

# ROMEIO External Grants Checklist Guide

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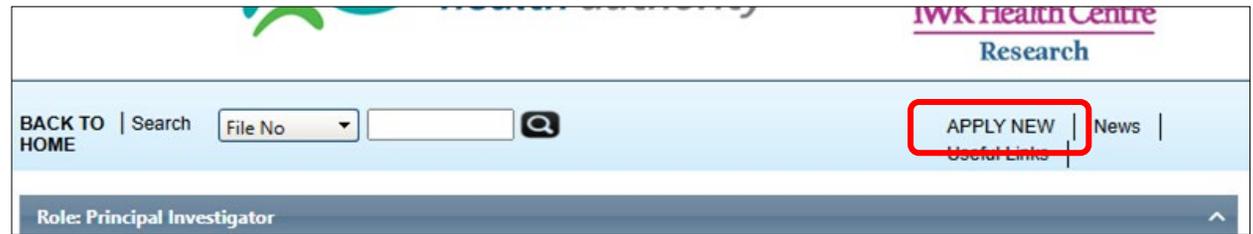
## Login Information

**ROMEIO portal registration/ Login Information:** Link to ROMEIO portal [here](#). For any login issues, contact: [research@iwk.nshealth.ca](mailto:research@iwk.nshealth.ca)

If you are a *new Investigator* and require a profile to gain access to [ROMEIO](#), please complete a registration request for either the [IWK](#) or [NS Health](#) (\*choose your primary affiliation. Only one Investigator Profile is required as the IWK and NS Health share the ROMEIO database.)

**Purpose of the form:** Researchers are requested to complete this form when they submit a grant application to an external funder and anticipate that they will or might receive new funds that will be held at the IWK.

On the right side of the homepage > click 'APPLY NEW'



Under IWK- Awards and Clinical Trials > select 'External Grants Checklist'



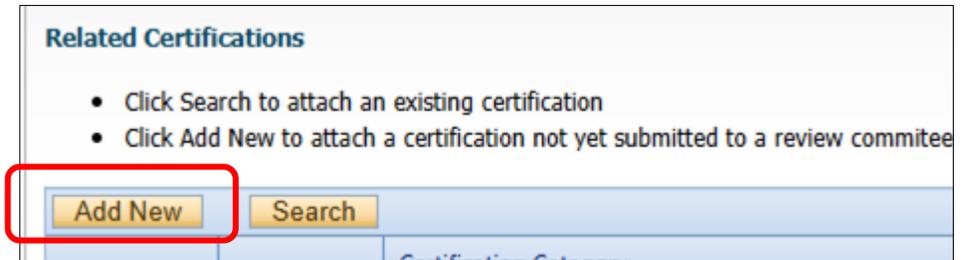
The form has a **series of tabs**. Please ensure all questions have been answered accordingly. The questions with red asterisk are mandatory, the form cannot be submitted unless the mandatory questions have been answered. Check the 'Errors' for incomplete fields. The portal does not have auto-save feature, and it is recommended to **click Save** at regular intervals.



## Project Info

Please enter the basic details of the project- Study title, anticipated start and end dates can be left empty if not sure), and Certifications (if applicable).

Use the 'search' function to generate a list of PI's human or animal ethics in the system.



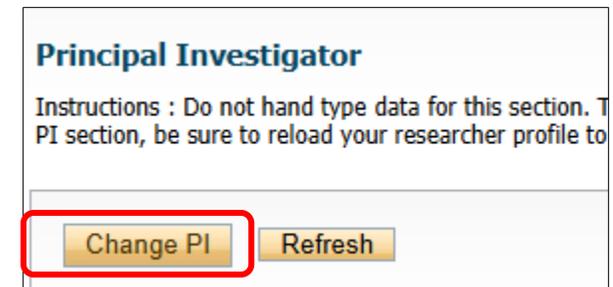
**Related Certifications**

- Click Search to attach an existing certification
- Click Add New to attach a certification not yet submitted to a review committee

**Add New** **Search**

## Project Team Info

**NOTE:** The PI section default populates with the data of the team member who creates the file. If you are not the PI, click the **Change PI button** to search for and select an PI profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.



**Principal Investigator**

Instructions : Do not hand type data for this section. T PI section, be sure to reload your researcher profile to

**Change PI** **Refresh**

Click the '**Affiliation**' drop-down box to select the appropriate IWK Department to which the application should be routed for Departmental Chief approval.



**Affiliation\*:**

To **add other team members** to the project

> Click 'Add New'

> 'Search Profiles'

> enter team members Last/First name

> **Select** the team member profile

> determine their 'Role in Project'

> Click **Save** button.

**Other Project Member Info:**  
Do not hand type data for this section. To add more project team members to this application form, search for and select from other researcher profiles. Click [?] for more info.

**Add New** ?

	Last Name	First Name	Role In Project
No records to display.			

**Project Team Member Info**

To add more project team members to this other researcher profiles. Click [?] for more

**Search Profiles** Refresh ?

Last Name:   
First Name:

Start With  Any part

**Search** **Reset**

Options	Last Name
<b>Select</b>	xxxx

Role In Project:

**Save** **Close**

**Project Team Member Info**

To add more project team members to th other researcher profiles. Click [?] for mo

# Project Sponsor

Funding Agency details are to be provided here:

- > Click 'Add New'
- > Click 'Agency'
- > Search Agency name or abbreviation
- > Select the Agency, if the agency is not listed type the agency name in the Comments box below.
- > If applicable, enter the Competition Date (Funder deadline).
- > Click 'Save'

\* Project Info | Project Team Info | Project Sponsor Info

Click Add New to add funder and per fiscal year budget details for this p

**Add New**

Investigator	Agency
No records to display.	

**Save** **Close**

Complete all fields and click generate to add per fiscal ye

### Sponsor Info.

Agency: **Agency**

Program:

Investigator: Priya Damodaran (Principal Inve

**Competition Date:**

Start Date:

End Date:

Currency Type: CAD

**Comments:**

# External Grants Investigator Checklist



Make sure to go through the tabs one by one. The questions with red asterisk are mandatory, the form cannot be submitted unless the mandatory questions have been answered.

**NOTE:** Blue text denotes policies that are linked for your references. Click on the blue text to read the policy.

**i** 2.3) \* Are the associated costs of research (also known as indirect costs) covered by the institution? Refer to the [Cost Recovery for Research Activities Policy](#) for details

## Attachments

Upload all relevant documentations related to the submission. More information available on the tab.

## Approvals

All applications are to be approved by the **PI's affiliated IWK Department Heads**. If the project utilizes resources (e.g. space, facilities, equipment, data) at **NSH or Dalhousie**, the checklist will require approval by the relevant institution.

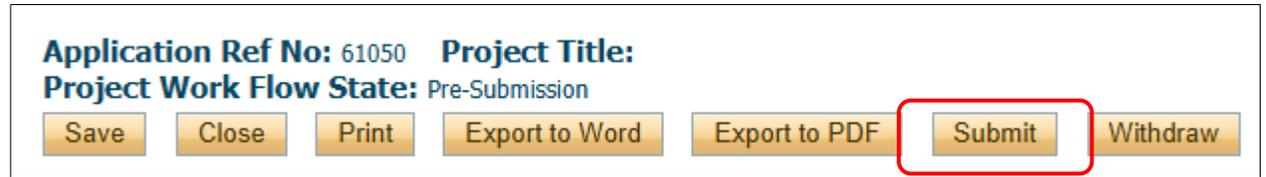
The **'Other Approvals'** section will display a list of signatories from IWK Departments and other institutions. Select the box next to the name of the relevant approver.

Other Approvals	
Your institution may require that you obtain	
Active	Department
<input type="checkbox"/>	1DALHOUSIE ORS signa
<input type="checkbox"/>	1NOVA SCOTIA HEALTH
<input type="checkbox"/>	Blah blah
<input type="checkbox"/>	Chief- Dentistry
<input type="checkbox"/>	Chief- Emergency Medic
<input type="checkbox"/>	Chief- Intensive Care
<input type="checkbox"/>	Chief- ObsGyn/ Women

## Submission

Once the form is ready for submission, click **'Submit'** button.

**NOTE:** Only the PI can see the submit button. The submit button won't appear on the team member profile.



A screenshot of a software interface showing application details and submission options. At the top, it displays 'Application Ref No: 61050' and 'Project Title:'. Below this, the 'Project Work Flow State' is 'Pre-Submission'. A row of buttons includes 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', 'Submit', and 'Withdraw'. The 'Submit' button is highlighted with a red rectangular box.

A pop-up box will appear. Any comments/notes that needs to be shared with the signing authorities or the RIA administrators can be added.

Click **'Submit'** again.

## IWK RIA Approval/ Revisions

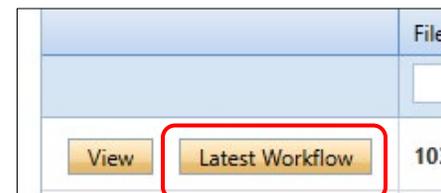
Once the application is submitted, the file will be available for view under **'Application: Under Review'**. If the PI wants to make changes after submission, the signing authority or RIA administrators can return the application for revision.



A screenshot of a summary table for a Principal Investigator. The table lists application counts for different stages: Drafts (12), Requiring Attention (0), Under Review (3), and Post-Review (3). The 'Applications: Under Review' row is highlighted with a red rectangular box.

Role: Principal Investigator	
<u>Applications: Drafts</u>	(12)
<u>Applications: Requiring Attention</u>	(0)
<u>Applications: Under Review</u>	(3)
<u>Applications: Post-Review</u>	(3)

Clicking on the 'Latest Workflow' will display a status snapshot of where the application is currently sitting.



A screenshot of a table showing application workflow options. The table has columns for 'View', 'Latest Workflow', and 'File'. The 'Latest Workflow' button is highlighted with a red rectangular box.

	File
<a href="#">View</a>	
<a href="#">Latest Workflow</a>	103

The PI will receive an email if RIA requires revisions or clarifications on their application.

- > The application will be under 'Applications: Requiring Attention'
- > Click 'Latest workflow'
- > Check for any messages from the RIA administrator.
- > Make the required changes and Re-submit the application.

Role: Project Team Member	
<u>Applications: Drafts</u>	(0)
<b><u>Applications: Requiring Attention*</u></b>	(1)
<u>Applications: Under Review</u>	(0)
<u>Applications: Post-Review</u>	(0)