

Frequently Asked Questions

Q. What is Romeo?

Romeo is an online database for digital management and the reporting of internal and external research funding and ethics certifications.

Please note: Romeo is compatible with Internet Explorer, Firefox and Google Chrome. Although most features work in Safari, **Safari is NOT a recommended browser for Romeo** at this time.

Q. How can I use Romeo?

Laurentian researchers currently have access to information regarding their own funding awards and certifications held since 2015 and can apply electronically for various certifications and awards through the Romeo Research Portal. The ORS is working to input all research projects (funded and not) dating back to 2008

To Log Into Romeo: Copy and paste this link into your browser:

www.romeo.laurentian.ca/romeo.researcher

Q. What is currently available on Romeo?

Following is a list of applications available in the Romeo Research Portal:

- Research Proposal Approval Form (RPAF)
- Human Ethics Applications
- Human Ethics Renewals, Modifications and Annual Report
- Animal Utilization Protocol (AUP)
- Animal Utilization Protocol Renewal
- Animal Utilization Protocol Modification/Addition

Q. How can I login to Romeo?

1. Access Romeo through the link listed above
2. In the Username box, enter your email address (romeo@laurentian.ca)
3. In the Password box, use the password assigned to your Romeo account. If you do not know what this is, click the "Reset Password" button to have instructions sent to your email account. Follow the instructions in the email that you receive.

4. Click the "Login" button and the Romeo dashboard will appear.

Q. I forget my password or I do not have a password - how do I obtain a password?

You can obtain your (new) password by clicking on the link above and clicking the "Reset Password" button. Follow the instructions in the email you receive.

Q: Can a student/staff member/co-investigator start a form in Romeo, and change the role of Principal Investigator to someone else?

Yes. Anyone can start a submission in Romeo, but the role of Principal Investigator needs to be changed to an individual with a Faculty appointment before submission. The steps for doing this are:

1. Edit the file
2. Click on Change PI on the second tab of the form
3. Search for the name of the person who will be the PI and Select them into the file
4. For the team members sections, click on Add New
5. Next, click on Search Profiles and search for yourself. Select yourself in the file (**Note:** Do not type in your information, as this does not link your account to the form and your work will not save)
6. Save the changes
7. You can determine if the changes saved by closing the form and going back to the home screen – the file should now appear under the heading: Role Project Team Member.

Q. I'm supervising a student who is completing a protocol for their research project. How should I fill out the form in Romeo?

With Romeo, both the PI and any member of the project team can work on the protocol before it is submitted to the Office of Research Services. You have two choices here for starting the protocol. You can either login to Romeo and create a basic shell for Romeo, or your student can work on the protocol and at the very end put you as the PI for the protocol. As the PI, you would then need to review the protocol and submit through Romeo to the office of Human Research Ethics.

Q. Where do I put my surveys and letters of information?

Romeo allows you to attach instruments to the protocol through the attachments tab. You can add as many instruments as needed.

Q. My confirmation code does not work, how can I activate my account?

If you receive an email from Romeo that contains a confirmation code that does not work, please contact us as soon as possible so we can make a slight adjustment to your account.

Q. Do you have any tips for Romeo attachments?

- Ensure your attachment filename does not include these characters: " # % & * : < > ? \ / { | } ~ ☒
- Filename must be short than 128 characters
- Do not use the period character consecutively in the middle of a file name
- Do not use the period character at the end of a file name
- Do not start a file name with the period character
- Max File Size 5MB (suggested size is 5MB to make sure seamless file transmission)

If you have a question, or need help with ROMEO, please contact Stephanie at romeo@laurentian.ca or at ext. 3681

Q: Who has access to ROMEO?

Only records associated with that login can see all applications. The ORS can see all submitted forms.

Q: How do I sign an electronic form?

By logging on to the Romeo Researcher Portal, and submitting the electronic form, you are deemed to have signed it. The ORS and if required the VPR will review your submission and will also sign off electronically.

Q: How do I add co-investigators from other institutions?

Co-Investigator information must be added on the application by completing the Investigator tab. Once a person is registered, then they can access the file.

ROMEO TRAINING

If you would like a one-on-one training session on using Romeo, please send an email to Stephanie Harris at sharris2@laurentian.ca or call at 705.675.1151 ext. 3681.

Questions

If you have any questions regarding Romeo, please contact Stephanie Harris at sharris2@laurentian.ca or call at 705.675.1151 ext. 3681

Resources & Materials

Tri-Council Policy Statement 2 (TCPS 2)

- [TCPS 2: Ethical Conduct for Research Involving Humans](#)
- [TCPS 2 Tutorial \(CORE\)](#)
- [TCPS 2 - Chapter 3: The Consent Process](#)

Privacy Legislation

- [Personal Health Information Protection Act, 2004 \(PHIPA\)](#)
- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)

National Resources

- [CIHR Best Practices for Protecting Privacy in Health Research \(September 2005\)](#)
- [National Council on Ethics in Human Research \(NCEHR - CNERH\)](#)
- [Canadian Association of Research Ethics Boards \(CAREB - ACCER\)](#)
- [Panel on Research Ethics \(PRE\)](#)
- [Health Canada](#)