# RESEARCHER MANUAL
# SUBMITTING A RESEARCH ETHICS NEW APPLICATION FORM

Please use the ROMEO platform to submit a Research Ethics New Application Form for a NEW project. If you are making changes to an existing project that is already in ROMEO, please complete an Event Form (Amendment Form, Annual Renewal and Study Progress Form, etc.) within that project's 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.

**It is always good practice to save your application before changing tabs or leaving the application for an extended period of time.** At any time, you can save your application and continue working on it later.

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. Once you have logged into Romeo, you will be brought to the Home Page (see the example below). To access all application forms available on Romeo, click on "**APPLY NEW**".
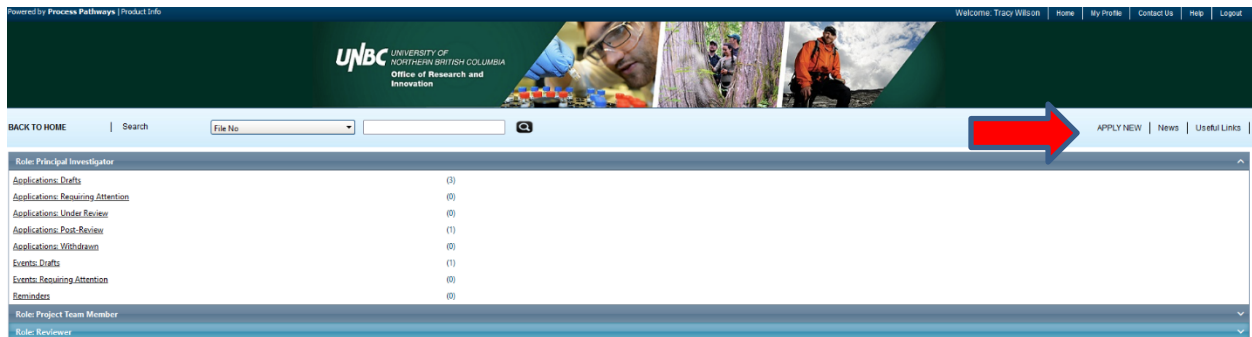


You will be brought to a screen (similar to the one below), which lists all of the available online application forms.
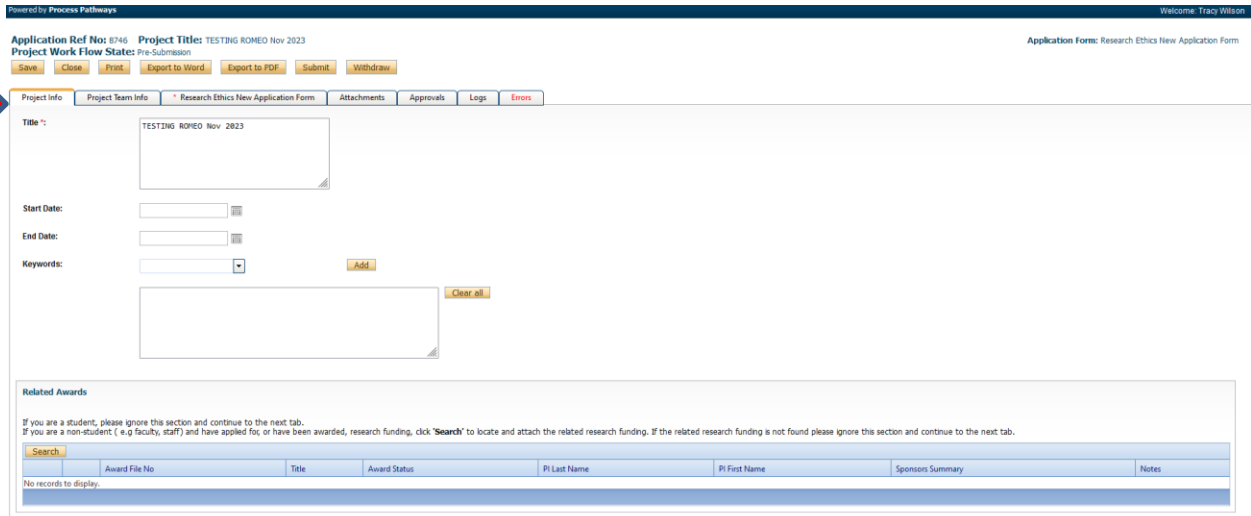
Under **Research Ethics**, select "**Research Ethics New Application Form**".
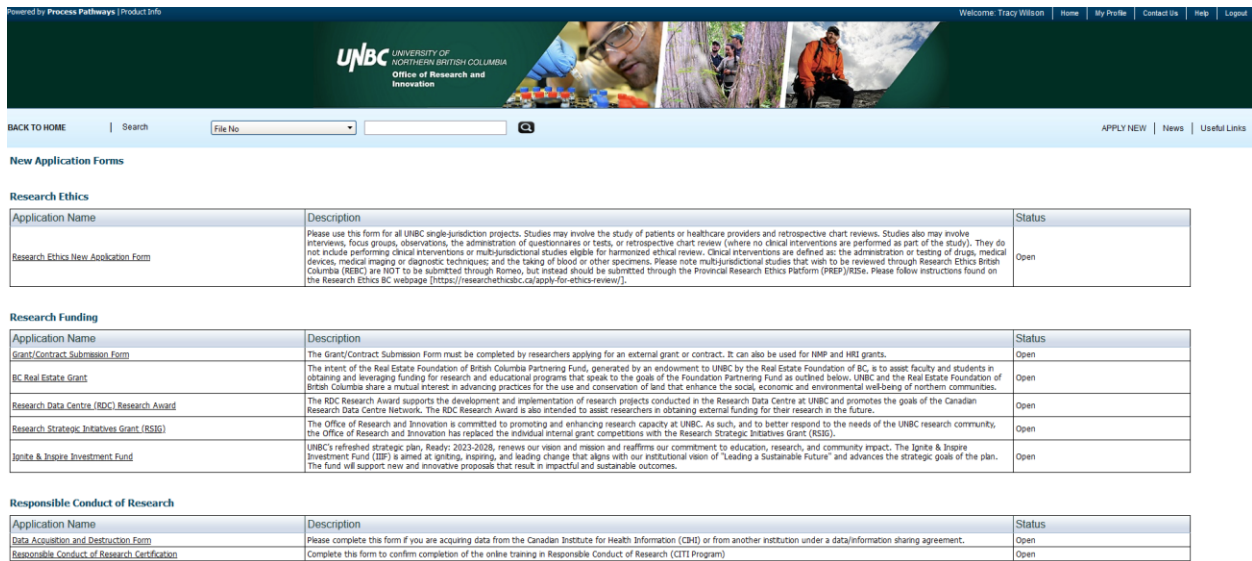


4. You will be brought to a screen similar to the one below. Under the "Project Info" tab, complete:

- **Title**: Title of the project;
- **Start Date** and **End Date**: Enter the proposed project Start/End dates for the full study, inclusive of human participant involvement.
- **Keywords**: Provide any appropriate keywords (you can type or copy and past keywords into the box instead of using the "add" function).

Please note: fields marked with a red asterisk (*) are mandatory.

**Related Awards**: If there is any funding associated with this certification that is being administered at UNBC through the Romeo Research Portal, please go to the bottom of the Project Info Tab under Related Awards and click on "Search" to add the associated Romeo funding file. If research funding is being administered externally, this will be captured later in this application.



A new "Award Application List" window will open. Search for and select the Romeo funding file associated with this certification using the search fields below.

5. Click "**Save**" before moving to the next tab. **It is always good practice to save your application before changing tabs or leaving the application for an extended period of time**. At any time, you can save your application and continue working on it later.

6. Proceed to the "**Project Team Info**" tab.

The Principal Investigator information will auto-populate with your profile information. Please contact the Office of Research and Innovation at [research@unbc.ca](mailto:research@unbc.ca) if your profile information is incorrect or out-of-date.

**External project team members**: If Co-investigators are external to UNBC or are with UNBC and do not have a ROMEO profile **and will not require access to the application form**, their name, institution, contact information, and role in the study can be added in the Investigator Comments text box.

All identified project team members can contribute to an application form pre-submission, but only the Principal Investigator can submit an application form.

**Students or researcher under supervision, team member or research coordinator**:
If the application form has been initiated by a **student or researcher under supervision**, a **team member** or a **research coordinator**, the role of Principal Investigator will automatically be populated with that individual's information. This **must be** switched using the "**Change PI**" button (red arrow below).



This will open a pop-up window. You can search for your **supervisor's** Romeo profile by typing their first and/or last name into the search boxes (red rectangle below) and clicking "**Search**" (red arrow below). This will bring up a list of all Romeo profiles with this name. Select the correct profile for your supervisor by clicking the "**Select**" button (green arrow below). If your supervisor does not have a Romeo profile, click "**Close**" and have them contact the Office of Research and Innovation to be added to the list.

**Once the PI for the application has been changed to the academic supervisor, you will need to ensure that you add yourself as a Project Team Member so that you will continue to be able to access and edit the application.** Click on "**Add New**" under "**Other Project Member Info**" (red arrow below).



A pop-up window will open. Do NOT hand type your information into the boxes or it will not link to your profile and you will not be able to access the application. Instead, to add your information, click "**Search Profiles**" (red arrow below). Another window will open. Type your first and/or last name into the search fields and click "Search". Select your profile from the list and click "Select".

**If you are a student working on your thesis/project research, as lead investigator, please indicate your role in the project as the** "**Principal Applicant**" **from the** "**Role in Project**" drop-down menu (green arrow below).

Click "**Save**" (blue arrow below) before moving to the next tab.



Once this step has been completed, if you save your application to continue working on it at a later time, after logging into the Romeo Research Portal the application can be located for editing:

- As a student, the application will be found under "Role: Project Team Member" under the "Applications: Drafts" (red arrow below);
- As the Principal Investigator (academic supervisor), the application will be found under "Role" Principal Investigator" under the "Applications: Drafts" (green arrow below).



7. Proceed to the "**Research Ethics New Application Form**" tab. You will see a screen similar to the one below. Answer all of the applicable questions under all of the sub-tabs shown in the red rectangle

below. You can open a sub-tab by clicking on its title. Questions with a red asterisk (*) are mandatory, but please answer all questions relevant to your application.

Click on "**Save**" to save the information on the sub-tab before moving onto another sub-tab. 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.
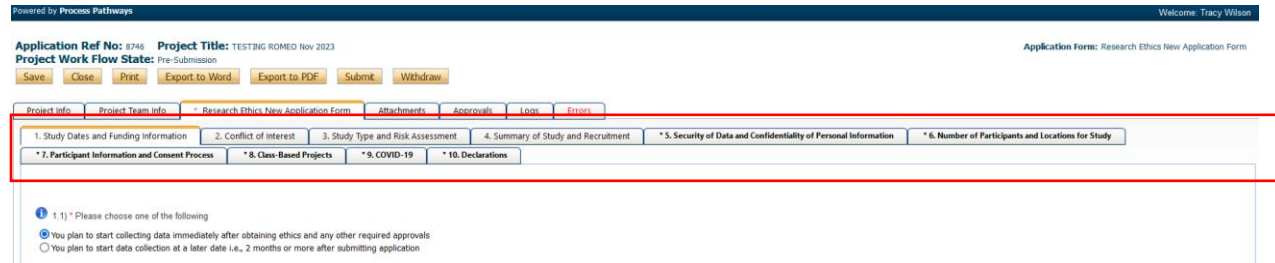


8. Proceed to the "**Attachments**" tab. This tab allows you to upload all required attachments. Ensure that all documents are named using a consistent and informative naming convention (e.g., "consent_form_v1_date").

**Documents that pertain to your study may include** TCPS2 CORE Certificate (required for all undergraduate and graduate student researchers engaged in human participant research); Other REB approvals; Consents from Aboriginal groups or organizations; Other required consents; Safe Research Plan for In-Person Research involving populations that may face increased risk of COVID-19, or communities where local policies and protocols are in place regarding the pandemic; Participant recruitment materials (e.g., posters, letters, email scripts, and media advertisements); Participant information letter(s); Participant consent form(s); Interview protocols, questionnaires, survey instruments (As per TCPS2, Article 10.5, in studies using emergent design in data collection final versions of questionnaires or interview schedules must be submitted to the REB as soon as they become available); Research assistants/transcriber confidentiality agreement(s); Research contract(s); Research proposal; Any other applicable documents.

Click the "**Add Attachment**" button at the bottom of the page to attach all support documents (red arrow below).
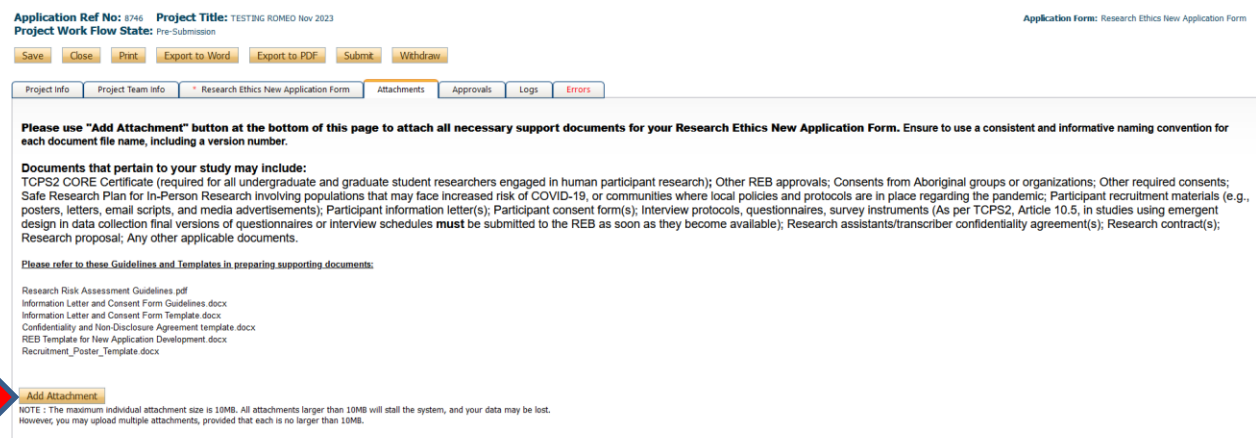
A pop-up window will open. To upload an attachment, click the "**Browse**" button (red arrow below). Enter a **Description**, if applicable. Enter the date of submission as the "**Version Date**". Under the "**Doc Agreement**" pull-down menu, select the type of document you are uploading (research proposal, consent forms, recruitment posters, etc.). Click on "**Add Attachment**" (blue arrow below).
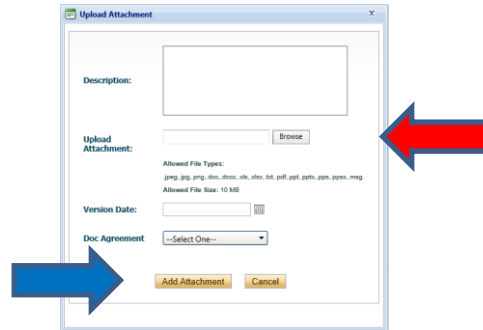


Click "**Save**" to save the information on this page.

9. "**Approvals**" tab. There is no information to be entered in this section. The application will automatically route to the Office of Research and Innovation Research Ethics Board for processing.



10. "**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 relevant log or communication activity.

11. "**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.



12. **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.
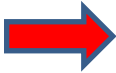


13. When you are ready to submit the application, click "**Submit**" (red arrow below) and a Work Flow Action comment box will pop up. If you have any additional comments, enter them here. Please do not put any confidential or sensitive information in the comment box, as this can be seen by reviewers and Office of Research and Innovation staff. Once you submit, the Research Ethics New Application Form will be routed to the Office of Research and Innovation.

**PLEASE NOTE: If you are a student, or a researcher under supervision, your academic supervisor MUST submit the application from their own Romeo account (after changing the PI and adding yourself as a Project Team Member with the role of "Principal Applicant" described in Step 6 above).** If the application is submitted from a student account, it will be returned to the student by the Office of Research and Innovation for re-submission by the Faculty Supervisor. This enables the supervisor to review all materials that are being forwarded for review under their professional responsibility for the conduct of the study.

14. At any time, you can view the status of your application either:

    a)   under an individual application's "**Logs**" tab, or



    b)   from the Home screen, under "**Applications: Under Review**".
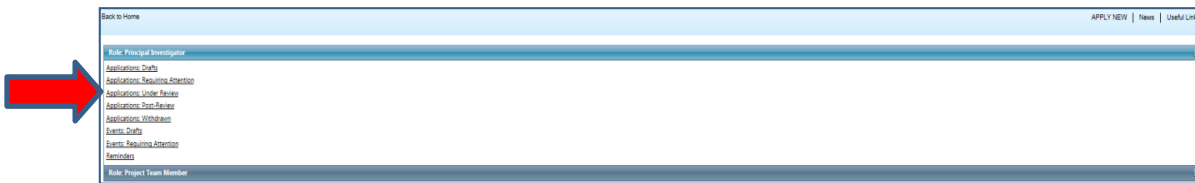


15. After the REB has reviewed your application and made their approval decision, you will receive an email from do-not-reply-unbc@researchservicesoffice.com indicating whether your application has been approved or if provisos have been issued. If revisions are required, you will receive a Requested Changes Memo from the UNBC Research Ethics Board attached to the email, detailing the changes suggested from the review.

16. To revise your application, log in to your Romeo account (following the instructions in Steps 1 and 2 above). The application that requires attention will be highlighted in red text ("**Applications: Requiring Attention**") under either the "**Role: Principal Investigator**" list (red arrow below) or the "**Role: Project Team Member**" list (green arrow below), depending on your role in the application.
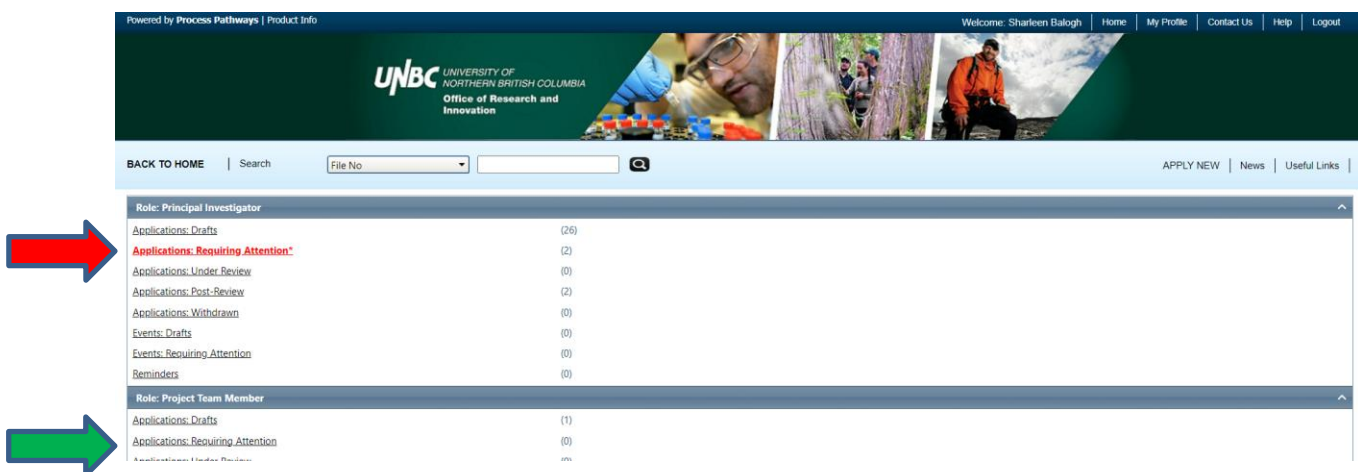
Click on the appropriate Quick Link. A new window will open, listing all applications in that category that require your attention. Locate the correct file and click "**Edit**" (red arrow below).



17. The application will open.

**Please make any changes directly within the Romeo application** by clicking on each tab and revising your responses as required.

**Revised support documentation** (i.e., consent forms, recruitment posters, etc.) can be attached to the "**Attachments**" tab (as in Step 8 above). Please identify any changes to the support documentation by underlining and highlighting new text and striking through removed text from the original submission. Please provide each revised document with a new name using a consistent and informative naming convention (e.g., "consent_form_v2_date").

**Please also upload a Response Letter** to the "Attachments" tab. Please copy the provisos listed in your letter requesting changes received from the REB, paste them into a blank document, and provide an explanation or justification below each proviso of the changes made, or not made. Please save the letter (e.g., Response_Letter_v1_date) and attach it to the "Attachments" tab. Select the "**Researcher's Response Letter to REB Requested Changes**" from the "**Doc Agreement**" drop-down list (red arrow below).

12

18. When you are ready, click to "**Re-Submit**" your application (red arrow below) to the Office of Research and Innovation. As in Step 13, a Work Flow Action comment box will pop up where you can add any additional comments. As before, please do not include any confidential or sensitive information in this comment box. If you are a student, you will need to notify your supervisor so that they can re-submit it from their own Romeo account on your behalf. This enables the supervisor to review all materials that are being forwarded for review under their professional responsibility for the conduct of the study.



19. The application will be automatically routed back to the Office of Research and Innovation for review by the REB. If further revisions are required, you will be notified by email, as you were with the initial provisos.