

## RESEARCHER MANUAL

### SUBMITTING A RESEARCH ETHICS STUDY CLOSURE FORM

Please submit a Research Ethics Study Closure Form (Event Form) when you need to close your approved Research Ethics application.

Please note: Romeo is compatible with Internet Explorer, Firefox, Microsoft Edge, Google Chrome and Safari. If you have any problems or questions, please contact the Office of Research and Innovation at [reb@unbc.ca](mailto:reb@unbc.ca).

1. To access Romeo, go to <https://unbc.researchservicesoffice.com> and click on “Research Portal” (see below). You will also find a link to ROMEO along with self-help and reference materials on the UNBC Office of Research and Innovation website ([https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo\\_Forms](https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo_Forms)). This link will take you directly to the login page (Step 2).



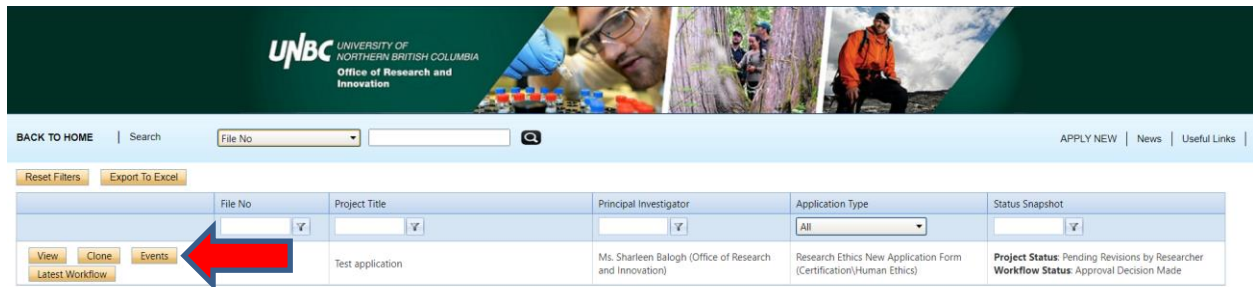
2. Login using your UNBC credentials (username@unbc.ca) and password. If you do not have a Romeo account, contact the Office of Research and Innovation at [research@unbc.ca](mailto:research@unbc.ca). You may be required to verify your identity with the mobile device “Authenticator” app or MFA Hardware Token issued by UNBC ITS to verify your identity, so please ensure that you have this available when you login.

3. The Research Ethics Study Closure Form can be accessed as an event form. To access event forms, click on the “**Applications: Post-Review**” link on your Romeo home page (see below).

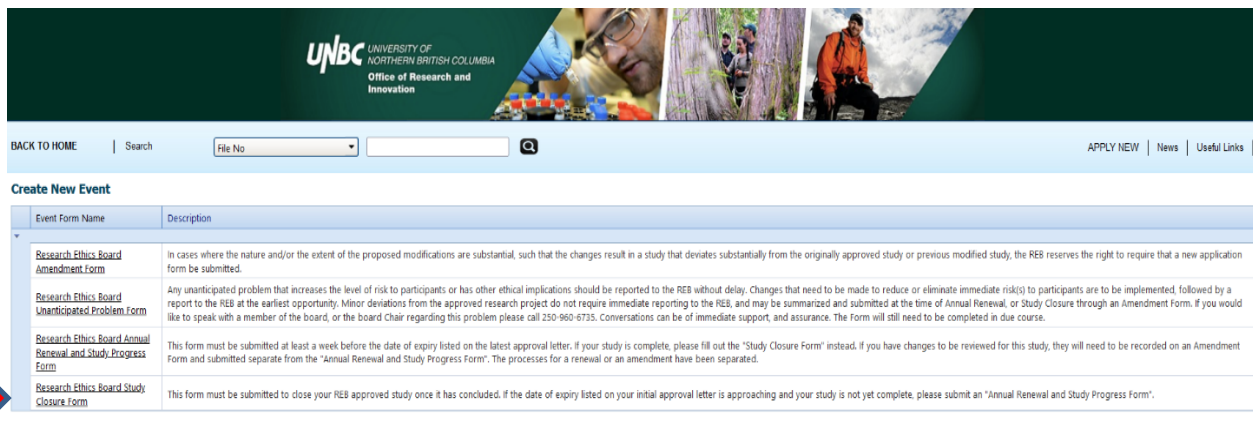
A screenshot of the Romeo user interface. At the top, there is a navigation bar with "Welcome: Sharleen Balogh" and links for "Home", "My Profile", "Contact Us", "Help", and "Logout". Below this is a banner image with the UNBC logo and "Office of Research and Innovation". Underneath the banner is a search bar with "File No" and a search icon. To the right of the search bar are links for "APPLY NEW", "News", and "Useful Links". The main content area shows a list of application categories for a user with the role "Principal Investigator". A red arrow points to the "Applications: Post-Review" link in the list.

| Role: Principal Investigator      |      |
|-----------------------------------|------|
| Applications: Drafts              | (30) |
| Applications: Requiring Attention | (0)  |
| Applications: Under Review        | (2)  |
| Applications: Post-Review         | (1)  |
| Applications: Withdrawn           | (0)  |
| Events: Drafts                    | (1)  |
| Events: Requiring Attention       | (0)  |
| Reminders                         | (0)  |
| Role: Project Team Member         |      |

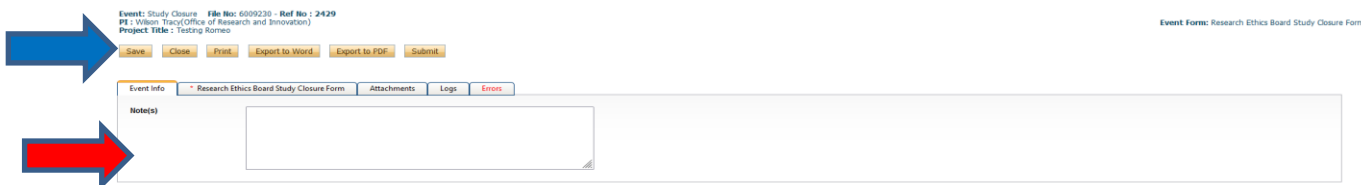
You will be brought to a screen (similar to the one below), which lists your previous applications, and the options available for each application. Click on the “Events” button next to the relevant application.



A screen will open (similar to the one below), which lists all of the available event forms for that application. Click on the “Research Ethics Study Closure Form” to open it.



4. You will be brought to a screen similar to the one below. Under the “Event Info” tab, you can enter general comments and notes in the “Note(s)” text box (red arrow below). Click “Save” before moving to the next tab (blue arrow below). At any time, you can save your application and continue working on it at a later time. It is always good practice to save your application before changing tabs or leaving the application for an extended period of time.



5. Proceed to the “Research Ethics Board Study Closure Form” tab. This tab includes event-specific questions to assess the closure request. Answer the questions on the “Study Completion”, “Study Changes and Unanticipated Problems”, “Dissemination of Results”, and “In-Person Research Activities with Increased Risk of Communicable Diseases” sub-tabs (red rectangle below).

NOTE: fields marked with a red asterisk (\*) are mandatory, but please answer all questions relevant to your event form submission.

Event: Study Closure File No: 6009230 - Ref No: 2429  
PI: Wilson Tracy(Office of Research and Innovation)  
Project Title: Testing Romeo

Save Close Print Export to Word Export to PDF Submit

Event Form: Research Ethics Board Study Closure Form

1. Study Completion \* 2. Study Changes and Unanticipated Problems \* 3. Dissemination of Results \* 4. In-Person Research Activities with Increased Risk of Communicable Diseases \*

1.1\* Date of Study Completion

1.2\* Please provide the reason for the completion of this study.  
Please give a brief statement regarding the reason for closure (e.g., research completed and there will be no further research or engagement with the participants). If the study is closed early, provide an explanation as to why (e.g., insufficient enrollment, withdrawal by investigator or sponsor).

1.3\* Has all participant data collection been completed?  
 yes  
 no

1.4\* Are there any further contacts expected to occur with research participants that would alter research outcomes (e.g., transcript review, withdrawal of data from study, consultation regarding interpretation of study results)?  
 yes  
 no

1.5\* If you answered "Yes" to the question above, please describe the reasoning to close the research ethics review at this time.  
If reviewed in a protocol, please complete the review form within study in within a month of approved period, and obtain the review notes.

6. Proceed to the “Attachments” tab. This tab allows you to upload any related attachments. Click the “Add Attachment” button at the bottom of the page to attach documents (red arrow below).

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PI: Wilson Tracy(Office of Research and Innovation)  
Project Title: Testing Romeo

Save Close Print Export to Word Export to PDF Submit

Event Form: Research Ethics Board Study Closure Form

Event Info \* Research Ethics Board Study Closure Form Attachments Logs Errors

Please use “Add Attachment” button at the bottom of this page to attach all necessary support documents for your Research Ethics Study Closure Form application. Ensure to use a consistent and informative naming convention for each document file name, including a version number.

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.

A pop-up window will open. To upload an attachment, click the “Browse” button (red arrow below). Enter a **Description**, if applicable. Enter the date of submission as the “**Version Date**”. Under the “**Doc Agreement**” pull-down menu, select the type of document you are uploading (Information Letter, Consent Form, Research Proposal, etc.). Click on “**Add Attachment**” (blue arrow below).

Upload Attachment

Description:

Upload Attachment: Browse

Allowed File Types:  
jpeg, jpg, png, gif, doc, xls, xlsx, ppt, pdf, pptx, pptm, docm, docx, pptm, pptx, pptm, pptx, pptm, pptx

Allowed File Size: 10 MB

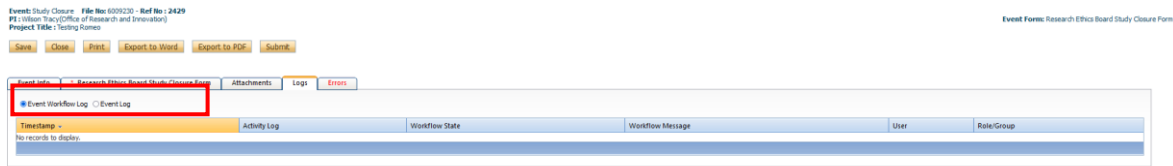
Version Date:

Doc Agreement: --Select One--

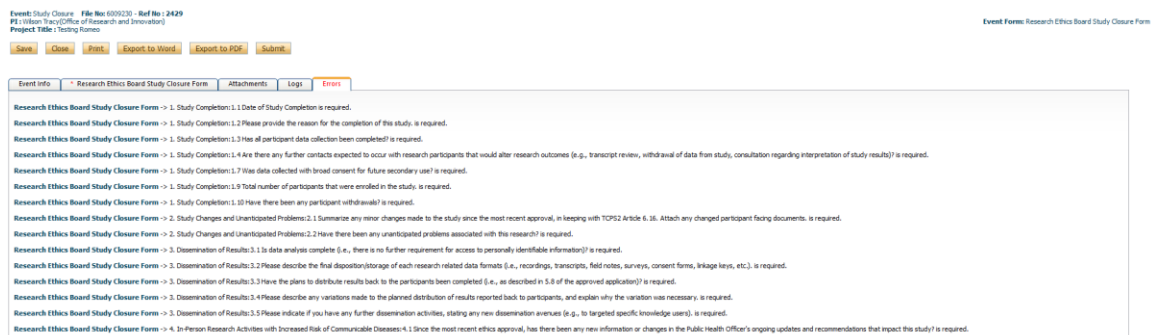
Add Attachment Cancel

Click “Save” to save the information on this page.

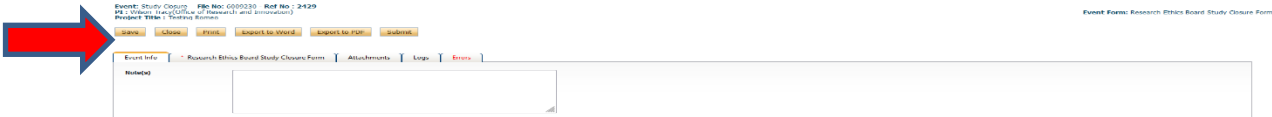
7. **“Logs”** tab. There is no information to be entered in this section. You can toggle between **“Event Workflow Log”** and **“Event Log”** (red rectangle below) to see where your application is at in the approval process and to see any log activity.



8. **“Errors”** tab. This section will show you where there are errors in your application form. All errors must be corrected before you are able to submit your application.



9. **Final Processes.** Click to **“Save”** the information entered in your application. You can also choose to **“Print”**, **“Export to Word”**, or **“Export to PDF”** your application.



10. When you are ready, click to **“Submit”** your Study Closure Form to the Office of Research and Innovation. Once you click **“submit”**, a Work Flow Action comment box will pop up. If you have any additional comments, enter them here. Please do not put any confidential or sensitive information in the comment box, as this can be seen by reviewers and Office of Research and Innovation staff.

