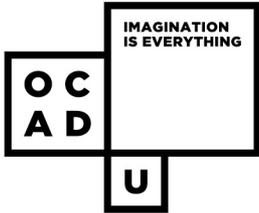


ROMEО

Researcher's Guide

Faculty Supervisors:
Reviewing and Submitting Student
Applications

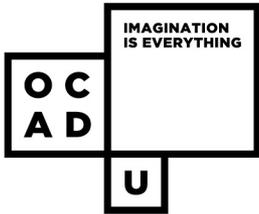


CONTENTS

- [Overview](#)
- [Accessing ROMEO](#)

- [Approving Student Applications](#)
 - [Accessing the application](#)
 - [Reviewing application](#)
 - [Application Sign-off](#)
 - [Errors tab](#)
 - [Submit](#)

- After submission
- Need further help?

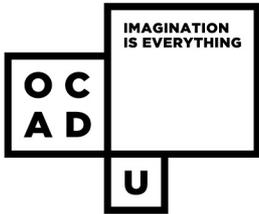


OVERVIEW: REVIEWING AND SUBMITTING STUDENT APPLICATIONS

Q: "If students are filling out an application for their own research why do I, the faculty supervisor, have to be the Principal Investigator and submit the student's application for them?"

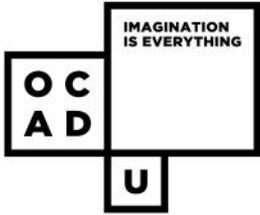
A: Previously, when REB applications were paper-based, students would need their faculty supervisor to sign off on their REB application. This let the REB know that the faculty supervisor had read and endorsed the application, and certified that the faculty member accepted the responsibilities attached to the role of supervisor.

- REB applications made through ROME0 require faculty supervisors to login and answer three questions, which are equivalent to this signature.
- The sign-off process ensures that the faculty supervisor is provided the necessary oversight for the duration of the student's research.



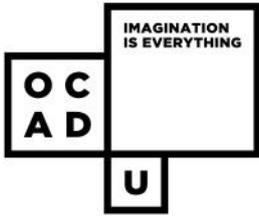
OVERVIEW

1. **Log in (or register) on the ROMEO research portal using your myocadu.ca login or through: <https://ocad.researchservicesoffice.com/Romeo.Researcher/>**
2. **Click "Applications: Drafts" to view student researcher applications**
3. **Review the entire application by going through the tabs**
4. **Fill out the Application Sign-Off Requirements (1.1, 1.3, 1.4) under "General Info"**
5. **Confirm there is no "Errors" tab**
6. **Submit**

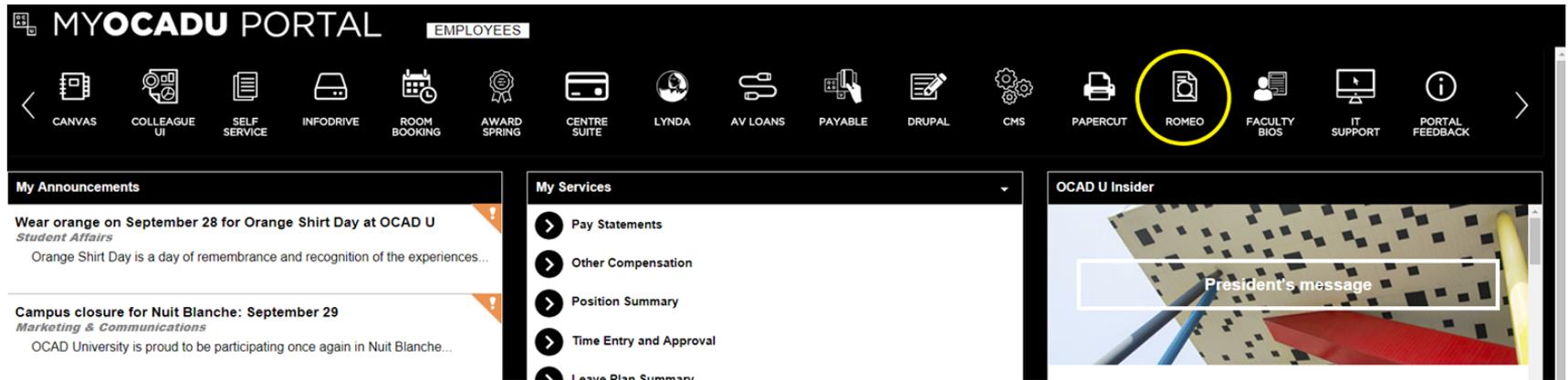


IMPORTANT REMINDERS

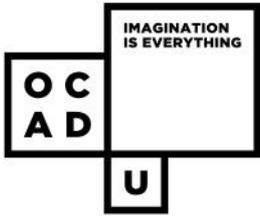
- ROMEO works best on **Chrome, Firefox** and **Microsoft Edge** web browsers (not Safari) .
- **SAVE your applications frequently – ROMEO does not have an automatic save function.**



ACCESSING ROMEO

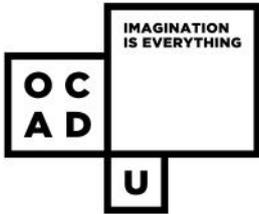


- The Romeo Researcher's Portal is accessible from the Login menu at www.ocadu.ca or through: <https://ocad.researchservicesoffice.com/Romeo.Researcher>
- Note: **Chrome, Firefox and Microsoft Edge** are the recommended web browsers for the system. Use the proper browser to: prevent errors when saving, ensure all buttons and tabs appear, and prevent the loss of entered information.



LOG IN OR REGISTER

- OCADU students, faculty, and staff should use their **OCADU email** as their username and the primary email address to which all notifications and letters of approval will be sent.
- Users logging in for the first time will need to complete the self-registration form that appears when 'Register' is selected on the ROMEO log-in page before they can access the Researcher Portal.
- Once you have registered, you will receive an automatic notification via email with instructions on how to set up your password.



RESEARCHER DASHBOARD

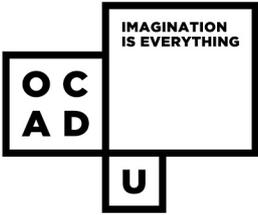
- **Students must to notify their Faculty Supervisor when their research application is ready for submission.**
- Students will have assigned the roles on the application as follows:
 - The **Faculty Supervisor** is the **Principal Investigator (PI)**
 - The **Student Researcher** is an **Undergraduate** or **Graduate Researcher**

The screenshot shows the OCAD Researcher Portal interface. The header includes the OCAD University logo and the text 'OFFICE OF RESEARCH SERVICES'. Below the header is a navigation bar with 'BACK TO HOME', a search bar, and a 'File No' dropdown. The main content area displays a list of tasks for the role of 'Principal Investigator'.

Role: Principal Investigator	
Applications: Drafts	(3)
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

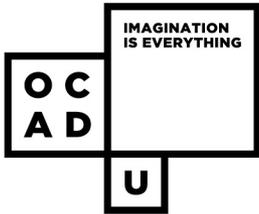
Note: It is the Faculty Supervisor's responsibility to review the whole application thoroughly, sign off on the application (see Application Sign-Off) and then **submit the application on behalf of the student.**



RESEARCHER DASHBOARD

On the ROMEO dashboard, new student research applications will appear under "Role: Principal Investigator", through the link "Applications: Drafts"

BACK TO HOME Search	File No	
Role: Principal Investigator		
<u>Applications: Drafts</u>		(1)
<u>Applications: Requiring Attention</u>		(0)
<u>Applications: Under Review</u>		(0)



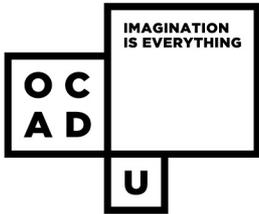
REVIEWING STUDENT APPLICATIONS

Under **Applications: Drafts** you will see a list of all NEW student applications that have been saved and are waiting to be submitted.

BACK TO HOME | Search File No

Role: Principal Investigator

<u>Applications: Drafts</u>	(1)
<u>Applications: Requiring Attention</u>	(0)
<u>Applications: Under Review</u>	(0)



REVIEWING STUDENT APPLICATIONS

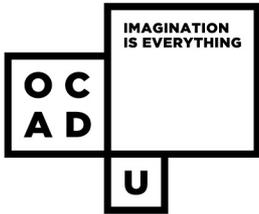
- Under **Applications: Drafts** you will see a list of all new student applications that have been saved and are waiting to be submitted.
- Beside each application are the options **View, Edit, Clone, and Delete**

BACK TO HOME | Search File No APPLY NEW | News | Useful Links

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/>	<input type="text"/> <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>	<input type="text" value="All"/>	<input type="text"/> <input type="button" value="Y"/>
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/>	Ref No : 3078	Sample Project - My Own Research	Samantha Leggett ()	Application for Ethical Review of Research Involving Human Participants (Certification\Human Ethics)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/05/16
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/>	Ref No : 3077	Sample Project 1 for Faculty Advisor	Samantha Leggett ()	Application for Ethical Review of Research Involving Human Participants (Certification\Human Ethics)	Project Status: Pending Workflow Status: Pre-Submission
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/>	Ref No : 2320	S			

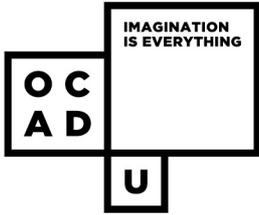
Ref No : 3077 **Sample Project 1 for Faculty Advisor**

- To review, sign off and submit a student's application, click 'EDIT'.



REVIEWING STUDENT APPLICATIONS

- **VIEW**
 - Allows users to view the application, but any changes made will not be saved.
- **EDIT**
 - Allows users to make changes to the saved application, and to save these changes.
 - **Faculty Supervisors:** To review, sign-off and submit a student research application, click **'EDIT'**.
- **CLONE**
 - Creates a duplicate of the existing application
- **DELETE**
 - Allows user to delete the entire application



REVIEWING STUDENT APPLICATIONS

- Scroll through the tabs to review the entirety of the students research application
- Under '**Application for Ethical Review of Research Involving Human Participants**', sub-tabs correspond to different areas for ethical review.

Application Ref No: 3078 Project Title: Sample Project - My Own Research
Project Work Flow Status: Draft Submission

Application Form: Ap

Save Close Print Export to Word Export to PDF Submit Withdraw

Project Info	* Project Team Info	* Application for Ethical Review of Research Involving Human Participants	Attachments	Approvals	Logs	Errors
* General Information	* Summary of the Proposed Research	* Professional Expertise/Qualifications	* Participants and Recruitment	* Description of the Risks and Benefits		
* Informed Consent Process	* Confidentiality and Anonymity	* Secondary Use of Data	* Monitoring Ongoing Research			

Optionally, you can **Export** the application to a **PDF** or a **Word Document** if you wish to print the application for review, or for keeping an off-system/off-line record of the student's application.

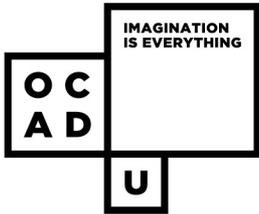
These buttons are available above the tabs.

1.1) * On this application, are you the:
If you are the person responsible for all aspects of the project from inception to completion, then you are the Principal Investigator. If you are a faculty member supervising or advising a graduate or undergraduate student, you are the Faculty Supervisor.

- ✓ -Select-
- principal investigator
- faculty supervisor

Principal investigators and student investigators, please ensure that this section is checked off on behalf of your student.

Principal investigators are faculty, staff and/or external researchers who are responsible for ensuring that the project is undertaken according to the protocol approved by the OCAD U IRB and according to the TCPS?



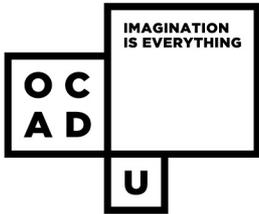
APPLICATION SIGN-OFF

Project Work Flow State: Pre-Submission

Save Close Print Export to Word Export to PDF Submit Withdraw

Project Info	* Project Team Info	* Application for Ethical Review of Research Involving Human Participants	Attach
* General Information	* Summary of the Proposed Research	* Professional Expertise/Qualifications	* Participants at
* Informed Consent Process	* Confidentiality and Anonymity	* Secondary Use of Data	* Monitoring Ongoing Resear

- Faculty Supervisors (the PI) will need to login to the ROMEO Researchers portal, with their own credentials.
- Under ‘**Application for Ethical Review involving Human Participants**’ tab, under the sub-tab ‘**General Information**’.
- The faculty advisor (PI) must answer **Question 1.1, 1.3** and **1.4** of the application.
- After they have signed-off on the student researcher application, **the Faculty Supervisor (PI) will submit the application on the student’s behalf.**



ERRORS

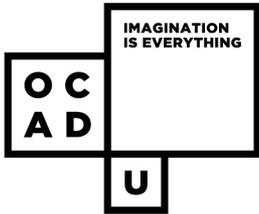
After signing off on the student researcher's application, check to make sure there is no "Errors" tab. If there **is** an "Errors" tab, you will not be able to submit the application.



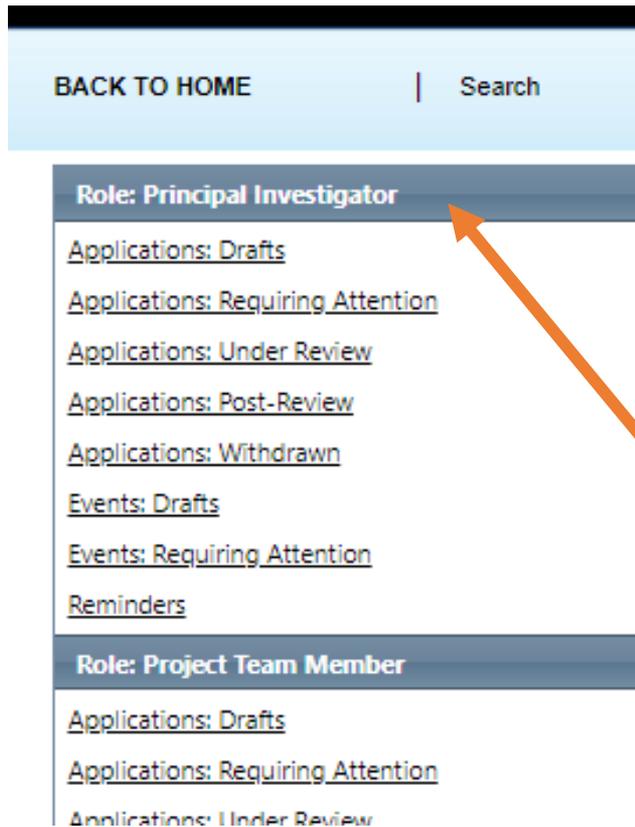
An "Errors" tab means the application has not been properly filled out. If you see an "Errors" tab,

1. Inform the student researcher so that they can correct the application. Instruct them to notify you when they have finished.
2. Once the application has been filled out correctly, review it again.

On a complete application, the "Errors" tab will not exist.



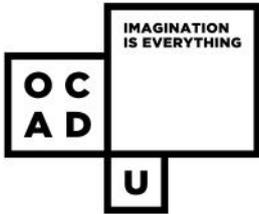
SUBMISSION



- Although all team members will have access to view and edit the application, **the PI (Faculty Supervisor) is the only member of the project team who can submit the application once it is complete.**

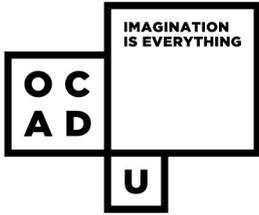
- All team members will receive e-mails regarding revision requests and approval letters.

TIP: Student applications submitted by **Faculty Supervisors** are accessible under Role: Principal Investigator.



REMEMBER:

- ROMEO works best on **Chrome, Firefox** and **Microsoft Edge** web browsers (not Safari) .
- **SAVE your applications frequently – ROMEO does not have an automatic save function.**



FOR FURTHER HELP:

For more details regarding **ROMEIO**, please visit :

<http://www.ocadu.ca/research/research-services/Romeo---Online-Researcher-Portal.htm>

For questions regarding **OCADU Research Ethics** please visit:

<http://www.ocadu.ca/research/research-ethics-board.htm>

OCADU Office of Research and Innovation

research@ocadu.ca

ROMEIO and REB inquires

Christine Crisol Pineda

cpineda@ocadu.ca

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