Process Pathways Romeo

The Process Pathways Romeo is a web-based solution that facilitates the management of research projects, including ethics and grant approvals, project tracking, and smooth disbursements of funds.

This is a user-friendly system that you can access with your Emily Carr email. Quite a bit of data has already been entered in the system and set up to be selected rather than typed-in to minimize the amount of user data entry. Starting August 2016, all applications for funding must be submitted using ROMEO.

All regular faculty members have been pre-registered with an account. Your username is your ECUAD email. To activate your account, please follow the instructions that have been sent in an email message to your ECUAD email. Once you create and confirm your password, you will be registered and can start your application.

If you are non-regular faculty, please self-register and send an email to research@ecuad.ca to speed up the validation of your profile.

Instructions:
Submitting an application for the ECU Internal Research Fund

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 this project at the time of application you may provide the details here.

2. Project Team Info

This section is where you will provide details on the project team. If the individual completing the application is not the Primary Investigator (PI), an alternate PI may be entered here*. Co-investigators may also be entered in this section. Updated CVs for all investigators must be included using the 'attachment' tab.

Only the PI will be able to 'Submit' the application

Other Project Member Info: You may enter other project members who are currently registered in the Romeo database (our Research Management online system) by clicking 'Add New' and selecting them here. If you have a team member who is not currently registered in the Romeo database, please have that individual self-register and contact the Research + Industry Office (RIO) to verify the registration.

3. Project Sponsor Info

Agency: Click agency and select Emily Carr University

Program: Select Internal Research Grant

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

4. Emily Carr University Internal Research Grants Application

4.1.1. Project Summary

Provide a summary of your project (maximum 300 words). This summary will be the committee's first impression of your project, so take the time to craft it carefully. It should speak briefly to the context, originality and importance of the research you are proposing.

4.1.2 Project Description

As a part of your application, you must provide a detailed description of the project you are proposing. The Project Description should be no more than two, single spaced, typed pages (12 point font) in length. You have the option to either type your Project Description into the text area provided, or to upload a description using the Attachments tab.

Your Project Description should include the following sections:

Introduction/Statement of Problem: use a review of the current literature related to the topic to demonstrate gaps in knowledge and the importance of the study

Research Aims/Purpose/Research Questions

Proposed Methods: consider (where applicable) subject selection, recruitment, data collection, analysis and methodological framework, engagement approaches, etc. Provide enough detail that the committee will be able to assess the quality and feasibility of your proposed project. If you are engaging a very specific approach, provide some clear detail on why you have chosen that approach and why it is suited to the successful completion of the proposed project.

Research Timeline

Dissemination Plan: identify provide as much detail as possible on how your project will reach members of your academic community and any other relevant communities.

You may also want to provide your plan for student engagement and training (if appropriate).

4.2.1 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.

4.2.2 Budget Justification

Please provide description and justification of the items outlined in your budget table – maximum 300 words.

4.3.1 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).

4.4.1 Conflict of Interest Declaration

The Tri-Council Agreement on the Administration of Agency Grants and related documents require that researchers at eligible institutions make regular declaration of potential and

perceived conflict of interest for all funded research (regardless of the source). In order to meet these requirements, please answer the questions in this form as they pertain to your proposed project. If you have any questions or concerns, please contact the Research Office at research@ecuad.ca

4.4.2 Research Ethics Declaration

The Tri-Council Agreement on the Administration of Agency Grants and related documents require that researchers at eligible institutions make at least annual declaration of the current or arising need for human ethics oversight for all funded research (regardless of the source). In order to meet this requirement, please answer the questions in this form as they pertain to your proposed project. Please note that if your research project requires ethics review and your project is approved for funding, you will need to submit an Ethics Research application and secure Research Ethics Board (REB) approval before funding can be released and before any activities involving human participants can take place.

5. Attachments

Use this tab to attach the following documents:

- CVs for each team member
- Budget Table
- Detailed Description (if you choose to submit this as a PDF)

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.