



ROMEO Researcher's Guide

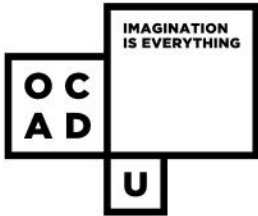
**Faculty / Staff / External
Researchers**

**Submitting Events and
Event Revisions:**

Amendments

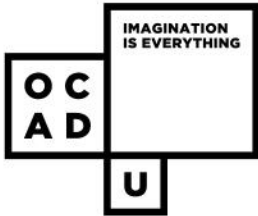
Annual Reports, and

Final Reports



Contents

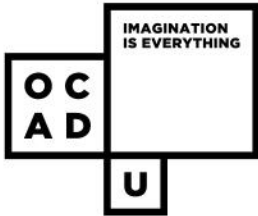
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Event types

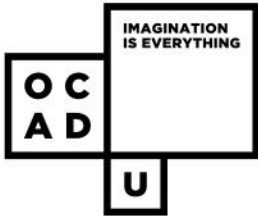
An **event** is any action taken upon a specific application. In ROMEO, there are 3 types of event:

- **Amendment and/or Administrative Change:** Amendments to the original protocol or administrative change to research that has already received REB approval.
- **Annual Progress Report:** Yearly reporting form for research that has received multi-year approval from the REB
- **Final Report:** Final reporting form for research that has received approval from the REB and will not continue beyond the approval expiration date. This report closes out REB ethics monitoring for the project.



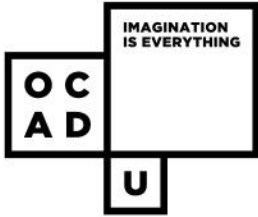
Overview: submitting a new event

- Click '**Applications (Submitted: Post-review)**'
- Click '**Events**'
- Under '**Create New Event**', click on the name of the event form you wish to submit
- Fill out the form, ensuring all boxes are either filled out or have 'n/a'
- Click '**Submit**' once completed
 - **All team members** can submit new events or event revisions



Overview: submitting event revisions

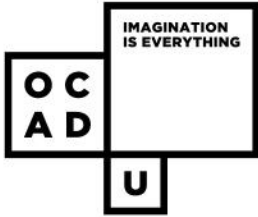
- An event resubmission is needed when the REB requests revisions or clarifications of information in the original event form prior to its approval.
- Instead of editing the original event form, researchers must submit another **new event form** to address concerns and requests for revisions.
- The original event form will remain as is. The second event form will address comments from the REB.



Overview: submitting event revisions

To submit clarifications or revisions, please submit a **second, new amendment form**. To do so:

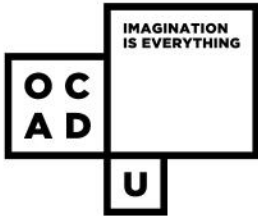
- **Log-in** to the ROMEO researcher's portal through the 'LOG IN' menu of the OCADU website, or through:
<https://ocad.researchservicesoffice.com/Romeo.Researcher/>
- Click 'Applications (Submitted: Post-review)' and click 'Events'
- Under 'Create New Event', click on the name of the event form you wish to submit a SECOND version of.
- Include REB comments in second form, detail changes that have been made.
- Submit! – All team members can submit event revisions (not just the PI)



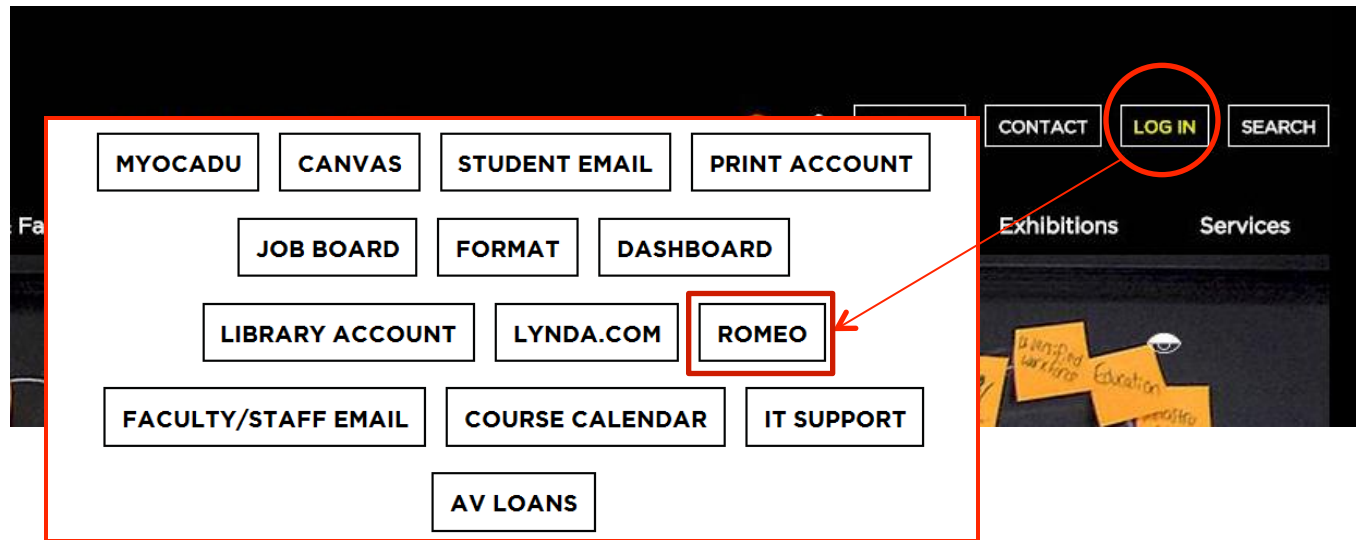
Important reminders!



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

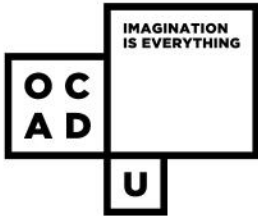


ACCESSING ROMEO



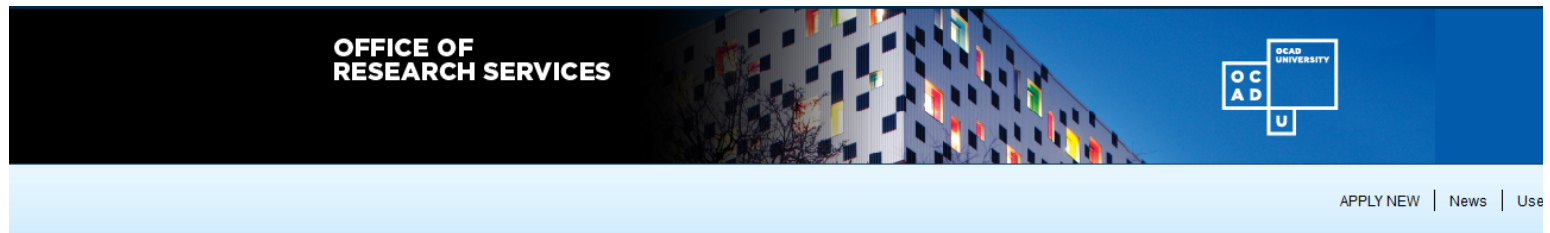
- The Romeo Researcher's Portal is accessible from the Login menu at www.ocadu.ca or through: <https://ocad.researchservicesoffice.com/Romeo.Researcher/>
- Note: **Firefox** and **Internet Explorer** are the recommended web browsers for the system. Use the proper browser to: prevent errors when saving,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





Create a new event

- To submit an **amendment** to an existing application, an **annual report**, or a **final report** a researcher needs to create a new **event** for their 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...]

Role: Project Team Member

Applications (Saved - Not Submitted)

Applications (Submitted - Requiring My Attention)

My Reminders

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

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

Applications (Withdrawn) [Click here...]

Faculty, staff, other individual researchers: look under '**Role: Principal Investigator**', click '**Applications (Submitted – Post Review)**'

Researchers who are not the PI on an application: look under '**Role: Project Team Member**', click '**Applications (Submitted – Post Review)**'

Create a new event

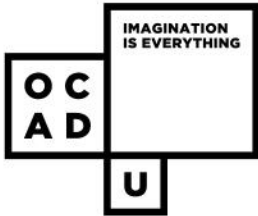
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Reset Filters Export To Excel

	File No	Project Title	Principal Investigator	<u>Application Type</u>
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	All ▼
View Clone Events	100436	Steph_Demo	Stephanie Bowles (Faculty of Design\Environmental Design)	Application for Ethical Review of Research Involving Human Participants (Certification\Human Ethics)

- Find the listed application you wish to submit an event form for and click **'Events'**

Tip: If your dashboard has many entries, filter the selection by application type and select 'Certification\Human Ethics' to avoid confusion with other types such as grants and awards.



Create a new event: select the proper event form

Create New Event

Event Form Name	Description
Amendment and/or Administrative Change Form to REB Application	Amendments to the original protocol or administrative change to research that has already received REB approval
Annual Progress Report on Research Involving Human Participants	Yearly reporting form for research that has received multi-year approval from the Research Ethics Board.
Final Report on Research Involving Human Participants	Final reporting form for research that has received approval from the Research Ethics Board and will not continue beyond the approval expiration date.

FileNo: 100436

Project Title: Steph_Demo

- Under 'Create New Event', click on the name of the event form you wish to submit.
- Previous event forms and their status are listed below.

Submitted Events

	Event Category	Event Submission Date
	All	
View Event	Amendment/ Administrative Change (Amendment and/or Administrative Change Form to REB Application)	2015/07/23
View Event	Amendment/ Administrative Change (Amendment and/or Administrative Change Form to REB Application)	2015/07/23
View Event	New Approval Process (N/A)	2015/07/23

Page size: 5

Create a new event: complete the form

Save Close Print Export to Word Export to PDF Submit

Event Info **Amendment and/or Administrative Change Form to REB Application** Attachments Errors

Note(s)

Event Info

- Under 'Note(s)' provide a brief summary of the reason for the new event form

Event Info *** Final Report on Research Involving Human Participants** Attachments Errors

* Project Status * Enrolment of Participants * Procedural Changes * Adverse Effects

1.1* When did this study begin?

1.2* What is the anticipated completion date of this study?

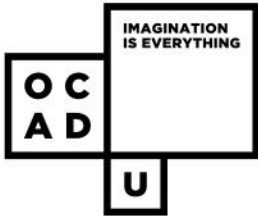
- Complete the form according to the type of event by switching through the tabs.

Event Info *** Annual Progress Report on Research Involving Human Participants** Attachments Errors

* Project Status * Enrolment of Participants * Procedural Changes * Adverse Effects

1.1* When did this study begin?

1.2* What is the anticipated completion date of this study?



Submit the new event!

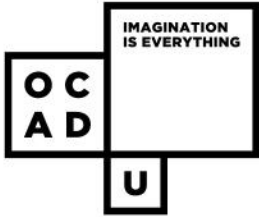
- Make sure all boxes are either complete or have 'n/a' so that the system does not flag it as an error.
- The **'Errors'** tab will disappear once all boxes are filled out.

Event: Amendment/ Administrative Change **FileNo:** 100436
PI : Bowles Stephanie(Faculty of Design\Environmental Design)

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

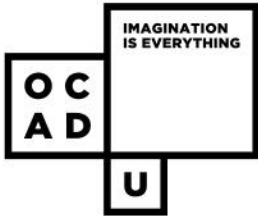
Event Info	* Amendment and/or Administrative Change Form to REB Application	Attachments	Errors
<p>Amendment and/or Administrative Change Form to REB Application -> Amendment Summary :2.4 If the number of research participants, please write "n/a" in the space below. is required.</p> <p>Amendment and/or Administrative Change Form to REB Application -> Amendment Summary :2.1 Summarize the changes to the s</p> <p>Amendment and/or Administrative Change Form to REB Application -> Amendment Summary :2.2 Provide justification/rationale fo</p> <p>Amendment and/or Administrative Change Form to REB Application -> Amendment Summary :2.3 Describe if and how study subje</p> <p>Amendment and/or Administrative Change Form to REB Application -> Review Information :1.3 If "yes", please describe the hazar</p>			

- Once the form is complete, click 'Submit' to submit the form for REB review.



Submit the new event!

- **ALL** team members (the PI and Project team members) can edit and submit event forms.



Create an event revision

- If the REB requests revisions or clarifications to a previously submitted event form, a **second, new event form is required.**
- The original event form **should not** be revised or altered in any way!

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APPLY NEW | News | Use

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...]

Role: Project Team Member

Applications (Saved - Not Submitted)

Applications (Submitted - Requiring My Attention)

My Reminders

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

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

Applications (Withdrawn) [Click here...]

Faculty, staff, other individual researchers: look under '**Role: Principal Investigator**', click '**Applications (Submitted – Post Review)**'

Researchers who are not the PI on an application: : look under '**Role: Project Team Member**', click '**Applications (Submitted – Post Review)**'

Create an event revision

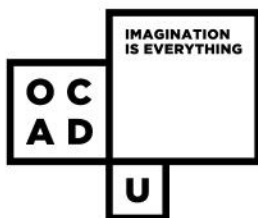
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Reset Filters Export To Excel

	File No	Project Title	Principal Investigator	<u>Application Type</u>
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	All ▼
View Clone Events	100436	Steph_Demo	Stephanie Bowles (Faculty of Design\Environmental Design)	Application for Ethical Review of Research Involving Human Participants (Certification\Human Ethics)

- Find the listed application you wish to submit an event form for and click **'Events'**

Tip: If your dashboard has many entries, filter the selection by application type and select 'Certification\Human Ethics' to avoid confusion with other types such as grants and awards.



Create a **second** new event: select the proper event form

Create New Event

Event Form Name	Description
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FileNo: 100436

Project Title: Steph_Demo

- Under 'Create New Event', click on the name of the event form you are submitting a second version of.
- Your Initial Event form and it's status ('Pending') will be listed below.

Submitted Events

	Event Category	Event Submission Date	Event Status
	All		
View Event	Amendment/ Administrative Change (Amendment and/or Administrative Change Form to REB Application)	2015/07/23	Submitted by Researcher
View Event	Amendment/ Administrative Change (Amendment and/or Administrative Change Form to REB Application)	2015/07/23	Pending
View Event	New Approval Process (N/A)	2015/07/23	Active

Create an event revision: complete the second new event form

Save Close Print Export to Word Export to PDF Submit

Event Info **Amendment and/or Administrative Change Form to REB Application** Attachments Errors

Note(s)

Event Info

Under 'Note(s)'

- **Copy the REB comments** received from original event form
- **Summarize the changes** being made in the second event form (the second new one)
- Fill out the tabs accordingly

Event Info *** Final Report on Research Involving Human Participants** Attachments Errors

* Project Status * Enrolment of Participants * Procedural Changes * Adverse Effects

1.1* When did this study begin?

1.2* What is the anticipated completion date of this study?

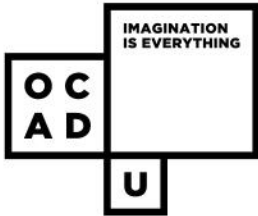
Event Info *** Annual Progress Report on Research Involving Human Participants** Attachments Errors

* Project Status * Enrolment of Participants * Procedural Changes * Adverse Effects

1.1* When did this study begin?

1.2* What is the anticipated completion date of this study?

- Complete the form according to the type of event by switching through the tabs.



Submit the event revision!

- Make sure all boxes are either complete or have 'n/a' so that the system does not flag it as an error.
- Fill out the second event form, making sure to (on the 'Note(s)' tab):
 - copy the REB comments received from your original event form and
 - summarize the changes being made in the second event form

Event: Amendment/ Administrative Change FileNo: 100436
PI : Bowles Stephanie(Faculty of Design\Environmental Design)

Save Close Print Export to Word Export to PDF Submit

Event Info	* Amendment and/or Administrative Change Form to REB Application	Attachments	Errors
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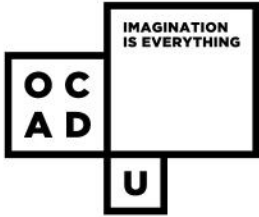
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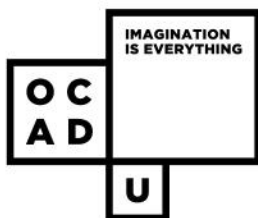
- The '**Errors**' tab will disappear once all boxes are filled out.

- Once the form is complete, the PI can click 'Submit' to submit the form for REB review.



Submit the new event!

- **ALL** team members (the PI and Project team members) can edit and submit event resubmissions.



Successful submission of the event revision!

- Once the second event form is received in the Research Office, the status of your original event form will change from 'Pending' to 'Closed', indicating that the changes were addressed.
- The status of your second event form containing revisions will change from 'Submitted by Researcher' to 'Pending', and will be sent back to the reviewers.

Create New Event

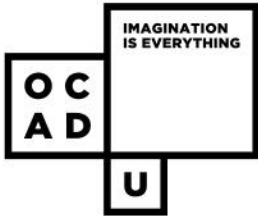
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FileNo: 100436

Project Title: Steph_Demo

Submitted Events

	Event Category	Event Submission Date	Event Status
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View Event	Amendment/ Administrative Change (Amendment and/or Administrative Change Form to REB Application)	2015/07/23	Pending
View Event	New Approval Process (N/A)	2015/07/23	Active



Other formats

- The application form can be exported to Word or PDF. The buttons are located above the application tabs.
- Exporting to Word is useful if you would like to see all the questions in one document. Some researchers prefer to work with the Word document and then copy and paste the text into the online system.
- Exporting to PDF is useful for keeping an off-system/off-line record of your application.

← → ↻ <https://ocad.researchservicesoffice.com/Romeo.Researcher/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?Reload=True>

Powered by Process Pathways

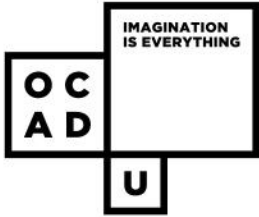
Application Ref No: 1170 Application Form: Application

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * Application for Ethical Review of Research Involving Human Participants Attachments Approvals Logs Errors

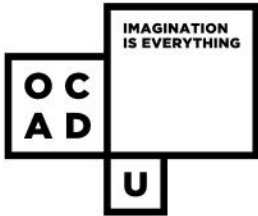
* General Information * Summary of the Proposed Research * Professional Expertise/Qualifications * Participants and Recruitment * Description of the Risks and Benefits of the Proposed Research

* Confidentiality and Anonymity * Secondary Use of Data * Monitoring Ongoing Research



Additional information

- If the REB requests additional revisions based on your second event form, repeat the event revision process for a succeeding forms until you receive approval.
- **All team members** will receive e-mails regarding revision requests and approval letters. All team members can access, edit and submit event forms and event resubmissions.



Need further help?

For more details regarding **ROMEO**, 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 Graduate Studies

research@ocadu.ca

ROMEO and REB inquires

Christine Crisol Pineda

cpineda@ocadu.ca

T. 416 977 6000 x. 4368