## RESEARCHER MANUAL SUBMITTING A RESEARCH ETHICS NEW APPLICATION FORM

Please use the ROMEO platform to submit a Research Ethics New Application Form for a NEW project. If you are making changes to an existing project that is already in ROMEO, please complete an Event Form (Amendment Form, Annual Renewal and Study Progress Form, etc.) within that project's application.

Please note: Romeo is compatible with Internet Explorer, Firefox, Microsoft Edge, Google Chrome and Safari. If you have any problems or questions, please contact the Office of Research and Innovation at <u>research@unbc.ca</u>.

It is always good practice to save your application before changing tabs or leaving the application for an extended period of time. At any time, you can save your application and continue working on it later.

1. To access Romeo, go to <u>https://unbc.researchservicesoffice.com</u> and click on "Research Portal" (see below). You will also find a link to ROMEO along with self-help and reference materials on the UNBC Office of Research and Innovation website (<u>https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo\_Forms</u>). This link will take you directly to the login page (Step 2).



2. Login using your UNBC credentials (username@unbc.ca) and password. If you do not have a Romeo account, contact the Office of Research and Innovation at <u>research@unbc.ca</u>. You may be required to verify your identity with the mobile device "Authenticator" app or MFA Hardware Token issued by UNBC ITS to verify your identity, so please ensure that you have this available when you login.

3. Once you have logged into Romeo, you will be brought to the Home Page (see the example below). To access all application forms available on Romeo, click on "**APPLY NEW**".

| Pourced by Process Pathways   Product befo | UNDEC WAVERAUTY OF<br>NONTREEN BUILDER OCULARA<br>OF Research and<br>Innovation | Welcome: Tracy Wilson | Home | My Profile | Contact Us | Help Logou   |
|--------------------------------------------|---------------------------------------------------------------------------------|-----------------------|------|------------|------------|--------------|
| BACK TO HOME Search                        |                                                                                 |                       |      | APPLY N    | EW   News  | Useful Links |
| Role: Principal Investigator               |                                                                                 |                       | V    | _          | _          |              |
| Applications: Drafts                       | (3)                                                                             |                       |      |            |            |              |
| Applications: Requiring Attention          | (0)                                                                             |                       |      |            |            |              |
| Applications: Under Review                 | (0)                                                                             |                       |      |            |            |              |
| Applications: Post-Review                  | (1)                                                                             |                       |      |            |            |              |
| Applications: Withdrawn                    | (0)                                                                             |                       |      |            |            |              |
| Events: Drafts                             | (1)                                                                             |                       |      |            |            |              |
| Events: Requiring Attention                | (0)                                                                             |                       |      |            |            |              |
| Reminders                                  | (0)                                                                             |                       |      |            |            |              |
| Role: Project Team Member                  |                                                                                 |                       | _    | _          | _          |              |
| Role: Reviewer                             |                                                                                 |                       |      |            |            |              |

You will be brought to a screen (similar to the one below), which lists all of the available online application forms.

| Under Research Ethics, select "Research Ethics New Application Form". |  |
|-----------------------------------------------------------------------|--|
|                                                                       |  |

|                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              | Help |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------|
|                                                                                                                                                                                                                                                                               | WEREFUT OF LARGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |      |
| ACK TO HOME Search File No                                                                                                                                                                                                                                                    | · · · · · · · · · · · · · · · · · · ·                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | APPLY NEW News               | Uset |
| lew Application Forms                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |      |
| Research Ethics                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |      |
| Application Name                                                                                                                                                                                                                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status                       |      |
| Research Ethics New Application Form                                                                                                                                                                                                                                          | Please use this form for al UIRGS single-paradiction projects. Studies may movie the study of patients or healthcare provides and responsible data reviews. Studies also may movie<br>interviews, flosar groups, obsentations, the administration of questionness or tests, or retoparticle chart review (where no chical interventions are performed a part of the study). They do<br>not house particular provides the study and they are the study of patients or healthcare provides and retoparts. The administration of testions, they are performed a part of the study. They do<br>not house performing chical interventions or multi-pursicitoal studies eligible for harmonized ethical interventions are defined as the administration of testing of floage, medical<br>devices. Therefore all quart of testing of the study of bottle or other specements. These note multi-plantificational studies that with to be reviewed though Research Ethios stifted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Open                         |      |
|                                                                                                                                                                                                                                                                               | Columbia (REBC) are NOT to be submitted through Romeo, but instead should be submitted through the Provincial Research Ethics Platform (PREP)/RISe. Please follow instructions found on the Research Ethics BC webpage [https://researchethicsbc.ca/apply-for-ethics-review/].                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |      |
|                                                                                                                                                                                                                                                                               | Columba (EBEC) are NOT to be submitted through Romeo, but network should be submitted through the Provincial Research Ethics Platform (PREP)/RESe. Please follow instructions found on the Research Ethics RC webpage [https://researchethicabc.ca/apple/for-ethics-review/].                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              | ]    |
|                                                                                                                                                                                                                                                                               | Columbia (EEEC) are NOT to be adoutted through Romeo, but netsed should be submitted through the Powncal Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found on the Research Ethics Pattern (PREP)/REs. Please follow instructions found  | Status                       | ]    |
| Application Name                                                                                                                                                                                                                                                              | the Research Ethics BC webpage [https://researchethicsbc.ca/apply-for-ethics-relew/]. Description The Grant/Contract Submission Form muit be completed by researchers applying for an external grant or contract. It can also be used for NMP and HBI grants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status<br>Open               |      |
| Application Name<br>irant/Centract Submission Form                                                                                                                                                                                                                            | the Research Ethics BC webpage [https://researchethicsbc.ca/apply-for-ethics-review/]. Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Open                         |      |
| Application Name<br>Gant/Contract Submission Form<br>SC Real Estate Grant                                                                                                                                                                                                     | the Research Ethics EC webpage [https://researchethicabc.ca/apply-for-ethica-revewly].  Description The Grant/Contract Bubmason Form must be completed by researchers applying for an external grant or contract. It can also be used for MMP and MEI grants. The Grant/Contract Bubmason Form must be completed by researchers applying for an external grant or contract. It can also be used for MMP and MEI grants. The Grant/Contract Bubmason Form must be completed by researchers applying for an external grant or contract. It can also be used for MMP and MEI grants. The Grant/Contract Bubmason Form must be completed by measurchers applying for an external grant or contract. It can also be used for MMP and MEI grants. The memory of the Real Engleter Grants and the memory of the Real Engleter Societion of the Societion and the memory of the Real Engleter Societion of the Societion and | Open                         |      |
| Application Name<br>Gant/Contract Submission Form<br>BIC Real Estate Grant<br>Besearch Data Centre (RDC) Research Award                                                                                                                                                       | the Research Ethics BC webpage [https://researchethicsbc.ca/papy-for-ethics-review/].  Description The Grant/Central Submeson Form must be completed by researchers applying for an external grant or contract. It can also be used for IMP and HBI grants. The rester of the Real Estate Foundation of British Columba Parteriers Found, generated by an endowment to UBC by the Real Estate Foundation of SC, to a seart faculty and students in obsaming and inverging Intrody Former and Antice Top School (SC) and  | Open<br>Open                 |      |
| Application Name<br>Gant/Contract Submason Form<br>BC Real Estate Grant<br>Research Data Centre (RDC) Research Award<br>Research Strategic Initiatives Grant (RSIG)                                                                                                           | the Research Ethics BC webpage [https://researchethicsbc.cclapply-for-ethics-review/].  Description The Grant/Contract Submation from mult be completed by researchers applying for an external grant or contract. It can also be used for NMP and HBI grants. The ether of the Real Ethics Foundation of Britsh Columbia Partnering Fund, generated by an endowment to UIBC by the Real Ethics Foundation of BC, it to assist faculty and students in obsaming and leverating fund review of the Real Ethics Foundation of BC as to assist faculty and students in obsaming and leverating fund review of the Real Ethics Foundation of BC as to assist faculty and students in obsaming and leverating fund review of the Real Ethics Foundation of BC as to assist faculty and students in obsaming and leverating fund regions that development of programs that can be observed and associated by the Real Ethics Foundation of BC as to assist faculty and students in obsaming and leverating fund regions that development of research research can be observed. The ROF Research Assist a Bonoreton the good from Research and the Constains The Other Research and the Innovation is committed to associate research on the observed to research researc | Open<br>Open<br>Open         |      |
| Application Name<br>Gast/Contract Submission Form<br>DE Real Estate Grant<br>Besauch Data Centre (RDC) Research Award<br>Besauch Strategic Initiatives Grant (RSIG)<br>Ignite & Josove Investment Fund                                                                        | the Research Ethics BC webpage [https://researchethicsbc.cal.popl-for-ethics-revew/].  Description The Grant/Contract_Bubmean Form must be completed by researchers applying for an external grant or contract. B: Can also be used for MMP and MBI grants. The Inter of the Real Estate Foundation of Betad Columbia Pathering Found, generated by an endowment to UBEC by the Real Estate Foundation of Betad Estate Foundation of Betad Columbia Pathering Found, generated by an endowment to UBEC by the Real Estate Foundation of Betad Estate Foundation of Betad Columbia Pathering Found and the State and State and State and State and State and State Foundation of Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Beta and State Analysis and Internet Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Betad Estate Foundation of Betad Estate Estate Betad Estate  | Open<br>Open<br>Open<br>Open |      |
| Application Name Six Real Estate Grant Ex Real Estate Grant Essearch Data Centre (RDC) Research Award Essearch Strategic Initiatives Grant (RSIG) prote & Iniore Investment Fund Essearch Essearch                                                                            | the Research Ethics BC webpage [https://researchethicsbc.cal.popl-for-ethics-revew/].  Description The Grant/Contract_Bubmean Form must be completed by researchers applying for an external grant or contract. B: Can also be used for MMP and MBI grants. The Inter of the Real Estate Foundation of Betad Columbia Pathering Found, generated by an endowment to UBEC by the Real Estate Foundation of Betad Estate Foundation of Betad Columbia Pathering Found, generated by an endowment to UBEC by the Real Estate Foundation of Betad Estate Foundation of Betad Columbia Pathering Found and the State and State and State and State and State and State Foundation of Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Beta and State Analysis and Internet Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Generative Betad Estate Foundation of Betad Estate Foundation of Betad Estate Foundation of Betad Estate Estate Betad Estate  | Open<br>Open<br>Open<br>Open |      |
| Research Funding<br>Application Name<br>Gast/Cottact Submission Ferm<br>BE Seal Estate Gast<br>Research Data Centre (BDC) Research Award<br>Besearch Stratege Instatives Gast (8556)<br>Joshe & Insper Investment Fund<br>Responsible Conduct of Research<br>Application Name | the Research Ethics EC webgage [https://researchest.apdpi-for-ethics-review/].      Description     The Grant/Contract Submason Form must be completed by researchers appling for an external grant or contract. It can also be used for IMP and HII grants.     The steers of the Rull Extea Foundation of Braits Columbs Patherers Found grant grant grant and the roundation Rull Rull Rull Rull Pathers Foundation of Roll and Rull Rull Rull Pathers Foundation of Roll and Rull Rull Rull Rull Rull Rull Rull Rul                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Open<br>Open<br>Open<br>Open |      |

4. You will be brought to a screen similar to the one below. Under the "Project Info" tab, complete:

- **Title**: Title of the project;
- **Start Date** and **End Date**: Enter the proposed project Start/End dates for the full study, inclusive of human participant involvement.
- **Keywords**: Provide any appropriate keywords (you can type or copy and past keywords into the box instead of using the "add" function).

Please note: fields marked with a red asterisk (\*) are mandatory.

| Save Close Print         | Export to Word Export to PDF Subr                                                                          | Nithdraw                   |        |  |  |
|--------------------------|------------------------------------------------------------------------------------------------------------|----------------------------|--------|--|--|
| Project Info Project Tea | n Info Research Ethics New Application Form                                                                | Attachments Approvals Logs | Errors |  |  |
| Title *:                 | TESTING ROMEO Nov 2023                                                                                     | *                          |        |  |  |
| Start Date:              | E                                                                                                          |                            |        |  |  |
| End Date:                | <b>E</b>                                                                                                   |                            |        |  |  |
| Keywords:                | •                                                                                                          | Add                        |        |  |  |
|                          |                                                                                                            | Cear all                   |        |  |  |
|                          |                                                                                                            |                            |        |  |  |
| Related Awards           | gnore this section and continue to the next tab.<br>g faculty, staff) and have appled for, or have been av |                            |        |  |  |

**Related Awards**: If there is any funding associated with this certification that is being administered at UNBC through the Romeo Research Portal, please go to the bottom of the Project Info Tab under Related Awards and click on "Search" to add the associated Romeo funding file. If research funding is being administered externally, this will be captured later in this application.

|                               | Export to Word Export to PDF Sub                 | amit Withdraw                                             |                                                |                                                |                                                   |  |
|-------------------------------|--------------------------------------------------|-----------------------------------------------------------|------------------------------------------------|------------------------------------------------|---------------------------------------------------|--|
| Project Info Project Tear     | n Info Research Ethics New Application Form      | Attachments Approvals Logs                                | Errors                                         |                                                |                                                   |  |
| Title *:                      | TESTING ROMEO Nov 2023                           |                                                           |                                                |                                                |                                                   |  |
|                               |                                                  | lh.                                                       |                                                |                                                |                                                   |  |
| Start Date:                   |                                                  |                                                           |                                                |                                                |                                                   |  |
| End Date:                     |                                                  |                                                           |                                                |                                                |                                                   |  |
| Keywords:                     | •                                                | Add                                                       |                                                |                                                |                                                   |  |
|                               |                                                  | Clear all                                                 |                                                |                                                |                                                   |  |
|                               |                                                  | <u>li</u> t.                                              |                                                |                                                |                                                   |  |
| Related Awards                |                                                  |                                                           |                                                |                                                |                                                   |  |
| Thursday and a student player | gnore this section and continue to the next tab. | awarded, research funding, cick <b>'Search'</b> to locate | and attach the related research funding. If th | e related research funding is not found please | ignore this section and continue to the next tab. |  |
| If you are a non-student ( e. |                                                  |                                                           |                                                |                                                |                                                   |  |

A new "Award Application List" window will open. Search for and select the Romeo funding file associated with this certification using the search fields below.

| Awards          |                               |                                       |                      |        |                     |
|-----------------|-------------------------------|---------------------------------------|----------------------|--------|---------------------|
| Please selec    | t awards related to File#: 60 |                                       |                      |        |                     |
| Submit Cano     | el                            |                                       |                      |        |                     |
| File # :        |                               |                                       |                      |        |                     |
| Project Title : |                               |                                       |                      |        |                     |
|                 |                               |                                       |                      |        |                     |
| PI Last Name    |                               |                                       |                      |        |                     |
| PI Given Nam    |                               |                                       |                      |        |                     |
|                 | Search                        |                                       |                      |        |                     |
| All Awards.     |                               |                                       |                      |        |                     |
| Only the first  | 50 matches will be displayed  |                                       |                      |        |                     |
|                 | File No                       | Title                                 | Primary Investigator | Status | Owner Group         |
|                 | 600                           |                                       | Dr.                  | Closed | Research<br>Funding |
|                 | 6004                          | · · · · · · · · · · · · · · · · · · · | Dr.                  | Closed | Research<br>Funding |
|                 | 6004                          |                                       | Dr                   | Closed | Research<br>Funding |
| -               |                               |                                       |                      |        | Research            |

5. Click "Save" before moving to the next tab. It is always good practice to save your application before changing tabs or leaving the application for an extended period of time. At any time, you can save your application and continue working on it later.

6. Proceed to the "Project Team Info" tab.

The Principal Investigator information will auto-populate with your profile information. Please contact the Office of Research and Innovation at <u>research@unbc.ca</u> if your profile information is incorrect or out-of-date.

**External project team members**: If Co-investigators are external to UNBC or are with UNBC and do not have a ROMEO profile **and will not require access to the application form**, their name, institution, contact information, and role in the study can be added in the Investigator Comments text box.

All identified project team members can contribute to an application form pre-submission, but only the Principal Investigator can submit an application form.

## Students or researcher under supervision, team member or research coordinator:

If the application form has been initiated by a **student or researcher under supervision**, a **team member** or a **research coordinator**, the role of Principal Investigator will automatically be populated with that individual's information. This **must be** switched using the "**Change PI**" button (red arrow below).

| testeries Defiles and Deste                                                     | -t Tal                                                                    |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------|
| Application Ref No: 8746 Proje<br>Project Work Flow State: Pre-5a               | ct Title: TESTING ROMEO Nov 2023<br>bmission                              |                                                       |                                                   |                                          |                                                | Applicatio                                                                                                 | Form: Research Eth    |
| Save Close Print Ex                                                             | port to Word Export to PDF Submit Withdraw                                |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Project Info Project Team Info                                                  | * Research Ethics New Application Form Attachments Appr                   | ovals Logs Errors                                     |                                                   |                                          |                                                |                                                                                                            |                       |
| Principal Investigator                                                          |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 | this section. The Principal Investigator (PI) section default populates w | th the researcher profile data for the project team m | ember who creates the file. If you are not the PL | 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 t | he Other Project Team |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Change P1 Refresh                                                               |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Prefix                                                                          | Mrs * Last Name*:                                                         | Wilson                                                |                                                   |                                          | First Name*:                                   | Tracy                                                                                                      |                       |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Affiliation*:                                                                   | Office of Research and Innovation                                         | -                                                     |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 |                                                                           | ·                                                     |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Position:                                                                       | -                                                                         |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Institution:                                                                    | University of Northern Bri                                                |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Phone1:                                                                         | 250-960-5852                                                              |                                                       | Phone2:                                           |                                          |                                                |                                                                                                            |                       |
| Email*:                                                                         | tracy.wilson@unbc.ca                                                      |                                                       | Fac                                               | 250-960-5156                             |                                                |                                                                                                            |                       |
| Primary Address:                                                                | 3333 University Hay<br>Prinke George, BC<br>V2N 428                       |                                                       | Alternate Address:                                |                                          |                                                |                                                                                                            |                       |
|                                                                                 |                                                                           | 6                                                     | 8                                                 |                                          |                                                | lli.                                                                                                       |                       |
| Preferred Address:                                                              | Primary Address     Alternate Address                                     |                                                       | Country:                                          | Canada •                                 |                                                |                                                                                                            |                       |
|                                                                                 | Administration Staff Super User                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Comments:                                                                       |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                | lle.                                                                                                       |                       |
|                                                                                 |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
|                                                                                 | . To add more project team members to this application form, click Add    | New to search for and select from other researcher p  | rofiles. Click (7) for more info.                 |                                          |                                                |                                                                                                            |                       |
| Other Project Member Info:<br>Do not hand type data for this section            |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |
| Other Project Hember Info<br>Do not hand type data for this section<br>Add New. |                                                                           |                                                       |                                                   |                                          |                                                |                                                                                                            |                       |

This will open a pop-up window. You can search for your **supervisor's** Romeo profile by typing their first and/or last name into the search boxes (red rectangle below) and clicking "**Search**" (red arrow below). This will bring up a list of all Romeo profiles with this name. Select the correct profile for your supervisor by clicking the "**Select**" button (green arrow below). If your supervisor does not have a Romeo profile, click "**Close**" and have them contact the Office of Research and Innovation to be added to the list.

| Investigator List           |                       |                                                                      |                                                            |
|-----------------------------|-----------------------|----------------------------------------------------------------------|------------------------------------------------------------|
| Close                       |                       | pplication file. If the project team member does not have a research | 61                                                         |
| (                           | Start With 🖲 Any part | ppication nie. If the project team member does not have a research   | er prome, contact your system aurninistrator for guidance. |
| Last Name: b<br>First Name: | balogh                |                                                                      |                                                            |
| Search Reset                |                       |                                                                      |                                                            |
| Options                     | Last Name             | First Name                                                           | Primary Affiliation                                        |
| Options                     | Tast Walle            |                                                                      |                                                            |
| Select                      | Balogh                | Sharleen                                                             | Office of Research and Innovation                          |
| Coloct                      | Baloob                | Sharleen                                                             | Office of Research and Innovation                          |
| Close                       | ungn                  | Jahariteen                                                           | Critice of research and initionation                       |
|                             | ungu                  | Jahariteen                                                           | Critice of research and initionation                       |
|                             | unigi                 | Janifetti                                                            | Critice of research and initionation                       |
|                             |                       | 216(62)                                                              | Critice of research and initionation                       |

Once the PI for the application has been changed to the academic supervisor, you will need to ensure that you add yourself as a Project Team Member so that you will continue to be able to access and edit the application. Click on "Add New" under "Other Project Member Info" (red arrow below).

| ed by Process Pathways                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     | Welcome                                                                    |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------|---------------------------------------------------|-----------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------|
| lication Ref No: 8746 Project Work Flow State: Pro | oject Title: TESTING ROMEO Nov 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 223                                       |                                              |                                                   |                                                           |                                     |                                                                     | Application Form: Research Ethics New Apple                                |
|                                                    | Export to Word Export to PDF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Submit Withdraw                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| TE COSE PIEL                                       | Equilibrium Equilibrium                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Submit                                    |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| oject Info Project Team Info                       | * Research Ethics New Application Fo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | rm Attachments Approvals                  | Logs Errors                                  |                                                   |                                                           |                                     |                                                                     |                                                                            |
| incipal Investigator                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
|                                                    | ta for this section. The Principal Investigato                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | r (PI) section default populates with the | researcher profile data for the project team | member who creates the file. If you are not the R | PI, click the Change PI button to search for and select a | an alternate researcher profile. If | you load an alternate researcher profile to the PI section, be surv | to reload your researcher profile to the Other Project Team Info section b |
| Change PI Refresh                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| Prefix:                                            | Mes *                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Last Name*:                               | Wilson                                       |                                                   |                                                           | First Name*:                        | Tracy                                                               |                                                                            |
|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| filiation*:                                        | Office of Research and Innovation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| osition:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| nstitution:                                        | University of Northern Bri 🝷                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
|                                                    | Conversion of the second secon |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| Phone1:                                            | 250-960-5852                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |                                              | Phone2:                                           |                                                           |                                     |                                                                     |                                                                            |
| Email":                                            | tracy.wilson@unbc.ca                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                           |                                              | Fax:                                              | 250-960-5156                                              |                                     |                                                                     |                                                                            |
| Primary Address:                                   | 3333 University Nev                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                           |                                              | Alternate Address:                                |                                                           |                                     |                                                                     |                                                                            |
|                                                    | Prince George, SC<br>V2N 429                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              | 16                                                |                                                           |                                     | ltes                                                                |                                                                            |
| referred Address:                                  | Primary Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              | Country:                                          | Canada ·                                                  |                                     |                                                                     |                                                                            |
|                                                    | Administration Staff Super                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | User                                      |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| Comments:                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     | 4                                                                   |                                                                            |
|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     | 2223                                                                |                                                                            |
| ther Project Member Info:                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| o not hand type data for this sec                  | ction. To add more project team members t                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | to this application form, click Add New t | o search for and select from other researche | r profiles. Click [7] for more info.              |                                                           |                                     |                                                                     |                                                                            |
|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                              |                                                   |                                                           |                                     |                                                                     |                                                                            |
| Add New 0                                          | Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |                                              | First Name                                        |                                                           |                                     | Role in Project                                                     |                                                                            |

A pop-up window will open. Do NOT hand type your information into the boxes or it will not link to your profile and you will not be able to access the application. Instead, to add your information, click "Search **Profiles**" (red arrow below). Another window will open. Type your first and/or last name into the search fields and click "Search". Select your profile from the list and click "Select".

If you are a student working on your thesis/project research, as lead investigator, please indicate your role in the project as the "Principal Applicant" from the "Role in Project" drop-down menu (green arrow below).

Click "Save" (blue arrow below) before moving to the next tab.

| Save Close                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Team Memb            | er Info                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Do not hand type data for th | is 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Search Profiles Re           | fresh 🛛 🖉                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Prefix:                      | Last Name: First Name: Fi |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Affiliation:                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Role In Project:             | Administrator Country:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Position:                    | Institution:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Email:                       | Phone2:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Phone1:                      | Phone 2:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Primary Address:             | Mailing Alternate Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Use Of Address:              | Primary Address     Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Once this step has been completed, if you save your application to continue working on it at a later time, after logging into the Romeo Research Portal the application can be located for editing:

- As a student, the application will be found under "Role: Project Team Member" under the "Applications: Drafts" (red arrow below);
- As the Principal Investigator (academic supervisor), the application will be found under "Role" Principal Investigator" under the "Applications: Drafts" (green arrow below).

| BACK TO HOME Search                  | File No | APPLY NEW   News   Useful Links |
|--------------------------------------|---------|---------------------------------|
| Role: Principal Investigator         |         | ^                               |
| Applications: Drafts                 | (5)     |                                 |
| Applications: Requiring Attention    | (0)     |                                 |
| Applications: Under Review           | (0)     |                                 |
| Applications: Post-Review            | (0)     |                                 |
| Applications: Withdrawn              | (0)     |                                 |
| Events: Drafts                       | (0)     |                                 |
| Events: Requiring Attention          | (0)     |                                 |
| Reminders                            | (0)     |                                 |
| Role: Project Team Member            |         | ^                               |
| Applications: Drafts                 | (0)     |                                 |
| Applications: Requiring Attention    | (0)     |                                 |
| Applications: Under Review           | (0)     |                                 |
| Applications: Post-Review            | (0)     |                                 |
| Applications: Withdrawn              | (0)     |                                 |
| Events: Drafts                       | (0)     |                                 |
| Events: Requiring Attention          | (0)     |                                 |
| Reminders                            | (0)     |                                 |
| Role: Reviewer                       |         | ^                               |
| Applications: Chair                  | (0)     |                                 |
| Applications: Reviewer (New)         | (0)     |                                 |
| Applications: Reviewer (In Progress) | (0)     |                                 |
| Events: Chair                        | (0)     |                                 |
| Events: Reviewer (New)               | (0)     |                                 |
| Events: Reviewer (In Progress)       | (0)     |                                 |

7. Proceed to the "**Research Ethics New Application Form**" tab. You will see a screen similar to the one below. Answer all of the applicable questions under all of the sub-tabs shown in the red rectangle

below. You can open a sub-tab by clicking on its title. Questions with a red asterisk (\*) are mandatory, but please answer all questions relevant to your application.

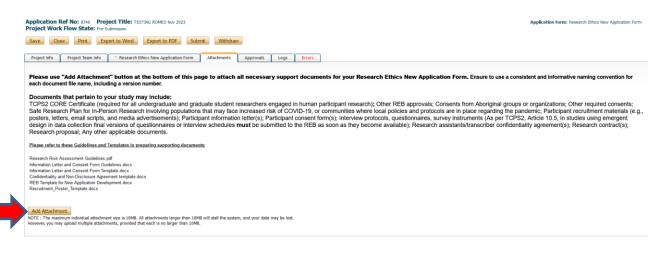
Click on "**Save**" to save the information on the sub-tab before moving onto another sub-tab. At any time, you can save your application and continue working on it at a later time. It is always good practice to save your application before changing tabs or leaving the application for an extended period of time.



8. Proceed to the "Attachments" tab. This tab allows you to upload all required attachments. Ensure that all documents are named using a consistent and informative naming convention (e.g., "consent\_form\_v1\_date").

**Documents that pertain to your study may include** TCPS2 CORE Certificate (required for all undergraduate and graduate student researchers engaged in human participant research); Other REB approvals; Consents from Aboriginal groups or organizations; Other required consents; Safe Research Plan for In-Person Research involving populations that may face increased risk of COVID-19, or communities where local policies and protocols are in place regarding the pandemic; Participant recruitment materials (e.g., posters, letters, email scripts, and media advertisements); Participant information letter(s); Participant consent form(s); Interview protocols, questionnaires, survey instruments (As per TCPS2, Article 10.5, in studies using emergent design in data collection final versions of questionnaires or interview schedules must be submitted to the REB as soon as they become available); Research assistants/transcriber confidentiality agreement(s); Research contract(s); Research proposal; Any other applicable documents.

Click the "Add Attachment" button at the bottom of the page to attach all support documents (red arrow below).



Researcher Manual - Submitting a Research Ethics New Application Form

A pop-up window will open. To upload an attachment, click the "**Browse**" button (red arrow below). Enter a **Description**, if applicable. Enter the date of submission as the "**Version Date**". Under the "**Doc Agreement**" pull-down menu, select the type of document you are uploading (research proposal, consent forms, recruitment posters, etc.). Click on "**Add Attachment**" (blue arrow below).

| Description:          |                                                                                                                              |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------|
| Upload<br>Attachment: | Browse                                                                                                                       |
| reading in the        | Allowed File Types:<br>jpeg.jpg, png. doo, door, xls, xlsx, bit, pdl, ppt, pptx, pps, ppsx, msg.<br>Allowed File Size: 10 MS |
| Version Date:         |                                                                                                                              |
| Doc Agreement         | Select One                                                                                                                   |

Click "Save" to save the information on this page.

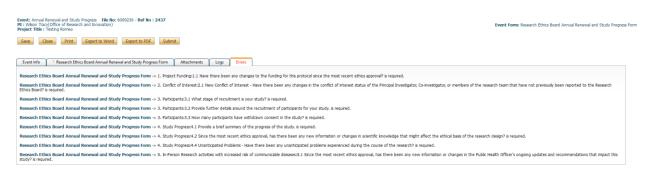
9. "**Approvals**" tab. There is no information to be entered in this section. The application will automatically route to the Office of Research and Innovation Research Ethics Board for processing.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Save       Close       Print       Export to Word       Export to PDF       Submit       Withdraw       Approvals       Errors       <                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Velcome: Sharleen Bal                                                                                            |                       |                                                                                        |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------|--|--|
| Project Tream Info     Project Team In | Project Tream Info     Project Team In | Application Ref No: 7941                                                                                         |                       | Application Form: Research Ethics Board New Application Form - Behavioural<br>Research |  |  |
| Approvals         Active         Exceptions           Role         Active         Exceptions           Division Signing Authority         Image: Constraint of Con                                                                                                                   | Approvals         Active         Exceptions           This application is pre-programmed to route to the following signing authority levels         Active         Exceptions           Division Signing Authority         Image: Constraint of the constrai                                                                                                                   | Save Close Print Export to Word Export to PDF Submit Withdraw                                                    |                       |                                                                                        |  |  |
| Display authority levels         Active         Exceptions           Noi         Active         Exceptions           Display Authority         Image: Authority         Image: Authority           Spaing Authority         Image: Authority         Image: Authority           Faculty Spaing Authority         Image: Authority         Image: Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Designing Authority         Active         Exceptions           Nolo         Active         Exceptions           Dispartment Signing Authority         Image: Compart Signing Authority         Image: Compart Signing Authority           Faculty Signing Authority         Image: Compart Signing Authority         Image: Compart Signing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | * Project Info Project Team Info * Research Ethics Board New Application Form - Behavioural Research Attachments | Approvals Logs Errors |                                                                                        |  |  |
| Display Exploration is pre-programmed to route to the following signing authority levels         Ative         Exceptions           Noison Signing Authority         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C         C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Designing Authority         Active         Exceptions           Nolo         Active         Exceptions           Dispartment Signing Authority         Image: Compart Signing Authority         Image: Compart Signing Authority           Faculty Signing Authority         Image: Compart Signing Authority         Image: Compart Signing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Approvals                                                                                                        |                       |                                                                                        |  |  |
| Division Signing Authority         Image: Comparison of the sector o                           | Dision Signing Authority         Image: Comparison of the sector of                            |                                                                                                                  |                       |                                                                                        |  |  |
| Department Signing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Department Signing Authority         Image: Compartment Signing Authority           Faculty Signing Authority         Image: Compartment Signing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Role                                                                                                             | Active                | Exceptions                                                                             |  |  |
| Faculty Signing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Faculty Signing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Division Signing Authority                                                                                       |                       |                                                                                        |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Department Signing Authority                                                                                     |                       |                                                                                        |  |  |
| Office of Research Services/Office of Research Ethics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Office of Research Services/Office of Research Ethics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Faculty Signing Authority                                                                                        |                       |                                                                                        |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Office of Research Services/Office of Research Ethics                                                            |                       |                                                                                        |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                  |                       |                                                                                        |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                  |                       |                                                                                        |  |  |

10. "Logs" tab. There is no information to be entered in this section. You can toggle between "Event Workflow Log" and "Event Log" (red rectangle below) to see where your application is at in the approval process and to see any relevant log or communication activity.

| Event: Annual Renewal and Study Progres File No: 6099230 - Ref No: 2437 P1 : Vition Tracy(Office of Research and Innovation) P2 : Vition Tracy(Office of Research and Innovation) Event Form: Research Ethics Board Annual Renewal and Study Progr Project Title: Title: Title Romeo |                                             |                |                  |      | udy Progress Form |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------|------------------|------|-------------------|--|
| Sine Cless Prot. Export to Word Export to FOF Submit.                                                                                                                                                                                                                                |                                             |                |                  |      |                   |  |
| Event Info * Research Ethics Board Annual Rene                                                                                                                                                                                                                                       | wal and Study Progress Form Attachments Log | Errors         |                  |      |                   |  |
| Timestamp 👻                                                                                                                                                                                                                                                                          | Activity Log                                | Workflow State | Workflow Message | User | Role/Group        |  |
| No records to display.                                                                                                                                                                                                                                                               |                                             |                |                  |      |                   |  |
|                                                                                                                                                                                                                                                                                      |                                             |                |                  |      |                   |  |

11. "**Errors**" tab. This section will show you where there are errors in your application form. All errors must be corrected before you are able to submit your application.



12. **Final Processes**. Click to "**Save**" the information entered in your application. You can also choose to "Print", "Export to Word", or "Export to PDF" your application.



13. When you are ready to submit the application, click "**Submit**" (red arrow below) and the Research Ethics New Application Form will be routed to the Office of Research and Innovation.

PLEASE NOTE: If you are a student, or a researcher under supervision, your academic supervisor MUST submit the application from their own Romeo account (after changing the PI and adding yourself as a Project Team Member with the role of "Principal Applicant" described in Step 6 above). If the application is submitted from a student account, it will be returned to the student by the Office of Research and Innovation for re-submission by the Faculty Supervisor. This enables the supervisor to review all materials that are being forwarded for review under their professional responsibility for the conduct of the study.

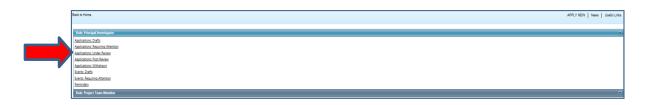


14. At any time, you can view the status of your application either:

a) under an individual application's "Logs" tab, or

| Powered by Process Pathways                                                                                                                              | Welcome: Sharleen Balogh                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Application Ref No: 7941                                                                                                                                 | Application Form: Research Ethics Board New Application Form - Behavioural<br>Research |
| Save Close Print Export to Word Export to PDF Submit Withdraw                                                                                            | -                                                                                      |
| Project Info     Project Team Info     Research Ethics Board New Application Form - Behavioural Research     Attachments     Approvals     Logs     Erro |                                                                                        |

b) from the Home screen, under "Applications: Under Review".



15. After the REB has reviewed your application and made their approval decision, you will receive an email from <u>do-not-reply-unbc@researchservicesoffice.com</u> indicating whether your application has been approved or if provisos have been issued. If revisions are required, you will receive a Requested Changes Memo from the UNBC Research Ethics Board attached to the email, detailing the changes suggested from the review.

16. To revise your application, log in to your Romeo account (following the instructions in Steps 1 and 2 above). The application that requires attention will be highlighted in red text ("Applications: Requiring Attention") under either the "Role: Principal Investigator" list (red arrow below) or the "Role: Project Team Member" list (green arrow below), depending on your role in the application.

| Powered by <b>Process Pathways</b>   Product Info | UNBC UNIVERSITY OF<br>NORTHERN BRITISH COLUMBIA<br>Office of Research and<br>Innovation |   | Welcome: Sharleen Balogh | Home My Prof | le   Contact Us | Help   Lo    |
|---------------------------------------------------|-----------------------------------------------------------------------------------------|---|--------------------------|--------------|-----------------|--------------|
| BACK TO HOME   Search                             | File No 🔹                                                                               | Q |                          | AP           | PLY NEW   New   | s   Useful L |
| Role: Principal Investigator                      |                                                                                         |   |                          | _            | _               | _            |
| Applications: Drafts                              | (26)                                                                                    |   |                          |              |                 |              |
| Applications: Requiring Attention*                | (2)                                                                                     |   |                          |              |                 |              |
| Applications: Under Review                        | (0)                                                                                     |   |                          |              |                 |              |
| Applications: Post-Review                         | (2)                                                                                     |   |                          |              |                 |              |
| Applications: Withdrawn                           | (0)                                                                                     |   |                          |              |                 |              |
| Events: Drafts                                    | (0)                                                                                     |   |                          |              |                 |              |
| Events: Requiring Attention                       | (0)                                                                                     |   |                          |              |                 |              |
| Reminders                                         | (0)                                                                                     |   |                          |              |                 |              |
| Role: Project Team Member                         |                                                                                         |   | -                        |              |                 |              |
| Applications: Drafts                              | (1)                                                                                     |   |                          |              |                 |              |
| Applications: Requiring Attention                 | (0)                                                                                     |   |                          |              |                 |              |
| Applications Lindox Devices                       | 105                                                                                     |   |                          |              |                 |              |

Click on the appropriate Quick Link. A new window will open, listing all applications in that category that require your attention. Locate the correct file and click "**Edit**" (red arrow below).

| Powerd by Process Pathways   Poduct Info Welcome: Shadkeen Balogh   Home   My Profile   Contact Us   Help   Log Will VERSITY OF NOTTINEERN BRITISH COLLUMERA Office of Research and Innovation |         |                     |                                                            |                                                                                                          |                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| BACK TO HOME   Search                                                                                                                                                                          | File No | • • • •             |                                                            |                                                                                                          | APPLY NEW   News   Us                                           |
| Reset Filters Export To Excel                                                                                                                                                                  | File No | Project Title       | Principal Investigator                                     | Application Type                                                                                         | Status Snapshot                                                 |
|                                                                                                                                                                                                |         |                     |                                                            |                                                                                                          |                                                                 |
|                                                                                                                                                                                                | Y       | Y                   | Y                                                          | All                                                                                                      | Y                                                               |
| View Edit Clone<br>Latest Workflow                                                                                                                                                             | 6007887 | Test application #6 | Ms. Sharleen Balogh (Office of Research<br>and Innovation) | All Research Ethics Board New Application<br>Form - Behavioural Research<br>(Certification\Human Ethics) | Project Status: Pending<br>Workflow Status: Pending Info by ORS |

17. The application will open.

**Please make any changes directly within the Romeo application** by clicking on each tab and revising your responses as required.

**Revised support documentation** (i.e., consent forms, recruitment posters, etc.) can be attached to the "**Attachments**" tab (as in Step 8 above). Please identify any changes to the support documentation by <u>underlining</u> and <u>highlighting</u> new text and <del>striking through</del> removed text from the original submission. Please provide each revised document with a new name using a consistent and informative naming convention (e.g., "consent\_form\_v2\_date").

**Please also upload a Response Letter** to the "Attachments" tab. Please copy the provisos listed in your letter requesting changes received from the REB, paste them into a blank document, and provide an explanation or justification below each proviso of the changes made, or not made. Please save the letter (e.g., Response\_Letter\_v1\_date) and attach it to the "Attachments" tab. Select the "**Researcher's Response Letter to REB Requested Changes**" from the "**Doc Agreement**" drop-down list (red arrow below).

|              | Upload Attachment     | x                                                                                                     |    |
|--------------|-----------------------|-------------------------------------------------------------------------------------------------------|----|
| vol          |                       |                                                                                                       | ni |
| leti         | Description:          |                                                                                                       |    |
| rur<br>XEE   | Upload<br>Attachment: | Browse Allowed File Types:                                                                            | c  |
| agı          |                       | .jpeg.,jpg,.png,.doc,.docx,.xls,.xlsx,.bt,.pdf,.ppt,.ppt,.pps,.ppsx,.msg.<br>Allowed File Size: 10 MB |    |
|              | Version Date:         |                                                                                                       |    |
|              | Doc Agreement         | Select One                                                                                            |    |
|              |                       | Add Attachment Cancel                                                                                 |    |
| ttac<br>eacl |                       |                                                                                                       |    |

18. When you are ready, click to "**Re-Submit**" your application (red arrow below) to the Office of Research and Innovation. If you are a student, you will need to notify your supervisor so that they can re-submit it from their own Romeo account on your behalf. This enables the supervisor to review all materials that are being forwarded for review under their professional responsibility for the conduct of the study.

| Powered by Process Pathways                                                                                                                                                                                                | Welcome: Sharleen Balogh                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Application Ref No: 7965       Project Title: Test application #6         Project Work Flow State:       Pending Info by ORS         Save       Close       Print       Export to Word       Export to PDF       Re-Submit | Application Form: Research Ethics Board New Application Form -<br>Behavioural Research |
| Project Info Project Team Info * Research Ethics Board New Application Form - Behavioural Research Attachments App                                                                                                         | provals Logs Errors                                                                    |
| Title *: Test application #6                                                                                                                                                                                               |                                                                                        |

19. The application will be automatically routed back to the Office of Research and Innovation for review by the REB. If further revisions are required, you will be notified by email, as you were with the initial provisos.