



# Basic User Manual

Setting up an Account & Navigating the Memorial Researcher Portal

Audience: All Researcher Portal Users

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# What is the Memorial Researcher Portal?

A web-based tool for research data management.

- Allows a user to make an online submission of applications for funding or ethics certification.
- Provides signing authorities and committee reviewers the opportunity to review the application online.

# Memorial Researcher Portal Compatibility

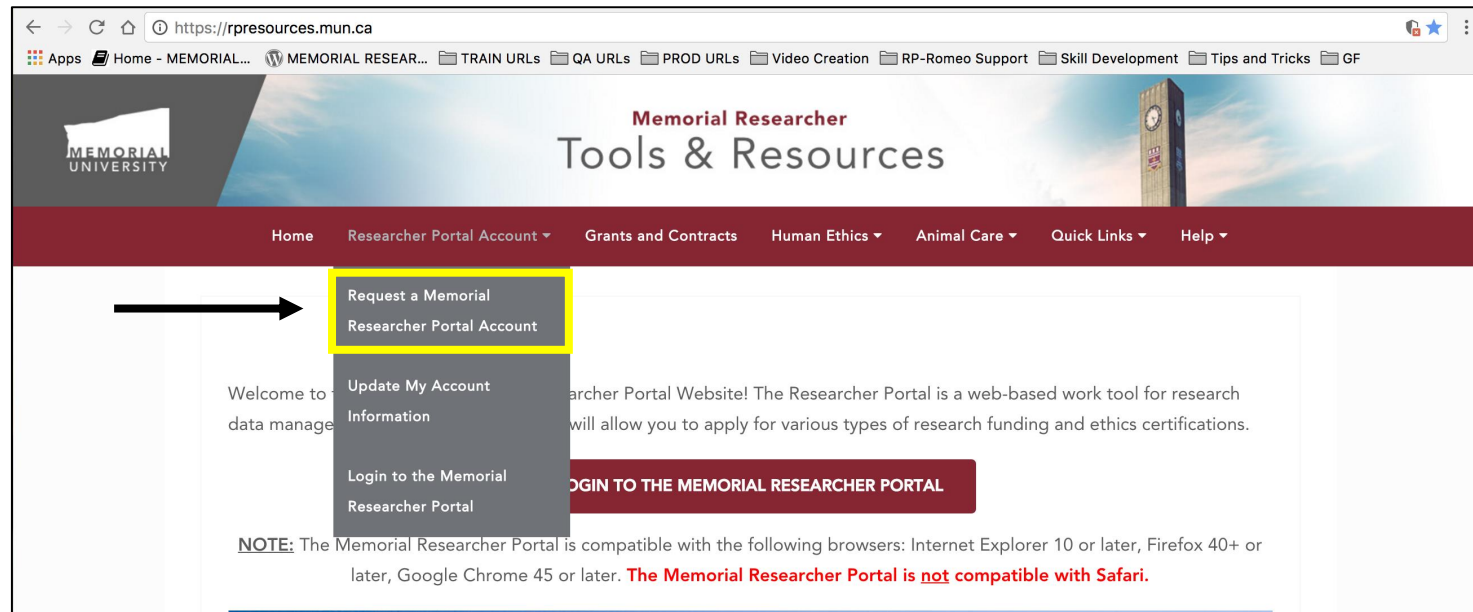
The chart below shows all compatible browsers and system requirements.

Please Note: The Memorial Researcher Portal is **not compatible with Safari.**

Product	Recommended Device(s)	Recommended Browser(s)					
		Internet Explorer		Firefox		Chrome	
		IE 10	IE 11	FF 40+	FF 41+	45+	46+
Memorial Researcher Portal	PC Desktop/Laptop	✓	✓	✓	✓	✓	✓
	iMac/Macbook			✗	✗	✓	✓
<p>✓ <b>Supported:</b> We fully test our applications for these browsers. When users find and report issues with our applications in these browsers, we treat the issues as bugs. When new browser versions are released, we work to support latest version within 12 months of the new browser release date.</p>							
<p>✗ <b>Unsupported:</b> We do not test our applications for these browsers. When users find and report issues with our applications in these browsers, we do not treat the issues as bugs. Alternately, we recommend users utilize the supported browser for that application.</p>							
<p><b>Basic Minimum System Requirements</b></p> <ul style="list-style-type: none"> <li>• Windows XP Service Pack 1 (SP1), or higher             <ul style="list-style-type: none"> <li>• Processor: 1.4 GHz Minimum</li> <li>• RAM: 2GB Minimum</li> <li>• Hard disk space: 40 GB Minimum</li> <li>• Internet access</li> </ul> </li> <li>• Microsoft office suite -Recommended 2010 or 2013             <ul style="list-style-type: none"> <li>• Adobe Reader/ Acrobat Reader DC</li> </ul> </li> <li>• Graphics additional installation: Microsoft DirectX 9++ graphics driver, Java Plugins, Adobe flash Plugins.</li> </ul>							

# Getting an Account

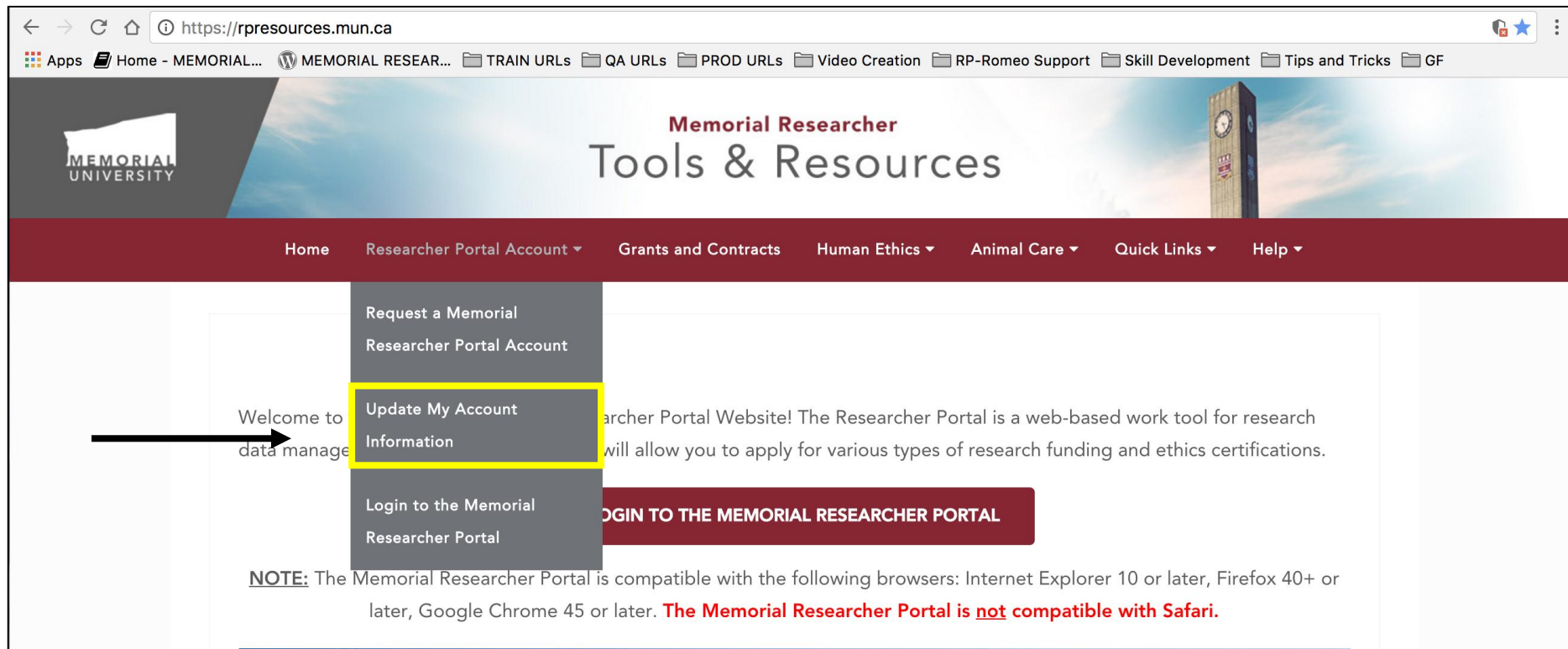
To obtain a Researcher Portal Account, go to <https://rpresources.mun.ca>. Click 'Request a Memorial Researcher Portal Account' from the Researcher Portal Account drop down menu.



**A System Administrator from the Research Grants and Contracts Services Department will notify you when your Memorial Researcher Portal account is activated.**

# Account Updates

If at any time your account information changes i.e. academic affiliation, e-mail address, etc., please complete the “Update My Account” form at <https://rresources.mun.ca/request-romeo-account/update-research-portal-account/>



## Step 1

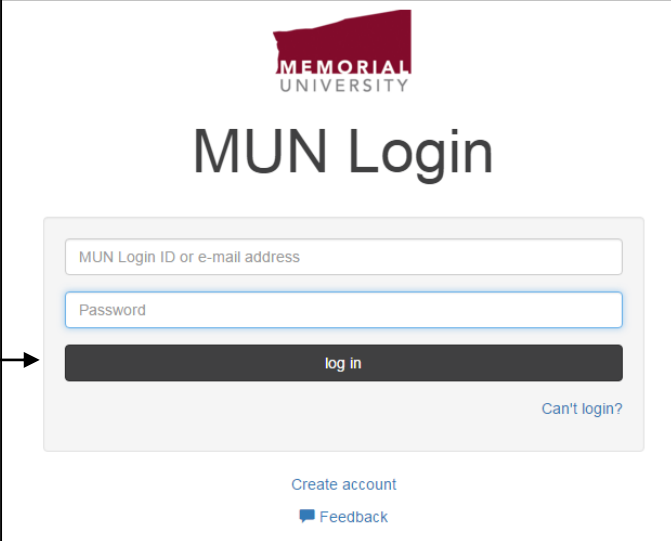
On the <http://rpresources.mun.ca> home page, select the **Login to the Memorial Research Portal** button on the home page.



LOGIN TO THE MEMORIAL RESEARCHER PORTAL

## Step 2

The MUN Login ID Page will appear. Fill in the appropriate credentials and select login.



MUN Login

MUN Login ID or e-mail address

Password

log in

Can't login?

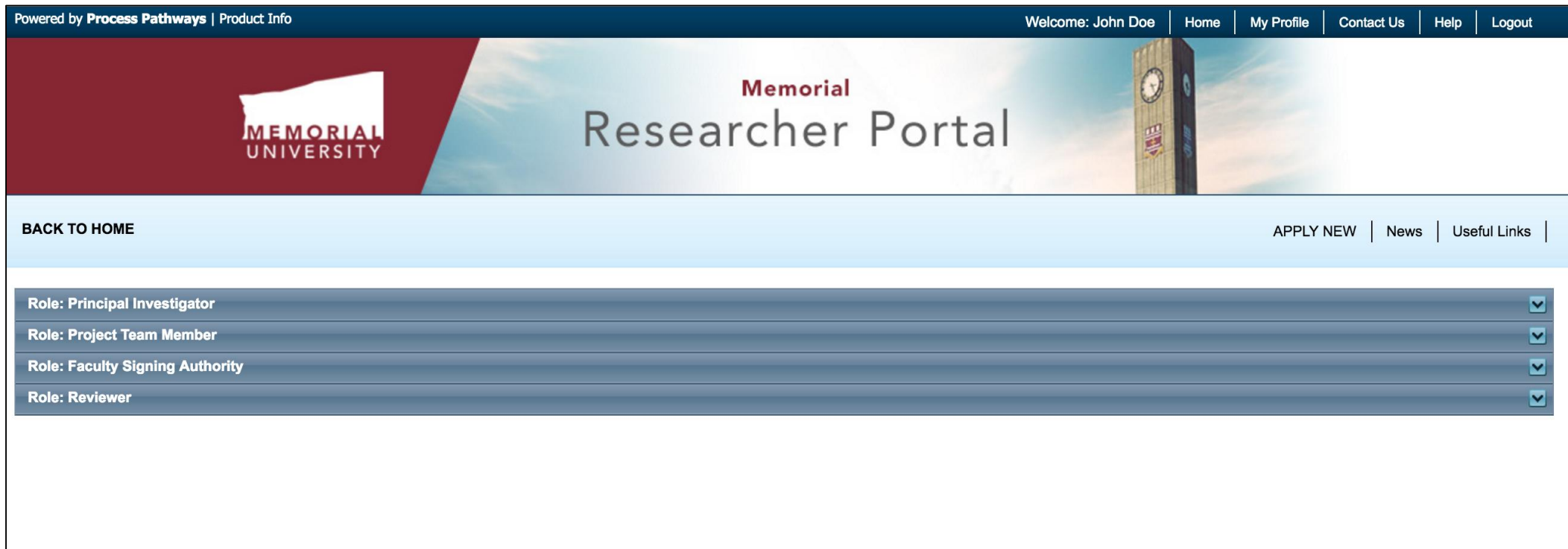
Create account

Feedback

# Navigating the Memorial Researcher Portal



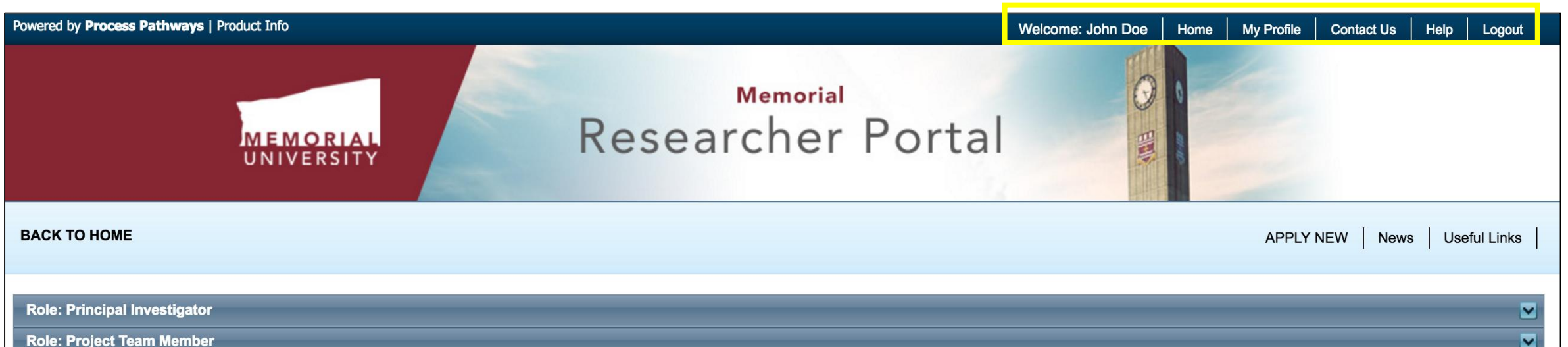
When you login to the Memorial Researcher Portal, you will be directed to the Home Page. The Home Page includes the **Top Navigation Menu**, the **Middle Navigation Menu**, and **Role Blocks**.





# Top Navigation Menu

The ***Top Navigation Menu*** allows users to quickly access standard features of the Researcher Portal. The standard features include the Home, My Profile, Contact Us, Help and Logout links. **Please note:** The Memorial Researcher Portal does not support changes in My Profile. Please make requests at <http://rpresources.mun.ca> to make changes to your account information.



The screenshot shows the top navigation menu of the Memorial Researcher Portal. The menu is highlighted with a yellow border and contains the following items: Welcome: John Doe, Home, My Profile, Contact Us, Help, and Logout. Below the menu, the page header features the Memorial University logo on the left and the text "Memorial Researcher Portal" in the center. The background of the header is a light blue sky with a clock tower. Below the header, there is a light blue navigation bar with the text "BACK TO HOME" on the left and "APPLY NEW | News | Useful Links |" on the right. At the bottom of the page, there are two dropdown menus for user roles: "Role: Principal Investigator" and "Role: Project Team Member".

# Top Navigation Menu Cont'd

**Home:** Clicking the “Home” link will return you to the Memorial Researcher Portal homepage.

**My Profile:** Clicking the “My Profile” link allows you to make changes to your Memorial Researcher Portal account profile. **Please note: The Memorial Researcher Portal does not support changes in “My Profile”, instead please submit any changes on the Memorial Researcher Tools & Resources website under “Update My Account” using the link.** <https://rresources.mun.ca/request-romeo-account/update-research-portal-account/>

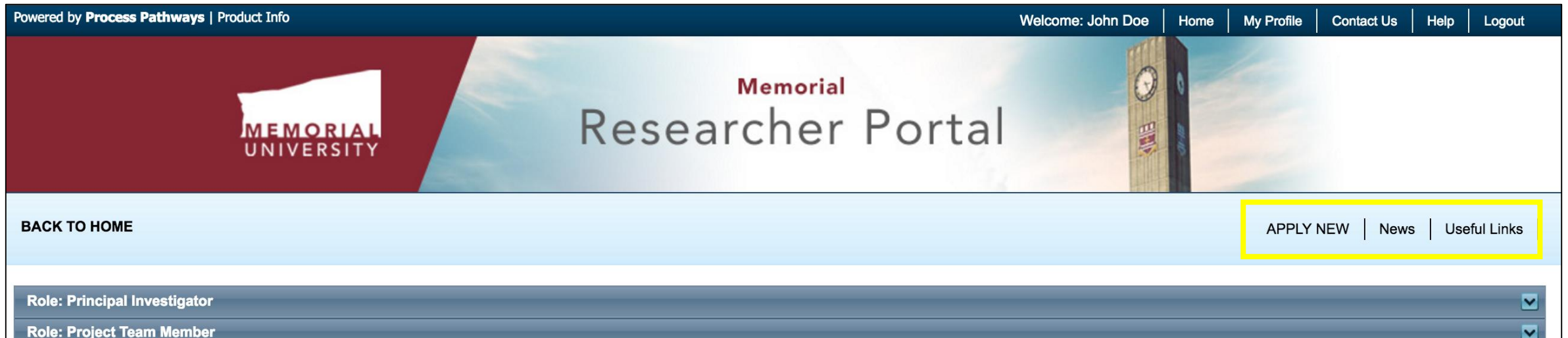
**Contact Us:** The “Contact Us” link provides a support email and telephone number of our support staff. We strongly encourage users to submit a help-ticket on the Memorial Researcher Resources & Tools website located at <https://rresources.mun.ca/help-2/contact/>.

**Help:** The “Help” link will redirect you to the Memorial Researcher Tools & Resources Website. On the website, please refer to any appropriate training material or submit a help ticket under “Help” at <https://rresources.mun.ca/help-2/help/>

**Logout:** The “Logout” link logs the user out of the Researcher Portal. We recommend that users always logout when they have completed their session.

# Middle Navigation Menu

The purpose of the ***Middle Navigation Menu*** is to allow users to quickly access popular features of the Memorial Researcher Portal. The standard links include Apply New, News, and Useful Links.



The screenshot displays the Memorial Researcher Portal interface. At the top, a dark blue header contains the text "Powered by Process Pathways | Product Info" on the left and "Welcome: John Doe | Home | My Profile | Contact Us | Help | Logout" on the right. Below the header is a large banner with the Memorial University logo on the left and the text "Memorial Researcher Portal" in the center. A yellow box highlights the middle navigation menu, which includes the links "APPLY NEW | News | Useful Links". Below the banner, there is a light blue bar with "BACK TO HOME" on the left. At the bottom, there are two dark blue bars for role selection: "Role: Principal Investigator" and "Role: Project Team Member", each with a dropdown arrow on the right.

# Middle Navigation Menu Cont'd

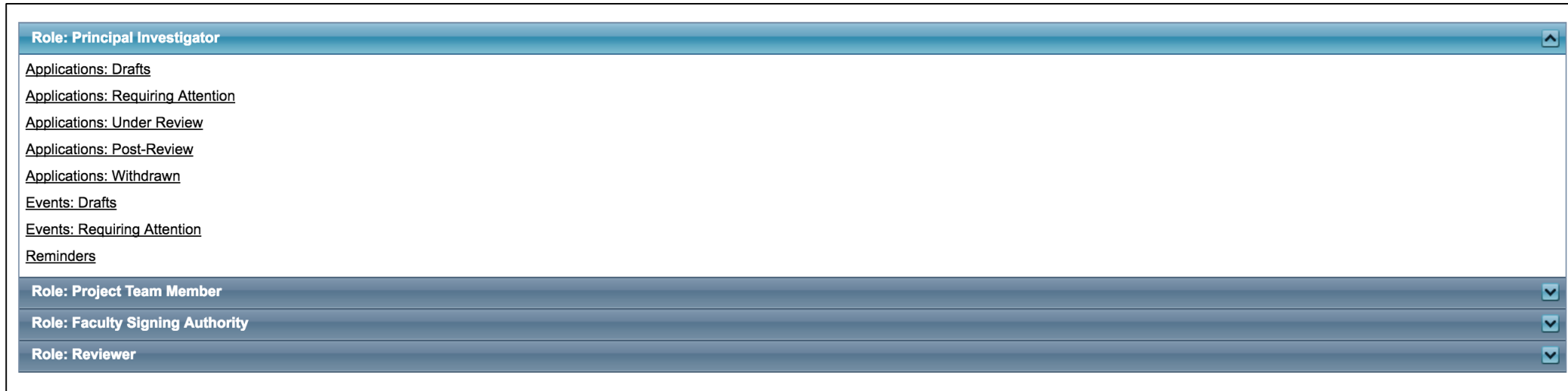
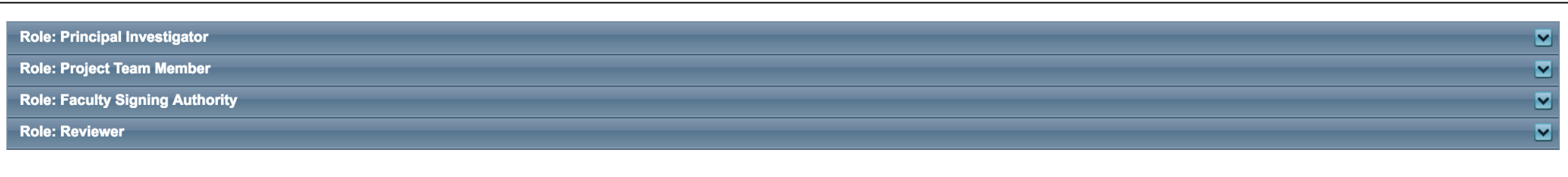
**Apply New:** The “Apply New” link takes the user to a list of the various applications that are available in the Memorial Researcher Portal.

**News:** The “News” link contains the latest research news.

**Useful Links:** The “Useful Links” link provides a list of commonly used resources necessary for completing an application. The links are categorized by the various ethics and funding groups.

# Role Blocks

The **Role Blocks** allow a user to access applications that are associated with their various roles. *Only the roles that are relevant to your work will appear on your Memorial Researcher Portal Home Page.* Clicking on a specific role will expand the menu for that role. **Please note, that reviewers who are not researchers will also see the Principal Investigator and Project Team Member role blocks. This is a bug that will be addressed in a software update later in 2016.**



- The ***Principal Investigator Role Block*** provides links that will direct you to application forms where you are the Principal Investigator. You can edit, clone and delete any application form when you are listed as the PI on an application. **Only the PI can submit an application.**

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

- The ***Project Team Member Role Block*** provides links that will direct you to application forms where you are a Project Team Member. All project team members can contribute to an application form pre-submission. However, they cannot submit the application.

Role: Project Team Member
<a href="#">Applications: Drafts</a>
<a href="#">Applications: Requiring Attention</a>
<a href="#">Applications: Under Review</a>
<a href="#">Applications: Post-Review</a>
<a href="#">Applications: Withdrawn</a>
<a href="#">Events: Drafts</a>
<a href="#">Events: Requiring Attention</a>
<a href="#">Reminders</a>

- The ***Signing Authority Role Block*** provides links that will direct you to application forms where you have been assigned as the faculty, department or division signing authority. You can review and sign off on an application.

Role: Faculty Signing Authority
<a href="#">Applications: New</a>
<a href="#">Applications: Pending Requested Info</a>
<a href="#">Applications: Under Review</a>

- The ***Reviewer Role Block*** provides links that will direct you to application forms where you have been assigned as a reviewer. You can review and submit feedback for application and event forms online.

Role: Reviewer
<a href="#">Applications: Chair</a>
<a href="#">Applications: Reviewer (New)</a>
<a href="#">Applications: Reviewer (In Progress)</a>
<a href="#">Events: Chair</a>
<a href="#">Events: Reviewer (New)</a>
<a href="#">Events: Reviewer (In Progress)</a>

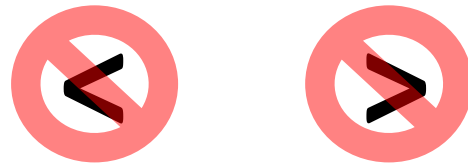
For more information about a particular Role Block, please reference the role specific manual. This includes: PI & Project Team Member, Signing Authority or Reviewer Training Manuals.

- These manuals can be found at

<https://rpresources.mun.ca/human-ethics/manuals-all/>



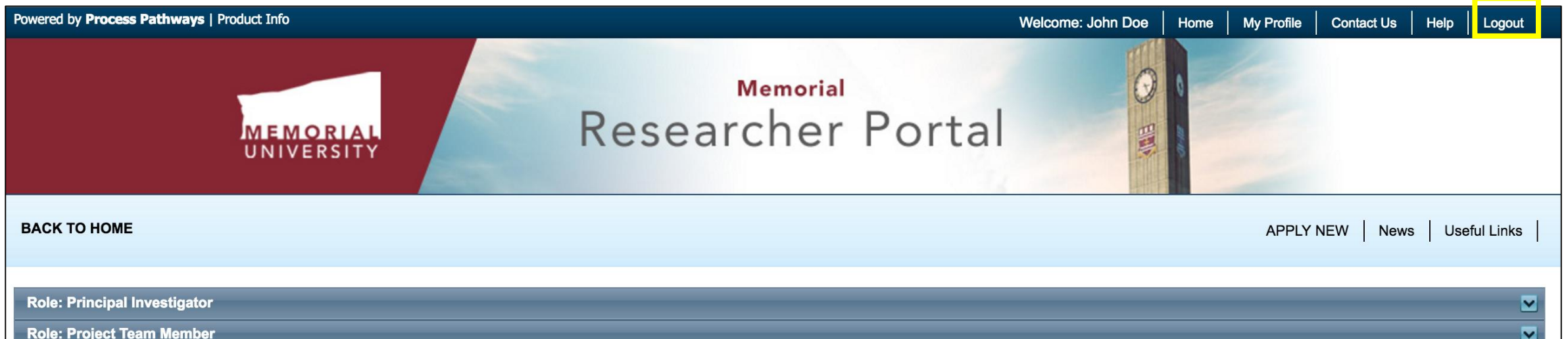
To avoid data loss, do **NOT** use the symbols < or > when entering information into the Researcher Portal. These symbols are unsupported.



Using these symbols can cause issues such as loss of work and/or error messages.


*Note that saving errors may occur, even if you do not receive an error message.*

At the end of every session, it is important that you log out. If you close the browser without logging out, you may lock the file and prevent other team members from accessing it. For more information about unlocking files see the Principal Investigator & Research Team Manual.



Powered by **Process Pathways** | Product Info

Welcome: John Doe | Home | My Profile | Contact Us | Help | **Logout**

 **Memorial**  
Researcher Portal

BACK TO HOME

APPLY NEW | News | Useful Links |

Role: Principal Investigator

Role: Project Team Member

# Contact Us!

If you have any issues or questions about the Memorial Researcher Portal please submit a Help Desk Ticket at <https://rpresources.mun.ca/help-2/help/>

\*Special thanks to Queen's University for providing support and material for this training manual.