

## 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 [research@unbc.ca](mailto:research@unbc.ca).

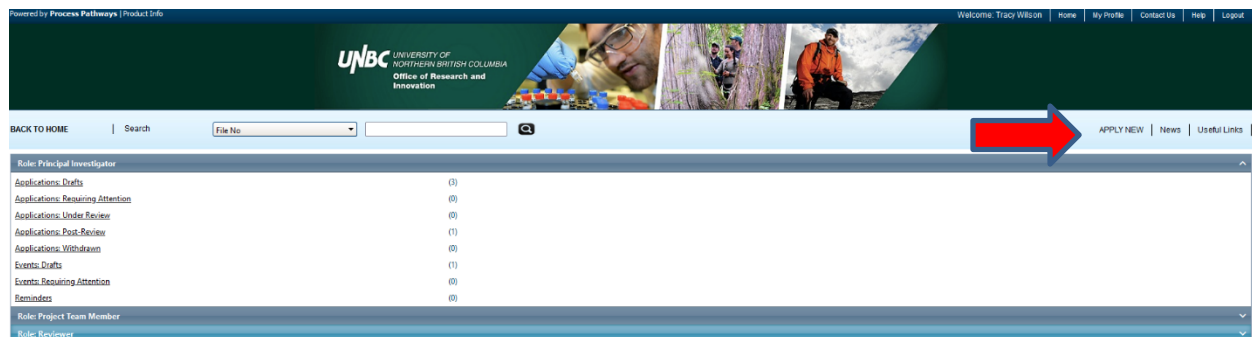
**It is always good practice to save your application before changing tabs or leaving the application for an extended period of time.** At any time, you can save your application and continue working on it later.

1. To access Romeo, go to <https://unbc.researchservicesoffice.com> 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 ([https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo\\_Forms](https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo_Forms)). This link will take you directly to the login page (Step 2).



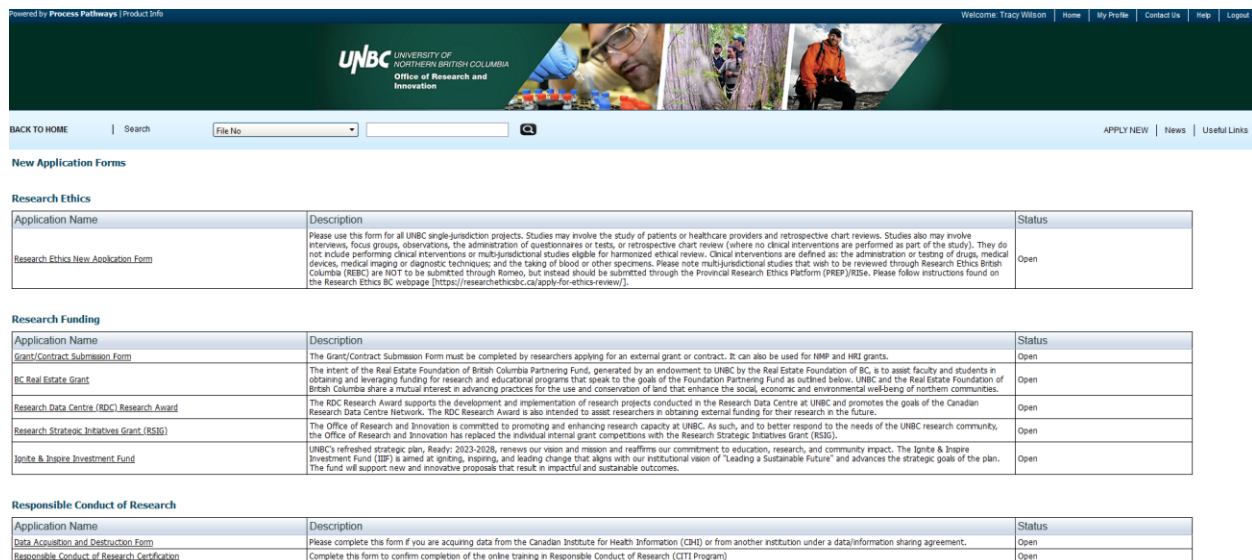
2. Login using your UNBC credentials (username@unbc.ca) and password. If you do not have a Romeo account, contact the Office of Research and Innovation at [research@unbc.ca](mailto:research@unbc.ca). You may be required to verify your identity with the mobile device "Authenticator" app or MFA Hardware 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**”.



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**”.



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.

Powered by Process Pathways Welcome: Tracy Wilson

Application Ref No: 8746 Project Title: TESTING ROMEO Nov 2023

Project Work Flow States: Pre-Submission

Save Close Print Export to Word Export to PDF Submit Withdraw

Application Form: Research Ethics New Application Form

Project Info Project Team Info \* Research Ethics New Application Form Attachments Approvals Logs Errors

Title: TESTING ROMEO Nov 2023

Start Date:

End Date:

Keywords:  Add Clear all

Related Awards

If you are a student, please ignore this section and continue to the next tab.  
If you are a non-student (e.g. faculty, staff) and have applied for, or have been awarded, research funding, click "Search" to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

Search

Award File No	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.						

**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.

Powered by Process Pathways Welcome: Tracy Wilson

Application Ref No: 8746 Project Title: TESTING ROMEO Nov 2023

Project Work Flow States: Pre-Submission

Save Close Print Export to Word Export to PDF Submit Withdraw

Application Form: Research Ethics New Application Form

Project Info Project Team Info \* Research Ethics New Application Form Attachments Approvals Logs Errors

Title: TESTING ROMEO Nov 2023

Start Date:

End Date:

Keywords:  Add Clear all

Related Awards

If you are a student, please ignore this section and continue to the next tab.  
If you are a non-student (e.g. faculty, staff) and have applied for, or have been awarded, research funding, click "Search" to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

Search

Award File No	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.						

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 select awards related to File#: 6000000000

Submit Cancel

File #:

Project Title:

PI Last Name:

PI Given Name:

Search

All Awards:  
Only the first 50 matches will be displayed

	File No	Title	Primary Investigator	Status	Owner Group
<input type="checkbox"/>	6000000000	TESTING ROMEO Nov 2023	Dr. [REDACTED]	Closed	Research Funding
<input type="checkbox"/>	6000000000	TESTING ROMEO Nov 2023	Dr. [REDACTED]	Closed	Research Funding
<input type="checkbox"/>	6000000000	TESTING ROMEO Nov 2023	Dr. [REDACTED]	Closed	Research Funding

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.

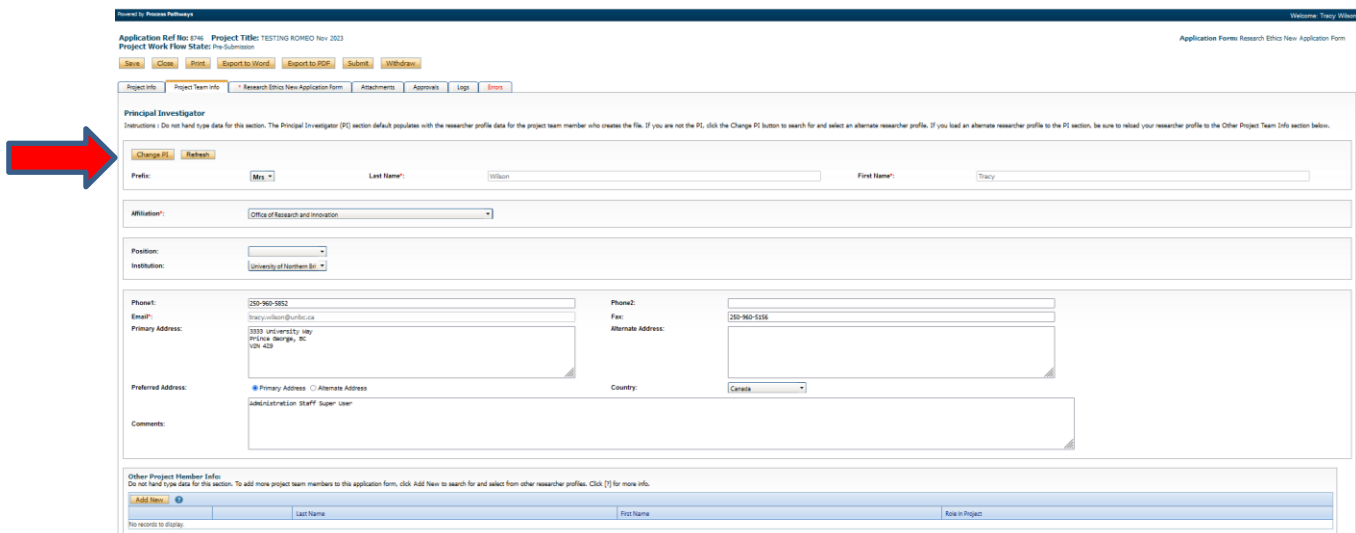
The Principal Investigator information will auto-populate with your profile information. Please contact the Office of Research and Innovation at [research@unbc.ca](mailto:research@unbc.ca) if your profile information is incorrect or out-of-date.

**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).

The image is a screenshot of the 'Research Ethics New Application Form' web interface. At the top, there's a header with 'Project Title: TESTING ROMEO Nov 2023' and 'Project Work Flow State: Pre-Submission'. Below this is a navigation bar with tabs: 'Project info', 'Project Team Info', 'Research Ethics New Application form', 'Attachments', 'Approvals', 'Log', and 'Errors'. The 'Project Team Info' tab is active. The main section is titled 'Principal Investigator' and contains a 'Change PI' button highlighted by a red arrow. Below this are fields for 'Prefix', 'Last Name', 'First Name', 'Affiliation', 'Position', 'Institution', 'Phone', 'Email', 'Primary Address', 'Preferred Address', and 'Comments'. At the bottom, there's a section for 'Other Project Member Info' with an 'Add New' button and a table for listing other team members.

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

Instructions: Search for and select the researcher profile you want to load to this application file. If the project team member does not have a researcher profile, contact your system administrator for guidance.

☐ Start With ☒ Any part

Last Name: balogh

First Name:

Search Reset

Options	Last Name	First Name	Primary Affiliation
Select	Balogh	Sharleen	Office of Research and Innovation

Close

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).

Research Ethics New Application Form

Principal Investigator

Change PI Refresh

Prefix: Mrs Last Name: Wilson First Name: Tracy

Affiliation: Office of Research and Innovation

Position: University of Northern British Columbia

Phone: 250-960-5852 Email: tracy.wilson@unbc.ca

Primary Address: 3553 University Way Prince George, BC V2N 4Z9

Phone2: 250-960-5156 Fax: Alternate Address:

Preferred Address: Primary Address Alternate Address Country: Canada

Comments: add-instruction: Staff Super User

Other Project Member Info

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

Add New

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

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.

**Project Team Member Edit**

Save Close

**Project Team Member Info**

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

Search Profiles Refresh ?

Prefix: Last Name: First Name:

Affiliation:

Role In Project: Administrator Country: Institution:

Position: Email: Fax:

Phone1: Phone2:

Primary Address: Mailing Alternate Address:

Use Of Address: ☒ Primary Address ☐ Alternate Address

Comments:

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).

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).

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.

Powered by Process Pathways Welcome: Sharleen Balogh

Application Ref No: 7941 Application Form: Research Ethics Board New Application Form - Behavioural 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 Errors

**Approvals**  
This application is pre-programmed to route to the following signing authority levels

Role	Active	Exceptions
Division Signing Authority	<input type="checkbox"/>	
Department Signing Authority	<input type="checkbox"/>	
Faculty Signing Authority	<input type="checkbox"/>	
Office of Research Services/Office of Research Ethics	<input checked="" type="checkbox"/>	

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 Progress File No: 6009230 - Ref No: 2437  
PI: Wilson Tracy(Office of Research and Innovation)  
Project Title: Testing Romeo Event Form: Research Ethics Board Annual Renewal and Study Progress Form

Save Close Print Export to Word Export to PDF Submit

Event Info Research Ethics Board Annual Renewal and Study Progress Form Attachments Logs Errors

☒ Event Workflow Log ☐ Event Log

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.

Event: Annual Renewal and Study Progress File No: 6009230 - Ref No: 2437  
PI: Wilson Tracy (Office of Research and Innovation)  
Project Title: Testing Romeo

Event Form: Research Ethics Board Annual Renewal and Study Progress Form

Save Close Print Export to Word Export to PDF Submit

Event Info \* Research Ethics Board Annual Renewal and Study Progress Form Attachments Logs **Errors**

Research Ethics Board Annual Renewal and Study Progress Form -> 1. Project Funding:1.1 Have there been any changes to the funding for this protocol since the most recent ethics approval? is required.

Research Ethics Board Annual Renewal and Study Progress Form -> 2. Conflict of Interest:2.1 New Conflict of Interest - Have there been any changes in the conflict of interest status of the Principal Investigator, Co-investigator, or members of the research team that have not previously been reported to the Research Ethics Board? is required.

Research Ethics Board Annual Renewal and Study Progress Form -> 3. Participants:3.1 What stage of recruitment is your study? is required.

Research Ethics Board Annual Renewal and Study Progress Form -> 3. Participants:3.2 Provide further details around the recruitment of participants for your study, is required.

Research Ethics Board Annual Renewal and Study Progress Form -> 3. Participants:3.3 How many participants have withdrawn consent in the study? is required.

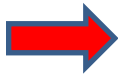
Research Ethics Board Annual Renewal and Study Progress Form -> 4. Study Progress:4.1 Provide a brief summary of the progress of the study, is required.

Research Ethics Board Annual Renewal and Study Progress Form -> 4. Study Progress:4.2 Since the most recent ethics approval, has there been any new information or changes in scientific knowledge that might affect the ethical basis of the research design? is required.

Research Ethics Board Annual Renewal and Study Progress Form -> 4. Study Progress:4.4 Unanticipated Problems - Have there been any unanticipated problems experienced during the course of the research? is required.

Research Ethics Board Annual Renewal and Study Progress Form -> 5. In-Person Research activities with increased risk of communicable diseases:5.1 Since the most recent ethics approval, has there been any new information or changes in the Public Health Officer's ongoing updates and recommendations that impact this study? is required.

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.



Event: Annual Renewal and Study Progress File No: 6009230 - Ref No: 2437  
PI: Wilson Tracy (Office of Research and Innovation)  
Project Title: Testing Romeo

Event Form: Research Ethics Board Annual Renewal and Study Progress Form

Save Close Print Export to Word Export to PDF Submit

Event Info \* Research Ethics Board Annual Renewal and Study Progress Form Attachments Logs Errors

Note(s)

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.

Powered by Process Pathways

Welcome: Shaheen Balogh

Application Ref No: 7941

Application Form: Research Ethics Board New Application Form - Behavioural Research

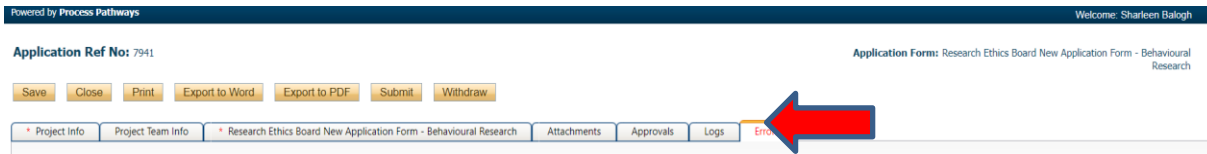
Save Close Print Export to Word Export to PDF Submit

\* Project Info Project Team Info \* Research Ethics Board New Application Form - Behavioural Research Attachments Approvals Logs Errors

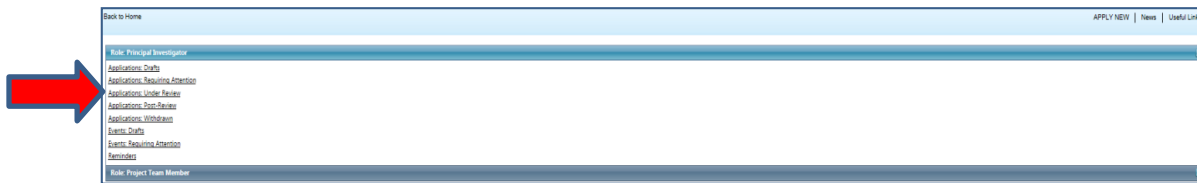


14. At any time, you can view the status of your application either:

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

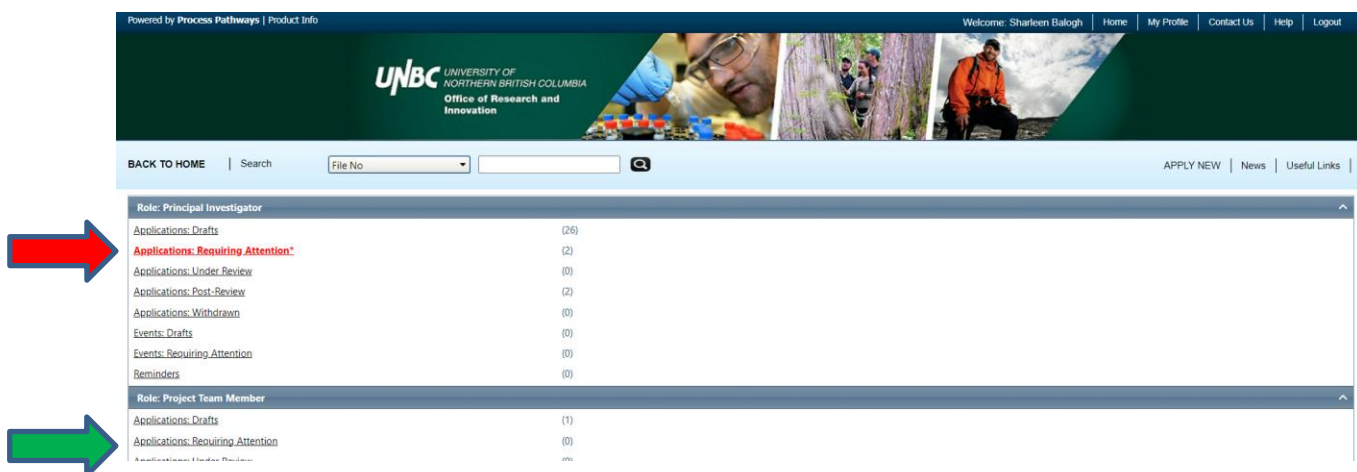


b) from the Home screen, under **"Applications: Under Review"**.

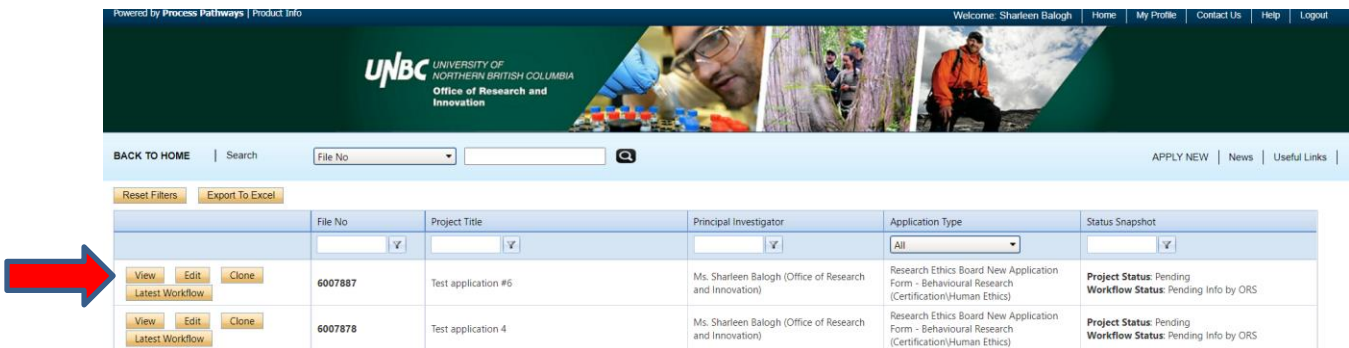


15. After the REB has reviewed your application and made their approval decision, you will receive an email from [do-not-reply-unbc@researchservicesoffice.com](mailto:do-not-reply-unbc@researchservicesoffice.com) indicating whether your application has been approved or if provisos have been issued. If 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.



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).



The screenshot shows the UNBC Office of Research and Innovation application management interface. At the top, there is a navigation bar with links like 'Home', 'My Profile', 'Contact Us', 'Help', and 'Logout'. Below this is a search bar and a table of applications. A red arrow points to the 'Edit' button for the application with File No. 6007887.

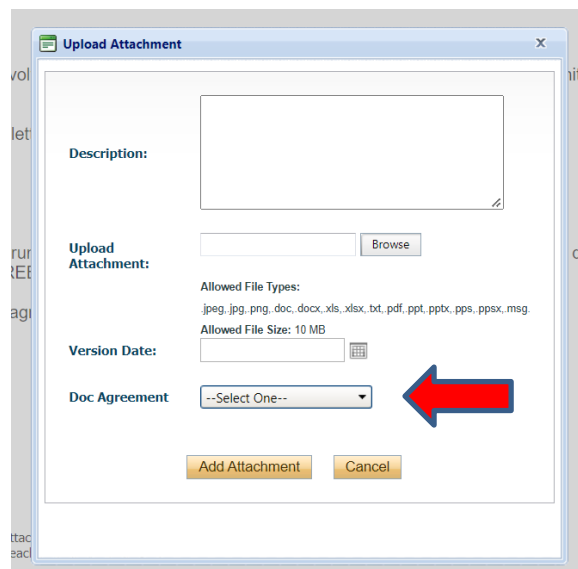
File No	Project Title	Principal Investigator	Application Type	Status Snapshot
6007887	Test application #6	Ms. Sharleen Balogh (Office of Research and Innovation)	Research Ethics Board New Application Form - Behavioural Research (Certification) Human Ethics	Project Status: Pending Workflow Status: Pending Info by ORS
6007878	Test application 4	Ms. Sharleen Balogh (Office of Research and Innovation)	Research Ethics Board New Application Form - Behavioural Research (Certification) Human Ethics	Project Status: Pending 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.

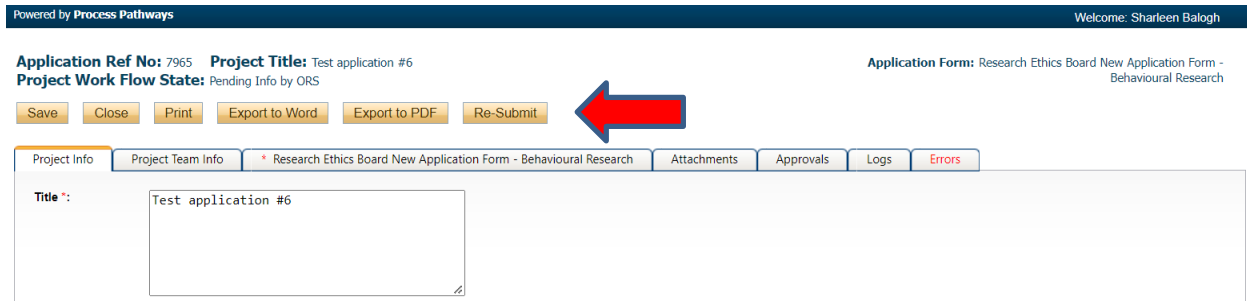
Revised support documentation (i.e., consent forms, recruitment posters, etc.) can be attached to the “Attachments” tab (as in Step 8 above). Please identify any changes to the support documentation by underlining and highlighting new text and striking through removed text from the original submission. 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).



The screenshot shows the 'Upload Attachment' dialog box. It contains fields for 'Description', 'Upload Attachment' (with a 'Browse' button), 'Version Date', and a 'Doc Agreement' dropdown menu. A red arrow points to the 'Doc Agreement' dropdown menu.

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

Application Form: Research Ethics Board New Application Form - Behavioural Research

Save Close Print Export to Word Export to PDF Re-Submit

Project Info Project Team Info \* Research Ethics Board New Application Form - Behavioural Research Attachments Approvals 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.