



IWK Research & Innovation Advancement

Registering in the ROMEO Researcher Portal & Introduction to applying to IWK Research Programs

The ROMEO Researcher Portal is a web-based system established to provide electronic submission, review and approval processes for grant/award applications and research ethics board (REB). It may be accessed by research team members and supports collaborative editing and development of applications. This is meant to get you started.

To log in into the ROMEO Researcher Portal [click here](#). Registration is required the first time the ROMEO Researcher Portal is accessed.

EXISTING RESEARCHERS: All study team members (Principal Investigators, Research Coordinators, etc.) named on existing projects, are already registered in ROMEO. Reset Password is all that is required. Enter ROMEO using the website address above, using your email address as your Username and click Reset Password. You'll receive an automated email with a Confirmation Code and web link to reset your password. If your Username (email address) is not recognized, please contact research@iwk.nshealth.ca. We will verify the address recorded in ROMEO and make any necessary corrections.

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Please note: The system is currently experiencing Internet Explorer compatibility issues, and use in Chrome, Firefox or Edge for PC users is recommended. Mac users may also use Safari.

Login

Username

Password

NEW RESEARCHERS: To register click on the Register button on the login page.

IMPORTANT: Researchers must maintain only one login in order to ensure access to all relevant studies. Multiple logins will interfere with study notifications and may result in lost records. Your email address is used as the Login ID.

Once you are logged in Click on “Apply New” on the right-hand side.



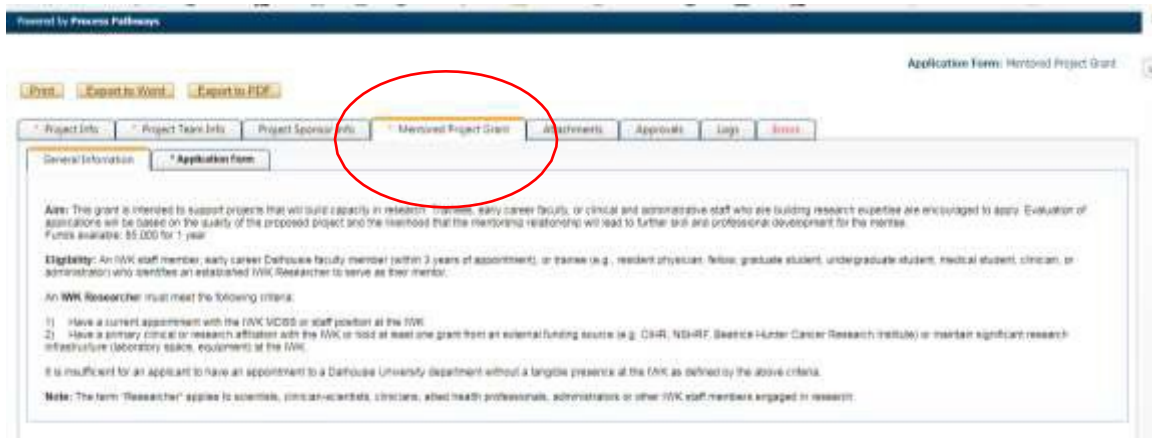
You will find a listing of available awards. Chose the award you would like to apply for by click on the Application Name.



The application form will open when you select the award.

The **tabs and fields** marked with the **red asterisk *** must be completed. For example, the Project Sponsor tab is not required. If you have relevant information to add you may do so.

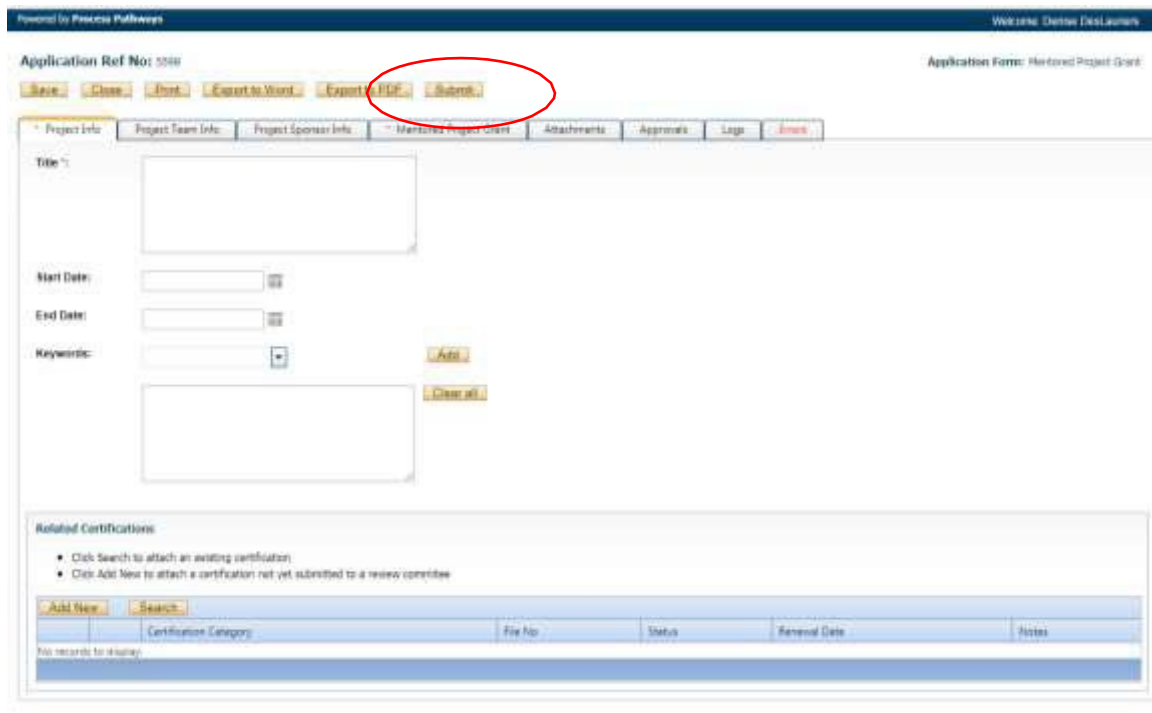
If you are applying for a Mentored Grant, Summer Studentship, Graduate Studentship or Postdoctoral Fellowship your supervisor/mentor must also be entered as a “Other Project Member” under the “Project Team Info” tab.



This tab will include the application guidelines as well as the application form.

Please complete all information required in the forms. Failure to do so may disqualify your application.

Once you have completed all necessary fields and uploaded the required documents you can press submit.



Please adhere to the deadlines including time of day for submission as they will be date stamped. Late or incomplete applications may be excluded from the competition.

If you have submitted the application but would like to make any changes before the deadline, contact research@iwk.nshealth.ca to reactivate the application.