

## How to Submit an Application Form

Login to the portal through the appropriate link.

1. [Internal User \(Dalhousie NetID\)](#)
2. [External User](#)

On the right side of the homepage, click Apply New.

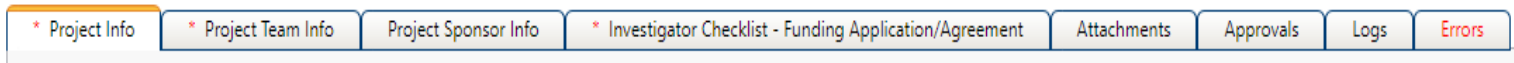
APPLY NEW | News | Useful Links

Under **Dalhousie – Awards and Clinical Trials**, select the relevant form.

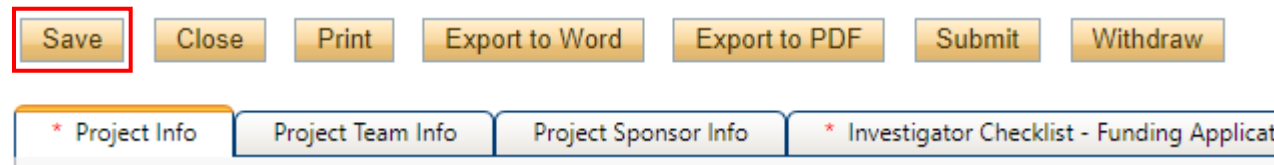
### Dalhousie - Awards and Clinical Trials

|                                                                        |
|------------------------------------------------------------------------|
| Application Name                                                       |
| <a href="#">Investigator Checklist - Funding Application/Agreement</a> |
| <a href="#">Investigator Checklist - Non-Funding Agreement</a>         |

The form includes a series of tabs at the top. Some questions, marked by a red asterisk, are mandatory to answer prior to submission of the form. The **Errors** tab on the far right will disappear, once these questions have been answered.



Orange buttons enable functional tasks like saving, printing, or submitting the file for review. The portal does not have auto-save feature, and it is recommended to click **Save** at regular intervals.



If you need to close the draft, click Save and then Close. This will take you back to the homepage. To open the draft again, click Applications: Drafts, which is found under the Principal Investigator or Project Team Member role block.

| Role: Principal Investigator                      |     |
|---------------------------------------------------|-----|
| <a href="#">Applications: Drafts</a>              | (1) |
| <a href="#">Applications: Requiring Attention</a> | (0) |
| <a href="#">Applications: Under Review</a>        | (0) |

Locate the relevant file, and open with the **Edit** button. The View button is read-only mode and will not allow you to save changes.

|                            |                  | File No              | Project Title         |
|----------------------------|------------------|----------------------|-----------------------|
|                            |                  | <input type="text"/> | <input type="text"/>  |
| <div>View</div>            | <div>Edit</div>  | Ref No : 60695       | The impact of classro |
| <div>Delete</div>          | <div>Clone</div> |                      |                       |
| <div>Latest Workflow</div> |                  |                      |                       |

Basic details are captured under the **Project Info** tab, including Project Title, Start and End Dates (these dates can be estimated if not finalized yet), and Keywords relevant to the project.

\* Project Info

Project Team Info

Project Sponsor Info

Title \*:

Start Date:

End Date:

Keywords:

Farther down the page are a series of questions where a “yes” response can be given where applicable.

Research at Dalhousie? :

☐ Yes  
☐ N/A

Research at IWK? :

☐ Yes  
☐ N/A

Research at NSHA? :

☐ Yes  
☐ N/A

Research at DMNB? :

☐ Yes  
☐ N/A

The PI can also link a Certificate file to the application. Clicking Search will generate a list of the PI’s Human Ethics and Animal Ethics protocols in the system.

Related Certifications

- Click Search to attach an ex
- Click Add New to attach a c

Add New

Search

Certification C

Investigator details are automatically populated under the **Project Team Info** tab. By default, whoever starts the application is listed as the Principal Investigator. If the person is not actually the PI, they can still complete the checklist, but the PI must be the one to click Submit, as the equivalent of their electronic signature. [Click here for instructions on how to change the PI.](#)

If the lead researcher is at another institution, the Dalhousie researcher must remain listed as the PI on the ROMEO file, because they are seeking department and/or faculty approval and will be the account holder if funds are coming to Dal. The lead researcher can be added as a team member (if they have a profile in Dal's ROMEO system) or their details can be added to the team member information box under the Project Info tab.

\* Project Info | **Project Team Info** | Project Sponsor Info | \* Investigator Checklist - Funding Application/Agreement

### Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile. In the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

**Change PI** **Refresh**

Prefix:  Last Name\*:

Affiliation\*:

If the PI has multiple appointments, click the Affiliation drop-down box to select the unit to which the application should be routed for approval.

Affiliation\*:

To add project team members, scroll to the bottom of the Project Team Info tab and click Add New.

### Other Project Member Info:

Do not hand type data for this section

|                |   |
|----------------|---|
| <b>Add New</b> | ? |
|----------------|---|

Click Search Profiles.

Project Team Member

Do not hand type data from profiles

Search Profiles

Search the name. If nothing appears, try the first or last name separately (name might include hyphens, initials, etc.)

Start With

Any part

Last Name:

First Name:

Search

Reset

Click the Select button.

| Options | Last Name |
|---------|-----------|
|         |           |
| Select  | Training  |

The team member’s profile details will auto-populate. The drop-down list can be used to select their role in the project.

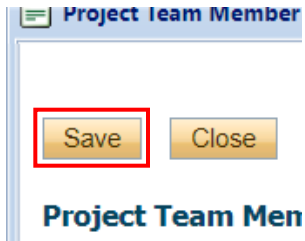
Role In Project:

Applicant

Position:

Professor

Click the Save button.



The screenshot shows a web form titled "Project Team Member" in a blue header bar. Below the header, there are two buttons: "Save" and "Close". The "Save" button is highlighted with a red rectangular box. Below the buttons, the text "Project Team Men" is visible, likely part of a larger label or title.

**Tip:** Most of the existing profiles will be Dalhousie affiliates. If the PI wishes to add someone who is not on the list, two options are available. A request could be sent to [researcher.portal@dal.ca](mailto:researcher.portal@dal.ca) to create a profile OR the team member's details can be typed into the boxes under the Project Info tab. The second option is preferable if their names are being added for reference only, and it's not necessary for them to have access to the file in ROMEO.

Canadian Co-investigator(s) or  
Collaborator(s)? : ☐ Yes  
☐ N/A

Canadian Co-investigator or  
Collaborator Details: (Name,  
Institution or Organization) :

International Investigator(s) or  
Collaborator(s)? : ☐ Yes  
☐ N/A

International Investigator or  
Collaborator Details: (Name,  
Institution or Organization,  
Country) :

Funding or collaborating agency details can be captured under the **Project Sponsor Info** tab.

Click Add New.

Project Info

Project Team Info

Project Sponsor Info

Inv

Click Add New to add funder and per fiscal year budget details for this proj

Add New

Investigator

Click Agency.

Sponsor Info.

Agency:

Agency

Program:

Search for Agency (name or abbreviation).

☐ Start With

☒ Any part

Agency Name:

Abbreviation:

CIHR

Search

Reset

**Note:** If the agency is not listed, select the Agency Not Listed option. Type the agency name in the comment box provided.

| Options                               | Name                                                                                                   |
|---------------------------------------|--------------------------------------------------------------------------------------------------------|
|                                       | <input type="text"/>  |
| <input type="button" value="Select"/> | **Agency Not Listed**                                                                                  |

If the agency appears, click the Select button.

| Options                               | Name                                                                                                   |
|---------------------------------------|--------------------------------------------------------------------------------------------------------|
|                                       | <input type="text"/>  |
| <input type="button" value="Select"/> | Canadian Institutes of Health Research                                                                 |

Select the program from the drop-down list. Names are arranged in alphabetical order.

|                   |                                                                                                                                                                                                                                                       |                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Agency:           | Canadian Institutes of Health Research                                                                                                                                                                                                                | <input type="button" value="Agency"/> |
| Program:          | <div><div>**Program Not Listed**</div><div><div>**Program Not Listed**</div><div>Aboriginal Health Intervention</div><div>Atlantic Aboriginal Health Research Program</div><div>Cafe Scientifique Program</div><div>Canada Graduate</div></div></div> |                                       |
| Investigator:     | <input type="text" value="Investigator"/>                                                                                                                                                                                                             |                                       |
| Competition Date: |                                                                                                                                                                                                                                                       |                                       |
| Start Date:       |                                                                                                                                                                                                                                                       |                                       |
| End Date:         |                                                                                                                                                                                                                                                       |                                       |
| Currency Type:    |                                                                                                                                                                                                                                                       |                                       |

If applicable, enter the Competition Date (funder deadline). The Start and End Dates can be estimated or finalized.

Competition Date:  

Start Date:  

End Date:  

After entering the Start and End Dates, click Generate to produce the funding table, if applicable.

GENERATE

If funds are being requested, type the amounts in the white boxes. If the project is awarded, leave a note in the comment box because the Awarded columns can only be accessed by ORS and OCIE Administrators.

**Please use Canadian currency only.** If the funder is international, use the [XE Currency Converter](#) to convert the amount to CAD.

**Unless instructed otherwise, the total amounts can be typed in the white boxes in the first row. Administrators will break out the disbursements later.**

| Year | Start Date | End Date   | Requested Cash | Requested In-Kind | Requested Overhead |
|------|------------|------------|----------------|-------------------|--------------------|
| 2024 | 2023/04/01 | 2024/03/31 | 50,000.00      | 0.00              | 0.00               |
| 2025 | 2024/04/01 | 2025/03/31 | 0.00           | 0.00              | 0.00               |

Click the Save button at the bottom or top of the page.

SaveClose

Complete all fields and click ge

The next tab is the **Questionnaire** tab. The name of the tab will differ, depending on the form you selected. The tab will display several sub-tabs, from the left to the right.

\* Project InfoProject Team InfoProject Sponsor Info\* Investigator Checklist - Funding Application/AgreementAttachmentsApprovalsLogs

\* Regulatory and Other Requirements\* Space, Facilities & Equipment\* Financial Information\* UN Sustainable Development Goals\* Research Accountability

Upload relevant documentation to the **Attachments** tab.

lication/AgreementAttachmentsApprovals

The **Approvals** tab shows the pre-programmed workflow. Most applications are approved by the department first and then the faculty, before reaching ORS or OCIE.

AttachmentsApprovalsLogs

The bottom of the Approvals tab will display a list of signatories other than the department and faculty. The Questionnaire tab will provide guidance as to whether additional approvals are needed.

**Other Approvals**  
Your institution may require that you obtain additional approval

| Active                   |  | Department              |
|--------------------------|--|-------------------------|
| <input type="checkbox"/> |  | DMNB signature required |
| <input type="checkbox"/> |  | IWK signature required  |

The **Logs** tab will automatically track changes to the file made overtime, as well as messages shared between signing authorities, researchers, and administrators.

\* Project Info

Project Team Info

Project Sponsor Info

\* Investigator Checklist

Attachments

Approvals

Logs

☒ Application Workflow Log ☐ Application Log ☐ Shared Communications

| Timestamp ▾ | Activity Log | Workflow State | Workflow Message |
|-------------|--------------|----------------|------------------|
|-------------|--------------|----------------|------------------|

When the application is ready to submit, click the Submit button. **Note:** Only the Principal Investigator can see the Submit button, since it’s the equivalent of their electronic signature.

Export to PDF

Submit

Withdraw

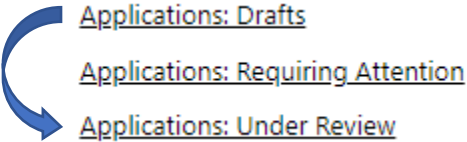
A pop-up box will appear. Add any comments to share with the signing authorities and/or office administrators, then click Submit again.

Submit

Cancel

Comments:

Upon submission, the file will move from **Applications: Drafts** to **Applications: Under Review**. At this point, no edits can be made, and the file will be read-only.



If the PI needs to make revisions, the Status Snapshot will display where the application is currently sitting. The Signing Authority or ORS/OCIE Administrator can return the application for revision.

Status Snapshot

Project Status:

Pending

Workflow Status:

Department Signing Authority Review

Project Status:

Pending

Workflow Status:

ORS Review

If revisions are required, the PI and project team members will receive an automatic email notification. Login to the portal and click **Applications: Requiring Attention**.

Role: Principal Investigator

Applications: Drafts

Applications: Requiring Attention\*

Applications: Under Review

Click Latest Workflow next to the project.

View

Edit

Clone

Latest Workflow

Ref No : 15586

View the message from the signing authority or ORS/OCIE Administrator.

| Workflow State                    | Workflow Message             |
|-----------------------------------|------------------------------|
| ORS Review -> Pending Info by ORS | Please make revisions to thi |

Make the required changes. As the final step, the PI clicks the Re-Submit button.

Export to PDF

Re-Submit

Withdraw

*How to Change the Principal Investigator in a Draft File*

The person who starts the checklist is automatically listed as the PI by the system. If the Dalhousie Principal Investigator is somebody else, then refer to the steps outlined below.

At some point before completing the application, click the Change PI button.

\* Project Info

Project Team Info

Project

### Principal Investigator

Instructions : Do not hand type data for this section.  
PI section, be sure to reload your researcher profile

Change PI

Refresh

Search for the PI’s name in the white boxes. If nothing appears, try the first or last name separately (name might include hyphens, initials, etc.)

Start With

Any part

Last Name:

First Name:

Search

Reset

Select the PI’s name.

| Options           | Last Name                         |
|-------------------|-----------------------------------|
|                   | <div><div></div><div></div></div> |
| <div>Select</div> | Training                          |

To save their work, and still have access to the file, the delegate needs to add themselves back in as a Project Team Member (scroll to the bottom of the Project Team Info tab).

Click Add New.

Other Project Member Info:

Do not hand type data for this section. To add more project team members to this application

Add New

?

|  |           |
|--|-----------|
|  | Last Name |
|--|-----------|

Click Search Profiles to look up and select their name.

Project Team Member Info

Do not hand type data for this section. To add more project team m

Search Profiles

Refresh

?

Save and close out of the file. When the application is ready to be submitted, the team member can inform the PI. The PI can open the draft application with the **Edit** button and click the **Submit** button.