

Logging in to the Research Portal and Submitting a New Application

Tips before getting started:

1. **If you are a MacEwan faculty or staff member and this is your first time using the system, you must register [here](#).** You will receive a notice when your registration has been processed.
2. **Please save often!** The Research Portal times out after 2 hours, and all information since your last save will be lost. You do not have to complete the entire application in one sitting, you can save and come back to it, but we recommend saving after each section is completed.
3. **Students cannot be Principal Investigators.** If you are a faculty supervisor, you can open the application and add the student as a co-investigator or research assistant. They can then complete the application and add all relevant attachments, but the final review and submission of the project must be done by the faculty supervisor.

Logging in:

MacEwan faculty/staff: you can login to the **Research Portal** using your MacEwan user ID and password, by clicking [here](#).



Students and external researchers: you must first register [here](#)

Login 

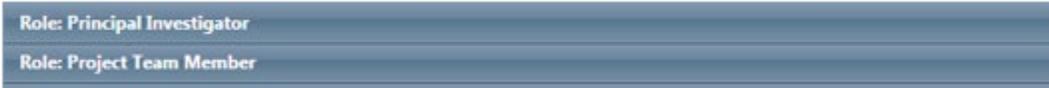
Username * Required

Password

Once you have registered, use the [same link](#) to log in.

Your Roles in the Research Portal

After logging in, the following roles will show up on your main page:



Principal Investigators:

- Can fill out and submit applications.

Project Team Members:

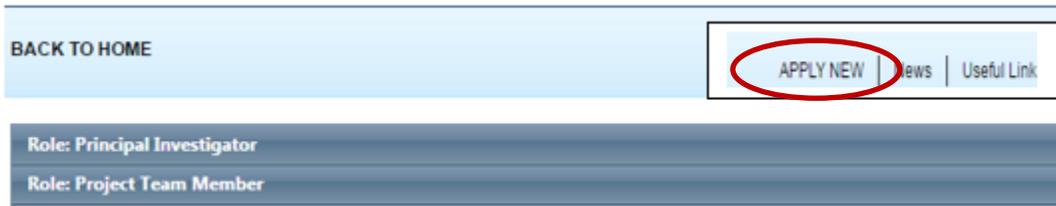
- Co-investigators that are listed on the application, including students
- They may fill out applications, but cannot submit (only the PI can submit).

If you are a designated departmental signing authority (ie. Dean or Associate Dean) or a Reviewer on an ethics board, these roles will also be visible here.

If any item in the research portal requires your immediate attention, it will be highlighted in **red**.

Application Process – Submitting a New Application in the ROMEO Researcher Portal

1. Click on **apply new** in the top right-hand corner of the page:



2. Select the appropriate application form required by your research. You will see the applications divided into two sections, one for animal research (AREB) and one for research involving humans (REB):

New Application Forms

AREB

Application Name	Description
Animal Use Protocol (AUP): Research Application Form	Apply for a new animal use protocol in research.
Animal Use Protocol (AUP): Teaching/Display Application Form	Apply for a new animal use protocol in teaching or display.

REB

Application Name	Description
Standard Research Ethics Board (REB) Application Form	Application for Human Research Ethics Review
Course-Based Research Ethics Board (REB) Application Form	Application for Human Research Ethics Review

3. Fill in the information in the **Project Info** tab:

- Fields marked with an asterisk (*) are mandatory
- *Start Date*: The study should not begin prior to ethics approval; leave this field blank and the Office of Research Services will add the appropriate date.
- *Keywords*: Choose from the list provided. If the appropriate keywords are not listed, please type them manually and Research Services will ensure that they are added to the system.

4. Fill in the **Project Team Info** tab:

- Most of your information should already be populated.
- Fields marked with an asterisk (*) are mandatory
- Add co-investigators under *Other Project Member Info* at the bottom of the page.

REMINDER: Students and external researchers must register before they can be added to the Project Team Info tab.

- Click **Add New** and then **Search Profiles** until you are able to auto-select the appropriate individual from the system.

Save Close

Project Team Member Info

Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Search Profiles t

Search Profiles Refresh

Prefix: Last Name:

Affiliation:

Entering the project team information manually will create a system error and your co-investigators will not have access to the research application.

If you do not want the co-investigators to have access to the application, they can be listed under the appropriate question of the research ethics portion of the form.

5. Fill in the Research Ethics Application Form.
Remember to save your work often.

- The form itself will have several sub-tabs:

Example: REB Application



Example: AREB Application



- Fill in the relevant information under each sub-tab. Questions marked with an asterisk (*) are mandatory. If you have missed any mandatory questions, the *Errors* tab will indicate which.

Save your work after completing each sub-tab.

6. Upload any relevant documents in the **Attachments** tab

- Review the *Submissions Checklist* you filled out in the research application form and ensure that all documents selected are attached.
- Click **Add Attachment**
 - Upload your document
 - Indicate the version date
 - Select the appropriate document type

7. Submit your application once all requirements are complete.

Application Ref No: 1104 Project Title:
Project Work Flow State: Pre-Submission

If there are any errors that are preventing you from submitting your application (ex. a mandatory field has been missed), they will be outlined in the 'Errors' tab of the application.

Your application will be sent to the designated signing authority for faculty approval, and then to the Office of Research Services for ethics review.