

Human Research Ethics Application – Events

Getting Started

- An event in ROMEIO is an action on an application that has already been approved. For example, this could be an annual report, an amendment to an ethics application, or a request to change your ROSA application.
- To complete your application for an “Event” [Login to the Romeo Researcher portal](#) using your email address and password information. Please refer to the [Registration](#) section for further information on how to obtain an account.

To apply for ethics approval on ROMEIO, this screen will appear once you have registered with ROMEIO and logged in. Your approved applications will all be under “Applications: Post-Review”. Click on that.

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Role: Principal Investigator


Applications: Drafts	(2)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(2)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member





Role: Reviewer

This will open up and give you a snapshot of all your applications. Find the one that you want to submit an event on and click “Events”

Research Services

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Reset Filters Export To Excel

	File No	Project Title	Principal Investigator
	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
View Clone Events Latest Workflow	100207	Why is chocolate so good?	Miss Hermione Granger (College of Arts - Humanities\Modern Languages)
View Clone Events Latest Workflow	100165 	Test	Miss Hermione Granger (College of Arts - Humanities\Modern Languages)

From here you will see a list of events that you can submit and some drop down menus of different actions on this particular application. You can click on the event form you wish to submit to open it up. Below that list, there are drop down menus for other events or current events on this application such as a previous amendment or a draft you began and saved.

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RESEARCH, ENGAGEMENT AND GRADUATE STUDIES

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Create New Event

Event Form Name	Description
HREB Adverse Incident Report	Adverse Incident Report
HREB Annual Report for Longitudinal Research Project	Annual Report for Longitudinal Research Project
HREB Final Report	Final report to close a research protocol.
HREB Request for Amendment or Renewal to Research Project	

File No: 100165
Principal Investigator: Miss Hermione Granger
Project Title: Test

- Events: Drafts
- Events: Requiring Attention
- Events: Under Review
- Events: Post Review
- Reminders

This form works the same as the original application. Click on the main form name and complete each of the tabs. Any question marked with an asterisk is mandatory. If you try and submit without completing those questions you will get an error message. You can also upload any attachments if necessary (for example, an amended consent form or questionnaire).

Event: Annual Report File No: 100165 - Ref No : 7
PI : Granger Hermione(College of Arts - Humanities\Modern Languages)
Project Title : Test

Event Form: HREB Annual Report for Longitudinal Research

Save Close Print Export to Word Export to PDF Submit

Event Info * HREB Annual Report for Longitudinal Research Project Attachments Logs Errors

* Annual Report

Research projects can only be given ethics approval for one year. If the HREB was informed on the Request for Ethical Review form that the project would be longitudinal please use this form to report to the HREB the status of your project. If an extension is needed beyond what was approved in the original, please submit a Request for Amendment to Research event form **instead**.

1.1* Certificate expiry date.

1.2* Is this research project still active?

- Yes
 No

1.3* Has your research project changed since the last approval?

- Yes
 No

1.4 If yes, please explain. A Request for Amendment may be required.

Event: Annual Report File No: 100165 - Ref No : 7
PI : Granger Hermione(College of Arts - Humanities\Modern Languages)
Project Title : Test

Save Close Print Export to Word Export to PDF Submit

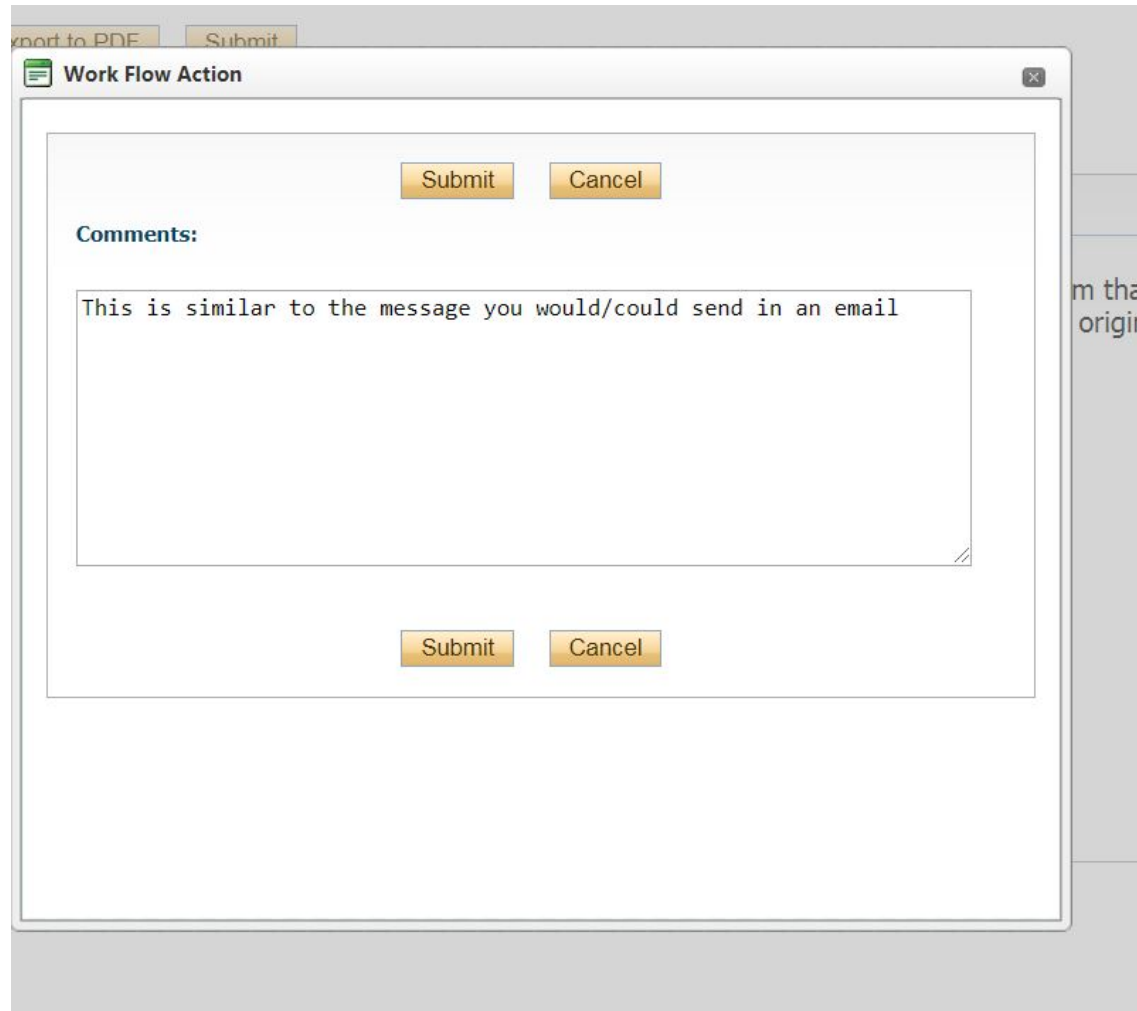
Event Info * HREB Annual Report for Longitudinal Research Project Attachments Logs Errors

HREB Annual Report for Longitudinal Research Project -> Annual Report:1.1 Certificate expiry date. is required.

HREB Annual Report for Longitudinal Research Project -> Annual Report:1.3 Has your research project changed since the last approval? is re

HREB Annual Report for Longitudinal Research Project -> Annual Report:1.2 Is this research project still active? is required.

Once you are finished, you may submit the application. You have to add a comment in order for it to completely submit.



The image shows a screenshot of a software interface. At the top, there are two buttons: "Export to PDF" and "Submit". Below them is a dialog box titled "Work Flow Action". Inside the dialog box, there are two buttons: "Submit" and "Cancel". Below these buttons is a section labeled "Comments:". Underneath the "Comments:" label is a text input field containing the text "This is similar to the message you would/could send in an email". At the bottom of the dialog box, there are two more buttons: "Submit" and "Cancel".

After you have submitted the event form, you will receive an email confirming your submission. The event will appear in the drop down “Events: Under Review” as the event will be sent to a committee for approval.

Create New Event

Event Form Name	Description
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HREB Annual Report for Longitudinal Research Project	Annual Report for Longitudinal Research Project
HREB Final Report	Final report to close a research protocol.
HREB Request for Amendment or Renewal to Research Project	

File No: 100165

Principal Investigator: Miss Hermione Granger
 Project Title: Test

Events: Drafts				
Events: Requiring Attention				
Events: Under Review				
	Event No	Event Category	Event Submission Date	Event Status
View Event Latest Workflow	100165 - 1408	Annual Report (HREB Annual Report for Longitudinal Research Project)	2019/09/05	Submitted by Researcher
Events: Post Review				
Reminders				

Your event will NOT appear in the main page of your ROMEO screen. You have to open up the application: post review to find the file and the event attached to it.




Role: Principal Investigator	
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Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(2)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)
Role: Project Team Member	
Role: Reviewer	

When you receive the email asking for more information or that the event has been approved, it will appear in the appropriate drop down **within** the file

File No: 100165

Principal Investigator: Miss Hermione Granger

Project Title: Test

Events: Drafts				
Events: Requiring Attention				
Events: Under Review				
Events: Post Review				
	Event No	Event Category	Event Submission Date	Event Status
View Event Latest Workflow	100165 - 1408	Annual Report (HREB Annual Report for Longitudinal Research Project)	2019/09/05	Active 
View Event Latest Workflow	100165 - 1275	New Approval Process (N/A)	2019/06/18	Submitted by Researcher

Reminders