Non-MRU Researchers - External Application Process Steps

1. Login to ROMEO by clicking here**.**
    - If you do not have a ROMEO login the you can register for one in the link above.
    - Select External as your affiliation
2. On the 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:
    - **Project Team tab**
        - Make sure to click Retrieve Info first before Adding Investigator information (research team members). If an investigator is added to the database twice, the system will have problems properly managing communications.
        - 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.).
        - If recruitment will take place at MRU, include a study recruitment plan with details on specific offices, programs or services that will be contacted to access students, faculty and staff.
    - **Logs tab**
        - This can be used to follow the application through the approval process.
        - No information is needed from the researcher on this tab. Dates will automatically be completed throughout the application process.
    - **Errors tab**
        - Lists all the fields that need to be completed before the application can be successfully submitted.
        - 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.