

Romeo

How to Apply for a Publication Grant

Please note: Romeo is compatible with Internet Explorer, Firefox, Edge, Google Chrome and Safari. If you have any problems or questions, please contact the Office of Research at 250-960-5852 or email researchportal@unbc.ca

It is recommend that before applying for the Publication Grant you read the current guidelines on our website. <https://www.unbc.ca/research/internal-funding-opportunities>

1. To access Romeo, paste the following link into your browser:

<https://unbc.researchservicesoffice.com/Romeo.Researcher/Login>. 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/romeo).

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. Please note: using the register button below allows a user to self-register, however we would like you not to use this option as UNBC faculty already have pre-created accounts so this will create a duplicate account.

 For access to the Research Portal, please contact a system administrator via researchportal@unbc.ca to create an account



Username

Password

Login Register Reset Password

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



Powered by Process Pathways | Product Info

Welcome: Nicole Ballet | Home | My Profile | Contact Us | Help | Logout

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA
Office of Research

Back to Home

APPLY NEW | News | Useful Links

Role: Principal Investigator

Role: Project Team Member

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. Currently, only the Research Funding Category is active.

Under **Research Funding**, click on the “**Publication Grant**” form.

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 Radiosotope 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.

Application Ref No: 4682 Application Form: Publication Grant

Title:

Start Date:

End Date:

Keywords:

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



6. Under the “**Project Info.**” tab, complete the following:

Title: provide the title of the publication project for which you are seeking support,

Start date and end date: Indicate the 6-month time frame during which you anticipate your work will be published (e.g., between July 1, 2017 and Dec 30, 2017).

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 for submission but we would like all relevant fields to be completed.

7. **Related Certifications:** No certifications (e.g., REB application) are required for the publication 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. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If the PI is not from UNBC and is not already entered into the Investigator Master Record (IMR), please contact the Office of Research, provide them with the PI’s contact information and have them add the individual to the IMR. **Remember:** if you remove yourself as PI, you will need to add yourself as a project team member, otherwise you will no longer be able to access the application.

Other Project Member Info: 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 IMR (please provide the Office with all of the contact information). Repeat this process for all additional team members.

Please contact the Office of Research if your profile information is incorrect or out-of-date.

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

The screenshot shows the 'Project Team Info' tab of an application form. At the top, there are navigation buttons: Save, Close, Print, Export to Word, Export to PDF, and Submit. Below this is a tabbed interface with 'Project Team Info' selected. The main section is titled 'Principal Investigator' and contains fields for Prefix (Mrs), Last Name (Balliet), and First Name (Nicole). The Affiliation is set to 'College of Arts, Social and Health Sciences/Anthropology'. Other fields include Rank, Gender (Female), Institution (University of Northern Br.), Phone1 (250-960-5815), Email (nicole.balliet@unbc.ca), Phone2, Fax (250-960-5382), Primary Address (1333 University Way, Prince George, BC V2N 4Z9), Alternate Address, Preferred Address (Primary selected), and Country (Canada). A 'Comments' field is also present. At the bottom, there is an 'Other Project Member Info' section with an 'Add New' button and a table with columns for Last Name, First Name, and Role In Project. The table currently shows 'No records to display.'

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.

Sponsor Info.

Agency:

Program:

Investigator:

Competition Date:

Start Date:

End Date:

Currency Type:

Comments:

To generate disbursement table, enter Start and End Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click GENERATE to refresh the per fiscal

GENERATE

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead
No records to display.					

Save **Close**

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. NSERC/SSHRC/CIHR). 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.

Sponsor Info.

Agency:

Program:

Investigator:

Competition Date:

Start Date:

End Date:

Currency Type:

Comments:

To generate disbursement table, enter Start and End Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click GENERATE to refresh the per fis

Year	Start Date	End Date	Requested Cash	Requested In-Kind	Requested Overhead
No records to display.					

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

Enter the anticipated **Start Date** and **End Date:** indicate the 6-month time frame during which you anticipate your work will be published (e.g., between July 1, 2017 and Dec 30, 2017).

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. A new funding disbursement will need to be entered. Click the “Generate” button shown in the figure above and a table with fiscal dates will be generated where you can then add the appropriate disbursement. Requested funds should be entered in CAD. Other fields can be left blank. Remember to click “save” before closing this page. Click on “Save” again to save the entire Sponsor Info. page.

11. Next, proceed to the “**Publication Grant**” tab. The “**Guidelines**” tab will open by default and provides a link to the application guidelines.

This is a competition and funding is not guaranteed.

Incomplete applications will not be considered by the adjudication committee.

Please see the [Publication Grant Guidelines \(revised July 2018\)](#) and a ["How-to" manual for how to apply via Romeo opportunities](#)

12. Next, proceed to the “**Publication Information**” tab. Answer all of the questions under this tab and then select save.

Save Close Print Export to Word Export to PDF Submit

* Project Info * Project Team Info * Project Sponsor Info * Publication Grant Attachments Approvals Logs Errors

Guidelines * Publication Information * Budget * Declarations

2.1) * Type of Publication
Please describe the type of publication. Indicate if the process includes peer review.

2.2) * Merit of the Publication
Please explain why this avenue of publication is being chosen and the value to your own research and to your field of study.

13. Next, proceed to the “**Budget**” tab. Answer all of the questions under this tab and then save.

Save Close Print Export to Word Export to PDF Submit

* Project Info * Project Team Info * Project Sponsor Info * Publication Grant Attachments Approvals Logs Errors

Guidelines * Publication Information * Budget * Declarations

The purpose and objectives of the proposed expenditures must be warranted in the context of the publication of the results of academic scholarship. Please enter budget items below. Wherever possible, please provide the publisher's budgetary analysis (expected unit costs revenues, marketing and distribution costs, expected profit or loss). Attach additional pages if necessary (see 'Attachments' tab).

3.1) * Amount Requested
Enter the amount requested. Ensure that the maximum funding request of \$5,000 is adhered to.

3.2) * Budget Explanation
Provide details about the budget. Please ensure that only publication related expenses are requested.

14. Next, click on the “**Background Information**” tab. Questions in this tab are related to the most recent publication grant for which you received support. Answer all of the applicable questions under this tab.

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info * Project Team Info * Project Sponsor Info * Publication Grant Attachments Approvals Logs Errors

Guidelines * Publication Information * Budget * Background Information * Declarations

4.1) * Previous Committee Support
 Yes
 No

4.2) Publication Title

4.3) Date

4.4) Amount

15. Next, proceed to the “**Declarations**” tab. Answer all of the questions under this tab.

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info Project Sponsor Info Publication Grant Attachments Approvals Logs Errors

Guidelines * Publication Information * Budget * Declarations

4.1) * This application is made in compliance with the University's policies on research and, in the event that an award is made, I will use the funds in compliance with all relevant University policies.
 I agree

4.2) * I do not anticipate being reimbursed from any other sources for the expenses outlined in this application (other than those already identified), and I understand that if I am reimbursed from another source, the expenses cannot also be claimed against this grant.
 I agree

4.3) * The electronic submission of this application constitutes my signature on the application.
 I agree

16. Next, proceed to the “**Attachments**” tab. You will see a screen similar to the one below.

Save Close Print Export to Word Export to PDF Submit

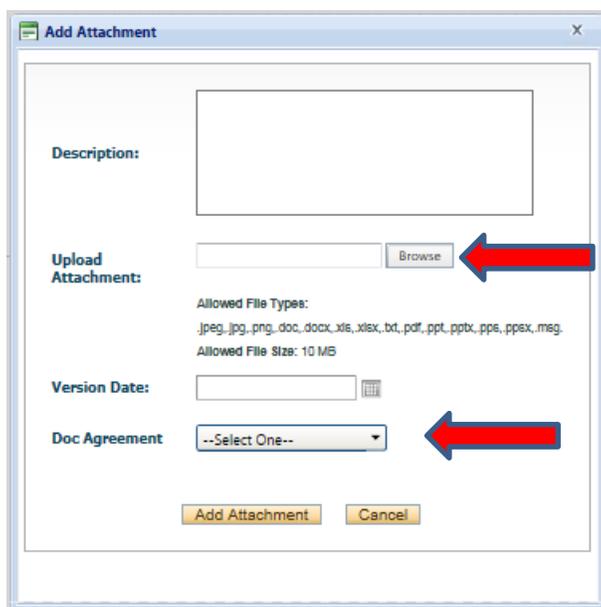
* Project Info Project Team Info Project Sponsor Info * Publication Grant Attachments Approvals Logs Errors

1. If a **journal article**, the application must include a letter (or email) of acceptance, and indicate that page charges are mandatory.
2. If a **book contract**, the application must include a copy of the contract with the publishing house (upload below).
3. If a **book manuscript**, the application must include a letter of confirmation from the publisher of readiness for publication and the Table of Contents with the proposed page length for each chapter or section if available (upload below).
4. **Incomplete applications will be rejected.**

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.

This is where you can upload any required attachments to the application (e.g. letter of acceptance, contract details, etc.). Begin by clicking on “Add Attachment” (as in the screen above).

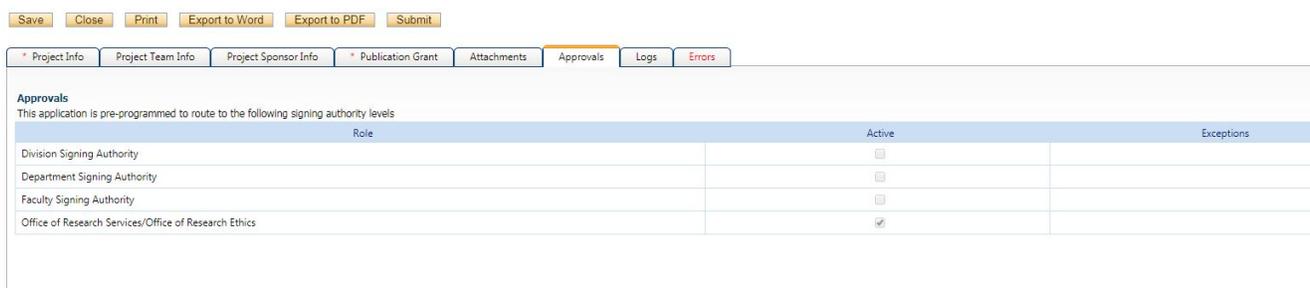


Browse for and upload your attachment. Enter the date of submission as the **version date**. Select the type of document you are uploading (Application, CV, etc.). Click on “Add Attachment.”
If applicable, please upload the following:

1. If a journal article, the application must include a letter (or email) of acceptance, and indicate that page charges are mandatory.
2. If a book contract, upload a copy of the contract with the publishing house.
3. If a book manuscript, upload a letter of confirmation from the publisher of readiness for publication, as well as the Table of Contents with the proposed page length for each chapter or section (if available).

Once all required forms have been uploaded, click “Save” to save the information on this page.

17. “**Approval**” tab. There is no information to be entered in this section. For the publication grant applications are automatically routed to the Office of Research Services (as indicated).



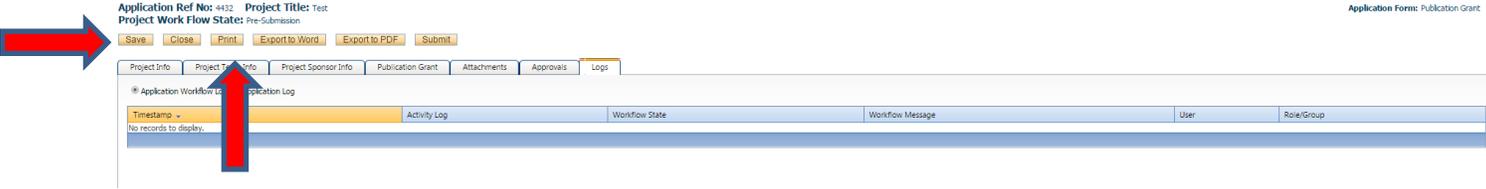
18. “**Logs**” tab. There is no information to be entered in this section. You can toggle between “Application Workflow Log” and “Application Log” to see where your application is at in the approval process and to see any log activity.



19. **“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, this tab will disappear and you will be able to **“submit”** your application.

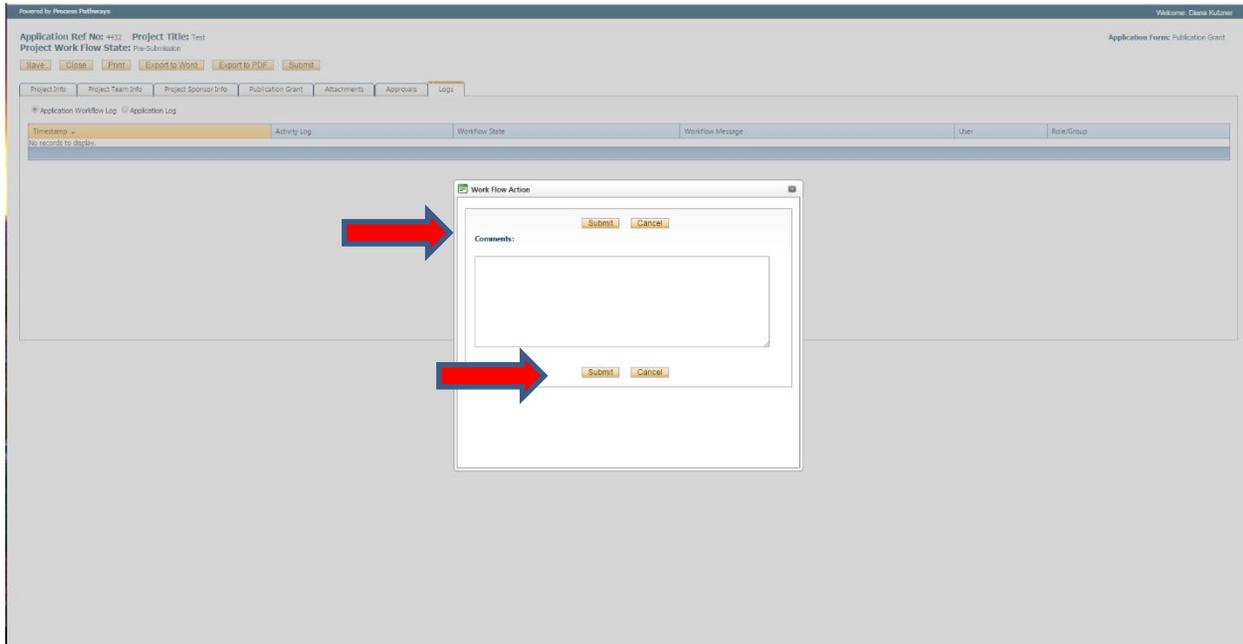


20. **Submitting your application:** **“Save”** the information entered in your application. You can also choose to **“Print,”** **“Export to Word,”** or **“Export to PDF”** your application.



When you are ready, **“Submit”** your application. 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.**"

