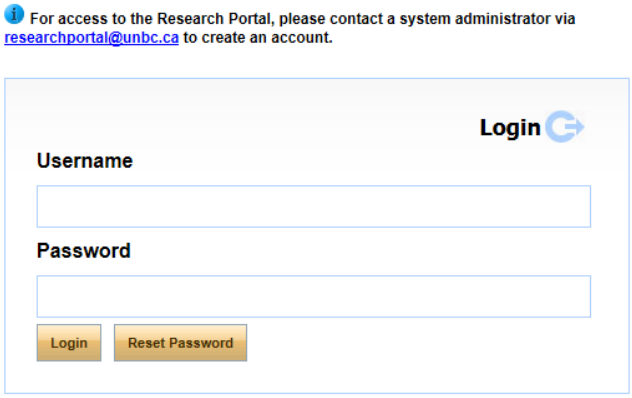
Romeo

How to Apply for a Faculty Conference Travel Grant

Please note: Romeo is compatible with Internet Explorer, Firefox, Edge, and Google Chrome. Safari is NOT a recommended browser. If you have any problems or questions, please contact the Office of Research at 250-960-5852 or email researchportal@unbc.ca

1. To access Romeo, go to https://unbc.researchservicesoffice.com and click on "Researcher Portal." You will also find a link to Romeo along with self-help and reference materials on the UNBC Office of Research website (www.unbc.ca/research).

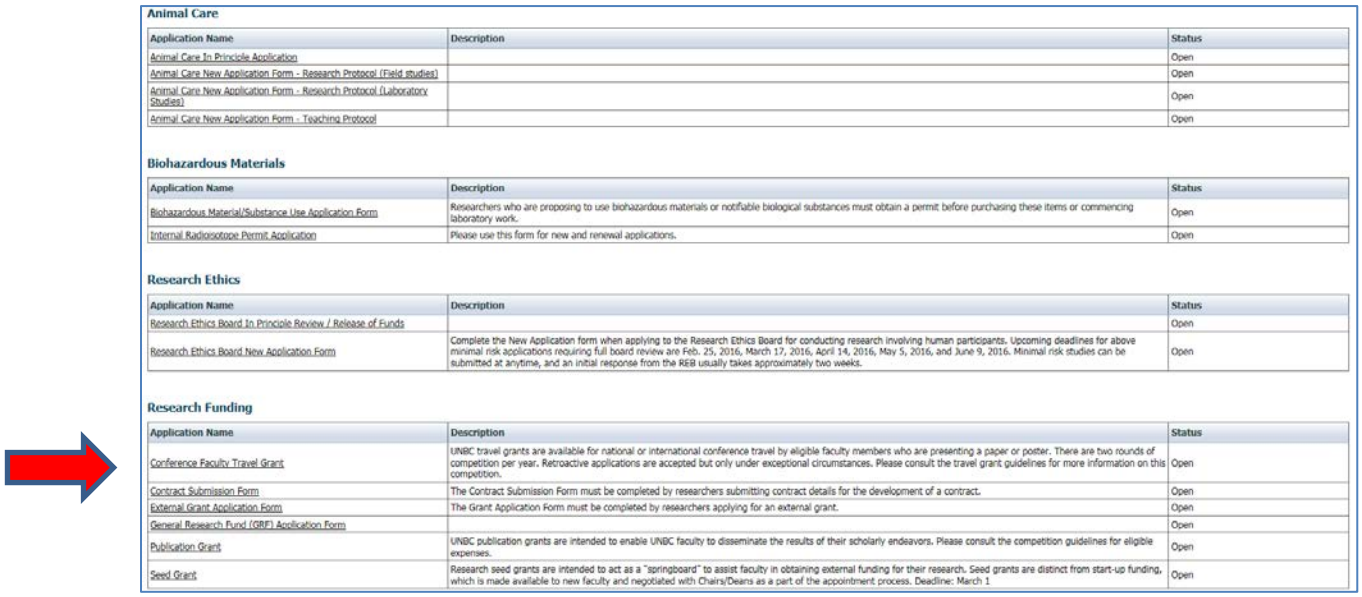
2. Login using your UNBC email address (first name.last name@unbc.ca). If you are a first time Romeo user and do not have a password, or if you forgot your password, select "Reset Password" and follow the instructions to set/reset your password. If you do not have a Romeo account, please contact the Office of Research at 250-960-5852 or email researchportal@unbc.ca



3. Once logged into Romeo, you will be brought to the Home page (see the example below).

4. To access all application forms available on Romeo, click on "**APPLY NEW**." You will be brought to a screen (similar to the one below), which lists all of the available online application forms. There are applications under four categories: Animal Care, Biohazardous Materials, Research Ethics, and Research Funding.

Under **Research Funding**, select the "**Conference Faculty Travel Grant**" to apply for the travel grant.



Animal Care

Application Name	Description	Status
Animal Care In Principle Application		Open
Animal Care New Application Form - Research Protocol (Field studies)		Open
Animal Care New Application Form - Research Protocol (Laboratory Studies)		Open
Animal Care New Application Form - Teaching Protocol		Open

Biohazardous Materials

Application Name	Description	Status
Biohazardous Material/Substance Use Application Form	Researchers who are proposing to use biohazardous materials or notifiable biological substances must obtain a permit before purchasing these items or commencing laboratory work.	Open
Internal Radioisotope Permit Application	Please use this form for new and renewal applications.	Open

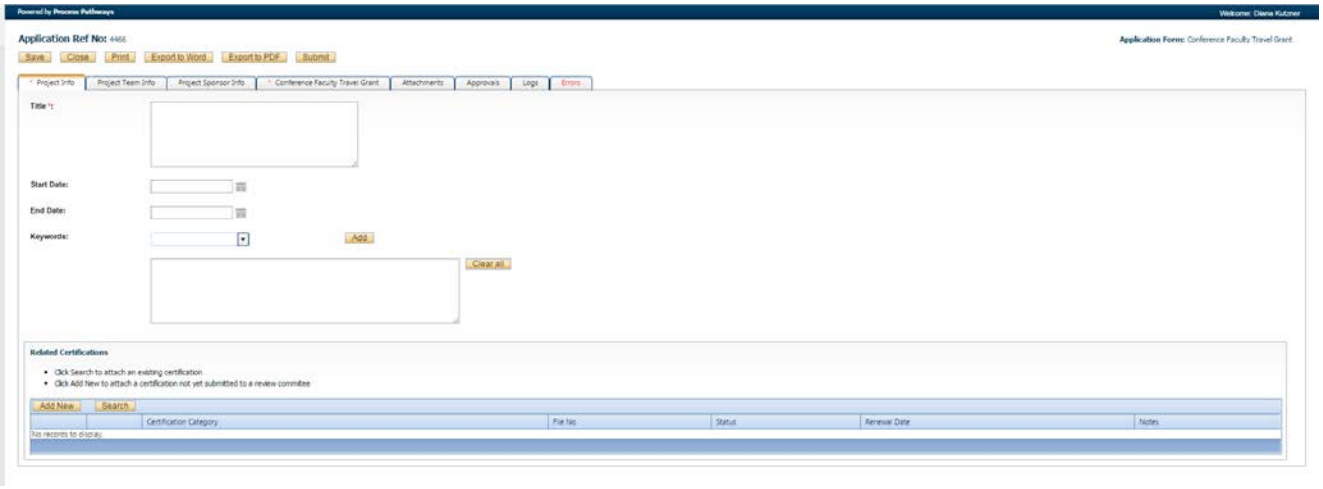
Research Ethics

Application Name	Description	Status
Research Ethics Board In Principle Review / Release of Funds		Open
Research Ethics Board New Application Form	Complete the New Application form when applying to the Research Ethics Board for conducting research involving human participants. Upcoming deadlines for above minimal risk applications requiring full board review are Feb. 25, 2016, March 17, 2016, April 14, 2016, May 5, 2016, and June 9, 2016. Minimal risk studies can be submitted at anytime, and an initial response from the REB usually takes approximately two weeks.	Open

Research Funding

Application Name	Description	Status
Conference Faculty Travel Grant	UNBC travel grants are available for national or international conference travel by eligible faculty members who are presenting a paper or poster. There are two rounds of competition per year. Retroactive applications are accepted but only under exceptional circumstances. Please consult the travel grant guidelines for more information on this competition.	Open
Contract Submission Form	The Contract Submission Form must be completed by researchers submitting contract details for the development of a contract.	Open
External Grant Application Form	The Grant Application Form must be completed by researchers applying for an external grant.	Open
General Research Fund (GRF) Application Form		Open
Publication Grant	UNBC publication grants are intended to enable UNBC faculty to disseminate the results of their scholarly endeavors. Please consult the competition guidelines for eligible expenses.	Open
Seed Grant	Research seed grants are intended to act as a "springboard" to assist faculty in obtaining external funding for their research. Seed grants are distinct from start-up funding, which is made available to new faculty and negotiated with Chairs/Deans as a part of the appointment process. Deadline: March 1	Open

5. You will be brought to a screen similar to the one below.



6. Under the "**Project Info**." tab, complete:

Title: title of the conference for which you are seeking travel support,

Start date and **end date:** enter the start date and end date of the conference.

Keywords: provide any appropriate keywords (you can type or copy and paste keywords into the box instead of using the 'add' function).

Please note: fields marked with a red asterisk (*) are mandatory.

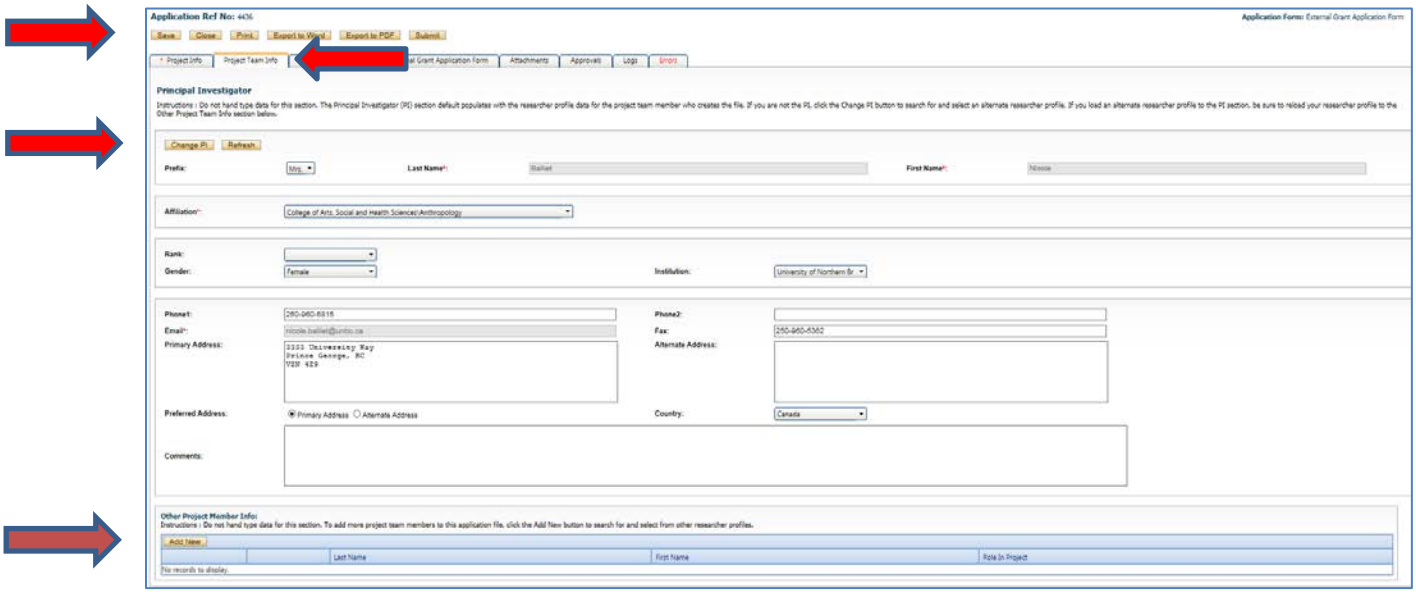
7. **Related Certifications**: No certifications (e.g., REB application) are required for the travel grant so no action is required for this section.

Select "**Save**" before moving to the next tab. 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.

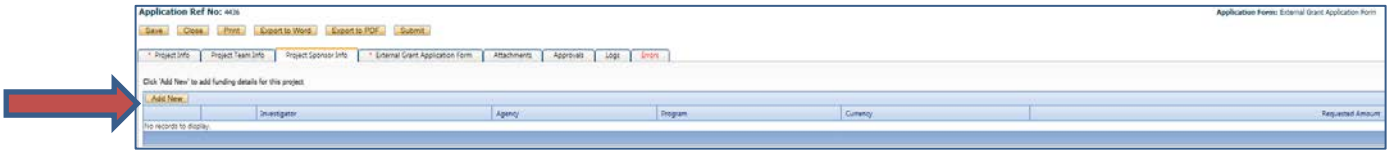
8. Proceed to the "**Project Team Info.**" tab. You will see a screen similar to the one below. The Principal Investigator information will auto-populate with your profile information. Check that your information is correct. Please contact the Office of Research if your profile information is incorrect or out-of-date.

Other Project Member Info: If applicable, click on "Add New" and search for and select from other researcher profiles. If the researcher is not on the list, please contact the Office of Research to have the investigator added to the Investigator Master Record (IMR) (please provide the Office with all of the contact information). Repeat this process for all additional team members.

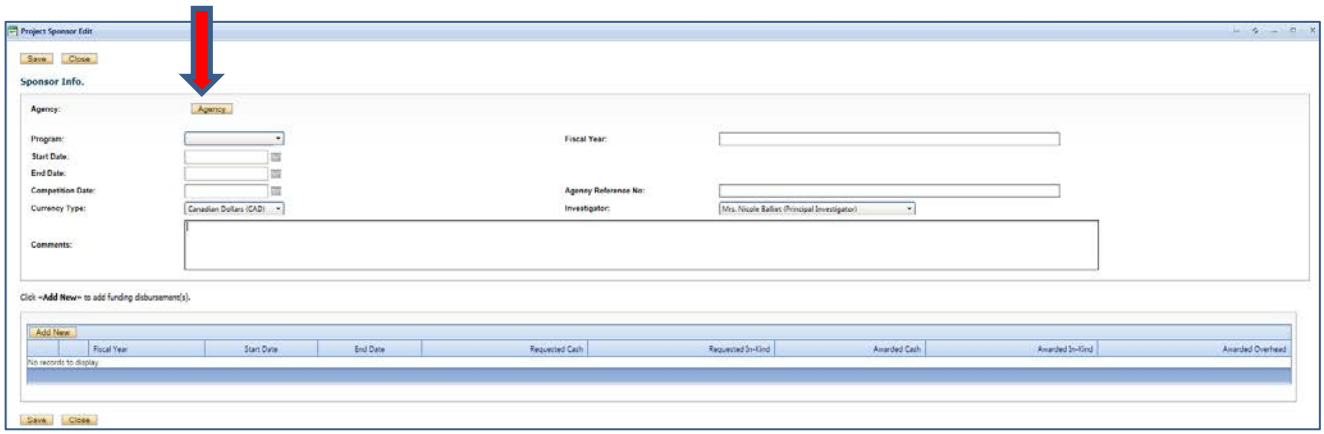
Click on "**Save**" to save the information entered on this page.



9. Next, proceed to the "**Project Sponsor Info.**" tab. You will see a screen similar to the one below. Click "**Add New**."

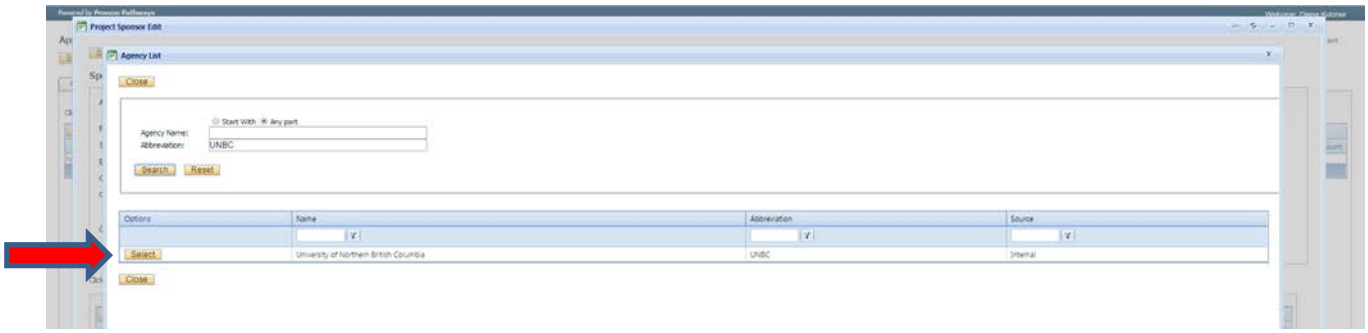


If there are multiple sponsors/partner organizations for your project, you will need to repeat the process described below for each sponsor/partner organization.

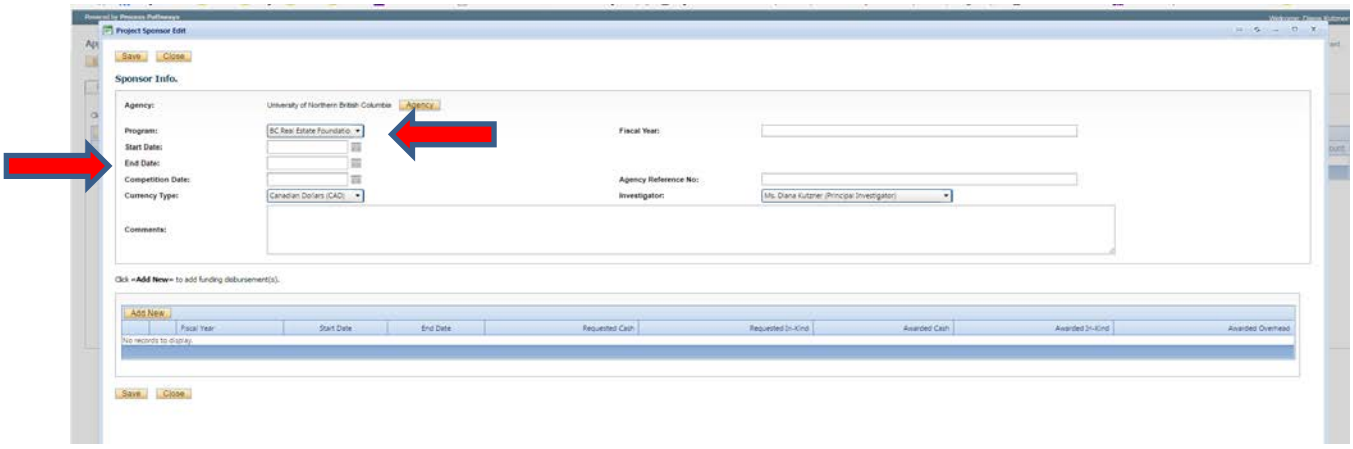


Agency: Click on "Agency" and search for the Funding Agency you are applying to. You may conduct a search using the Agency Name or abbreviation (e.g. UNBC). For this internal grants application, conduct a search for **UNBC** using the "Abbreviation" field.

Click on "**Select**" to choose **UNBC**.



Once you've selected UNBC, you will see a screen similar to the one below.



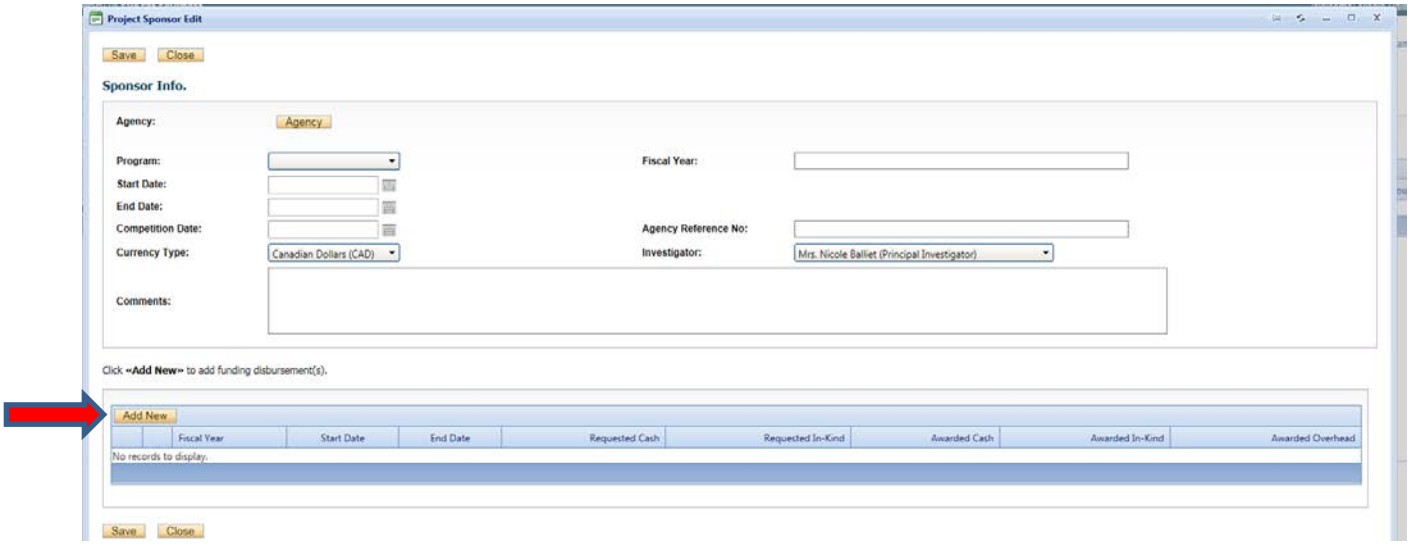
Program: Click on the drop-down list beside "Program" and select the program you are applying to (i.e., **Faculty Travel Grant**).

Enter the anticipated **Start Date** and **End Date** of your conference.

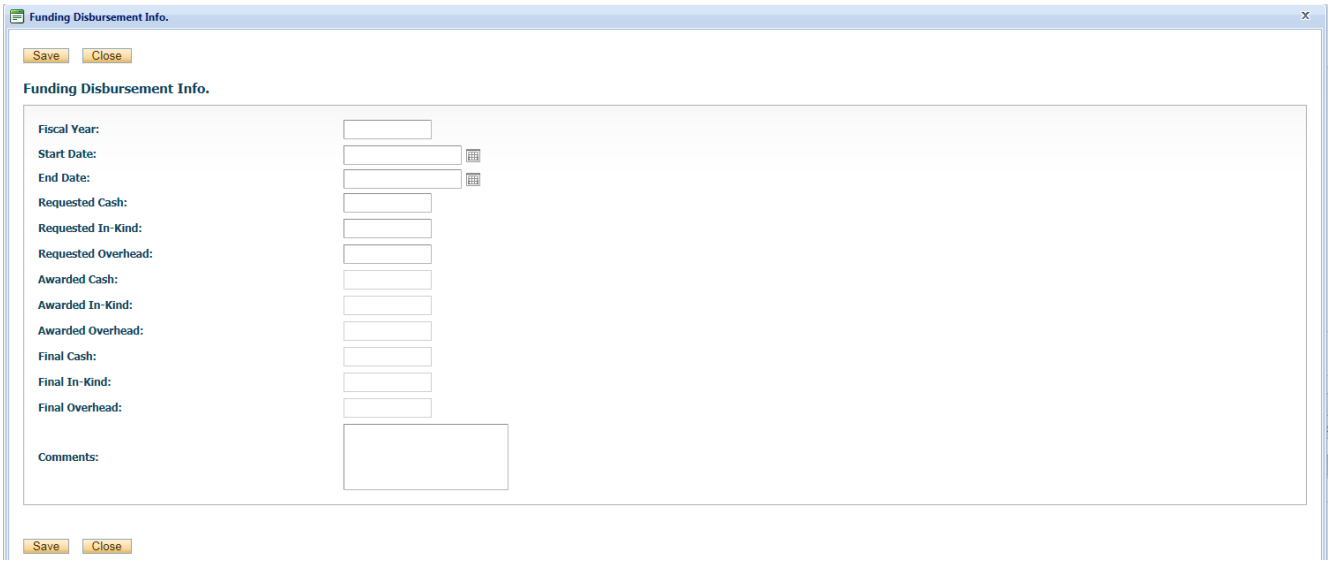
Enter the **grant application deadline**.

The **Currency Type** should always be **CAD**. If there are Sponsor-related comments that you would like to make, please do so in the "Comments" box. The Fiscal Year box will auto-populate when you enter the start and end dates. If there is more than one project team member, you will be able to select the investigator associated with the funding. The default is the PI. Click "**Save**."

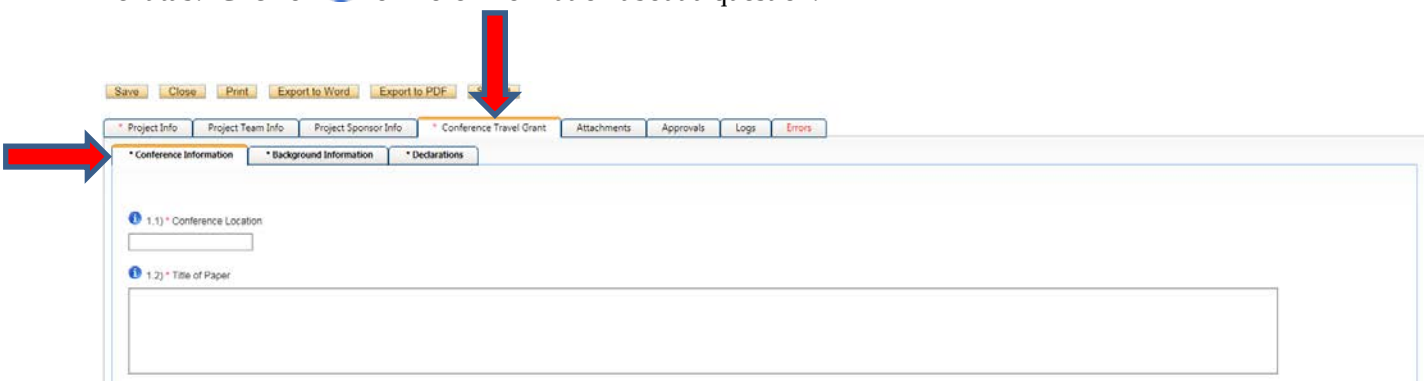
10. For each year of funding, enter a disbursement by clicking on **"Add New."** For multi-year projects, you will need to enter a separate disbursement for each year of funding.



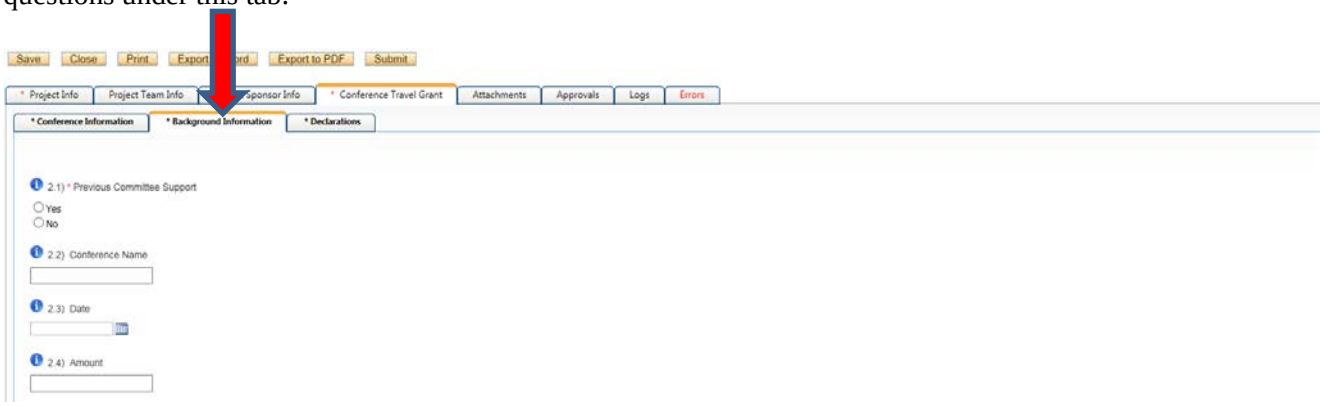
You will see a screen similar to the one below. Enter the start date and end date of your project. The fiscal year will automatically populate. Enter the requested amount of cash. Enter requested in-kind contributions (if applicable). For conference travel grants, there is no overhead. Enter any funding related comments you may have. Make sure to save your work before you exit the window.



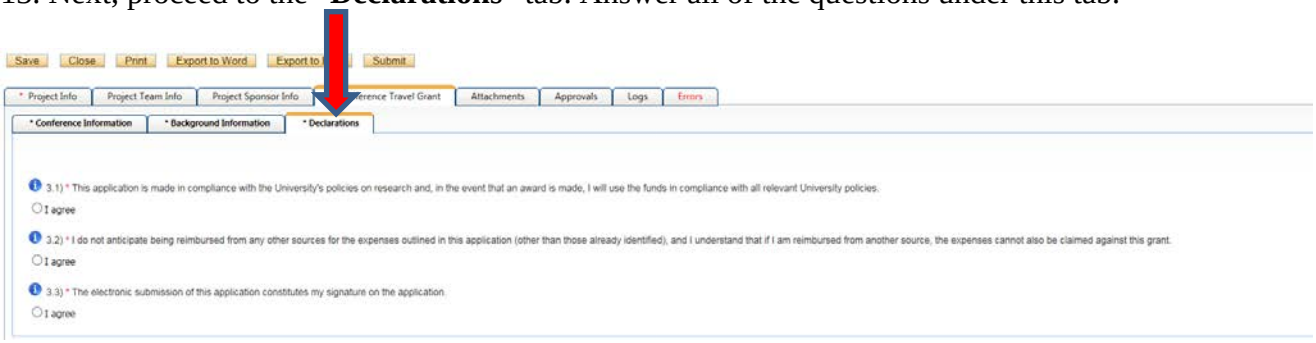
11. Next, proceed to the "**Conference Travel Grant**" tab. The "**Conference Information**" tab will open by default. Answer all of the applicable questions under this tab. Remember to click "save" before moving onto the next tab. Click on for more information about a question.



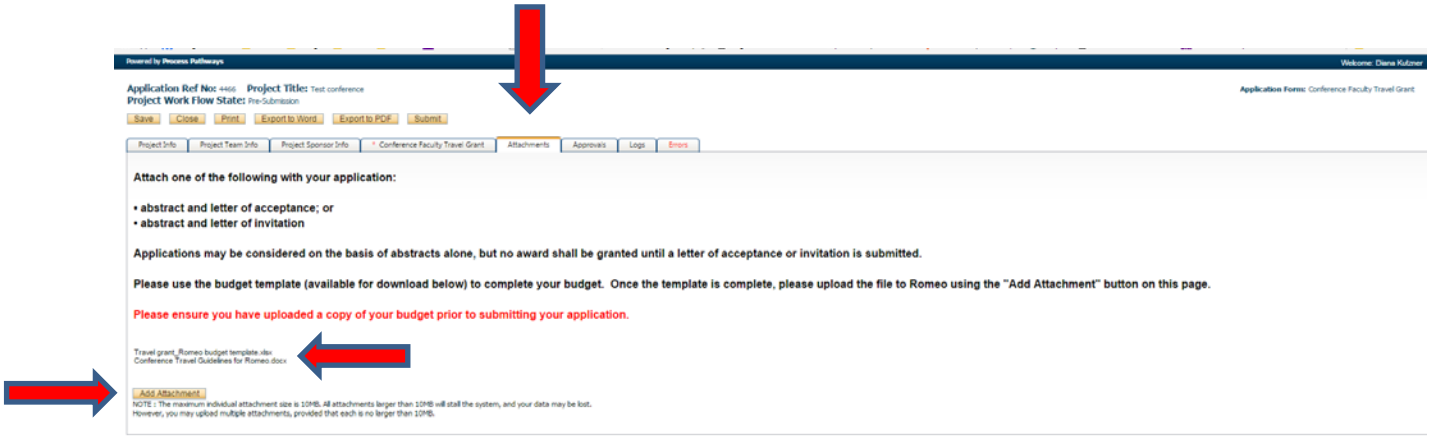
12. Next, click on the "**Background Information**" tab. Questions in this tab are related to the most recent conference for which you received support from the travel grant committee. Answer all of the applicable questions under this tab.



13. Next, proceed to the "**Declarations**" tab. Answer all of the questions under this tab.



14. Next, proceed to the "**Attachments**" tab. You will see a screen similar to the one below.

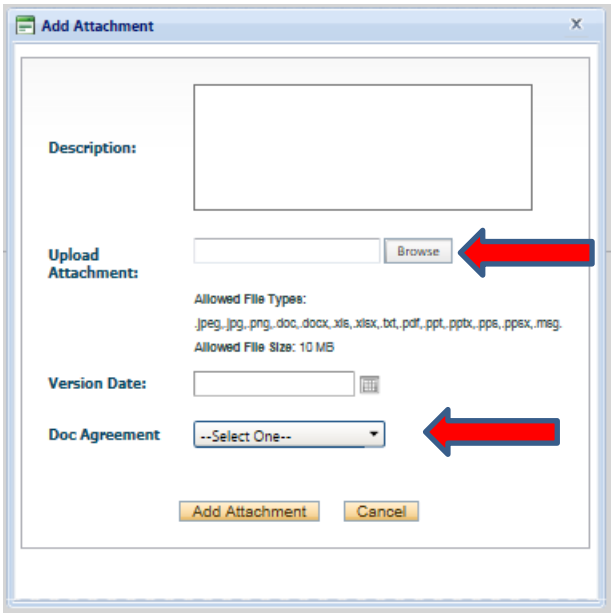


This is where you can **download** and **upload** any documents essential to the application.

A **budget** providing details on the conference expenses **is required** as part of your application.

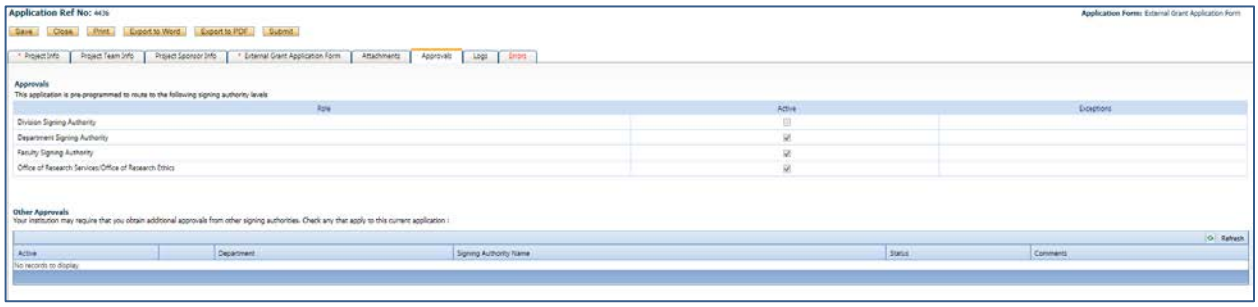
Please use the budget template (available for download on this page) to complete your budget. Once the template is complete, please upload the file to Romeo using the "**Add Attachment**" button on this page.

To upload your document: begin by clicking on "**Add Attachment**" (as in the screen above).

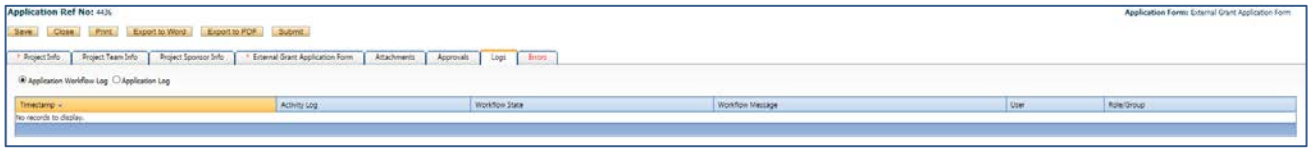


Browse for and upload your attachment. Enter the date of submission as the **version date**. Select the type of document you are uploading (Application, CV, etc.). Click on **"Add Attachment."** Click on **"Save"** to save the information on this page.

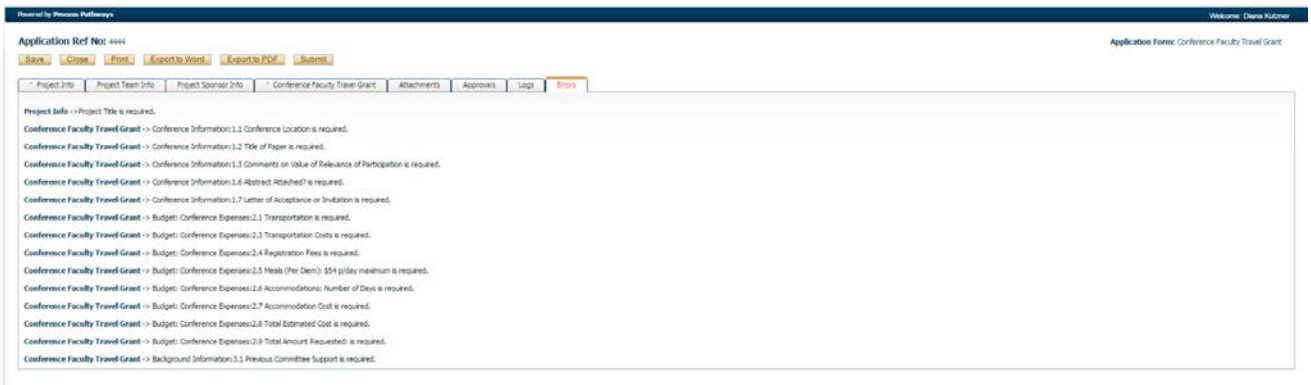
15. "**Approval**" tab. There is no information to be entered in this section. Applications are automatically routed to the next signing authority (as indicated).



16. "**Logs**" tab. There is no information to be entered in this section. You can toggle between "Application Workflow Log" and "Application Log" to see where your application is at in the approval process and to see any log activity.



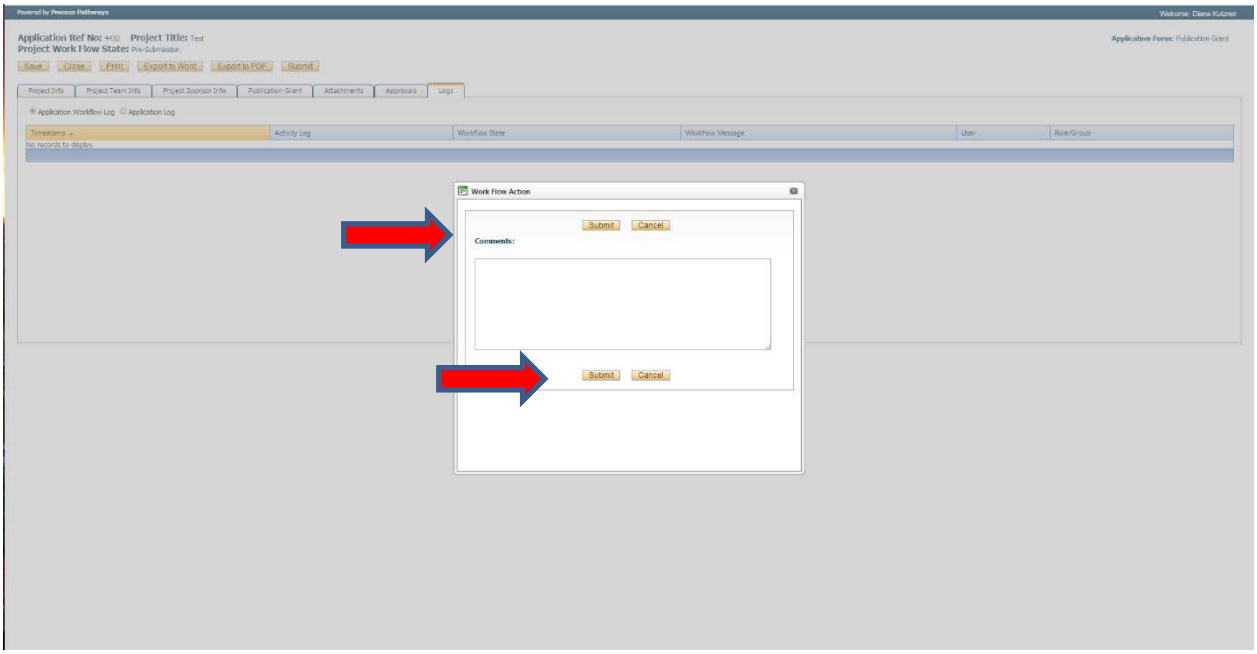
17. "**Errors**" tab. This section will show you where there are errors in your application form. All errors must be corrected before you will be able to submit your application. Once all questions have been answered and errors are cleared, you will be able to "submit" your application.



18. ***Final Processes.*** "Save" the information entered in your application. You can also choose to "Print," "Export to Word," or "Export to PDF" your application.

19. "**Submit**": Once you click "submit", a Work Flow Action comment box will pop up. If you have any additional comments, enter them here. If you don't, simply type "no comment" and click "submit" in this form as comments are required.

Your application will automatically be forwarded to the next signing authority. You will receive confirming emails each time the application is forwarded and approved through the work flow. If at any time further information is required, you will receive an email indicating such.



20. At any time, you can view the status of your application a) under an individual application's "Log" tab or b) from the Home screen, under "**Applications: Under Review**."