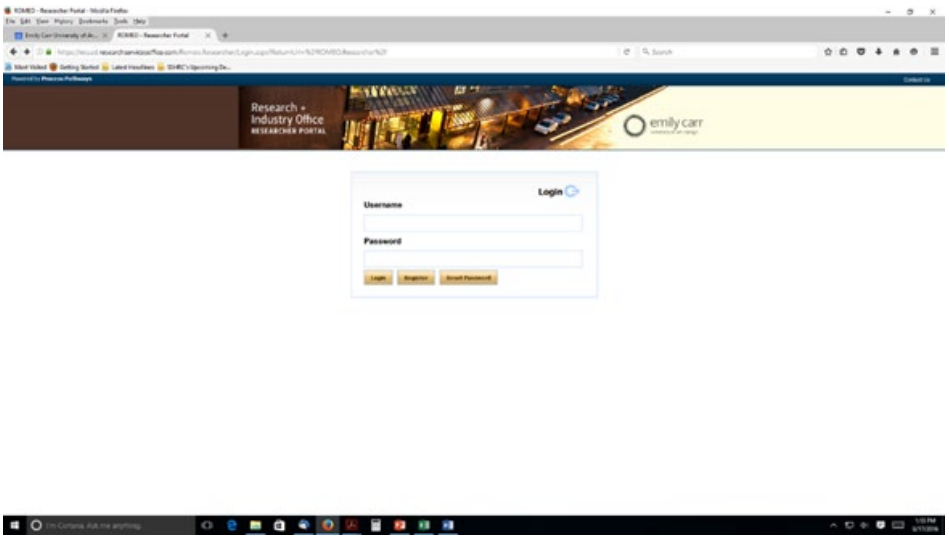
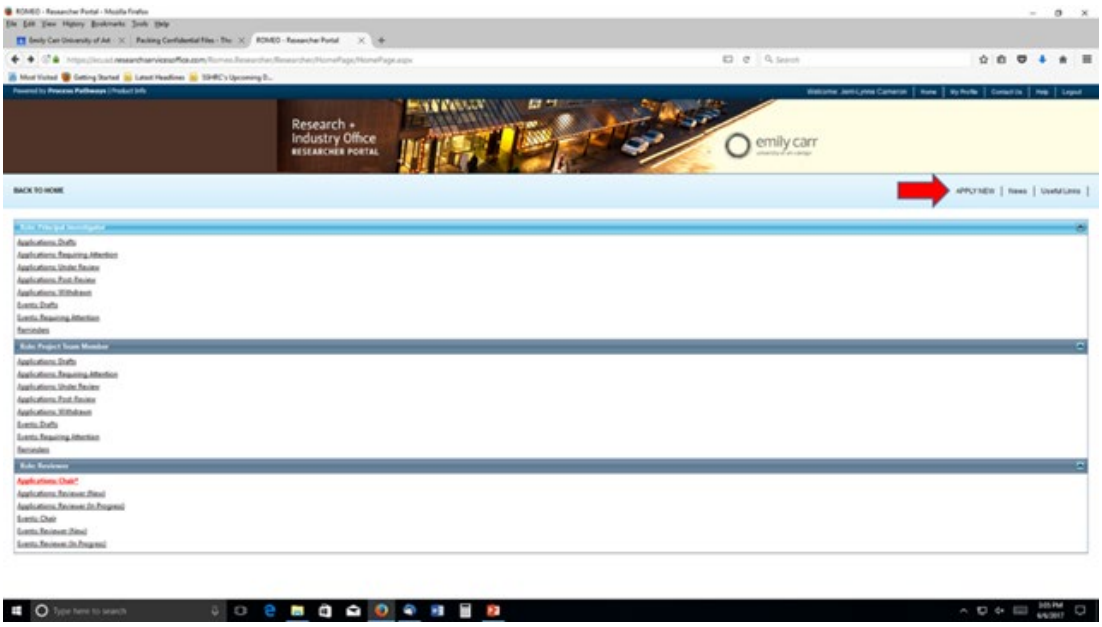
HOW TO COMPLETE A SIG EXCHANGE APPLICATION IN ROMEO

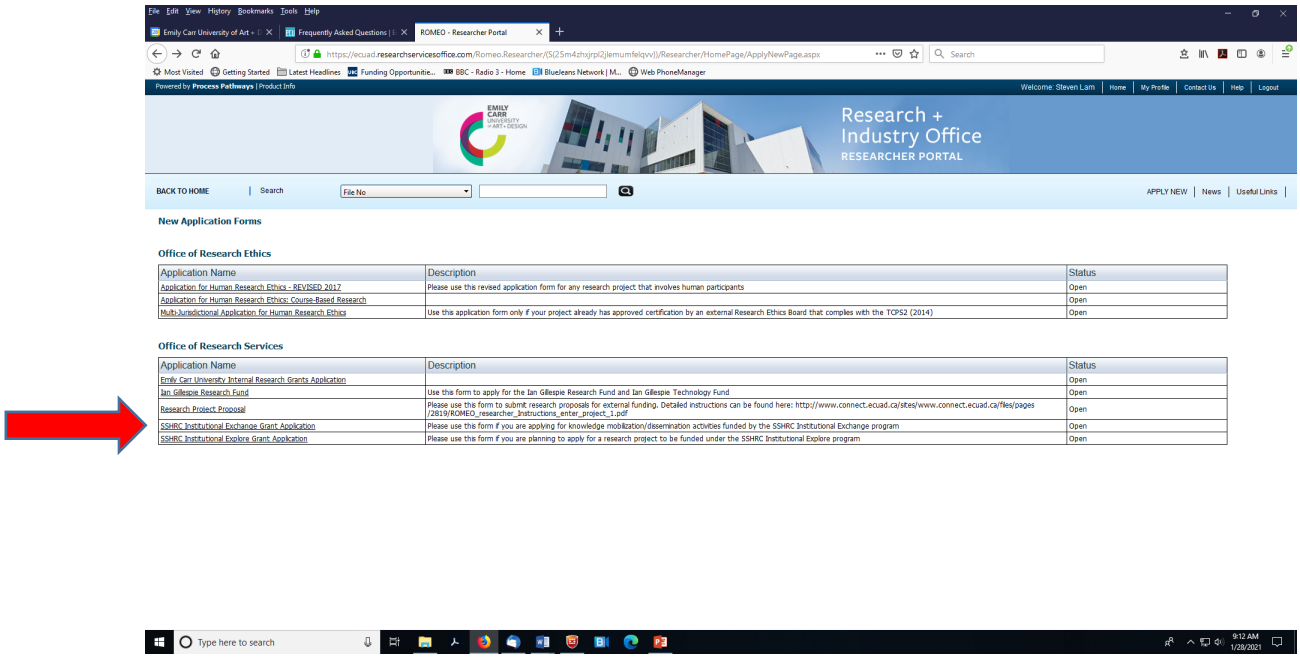
Log in to Romeo:
https://ecuad.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=%2fROMEO.Researcher%2f



Click “Apply New” on the right top side of the screen.



From the 'Application Name' list, choose the SSHRC Institutional Exchange Grant Application.



How to Fill in the application

Fill each tab following the instructions below. Click ‘Save’ as you move from tab to tab.

1. Project Info

This section allows you to provide basic information on the proposed project.

Start Date and End Date: The dates that you provide do not have to be firm, however they may be used by the committee to determine the feasibility the proposed project and therefore should reflect an appropriate project timeline.

Related Certifications: If you have already acquired certifications (for example REB certification) for this project at the time of application you may provide the details here.

2. Project Sponsor Info

Agency: Click agency and select Emily Carr University

Program: Select SSHRC Institutional Grant

There is no need to complete any other sections in this tab.

3. SSHRC Institutional Exchange Grants | Application

3.1.1. Project Description

Select from the drop-down menu which kind of activities you are applying for funds.

3.1.2 Project Summary

Upload a PDF file with a summary of the ways in which the proposed activities will have impact on your own research program, your discipline, Emily Carr's profile, and any other related communities. (300 words). Check the box to confirm you have uploaded the document.

3.2.1 Budget Table Uploaded

This section provides a checkbox to confirm that you have uploaded a single page PDF that shows your proposed budget in table form.

Note: expenses should comply with Emily Carr University travel guidelines and policies.

3.2.2 Budget Justification

Please upload a PDF file with a description and justification of the items outlined in your budget table – maximum 300 words. If your project includes use of equipment and facilities, please provide a justification and attached a completed Project Proposal Form from the Technical Services area. Check the box to confirm that you have uploaded the files.

3.3.1 Statement of Understanding

Please review the Statement of Understanding and check "I Agree" if you agree to the terms of this award. By checking this box you agree that you will administer your grant funds in accordance with all policies that govern research funds at Emily Carr University (including Tri-Council and federal and provincial regulations).

4. Attachments

Use this tab to attach the following documents:

- Budget Table and justification
- Project Summary
- Project Proposal Form from the Technical Services area (1)

Documents should be in PDF format with 12 pt type, with 1" margins and single-spaced. Standard CV formatting can be used for CV documents.

Once you have saved your document, you may submit it to the RIO.

Note that after you hit ‘submit’ a new window appears for you to add brief comments about your submission. You need to hit the ‘submit’ button in this new window. If you don’t, the application is saved as a draft but it is not submitted.

If you need assistance with the application please contact research@ecuad.ca

---

(1) All projects must include this form stating the needs for use of existing studios, equipment, etc.