



## How to Submit an Event Form

Click **Applications: Post-Review** from the ROMEO homepage. This link can be found under the Principal Investigator or Project Team Member role block.

Role: Principal Investigator	
<a href="#">Applications: Drafts</a>	(0)
<a href="#">Applications: Requiring Attention</a>	(0)
<a href="#">Applications: Under Review</a>	(0)
<a href="#">Applications: Post-Review</a>	(0)
<a href="#">Applications: Withdrawn</a>	(0)

Locate the relevant file. It's strongly encouraged to click the **View** button first to make sure it's the correct file, since a researcher's portfolio could contain multiple files with similar project titles. Once you've checked the Project Sponsor Info and/or Attachments tab to ensure it's the correct file, take note of the file number and return to the search page. Click the **Events** button next to the file number.

	File No	Project Title
	<input type="text"/> 	<input type="text"/> 
<div><div>View</div><div>Events</div><div>Latest Workflow</div></div>	<b>1039454</b>	Food Security: Resilient, Sustainable and Global Food Security for Health

Select the relevant form.

Create New Event

Event Form Name	Descript
<u>Funding Application/Agreement (Pre-Award)</u>	New fun agreeme
<u>Funding Agreement (Post-Award)</u>	Submit a
<u>Non-Funding Agreement or Amendment</u>	Agreeme agreeme
<u>Outbound Transfer of Funds Request or Amendment</u>	Outgoin
<u>Grant/Contract Amendment Request</u>	Request
<u>Release of Funds - Indigenous Engagement</u>	Submit c Indigenc

The form includes the **Event Info** tab where the PI can leave notes for the administrator, the **Questionnaire** tab with the name of the form, the **Attachments** tab (uploading additional documentation) and the **Logs** tab (tracking edits made to the file overtime). The **Errors** tab displays any mandatory questions that need to be answered before the system will let the PI or project team member submit the form.

Save

Close

Print

Export to Word

Export to PDF

Submit

Event InfoNon-Funding Agreement or AmendmentAttachmentsLogsErrors

Note(s)

Closing the Event record will take you back to the main Events page for that file. The draft can be opened again, with the **Edit** button. The View Event button will open the record in read-only mode and changes will not be saved.

**File No: 1039454**

Principal Investigator: Jaq-Lin Larder  
Project Title: Food Security: Resilient, Sustainable and Global Food Security for Health

Events: Drafts	
	Event No
<div>View Event</div> <div>Edit</div> <div>Delete</div> <div>Latest Workflow</div>	1039454 - Ref No : 2201
<div>View Event</div> <div>Edit</div>	1039454 - Ref No : 2202

From the portal homepage, you can locate the Event again by clicking Events: Drafts.

- Applications: Withdrawn
- Events: Drafts
- Events: Requiring Attention

Locate the relevant file and click the Events button. You will be brought to the Events page, where you can view all the Event records for that file.

	File No	Project Title
	<input type="text"/>	<input type="text"/>
<div>View</div> <div>Events</div> <div>Latest Workflow</div>	1039454	Food Security: Resilient, Global Food Security for Health

After responding to the questions under the Questionnaire tab, and uploading any required documents to the Attachments tab, click the Submit button.

Save

Close

Print

Export to Word

Export to PDF

Submit

Event Info

Non-Funding Agreement or Amendment

Attachments

Logs

Upon submission, the request will move from **Events: Drafts** to **Events: Under Review**. At this point, no edits can be made, and the Event record will be read-only. If the PI needs to make revisions, contact the Office of Research Services (ORS) administrator.

Create New Event

Event Form Name	Description
<a href="#">Funding Application/Agreement</a>	Applications & and other sup
<a href="#">Non-Funding Agreement or Amendment</a>	Application fo collaboration
<a href="#">Outbound Transfer of Funds Request or Amendment</a>	Outgoing tran
<a href="#">Grant/Contract Amendment Request</a>	Request to an
<a href="#">Release of Funds - Indigenous Engagement</a>	Please use thi release of fun

File No: 1039454

Principal Investigator: Jaq-Lin Larder

Project Title: Food Security: Resilient, Sustainable and Global

Events: Drafts

Events: Requiring Attention

Events: Under Review

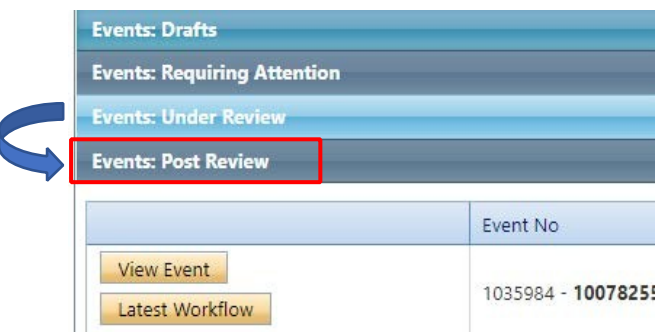
Event No
<div>View Event</div> <div>Latest Workflow</div>
1039454 - 10

If the administrator returns the Event record for revisions, the PI and project team members will receive an automatic email notification with instructions. The record will appear under **Events: Requiring Attention**, which can also be accessed directly from the homepage.



The screenshot shows a navigation menu on the left with three main categories: **Events: Drafts**, **Events: Requiring Attention** (highlighted with a red box), and **Events: Under Review**. To the right, under the **Role: Principal Investigator** section, there is a list of links. The link **Events: Requiring Attention** is also highlighted with a red box. A blue curved arrow points from the first instance of the link to the second, indicating a direct access path.

If the administrator approves the Event record, they will notify the PI during the regular review process. The record will also move from **Events: Under Review** to **Events: Post-Review**.



The screenshot shows the **Events: Post Review** section, which is highlighted with a red box. Below this, there is a table with two columns: **Event No** and **Event Details**. The first row in the table shows the event number **1035984 - 1007825!**. To the left of the table, there are two buttons: **View Event** and **Latest Workflow**. A blue curved arrow points from the **Events: Post Review** header to the **View Event** button.

For technical assistance with the portal, reach out to [researcher.portal@dal.ca](mailto:researcher.portal@dal.ca).