

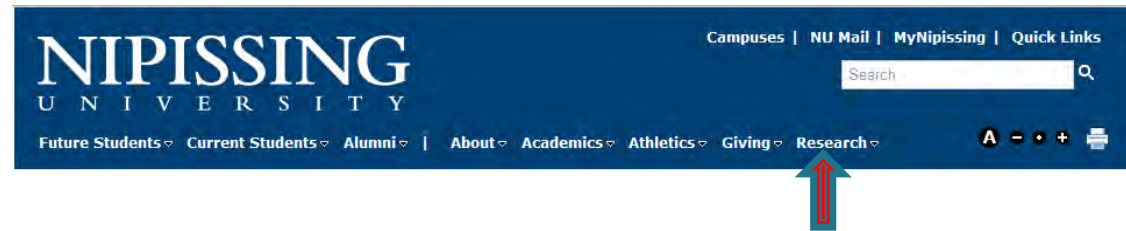


Nipissing's ROMEO e-System

Pre-Authorization for Faculty Travel Request Form


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



Login 

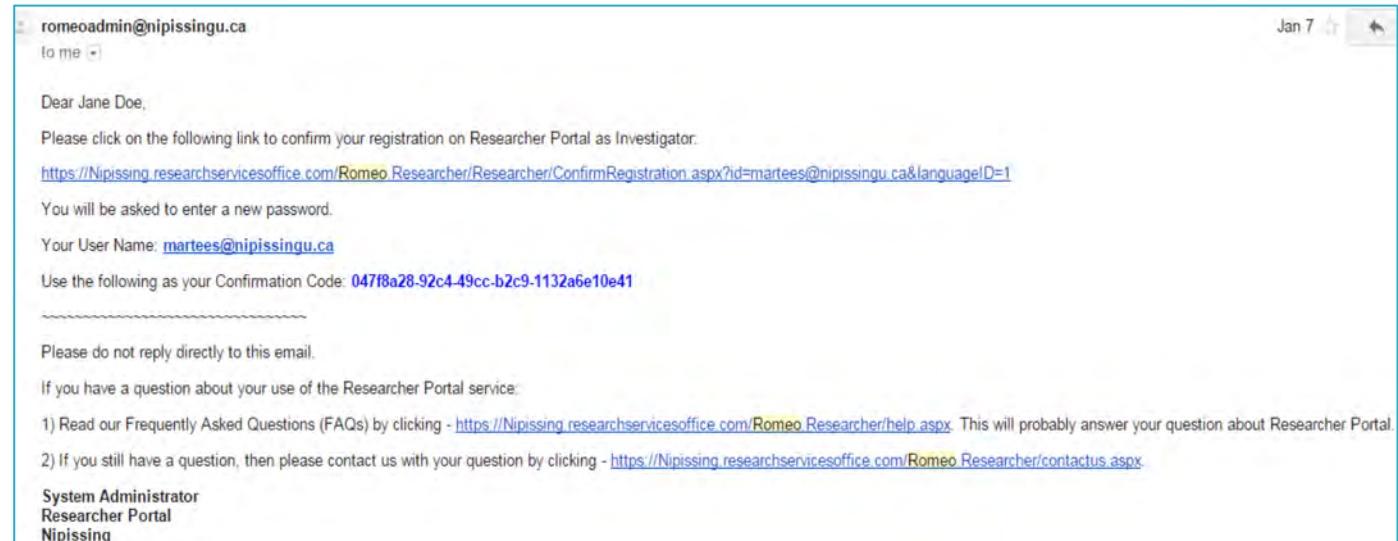
Username

Password

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

New Registration

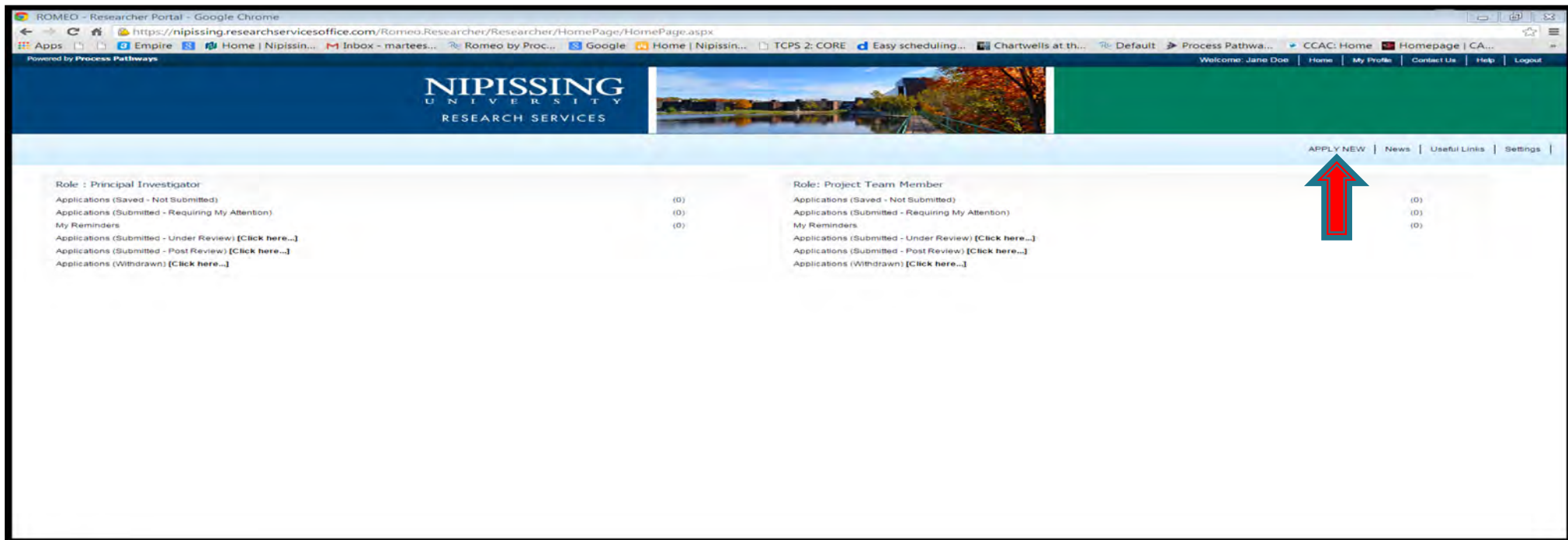
- ▶ Nipissing students and external users, trying to log in for the first time, will need to complete the [Self Registration Form](#) before they can access the Researcher's Portal. Click Register from the Login page and complete the information required and submit. You will receive an e-mail from romeoadmin@nipissingu.ca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



- ▶ If you require further assistance, you can contact Dan St. Georges (ext 4644) or Martee Storms (ext 4055) in the Research Office

Researcher's Home Page

You are now in the Researcher's Home Page! To access application forms, click on "APPLY NEW"



The screenshot displays the Researcher's Home Page in a Google Chrome browser. The address bar shows the URL: <https://nipissing.researchservicesoffice.com/Romeo.Researcher/Researcher/HomePage/HomePage.aspx>. The page header includes the Nipissing University Research Services logo and a navigation menu with links for "APPLY NEW", "News", "Useful Links", and "Settings". A red arrow points to the "APPLY NEW" link. The main content area is divided into two columns based on the user's role: "Principal Investigator" and "Project Team Member". Each column lists application statuses and counts, such as "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...]", and "Applications (Withdrawn) [Click here...]".

- Select Pre-Authorization for Faculty Travel Form

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

Powered by Process Pathways

WELCOME TO NIPISSING UNIVERSITY RESEARCH SERVICES

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

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 conference, the city and year of the conference.
- ▶ Enter the start and end dates of the conference or research travel
- ▶ Enter keywords (optional) which describe your project /travel. Keywords can be selected from the drop down menu or typed directly into the text box.
- ▶ Save the tab

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

Powered by Process Pathways Welcome: Test St Georges

Application Ref No: 1330 Application Form: PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL

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

Title *: 2015 CARA National Conference
Toronto, Ontario

Start Date: 2015/05/24

End Date: 2015/05/27

Keywords: Add

Research Administrators' Conference 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	Notes
No records to display.				

Tab #2 – Project Team Info

Project Team Info tab will auto-fill with your information.

Powered by Process Pathways Welcome: Test St Georges

Application Ref No: 1330 Application Form: PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL

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

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. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Change PI Refresh

Prefix: Mr. Last Name*: St Georges First Name*: Test

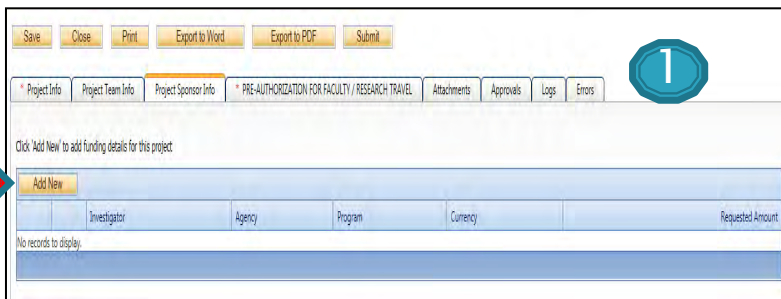
Affiliation*: Faculty of Arts & Science

Rank: Professor Gender: Male Institution: Nipissing University

Phone1: ext 4644 Phone2: Email*: stgeorges64@gmail.com Fax: Primary Address: 100 College Drive North Bay, ON P1B 8L7 Alternate Address: Preferred Address: Primary Address Alternate Address Country: Canada

Tab #3 – Project Sponsor Info

- ▶ This is required to indicate the source(s) of funds used for the travel.
- ▶ Click “Add New”
- ▶ Click “Agency”
- ▶ Select the Sponsor by typing the name, abbreviation or selecting from the list below
- ▶ Click “Search”



Save Close Print Export to Word Export to PDF Submit

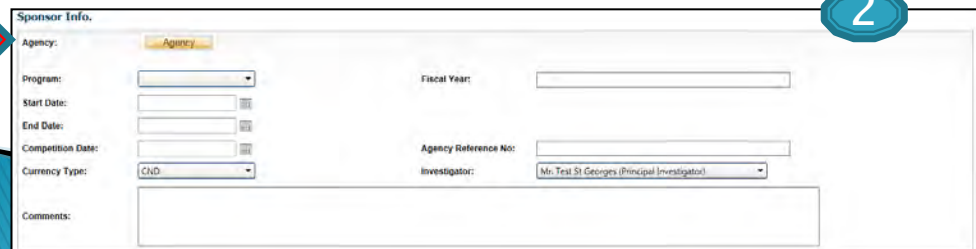
Project Info Project Team Info **Project Sponsor Info** * PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL Attachments Approvals Logs Errors

1

Click Add New to add funding details for this project.

Add New

Investigator	Agency	Program	Currency	Requested Amount
No records to display.				



2

Sponsor Info.

Agency:

Program:

Fiscal Year:

Start Date:

End Date:

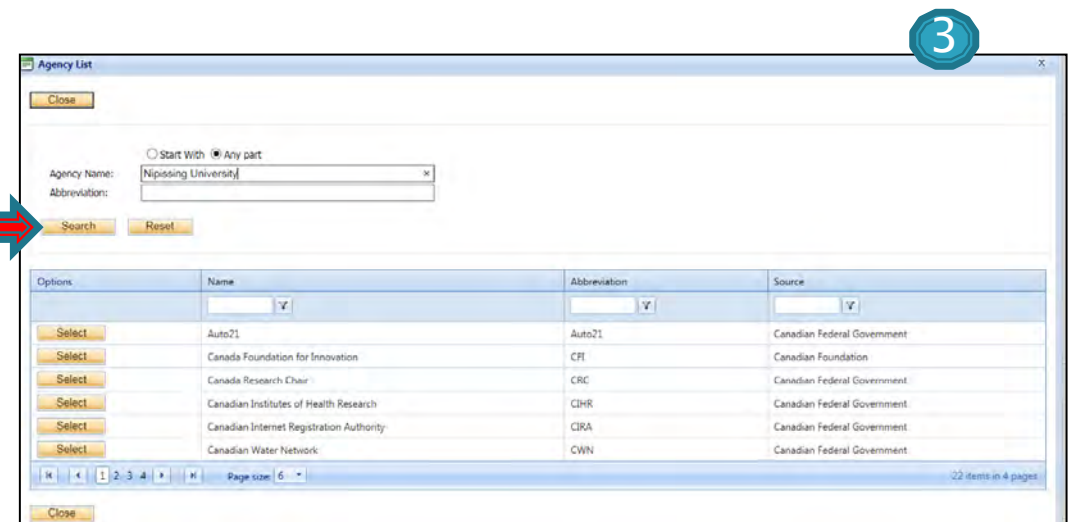
Competition Date:

Currency Type:

Agency Reference No:

Investigator:

Comments:



3

Agency List

Close

Start With Any part

Agency Name:

Abbreviation:

Search Reset

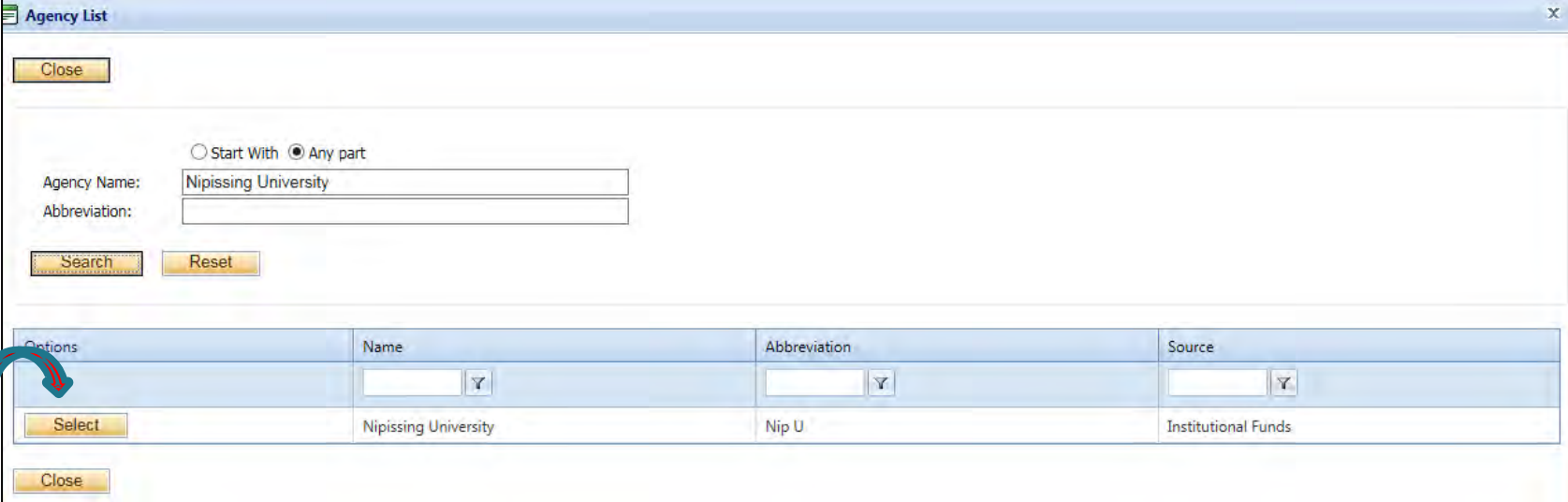
Options	Name	Abbreviation	Source
Select	Auto21	Auto21	Canadian Federal Government
Select	Canada Foundation for Innovation	CFI	Canadian Foundation
Select	Canada Research Chair	CRC	Canadian Federal Government
Select	Canadian Institutes of Health Research	CIHR	Canadian Federal Government
Select	Canadian Internet Registration Authority	CIRA	Canadian Federal Government
Select	Canadian Water Network	CWN	Canadian Federal Government

Page size: 6

22 items in 4 pages

Tab #3 – Project Sponsor Info

- ▶ Select Nipissing University



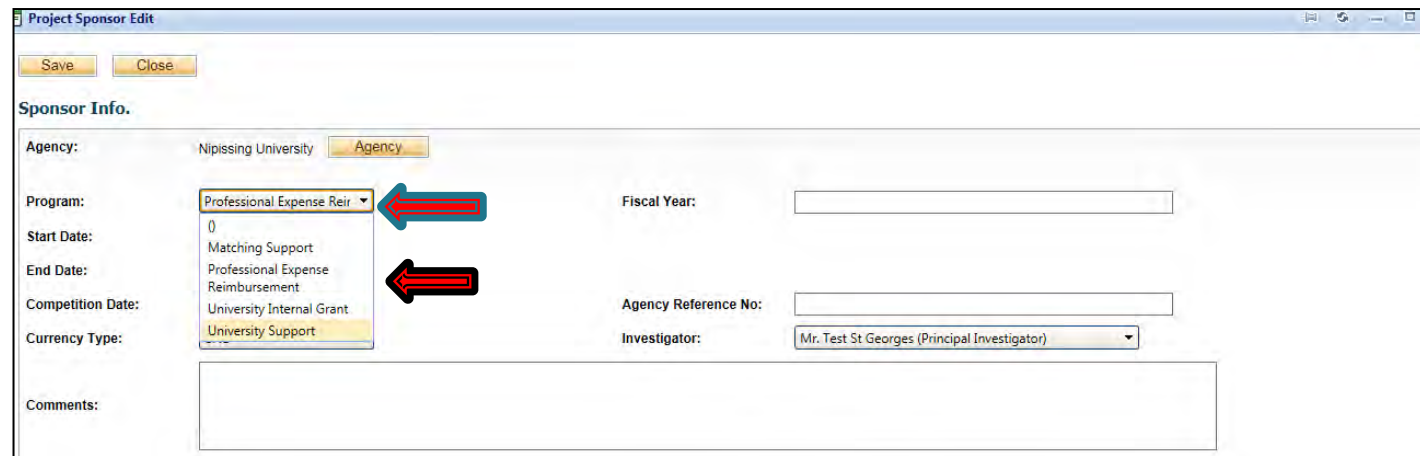
The screenshot shows a window titled "Agency List" with a search interface. At the top left is a "Close" button. Below it are radio buttons for "Start With" and "Any part", with "Any part" selected. There are two input fields: "Agency Name:" containing "Nipissing University" and "Abbreviation:". Below these are "Search" and "Reset" buttons. A table below the search area has columns: "Options", "Name", "Abbreviation", and "Source". The "Options" column contains a "Select" button. The "Name" column contains a dropdown menu with "Nipissing University" selected. The "Abbreviation" column contains a dropdown menu with "Nip U" selected. The "Source" column contains a dropdown menu with "Institutional Funds" selected. A red arrow points from the "Select" button to the "Agency Name" field. At the bottom of the window is another "Close" button.

Options	Name	Abbreviation	Source
Select	Nipissing University	Nip U	Institutional Funds

- ▶ You will return to the previous page and Nipissing University will be populated beside the Agency Tab. The same steps apply for other sponsors.

Tab #3 – Project Sponsor Info

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



The screenshot shows a web application window titled "Project Sponsor Edit". At the top, there are "Save" and "Close" buttons. Below them is the "Sponsor Info." section. The "Agency" field is set to "Nipissing University" with an "Agency" button next to it. The "Program" dropdown menu is open, showing options: "Professional Expense Reir", "0", "Matching Support", "Professional Expense Reimbursement", "University Internal Grant", and "University Support". Two red arrows point to the "Professional Expense Reir" and "Professional Expense Reimbursement" options. Other fields include "Fiscal Year", "Agency Reference No.", "Investigator" (set to "Mr. Test St Georges (Principal Investigator)"), and "Comments".

- ▶ Select Professional Expense Reimbursement for Faculty Travel or the correct Tri-Agency/Funding program from the drop down list

Tab #3 – Project Sponsor Info

- ▶ Enter the start and end dates of the travel. The fiscal year will fill in automatically.
- ▶ Enter your PER account number in the “Agency Reference No” field.

The screenshot shows the 'Project Sponsor Edit' window. At the top, there are 'Save' and 'Close' buttons. Below them is the 'Sponsor Info.' section. The 'Agency' field is set to 'Nipissing University' with an 'Agency' button next to it. The 'Program' field is a dropdown menu showing 'Professional Expense Reir'. The 'Start Date' is '2015/05/24' and the 'End Date' is '2015/05/27', both with calendar icons. A red bracket groups these two date fields. The 'Fiscal Year' field is '2016'. The 'Agency Reference No.' field is '2222', with a red arrow pointing to it. The 'Investigator' field is a dropdown menu showing 'Mr. Test St Georges (Principal Investigator)'. There is a 'Comments' text area below. Below the form is a section for adding funding disbursements, starting with an 'Add New' button and a table with columns: Fiscal Year, Start Date, End Date, Requested Cash, Requested In-Kind, Awarded Cash, Awarded In-Kind, and Awarded Overhead. The table currently shows 'No records to display.' At the bottom of the window are 'Save' and 'Close' buttons.

Project Sponsor Edit

Save Close

Sponsor Info.

Agency: Nipissing University Agency

Program: Professional Expense Reir

Start Date: 2015/05/24

End Date: 2015/05/27

Competition Date:

Currency Type: CND

Fiscal Year: 2016

Agency Reference No: 2222

Investigator: Mr. Test St Georges (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	Awarded In-Kind	Awarded Overhead
No records to display.							

Save Close

Tab #3 – Project Sponsor Info

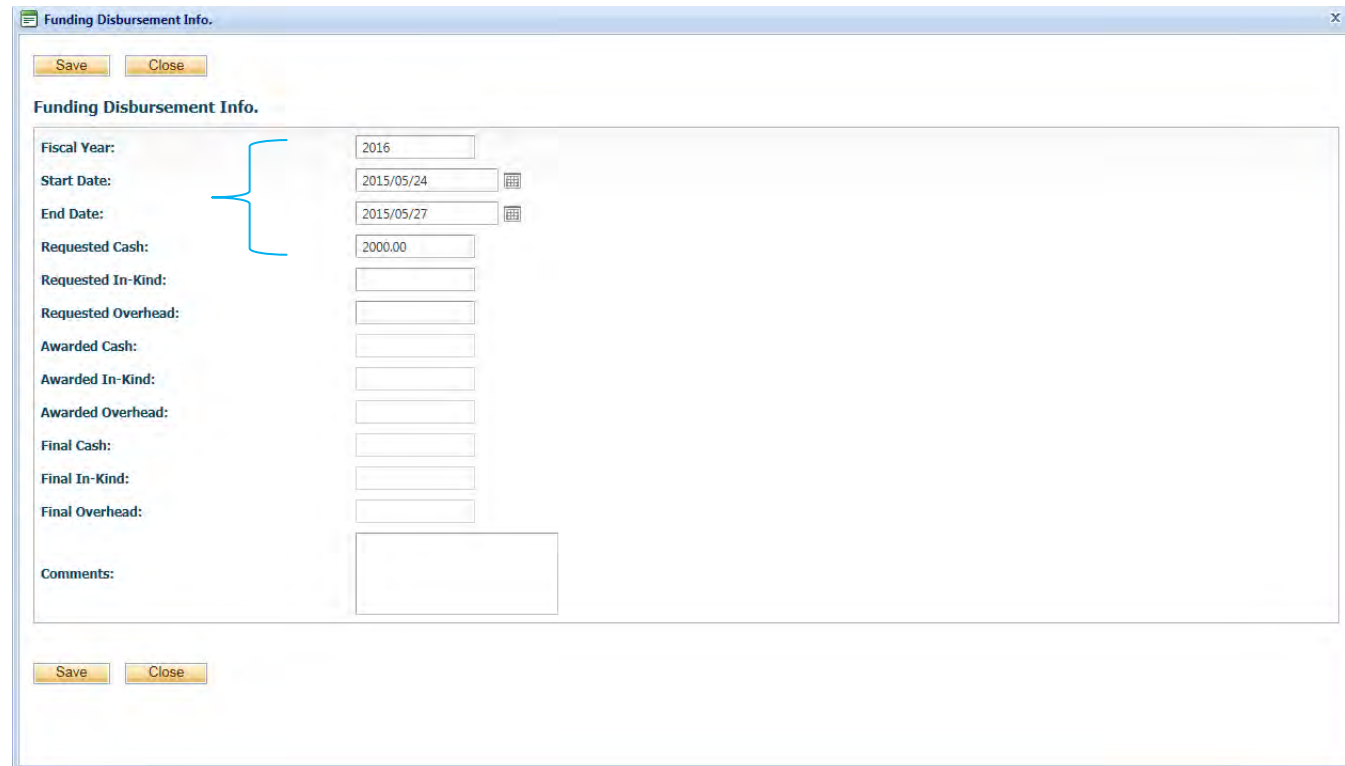
- ▶ Click on “Add New” to add funding disbursements. This is used to indicate the amount of funds requested.

The screenshot shows a web application window titled "Project Sponsor Edit". At the top, there are "Save" and "Close" buttons. Below them is the "Sponsor Info." section, which contains several fields: "Agency" (Nipissing University), "Program" (Professional Expense Reir), "Fiscal Year" (2016), "Start Date" (2015/05/24), "End Date" (2015/05/27), "Competition Date", "Agency Reference No." (2222), "Currency Type" (CND), and "Investigator" (Mr. Test St Georges (Principal Investigator)). There is also a "Comments" text area. Below the "Sponsor Info." section, there is a text prompt: "Click 'Add New' to add funding disbursement(s).". A red arrow points to the "Add New" button, which is located above a table. The table has the following columns: "Fiscal Year", "Start Date", "End Date", "Requested Cash", "Requested In-Kind", "Awarded Cash", "Awarded In-Kind", and "Awarded Overhead". The table currently displays "No records to display." At the bottom of the window, there are "Save" and "Close" buttons.

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

Tab #3 – Project Sponsor Info

- ▶ Enter the start and end dates of the travel. The fiscal year will fill in automatically.
- ▶ Enter the requested amount of in the “Requested Cash” field.
- ▶ Click Save



The screenshot displays a software window titled "Funding Disbursement Info." with a "Save" and "Close" button at the top. The form contains the following fields:

- Fiscal Year: 2016
- Start Date: 2015/05/24
- End Date: 2015/05/27
- Requested Cash: 2000.00
- Requested In-Kind: [empty]
- Requested Overhead: [empty]
- Awarded Cash: [empty]
- Awarded In-Kind: [empty]
- Awarded Overhead: [empty]
- Final Cash: [empty]
- Final In-Kind: [empty]
- Final Overhead: [empty]
- Comments: [empty text area]

A blue bracket highlights the Start Date and End Date fields. A red arrow points to the "Save" button at the bottom of the window.

Tab #3 – Project Sponsor Info

- ▶ This will bring you to this screen which shows the relevant information for your request.
- ▶ Click Save.

Project Sponsor Edit

Save Close

Sponsor Info.

Agency: Nipissing University Agency

Program: Professional Expense Reir Fiscal Year: 2016

Start Date: 2015/05/24

End Date: 2015/05/27

Competition Date: Agency Reference No: 2222

Currency Type: CND Investigator: Mr. Test St Georges (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	Awarded In-Kind	Awarded Overhead
Edit	Delete	2016	2015/05/24	2015/05/27	2,000.00	0.00	0.00	0.00	0.00
					2,000.00	0.00	0.00	0.00	0.00

Save Close

Tab #3 – Project Sponsor Info

- ▶ You will 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 Welcome: Test St Georges

Application Ref No: 1330 Application Form: PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL

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

Add New

	Investigator	Agency	Program	Currency	Requested Amount
Edit Delete	Mr. Test St Georges (Principal Investigator)	Nipissing University	Professional Expense Reimbursement	CND	2,000.00
					CND : 2,000.00

Tab #4 – Pre-Authorization For Faculty Travel

- ▶ This tab includes all of the same questions and/or fields found on the paper form. Complete all questions.
- ▶ Click Save

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

Pre-Authorization For Faculty / Research Travel

Please complete this form for all faculty and/or research travel.

1.1) * REASON FOR TRAVEL: (Indicate which of the following)

Department Business
 Research
 Research Conference Presentation
 Faculty Conference
 Thesis Proposal
 Other

1.2) * Please provide additional details for type of travel selected above

Research Administrators' Conference for professional development and information on new policies and programs.

1.3) * Destination of Travel
Toronto

1.4) * Please indicate the start date of travel
2015/05/24

1.5) * Please indicate the end date of travel
2015/05/27

1.6) * How Many Classes will be missed (if any)?
0

1.7) * What provisions have you made to cover your classes and other duties?
This is where you would add all provisions to cover classes or other duties.

1.8) * Please indicate how the funds will be used. (Select all that apply)

Airfare
 Car Rental (including gas)
 Mileage (use of own vehicle)
 Taxi
 Accommodations
 Meals
 Registration Fees
 Other

1.9) * If other is selected above, please provide a short description of the expense
If other is selected, a precise explanation of what "other" is needs to be included

1.10) * Please indicate the total amount of funds requested.
2,000

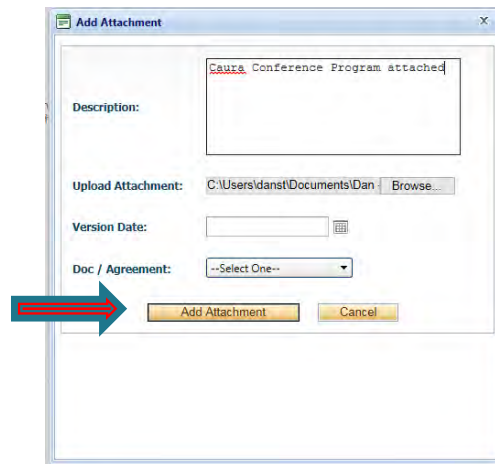
1.11) * The funds will be drawn from which account? (Select all that apply)

PER Account
 Internal Research Account (IRG,SURG,etc.)
 External Research Account (SGHRC,NSERC,etc.)
 Other

1.12) * Please type the appropriate account number(s)
2222

Tab #5 – Attachments

- ▶ All conference travel requests must include the conference program or agenda. The program can be attached to the application. Each attachment must be no larger than 5MB is size.
- ▶ Click on “Add Attachment” and the following window will appear.
- ▶ Enter a description (title of the program) and browse to add the attachment.
- ▶ No need to complete the “Version Date or the Doc/Agreement field.



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

- Description:** A text area containing the text "Cause Conference Program attached".
- Upload Attachment:** A text field containing the path "C:\Users\danst\Documents\Dan" and a "Browse..." button.
- Version Date:** A date picker field.
- Doc / Agreement:** A dropdown menu with the text "--Select One--".
- Buttons:** "Add Attachment" and "Cancel" buttons at the bottom.

A red arrow points to the "Add Attachment" button.

- ▶ Click “Add Attachment”

Tab #5 – Attachments

- ▶ You will return to the main tab. You can edit or delete the attachment if the wrong file was attached or you can add another file to your request
- ▶ Click Save

The screenshot displays a web application interface. At the top, a dark blue header contains the text "Powered by Process Pathways" on the left and "Welcome: Test St Georges" on the right. Below the header, the "Application Ref No: 1330" is shown on the left, and "Application Form: PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL" is shown on the right. A row of action buttons includes "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". A red arrow points to the "Save" button. Below the buttons is a tabbed interface with tabs for "Project Info", "Project Team Info", "Project Sponsor Info", "PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL", "Attachments", "Approvals", and "Logs". The "Attachments" tab is selected and highlighted. Underneath, there is an "Add Attachment" button and a note: "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." Below the note is a table with the following structure:

	Attachment	Description	Version Date	Doc / Agreement
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	caura-ontario-2014-regional-conference-program_finalnew-cover-page-colour.pdf Uploaded on: 2015/02/18	Caura Conference Program attac ...	

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.

Powered by Process Pathways Welcome: Test St George

Application Ref No: 1330 Application Form: PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL

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

PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL -> Pre-Authorization For Faculty / Research Travel:1.3 Destination of Travel is required.

PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL -> Pre-Authorization For Faculty / Research Travel:1.10 Please indicate the total amount of funds requested. 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: 1330 Application Form: PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL

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**

Workflow Log Project Log

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

Submitting the Application

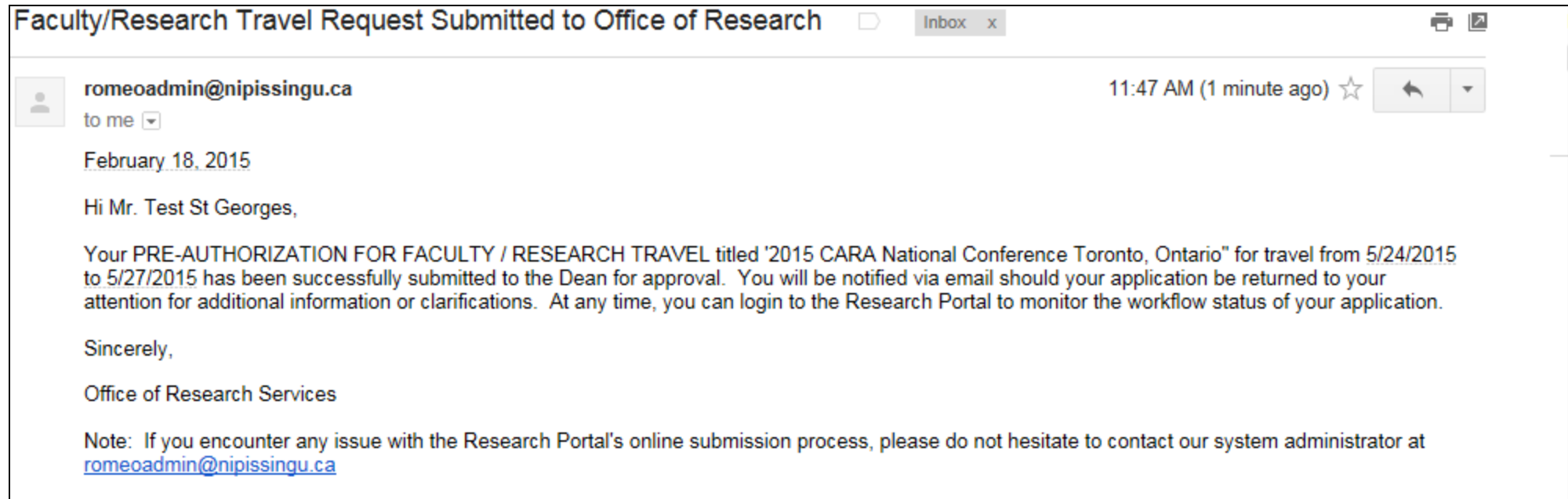
- ▶ Start by clicking the “Submit” button at the top of the screen to open the “Work Flow Action: screen
- ▶ Please enter a comment in the textbox provided. Comment can be a simple sentence (i.e. Submitting application for review).
- ▶ Click on one of the two “Submit” buttons located at the top and the bottom of the “Work Flow Action” screen to submit your application for review



The screenshot shows a window titled "Work Flow Action". At the top, there are two buttons: "Submit" and "Cancel". Below them is a "Comments:" label followed by a text input area containing the text "Submitting application for approval". At the bottom of the window, there are two more buttons: "Submit" and "Cancel". Red arrows point to the top "Submit" button and the bottom "Submit" button.

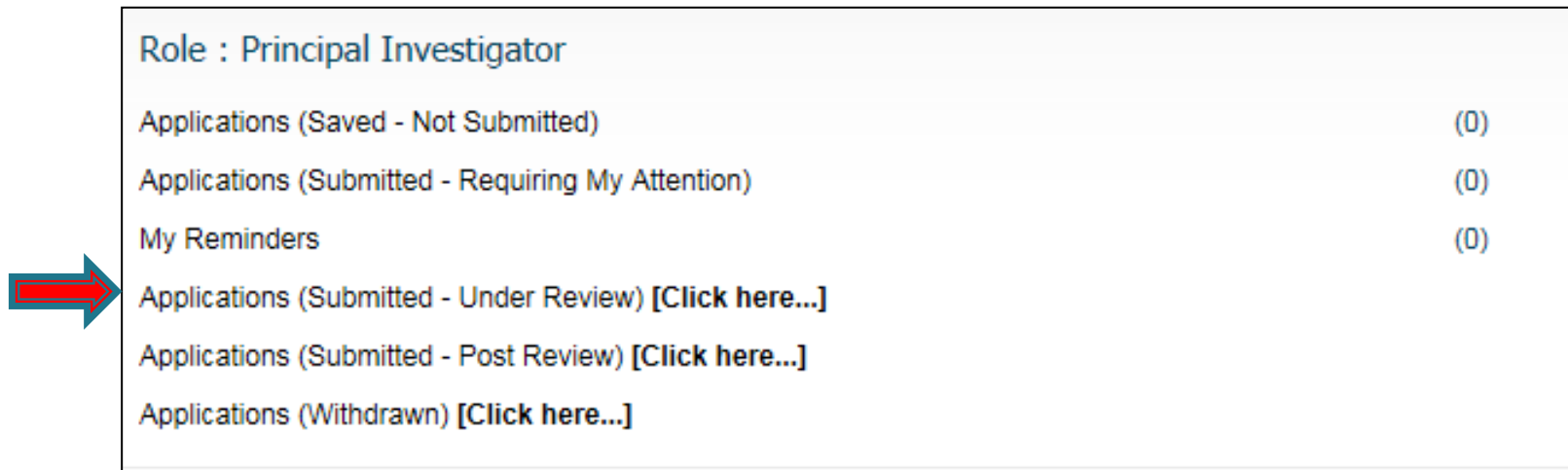
Submitting the Application

- ▶ You will receive an email from “romeoadmin” to let you know 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 the “Logs” tab and the text in “blue” shows where the application is within the workflow.

Application Ref No: 1330 **Project Title:** 2015 CARA National Conference Toronto, Ontario **Project Work Flow State:** Faculty Signing Authority Review **Application Form:** PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL

Close Print Export to Word Export to PDF Withdraw

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

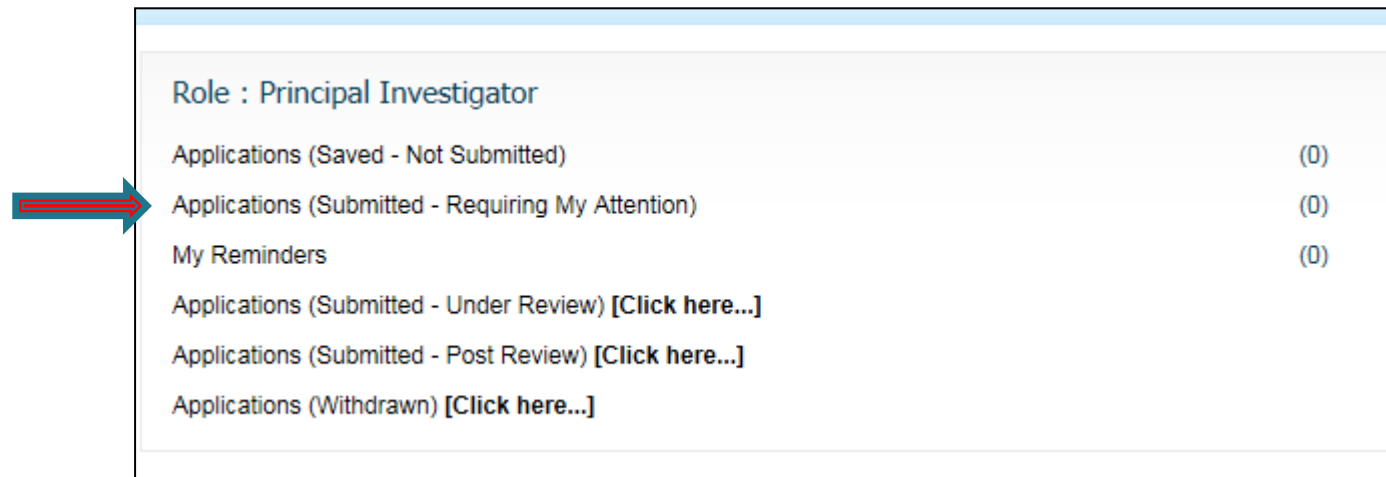
Project Info Project Team Info Project Sponsor Info PRE-AUTHORIZATION FOR FACULTY / RESEARCH TRAVEL Attachments Approvals **Logs**

Workflow Log Project Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
18/02/2015 08:47	Project Work Flow State has been changed from Pre Submission to Faculty Signing Authority Review	Pre Submission -> Faculty Signing Authority Review	Submitting application for approval [Action: Submit]	Test St Georges	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)”.

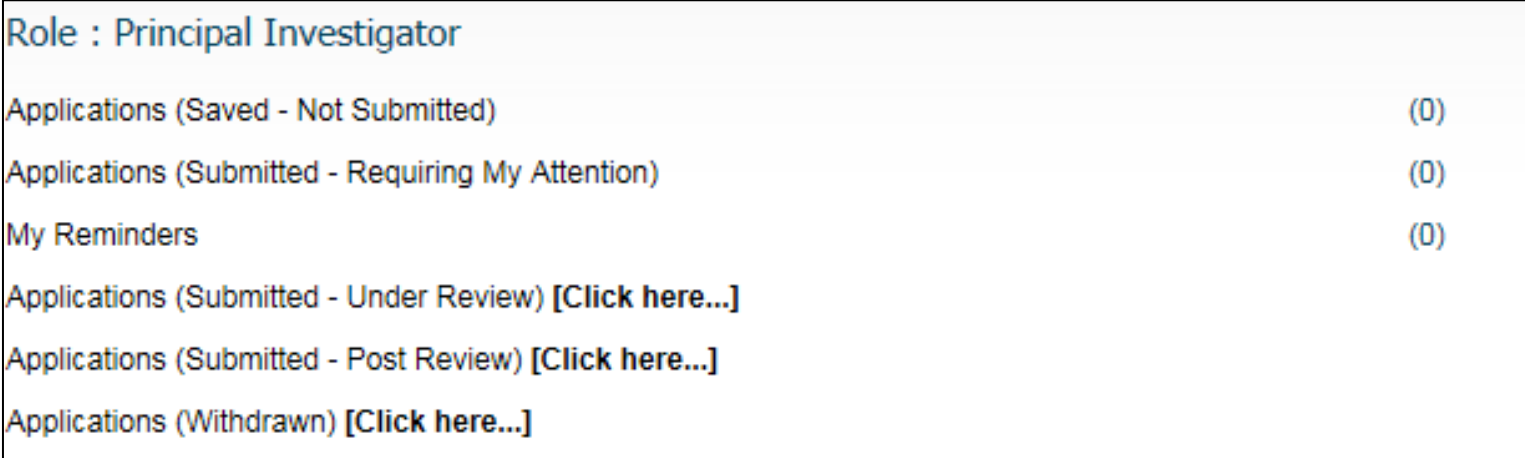


Role : Principal Investigator

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