	Open
Student Led Research Grants	Deadline: Open ELIGIBILITY: All students currently enrolled at Kwantlen Polytechnic University. Student MUST assign their faculty supervisor as a Co-Applicant. INTENT: To facilitate student research. FUNDING: Maximum of $1,500 per student and may support new or ongoing research. No retroactive funding. REPORTING: A deliverable product from the research (paper, poster, record of conference presentation, creative product, installation, etc.), approved by the Office of Research and Scholarship	Open

Certification

Application Name	Description	Status
Minimal Risk, Course Based Research		Open
REB - Application for Ethics Review		Open

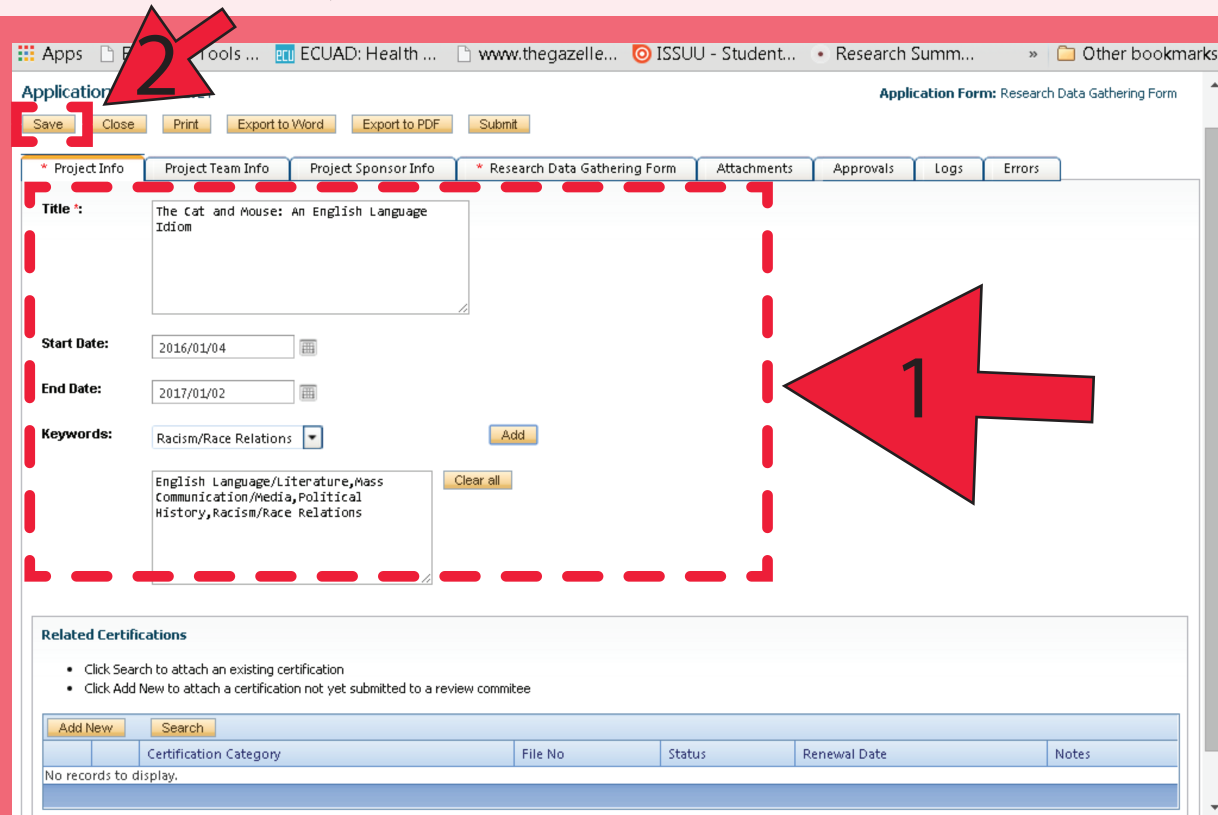
Step 3/8 - Project Info. Tab

To begin, click on the 'Project Info' tab.



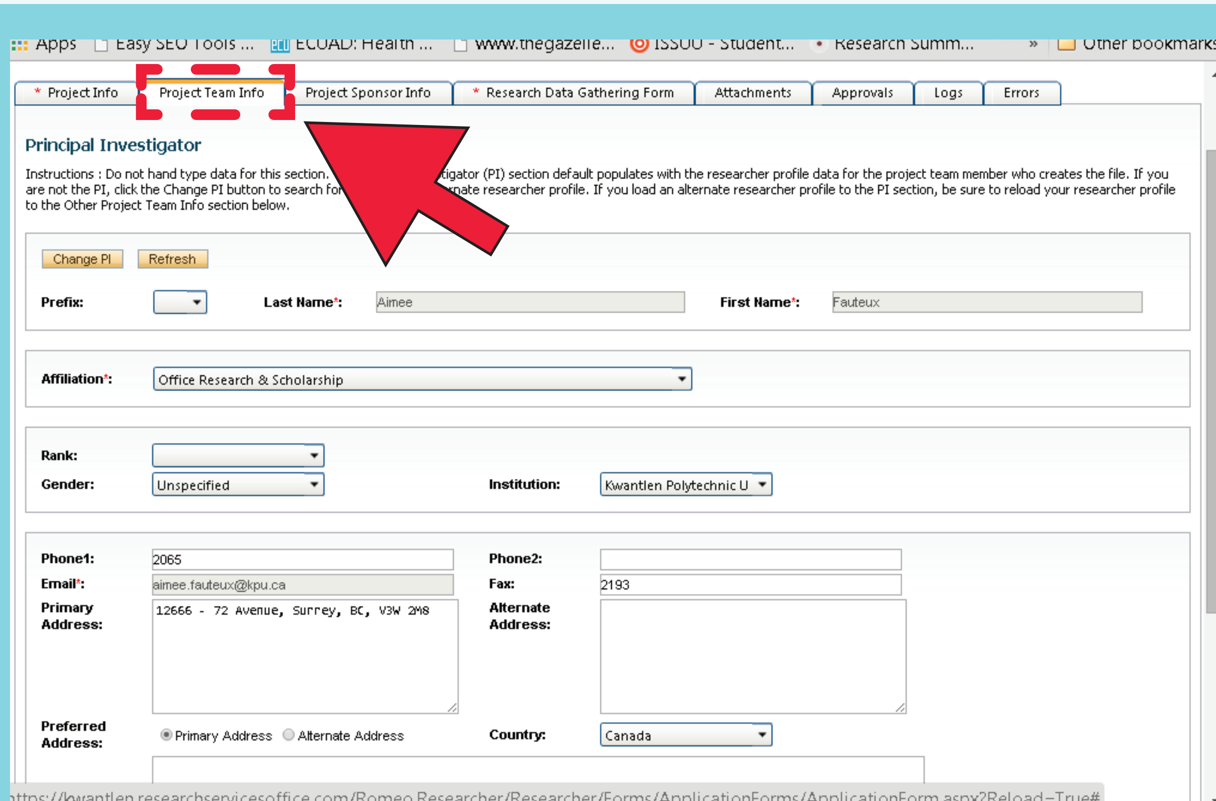
Step 3/8 - Project Info. Tab

Fill in information about your project and click the 'Save' button.



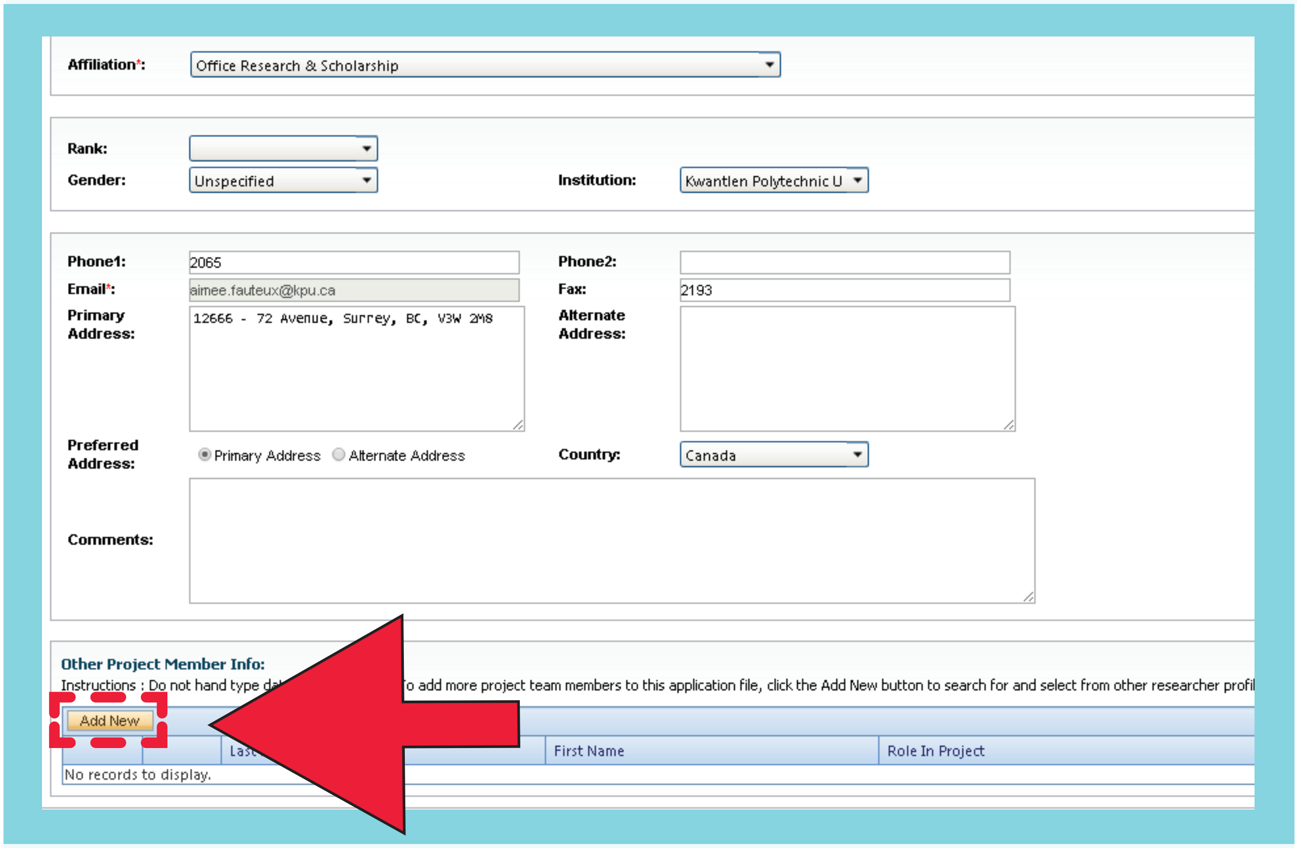
Step 4/8 - Project *Team* Info. Tab (Filling in the team's information)

Click the 'Project Team Info' tab. *Your information should automatically fill in. If it does not, then you will have to register in order to be recognized by the ROMEO system.



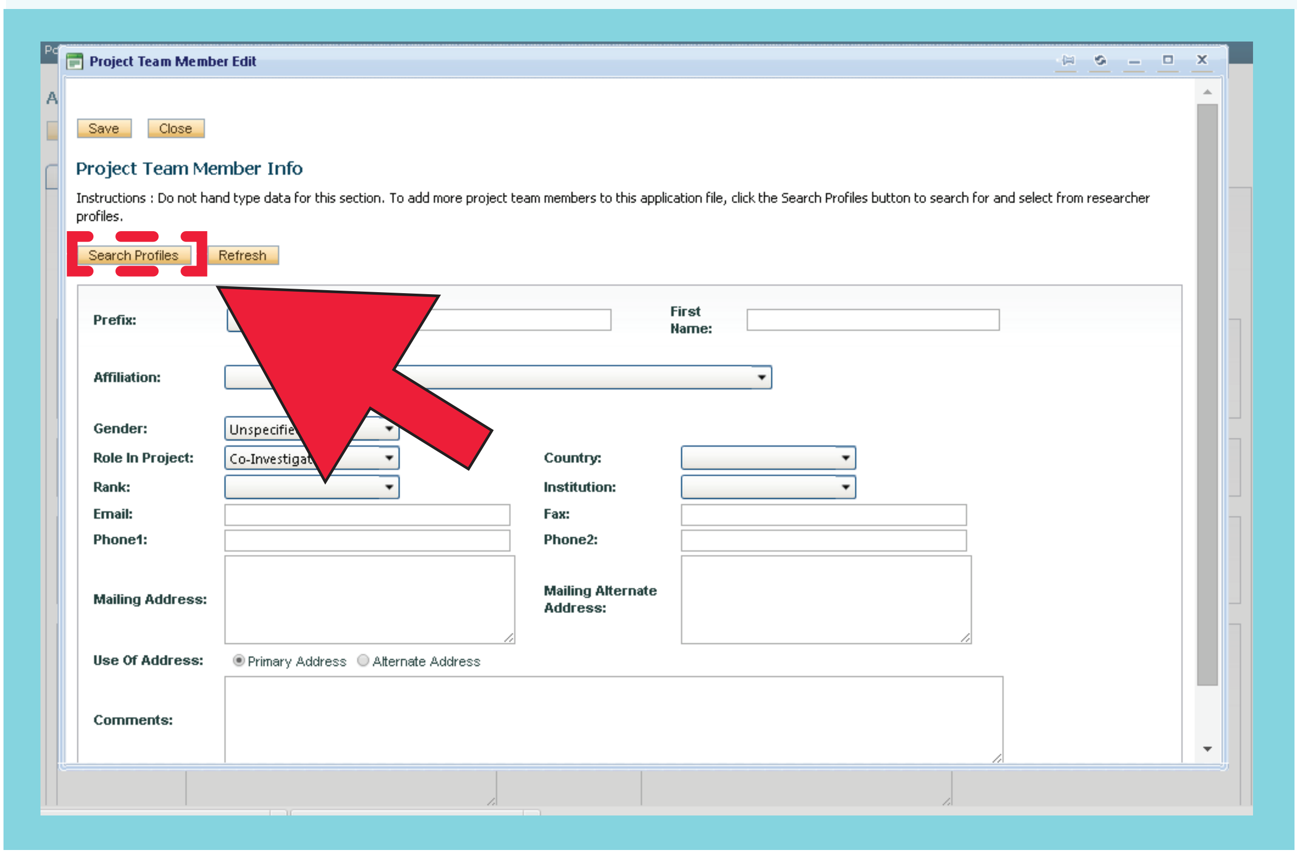
Step 4/8 - Project *Team* Info. Tab (Adding a co-investigator)

If your project has a co-investigator, scroll down the page and click 'Add New.'



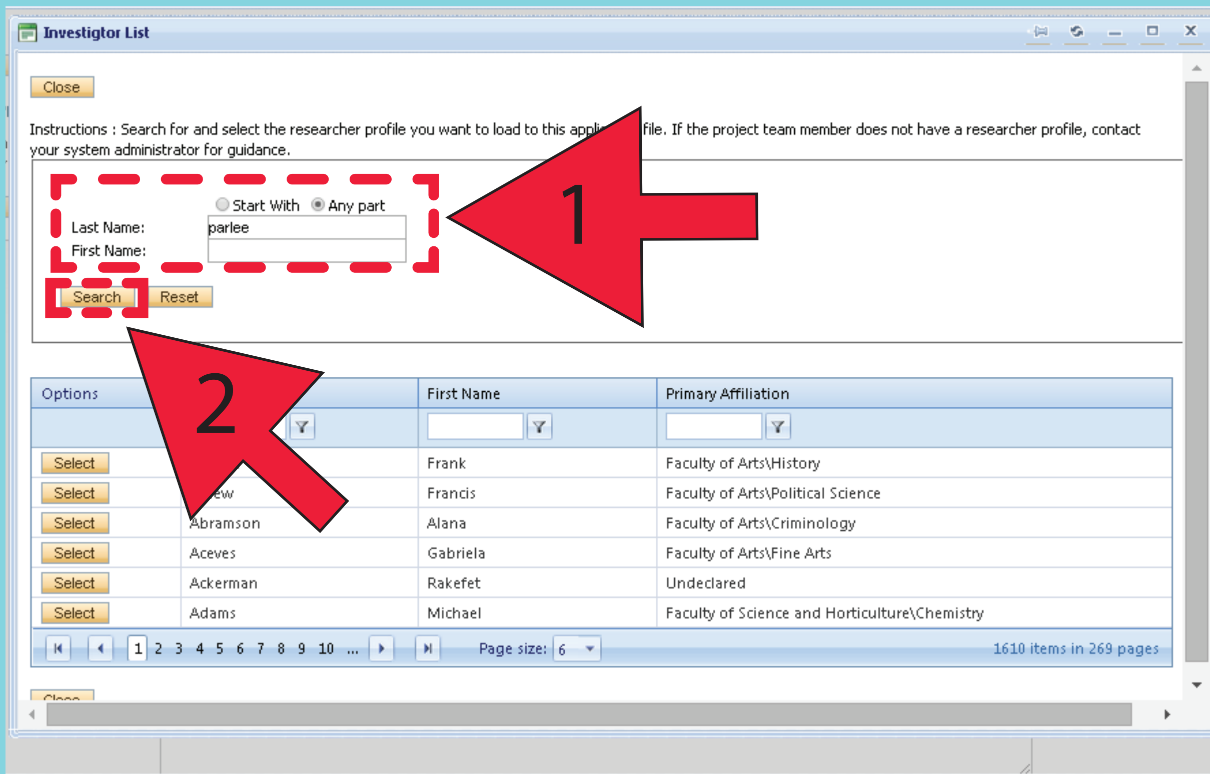
Step 4/8 - Project *Team* Info. Tab (Adding a co-investigator)

Click the 'Search Profiles' button to search names.



Step 4/8 - Project *Team* Info. Tab (Adding a co-investigator)

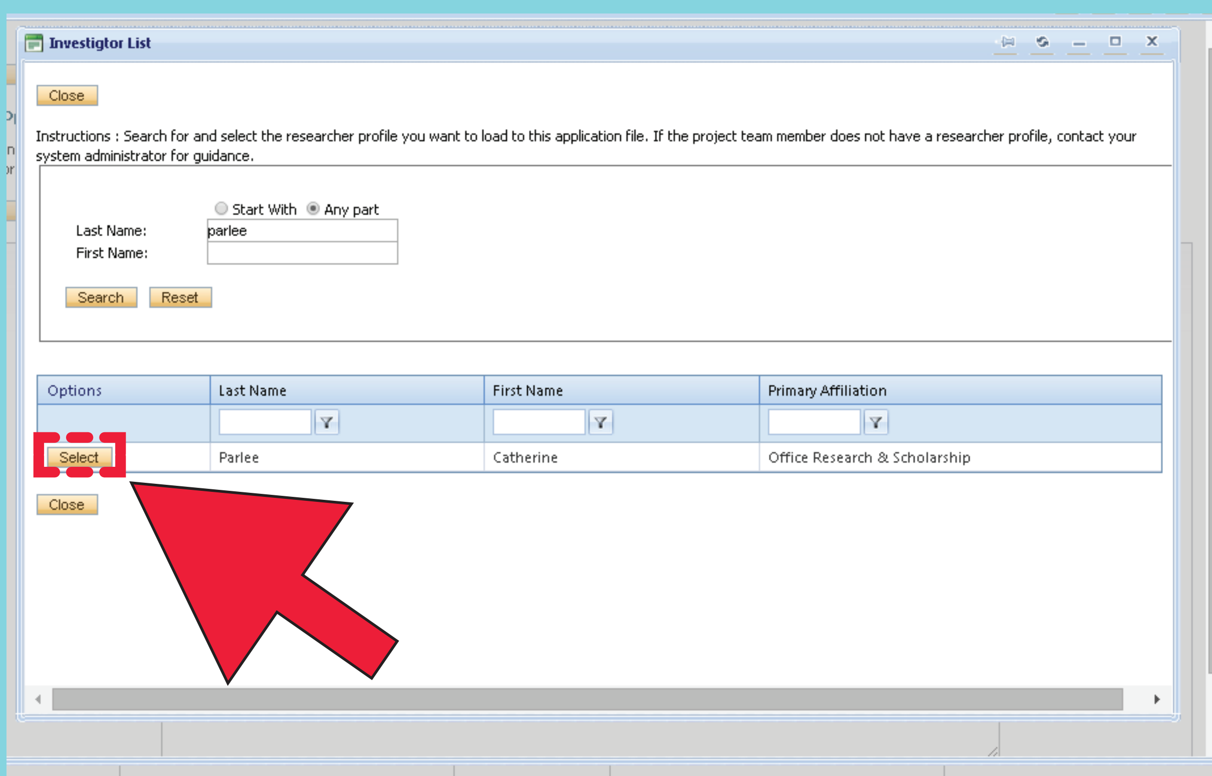
Type in the first or last name of the co-investigator and click the 'Search' button.



Step 4/8 - Project *Team* Info. Tab (Adding a co-investigator)

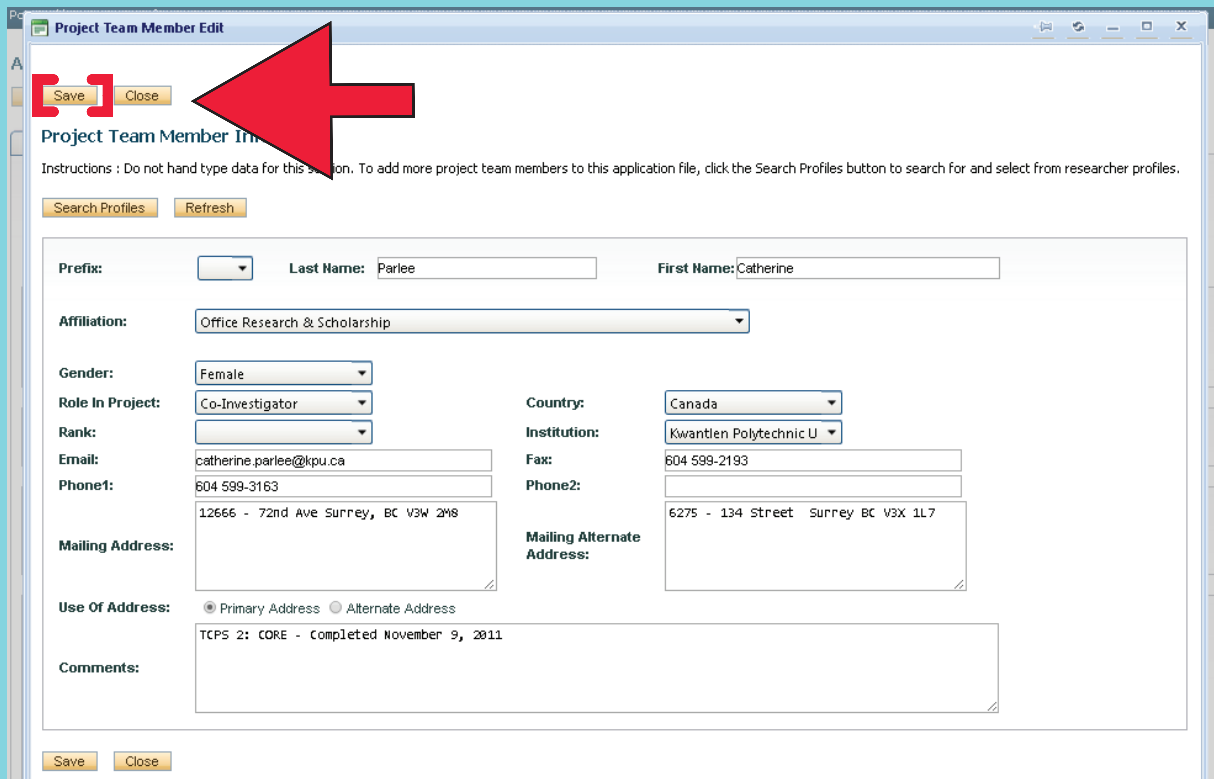
Click the 'Select' button to add a co-investigator to your project.

*If the co-investigator's name does not appear contact the ORS at local 3163.



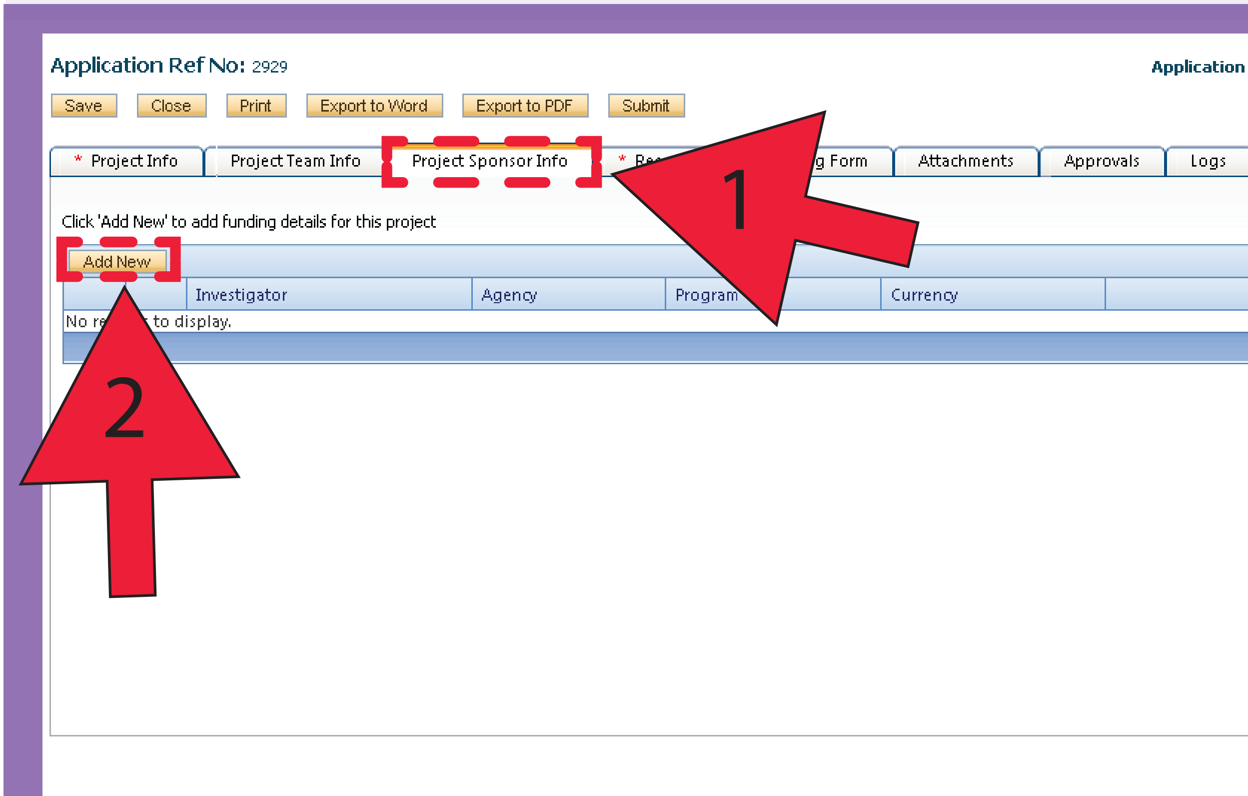
Step 4/8 - Project *Team* Info. Tab (Adding a co-investigator)

Click the ‘Save’ button to exit.



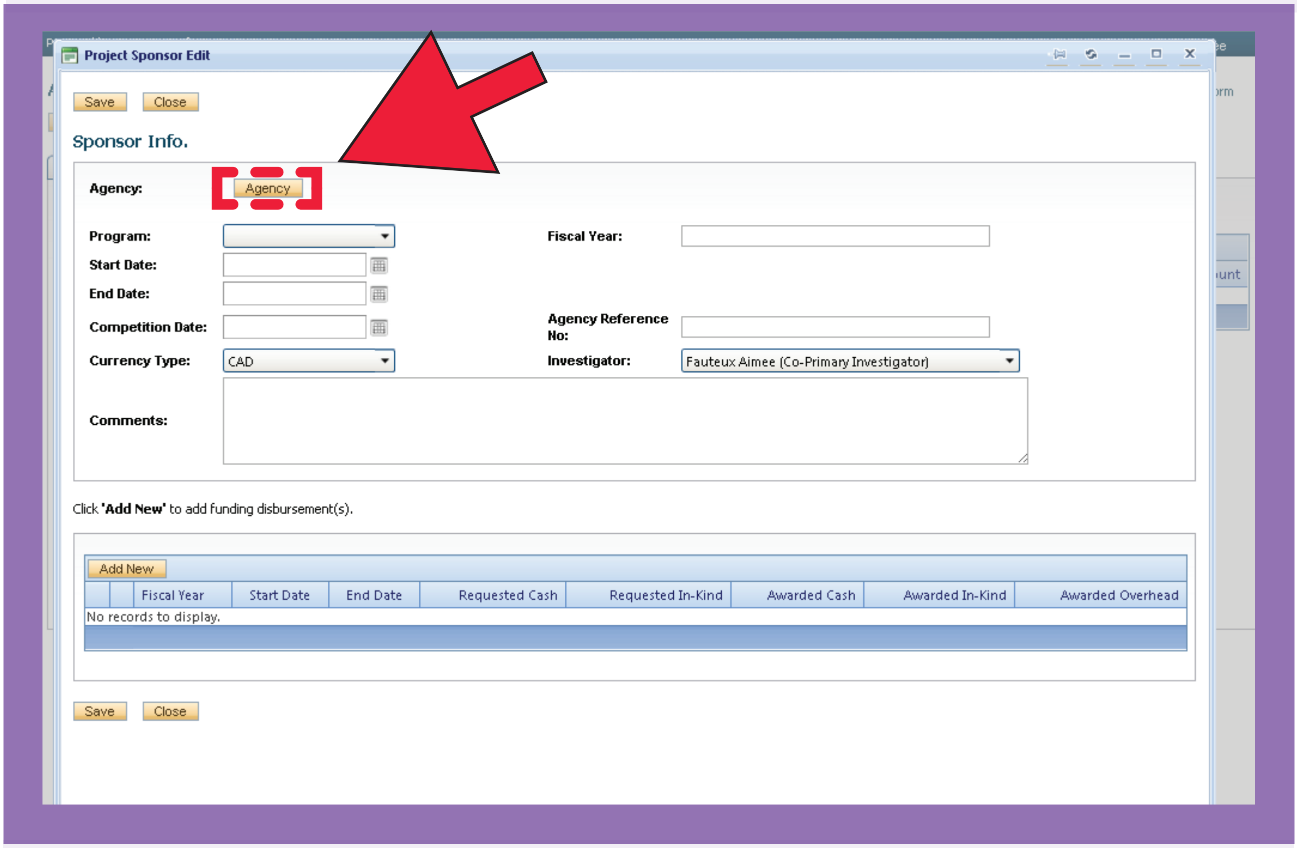
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

Click the ‘Project Sponsor Info’ tab and click the ‘Add New’ button to add a sponsor. The ‘Project Sponsor Edit’ box will appear.



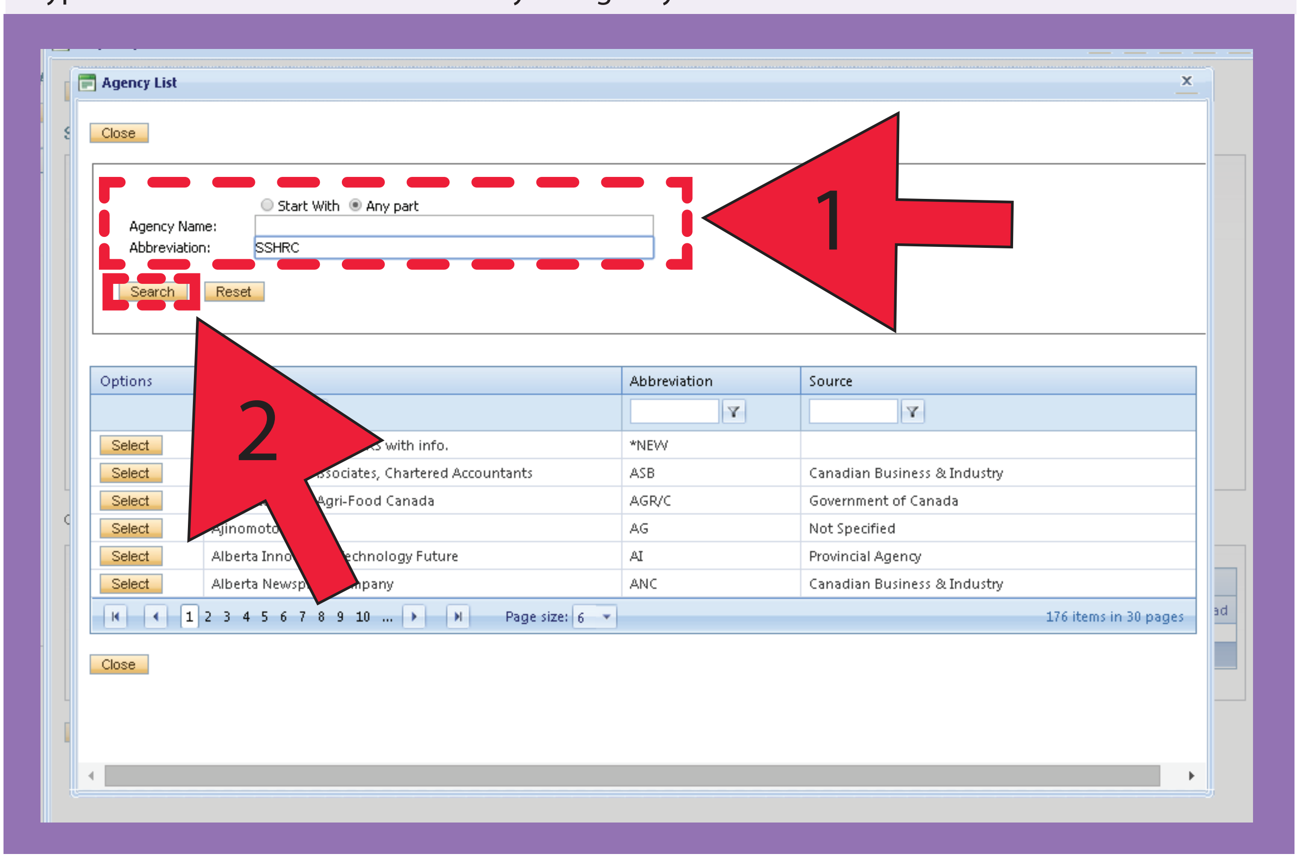
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

In the 'Project Sponsor Edit' box, click 'Agency' to search for the agency's name you are applying for.



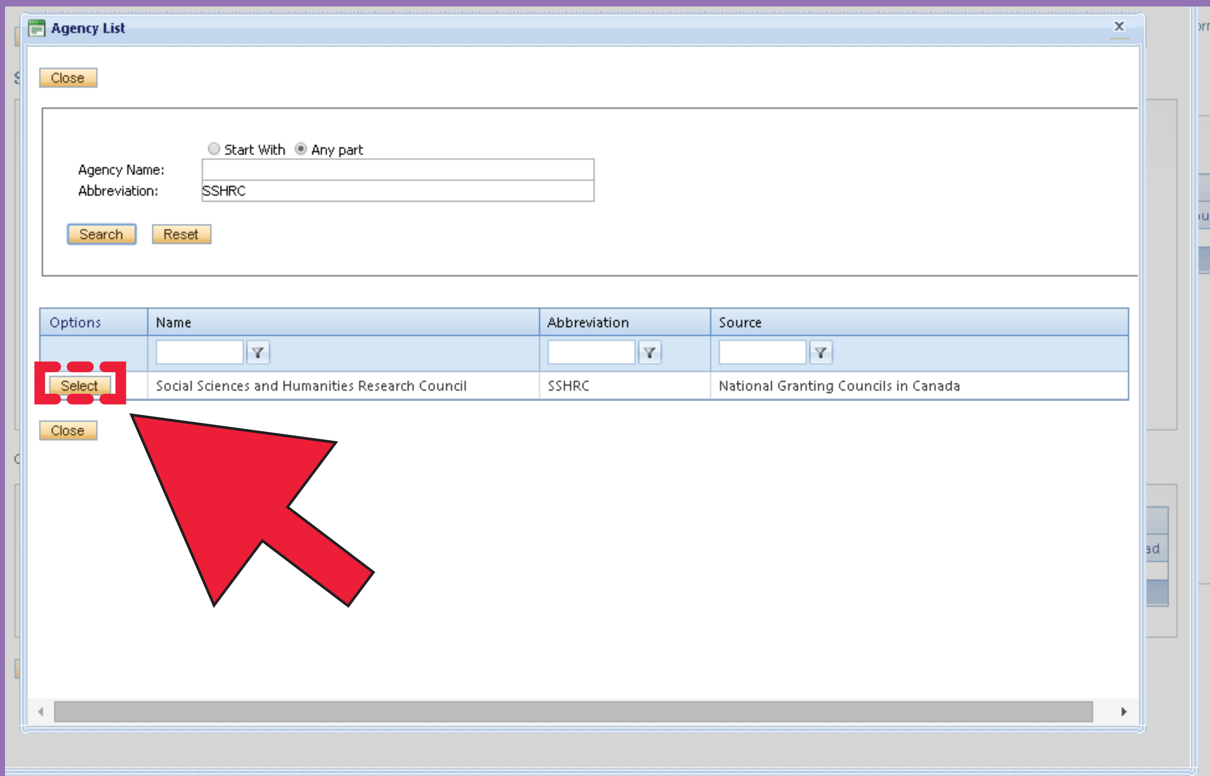
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

Type in the name or abbreviation of your agency's name and click the 'Search' button.



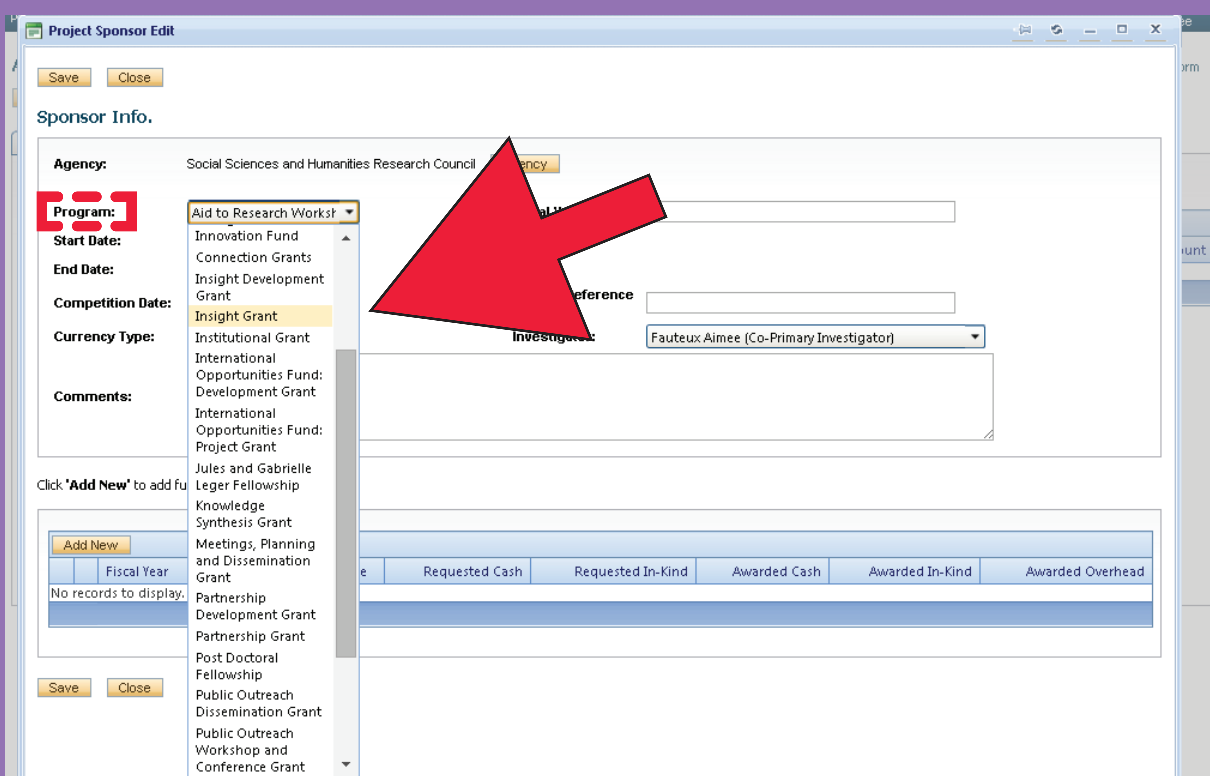
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

Click 'Select' to add the sponsoring agency and the 'Project Sponsor Edit' box will appear.



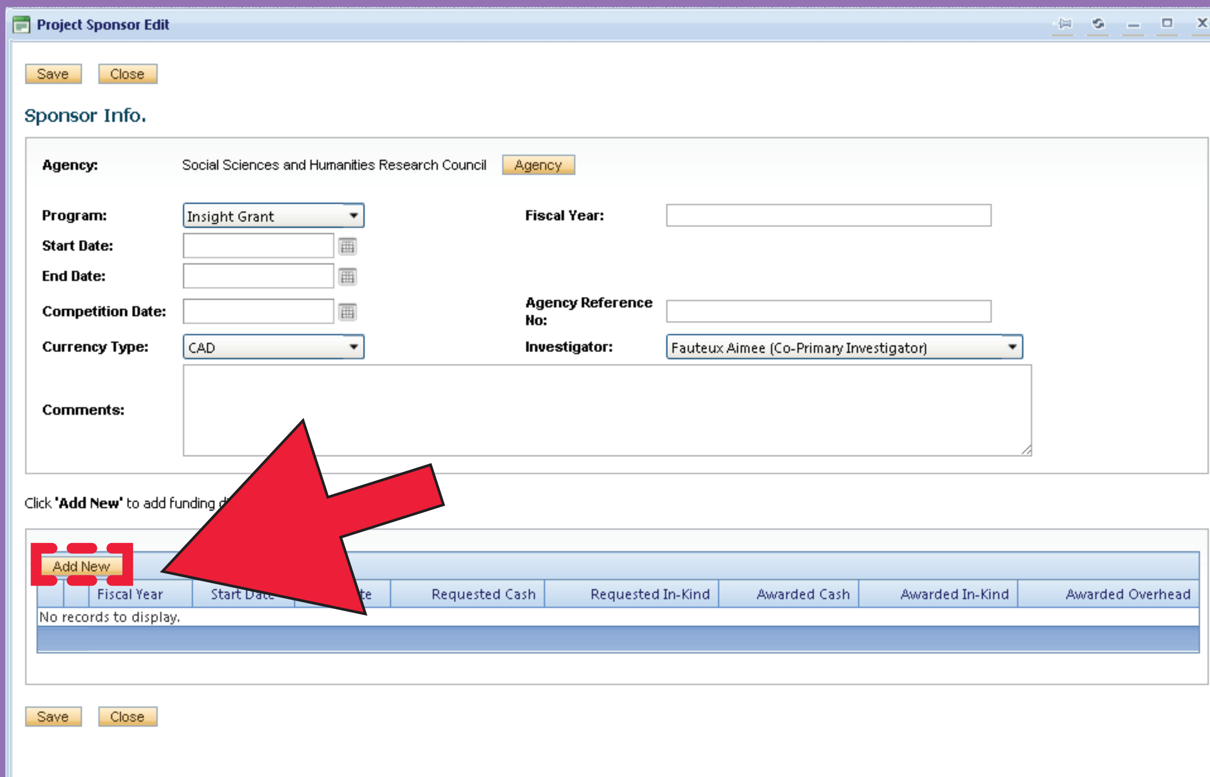
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

In the 'Project Sponsor Edit' box, click the 'Program' drop down menu to select the type of grant you are applying for.



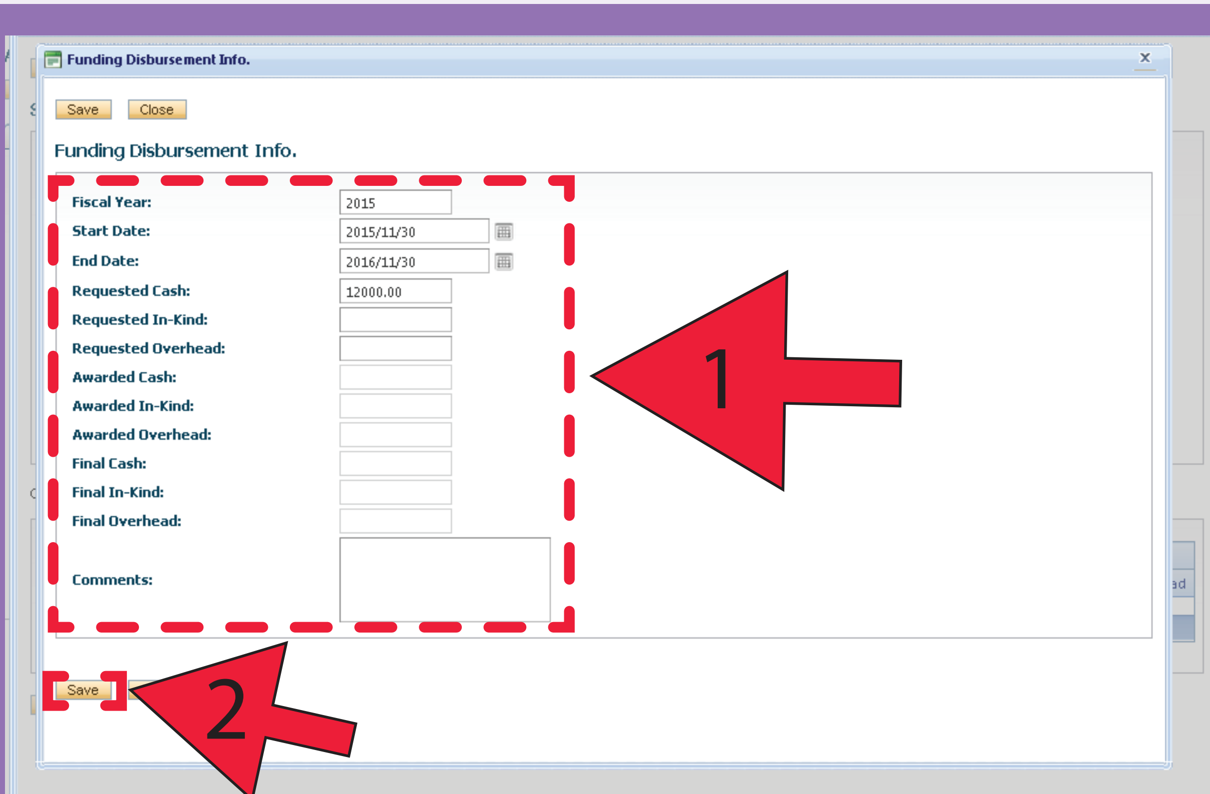
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

Click the 'Add New' button to add your funding disbursement information.



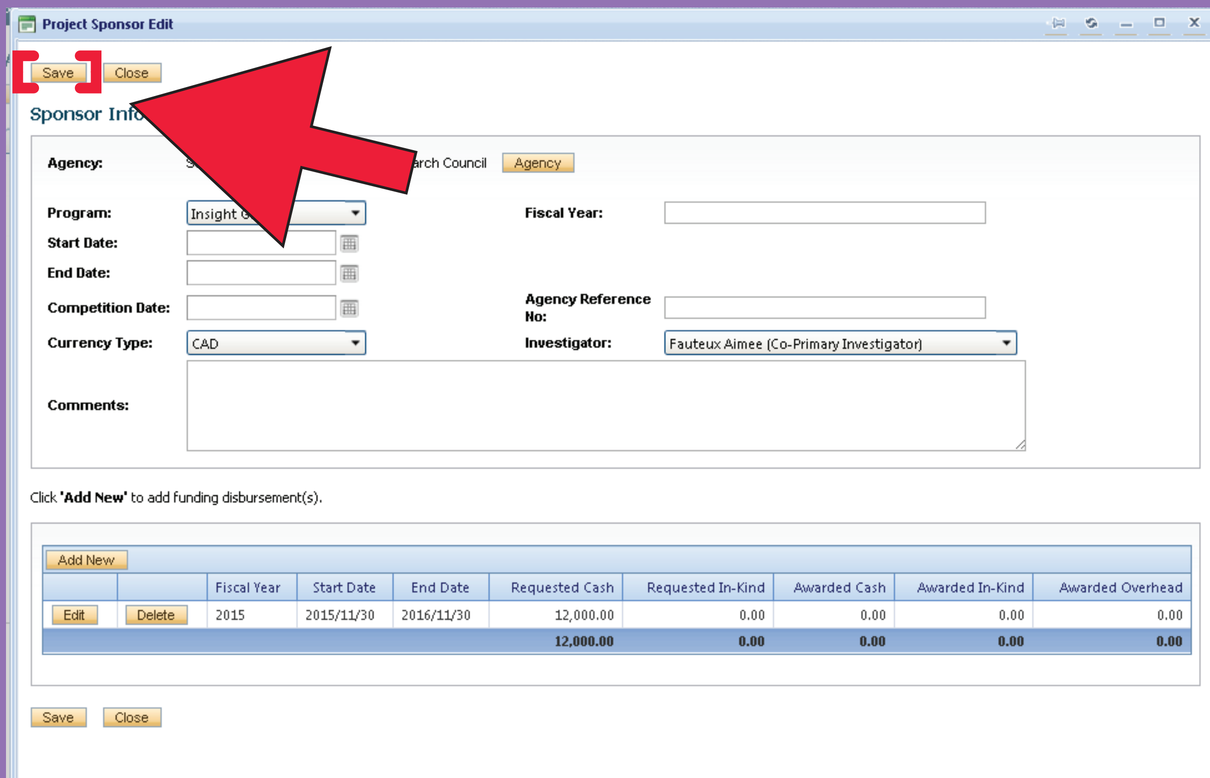
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

Enter your funding disbursement information and click the 'Save' button to exit.



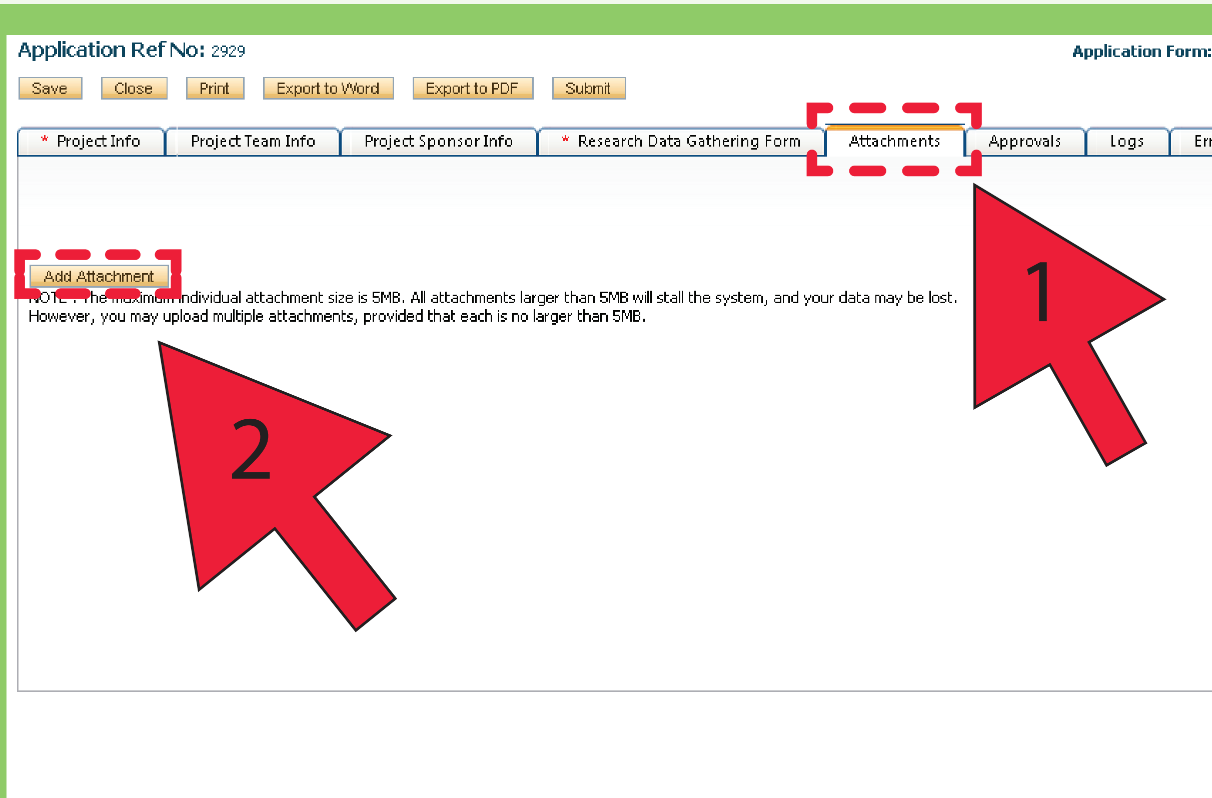
Step 5/8 - Project *Sponsor* Info. Tab (Adding a sponsor)

Click the 'Save' button to finish and save your information in the 'Project Sponsor Info' tab.



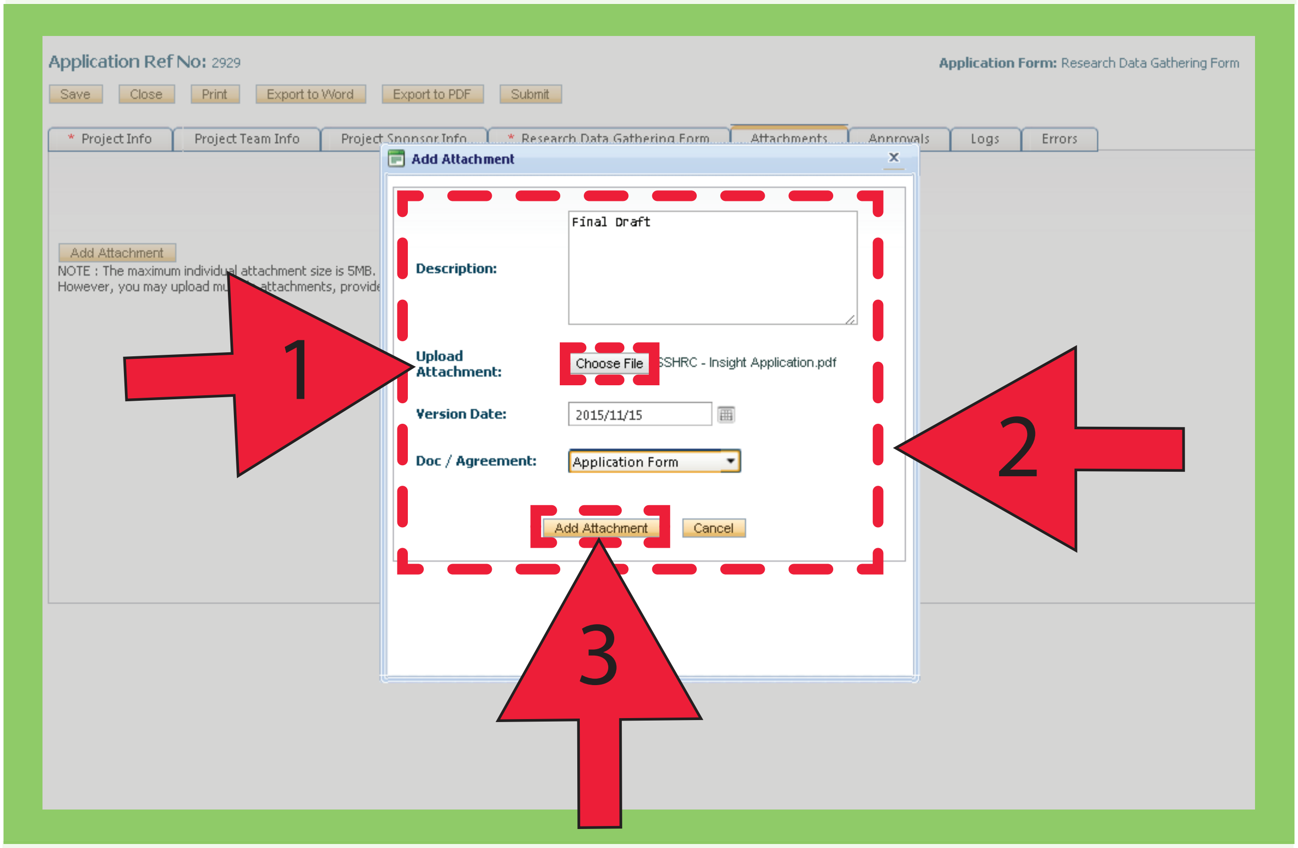
Step 6/8 - Attachments

To upload documents, click on the 'Attachments' tab and click the 'Add Attachment' button.



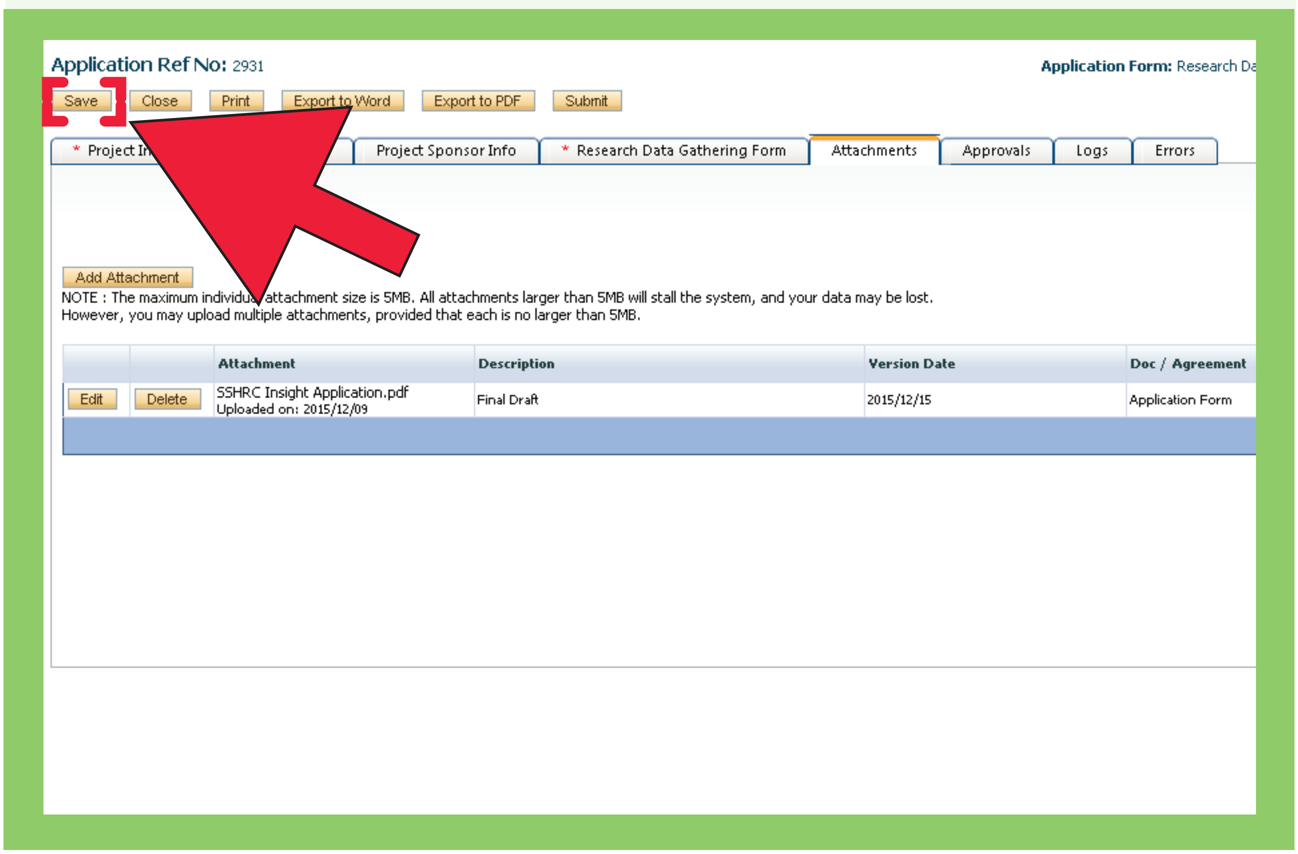
Step 6/8 - Attachments

Click the 'Choose File' button to attach a document, fill in your information and click 'Add Attachment' to exit.



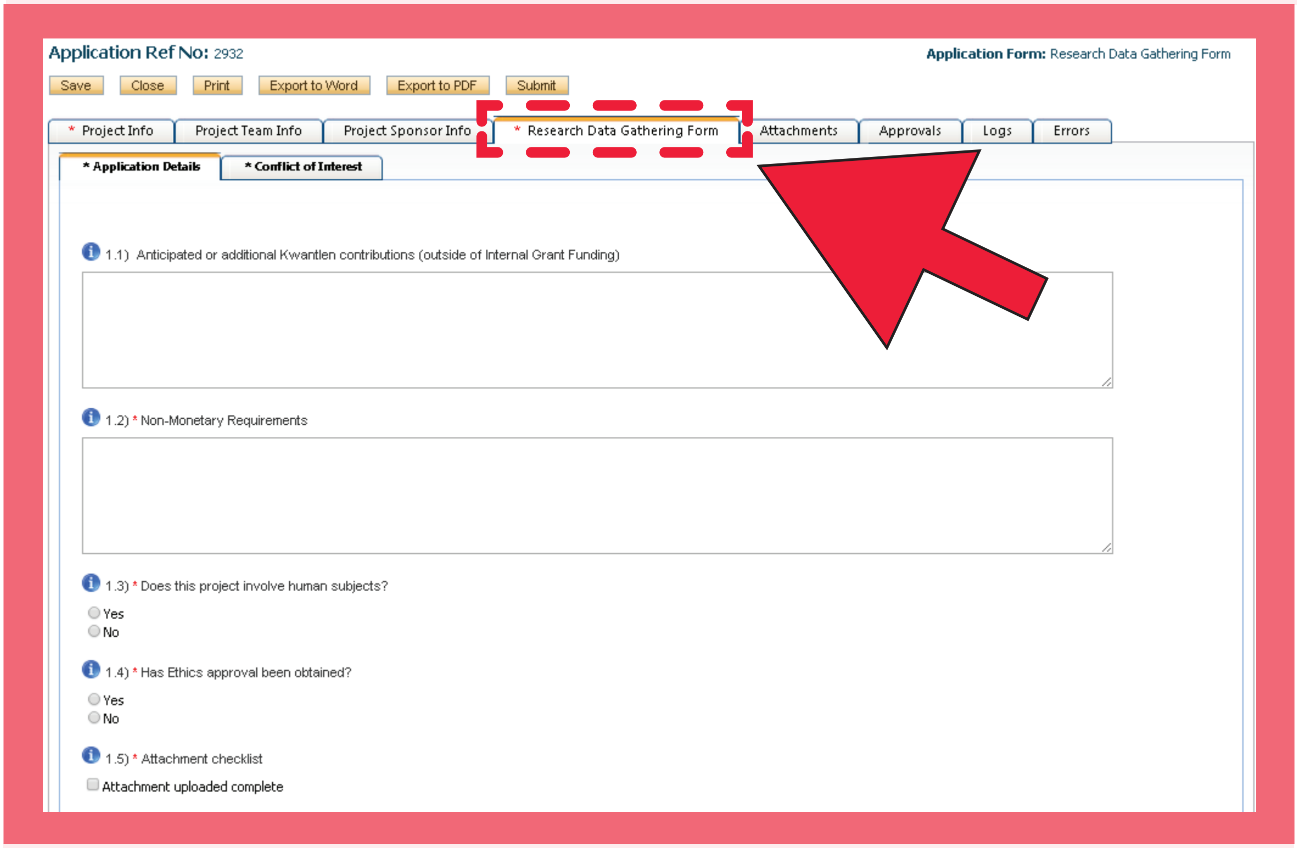
Step 6/8 - Attachments

Click the 'Save' button to finish and save your information in the 'Attachments' tab.



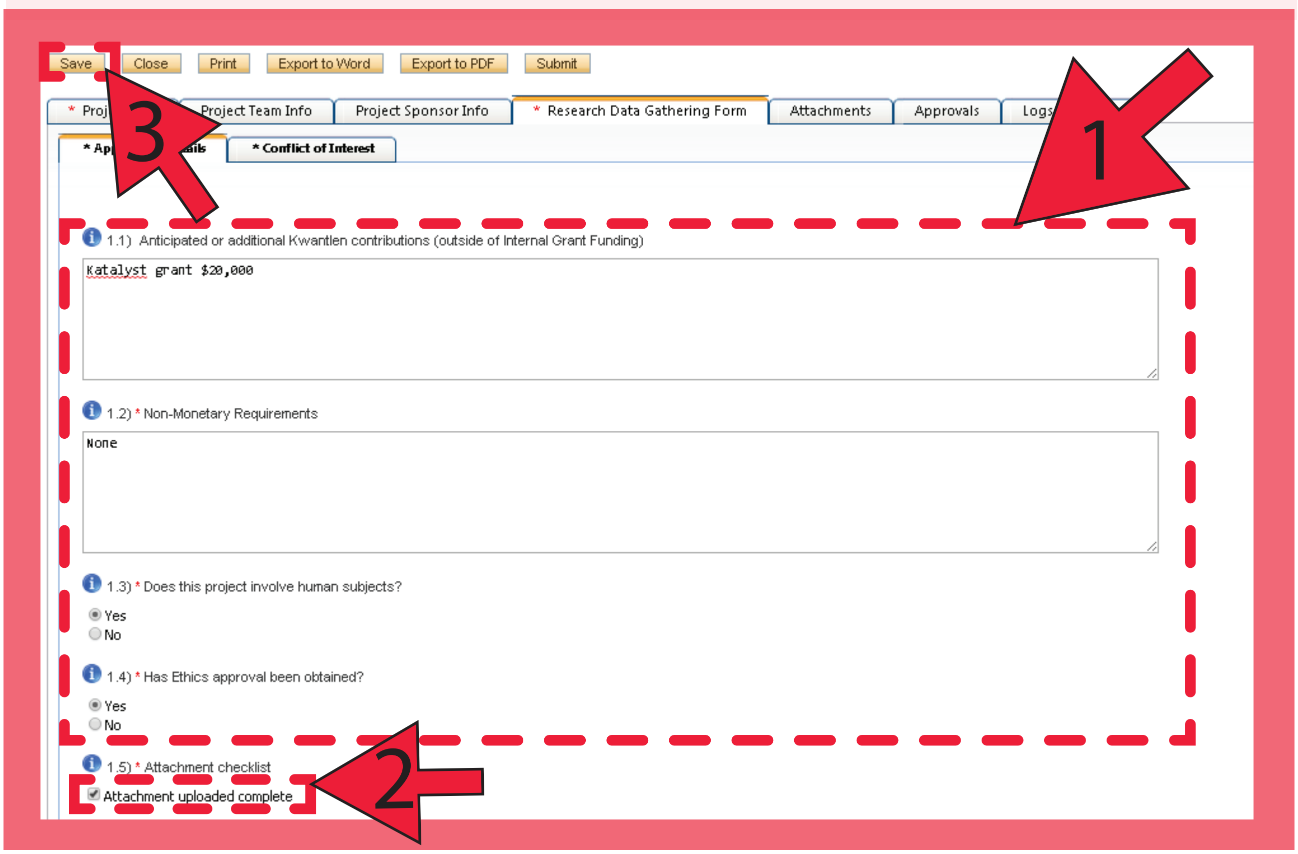
Step 7/8 - Research Data Gathering Form (Application Details)

Click on the 'Research Data Gathering Form' tab to input details about your application.



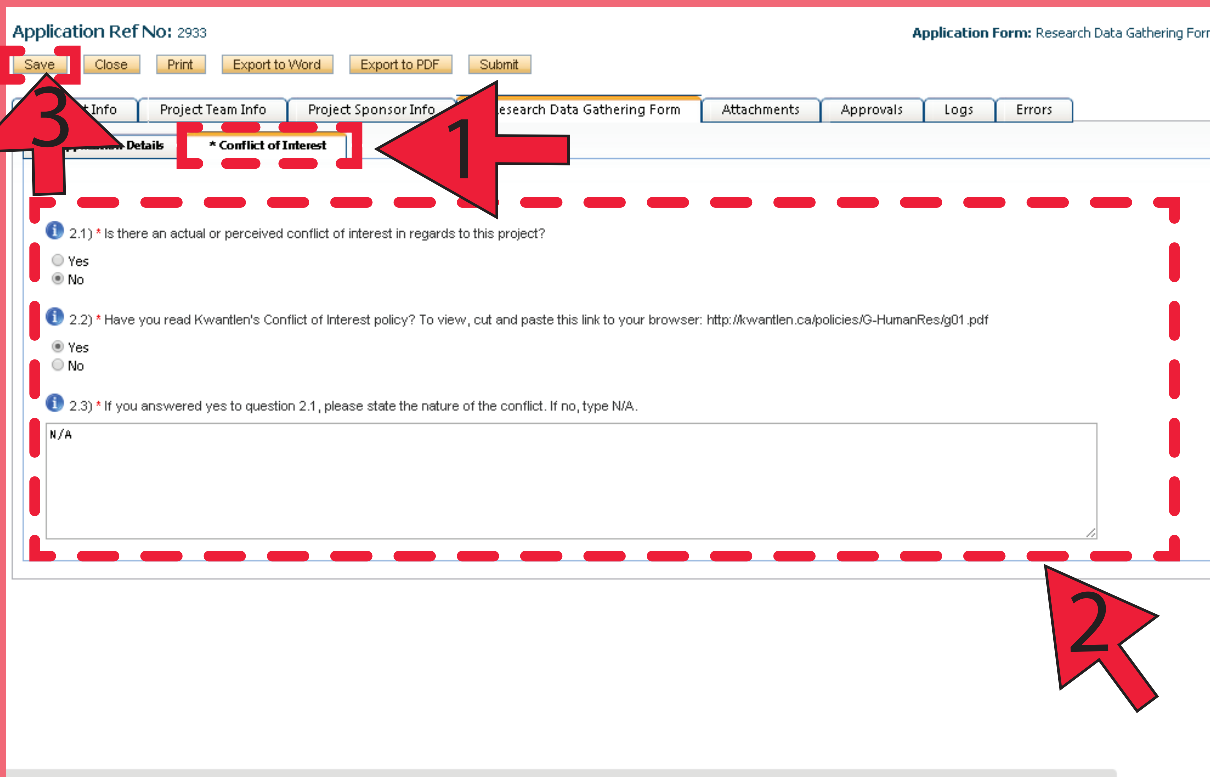
Step 7/8 - Research Data Gathering Form (Application Details)

Input details about your application, click the 'Attachment upload complete' box and click the 'Save' button to finish.



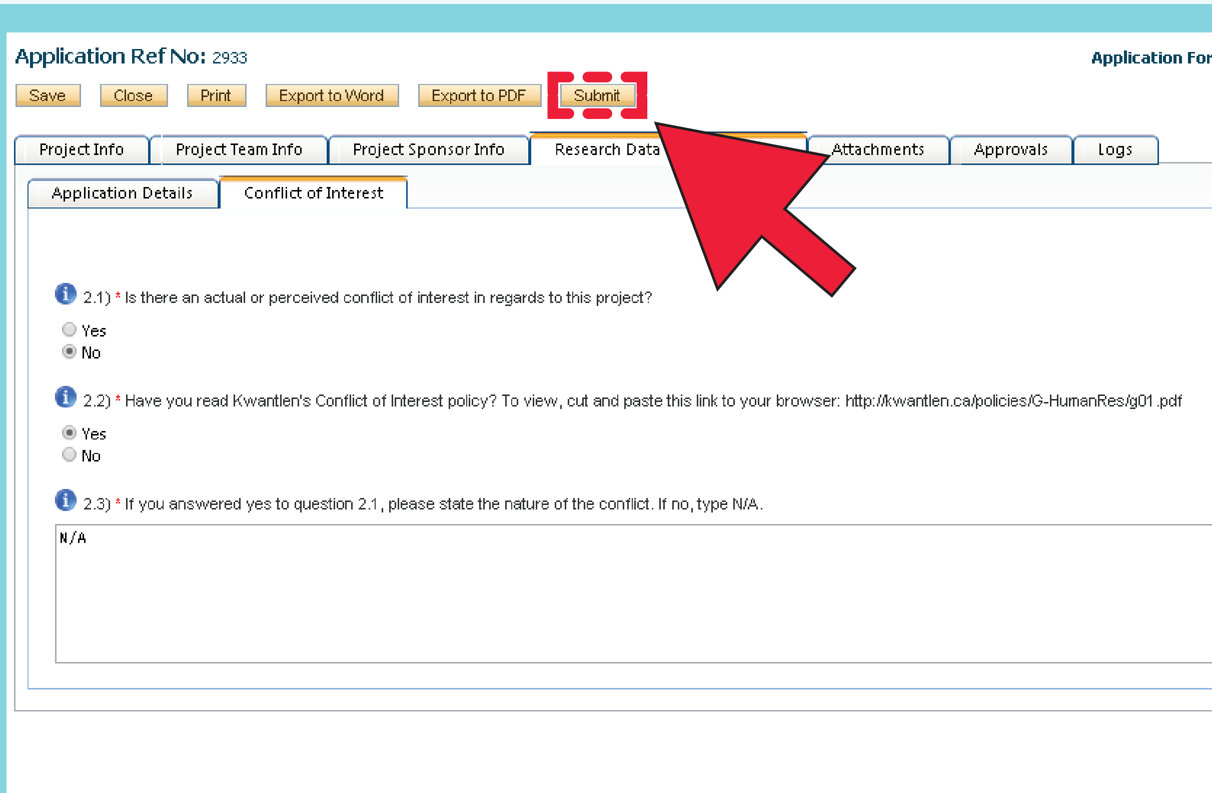
Step 7/8 - Research Data Gathering Form (Conflict of Interest)

Click on the 'Conflict of Interest' sub tab, fill out the 'Conflict of Interest' section and click the 'Save' button to finish.



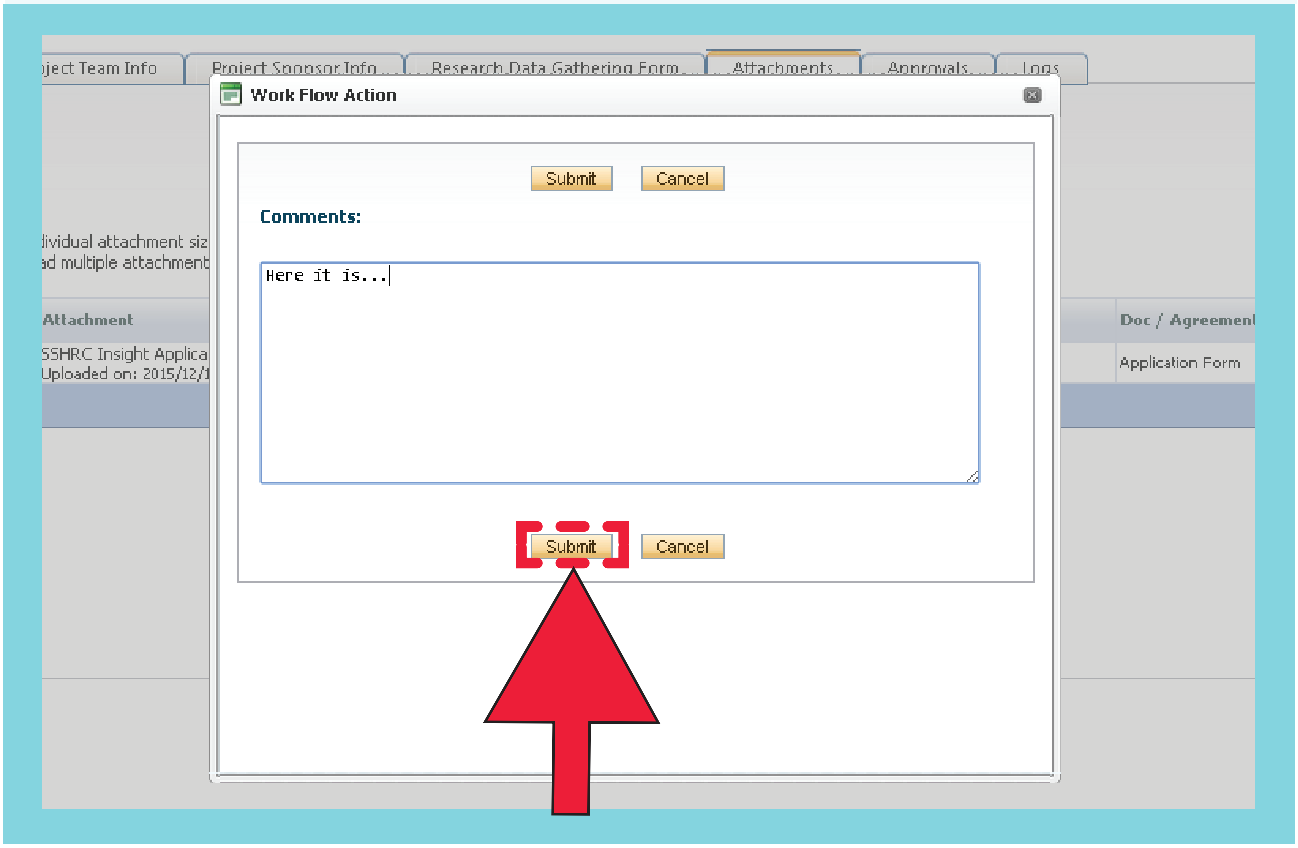
Step 8/8 - Submit

To officially submit your final application click the 'Submit' button.



Step 8/8 - Submit (Official Submission)

Click the ‘Submit’ button in the ‘Work Flow Action’ pop-up box to submit your application.



You're Done!

**Your application will be sent to your Dean for approval and then to the Office of Research and Scholarship.*

Have questions or need assistance?
Email: cathy.anderson@kpu.ca
Phone: 604-599-3163

For video demonstrations visit: http://ow.ly/VJ2ZC