MRU Researchers - External Application Process Steps

1. Login to ROMEO
    - If you have a ROMEO login then use this link and use your MRU credentials to login
    - If you do not have a ROMEO login the you can register for one here**.**
2. On the ROMEO Home page, **click Apply New**.
3. Under New Application Forms, **click Human Research Ethics External Application Form**.
4. **Fill out the required information for all the tabs.** Notes to remember:
    - **you must link your RAF (Research Activity Form) to the application** – choose the most appropriate option
        i. Use your Award File Number - if your study is funded through an MRU grant (IRGF, SoTL, Innovation Grant, etc.).
        ii. Create and use a new Research Activity Form (RAF) Number - if your study is
            a) funded through an external grant (e.g., CIHR, SSHRC, etc.).
            b) not funded
        iii. Use your existing Research Activity Form (RAF) Number – if your study is associated with an existing Research Activity Form (RAF).

    - **Project Team tab**
        - Make sure to click **Retrieve Info** first before Adding Principal Investigator information (you).
            - **Note:** Make sure to use 'retrieve info' - If an investigator is added to the database twice, the system will have problems properly managing communications [i.e., system automatically populates your information].
            - **Note:** even if you are not the PI, you are assigned as the PI for the application process at MRU. In the application, you can clarify the name of the PI on the external application.
            - Note: If the research team members are external to MRU, you can add their names in the comments box under **Project Team Info.**
    - **Attachments tab**
        - Upload all documents that the external REB used in approving the application (e.g., approved application forms, approval letter/certificate, recruitment scripts, interview guides, surveys, confidentiality agreements, debriefing and consent forms, etc.).
    - **Logs tab**
        - This can be used to follow the application through the approval process.
        - No information is needed from the researcher (you) on this tab. Dates will automatically be completed throughout the application process.
    - **Errors tab**
        - In this tab, you will find a list of all the fields that need to be completed before the application can be submitted successfully.

        - The tab will disappear once all required fields have been completed at which time the application can be successfully submitted.

5. When all required information has been filled, **click Submit.**
    - A pop-up Comment box will appear. You must type something in the box to proceed.
6. **You will receive an email confirmation** stating your application has been successfully submitted. You can keep track of your approval process through the Logs tab within your application.
7. If clarifications are required, **you can revise your documents by clicking Applications: Requiring Attention** under Role: Principal Investigator on the Home page.