Frequently Asked Questions about ROMEO

What is Romeo?

Romeo is an online research administrative tool that allows UFV researchers and research administrators to track and report on internal and external research funding projects, ethics certifications, and animal care certifications. Romeo is compatible with Internet Explorer, Firefox and Google Chrome. Safari is NOT a recommended browser for Romeo at this time.

How can I use Romeo?

UFV researchers currently have access to information regarding their own funding awards held since 2018 and can apply electronically for internal grants through the Romeo Research Portal.

UFV researchers applying for external funding opportunities such as tri-council grants or industry funding agreements must complete the "Initial Funding Request Application" form through the Romeo Research Portal.

UFV researchers applying for ethics or animal care certification must complete the appropriate application form found by logging on to the Romeo Research Portal.

To log in to the Romeo Research Portal visit https://ufv.researchservicesoffice.com/Romeo.Researcher/.

What is currently available on Romeo?

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

1. HREB Request for ethical review
2. HREB Request for course designation
3. HREB Application for externally approved research
4. Application for Use of Animals in Teaching (coming soon)
5. Application for Use of Animals in Research (coming soon)
6. Initial Funding Request Application
7. Sabbatical Application form
8. Research Option Application form
9. Scholarly Activity Application form
10. Scholarly Activity Grant Application form
11. Student Presentation Grant Application form
12. SSHRC Institutional Grant application form (only during February and March)
13. Student Led Research Grant Application

How do I login to Romeo?

1. Access Romeo through the link listed above.
2. In the Username box, enter your email address faculty (firstname.lastname@ufv.ca); student (firstname.lastname@student.ufv.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.

Please note, user passwords must meet these minimum requirements:
- 8-16 characters in length
- 1 uppercase letter (A-Z)
- 1 lowercase letter (a-z)
- 1 numeric base 10 digit (0-9).

I forgot 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. If this does not work, please contact one of the research office team members: Yvette Fairweather (Ethics), Kelly Tracey and Tracy Morrison.

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

Anyone with a UFV Romeo account can start a form in Romeo and assign the role of PI to a different individual provided this individual is in the UFV Romeo investigator database. If you assign the PI role to someone else, remember to add yourself as a Project Team Member, otherwise you will no longer be able to access the file after you log out of Romeo. If an investigator is not in the UFV Romeo database, please contact one of the research office team; Yvette Fairweather (Ethics), Kelly Tracey, and Tracy Morrison or call 604-504-7441 ext. 4819.

I'm supervising a student who is applying for ethics approval. How should I complete this process?
Your student should register for a Romeo account and add you as a team member. When they add you as a team member they can change your role to "supervisor". You will have access to the application to review and approve before submission, but only the PI/student will be able to fully submit the application.

How do I add my CV or additional documents?

Romeo allows you to attach documents to any type of application through the attachments tab. You can add as many items as required.
Tips for attachments:
- Ensure your attachment filename does not include these characters: "#%&*:<>?\/{|}~
- Filenames must be shorter 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
- Maximum file size is 10MB

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 the research office as soon as possible so we can make adjustments to your account.

Why do files lock, and how do I unlock them?

Although multiple users can view one file simultaneously, only one user can edit a file at any given time. While the file is being edited, Romeo locks the file to other users. Once the user saves and exits the file, the file unlocks and is accessible to other users for additional edits. If, however, the file is not saved and closed properly, the file has to be manually unlocked by the user who locked the file or the research office.

Who has access to Romeo?

The research office team are the only people who have access to all the files in Romeo. Review committee members will be given limited access to files they are responsible for reviewing but this access will end once the reviews have been completed and a decision has been made. Researchers can see applications for which they are the PI or are a project team member. Only the PI can submit the application.

I am a project team member on a grant application but not the Principal Investigator. How do I obtain access to the project in Romeo?

You should have access to all projects in Romeo for which you have been added as a project team member. On the Romeo home page, click on the drop down menu for "Role: Project Team Member". Applications on which you are a team member will be listed here.

How can I confirm that my application has been submitted?

You will receive a confirmation email. If it has not been submitted the work flow will state "pre-submission" by the file number at the top left of the screen when you open the application and the application will appear under "applications: drafts".

How do I add co-investigators from other institutions?

Co-investigator information must be added on the application by completing the Investigator tab. If a person is not yet in the system, please contact the Research Office with detailed contact information for the respective individual, which we will add for you. If you have multiple community or industry team members, speak with Kelly or Yvette about the best way to add them in the system as they will all the automatic emails from the Romeo system.

How do I receive Romeo training?

One-on-one training is available. Please email Yvette.fairweather@ufv.ca for anything regarding ethics, and kelly.tracey@ufv.ca for anything regarding funding/awards. If you are unable to contact either of these people, please contact tracy.morrison@ufv.ca or call 604-557-7441 ext. 4819.

We also have tutorials available here: https://ufv.ca/research/ufv-romeo-information/romeo-tutorials/

Other Questions?

If you have any other questions regarding Romeo, please contact us at the emails or phone number noted above. We are here to help!