

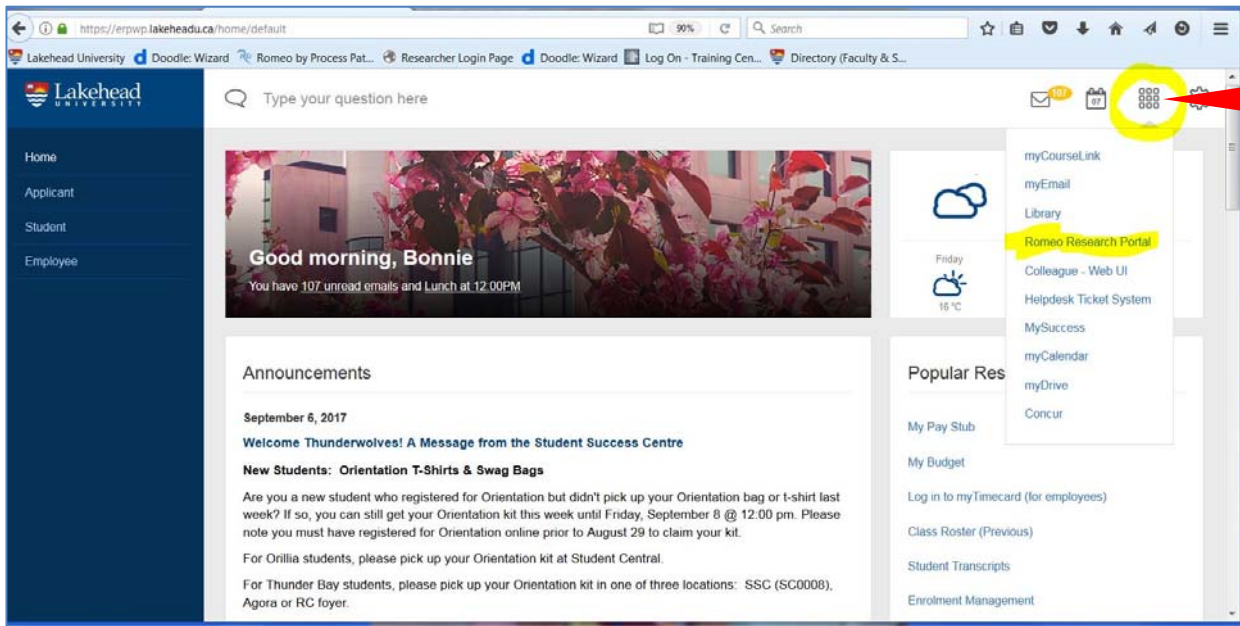
Work Flow Approval Process

(December 2018)

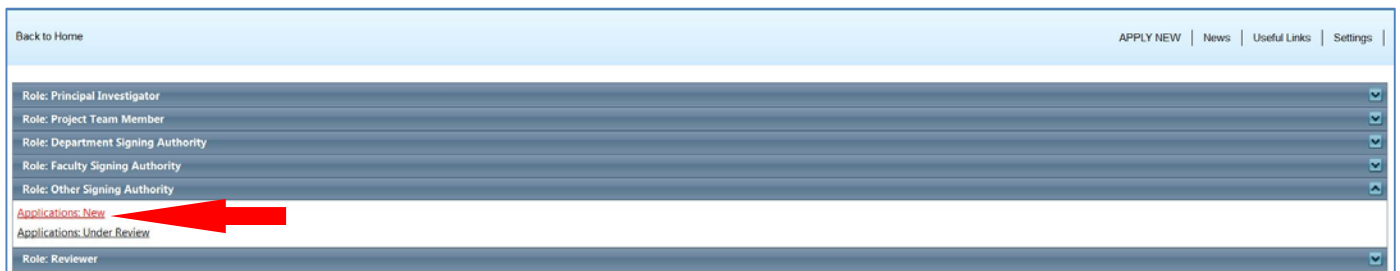
If you encounter any problems or have any questions, please contact the Romeo Administrator, Bonnie Knott at 807-343-8934 or bknott@lakeheadu.ca

The work flow approval process is the same whether the application is for a Certification (Human Ethics Research Ethics Board Researcher’s Agreement Form, etc.) or an Award (SRC funding application).

1. When you have a file to approve, you will receive an email from research@lakeheadu.ca with the subject line: **You have been assigned as a signing authority.**
2. To log into the Romeo Research Portal, first log into myInfo using your usual username and password. Then select **Romeo Research Portal** from the web utilities icon (top right).



3. The quick link **‘Role: Department Signing Authority’** or **‘Role: Faculty Signing Authority’** will direct you to all application forms where you have been assigned as a signing authority. When an action is required, the quick link will appear in **red**.



4. Click on **‘Applications: New’**
5. Select **‘View’** to enter file and review the application.

File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
Ref No : 3786	Testing RPA Application	Mrs. Bonnie Knott (VP Research/Research)	Research Proposal Approval Form (RPAF) (Awards/Awards)	Project Status: Submitted Workflow Status: Other Signing Authority Review	Please review and approve. [Action: Submit]

- Click on the various tabs to view all sections of the application. You can also export the application to Word or PDF format, which will allow you to view the entire application in one document. **Tip: Exporting to Word instead of PDF is a more eye appealing document.**
- Review each tab of the application (Project Info., Project Team Info., etc.)
- Click on the **'Attachments'** tab to view any attachments included with the application. Click on the File Name to open the attachment.

Application Ref No: 1205 Project Title: Ethics Application Trial Application Form: Research Ethics Board Researcher's Agreement Form

3 Project Work Flow State: Department Signing Authority Review

Approval Process Close Print Export to Word Export to PDF

Project Info Project Team Info Research Ethics Board Researcher's Agreement Form Attachments Logs

General Information Preliminary Checklist Research Ethics Review Criteria Informed Consent Checklist

1.1) *Type of Participants:

Adults
 Minors (under 18 yrs)

1.2) *Estimated Enrollment (#):
100

1.3) *Where will the research be conducted?

Lakehead Campus (Thunder Bay or Orillia)
 Local (outside of campuses)
 Non-Local

1.4) *Have you received approval, or are you seeking approval from any other ethics committee?

Yes
 No

1.5) If "Yes", which Ethics Committee(s)?

1.6) *Is this project's funding administered through Lakehead University?

Yes
 No
 Not applicable

1.7) *Is this project's funding administered outside of Lakehead University?

Yes
 No
 Not applicable

1.8) If funded, Name of Granting Agency:

- When finished reviewing the application, click on the **'Approval Process'** tab at the top (screen shot next page).

Application Ref No: 2125 **Project Work Flow State:** Department
 Signing Authority Review Application Form: SRC: Conference Travel

Approval Process Close Print Export to Word Export to PDF

Project Info Project Team Info Project Sponsor Info SRC: Conference Travel Attachments Approvals Logs

Title:

Start Date: 2014/10/16

End Date: 2014/10/18

Keywords:

10. Select **'Approve'** to grant your approval and forward to the next step of the approval process. Select **'Forward'** to send to the next signing authority **WITHOUT** your approval. Add a comment, such as 'I approve', then select **'Submit'**.

Work Flow Action

Submit Cancel

Action:

Approve

Forward

Comments:

Submit Cancel

11. If you encounter any problems or have any questions, please contact the Romeo Administrator, Bonnie Knott at 807-343-8934 or bknott@lakeheadu.ca