

Applying for Research Option or Scholarly Activity (ROSA) Releases in ROMEO

Wherefore art thou Romeo?



UFV Romeo is an online research administration tool that allows researchers and research administrators to work collaboratively to manage internal and external grant applications throughout the research project life cycle.

All ROSA applications will be completed through the ROMEO portal. The information and questions are set up within ROMEO and can be accessed through the appropriate application form (as will be explained further in this tutorial).

Supported browsers for ROMEO are Google Chrome 76+, Firefox Quantum 68+, Microsoft Edge 44+.

Some benefits of ROMEO:

- Central database for all ongoing research projects, ethics protocols and funding agreements accessible to both researchers and research administrators.**
- Ability to set up reminders for important milestones such as reports due or contract renewals required.**
- Ability to attach ethics protocols and research projects/grants.**
- Collaborate on applications with your research team and administrators.**
- Notify the research office of grant applications that you plan to submit such as tri-council grants.**

How to sign in to ROMEO:

Click on the ROMEO link found on the research website at www.ufv.ca/research, or [https://ufv.researchservicesoffice.com/Romeo.Researcher/\(S\(ib1letn0fyyc4m45ik3mam55\)\)/Login.aspx?ReturnUrl=%2fROME0.Researcher%2f](https://ufv.researchservicesoffice.com/Romeo.Researcher/(S(ib1letn0fyyc4m45ik3mam55))/Login.aspx?ReturnUrl=%2fROME0.Researcher%2f). The link will bring you to the following screen:

A screenshot of a login form. At the top right, the word "Login" is followed by a blue circular icon containing a white right-pointing arrow. Below this, there are two input fields: the first is labeled "Username" and the second is labeled "Password". At the bottom of the form, there are three buttons: "Login", "Register", and "Reset Password".

Select “Reset Password”. The system will not allow you to create another account with the same email and it will let you know. Do not create another account with a different email.

An email will be sent to you to reset your password for you to gain access. It should not go into junk mail. Your information has already been entered into the system. If you do not receive a password reset request, your email is not in the system – please follow the steps in the section below or ask [Kelly Tracey](#) or [Yvette Fairweather](#) for help. Do not create a duplicate account by clicking “register” and using a different email.

A screenshot of a login form with a white background and a light blue border. In the top right corner, there is a "Login" label with a blue circular arrow icon. Below this, there are two input fields: "Username" and "Password". At the bottom of the form, there are three buttons: "Login", "Register", and "Reset Password". A large blue arrow points upwards from the bottom center of the image towards the "Reset Password" button.

When you have reset your password and signed in to ROMEO, this screen will appear:

The screenshot displays the ROMEO system interface. At the top, a dark blue header contains the text "Powered by Process Pathways | Product Info" on the left and "Welcome: Charles Dickens | Home | My Profile | Contact Us | Logout" on the right. Below this is a green banner with the "OFFICE OF Research Services" text on the left and the "UNIVERSITY OF THE FRASER VALLEY" logo on the right, which includes the tagline "RESEARCH, ENGAGEMENT AND GRADUATE STUDIES".

Below the banner is a light blue navigation bar containing "BACK TO HOME | Search" on the left, a search input field with a "File No" dropdown menu, and "APPLY NEW | News | Useful Links" on the right. A large blue arrow points to the "APPLY NEW" link.

At the bottom, a dark blue sidebar lists three roles, each with a dropdown arrow on the right:

- Role: Principal Investigator
- Role: Project Team Member
- Role: Reviewer

Click on the “Apply New” link above.

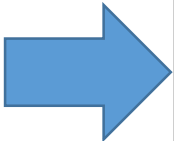
A list of all the application forms will appear including Ethics forms. Click on the appropriate form; either Research Option, Scholarly Activity, or Scholarly Activity Grant.

New Application Forms

Office of Research Ethics

Application Name	Description	Status
HREB Request for Ethical Review	Form for faculty or students to fill out to request ethical approval of their research.	Open
HREB Request for Course Designation	For all courses with research projects or studies involving human participants.	Open
HREB Application for Externally Approved Research	To apply for ethics approval from UFV when you have already received approval from a research ethics board at another institution.	Open
HREB Request for Ethical Review -V1	Form for faculty or students to fill out to request ethical approval of their research.	Open

Office of Research Services



Application Name	Description	Status
Initial Funding Request Application	Initial form faculty complete who wish to apply for a funding award or grant	Open
Research Option	Research Option Application form.	Open
Sabbatical Application Form	Sabbatical application form	Open
Scholarly Activity	Scholarly Activity Application form.	Open
Scholarly Activity Grant Application	Scholarly Activity Grant Application form.	Open
Student Presentation Grant	Student request for support to present research at a conference.	Open

The main page of the forms will look like this with the middle tab listing the type of application you are applying for eg. Research Option:

Application Ref No: 1150 Application Form: Research Option

* Project Info | Project Team Info | Project Sponsor Info | * Research Option | Attachments | Approvals | Logs | Errors

Title *:

Start Date:

End Date:

Keywords:

Related Certifications

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

	Certification Category	File No	Status	Renewal Date	Notes
No records to display.					

Click on the tabs along the top and complete each section as best you can **making sure to press "SAVE" once you have completed each section.**

Application Ref No: 1150 Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

tabs → * Project Info | Project Team Info | Project Sponsor Info | * Research Option | Attachments | Approvals | Logs | Errors

Title *:

Start Date:

End Date:

Keywords:

Related Certifications

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

Certification Category	File No	Status	Renewal Date	Notes
No records to display.				

Project Info tab:

Complete the title, start date, end date and select keywords that apply to your project. If you have an ethics protocol related to this project, please click on the “search” button and follow the prompts to add the protocol. If you still need to apply for ethics, you do not need to do anything here but instead will declare it later in the application.

Application Ref No: 1150 Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * Research Option Attachments Approvals Logs Errors

Title *:

Start Date:

End Date:

Keywords:

Add

Clear all

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

Certification Category	File No	Status	Renewal Date	Notes
No records to display.				

The following screen will appear after you click “search”. If you have an existing protocol, it will appear as a file number and you can add it to your application.

The screenshot displays the ROMEO Researcher Portal interface. A modal dialog box titled "Certification List" is open, showing a table with the following columns: Options, File #, Certification Category, Title, Status, and Expiry Date. The table is currently empty, displaying "No records to display." Below the table is a "Close" button. The background interface includes a navigation bar with tabs for Project Info, Project Team Info, Project Sponsor Info, Research Option, Attachments, Approvals, Logs, and Errors. The main form area contains fields for Title, Start Date, End Date, and Keywords. At the bottom, there is a "Related Certifications" section with an "Add New" button and a "Search" button. A table below this section shows a certification with the category "Human Ethics" and a status of "Pending".

Options	File #	Certification Category	Title	Status	Expiry Date
No records to display.					

Certification Category	File No	Status	Renewal Date	Notes
Human Ethics		Pending		

Project Team Info tab:

Your name will automatically appear as the PI.

ROMEО - Researcher Portal - Google Chrome
https://ufv.researchservicesoffice.com/Romeo.Researcher/(S(xyer245wtvz4o55hg3ol445))/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?Reload=True

Apps University of the Fr... Login - TERMINALF... Romeo by Process... SSHRC Home page NSERC Home page ROMEО - Research... NSERC - Discovery... CIHR homepage

Powered by Process Pathways Welcome: Charles Dickens

Application Ref No: 1322 Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * Research Option Attachments Approvals Logs Errors

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher 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.

Change PI Refresh

Prefix: Dr. Last Name*: Dickens First Name*: Charles

Affiliation*: College of Arts - Humanities

Rank: Canada Research Chair Institution: University of the Fraser V

Phone1: 12345679899 Phone2: Email*: rosa.release@ufv.ca Fax: Primary Address: 101 Research Lane Alternate Address:

Project Sponsor Info tab:

Click on the “Add New” button to add a project sponsor eg. NSERC, BC Blueberry Council etc. This tab is not mandatory.

The screenshot shows a web browser window with the URL [https://ufv.researchservicesoffice.com/Romeo.Researcher/\(S\(xyzer245wtvz4o55hg3o1445\)\)/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?Reload=True](https://ufv.researchservicesoffice.com/Romeo.Researcher/(S(xyzer245wtvz4o55hg3o1445))/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?Reload=True). The page is titled "ROMEEO - Researcher Portal" and is powered by Process Pathways. The user is logged in as Charles Dickens.

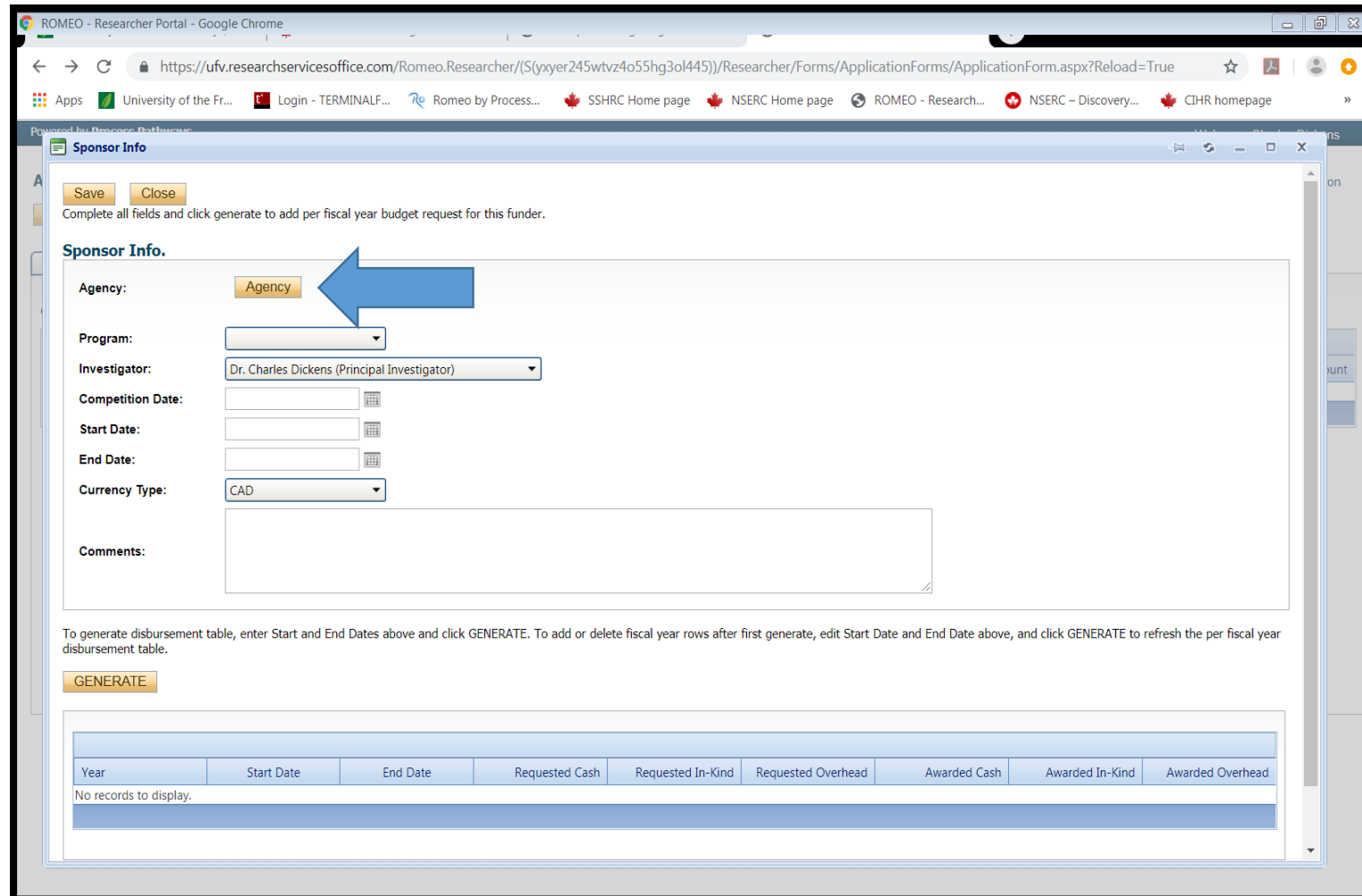
The main content area displays "Application Ref No: 1322" and "Application Form: Research Option". Below this are several action buttons: Save, Close, Print, Export to Word, Export to PDF, Submit, and Withdraw.

The "Project Sponsor Info" tab is selected, showing a table with the following columns: Investigator, Agency, Program, and Total Requested Amount. The table is currently empty, with the message "No records to display." A blue arrow points to the "Add New" button located above the table.

Investigator	Agency	Program	Total Requested Amount
No records to display.			

Project Sponsor Info tab con't:

This screen will appear if you click “Add New”. You will then want to click the “Agency” button.



ROME - Researcher Portal - Google Chrome

https://ufv.researchservicesoffice.com/Romeo.Researcher/(S(yxyer245wtvz4o55hg3ol445))/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?Reload=True

Apps University of the Fr... Login - TERMINALF... Romeo by Process... SSHRC Home page NSERC Home page ROME - Research... NSERC - Discovery... CIHR homepage

Sponsor Info

Save Close

Complete all fields and click generate to add per fiscal year budget request for this funder.

Sponsor Info.

Agency: ←

Program:

Investigator:

Competition Date:

Start Date:

End Date:

Currency Type:

Comments:

To generate disbursement table, enter Start and End Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click GENERATE to refresh the per fiscal year disbursement table.

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

Project Sponsor Info tab con't:

After clicking the “Agency” button, the following screen will appear allowing you to choose the appropriate agency:

The screenshot shows the ROMEO Researcher Portal interface. The main window is titled "Sponsor Info" and contains a sub-window titled "Agency List". The "Agency List" window has a search form with the following fields and controls:

- Agency Name:
- Abbreviation:
- Search:
- Reset:

Below the search form is a table with the following columns: Options, Name, Abbreviation, and Source. The table contains the following data:

Options	Name	Abbreviation	Source
<input type="button" value="Select"/>	Abbotsford Community Foundation	ACF	Not-for-Profit Foundation
<input type="button" value="Select"/>	Aerospace Industries Association of Canada	AIAC	Canadian Business/For Profit
<input type="button" value="Select"/>	Affinor Growers		Canadian Business/For Profit
<input type="button" value="Select"/>	Aga Khan Development Network	AKDN	Not-for-Profit Foundation
<input type="button" value="Select"/>	Agriculture and AgriFood Canada	AAFC	Federal Government
<input type="button" value="Select"/>	BC Cranberry Marketing Commission		Provincial Government

A blue arrow points to the "Aerospace Industries Association of Canada" row in the table. The table also includes a pagination bar at the bottom with the text "Page size: 6" and "102 items in 17 pages".

If you chose to use this section for a research option, scholarly activity or scholarly activity grant you would select “University of the Fraser Valley” as the agency.

Agency List

Close

Start With Any part

Agency Name:

Abbreviation:

Search Reset

Options	Name	Abbreviation	Source
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼
Select	Unicef	Unicef	Not-for-Profit Foundation
Select	United Nations Office on Drugs and Crime	UNODC	Not-for-Profit Foundation
Select	University of British Columbia	UBC	External Canadian Universities
Select	University of the Fraser Valley	UFV	Internal: University of the Fraser Valley
Select	University of Victoria	UVIC	External Canadian Universities
Select	Vancity	Vancity	Canadian Business/For Profit

Page size: 6 102 items in 17 pages

Close

The screen below will appear once you select the agency. You would then complete the fields available such as competition date, start date and end date. Then click “save” at the bottom.

Sponsor Info

Sponsor Info.

Agency: University of the Fraser Valley

Program:

Investigator:

Competition Date:

Start Date:

End Date:

Currency Type:

Comments:

To generate disbursement table, enter Start and End Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click GENERATE to refresh the per fiscal year disbursement table.

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead	Awarded Cash	Awarded In-Kind	Awarded Overhead
No records to display.								

Project Sponsor Info tab con't:

This is what the tab will look like if you choose a sponsor:

Powered by **Process Pathways** Welcome: Charles Dickens

Application Ref No: 1323 **Application Form:** Research Option

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#) [Withdraw](#)

[* Project Info](#) [Project Team Info](#) [Project Sponsor Info](#) [* Research Option](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

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

Add New					
		Investigator	Agency	Program	Total Requested Amount
Edit	Delete	Dr. Charles Dickens (Principal Investigator)	National Sciences and Engineering Research Council of Canada	NSERC Discovery Grant	CAD : 0.00
					CAD : 0.00

Research Option tab:


This tab contains 6 tabs. The first tab is a link to the ROSA handbook which explains the application process and has tips to help you to be sure you include all the required information.

Application Ref No: 1323

Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info	Project Team Info	Project Sponsor Info	* Research Option	Attachments	Approvals	Logs	Errors
ROSA Handbook	* Research Option 2020-2021, Part 1	* Research Option Project Description, Part 2	* Research Option Application, Part 3	* Conflict of Interest Declaration	* Compliance and other information		

<https://www.ufv.ca/media/assets/research/ro-sa-sabbatical/2018-2019-ROSA-HANDBOOK-May-15-final.pdf> 

Research Option tab:

The second tab is Part 1 of the application form. The red asterisk indicates an answer is mandatory.

Application Ref No: 1324

Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * Research Option Attachments Approvals Logs Errors

ROSA Handbook * Research Option 2020-2021, Part 1 * Research Option Project Description, Part 2 * Research Option Application, Part 3 * Conflict of Interest Declaration * Compliance and other information

Please read the ROSA Guidelines Handbook before completing your application. Please complete all sections. Incomplete applications will not be processed.

i 2.1) * Semester release will be taken

- Fall 2020
- Winter 2021
- Summer 2021

i 2.2) If you previously received a research option release or a scholarly activity release, please identify in what year you received the release. If you received a release in the last two years, please provide the most recent report from that RO or SA option release.

i 2.3) * Has this project been supported in the past with a research option or a scholarly activity release?

- Yes
- No

i 2.4) If yes, briefly explain what stage the project is in.

Research Option tab:

The third tab is Part 2 of the application form:

Powered by **Process Pathways** Welcome: Charles Dickens

Application Ref No: 1323 **Application Form:** Research Option

Save Close Print Export to Word Export to PDF Submit Withd

* Project Info Project Team Info Project Sponsor Info * Research Option Attach Approvals Logs Errors

ROSA Handbook * Research Option 2020-2021, Part 1 * **Research Option Project Description, Part 2** * Research Option Application, Part 3 * Conflict of Interest Declaration * Compliance and other information

NOTE: THE DESCRIPTION SHOULD BE WRITTEN FOR A GENERAL ACADEMIC AUDIENCE

Please provide details of the research project on a separate attachment (maximum 4 pages to be attached) and include the following information (Please use the following as headings for the 9 areas to be addressed): (A research project that has multiple phases may be supported. The application should identify which phase of the project would be completed within the term of the release.)

i 3.1) * Give a brief description of the research project written in terms that a general academic reader will understand (max 250 words). Provide a clear and concise statement of the 1. Purpose, 2. Relevance and 3. Value of the project. NOTE: This statement will be entered into the searchable on-line database of research options and scholarly activities so that others can identify relevant and comparable projects.

i 3.2) * Objectives

Research Option tab:

The fourth tab is Part 3 of the application form:

Application Ref No: 1323

Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw



- * Project Info
 - Project Team Info
 - Project Sponsor Info
 - * Research Option
 - Attachments
 - Approvals
 - Logs
- ROSA Handbook
 - * Research Option 2020-2021, Part 1
 - * Research Option Project Description, Part 2
 - * Research Option Application, Part 3
 - * Conflict of Interest Declaration
 - * Compliance and other information

i 4.1) * Proposed outcomes, including: a) Significance of the research outcomes to the discipline or field in which the research is conducted (e.g. scientific, professional, artistic) and/or relevance or importance to the communities served by UFV; and b) Significance of the research as an innovative and/or entrepreneurial activity. (Principle #3)

i 4.2) * Likelihood of success of the proposed research as indicated by the applicant's previous research, preparation, experience and/or rigour of the research design and methodology.

i 4.3) * Relative importance of supporting the proposed research with a course release based on the consideration of any or all of the following factors: a) Provides a student(s) an opportunity to be significantly involved in research (e.g. research assistant or in class) (Principle #1)

Research Option tab:

The fifth tab contains the conflict of interest declaration. Under our agreement with the Tri-council funding agency, the University has to manage all potential and perceived conflicts of interest associated with funded research. By managing potential conflicts of interest, the university protects our researchers from allegations of wrongdoing, and the institution from possible damage to our reputation.

Powered by **Process Pathways** Welcome: Charles Dickens

Application Ref No: 1323 Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * **Research Option** Attachments Approvals Logs Errors

ROSA Handbook * **Research Option 2020-2021, Part 1** * Research Option Project Description, Part 2 * Research Option Application, Part 3 * **Conflict of Interest Declaration** * Compliance and other information

The University of the Fraser Valley must conduct its affairs in a manner that maintains the community's trust and confidence, advances the goals of the university and our researchers, and protects academic integrity. Completion of this declaration is essential in order to meet these goals and our commitments under the Tri-Council Memorandum of Understanding.

i 5.1) * Will your university teaching, research, or administrative activities involve you in dealings with individuals, businesses, or corporations (including spin-off company or other corporations with which the reporting individual is associated) in ways that might be viewed by a reasonable observer as a conflict of interest?

i 5.2) * Academic staff frequently participate in activities of service (voluntary) to the community and society at large. Will you be involved in service activities, outside of the University of the Fraser Valley, that may give rise to conflicts of interest? If "yes", please state the name of the outside parties with whom you are involved and the nature of your involvement (eg. a board member, advisor, director).

Research Option tab:

The sixth tab includes the compliance declaration and other information. Similar to the conflict of interest declaration, the compliance declaration ensures that all research being conducted at the university meets the compliance policies mandated by the tri-council funding agency.

Powered by **Process Pathways** Welcome: Charles Dickens

Application Ref No: 1323 **Application Form:** Research Option

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#) [Withdraw](#)

[* Project Info](#) [Project Team Info](#) [Project Sponsor Info](#) [* Research Option](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

[ROSA Handbook](#) [* Research Option 2020-2021, Part 1](#) [* Research Option Project Description, Part 2](#) [* Research Option Application, Part 3](#) [* Conflict of Interest Declaration](#) [* Compliance and other information](#)

6.1) * Does the proposed research involve space requirements in addition to what is currently available? If yes, please explain the need and any agreements that have been reached with regard to space needs.

6.2) * Does the proposed research pose any health or safety concerns? If yes, what are the concerns?

6.3) * Does the proposed research involve human beings as research participants? If yes, consult the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans and submit your proposal to the UFV Research Ethics Board via Romeo.
<https://www.ufv.ca/research-ethics/>

Yes
 No

6.4) * Does the proposed research involve animals as research subjects? If yes, consult the Canadian Council on Animal Care policies and submit your proposal to the UFV Animal Care Committee via Romeo.
<https://www.ufv.ca/acc/>

Attachments tab:

Once you have completed all the required fields for the application form, you can attach your 2 page CV in the attachments tab. Simply click on the “Attachments” tab, and then click on the “Add Attachment” button to add your CV.

Application Ref No: 1323

Application Form: Research Option

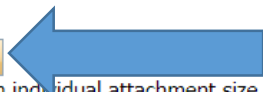
Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * Research Option Attachments Approvals Logs Errors

Make sure you have read the ROSA Handbook attached.

2018-2019 ROSA HANDBOOK May 15 final.pdf


Add Attachment




NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

You can save and close your application at any point during the application. Your application draft will reside in the “Applications: Drafts” file under the “Role: Principal Investigator” drop down list until it has been submitted:

Powered by **Process Pathways** | Product Info Welcome: Charles Dickens | Home | My Profile | Contact Us | Logout

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Research Services

BACK TO HOME | Search 

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Role: Principal Investigator ^

Applications: Drafts	(4)
Applications: Requiring Attention	(0)
Applications: Under Review	(5)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)


Role: Project Team Member v

Role: Reviewer v

Please remember to **log out** of Romeo, do not simply close it. If you do not log out, you will be locked out and will need to contact the research office to unlock your files.

To open your draft application, click on the “Applications: Drafts” link and a page like this will appear with a list of all your applications. Click on the “edit” button of the application you wish to open and work on.

OFFICE OF Research Services



UNIVERSITY
OF THE FRASER VALLEY
RESEARCH, ENGAGEMENT
AND GRADUATE STUDIES

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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text" value=""/> <input type="button" value="▼"/>	<input type="text" value=""/> <input type="button" value="▼"/>	<input type="text" value=""/> <input type="button" value="▼"/>	<input type="text" value="All"/> <input type="button" value="▼"/>	<input type="text" value=""/> <input type="button" value="▼"/>
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> </div> <div style="display: flex; justify-content: space-between;"> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/> </div>	Ref No : 1324		Dr. Charles Dickens (College of Arts - Humanities)	Research Option (Awards\Awards)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/08/13
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> </div> <div style="display: flex; justify-content: space-between;"> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/> </div>	Ref No : 1185	Why is the sun hot?	Dr. Charles Dickens (College of Arts - Humanities)	Initial Funding Request Application (Awards\Awards)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/08/12
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <input type="button" value="View"/> <input type="button" value="Unlock"/> </div> <div style="display: flex; justify-content: space-between;"> <input type="button" value="Latest Workflow"/> </div> <p style="color: red; font-size: 10px; margin-top: 5px;">Locked By Dickens(fairweathery_su)</p>	Ref No : 1156		Dr. Charles Dickens (College of Arts - Humanities)	HREB Request for Ethical Review (Certification\Human Ethics)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/06/06
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> </div> <div style="display: flex; justify-content: space-between;"> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/> </div>	Ref No : 1133	Why is Trump orange?	Dr. Charles Dickens (College of Arts - Humanities)	Research Option (Awards\Awards)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/07/08

When you are ready to submit your application to the Research Office, press the “Submit” button.



Application Ref No: 1324 Project Title:
Project Work Flow State: Pre-Submission

Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * Research Option Attachments Approvals Logs Errors

Title *:

Start Date:



End Date:



Keywords:



Add

Clear all

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

	Certification Category	File No	Status	Renewal Date	Notes
--	------------------------	---------	--------	--------------	-------

If you have not completed all the mandatory fields in the application form the “errors” tab will appear red. Once you click on the “errors” tab, the fields that need to be completed will be listed:

Application Ref No: 1324 Project Title:
Project Work Flow State: Pre-Submission

Application Form: Research Option

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * Research Option Attachments Approvals Logs Errors

Project Info ->Project Title is required.

Research Option -> Research Option 2020-2021, Part 1:2.1 Semester release will be taken is required.

Research Option -> Research Option 2020-2021, Part 1:2.3 Has this project been supported in the past with a research option or a scholarly activity release? is required.

Research Option -> Research Option 2020-2021, Part 1:2.5 Please provide details of anticipated financial support streams while undertaking this project. These include but are not limited to grants, fees and honorariums. Do you anticipate any financial support while undertaking this project? is required.

Research Option -> Research Option 2020-2021, Part 1:2.7 The Research Office will advise your dean that your application has been received. The dean is not required to review your application. By submitting your application, you are required to acknowledge the following: is required.

Research Option -> Research Option 2020-2021, Part 1:2.8 If successfully funded, are you willing to have your application placed in a folder for future applicants to review? This is not a requirement; the Research Office has been asked to share applicant information. The Research Office cannot do this without the expressed consent of the applicant. is required.

Research Option -> Research Option 2020-2021, Part 1:2.9 Provide names of two referees with expertise in the field (may be UFV, national or international) with whom the adjudication and final review committees may consult. Please include their Name and position, Institution/Department, and email or phone number. is required.

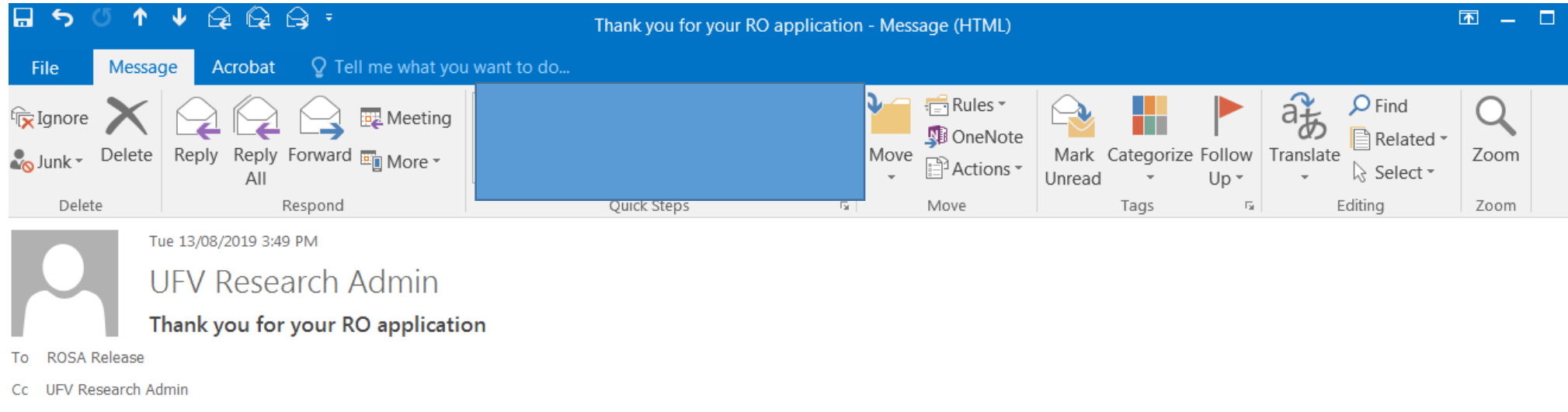
Research Option -> Research Option Project Description, Part 2:3.1 Give a brief description of the research project written in terms that a general academic reader will understand (max 250 words). Provide a clear and concise statement of the 1. Purpose, 2. Relevance and 3. Value of the project. NOTE: This statement will be entered into the searchable on-line database of research options and scholarly activities so that others can identify relevant and comparable projects. is required.

Research Option -> Research Option Project Description, Part 2:3.2 Objectives is required.

Once your application is complete and you click “Submit”, the following window will appear. You must type something in the window before it will let you click “Submit” for the final time. You can treat this window like an email you would previously have attached your application to.

The screenshot displays a web application interface for a project submission. At the top, it shows the 'Application Ref No: 1185' and 'Project Title: Why is the sun hot?'. 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 main content area has tabs for 'Project Info', 'Project Team Info', and 'Project Sponsor Info'. Under 'Project Info', there are sub-tabs for 'Application Checklist', 'Conflict of Interest', and 'Completed'. The 'Application Checklist' tab is active, showing three questions: 3.1) 'Does the proposed research involve space requirements?', 3.2) 'Does the proposed research pose any health or safety risks?', and 3.3) 'Does the proposed research involve human beings?'. Each question has a text input field with 'no' entered. A blue arrow points to the 'Comments:' input field in the 'Work Flow Action' dialog box. The dialog box also has 'Submit' and 'Cancel' buttons at the top and bottom.

Once you submit your application you will receive an automatic email confirming receipt of your application by the Research Office.



Greetings Charles,

Thank you for submitting your research option application. We will review your application and contact you if we require any further information.

Thank you,

UFV Research Office
rosa.release@ufv.ca