RESEARCHER MANUAL
SUBMITTING A RESEARCH ETHICS AMENDMENT FORM

Please submit a Research Ethics Amendment Form (Event Form) when you need to make changes to an approved Research Ethics application.

Please note: Romeo is compatible with Internet Explorer, Firefox, Microsoft Edge, Google Chrome and Safari. If you have any problems or questions, please contact the Office of Research and Innovation at reb@unbc.ca.

1. To access Romeo, go to https://unbc.researchservicesoffice.com and click on "Research Portal" (see below). You will also find a link to ROMEO along with self-help and reference materials on the UNBC Office of Research and Innovation website (https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo_Forms). This link will take you directly to the login page (Step 2).

2. Login using your UNBC credentials (username@unbc.ca) and password. If you do not have a Romeo account, contact the Office of Research and Innovation at research@unbc.ca. You may be required to verify your identity with the mobile device "Authenticator" app or MFA Hardware Token issued by UNBC ITS to verify your identity, so please ensure that you have this available when you login.

3. The Research Ethics Amendment form can be accessed as an event form. To access event forms, click on the "**Applications: Post-Review**" link on your Romeo home page (see below).

You will be brought to a screen (similar to the one below), which lists your previous applications, and the options available for each application. Click on the "**Events**" button next to the relevant application.

A screen will open (similar to the one below), which lists all of the available event forms for that application. Click on the "**Research Ethics Board Amendment Form**" to open it.
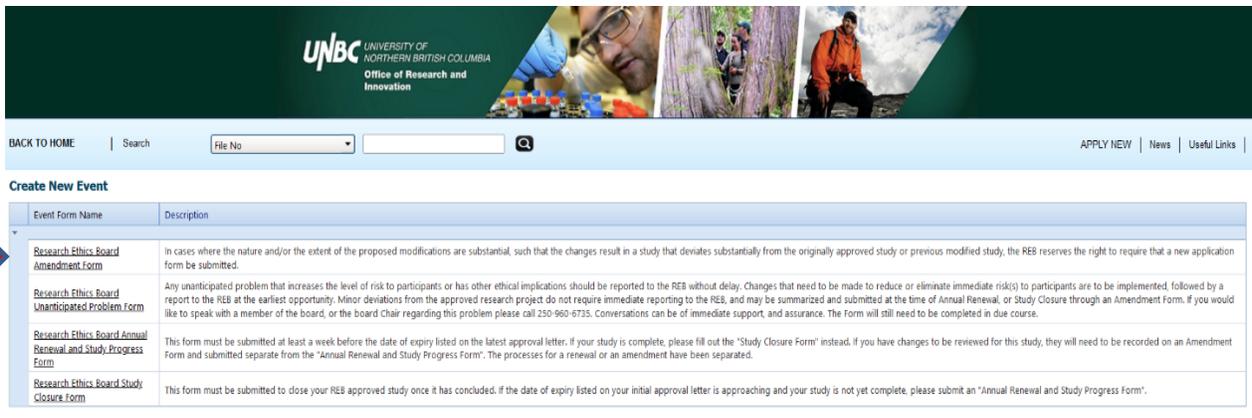
4. You will be brought to a screen similar to the one below. Under the "**Event Info**" tab, you can enter general comments and notes in the "**Note(s)**" text box (red arrow below). Click "Save" before moving to the next tab (blue arrow below). At any time, you can save your application and continue working on it at a later time. It is always good practice to save your application before changing tabs or leaving the application for an extended period of time.
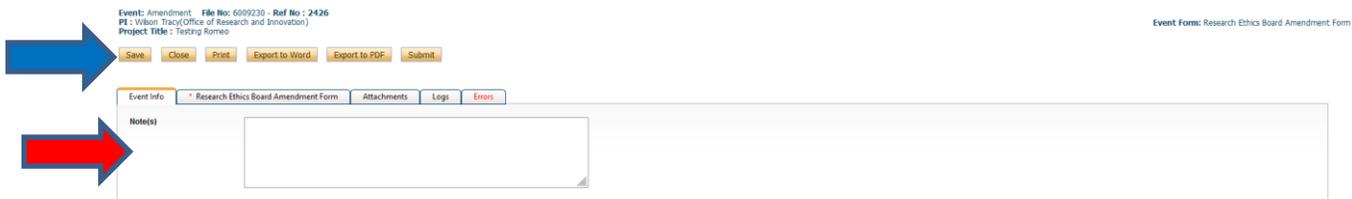
5. Proceed to the "**Research Ethics Board Amendment Form**" tab. This tab includes event-specific questions to assess the nature of amendment request. Answer the questions on the "**Research Team**", "**Project Funding**", "**Project Information and Progress**", and "**Requested Study Modifications**" sub-tabs (red rectangle below).

NOTE: fields marked with a red asterisk (*) are mandatory, but please answer all questions relevant to your event form submission.

6. Proceed to the "**Attachments**" tab. This tab allows you to upload all required attachments. Support documents that are modified from the originally approved version need to have all modifications identified by highlighting and underlining new text, and using strike through for text that is to be removed. Document footers are to be updated with the new document creation date, and version number, that corresponds to the version number of the document file name. Ensure that all documents are named using a consistent and informative naming convention. Please also "check" all that apply from the document list on the tab. Click the "**Add Attachment**" button at the bottom of the page to attach all updated support documents (red arrow below).

A pop-up window will open. To upload an attachment, click the "**Browse**" button (red arrow below). Enter a **Description**, if applicable. Enter the date of submission as the "**Version Date**". Under the "**Doc Agreement**" pull-down menu, select the type of document you are uploading (Information Letter, Consent Form, Research Proposal, etc.). Click on "**Add Attachment**" (blue arrow below).
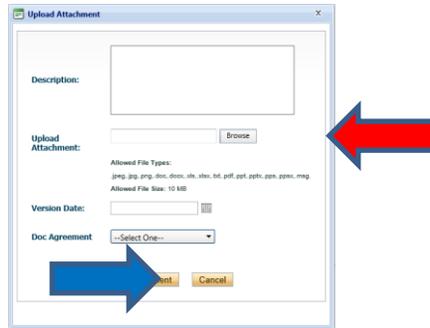

Click "**Save**" to save the information on this page.

7. "**Logs**" tab. There is no information to be entered in this section. You can toggle between "**Event Workflow Log**" and "**Event Log**" (red rectangle below) to see where your application is at in the approval process and to see any log activity.
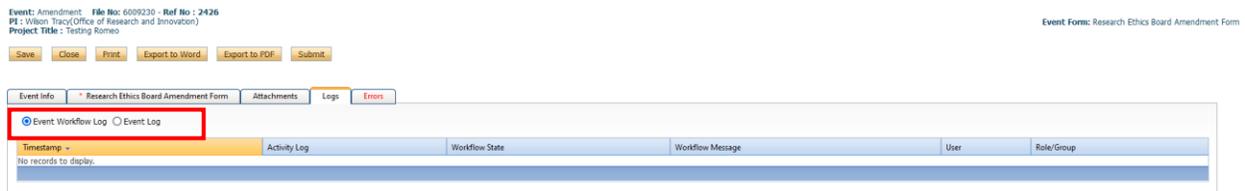
8. "**Errors**" tab. This section will show you where there are errors in your application form. All errors must be corrected before you are able to submit your application.
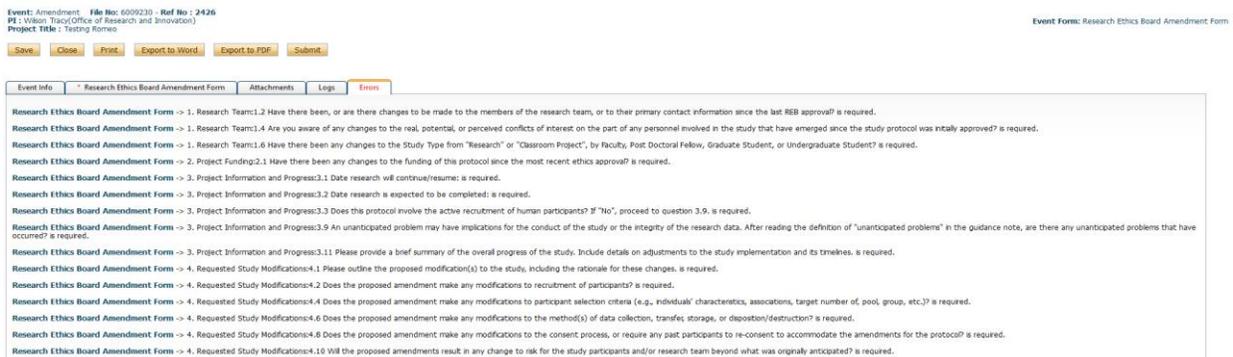
9. **Final Processes**. Click to "**Save**" the information entered in your application. You can also choose to "Print", "Export to Word", or "Export to PDF" your application.
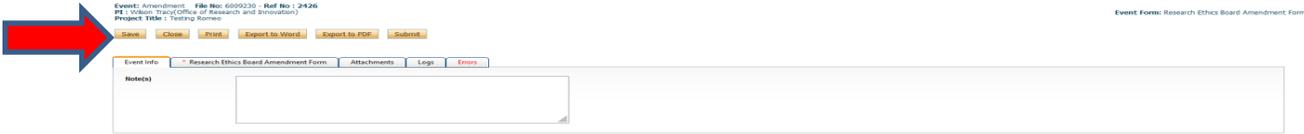
10. When you are ready, click to "**Submit**" your Amendment Form to the Office of Research and Innovation. Once you do so, a Work Flow Action comment box will pop up. If you have any additional comments, enter them here. Please do not put any confidential or sensitive information in the comment box, as this can be seen by reviewers and Office of Research and Innovation staff.