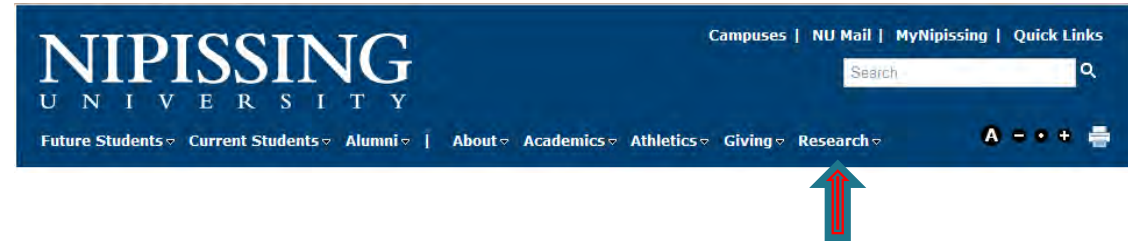# Nipissing's ROMEO e–System

Introduction to Romeo Research Management System

To Access Romeo:

- Open Nipissing University's home page
- Click on the Research Tab
- Click the ROMEO logo

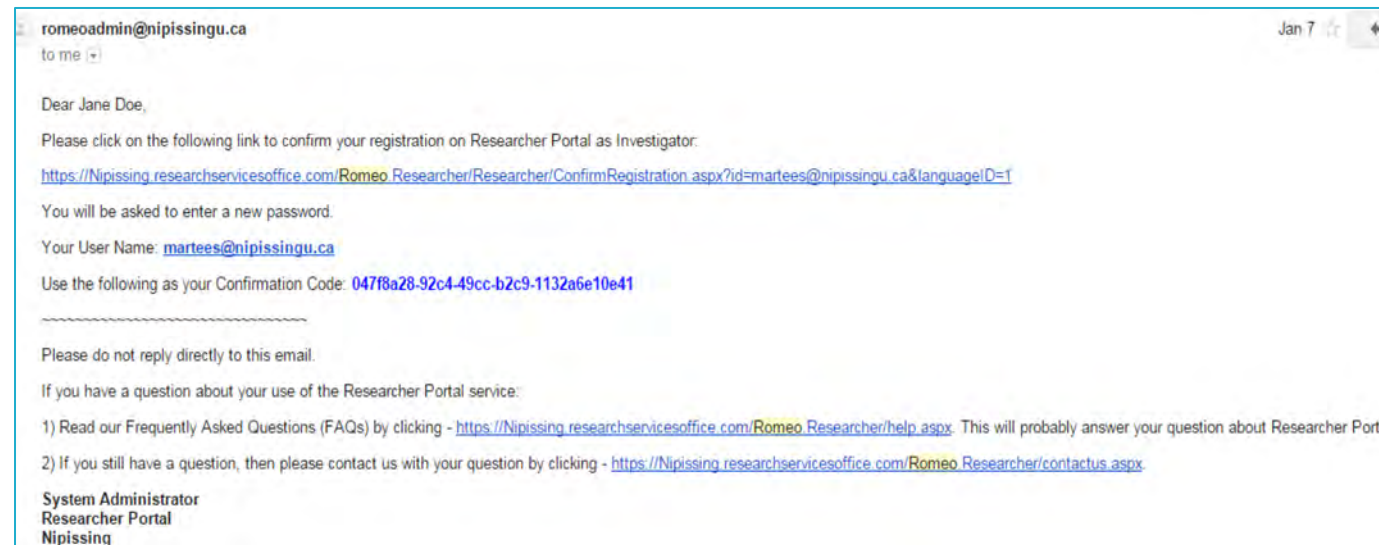

- You will be directed to the ROMEO Research Portal Login page

- Enter your user name (e-mail address) and password, click Login to log into the Researcher's Portal

New Registration

- Nipissing students and external users, that do not have a profile already set up and are trying to log in for the first time, will need to complete the Self Registration Form before they can access the Researcher's Portal. Click Register from the Login page and complete the information required and submit. You will receive an e-mail from romeoadmin@nipissingu.ca to complete the registration process (sample of below).

romeoadmin@nipissingu.ca   Jan 7
to me

Dear Jane Doe,

Please click on the following link to confirm your registration on Researcher Portal as Investigator:

https://Nipissing.researchservicesoffice.com/Romeo.Researcher/Researcher/ConfirmRegistration.aspx?id=martees@nipissingu.ca&languageID=1

You will be asked to enter a new password.

Your User Name: martees@nipissingu.ca

Use the following as your Confirmation Code: 047f8a28-92c4-49cc-b2c9-1132a6e10e41

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Please do not reply directly to this email.

If you have a question about your use of the Researcher Portal service:

1) Read our Frequently Asked Questions (FAQs) by clicking - https://Nipissing.researchservicesoffice.com/Romeo.Researcher/help.aspx. This will probably answer your question about Researcher Portal.

2) If you still have a question, then please contact us with your question by clicking - https://Nipissing.researchservicesoffice.com/Romeo.Researcher/contactus.aspx

System Administrator
Researcher Portal
Nipissing

Existing Account

- **Note of Caution:** If you forget your password, **do not** select the Self Registration Form or a new profile will be created. Simply click on "Reset Password" and follow the on-screen prompts.
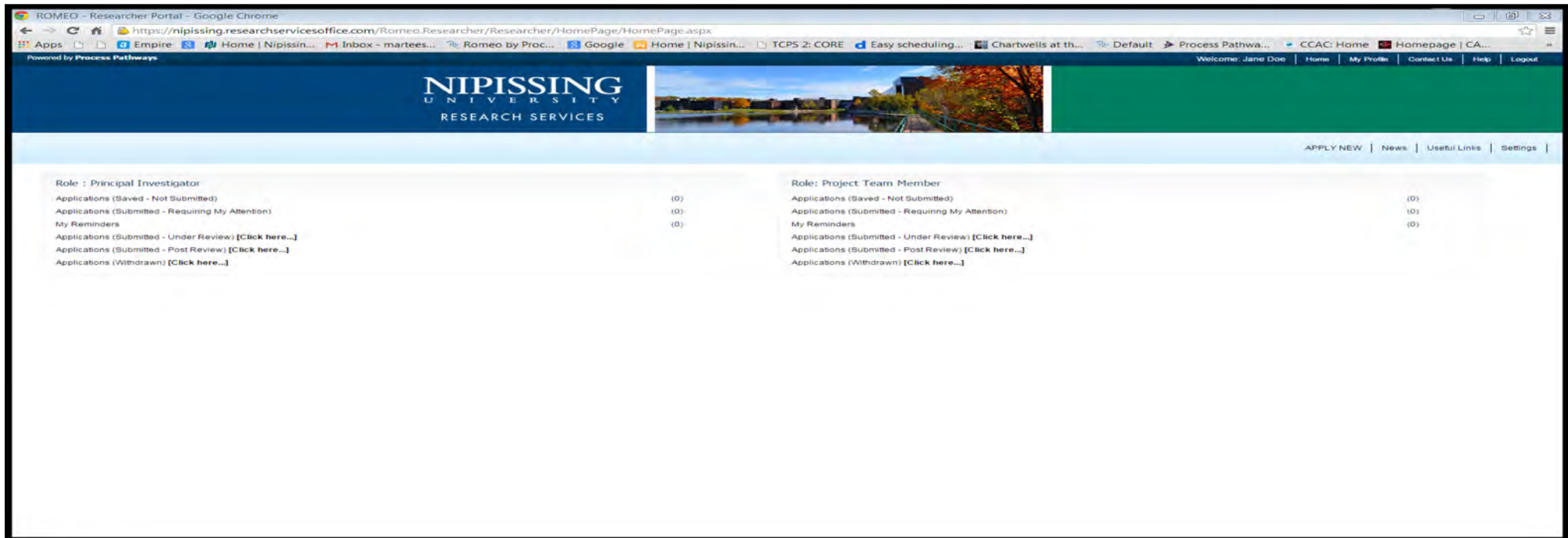

- If you require further assistance, contact Dan St. Georges (ext 4644) or Martee Storms (ext 4055)

Researcher's Home Page

Welcome ~ You are now in the Researcher's Home Page!

This is where it all begins 😊

Researcher's Home Page
Links and what they do:

▸ *Welcome:* Your name will appear

▸ *Home link:* Click the home link to return to the home page

▸ *My Profile:* You can click on this link to verify your profile and make changes if necessary

▸ *Contact Us:* Click on this link to find the Romeo Admin email and the extension of the administrators.

▸ *Help:* This is where the PowerPoint Presentations and all Q&A will be located

▸ *Logout:* Exit the Researcher Portal

Researcher's Home Page

▸ *Apply New:* Click on this to access all forms
▸ *News:* Important and relevant news will be available when you click this link
▸ *Useful Links:* Links to funding agencies and other important websites are located here
▸ *Settings:* You can select to receive notifications regarding due/expired dates reminders

Researcher's Home Page

Role: Principal Investigator/Project Team Member

The information found under these headings is the same.

- **Applications (Saved – Not Submitted):** If you work on an application and must leave before it is complete, save it and it will be located here until you return to complete and submit it.

- **Applications (Submitted–Requiring My Attention):** If you submitted an application but it is returned to you for further information, it will be located here.

- **My Reminders:** Your reminders for reports, renewal and other reminders will be located here

Researcher's Home Page

- **Applications (Submitted – Under Review)** : At any time, you can check the progress of your submitted applications
- **Applications (Submitted – Post Review):** Once your applications have been approved, they will be located here and you can reference them at any time
- **Applications (Withdrawn):** IF you withdraw and application, it will still be saved but will be located here.

Need Assistance/have a question

- Should you require any assistance or have any questions please contact the ROMEO Administrator at romeoadmin@nipissingu.ca