

Romeo

How to Review an Application (Review Committee Members)

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 and Innovation at research@unbc.ca.

When you are asked to conduct an application review, you will receive a notification email from Romeo (do-not-reply-unbc@researchservicesoffice.com).

Overview of the Reviewer Role:

The **Role: Reviewer** links will direct you to all application forms where you have been assigned as a reviewer. Review and submit feedback for application and event forms online. At any time, you can login to the Research Portal to review and manage all actions and requests related to all application files where your review is required. The Office of Research and Innovation (ORI) administrator controls the content and occurrence of email notifications. Romeo is designed to alert you every time a new action is performed, e.g., you are assigned a new review.

Step 1: Email Notification

Example of email notifying the signing authority of a grant application or contract that requires approval.

Dear Diana Kutzner,

I would like to thank you for volunteering your time to review the following application. This review is for the Awards, Final Report Submission event.

Project File No : 6005348

Project Title : This is a test application to test and document the review process

Principal Investigator : Ms. Diana Kutzner

Committee : BC Real Estate Grant Review Committee

Date Sent : February 09, 2017

Due Date : February 10, 2017

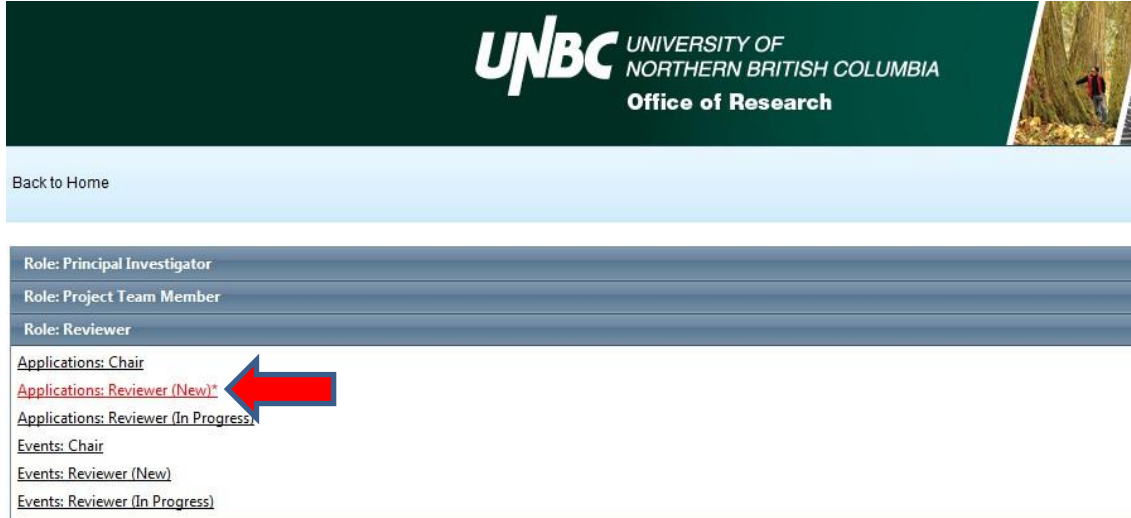
To view the details of the project and enter your comments/decision please login to: <https://UNBC.researchservicesoffice.com/ROMEOResearcher>



You can either click on the link provided in the email or go to the UNBC Romeo login page via the UNBC Research website (<https://unbc.researchservicesoffice.com>). Login to Research Portal using your UNBC credentials (username@unbc.ca). If you are a first time Romeo user and do not have a password, or if you have forgotten your password, please contact the ORI at research@unbc.ca.

Step 2: Review the application

Once you login to Romeo, you will see a screen similar to the following one. The task/action needing your attention will be highlighted in red font. Click on “Applications: Reviewer (New)” to proceed to the application needing approval.



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Role: Principal Investigator
Role: Project Team Member
Role: Reviewer

[Applications: Chair](#)
[Applications: Reviewer \(New\)](#) ←
[Applications: Reviewer \(In Progress\)](#)
[Events: Chair](#)
[Events: Reviewer \(New\)](#)
[Events: Reviewer \(In Progress\)](#)

Any applications you have been requested to review will show in the next screen, as seen in the example below. Find the application you want to review and click on “View” to proceed.



Powered by Process Pathways | Product Info

Welcome: Diana Kutzner | Home | My Profile | Contact Us | Help | Logout

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Back to Home

APPLY NEW | News | Useful Links

Reset Filters | Export To Excel

	File No	Project Title	Principal Investigator	Event Snapshot
View ←	6005348	This is a test application to test and document the review process	Ms. Diana Kutzner	BC Real Estate Grant (New Approval Process)

Review the application by going through each tab. Note that you will be able to download any required documents or supplementary material under the “Attachments” tab. Note also that there may be comments provided by the Committee Chair under the “Committee Reviews” tab.

Powered by Process Pathways Welcome, Dis

File No: 6005348 **Project Title:** This is a test application to test and document the review process **Project Work Flow State:** ORS Review Application Form: BC Real Es

View mode. Click Review to enter, save and submit comments.

Title:

Start Date:

End Date:

Keywords:

Related Certifications

Certification Category	File No	Status	Renewal Date	Notes
No records to display.				

Click the **“Review”** button to enter your comments.

Powered by Process Pathways

File No: 6005348 **Project Title:** This is a test application to test and document the review process **Project Work Flow State:** ORS Review

View mode. Click Review to enter, save and submit comments.

Review Decision: Pending
Shared Comments:

Reviewer	Comments	Date Reviewed
Nicole Balliet (Chair)	testing	
Diana Kutzner		

A separate window will pop up, as shown below. Use this text box to provide your review comments on the application.

To add comments as you review, click **“Save”** and **“Close”** buttons to return to form.

When you are satisfied with your comments, click the **“Submit”** button. If you are the Chair or delegate decision maker, select a **“Review Decision”** before you click the **“Submit”** button.



Step 3: Following Review Completion

Following submission of your comments, Romeo will send you a notification that you have successfully completed your review. On your Romeo Research Portal main page, the application will now show under “Applications: Reviewer (In Progress)” as shown below. Click on this link if you want to view the application or your review comments.

