

### Research Portal for AAC Reviewers

Welcome to the Research Portal Training Module for Reviewers. If, after reading and following the steps outlined in this document you require further assistance or encounter problems in the process, please contact Stephanie at [romeo@laurentian.ca](mailto:romeo@laurentian.ca).

The Reviewer Portal allows committee members to access ethics or animal care protocols for review. The Reviewer Portal is part of the ROME0 Awards and Certifications modules, which is home to your research and Office of Research Services, which includes research ethics administrative data.

What can reviewers or committee members do in the Reviewer Portal? The answer is simple:

- View all assigned files and related documents
- Submit review comments and decisions
- Update user profile and change password, if needed.

Basically, the Super User, responsible to develop and maintain the database, sets up the reviewers profile by creating a RMR (Reviewer Master Record) for all reviewers, assigns a user ID and a password, et voilà!

So here is the URL you require to access the database:

<https://romeo.laurentian.ca/romeo.researcher>

Once you've entered that URL, you should see your home screen where you enter your user name and password (by the way, I will email those to you).

English French Contact Us

**Laurentian University**  
Université Laurentienne  
Office of Research Services  
Bureau des services de recherche

Please sign in below using your Laurentian email account, as well as the password that you received via email. If you have not received an email containing your Romeo information, please create an account below. Only ONE account is permitted per researcher. If you have any issues signing in, please contact your system administrator at ROME0@laurentian.ca.

**Login**

**Username**  
sharris2

**Password**  
.....

**Use your default language**  
☒ Yes ☐ No

Login Register Reset Password

## Reviewers Research Portal Training Module

Please note that ROMEO is compatible with Internet Explorer, Firefox and Google Chrome, but it isn't compatible with Safari yet. If you are experiencing problems with the Portal, begin by checking which browser you are using.

### Enter your user ID and password to log in.

Powered by Process Pathways

English French Contact Us

Laurentian University  
Université Laurentienne

Office of Research Services  
Bureau des services de recherche

Please sign in below using your Laurentian email account, as well as the password that you received via email. If you have not received an email containing your Romeo information, please create an account below. Only ONE account is permitted per researcher. If you have any issues signing in, please contact your system administrator at ROMEO@laurentian.ca .

**Login**

Username  
sharris

Password  
....

Use your default language  
☒ Yes ☐ No

Login Register Reset Password

## Home Page

Once you log in, you'll be directed to your home page.

Powered by Process Pathways

Welcome: Aurélie Lacassagne (alacassagne) Home Contact Us Help Logout

Laurentian University  
Université Laurentienne

Office of Research Services  
Bureau des services de recherche

News Useful Links

Role: Reviewer

Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(1)
Applications Requiring Your Review as a Reviewer - In Progress	(0)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)


There you find all the files requiring review. When a file is delegated from the administrative side, it automatically routes to the assigned reviewer, who can access the file by clicking the quick link as identified in the image above.

## Reviewers Research Portal Training Module

Once you click on the quick link, you will enter the portal and find the reviews requiring your attention. Click “View” to see the application.

Powered by Process Pathways

Welcome: Sergio Fabris (sfabris) | Home | Contact Us | Help | Logout

 **Laurentian University**  
Université Laurentienne  
Office of Research Services  
Bureau des services de recherche

News | Useful Links |

[Reset Filters](#) [Export To Excel](#)

	File No	Project Title	Principal Investigator	Event Snapshot
<a href="#">View</a>	6008232	Animal Blah blah	Mr. Researcher Harris	Animal Use Protocol Form(New Approval Process)

Now, you will be looking at the actual proposal.

**File No:** 6008135 **Project Title:** Blah Blah Test **Project Work Flow State:** ORS Review **Application Form:** Laurentian University Ethical Review Form for Research Involving Human Subjects


[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)


NOTE: You are in view mode. Click the review button to enter, save & submit any comments

[Project Info](#) [Project Team Info](#) [Laurentian University Ethical Review Form for Research Involving Human Subjects](#) [Attachments](#) [Approvals](#) [Logs](#)

[Committee Reviews](#)

Title \*:

Start Date:  

End Date:  

Keywords:  [Add](#)

[Clear all](#)

Notice at the top of the page, a “Close” button, which basically just closes the file; a “Print” button which allows you to print the document in whole; the “Export to Word” and “Export to PDF” buttons which allow you to see the whole document, making for an easier view of the document without printing it; and finally the “Review” button which will be described a bit later.

Before you begin the “Review” process, take a look at each tab. For the purpose of this training, we will go through each one.

The first tab is “Project Info” where the title, start and end dates and notes (if any) are visible.

## Reviewers Research Portal Training Module

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

<b>Project Info</b>	Project Team Info	Animal Use	Animal Use Protocol Form	Attachments	Approvals	Logs	Committee Reviews
---------------------	-------------------	------------	--------------------------	-------------	-----------	------	-------------------

**Title\***

**Start Date:**

**End Date:**

**Keywords:**  [Add](#)

[Clear all](#)

The next tab is the “Project Team Info”. This is where you will see the researcher’s and co-researchers’ or project members’ (if any) information. It will provide the names, title and roles of the co-researchers as well as their affiliation and/or institution.

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info	<b>Project Team Info</b>	Animal Use	Animal Use Protocol Form	Attachments	Approvals	Logs	Committee Reviews
--------------	--------------------------	------------	--------------------------	-------------	-----------	------	-------------------

**Principal Investigator**

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

**Prefix:**  **Last Name\*:**  **First Name\*:**

**Affiliation\*:**

**Rank:**  **Gender:**  **Institution:**

Project members’ names are found at the bottom of the page in the blue box (see screen shot below).

## Reviewers Research Portal Training Module

### Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Prefix:	Mr.	Last Name*:	Harris	First Name*:	Researcher
---------	-----	-------------	--------	--------------	------------

Affiliation*:	Faculty of Health/Facultés des sciences de la santé/School of Social Work/ École de service social
---------------	--

Rank:	Full Professor/Professeu	Institution:	Laurentian University / U
Gender:	Unspecified		

Phone1:		Phone2:		
Email*:	smpmbharris@gmail.com	Fax:		
Primary Address:		Alternate Address:		
Preferred Address:	<input checked="" type="radio"/> Primary Address <input type="radio"/> Alternate Address		Country:	
Comments:				

**Other Project Member Info:**  
Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

Last Name	First Name	Role In Project
No records to display.		

The next tab is the “Animal Use” tab where the researcher enters the purpose of animal use and the category of invasiveness.

File No: 6008232 Project Title: Animal Blah blah Project Work Flow State: ORS Review Application Form: Animal Use Protocol Form

Close Print Export to Word Export to PDF Review

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info Project Team Info **Animal Use** Animal Use Protocol Form Attachments Approvals Logs Committee Reviews

**Animal Use Info**

Purpose of Animal Use:(PAU) 1. Studies of a fundamental nature in sciences relating to essential structure or function.

Category of Invasiveness:(CI) D. Experiments which cause moderate to severe distress or discomfort.

Classification -Select-

Protocol Description:

**Animal Use Summary:**

Add New

	Species	Strain	Source	# Total Animals	# Total Animals Used	PAU	CI	Comments
No records to display.								

At the bottom of this page, you will also see any animal use information related to the project.

## Reviewers Research Portal Training Module

Protocol Description:

**Animal Use Summary:**

[Add New](#)

		Species	Strain	Source	# Total Animals	# Total Animals Used	PAU	CI	Comments
No records to display.									

The next tab is the “Animal Use Protocol Form” tab. The questions in this section reflect the questions in the original paper form. Simply click each tab to view all the questions and the researcher’s answers (see screen shot below).

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | Animal Use | **Animal Use Protocol Form** | Attachments | Approvals | Logs | Committee Reviews

Declaration | Name of Designated Alternate for Emergencies | Project and Lay Summary | Type of Experiment | Description of Project and Procedures

Past History of Protocol | End Points | Endpoints Form | Research Staff Who Will Be Handling the Animals | Standard Operating Procedures (SOPs)

The Three Rs | Drugs | Hazardous Agents | Euthanasia

**All animals in this research, teaching or testing proposal will be maintained and used in accordance with the recommendations of the Canadian Council on Animal Care, the requirements under the Animals for Research Act, (Revised Statutes of Ontario, 1990, Chapter 22 as amended by 1994, c27, s9; 1997, c41, s115; 1999, c12, Sch. A, s3; 2005, c2, s2 and Regulations 16, 17, 18, 19. Revised Regulations of Ontario, 1980, March 1990.), Laurentian University's Animal Care Policies and Guidelines, and other applicable Laurentian University policies and procedures. \*In addition, it is important that you familiarize yourself with Addendum 9 (handling complaints) and post approval monitoring procedures. All addendum and procedures are available on the Animal Care LUNET Site or on the LU Website. \*\*THE PROTOCOL SUBMITTED IS SUBJECT TO APPROVAL BY THE ANIMAL CARE COMMITTEE. SHOULD AMENDMENTS TO PROJECTS OR PROCEDURES BE DEEMED NECESSARY, THE RESEARCHER MUST COMPLETE A PROTOCOL AMENDMENT FORM. THE APPROVED FORM SHALL BE APPENDED TO THIS PROTOCOL. PROTOCOLS ARE VALID FOR A PERIOD OF ONE YEAR FROM THE DATE OF APPROVAL BY THE UNIVERSITY ANIMAL CARE COMMITTEE. A NEW PROTOCOL MUST BE SUBMITTED EACH YEAR.**

1.1) I have read and agree with the declaration.

☒ Yes

Next is the “Attachments” tab where you’ll find any attachments related to a project; for instance, you should see links to consent forms, letters of information, signatures, etc. Prior to assigning any files to you as a reviewer, the ORS will check to ensure every required document is under “Attachments”.

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Fo

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | Animal Use | Animal Use Protocol Form | **Attachments** | Approvals | Logs | Committee Reviews

Instructions to AUP 2014 (1).doc  
Pedagogical Review Questionnaire (2).doc  
Endpoint Monitoring checklist (1).doc  
Peer Review Form rev 2014 (2).doc

## Reviewers Research Portal Training Module

The next tab is “Approvals” where reviewers can view the workflow of the application. The RPAF is the only form that requires approvals from Dept. Chair, Faculty Deans and VP of Research. The ethics application is routed straight to the ORS (see below)

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info Project Team Info Animal Use Animal Use Protocol Form Attachments **Approvals** Logs Committee Reviews

**Approvals**  
This application is pre-programmed to route to the following signing authority levels

Role	Active	Exceptions
Division Signing Authority	<input type="checkbox"/>	
Department Signing Authority	<input type="checkbox"/>	
Faculty Signing Authority	<input type="checkbox"/>	
Office of Research Services/Office of Research Ethics	<input checked="" type="checkbox"/>	

Next is the “Logs” tab, which allows you to see the details of the workflow. For instance here you’ll see the workflow process, changes made, comments added, etc. This is where the Chair will be reviewing the changes made to an application.

Check the “Workflow Log” to see all workflow history.

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info Project Team Info Animal Use Animal Use Protocol Form Attachments Approvals **Logs** Committee Reviews

☒ Workflow Log ☐ Project Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
01/06/2016 15:02	New File Submitted By Researcher Project Work Flow State has been changed from <b>Pre Submission</b> to <b>ORS Review</b>	<b>Pre Submission -&gt; ORS Review</b>	Please review and let me know of any required changes [Action: Submit]	Researcher Harris	Principal Investigator

Check the “Project Log” to see all entry history.

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info Project Team Info Animal Use Animal Use Protocol Form Attachments Approvals **Logs** Committee Reviews

☐ Workflow Log ☒ Project Log

Timestamp	Log Activity	User
2016/06/01 15:02	Project Work Flow State has been changed from <b>Pre Submission</b> to <b>ORS Review</b>	Researcher Harris



## Reviewers Research Portal Training Module

And finally, the “Committee Reviews” tab. This is where the Chair will find all the comments made by the reviewers. The comments can be confidential and only available to the chair, or visible for all to see, as decided by the committee.

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | Animal Use | Animal Use Protocol Form | Attachments | Approvals | Logs | **Committee Reviews**

**Review Decision:** Pending  
**Shared Comments:**

Do not have permission to view others comment, contact Research service office

Reviewer	Comments	Date Reviewed
Sergio Fabris (sfabris)		

To begin the review process, simply by click the “Review” button.

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | Animal Use | **Animal Use Protocol Form** | Attachments | Approvals | Logs | Committee Reviews

Declaration | Name of Designated Alternate for Emergencies | Project and Lay Summary | Type of Experiment | Description of Project and Procedures

Past History of Protocol | End Points | Endpoints Form | Research Staff Who Will Be Handling the Animals | Standard Operating Procedures (SOPs)

The Three Rs | Drugs | Hazardous Agents | Euthanasia

All animals in this research, teaching or testing proposal will be maintained and used in accordance with the recommendations of the Canadian Council on Animal Care, the requirements under the Animals for Research Act, (Revised Statutes of Ontario, 1990, Chapter 22 as amended by 1994, c27, s9; 1997, c41, s115; 1999, c12, Sch. A, s3; 2005, c2, s2 and Regulations 16, 17, 18, 19. Revised Regulations of Ontario. 1980. March 1990.1. Laurentian University's Animal Care Policies and Guidelines. and other

At this point, a box will appear where you will begin posting your comments. For example you might have reviewed the application and noticed a few areas requiring attention. Therefore, you might say something like, “in question 2.3, you need to expand further on...” and you would continue this process until you have highlighted all areas requiring more attention.

### Points to remember:

- 1) Always remember to save after every one or two comments **or before** moving to the next section of the application. Otherwise, you will have to re-write your comments.
- 2) You can “pin” your comment box so that it scrolls down with you as you go through the document.

Add your comments in the box, hit SAVE as you go and submit when completed.



## Reviewers Research Portal Training Module

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | Animal Use | **Animal Use Protocol Form** | Attachments | Approvals | Logs | Committee Reviews

Declaration | Name of Designated Alternate for Emergencies | Project and Lay Summary | Type of Experiment | Description of Project and Procedures

Past History of Protocol | End Points | Endpoints Form | Research Staff Who Will Be Handling the Animals | Standard Operating Procedures (SOPs)

The Three Rs | Drugs | Hazardous Agents | Euthanasia

All animals in this research, tea the Canadian Council on Anima Chapter 22 as amended by 199 Revised Regulations of Ontario, applicable Laurentian Universit Addendum 9 (handling complai Animal Care LUNET Site or on t COMMITTEE. SHOULD AMENDM COMPLETE A PROTOCOL AMENI VALID FOR A PERIOD OF ONE Y PROTOCOL MUST BE SUBMITTE

1.1) \* I have read and agree with the de  
Yes

Comments\*:

Submit Save Close

with the recommendations of Statues of Ontario, 1990, gulations 16, 17, 18, 19. Guidelines, and other rize yourself with edures are available on the /AL BY THE ANIMAL CARE RESEARCHER MUST OTOCOL. PROTOCOLS ARE RE COMMITTEE. A NEW

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | Animal Use | **Animal Use Protocol Form** | Attachments | Approvals | Logs | Committee Reviews

Declaration | Name of Designated Alternate for Emergencies | Project and Lay Summary | Type of Experiment | Description of Project and Procedures

Past History of Protocol | End Points | Endpoints Form | Research Staff Who Will Be Handling the Animals | Standard Operating Procedures (SOPs)

The Three Rs | Drugs | Hazardous Agents | Euthanasia

All animals in this research, tea the Canadian Council on Anima Chapter 22 as amended by 199 Revised Regulations of Ontario, applicable Laurentian Universit Addendum 9 (handling complai Animal Care LUNET Site or on t COMMITTEE. SHOULD AMENDM COMPLETE A PROTOCOL AMENI VALID FOR A PERIOD OF ONE Y PROTOCOL MUST BE SUBMITTE

1.1) \* I have read and agree with the de  
Yes

Comments\*:

3.2 please add...  
5.7, please be sure to include...  
Add your comments here...

Submit Save Close

with the recommendations of Statues of Ontario, 1990, gulations 16, 17, 18, 19. Guidelines, and other rize yourself with edures are available on the /AL BY THE ANIMAL CARE RESEARCHER MUST OTOCOL. PROTOCOLS ARE RE COMMITTEE. A NEW

Once submitted, you will get a notice that your comments have been submitted.

## Reviewers Research Portal Training Module

**File No:** 6008135 **Project Title:** Blah Blah Test **Project Work Flow State:** ORS Review **Application Form:** Laurentian University Ethical Review Form for Research Involving Human Subjects

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. All the data is for review only. You cannot edit the data in this mode.

Project Info

Committee Re

General Gui

Abstract of F

Informed Co

Consent for Research Dealing with Specific Cultural, Social, or Ethnic Group

How The Subjects Will Be Informed of the Results of the Study

Potent

romeo.laurentian.ca says:

Your comments have been successfully submitted.

OK

ts:

se describe....  
will you...?


add your comments here...

Your comments has been successfully saved. (But not submitted yet.)

[Submit](#) [Save](#) [Close](#)

**PLEASE SEE ATTACHMENTS TAB FOR THE GUIDELINE**

Once submitted, you will notice that the file moves from “Application Requiring Your Review as a Reviewer - New” to “Application Requiring Your Review as Reviewer - In Progress”.

**Laurentian University**  
Université Laurentienne  
Office of Research Services  
Bureau des services de recherche

[News](#) | [Useful Links](#)

Role: Reviewer

Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(1)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

And that's it! You log out and you are done unless you are requested to review the file a second time. Just log out or proceed to another file.

# Reviewers Research Portal Training Module



[News](#) | [Useful Links](#) |

## Role: Reviewer

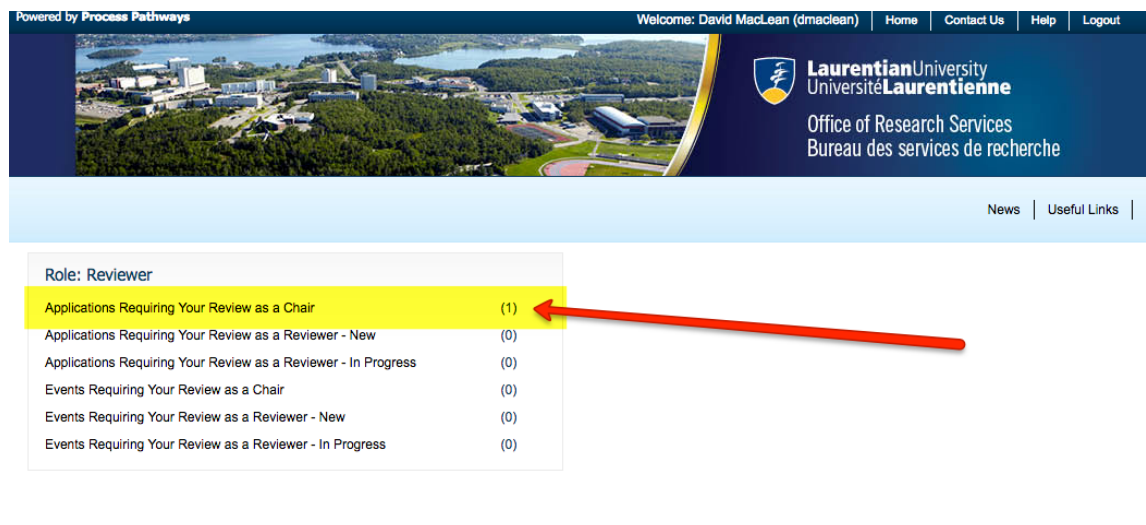
Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(1)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

## Reviewers Research Portal Training Module

### Review as Chair

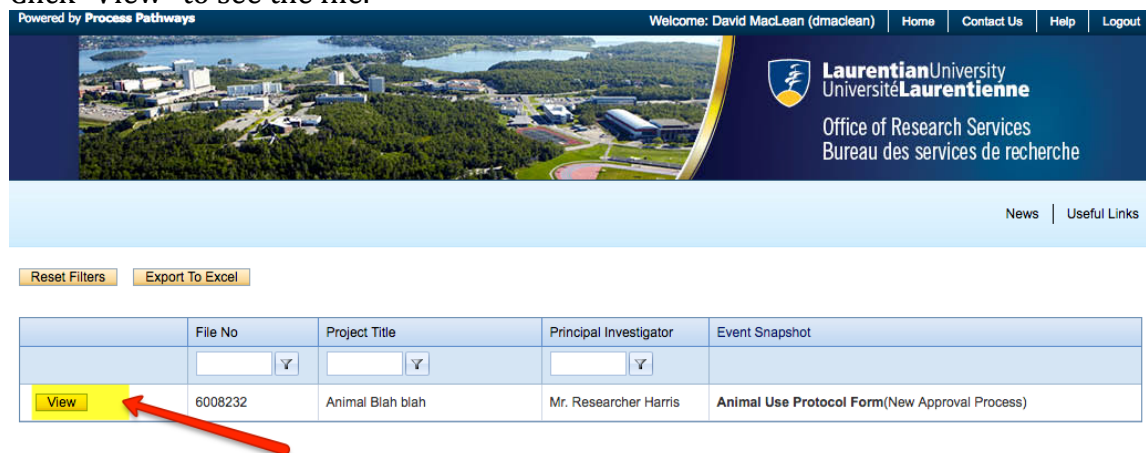
The process is the same for the Chair until a decision has to be made. The only difference is the location or name of the quick link under which the application/file falls.

You will notice that the application goes to “Applications Requiring Your Review as Chair”.



The Chair would click on the quick link and would see the application in the same way as other reviewers see it. Please see above for instructions.

Click “View” to see the file.



Click Review to complete your review or to see the comments made by other reviewers. The Chair will always be added as a reviewer, so s/he can follow the comments made by other reviewers. The Chair will no longer have to compile the comments made and send them to the researcher. Our email template mail merge codes assists with this process. The administration will select the “revisions required” email template, which automatically merges all reviewer comments.

## Reviewers Research Portal Training Module

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal Use Protocol

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

**Project Info** | Project Team Info | Animal Use | Animal Use Protocol Form | Attachments | Approvals | Logs | Committee Reviews

**Title \*:**

**Start Date:**

**End Date:**

**Keywords:**  [Add](#)

[Clear all](#)

After clicking “Review” the same box comes up so the Chair can add comments. The only difference is the Chair’s ability to make a decision.

**File No:** 6008232 **Project Title:** Animal Blah blah **Project Work Flow State:** ORS Review **Application Form:** Animal U

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

**Project Info** | Project Team Info | Animal Use | Animal Use Protocol Form | Attachments | Approvals | Logs | Committee Reviews

**Title \*:**

**Start Date:**

**End Date:**

**Keywords:**

**Related Awards**

Award #	Title	Awar
No records to display.		

**Comments\*:**

**Review Decision :**

- Select-
- Select-
- Approved / Approuvé
- More Information Required / Besoin de renseignements supplémentaires
- Not Approved / Non approuvé
- Revisions Required / Révisions requises

## Reviewers Research Portal Training Module

Once you've reviewed the file, and the reviewers' comments on the file, you can make your decision. The decision automatically links with the Admin Romeo.

The screenshot displays the 'ORS Review' interface for File No: 6008232, Project Title: Animal Blah blah, and Application Form: Animal Use Protocol Form. The interface includes tabs for Project Info, Project Team Info, Animal Use, Animal Use Protocol Form, Attachments, Approvals, Logs, and Committee Reviews. The 'Animal Use Protocol Form' tab is active, showing fields for Title, Start Date, End Date, and Keywords. A modal window is open over the form, containing a 'Comments\*' text area with a placeholder message, a 'Review Decision' dropdown menu set to 'Revisions Required / Révisions requises', and three buttons: 'Submit' (highlighted in yellow), 'Save', and 'Close'. A red arrow points to the 'Submit' button.

And again, once the Chair submits, the same confirmation box appears.

This screenshot shows the same review form as the previous image, but with a confirmation dialog box overlaid. The dialog box, titled 'romeo.laurentian.ca says:', contains the message 'Your comments have been successfully submitted.' and an 'OK' button. A red arrow points to the 'OK' button. The background form shows the 'Review Decision' dropdown menu set to 'Revisions Required' and the 'Submit', 'Save', and 'Close' buttons.

## Reviewers Research Portal Training Module

Upon submission, you will note that the file is no longer in your quick links. Once the Chair makes a decision, the file is returned to the ORS, where an admin is required to make changes and make it available to the researcher.

Powered by Process Pathways

Welcome: David MacLean (dmaclean) | Home | Contact Us | Help | Logout

**Laurentian University**  
Université Laurentienne  
Office of Research Services  
Bureau des services de recherche

News | Useful Links

Role: Reviewer

Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(0)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

On the admin side, this is what it looks like:

Project Status: Pending / En attente  
Workflow Status: ORS Review  
Renewal Due: Not Yet Set!

PI: Harris Researcher  
Affiliation: Faculty of Health/Facultés des sciences de la santé/School of Social Work/ École de service soc

Save Cancel Event Details

Event Category: New Approval Process  
Event Status: Pending  
Internal Notes:  
Approval Letter Generated?: ☐ Yes ☒ No

**Review Activity**

Review Decision: **Revisions Required / Révisions requises**

Add New Notify Reviewers

Action	Chairperson	Review Committee	Reviewer Name	See All Comments	Date Reviewed
	<input type="checkbox"/>	Animal Care Committee / Comité de soin des animaux	Sergio Fabris	<input type="checkbox"/>	2016/06/01
	<input checked="" type="checkbox"/>	Animal Care Committee / Comité de soin des animaux	David MacLean	<input checked="" type="checkbox"/>	2016/06/01

1

**Pending Milestones**

Milestone	Due Date	Mark Completed
No records to display.		

Or when approved:

Project Status: Pending / En attente  
Workflow Status: ORS Review  
Renewal Due: Not Yet Set!

PI: Harris Researcher  
Affiliation: Faculty of Health/Facultés des sciences de la santé/School of Social Work/ École de service social

Save Cancel Event Details

Event Category: New Approval Process  
Event Status: Pending  
Internal Notes:  
Approval Letter Generated?: ☐ Yes ☒ No

**Review Activity**

Review Decision: **Approved / Approuvé**

Add New Notify Reviewers

Action	Chairperson	Review Committee	Reviewer Name	See All Comments	Date Reviewed
	<input type="checkbox"/>	Animal Care Committee / Comité de soin des animaux	Sergio Fabris	<input type="checkbox"/>	2016/06/01
	<input checked="" type="checkbox"/>	Animal Care Committee / Comité de soin des animaux	David MacLean	<input checked="" type="checkbox"/>	2016/06/01

1

**Pending Milestones**

**Meeting**  
Add New  
Action

**Documenter**



## Reviewers Research Portal Training Module

The file can be forwarded back and forth with the PI until the chair is satisfied with the application, at which point a final decision will be made and the Chair will approve the project and a certificate will be issued.

Once that is complete, the researcher is advised to log into the Research Portal to view and revise the application form.

The screenshot shows the top navigation bar with links: Home, My Profile, Contact Us, Help, Logout. Below the header, there are two main panels. The left panel, titled 'Role : Principal Investigator', lists application statuses: Applications (Saved - Not Submitted) (0), Applications (Submitted - Requiring My Attention) (1), My Reminders (0), Applications (Submitted - Under Review) [Click here...], Applications (Submitted - Post Review) [Click here...], and Applications (Withdrawn) [Click here...]. The right panel, titled 'Role: Project Team Member', lists similar statuses. A red arrow points from the 'Applications (Submitted - Requiring My Attention) (1)' link in the left panel to the application table in the second screenshot.

Once the researcher clicks on the quick link, he or she is able to click on the file that requires attention and can make the changes requested.

The screenshot shows the application table with columns: File No, Project Title, Principal Investigator, Application Type, Status Snapshot, and Workflow Message. Two applications are listed. The first application, with File No 6008232, is titled 'Animal Blah blah' and is in the 'Project Status: Active / Actif' state. The second application, with File No 6008122, is titled 'Gender Roles Among Indigenous Populations' and is also in the 'Project Status: Active / Actif' state. A red arrow points from the 'Applications (Submitted - Requiring My Attention) (1)' link in the first screenshot to the first application row in this table.

File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
6008232	Animal Blah blah	Mr. Researcher Harris (Faculty of Health/Facultés des sciences de la santé /School of Social Work/ École de service social)	Animal Use Protocol Form (Certification/Animal Care)	Project Status: Active / Actif Workflow Status: Approval Decision Made	
6008122	Gender Roles Among Indigenous Populations	Mr. Researcher Harris (Faculty of Arts/Faculté des Arts)	Laurentian University Ethical Review Form for Research Involving Human Subjects (Certification/ Human Ethics)	Project Status: Active / Actif Workflow Status: Approval Decision Made	

To see the changes made, go to the “Logs” tab. Shown below are the changes made in the “Project Log”.

# Reviewers Research Portal Training Module

**File No. 6008135** **Certification : Human Ethics** **System Config**

Project Status: Pending / En attente  
Workflow Status: ORS Review  
Renewal Due: Not Yet Set!

PI: Harris Researcher  
Affiliation: Faculty of Health/Facultés des sciences de la santé/School of Social Work/ École de service social

**Save** **Save & Close** **Approval Process** **Close**

Project Info. Project Team Info. Human Ethics Info. Laurentian University Ethical Review Form for Research Involving Human Subjects Document Tracking Milestones Events Communications **Log**

**- Log Details**

☐ Project Log ☒ Workflow Log

Timestamp	Log Details	User
2016/04/29 13:41	Project Work Flow State has been changed from Pending Info by ORS to ORS Review	Researcher Harris
2016/04/29 13:40	Laurentian University Ethical Review Form for Research Involving Human Subjects: Consent for Participants "NOT Legally Competent or Who Are Mentally Incompetent" -> Describe the process that you will use to obtain free and informed consent of the research participants or of their authorized representatives to give consent, including a description of who will be obtaining consent and a script of what they will say. Ensure they are given an opportunity to express their wish to participate or not, either verbally or non-verbally or via an assent. has been changed from "Blah Blah Test" to "Blah Blah Test TEST TEST TEST"	Researcher Harris
2016/04/29 13:37	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	sharris
2016/04/29 11:17	Project Work Flow State has been changed from Pending Info by ORS to ORS Review	Researcher Harris
2016/04/29 11:17	Laurentian University Ethical Review Form for Research Involving Human Subjects: Type of Ethics Review Requested -> If YES, please let the centre(s) has been changed from "" to "Blah blah blah blah" Project Dates & Ongoing Review -> Indicate dates on which reports may be expected by the REB, as per risk levels: MINIMAL RISK: For research that spans more than 1 year, continuing review shall consist of at least a succint annual status report to REB. has been changed from "Blah Blah Test" to "Blah Blah Blah blah blah Blah blah blah blah" Project Dates & Ongoing Review -> Indicate dates on which reports may be expected by the REB, as per risk levels: MORE THAN MINIMAL RISK: more frequent and through review may be required where there is higher risk. has been changed from "Blah Blah Test" to "Blah Blah TestBlah blah blah blah" Project Dates & Ongoing Review -> PENDING DEADLINE by which ethics approval is required, with brief explanation. has been changed from "Blah Blah Test" to "Blah Blah Blah blah blah blai"	Researcher Harris
2016/04/29 11:13	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	sharris
2016/04/29 10:01	Project Work Flow State has been changed from Pre Submission to ORS Review	Researcher Harris

Shown here are the changes made in the “Workflow Log”.

**File No. 6008135** **Certification : Human Ethics** **System Config**

Project Status: Pending / En attente  
Workflow Status: ORS Review  
Renewal Due: Not Yet Set!

PI: Harris Researcher  
Affiliation: Faculty of Health/Facultés des sciences de la santé/School of Social Work/ École de service social

**Save** **Save & Close** **Approval Process** **Close**

Project Info. Project Team Info. Human Ethics Info. Laurentian University Ethical Review Form for Research Involving Human Subjects Document Tracking Milestones Events Communications **Log**

**- Log Details**

☐ Project Log ☒ Workflow Log

Timestamp	Log	Work Flow State	Message	User	Role/Group
2016/04/29 13:41	Project Work Flow State has been changed from Pending Info by ORS to ORS Review	Pending Info by ORS -> ORS Review	Please let me know if there is anything else. (Action: Re-Submit)	Researcher Harris	Principal Investigator
2016/04/29 13:37	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	ORS Review -> Pending Info by ORS	please see follow up email	sharris	Office of Research Services/Office of Research Ethics
2016/04/29 11:17	Project Work Flow State has been changed from Pending Info by ORS to ORS Review	Pending Info by ORS -> ORS Review	Thanks for the review (Action: Re-Submit)	Researcher Harris	Principal Investigator
2016/04/29 11:13	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	ORS Review -> Pending Info by ORS	please review your application	sharris	Office of Research Services/Office of Research Ethics
2016/04/29 10:01	New File Submitted By Researcher Project Work Flow State has been changed from Pre Submission to ORS Review	Pre Submission -> ORS Review	Thanks for your review (Action: Submit)	Researcher Harris	Principal Investigator

Once satisfied with the changes, the Chair approves the research.

Powered by Process Pathways

**File No:** 6008135 **Project Title:** Blah Blah Test **Project Work Flow State:** ORS Review **Application Form:** Laurentian University Ethical Review Form for Research Involving Human Subjects

**Close** **Print** **Export to Word** **Export to PDF**

**NOTE:** You are in View mode. Click the review button to enter,...

**Project Info** **Project Team Info** **Laurentian University**

**Committee Reviews**

**Title \*:** Blah Blah Test

**Start Date:**

**End Date:**

**Keywords:**

**Related Awards**

Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.						

**Comments\*:**

blah blah bka - add more details here...

**Review Decision :**

**Approved**

**Submit** **Save** **Close**

The Chair will see another confirmation box once decision is submitted.

## Reviewers Research Portal Training Module

Once the approval is granted, the admin is responsible for getting all the documentation and certification to the PI. The admin will change the settings in Romeo to reflect this change, and an email to the PI will be sent with the decision.

Now the researcher can access the application through the Portal and see the final decision.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
<input type="text"/> <input type="button" value="v"/> <input type="button" value="View"/> <input type="button" value="Clone"/> <input type="button" value="Events"/>	6008122	Gender Roles Among Indigenous Populations	Mr. Researcher Harris (Faculty of Arts/Faculté des Arts)	Laurentian University Ethical Review Form for Research Involving Human Subject (Certificate in Human Ethics)	Project Status: Active / Actif Workflow Status: Approval Decision Made	

And, that is it! Now you are officially trained to begin using the Research Portal as a reviewer.

Thank you and please get in touch with Stephanie at [romeo@Laurentian.ca](mailto:romeo@Laurentian.ca) with any issues or questions regarding this training, or support in using the Portal.