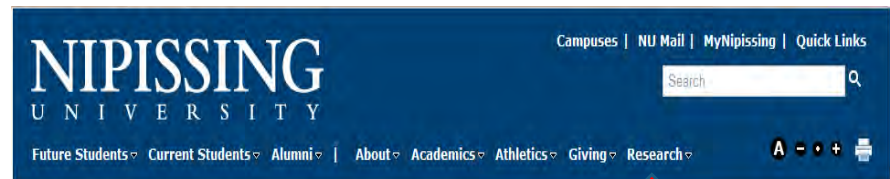


# Nipissing's ROMEO e-System Internal Research Funding (IRF)

## Internal Research Grant Application Form (IRG)

# To Access the online form:


- \* Open Nipissing University's home page
- \* Click on the Research Tab
- \* Click the ROMEO logo



- \* You will be directed to the ROMEO Research Portal Log in page

**NIPISSING**  
UNIVERSITY  
RESEARCH SERVICES



Login 

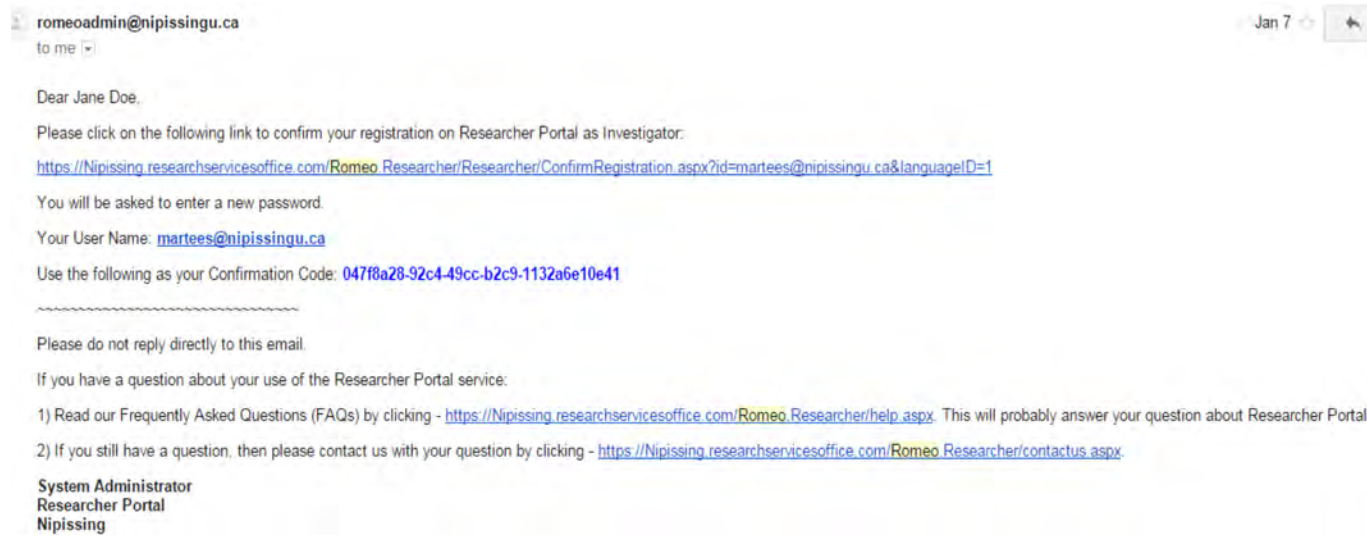
**Username**

**Password**

- Enter your user name (e-mail address) and password, click Login to log into the Researcher's Portal

# General Information

- \* Nipissing students and external users, trying to log in for the first time, will need to complete the **Self Registration Form** before they can access the Researcher's Portal. Click Register from the Login page and complete the information required and submit. You will receive an e-mail from romeoadmin@nipissingu.ca to complete the registration process.



# Researcher's Home Page

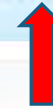
You are now in the Researcher's Home Page!

To access new application forms, click on "APPLY NEW"

RESEARCH SERVICES



[APPLY NEW](#) | [News](#) | [Useful Links](#) | [Settings](#)



## Role : Principal Investigator

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

## Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

## Role: Department Signing Authority

Applications (New - for Review)	(0)
Applications (Pending Requested Information)	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	

- Select INTERNAL RESEARCH GRANT APPLICATION

ROMEo - Researcher Portal - Google Chrome  
 https://nipissing.researchservicesoffice.com/Romeo.Researcher/Researcher/HomePage/ApplyNewPage.aspx

Powered by Process Pathways

Welcome: Jane Doe | Home | My Profile | Contact Us | Help | Logout

**NIPISSING UNIVERSITY RESEARCH SERVICES**

APPLY NEW | News | Useful Links | Settings

**New Application Forms**

**Full Certifications/View Awards**

Application Name	Description	Status
PROTOCOL FOR RESEARCH INVOLVING HUMAN PARTICIPANTS	Complete this form for all research involving human participants.	Open
PROTOCOL FOR TEXTUAL ANALYSIS, SELF-STUDY, ARTS-BASED OR ARTS INFORMED RESEARCH	Complete this form if your research includes textual analysis, self-study, arts-based or arts informed	Open
ANIMAL UTILIZATION PROTOCOL - RESEARCH		Open
ANIMAL UTILIZATION PROTOCOL - TEACHING		Open
PROTOCOL FOR RESEARCH BASED ON SECONDARY USE OF DATA	Complete this form for all research involving the use of secondary data.	Open
ANIMAL UTILIZATION PROTOCOL - FIELD STUDIES APPENDIX		Open
RESEARCH ETHICS BOARDS COURSE BASED RESEARCH	This application is to be completed for faculty who are teaching students about research using class projects. Course based research may include having students conduct interviews or observations, distribute questionnaires, etc. outside the class to hone their interviewing or questionnaire design skills. Also to conduct mini research projects where students pose questions, collect data from human participants, and analyze the data for presentation.	Open

**Full Awards/View Certificates**

Application Name	Description	Status
PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL	This form must be completed prior to all faculty and/or research travel	Open

**Office of Research Services**

Application Name	Description	Status
INTERNAL RESEARCH GRANT APPLICATION	The February Internal Research Grant (IRG) is established by Nipissing University under the mandate of the Vice-President Academic & Research to provide research support to faculty who do not currently hold federal research council funding. The IRG is intended to assist faculty members in the development of research programs that would lead to externally funded projects. The IRG enables extra funding for research undertakings that are considered to be significant and meritorious. The Internal Research Grant is not a substitute for external funding resources and faculty members are expected to make every effort to obtain support from external funding sources for their research projects. The IRG is administered by Research Services after discretionary approval by the Nipissing University Research Council.	Open
START-UP RESEARCH GRANT APPLICATION	The Start-up Research Grant (SURG) for new faculty is established and supported by Nipissing University under the mandate of the Vice-President Academic & Research. The SURG is intended to assist newly hired faculty in the development of a research program that would lead to externally funded projects. The SURG seeks to help new faculty members to start their own research program. The Start-up Research Grant is not a substitute for external funding resources and faculty members are expected to make every effort to obtain support from external granting agencies for their research projects. The SURG (\$5,000.) is administered by Research Services after approval by the appropriate Dean.	Open
RESEARCH OUTCOMES GRANT APPLICATION	The Research Outcomes Grant is established under the mandate of the Vice-President Academic & Research to provide a one time target research support to faculty who do not currently hold research funding. The Research Outcomes Grant is intended to facilitate the production, not the dissemination, of research results and contributions. The ROG enables extra funding for research undertakings that do not require significant or lasting support. As for all internal grants the ROG is not a substitute for external funding resources and faculty members are expected to make every effort to obtain support from external granting agencies for their research projects and programs. The ROG award (up to \$1,000) is administered by the Office of Research Services.	Open

# Tab #1 - Project Info Tab

- Enter the title of the research project.
- Enter the start and end dates of the research project.
- Enter keywords (optional) which describe your project. Keywords can be selected from the drop down menu or typed directly into the text box.
- At the bottom, click on ADD NEW for Certification Programs applicable to your research.

Application Ref No: 1335 Project Title: The Pros and Cons of Labeling  
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info | Project Team Info | Project Sponsor Info | \* INTERNAL RESEARCH GRANT APPLICATION | Attachments | Approvals | Logs | Errors

Title: The Pros and Cons of Labeling

Start Date: 2015/06/01

End Date: 2017/05/31

Keywords:  Add

Education, Emotional Health, Analytical Psychology, Applied Psychology, Applied Sociology, Behaviour, Children, Culture, Family, Food Allergies, Genetics, Growth, Human Rights, Neuroscience, Neuropsychology Clear all

**Related Certifications**

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

Add New Search

		Certification Category	File No	Status	Renewal Date
Edit	Delete	Animal Care		Pending	
Edit	Delete	Human Ethics		Pending	
Edit	Delete	Biohazard		Pending	

# Tab #2 - Project Team Info

Part of the Project Team Info tab is automatically filled out with your info.  
Please complete all other information and add Team Member info by clicking on the ADD NEW button at the bottom

Application Ref No: 1335 Project Title: The Pros and Cons of Labeling  
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info Project Sponsor Info INTERNAL RESEARCH GRANT APPLICATION Attachments Approvals Logs Errors

## Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. Other Project Team Info section below.

Change PI Refresh

Prefix: Mrs. Last Name\*: Ross First Name\*: Test

Affiliation\*: Faculty of Arts & Science

Rank: Masters of Education

Gender: Female

Institution: Nipissing University

Phone1: 705-474-3461 4558

Email\*: research@nipissingu.ca

Primary Address: Nipissing University  
100 College Drive  
P.O. Box 5002  
North Bay, ON P1B 8L7

Phone2:

Fax:

Alternate Address:

Preferred Address:  Primary Address  Alternate Address

Country: Canada

Comments:

## Other Project Member Info:

Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

Add New

Last Name

First Name

Role In Project

No records to display.



# Tab #3 – Project Sponsor Info Overview

- \* This is required to indicate the source(s) of funds available / used for the research.
- \* 1. Click “Add New”
- \* 2. Click “Agency”
- \* 3. Select the Sponsor by typing the name/abbreviation and clicking on “Search”  
OR selecting from the list below

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info **Project Sponsor Info** PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL Attachments Approvals Logs Errors

Click 'Add New' to add funding details for this project

**1**

Add New

Investigator	Agency	Program	Currency	Requested Amount
No records to display.				

Agency List

Close

Start With  Any part

Agency Name: Nipissing University

Abbreviation:

Search Reset

**3**

Sponsor Info.

Agency: Agency **2**

Program:

Start Date:

End Date:

Competition Date:

Currency Type: CND

Fiscal Year:

Agency Reference No:

Investigator: Mr. Test St Georges (Principal Investigator)

Comments:

# Tab #3 – Project Sponsor Agency Info

\* Click on the “Program” down arrow and select the correct program for use of funds.

Project Sponsor Edit

Save Close

## Sponsor Info.

Agency:	Nipissing University	Agency		
Program:	University Internal Grant		Fiscal Year:	2016
Start Date:	0			
End Date:	Matching Support			
Competition Date:	Professional Expense Reimbursement		Agency Reference No:	
Currency Type:	Startup Research Grant		Investigator:	Mrs. Test Ross (Principal Investigator)
	University Internal Grant			
	University Support			
Comments:				

Click 'Add New' to add funding disbursement(s).

Add New	Fiscal Year	Start Date	End Date	Requested Cash	Requested In-Kind	Awarded Cash
No records to display.						

Save Close

\* Select University Internal Grant

# Tab #3 – Project Sponsor Funding Info

- \* Click on “Add New” to add funding disbursements. This is used to indicate the amount of funds requested.

Project Sponsor Edit

Save Close

Sponsor Info.

Agency: Social Sciences and Humanities Research Council Agency

Program: Insight Development G Fiscal Year: 2015

Start Date: 2014/06/01

End Date: 2016/05/31

Competition Date: 2014/02/03 Agency Reference No: 2014-005

Currency Type: CND Investigator: Mrs. Test Ross (Principal Investigator)

Comments:

Click 'Add New' to add funding disbursement(s).

Add New

	Fiscal Year	Start Date	End Date	Requested Cash	Requested In-Kind	Awarded Cash
No records to display.						

Save Close

# Tab #3 – Project Sponsor Info

- \* Enter the start and end dates for the Research project. The fiscal year will fill in automatically.
- \* Enter the requested amount in the “Requested Cash” field.
- \* Click Save

The screenshot shows a software window titled "Funding Disbursement Info." with a standard Windows-style title bar. At the top left of the window are "Save" and "Close" buttons. Below the title bar, the form is titled "Funding Disbursement Info." and contains the following fields:

- Fiscal Year:** A text box containing "2016".
- Start Date:** A date picker showing "2015/05/24".
- End Date:** A date picker showing "2015/05/27".
- Requested Cash:** A text box containing "2000.00".
- Requested In-Kind:** An empty text box.
- Requested Overhead:** An empty text box.
- Awarded Cash:** An empty text box.
- Awarded In-Kind:** An empty text box.
- Awarded Overhead:** An empty text box.
- Final Cash:** An empty text box.
- Final In-Kind:** An empty text box.
- Final Overhead:** An empty text box.
- Comments:** A large empty text area.

At the bottom left of the window, there are "Save" and "Close" buttons. A red arrow points to the "Save" button.

# Tab #3 – Project Sponsor Info

- \* You can return to the main page for the Project Sponsor Tab. Here you can add another sponsor by following the same steps or you can edit the information.
- \* Save the Tab

Powered by Process Pathways

Application Ref No: 1335 Project Title: The Pros and Cons of Labeling

Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info **Project Sponsor Info** \* INTERNAL RESEARCH GRANT APPLICATION Attachments Approvals Logs Errors

Click 'Add New' to add funding details for this project

 Add New

	Investigator	Agency	Program
 	Mrs. Test Ross (Principal Investigator)	Social Sciences and Humanities Research Council	Aid to Scholarly Journals
 	Mrs. Test Ross (Principal Investigator)	Natural Sciences & Engineering Research Council	Discovery Grant
 	Mrs. Test Ross (Principal Investigator)	Nipissing University	University Internal Grant

# Tab #4

## Internal Research Grant Application Form

\* **IMPORTANT:** Please note that all fields preceded by \* are required. Failing to complete these fields will prevent the user from submitting the form.

Application Ref No: 1350

Save Close Print Export to Word Export to PDF Submit



\* Project Info Project Team Info Project Sponsor Info \* INTERNAL RESEARCH GRANT APPLICATION Attachments Approvals Logs Errors

\* Proposal Maximum of three pages \* Budget Costs and Justification \* Past Internal Research Funding (IRF) Report

Maximum 3 pages. Briefly describe your research project under the following sections background, objectives, methodology, dissemination of results, and within your research project proposal which are not supported by the electronic form, please attach a PDF of your Proposal to the Internal Research Grant Guidelines, Travel Expense Guidelines and the RA Wage Grades located on the Research Services Web Page and in the Useful Links Tab before completing!

  1.1) \* Background (Briefly describe previous and ongoing research, how this project fits into your program of research, and the importance/significance of this research)

# Tab #5

## Internal Research Grant Attachments Window

- \* All Internal Research Grant Applications **must** include the applicant's Common CV or Tri-Council CV.
- \* Click "Add Attachment"

Application Ref No: 1335 Project Title: The Pros and Cons of Labeling  
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit


Project Info Project Team Info Project Sponsor Info **INTERNAL RESEARCH GRANT APPLICATION** Attachments Approvals Logs Errors

If there are formulas or symbols within your research project proposal which are not supported by the electronic form, please attach a PDF of your Proposal to the Internal Research Grant Application Form.

Please read the IRG Guidelines, the RA Wage Grades, and the Travel Expense Guidelines attached in the section below before you fill in the application form.

If you have any questions on the attached information, please contact:  
Janet Ross,  
Grant Coordinator  
janetr@nipissingu.ca  
(705) 474-3450, Extension 4558

IRG\_Guidelines.pdf  
RA Wage Grades.pdf  
Travel Expense Costs.pdf

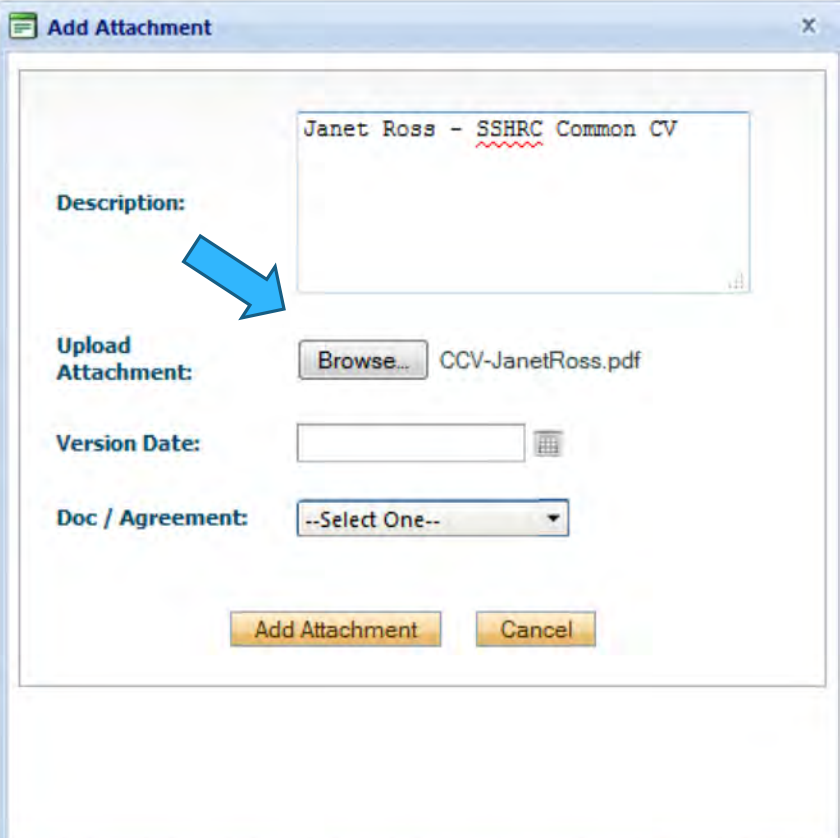
 Add Attachment

NOTE : The maximum individual attachment size is 5MB. All attachments larger than 5MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 5MB.

# Tab #5

## Internal Research Grant Attachments

- \* Users may upload multiple attachments, provided that each is no larger than 5MB. Attachments may be word files, spreadsheets, jpeg files, pdf's, etc.
- \* Enter a description (title of the attachment) and “Browse” to add the attachment.
- \* Enter the “Version Date”
- \* Select the Doc/Agreement type – leave blank If no matches are found.
- \* When done, Click “Add Attachment”



The screenshot shows a dialog box titled "Add Attachment". It contains the following fields and controls:

- Description:** A text area containing "Janet Ross - SSHRC Common CV". A blue arrow points to this field.
- Upload Attachment:** A "Browse..." button followed by the filename "CCV-JanetRoss.pdf".
- Version Date:** An empty text box with a calendar icon to its right.
- Doc / Agreement:** A dropdown menu currently showing "--Select One--".
- Buttons:** "Add Attachment" and "Cancel" buttons at the bottom.



# Errors Tab

- \* The Errors tab will appear if a required field was not completed.
- \* Click on the Errors tab and it will display where the errors are.

Application Ref No: 1335 Project Title: The Pros and Cons of Labeling  
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info Project Sponsor Info \* INTERNAL RESEARCH GRANT APPLICATION Attachments Approvals Logs Errors

**INTERNAL RESEARCH GRANT APPLICATION** -> Guidelines, Wage Grades, Travel Expense Guidelines Attached: 1.1 IRG Guidelines is required.

**INTERNAL RESEARCH GRANT APPLICATION** -> Guidelines, Wage Grades, Travel Expense Guidelines Attached: 1.2 RA Wage Grades is required.

**INTERNAL RESEARCH GRANT APPLICATION** -> Guidelines, Wage Grades, Travel Expense Guidelines Attached: 1.3 Travel Expense Guidelines is required.

**INTERNAL RESEARCH GRANT APPLICATION** -> Proposal:2.1 Background is required.

**INTERNAL RESEARCH GRANT APPLICATION** -> Proposal:2.2 Objectives is required.

- \* Go to the tab where the error(s) are, fixed the errors and save the tab once again and the Errors tab will disappear.

# Logs Tab – Workflow Logs & Project Logs

- \* The Logs tab is a useful tool that allows the applicant, reviewer(s) and the Administrator to track the history of the application and communicate with one another. Text in blue font represents most recent updates
- \* The “Workflow Logs” tracks and time stamps approval and messages
- \* The “Project Logs” tracks and time stamps every action taken on the application.

Application Ref No: 1335    Project Title: The Pros and Cons of Labeling    Application Form: INTERNAL RESEARCH GRANT APPLICATION

Project Work Flow State: Pre Submission

Save    Close    Print    Export to Word    Export to PDF    Submit

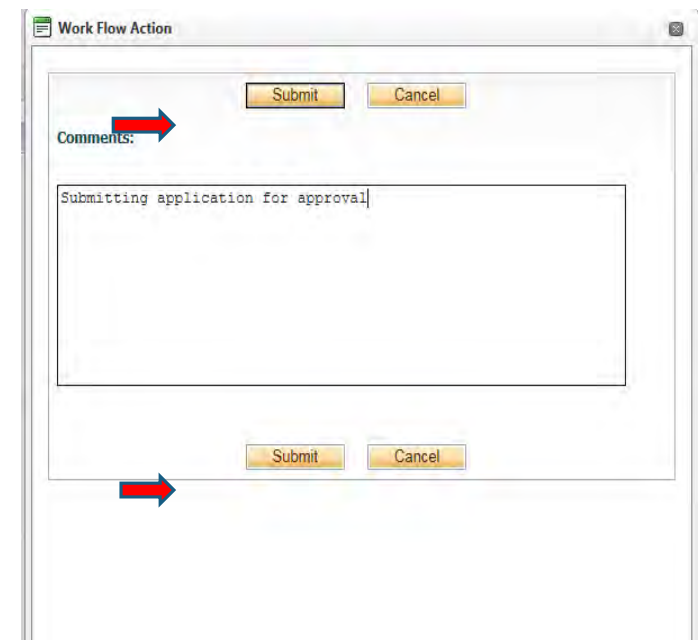
Project Info    Project Team Info    Project Sponsor Info    \* INTERNAL RESEARCH GRANT APPLICATION    Attachments    Approvals    Logs    Errors

Workflow Log     Project Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
No records to display.					

# Submitting the Application

- \* Once you have completed the application, you are ready to submit.
- \* Start by clicking the “Submit” button at the top of the screen to open the “Work Flow Action” screen
- \* Enter a comment in the textbox provided. Comment can be a simple sentence (i.e. Submitting application for review).
- \* Click on one of the two “Submit” buttons
- \* Your application will be submitted for review



Work Flow Action

Submit Cancel

Comments: →

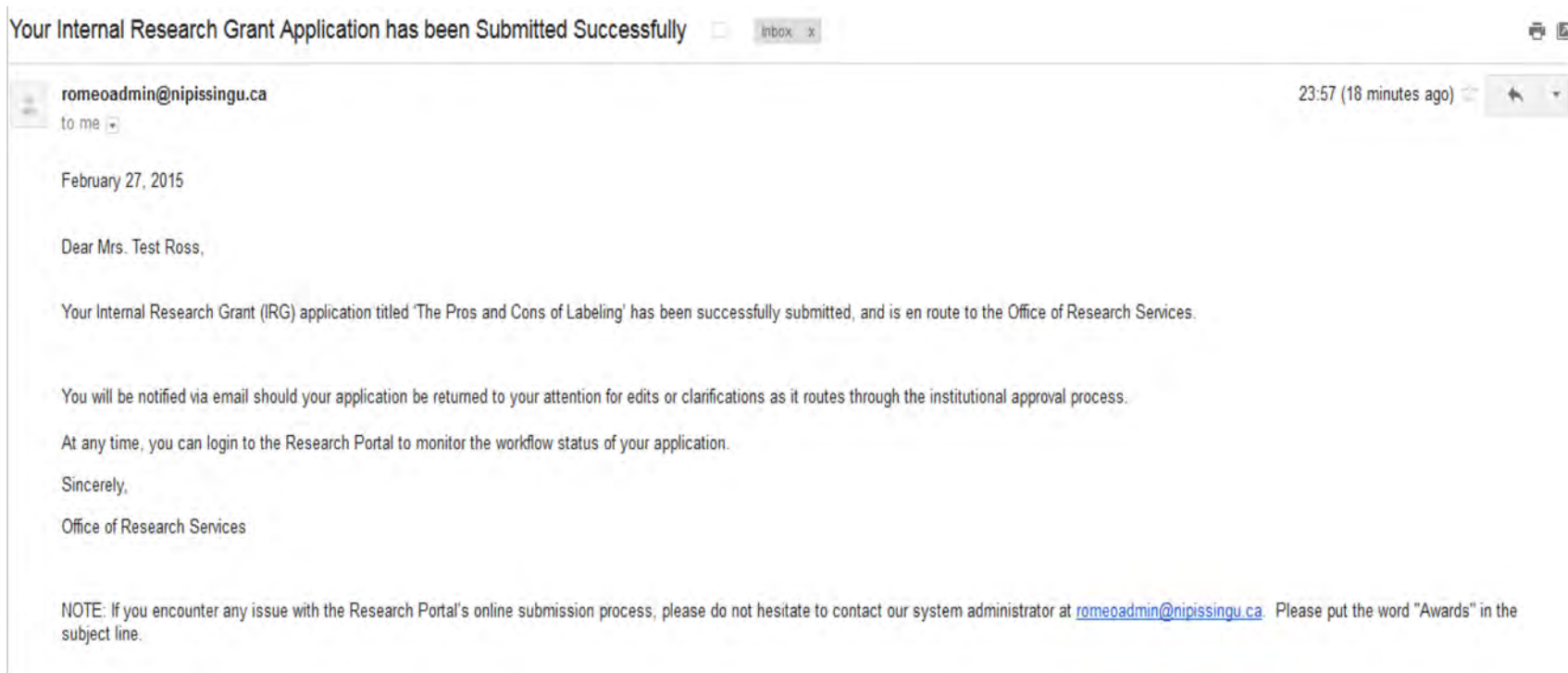
Submitting application for approval

Submit Cancel

→

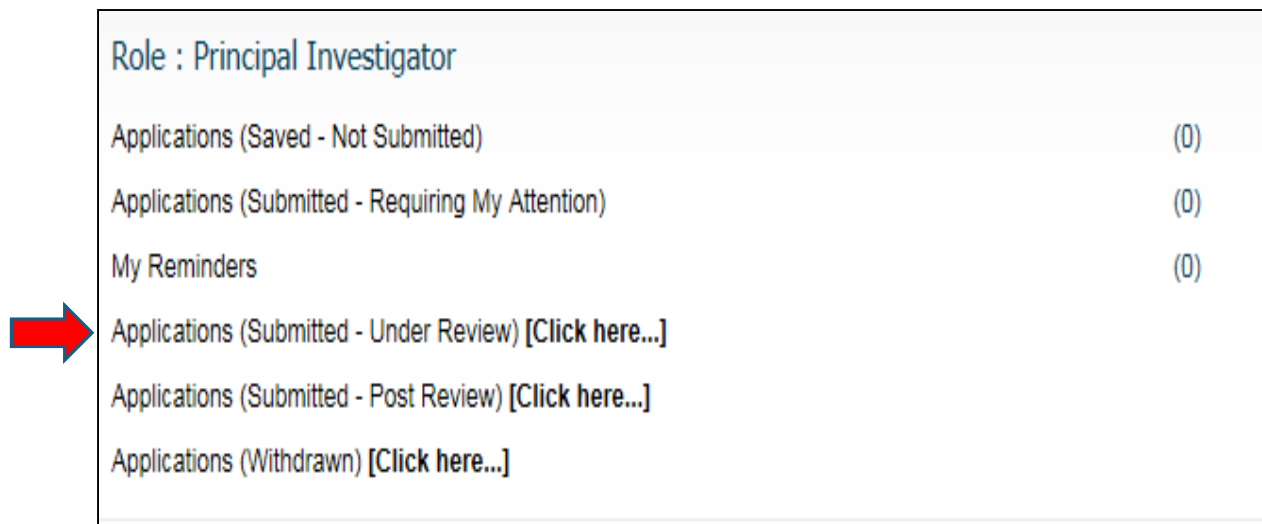
# Submitting the Application

- \* You will receive an email from [romeoadmin@nipissingu.ca](mailto:romeoadmin@nipissingu.ca) to advise you that your application/request was submitted successfully



# Applications Under Review

- \* Once you have submitted the application for review, you will be **unable** to make any changes to the application. However, it is still available for viewing under “Applications (Submitted – Under Review)”
- \* By clicking on the “Applications – Under Review”, Click “View” you will be brought to the application.



Role : Principal Investigator	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
 Applications (Submitted - Under Review) [Click here...]	
Applications (Submitted - Post Review) [Click here...]	
Applications (Withdrawn) [Click here...]	

# Applications Under Review

- \* Click on the “View” tab and it will take you to a Reader only version of your application.

Reset Filters   Export To Excel

File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	All ▼	<input type="text"/> ▼	
<a href="#">View</a> <a href="#">Clone</a> 100482	The Pros and Cons of Labeling	Mrs. Test Ross (Faculty of Arts & Science)	INTERNAL RESEARCH GRANT APPLICATION (Awards\Awards)	Project Status: Pending Workflow Status: ORS Review	I am submitting this IRG application for review a... <a href="#">[See more, inside under Logs section]</a>

# Applications Under Review

- \* Click the “Logs” tab in your application and the text in “blue” shows where the application is within the workflow.

File No: 100482 Project Title: The Pros and Cons of Labeling Project Work Flow State: ORS Review

Application Form: INTERNAL RESEARCH GRANT APPLICATION

Close Print Export to Word Export to PDF

NOTE: You are in view only mode, and changes cannot be saved.

Project Info	Project Team Info	Project Sponsor Info	INTERNAL RESEARCH GRANT APPLICATION	Attachments	Approvals	Logs
<input checked="" type="radio"/> Workflow Log <input type="radio"/> Project Log						
Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group	
27/02/2015 20:57	New File Submitted By Researcher Project Work Flow State has been changed from <b>Pre Submission</b> to <b>ORS Review</b>	<b>Pre Submission -&gt; ORS Review</b>	I am submitting this IRG application for review and approval. [Action: Submit]	Test Ross (jan_su)	Principal Investigator	

# Applications Requiring Revisions

- \* If the reviewer(s) require any revisions, the application will be pushed back to the applicant. At this stage, you will be able to edit the application by clicking on this link: “Applications (Submitted – Requiring my Attention)”.



Role : Principal Investigator	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) [Click here...]	
Applications (Submitted - Post Review) [Click here...]	
Applications (Withdrawn) [Click here...]	



# Approved Applications

- \* Once the application has been approved, the P.I. will receive an email. The application can no longer be modified but is available for viewing under “Applications (Submitted – Post Review)”.

Role : Principal Investigator

Applications (Saved - Not Submitted) (0)

Applications (Submitted - Requiring My Attention) (0)

My Reminders (0)

Applications (Submitted - Under Review) [\[Click here...\]](#)



Applications (Submitted - Post Review) [\[Click here...\]](#)

Applications (Withdrawn) [\[Click here...\]](#)

# Need Assistance/have a question

- \* Should you require any assistance or have any questions please contact the ROMEO Administrator at [romeoadmin@nipissingu.ca](mailto:romeoadmin@nipissingu.ca)