

Getting started with the Researcher Portal

- Before you can log in and start creating your files, your researcher profile needs to be validated.
- All regular faculty are already entered in the system. Students and external researcher must self-register.
- For all ECUAD users, your username is your ECUAD email, but you must create a password.
- A link to the Researcher Portal and detailed instructions can be found here: <http://www.connect.ecuad.ca/research/ids/faq>
- If you need assistance, please email research@ecuad.ca.

Registration

Once you register, you will receive an email like this:

Dear XXXXX,

Please click on the following link to confirm your registration on Researcher Portal as Investigator:

<https://ecuad.researchservicesoffice.com/ROMEO.Researcher/Researcher/ConfirmRegistration.aspx?id=XXXXX@ecuad.ca> You will be asked to enter a new password.

Your User Name: XXXXX@ecuad.ca

Use the following as your Confirmation Code: **a61e3c8a-fc64-4784-80fb-ce8017b32051**

Creating your password

The screenshot shows a web browser window displaying the ROMEO Researcher Portal. The browser's address bar shows the URL: <https://ecuad.researchservicesoffice.com/ROMEO.Researcher/Researcher/ConfirmRegistration.aspx?id=ethics@ecuad.ca1>. The page header includes the text "Research + Industry Office RESEARCHER PORTAL" and the "emily carr university of art+design" logo. The main content area features a registration form with the following fields and buttons:

- User Name: ethics@ecuad.ca1
- Confirmation code:
- Password:
- Confirm Password:
- Buttons: Cancel, Confirm

The Windows taskbar at the bottom of the screen shows the system tray with the time 9:42 AM and date 8/15/2016.

Signing in the researcher portal

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** ROMEO - Researcher Portal - Mozilla Firefox
- Menu Bar:** File Edit View History Bookmarks Tools Help
- Address Bar:** https://ecuad.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=%2fROMEo.Researcher%2f
- Navigation Bar:** Most Visited Getting Started Latest Headlines SSHRC's Upcoming De... Contact Us
- Header:** Research + Industry Office RESEARCHER PORTAL (left); emily carr university of art + design (right)
- Login Form:**
 - Username:** Input field with a "Login" button and a blue circular icon.
 - Password:** Input field.
 - Buttons:** Login, Register, Reset Password
- Taskbar:** Windows taskbar with Cortana search, task icons, and system tray showing 1:13 PM on 8/17/2016.

Starting a new project file – “APPLY NEW”

The screenshot shows the ROMEO Researcher Portal interface. At the top, there is a navigation bar with the text "Welcome, Jenni-Lynne Cameron" and links for "Home", "My Profile", "Contact Us", "Help", and "Logout". Below this is a banner for the "Research + Industry Office RESEARCHER PORTAL" with the Emily Carr University of Art + Design logo. A red arrow points to the "APPLY NEW" button in the navigation bar, which is also accompanied by "News" and "Useful Links".

The main content area is divided into three sections based on the user's role:

- Role: Principal Investigator**
 - Applications: Drafts
 - Applications: Requiring Attention
 - Applications: Under Review
 - Applications: Post-Review
 - Applications: Withdrawn
 - Events: Drafts
 - Events: Requiring Attention
 - Reminders
- Role: Project Team Member**
 - Applications: Drafts
 - Applications: Requiring Attention
 - Applications: Under Review
 - Applications: Post-Review
 - Applications: Withdrawn
 - Events: Drafts
 - Events: Requiring Attention
 - Reminders
- Roles Reviewer**
 - Applications: Chair*
 - Applications: Reviewer (New)
 - Applications: Reviewer (In Progress)
 - Events: Chair
 - Events: Reviewer (New)
 - Events: Reviewer (In Progress)

The Windows taskbar at the bottom shows the search bar, task icons, and system tray with the time 3:05 PM and date 6/6/2017.

Choose a form

The screenshot shows the ROMEO Researcher Portal in a Mozilla Firefox browser. The page title is "ROMEO - Researcher Portal" and the URL is "https://ecuad.researchservicesoffice.com/Romeo.Researcher/Researcher/HomePage/ApplyNewPage.aspx". The page features a navigation bar with "Welcome, Jenni-Lynne Cameron" and links for "Home", "My Profile", "Contact Us", "Help", and "Logout". Below the navigation bar is a search bar and a "File No." dropdown menu. The main content area is titled "New Application Forms" and is divided into two sections: "Office of Research Ethics" and "Office of Research Services".

Office of Research Ethics

Application Name	Description	Status
Application for Human Research Ethics		Open
Multi-Jurisdictional Application for Human Research Ethics	Use this application form only if your project already has approved certification by an external Research Ethics Board that complies with the TCPS2 (2014)	Open

Office of Research Services

Application Name	Description	Status
Emily Carr University Internal Research Grants Application		Open
Research Protect Infosheet	Please use this form to create a new file for a new research project. Detailed instructions can be found here: http://www.connect.ecuad.ca/sites/www.connect.ecuad.ca/files/pages/2819/ROMEO_researcher_instructions_enter_project_1.pdf	Open

The Windows taskbar at the bottom shows the system tray with the time 9:12 AM and date 8/24/2017.

Complete the application

- Enter the information needed in each tab
- Save every time you finish one tab
- Always save and log out after you are finished. Your application will be saved as a draft and you can continue doing edits or filling other tabs at a later time
- The system has in-built security measures and will log you out after a certain time of inactivity. If you have not saved your application, your edits will not be saved.

Research Project Information Form

The screenshot shows a web browser window with the URL <https://ecuad.researchservicesoffice.com/Romeo.Researcher/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?ApplicationFormID=4&FormType=0&State=1&FileNo=-1&ReturnA>. The page title is "ROMEO - Researcher Portal".

Application Ref No: 1017 **Application Form:** Research Project Infosheet

Buttons: Save, Close, Print, Export to Word, Export to PDF, Submit

Tabs: Project Info (selected), Project Team Info, Project Sponsor Info, Research Project Infosheet, Attachments, Approvals, Logs, Errors

Title:

Start Date:

End Date:

Keywords:

Related Certifications

- Click Search to attach an existing certification
- Click Add New to attach a certification not yet submitted to a review committee

Certification Category	File No	Status	Renewal Date	Notes
No records to display.				

Submitting the application

- Only the PI (your supervisor) can submit the application.
- Once you have completed your application. Save the file, close it and log out.
- Email your supervisor requesting a review of the application.
- Your supervisor might ask you to do revisions. You will be able to work on the file and edit as often as needed.
- Once the application is complete your supervisor can submit

The Principal Investigator must be the Supervisor

The screenshot shows a web browser window displaying the ROMEO - Researcher Portal. The page title is "Application Form: Application for Human Research Ethics - REVISED 2017". The user is logged in as "Welcome, Jerrri-Lynne Cameron". The application reference number is 1375. The page has several tabs: "Project Info", "Project Team Info", "Application for Human Research Ethics - REVISED 2017", "Attachments", "Approvals", "Logs", and "Errors". The "Principal Investigator" section is active, and a red arrow points to the "Change PI" button. The form fields are as follows:

Change PI	Refresh	
PI:	Last Name: Cameron	First Name: Jerrri-Lynne
Other Research Centres:	Other Research Centres	
Role:	Emily Carr University of A	
Institution:	Emily Carr University of A	
Phone1:	Phone2:	
Email: jrcameron@ecuad.ca	Fax:	
Primary Address: Emily Carr University of Art + Design 520 E 1st Avenue Vancouver, BC, V5T 0H2	Alternate Address:	
Preferred Address: <input checked="" type="radio"/> Primary Address <input type="radio"/> Alternate Address	Country: Canada	
Comments:		

Changing the PI

The screenshot displays a web browser window with the URL <https://ecuad.researchservicesoffice.com/Romeo.Researcher/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?Reload=True>. The page title is "Investigator List".

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.

Search options: Start With Any part

Search fields: Last Name: [] First Name: []

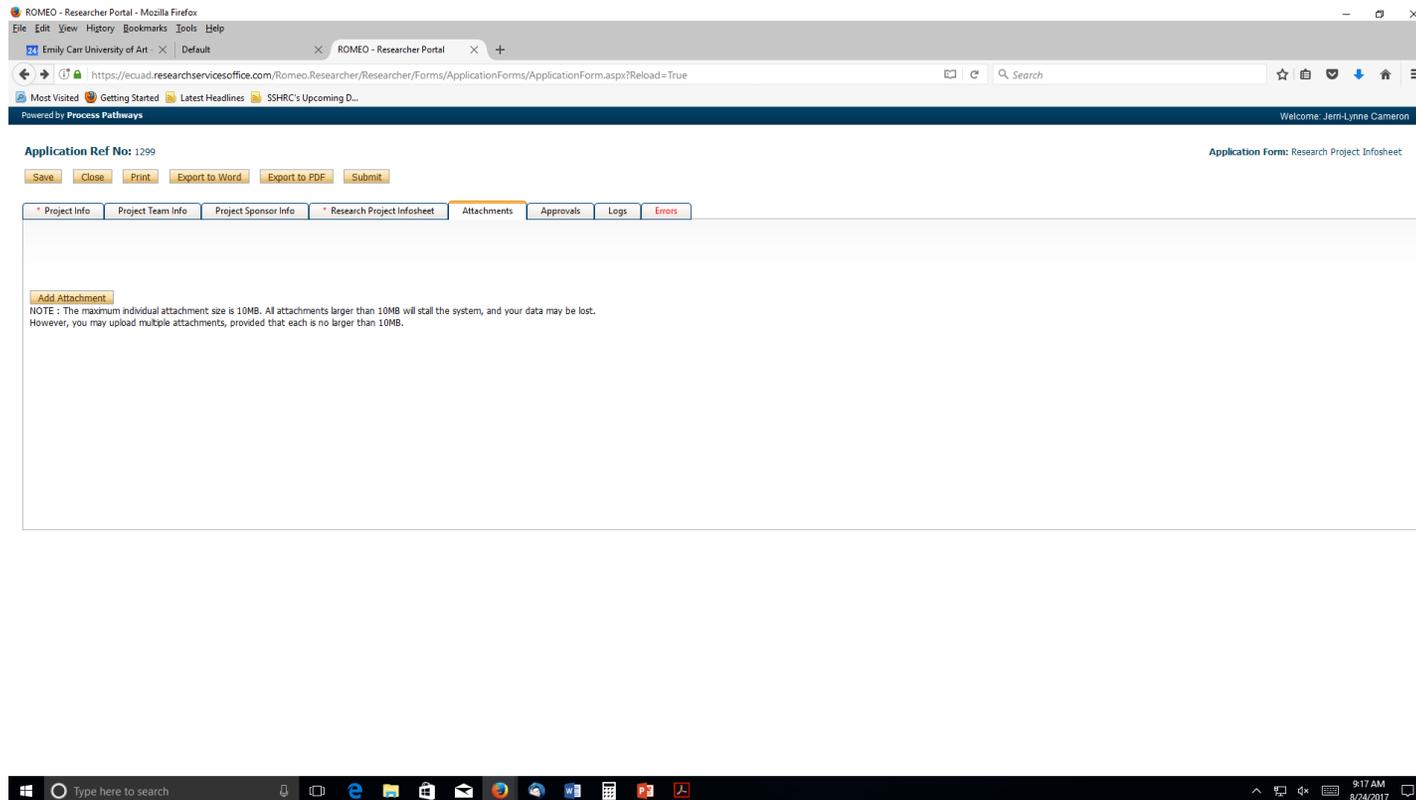
Buttons: Search, Reset

Options	Last Name	First Name	Primary Affiliation
<input type="button" value="Select"/>	Abbott	Amory	Audain Faculty of Art
<input type="button" value="Select"/>	Achjadi	Diyan	Faculty of Culture + Community
<input type="button" value="Select"/>	Alarcon	Alejandro	Faculty of Graduate Studies
<input type="button" value="Select"/>	Albutt	Roxanne	Faculty of Graduate Studies
<input type="button" value="Select"/>	Andersson	Patrik	Audain Faculty of Art
<input type="button" value="Select"/>	Andreyev	Julie	Faculty of Design - Dynamic Media

Page size: 6 | 175 items in 30 pages

Buttons: Close

Attach documents



After project submission

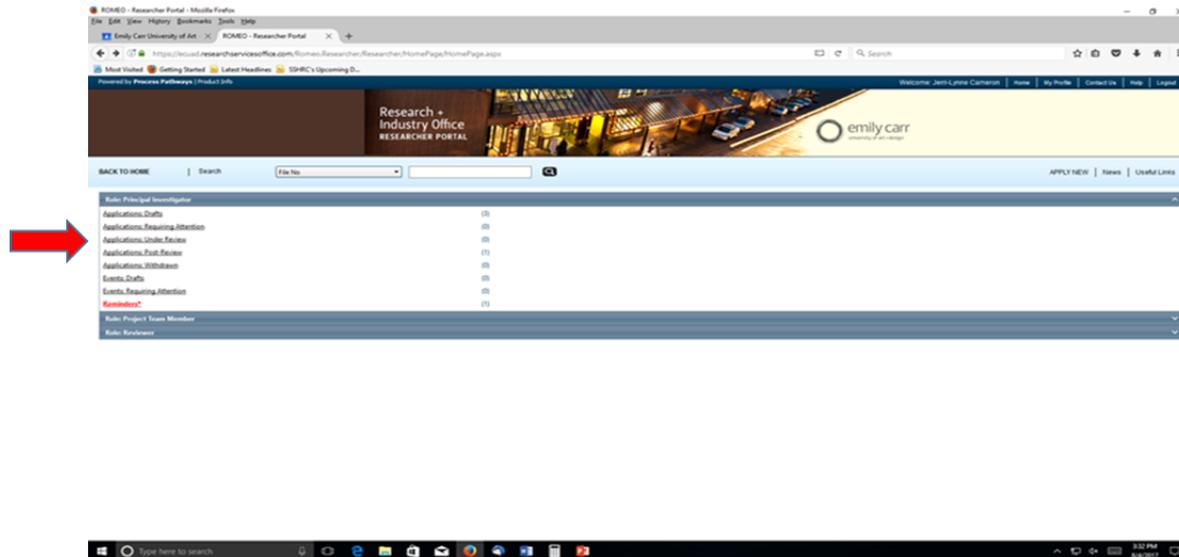
- Once a project is submitted, the Research Ethics Coordinator receives the project and reviews it for readiness.
- The coordinator may request further clarification or addition of missing documents by email. The email will explain how to make changes using Romeo.
- The application will then be reviewed by members of the ECU-REB.
- Applicants may be asked to make further revisions or it will be approved.
- Eventually an approval certificate will be attached to the Romeo file and to the email that communicates the approval.

After project approval

- A project will be active in ROMEEO for the term originally approved or a year, whichever comes first.
- After a project is approved modification requests, final reports, requests for renewal, or reports of adverse incidents can be added as 'Events' using the appropriate Event Form.

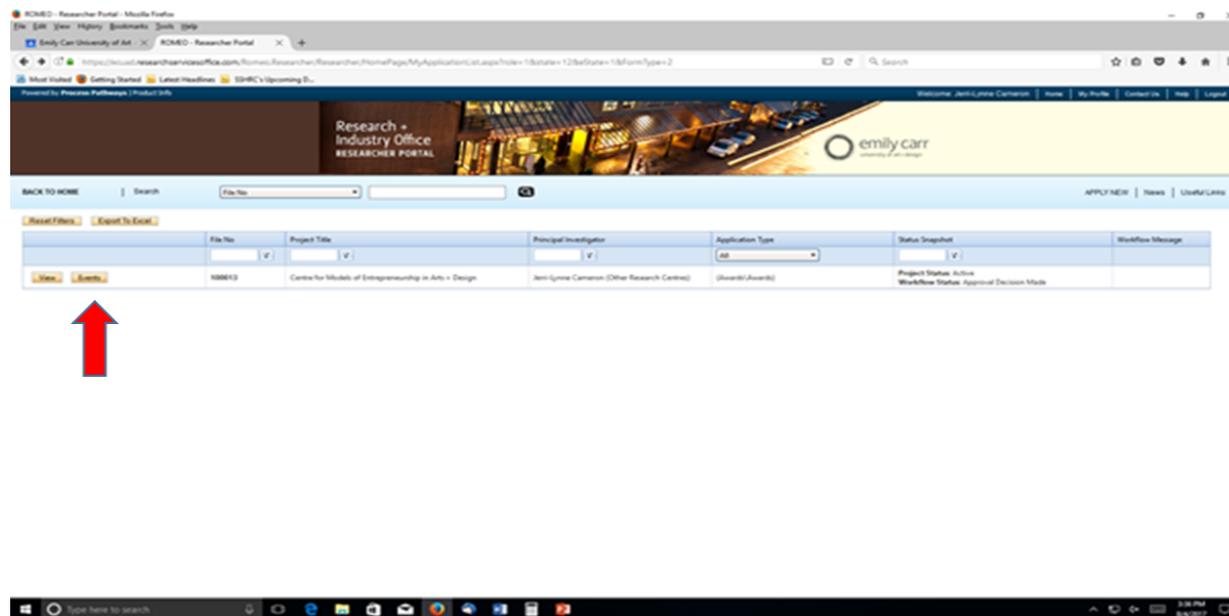
Submitting an Event Form

- Log in to the Researcher Portal and find the file for which you need to submit extra documentation.
- The file will be under “Applications Post-Review”



Submitting an Event Form

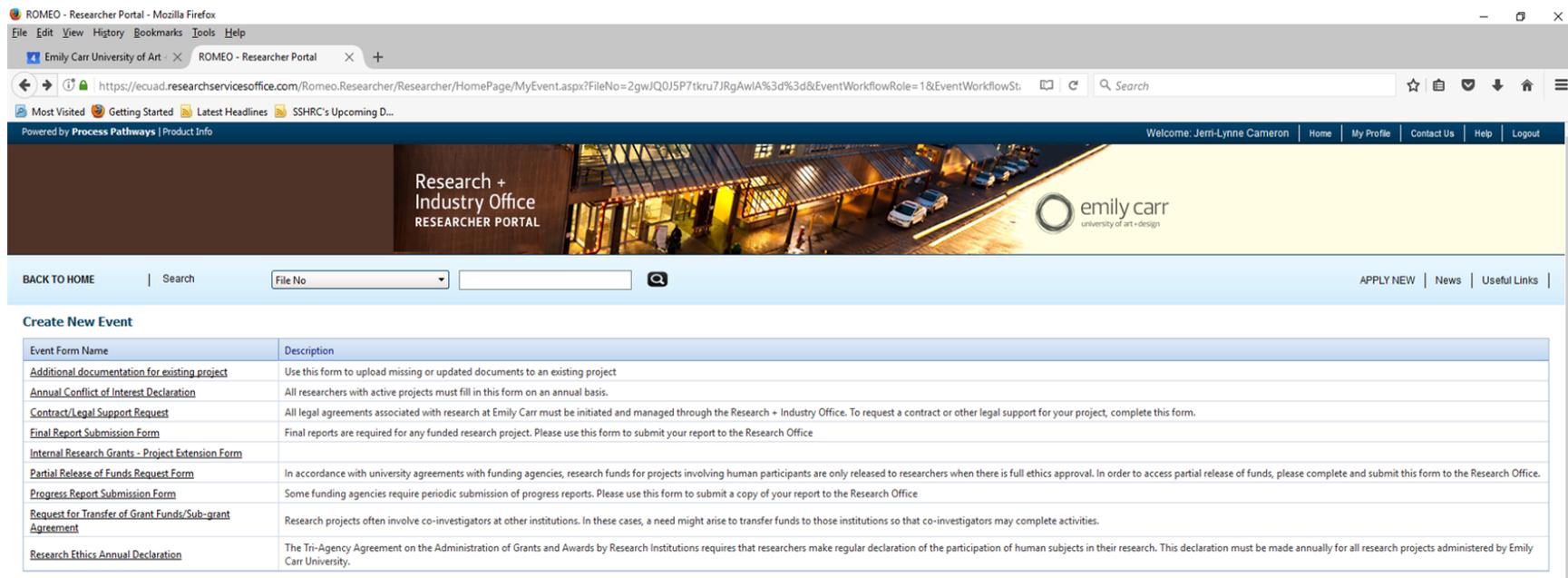
- Click on the file you want to open and then click on the Events button next to the file you would like to submit an Event form



The screenshot displays the Research + Industry Office Researcher Portal. The page features a header with the university logo and a navigation bar. Below the header is a search bar and a table of applications. A red arrow points to the 'Events' button in the first row of the table.

File No	Project Title	Principal Investigator	Application Type	Status Dropdown	Workflow Message
18853	Centre for Models of Entrepreneurship in Arts + Design	Jean-Louis Comeron (Other Research Centre)	(Award)(Award)	Project Status: Active Workflow Status: Approval Decision Made	

Submitting an Event Form



The screenshot shows a web browser window displaying the ROMEO - Researcher Portal. The page title is "ROMEO - Researcher Portal - Mozilla Firefox". The address bar shows the URL: <https://ecuaad.researchservicesoffice.com/Romeo.Researcher/Researcher/HomePage/MyEvent.aspx?FileNo=2gwJQ0J5P7tkru7JRgAwIA%3d%3d&EventWorkflowRole=1&EventWorkflowSt>. The page header includes "Welcome: Jerri-Lynne Cameron" and navigation links for Home, My Profile, Contact Us, Help, and Logout. The main content area features a banner for the "Research + Industry Office RESEARCHER PORTAL" and the Emily Carr University of Art + Design logo. Below the banner is a search bar with a "File No" dropdown menu and a search button. The "Create New Event" section contains a table with the following data:

Event Form Name	Description
Additional documentation for existing project	Use this form to upload missing or updated documents to an existing project
Annual Conflict of Interest Declaration	All researchers with active projects must fill in this form on an annual basis.
Contract/Legal Support Request	All legal agreements associated with research at Emily Carr must be initiated and managed through the Research + Industry Office. To request a contract or other legal support for your project, complete this form.
Final Report Submission Form	Final reports are required for any funded research project. Please use this form to submit your report to the Research Office
Internal Research Grants - Project Extension Form	
Partial Release of Funds Request Form	In accordance with university agreements with funding agencies, research funds for projects involving human participants are only released to researchers when there is full ethics approval. In order to access partial release of funds, please complete and submit this form to the Research Office.
Progress Report Submission Form	Some funding agencies require periodic submission of progress reports. Please use this form to submit a copy of your report to the Research Office
Request for Transfer of Grant Funds/Sub-grant Agreement	Research projects often involve co-investigators at other institutions. In these cases, a need might arise to transfer funds to those institutions so that co-investigators may complete activities.
Research Ethics Annual Declaration	The Tri-Agency Agreement on the Administration of Grants and Awards by Research Institutions requires that researchers make regular declaration of the participation of human subjects in their research. This declaration must be made annually for all research projects administered by Emily Carr University.

Submitting an Event Form

- Choose a form from the list provided as per your needs.
- Fill it in, save it and hit 'submit' when complete. Please make sure that your supervisor has reviewed any documentation that you are submitting.
- A new window opens with a box for comments. Add any comments relating to your submission and hit 'submit' again. If you don't follow this last step your Event Form will be saved as a draft but not submitted.