

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 ROMEIO.

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.

Instructions:

Submitting a research project that seeks external funding

1. Sign in using your ECUAD email and the password you have created.
2. Click “Apply New” on the right top side of the screen.
3. From the 'Application Name' list, choose the 'Research Project Info Sheet'. This will take you to a new window with different tabs under which you will fill in the information for your project.
4. Under the **Project-Info** tab insert the project title, choose the proposed start date and end date, and enter any applicable keywords.
5. Under the **Project Team Info** tab, you will be asked to enter the project team details. Please read the instructions at the top of the page.

The system automatically includes you as the PI and your details are populated.

IMPORTANT: If you are a student submitting a thesis project, you will need to change the Principal Investigator information to include your supervisor.

To change the PI details, enter the new PI's last name in the right field and click 'Retrieve'. A new window will open with a list of investigators with the same last name. Click 'select' to choose the right person. The system will auto populate the details in the PI fields.

Go to the bottom of the page and follow the instructions to add any team members. All regular faculty have been pre-entered in the system. Enter their last name in the field provided, click “retrieve” and then “select” the investigator from the list. The details will be populated. For any external members and sessional faculty please ask them to self-register and then contact the RIO to verify the registration. Updated CVs for all investigators must be included using the “attachment” tab.

IMPORTANT: If you are a student submitting a thesis project, you will need to add your details as a Project Team Member. Enter your last name in the right field, then click 'select' in the new window to choose the right profile. The system will auto populate your details as a Project Team Member

Click 'Save'

6. If you are submitting a proposal for external or internal funding calls, under the **Project Sponsor Info** tab, please click 'Add New'. A new window will appear. Please select the **Agency** from the list (eg. SSHRC), select the **program** (eg. Insight), click the calendar button to select a Start, End and Competition Date for the project, and add any comments if relevant.
7. Under the **Research Project Info Sheet** tab please complete the "Conflict of Interest Declaration" then go to the "Compliance and Other Information" tab and fill the form.
8. Under the **Attachments** tab, please read the information about attachment requirements and click "Add attachment" to upload your file with a detailed description of your project and budget as well as any other supplementary material necessary. If you have completed a grant application (eg. SSHRC) please upload a PDF copy of the application.
9. Save the file and submit.

Please note that only the PI can submit an application. If you are a Project Team Member you can save, but will need to notify the PI that the project is ready for review and submission.