

Researcher Portal
("Romeo Process
Pathways")
Instructions for
Graduate Student
Researchers

Process Pathways



i Welcome to the Research Portal, please login here. If you are already a user, but do not remember your username or password, please do not create a new profile. Click 'Reset Password' to reset your password, or email research@emilycarr.ca request assistance with your username.

Logir

Username

Password

Login

Register

Reset Password

Getting started with Researcher Portal

- Enter the [Researcher Portal](#) and select “Register”
- Complete the profile form using your ecuad.ca email.
- Once you register, you will receive an email:

Dear XXXXX,

Please click on the following link to confirm your registration on Researcher Portal as Investigator:

<https://ecuad.researchservicesoffice.com/ROMEO.Researcher/Researcher/ConfirmRegistration.aspx?id=XXXXX@ecuad.ca>

You will be asked to enter a new password.

Your User Name: XXXXX@ecuad.ca

Use the following as your Confirmation Code: a61e3c8a-fc64-4784-80fb-ce8017b32051

- Complete the registration process by setting up a password.

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Confirmation code

Password

Confirm Password

[Cancel](#) [Confirm](#)


- and, logging back in.

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Login 

Username



Password

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- To start an application, select “Apply New”

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Role: Principal Investigator ^

Applications: Drafts	(6)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)

- Choose the current Research Ethics application form

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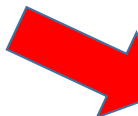
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New Application Forms

Office of Research Ethics

Application Name	Description	Status
Application for Human Research Ethics - REVISED 2017, 2022	Please use this application form for any research project that involves human participants after 2017.	Open
Application for Human Research Ethics: Course-Based Research		Open
Multi-Jurisdictional Application for Human Research Ethics	Use this application form only if your project already has approved certification by an external Research Ethics Board that complies with the TCPS2 (2014)	Open



Office of Research Services

Application Name	Description	Status
Ian Gillespie Research Fund	Use this form to apply for the Ian Gillespie Research Fund and Ian Gillespie Technology Fund	Open
Research Project Proposal	Please use this form to submit research proposals for external funding. Detailed instructions can be found here: http://www.connect.ecuad.ca/sites/www.connect.ecuad.ca/files/pages/2819/ROMEO_researcher_Instructions_enter_project_1.pdf	Open
SSHRC Institutional Exchange Grant Application	Please use this form if you are applying for knowledge mobilization/dissemination activities funded by the SSHRC Institutional Exchange program	Open
SSHRC Institutional Explore Grant Application	Please use this form if you are planning to apply for a research project to be funded under the SSHRC Institutional Explore program	Open

Complete the application

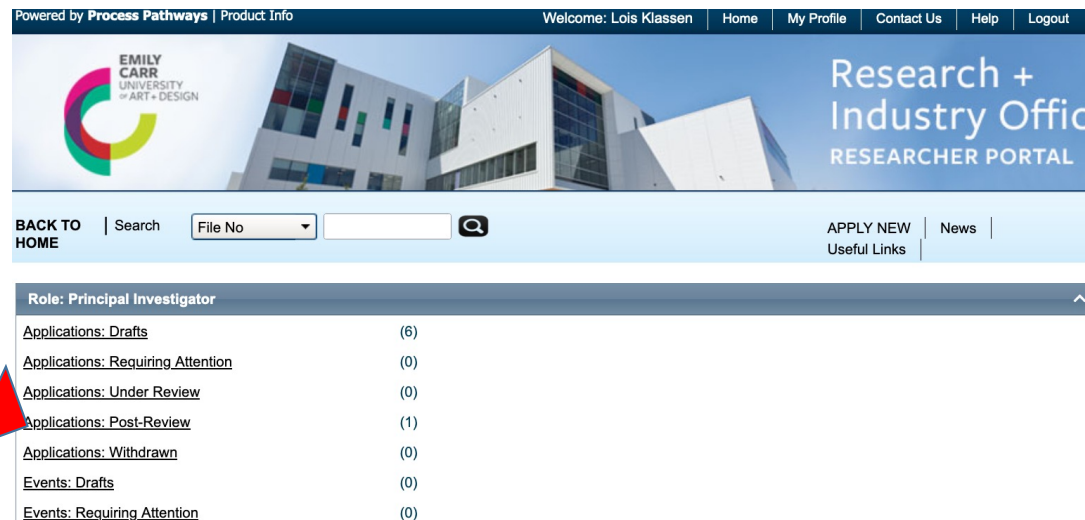
- Enter the information needed in each tab.
- HINT: Save every time you finish one tab so that you do not lose any information.
- Project team: List your supervisor as the “Principal Investigator”.
- Once you have completed your application save the file, close it, and log out.
- Contact your supervisor to request that they review the application and submit.

After application submission

- Once an application is submitted, the Research Ethics Coordinator will read it and may request further clarification or missing documents.
- The completed application will then be sent to members of the ECU-REB for review.
- Reviewers may ask applicants for clarifications or to make further revisions.
- Eventually an approval certificate will be attached to the Researcher Portal file, and issued to the researcher by email.

Post Approval

- The approved project can be amended as needed through the post-approval modification “event” review process.
- To request a modification, login to the Researcher Portal and find the file under “Applications Post-Review”.



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Submitting an Event Form

- Click on the file you want to open and then click on “Events” next to the file you would like to modify.

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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	[]	[]	[]	All	[]
View Clone Events Latest Workflow	100417	Responsible Conduct in Art + Design Research: Webinar and Conference	Dr. Lois Klassen (Other Research Centres)	Research Project Proposal (Awards/Awards)	Project Status: Active Workflow Status: Approval Decision Made



Other Post Approval Event Forms

- Other post approval event forms are available for reporting incidents, changes, and filing annual and final reports.
- Make sure that your supervisor has reviewed any documentation that you are submitting.
- HINT: Once the event form is completed a new window will open with a box for comments. Add a comment relating to your submission and hit “submit” again. If you don’t follow this last step your Event Form will be saved as a draft but not submitted.

Create New Event

Event Form Name	Description
Research Ethics Adverse Incident Report	Researchers must report to the ECU REB any unanticipated adverse incident experience by or otherwise affecting the research participant (s) This report should be completed and submitted no later than 5 days after the incident. This report does not replace the incident reporting processes that might exist at the location of the research. At ECU incidents (injury, illness, near miss, property damage) must be reported to the safety and security manager. When security personnel administer first aid this intervention will also be reported to the safety and security manager. Researchers should ensure that all adverse are appropriately reported.
Research Ethics Additional Information	Use this form to upload requested information or new documentation.
Research Ethics Annual Review/Renewal	On an annual basis, the Principal Investigator must provide this report to the ECU REB.
Research Ethics Modification Request	
Research Ethics Project Completion Form	Researchers must complete and submit this form at the end of their research project. This form is necessary to close the Ethics file related to the project.

*Thank you for using the Researcher Portal
Good luck with your research projects.*

ethics@ecuad.ca