

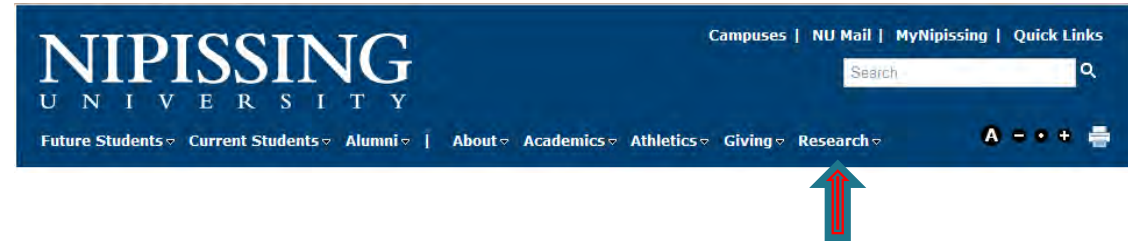


Nipissing's ROMEEO e-System

Introduction to Romeo Research Management System


To Access Romeo:

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



- ▶ You will be directed to the ROMEIO Research Portal Login page



Login 

Username

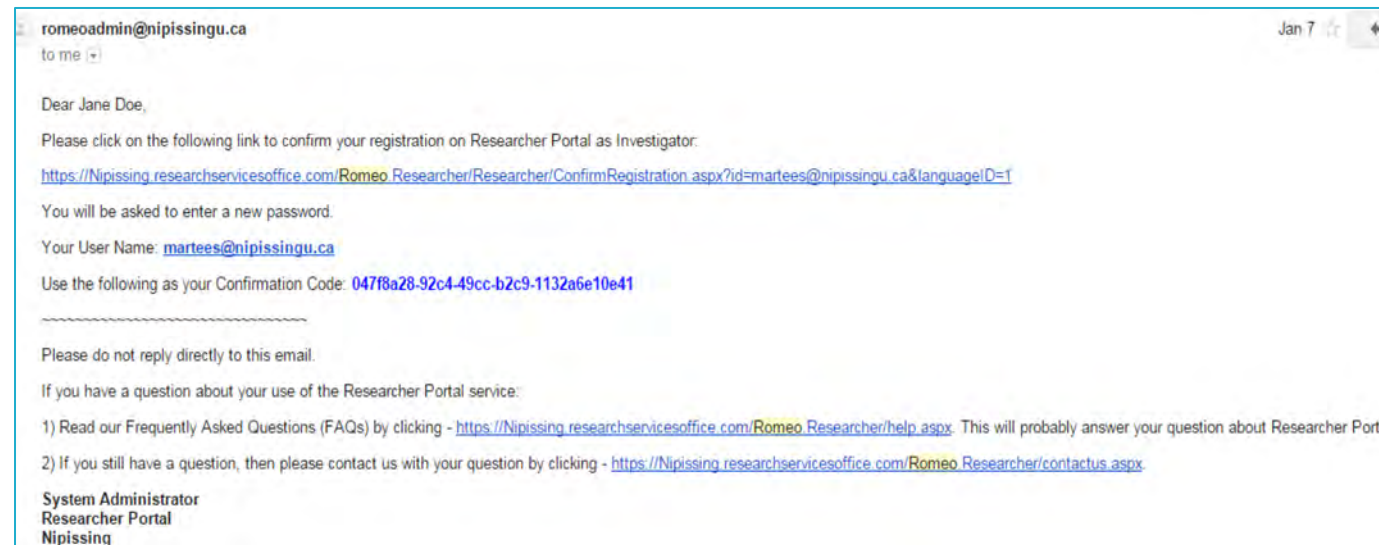
Password



- 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).



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.

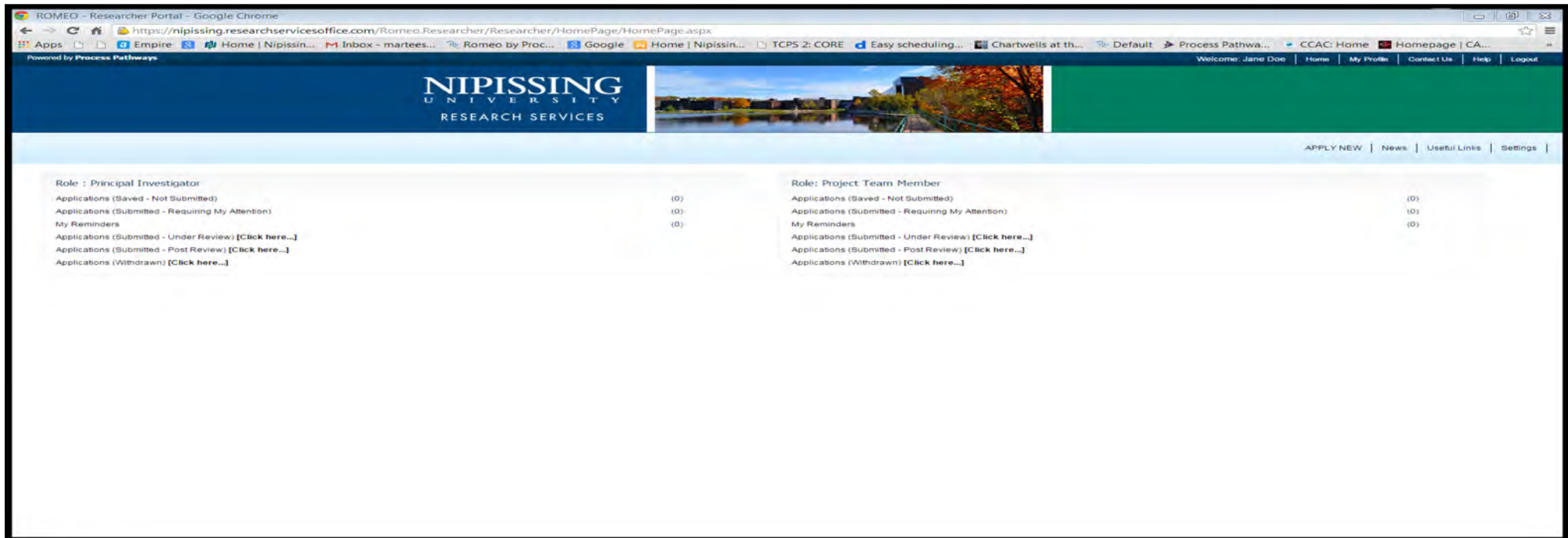
A login form with two input fields: "Username" and "Password". Below the fields are three buttons: "Login", "Register", and "Reset Password". A red arrow points to the "Reset Password" button. A "Login" link with a blue icon is located in the top right corner of the form area.

- ▶ 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 



The screenshot shows the ROMEO Researcher Portal home page. The browser address bar displays the URL: https://nipissing.researchservicesoffice.com/Romeo_Researcher/Researcher/HomePage/HomePage.aspx. The page header includes the Nipissing University Research Services logo and a navigation menu with links for Home, My Profile, Contact Us, Help, and Logout. The main content area is divided into two columns based on the user's role. The left column is for a Principal Investigator, and the right column is for a Project Team Member. Both columns show application counts for various stages: Saved - Not Submitted, Submitted - Requiring My Attention, Submitted - Under Review, Submitted - Post Review, and Withdrawn. Each count is shown in parentheses, such as (0).

Powered by Process Pathways

WELCOME: Jane Doe | Home | My Profile | Contact Us | Help | Logout

APPLY NEW | News | Useful Links | Settings

Role : Principal Investigator

- Applications (Saved - Not Submitted) (0)
- Applications (Submitted - Requiring My Attention) (0)
- My Reminders (0)
- Applications (Submitted - Under Review) [Click here...]
- Applications (Submitted - Post Review) [Click here...]
- Applications (Withdrawn) [Click here...]

Role: Project Team Member

- Applications (Saved - Not Submitted) (0)
- Applications (Submitted - Requiring My Attention) (0)
- My Reminders (0)
- Applications (Submitted - Under Review) [Click here...]
- Applications (Submitted - Post Review) [Click here...]
- Applications (Withdrawn) [Click here...]

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

ROMEО - Researcher Portal - Google Chrome
https://nipissing.researchservicesoffice.com/Romeo.Researcher/Researcher/HomePage/HomePage.aspx

Powered by Process Pathways

NIPISSING UNIVERSITY RESEARCH SERVICES

Welcome, Jane Doe | Home | My Profile | Contact Us | Help | Logout

APPLY NEW | News | Useful Links | Settings

Role : Principal Investigator
Applications (Saved - Not Submitted) (0)
Applications (Submitted - Requiring My Attention) (0)
My Reminders (0)
Applications (Submitted - Under Review) [Click here...]
Applications (Submitted - Post Review) [Click here...]
Applications (Withdrawn) [Click here...]

Role: Project Team Member
Applications (Saved - Not Submitted) (0)
Applications (Submitted - Requiring My Attention) (0)
My Reminders (0)
Applications (Submitted - Under Review) [Click here...]
Applications (Submitted - Post Review) [Click here...]
Applications (Withdrawn) [Click here...]

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

The screenshot shows the Nipissing University Researcher's Home Page. The header includes the Nipissing University Research Services logo and a navigation menu with links for 'APPLY NEW', 'News', 'Useful Links', and 'Settings'. Below the header, there are two columns of application status information for different roles: Principal Investigator and Project Team Member. Red arrows point to the 'APPLY NEW', 'News', 'Useful Links', and 'Settings' links in the navigation menu.

Role : Principal Investigator

- Applications (Saved - Not Submitted) (0)
- Applications (Submitted - Requiring My Attention) (0)
- My Reminders (0)
- Applications (Submitted - Under Review) [Click here...]
- Applications (Submitted - Post Review) [Click here...]
- Applications (Withdrawn) [Click here...]

Role: Project Team Member

- Applications (Saved - Not Submitted) (0)
- Applications (Submitted - Requiring My Attention) (0)
- My Reminders (0)
- Applications (Submitted - Under Review) [Click here...]
- Applications (Submitted - Post Review) [Click here...]
- Applications (Withdrawn) [Click here...]

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

The screenshot displays the Nipissing University Research Services Researcher's Home Page. The page is titled "ROMEO - Researcher Portal" and is accessed via a Google Chrome browser. The URL is <https://nipissing.researchservicesoffice.com/Romeo.Researcher/Researcher/HomePage/HomePage.aspx>. The page features the Nipissing University Research Services logo and a navigation menu with links for "Welcome, Jane Doe", "Home", "My Profile", "Contact Us", "Help", and "Logout".

The main content area is divided into two columns, each representing a different role:

- Role : Principal Investigator**
 - Applications (Saved - Not Submitted) (0)
 - Applications (Submitted - Requiring My Attention) (0)
 - My Reminders (0)
 - Applications (Submitted - Under Review) [Click here...]
 - Applications (Submitted - Post Review) [Click here...]
 - Applications (Withdrawn) [Click here...]
- Role: Project Team Member**
 - Applications (Saved - Not Submitted) (0)
 - Applications (Submitted - Requiring My Attention) (0)
 - My Reminders (0)
 - Applications (Submitted - Under Review) [Click here...]
 - Applications (Submitted - Post Review) [Click here...]
 - Applications (Withdrawn) [Click here...]

A red bracket highlights the "Applications (Submitted - Requiring My Attention)" and "My Reminders" sections in both columns, indicating that the information found under these headings is the same for both roles.

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.

The screenshot displays the Nipissing University Research Services Researcher's Home Page. The page is titled "ROME0 - Researcher Portal" and shows a dashboard for a Principal Investigator and a Project Team Member. The Principal Investigator's dashboard includes links for "Applications (Submitted - Under Review)", "Applications (Submitted - Post Review)", and "Applications (Withdrawn)". The Project Team Member's dashboard includes links for "Applications (Submitted - Under Review)", "Applications (Submitted - Post Review)", and "Applications (Withdrawn)". A red bracket highlights the "Applications (Submitted - Under Review)" and "Applications (Submitted - Post Review)" links for the Principal Investigator.

Need Assistance/have a question

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