

# RESEARCHER MANUAL

## SUBMITTING A RESEARCH ETHICS UNANTICIPATED PROBLEM FORM

Please submit a Research Ethics Unanticipated Problem Form (Event Form) when you need to report an unanticipated problem that increased the level of risk to participants or has other ethical implications. Minor deviations from the approved research project do not require immediate reporting to the REB, and may be summarized and submitted through an Amendment Form at the time of Annual Renewal or Study Closure.

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](mailto: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 ROME0 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](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](mailto: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.

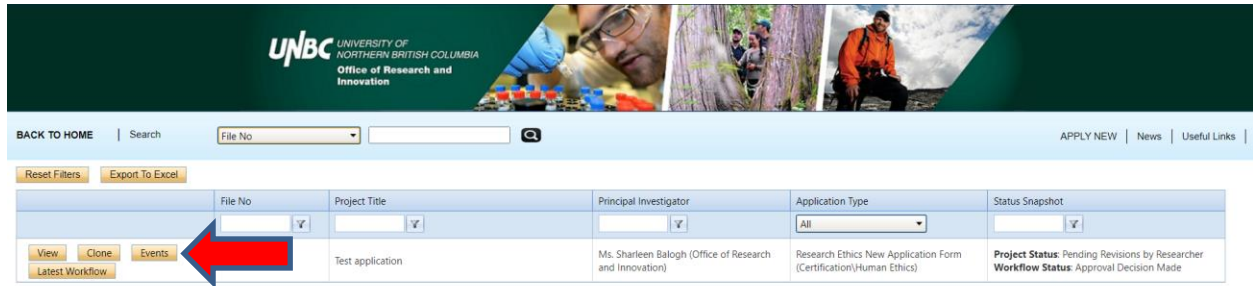
3. The Research Ethics Unanticipated Problem Form can be accessed as an event form. To access event forms, click on the “**Applications: Post-Review**” link on your Romeo home page (see below).

A screenshot of the Romeo user interface. At the top, there is a navigation bar with the UNBC logo and the text "UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA Office of Research and Innovation". Below the navigation bar, there is a search bar and a list of application and event categories. A red arrow points to the "Applications: Post-Review" link in the list.

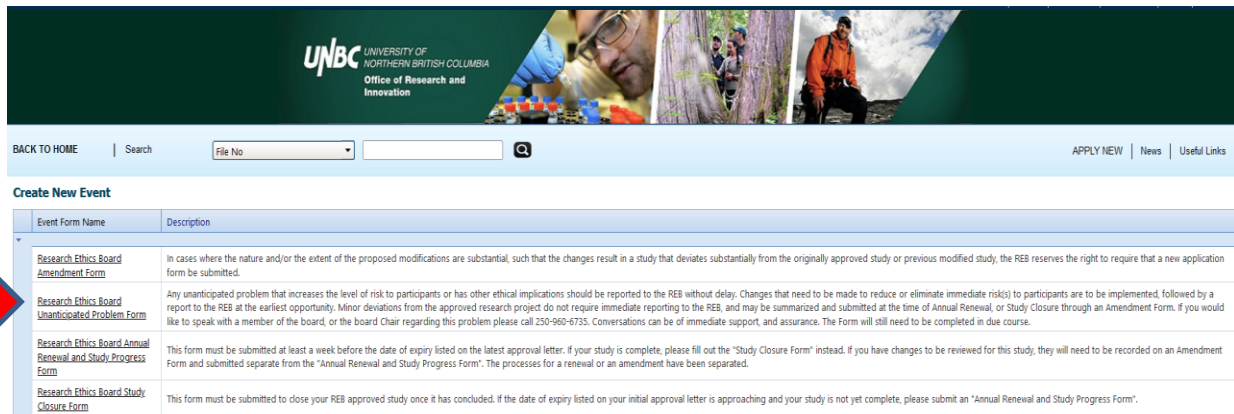
Role: Principal Investigator	
Applications: Drafts	(30)
Applications: Requiring Attention	(0)
Applications: Under Review	(2)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(1)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member

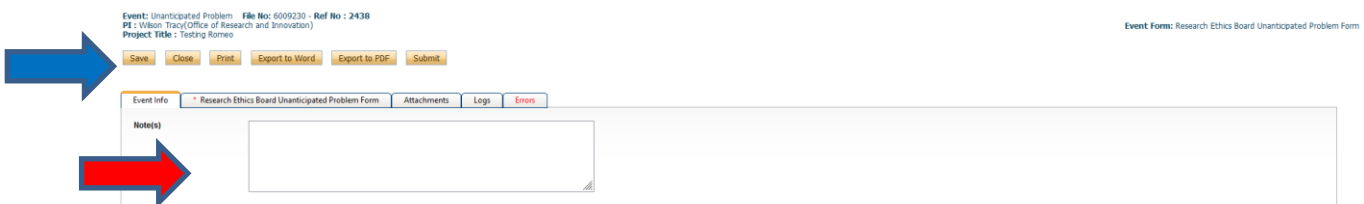
You will be brought to a screen (similar to the one below), which lists your previous applications, and the options available for each application. Click on the “Events” button next to the relevant application.



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 Unanticipated Problem 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 Unanticipated Problem Form” tab. This tab includes event-specific questions to assess the nature of the unanticipated problem. Answer the questions on the “Study State”, “Unanticipated Problem - Description”, “Unanticipated Problem – Occurrence(s)”, and “Unanticipated Problem - Mitigation” 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.

Event: Unanticipated Problem File No: 6009230 - Ref No : 2438  
PI : Wilson Tracy(Office of Research and Innovation)  
Project Title : Testing Romeo

Save Close Print Export to Word Export to PDF Submit

Event Info \* Research Ethics Board Unanticipated Problem Form Attachments Logs Errors

\* 1. Study State \* 2. Unanticipated Problem - Description \* 3. Unanticipated Problem - Occurrence(s) \* 4. Unanticipated Problem - Mitigation

1.1\* What is the status of participant recruitment for this study?  
(State if the Unanticipated Problem to be reported has caused, for example, Active recruitment to be paused; Recruitment is ongoing; Recruitment was complete, with participants engaged in another stage of the study, etc.) Please describe.

1.2\* Provide a brief summary of the progress of the study up to the time of the problem.  
(Include whether the study was proceeding as planned and at what stage it has reached at the time of the problem. Maximum 200 Words.)

6. Proceed to the “Attachments” tab. This tab allows you to upload any related attachments. Click the “Add Attachment” button at the bottom of the page to attach documents (red arrow below).

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Add Attachment

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

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).

Upload Attachment

Description:

Upload Attachment:  Browse

Allowed File Types:  
(.jpg, .png, .bmp, .doc, .docx, .xls, .xlsx, .htm, .html, .pdf, .ppt, .pptx, .zip, .rar, .mpg, .mpeg)

Allowed File Size: 10 MB

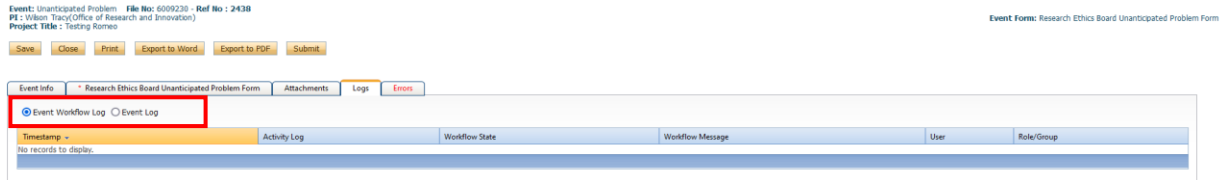
Version Date:

Doc Agreement: --Select One--

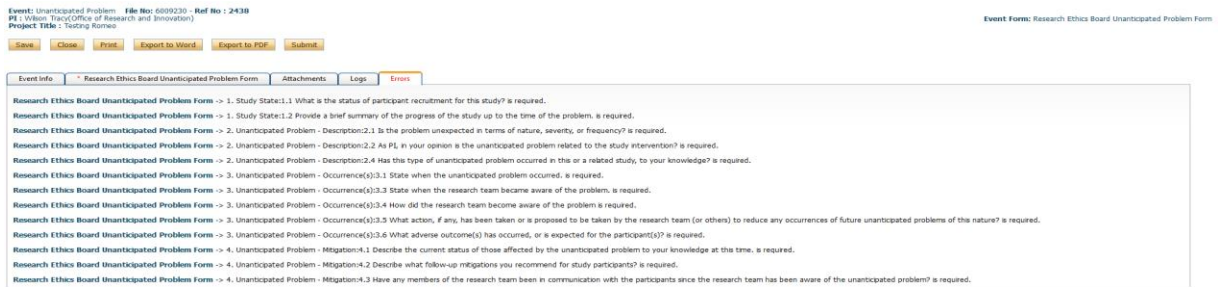
Add Attachment Cancel

Click “Save” to save the information on this page.

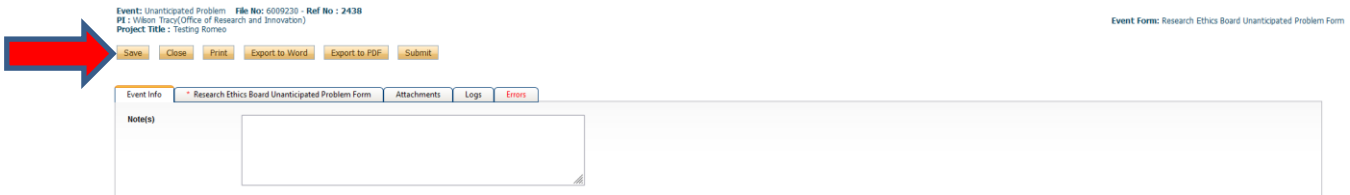
7. **“Logs”** tab. There is no information to be entered in this section. You can toggle between **“Event Workflow Log”** and **“Event Log”** (red rectangle below) to see where your application is at in the approval process and to see any log activity.



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 Unanticipated Problem Form to the Office of Research and Innovation. Once you click “submit”, 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.

