

# Romeo

## How to Review and Approve an Application (For Program Chairs & Deans)

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](mailto:researchportal@unbc.ca)

This approval process is only required for external grant applications or contracts.

### Step 1: Researcher submits application

Once a researcher has submitted an application, which requires approval from the Department and/or Dean, the respective signing authority will receive a notification email similar to the one below. A copy of this notification will also be sent to the AA or EA. By default, the email will be sent from 'researchportal@unbc.ca'. A copy is also sent to this email address to notify the Office of Research (OR). Note that the Application has a reference number; this will be helpful should you have several applications come in for approval in a short period.

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

**From:** [researchportal@unbc.ca](mailto:researchportal@unbc.ca) [<mailto:researchportal@unbc.ca>]  
**Sent:** Tuesday, February 07, 2017 1:41 PM  
**To:** Nicole Balliet  
**Cc:** Research Portal  
**Subject:** Grant for Review

February 07, 2017

Dear Signing Authority,

Application Reference No: 4504



External Grant Application Form titled "Romeo test of approval process by OR has been submitted by Ms. Diana Kutzner and requires your review and decision.

Please login to Romeo's "Researcher Portal" at <https://unbc.researchservicesoffice.com/> to complete this task.

Once you have received the email, you can either click on the link provided in the email or go to the UNBC Romeo login page via the UNBC Research website. The link to the Researcher Portal is <https://unbc.researchservicesoffice.com>. 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](mailto:researchportal@unbc.ca).

## Step 2: Approval by signing authority

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: New” to proceed to the application needing approval.

Powered by Process Pathways | Product Info

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Role: Principal Investigator  
Role: Project Team Member  
Role: Department Signing Authority

**Applications: New**  
Applications: Pending Requested Info  
Applications: Under Review

Any applications needing your approval will show in the next screen, as seen in the example below. Find the application you want to review by looking at the Reference Number and click on “Review” to proceed.

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File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message	
<b>Review</b>	Ref No : 4504	Romeo test of approval process by OR	Ms. Diana Kutzner (College of Science and Management/Ecosystem Science and Management)	External Grant Application Form (Awards/Awards)	Project Status: Pending Workflow Status: Department Signing Authority Review	OR test [Action: Submit]

Proceed by reviewing 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.

Powered by Process Pathways

Welcome: Nicole Ballet

Application Ref No: 4504 Project Title: Romeo test of approval process by OR Project Work Flow State: Department Signing Authority Review Application Form: External Grant Application Form

Approval Process Close Print Export to Word Export to PDF

Project Info Project Team Info Project Sponsor Info External Grant Application Form **Attachments** Approvals Logs

Title: Romeo test of approval process by OR

Start Date: 2017/03/01

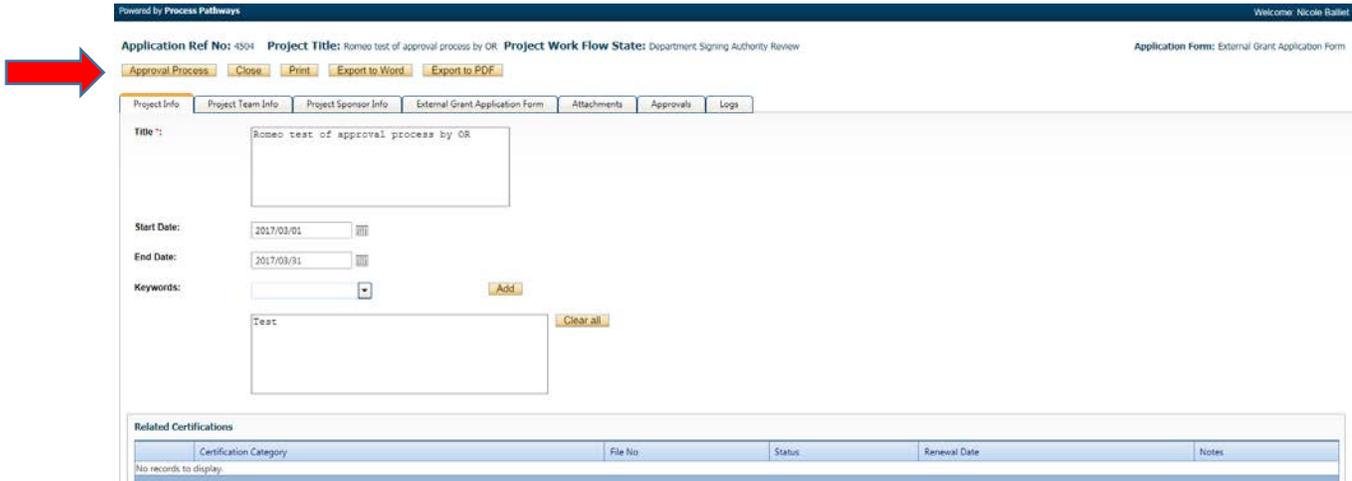
End Date: 2017/03/31

Keywords: Test

Related Certifications

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

Once you have completed your review, click on “Approval Process”.



The screenshot shows a web application interface for reviewing an application. At the top, there is a header with "Powered by Process Pathways" on the left and "Welcome: Nicole Balleit" on the right. Below the header, the application details are displayed: "Application Ref No: 4304", "Project Title: Romeo test of approval process by OR", and "Project Work Flow State: Department Signing Authority Review". The "Application Form: External Grant Application Form" is also noted. A navigation bar contains buttons for "Approval Process", "Close", "Print", "Export to Word", and "Export to PDF". A red arrow points to the "Approval Process" button. Below the navigation bar, there are tabs for "Project Info", "Project Team Info", "Project Sponsor Info", "External Grant Application Form", "Attachments", "Approvals", and "Logs". The "Project Info" tab is active, showing a form with fields for "Title" (containing "Romeo test of approval process by OR"), "Start Date" (2017/03/01), "End Date" (2017/03/31), and "Keywords" (containing "Test"). There are "Add" and "Clear all" buttons next to the keywords field. At the bottom, there is a table titled "Related Certifications" with columns for "Certification Category", "File No", "Status", "Renewal Date", and "Notes". The table currently shows "No records to display."

A separate window will pop up, which gives you several options to proceed with the approval process (see below).

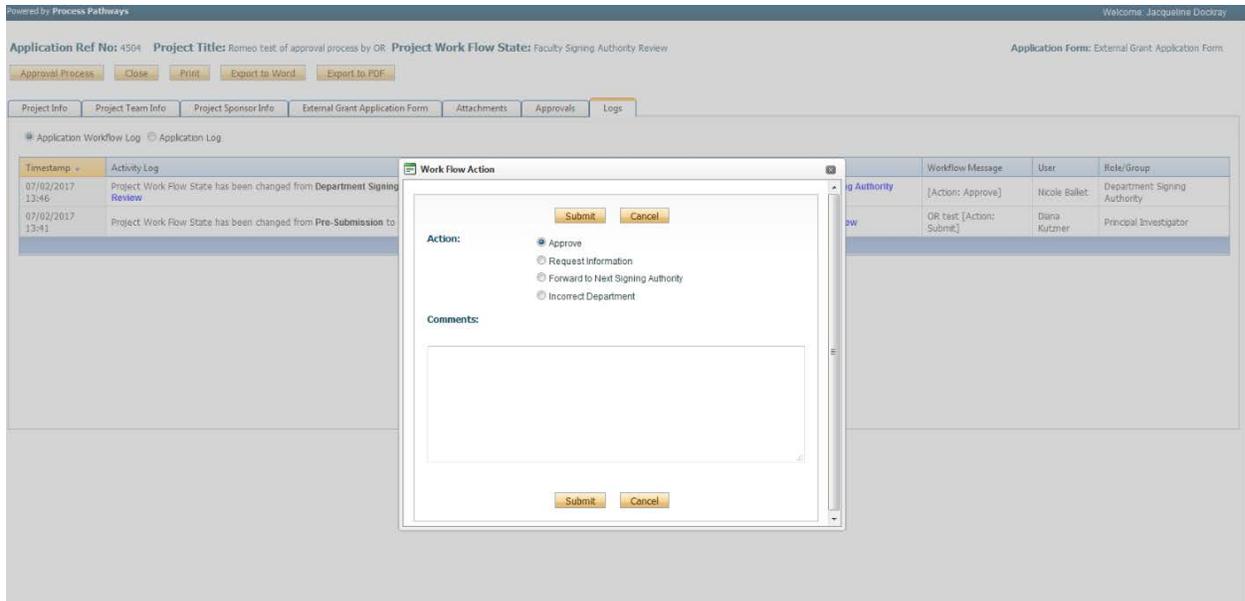
**Approve:** select to indicate your approval and progress the application through its prescribed workflow. The Researcher will receive a notification email accordingly.

**Request Information:** select if you require further information from the researcher. Elaborate on what you require in the comments box.

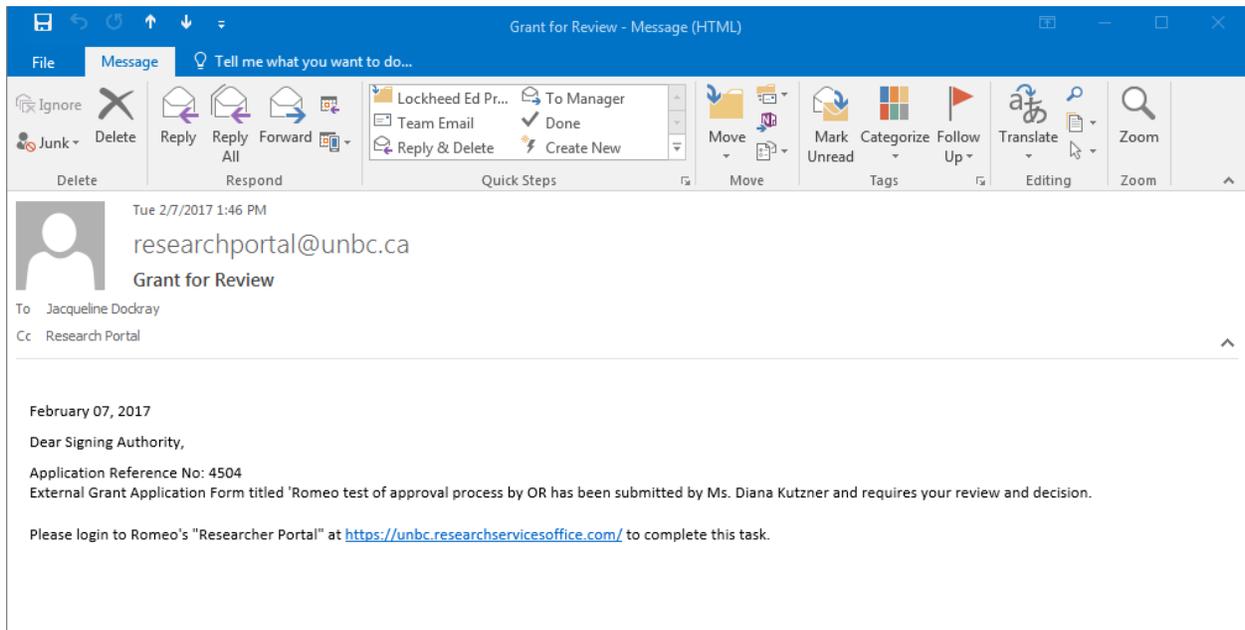
Note: The application will be sent back to the researcher, who can edit the application and resubmit it accordingly. When the application is resubmitted, the signing authority which requested the information will be notified of the resubmission. When resubmitted, the application will skip any signing authority level that has approved the application when it was first submitted. For instance, if the OR requests further information and sends the application back to the researcher, the resubmission will skip all signing authorities that have already given approval.

**Forward to Next signing authority:** to progress the application to the next signing authority without your approval.

**Incorrect Department:** to return an application to the researcher that has been routed to you in error.



Once the signing authority has approved the application, the Researcher will receive an email notifying them that the application has been approved at this level. The next signing authority will receive an email similar to the one below to notify them that an application requires their approval.



The process for all signing authorities to review the application is the same as described above.