

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.

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/>.

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
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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).

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.

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

