Researcher User Manual

Creating a New *Research Funding* Application for RIS processing

Audience: Principal Investigators & Project Team Members

Updated: June 3, 2022

Checkpoint

PLEASE NOTE

Prior to leveraging the material in this manual, please make sure you have completed and understand the Basic User Manual. The manual can be found here

https://rpresources.mun.ca/wp-content/uploads/2016/10/17.10.2016-Navigation-Manual.pdf

Table of Contents

If you wish, you may click one of the topics in the list to quick find information.

Avoiding Data Loss

The Memorial Researcher Portal does NOT have an automatic save feature.

When working in an application, click the Save button regularly to avoid data loss.

Research Funding Application Forms

Notes about research funding applications:

The **Researcher Portal research funding application** is internal to Memorial University for **internal processing only**.

It does NOT take the place of a sponsor-specific portal, such as those associated with Tri-Council funding. The Memorial Researcher Portal application is used *in addition* to the application developed and submitted in the external portal.

Research Funding Application Forms Cont'd

Notes about research funding applications:

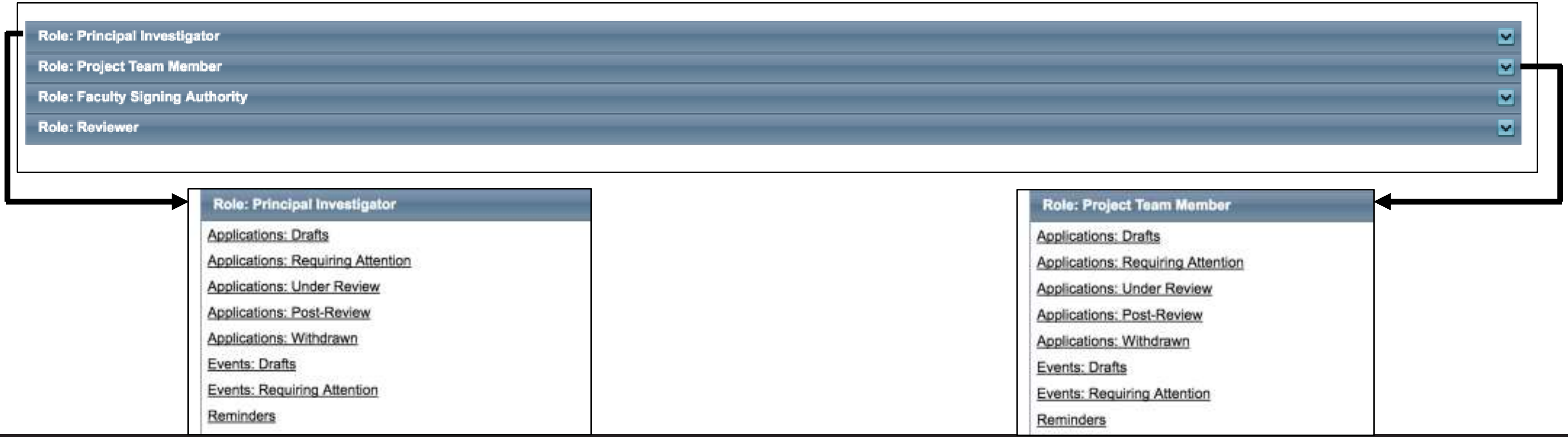
Research funding applications are currently available for RIS and Marine Institute (MI) only. Specific types of applications that are NOT currently submitted through the Researcher Portal:

- Canada Foundation for Innovation (coordinated by CCCS)
- Canada Research Chairs (coordinated by CCCS)
- School of Graduate Studies fellowships and scholarships (coordinated by SGS)
- Undergraduate Student Research Awards (USRA)

Researchers are encouraged to consult with their academic unit if there is uncertainty around choosing an appropriate application option.

PI or Project Team Role Blocks

When you login to the Memorial Researcher Portal you will see the Home Page. The ***Principal Investigator (PI) and Project Team Member Role Blocks*** provide links that will direct you to application forms where you are a PI or project team member. All project team members can contribute to an application form prior to submission, however project team members cannot submit the application. **Only the PI can submit an application.**



PI or Project Team Role Blocks Cont'd

- **Applications: Drafts:** This link contains ethics and funding applications in-progress that are saved but not yet submitted for review. Applications here can still be edited by the Principal Investigator or Project Team members.
- **Applications: Requiring Attention:** This link contains ethics and funding applications returned to the Principal Investigator and Project Team for revisions. Depending on the application type, these may have been returned by a signing authority, an ethics office or by the Research Initiatives & Services (RIS) Department. The Principal Investigator and Project Team members can edit these applications.
- **Applications: Under Review:** This link contains ethics and funding applications submitted by the Principal Investigator and are currently under review. These applications are read-only.
- **Applications: Post Review:** This link contains post-review ethics and awards applications. These applications are read-only; however, the Principal Investigator and Project Team Members can submit Event forms for these files, as well as Clone them.
- **Applications: Withdrawn:** This link contains applications that the Principal Investigator has withdrawn.

PI or Project Team Role Blocks Cont'd

- **Events: Drafts:** This link contains Event forms in-progress that are saved but not yet submitted for review. Event forms here can still be edited by the Principal Investigator or Project Team members.
- **Events: Requiring Attention:** This link contains Event forms returned to the Principal Investigator and Project Team for revisions. Depending on the Event form type, these may have been returned by the Research Initiatives & Services (RIS) office, by the Marine Institute Finance and Contract Office, or by an ethics office. The Principal Investigator and Project Team members can edit these forms.
- **Reminders:** This link contains ethics and funding files that have a deliverable due such as an annual renewal or report. The Principal Investigator and Project Team members cans submit these as Event forms.

How to Start a New Application

Click the **APPLY NEW** button in the Middle Navigation Menu on the Memorial Researcher Portal Home Page.

New Application Forms

You will be brought to the New Application Forms page. The applications are organized by office, and the application names are hyperlinked. To start a new application, click the name of the application you wish to choose. A new application will be launched. **Please ensure you are filling out the proper form for the appropriate office.**

Application Action Buttons

The buttons that appear at the top of an application are the **Application Action** buttons. Select these buttons to:

- **Save:** Save any changes to the application.
- **Close**: Exit the application and return to the Memorial Researcher Portal Home Page.
- **Print**: Print the application in the pre-set layout.
- **Export to Word**: Open the application as a Word Document.
- **Export to PDF**: Open the application as a PDF.
- **Submit**: Submit the application to the pre-routed body.

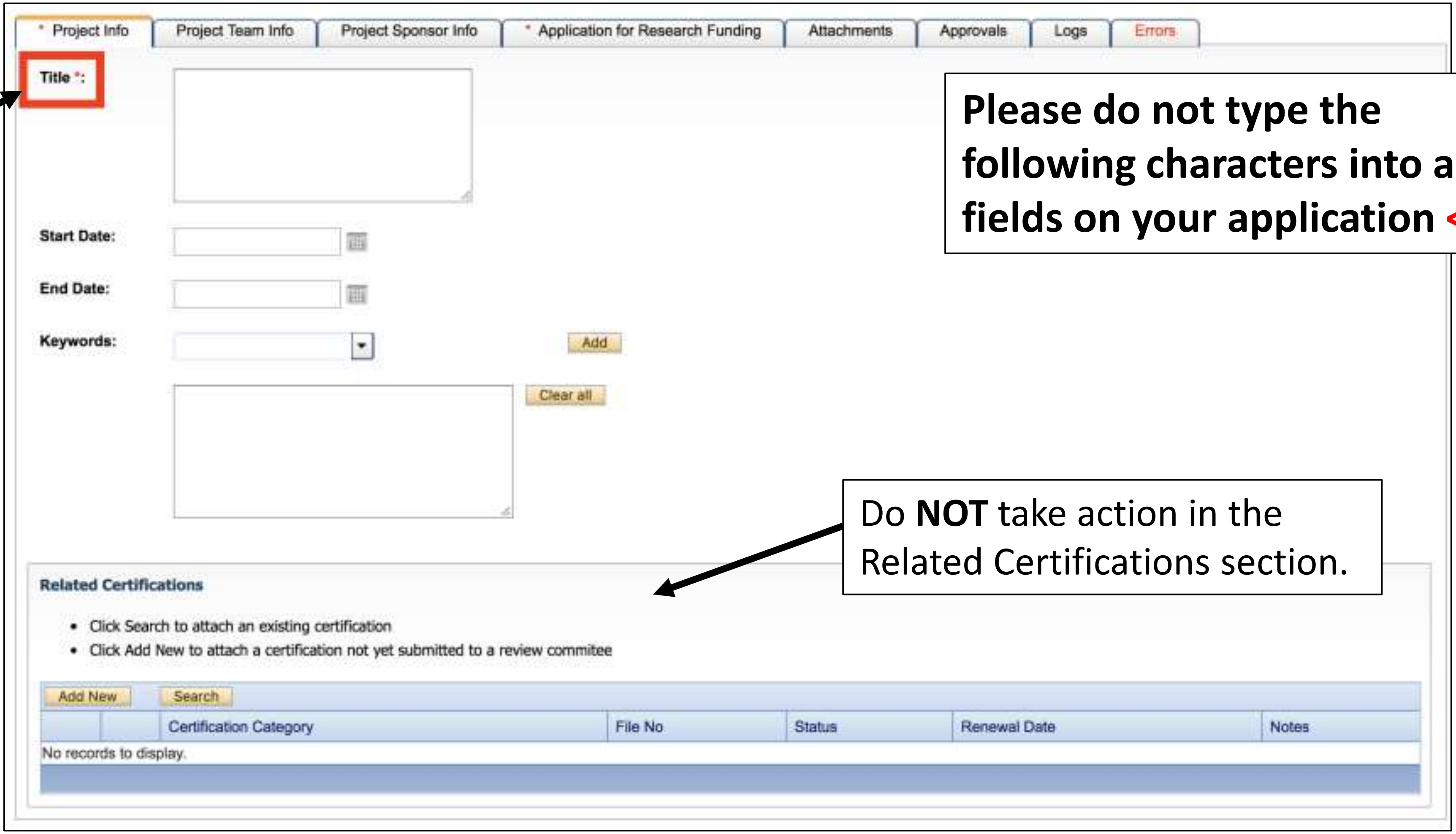
Application Tabs

At the top of any application is a list of tabs that you will complete prior to submitting the application. A tab that has a **red asterisk** * indicates that there are required field(s) that must be completed prior to submission. Once you complete all the required fields in that tab, the asterisk will disappear. The subsequent slides will further explain each individual tab.

NOTE: Click **Save** as often as possible while completing your application!

Project Info Tab

This tab is where you enter basic information about your application.



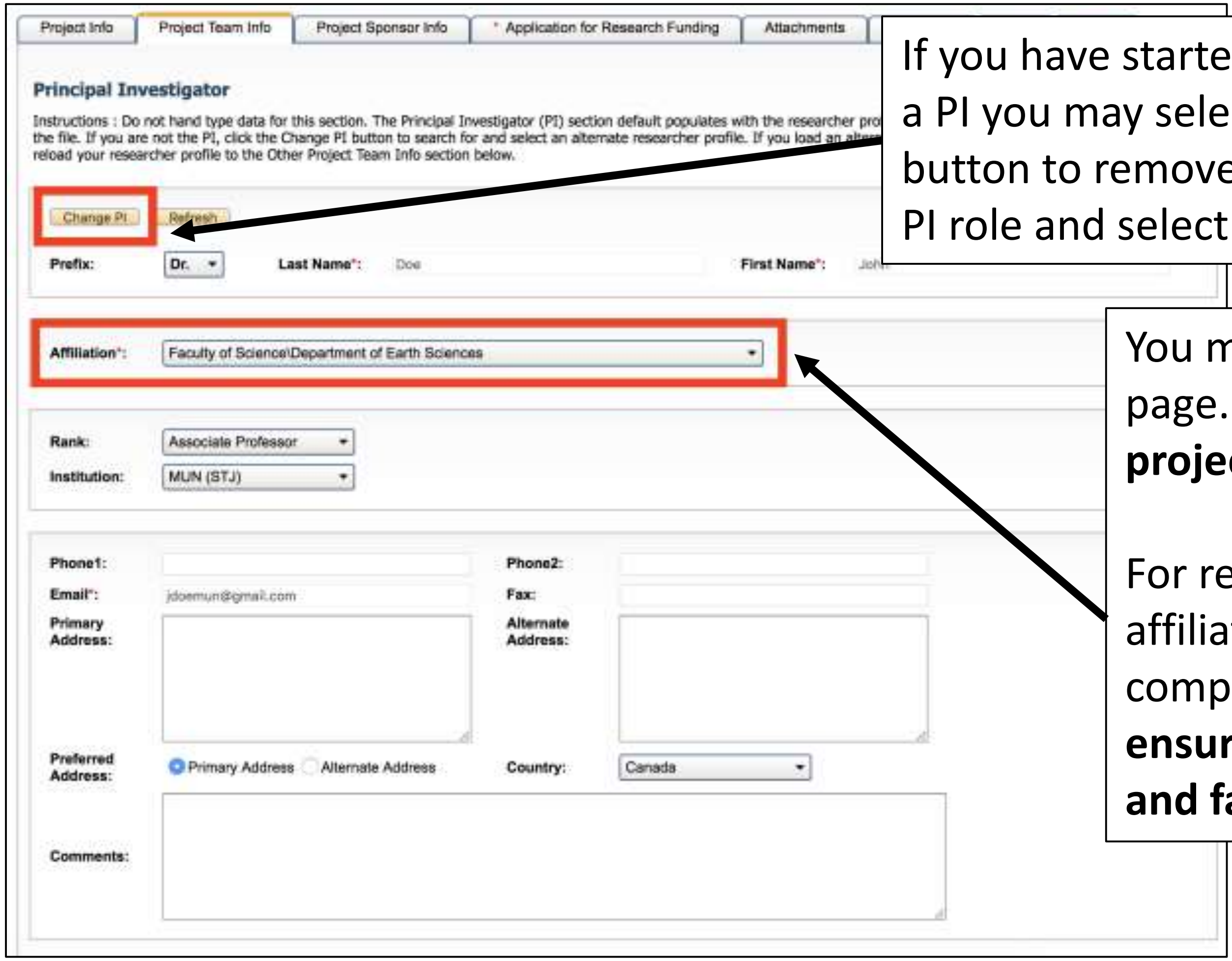
Please do not type the following characters into any fields on your application < >

Do **NOT** take action in the Related Certifications section.

IMPORTANT: Please note that all fields that have a red asterisk * are required. Failing to complete these fields will prevent the PI from submitting the application. See Errors Tab for more information.

Project Team Info Tab

This tab will allow you to add and change members on your research team.



If you have started an application for a PI you may select the **Change PI** button to remove yourself from the PI role and select the proper PI.

You may only change the PI's **Affiliation and email address** on this page. **The affiliation/email listed on this page applies only to this project.**

For researchers with multiple affiliations, ensure that the affiliation for the PI is appropriate for the application you are completing. **Selecting the appropriate affiliation is critical to ensure your application is routed to the correct departmental and faculty approvers.**

Researchers with Multiple Affiliations

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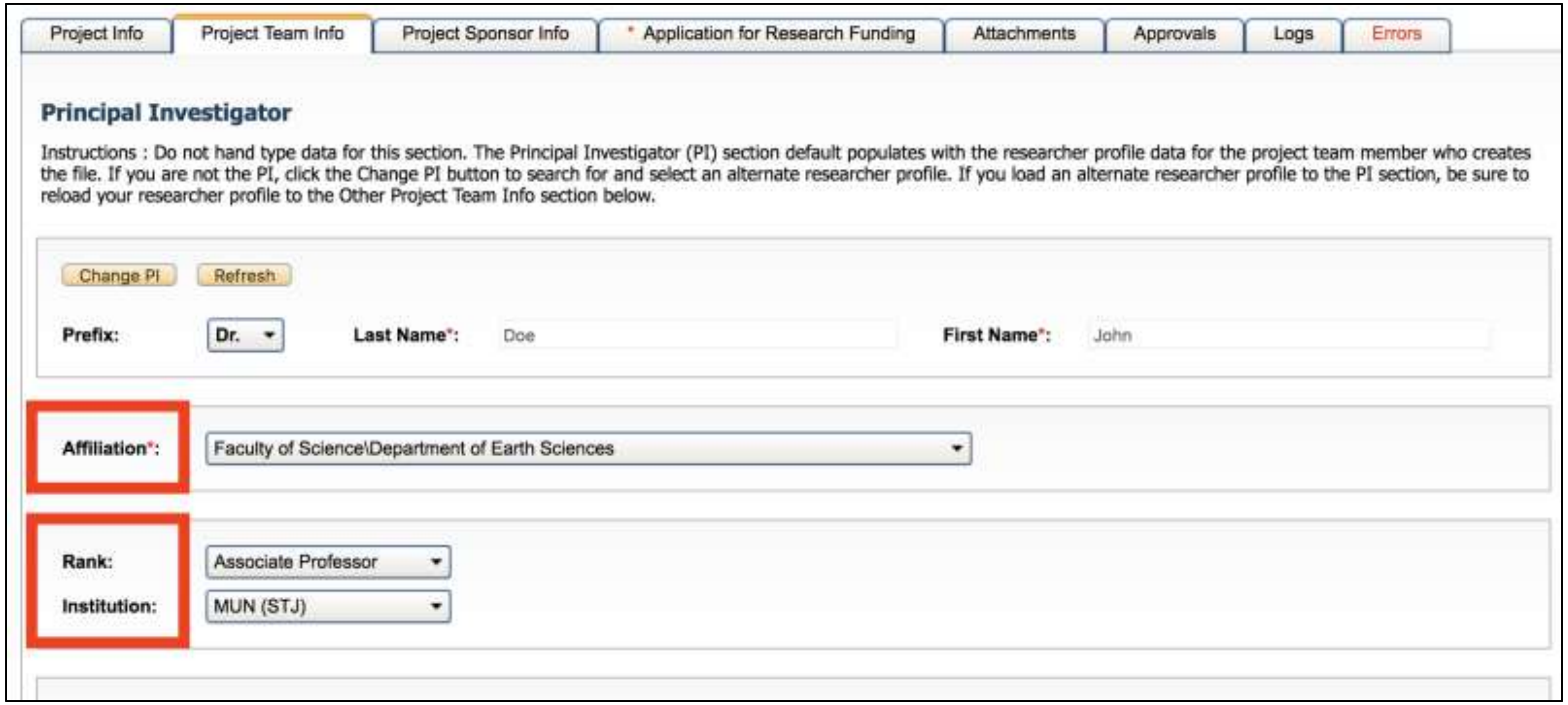
- An affiliation is the University faculty that the research and researcher is associated with. This is considered an internal affiliation. If the research is not associated with a University faculty it is considered External. Researchers may have multiple affiliations.
- If your account does not have the appropriate affiliation in the drop down menu or you require an additional affiliation please submit the Update Research Portal Account Form at https://rpresources.mun.ca/request-romeo-account/update-research-portal-account/

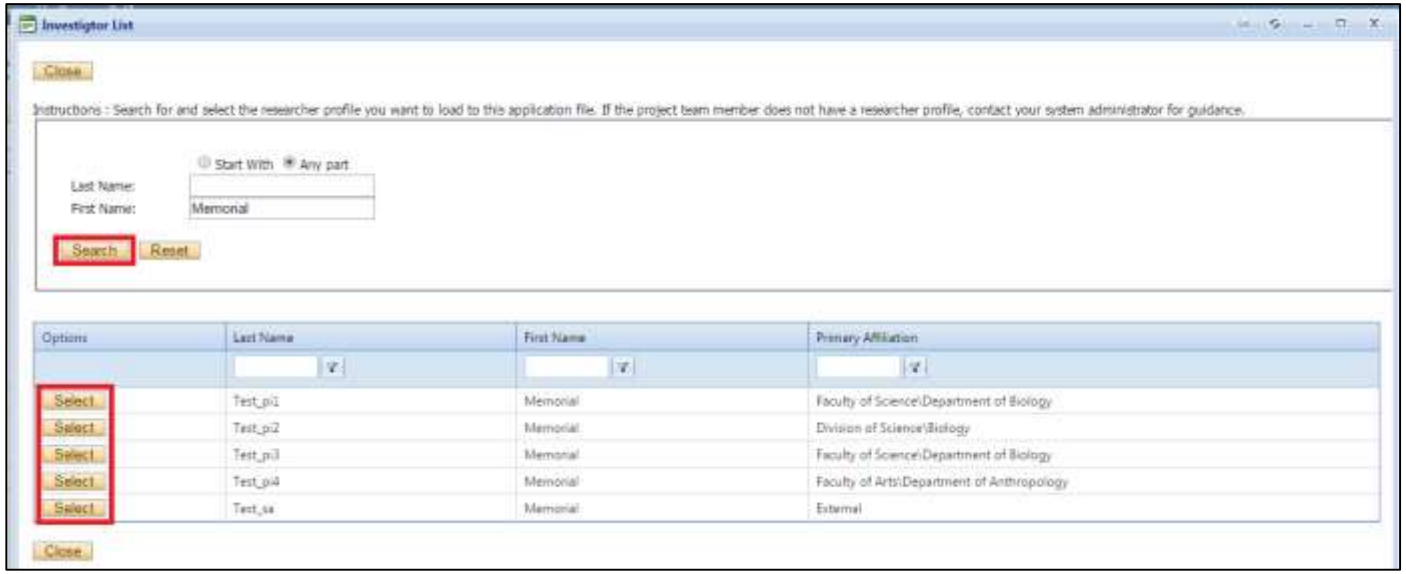
Rank and Institution

Depending on the research and affiliation, a researcher's rank and institution may change. You may change the rank and institution for the application by selecting the drop down menus on the Project Team Info Tab.



Changing the PI of an Application

When you click the **Change PI** button on the Project Team Info Tab a new window will appear. In this window you will search for the Principal Investigator and click **Select**. DO NOT manually enter the PI's information.



Follow the instructions in the following slides ***to add yourself as a Project Team Member*** *once you have removed yourself as the PI.*

Adding a Project Team Member

You are required to list all project team members in the Project Team Info tab.

Follow the instructions in the subsequent slides to appropriately add project team members. As Project Team Members access the application through the Memorial Researcher Portal, you must ensure they have an account.

If they do not have an account, they must submit a Memorial Research Portal account request at https://rpresources.mun.ca/request-romeo-account/.

Adding a Project Team Member Cont'd

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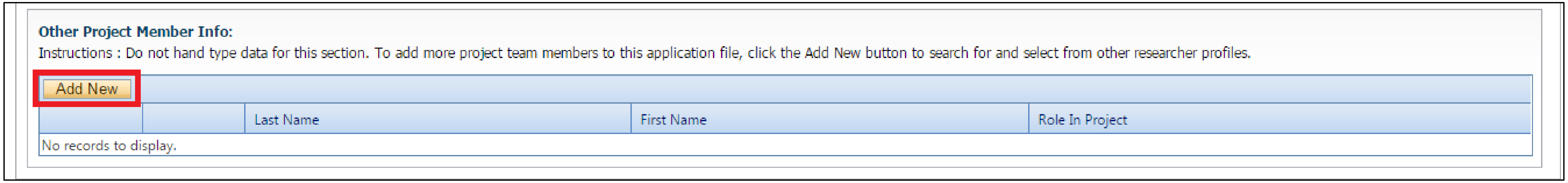
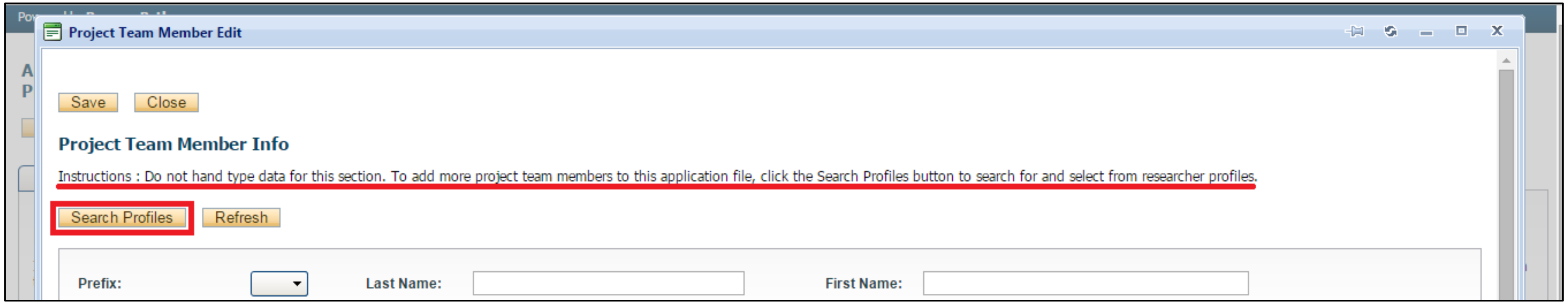
To add project team members, click **Add New** at the bottom of the Project Team Info Tab.



A new window will appear. Use the search button to add a member to the project team. **You must use the Search Profiles button to add a Project Team Member!**



Adding a Project Team Member Cont'd

The Investigator List Window will open. Use the Last Name text box to type in the Team Members last name and click **Search**.

When you find the Team Member, click the **Select** button next to their name.

Adding a Project Team Member Cont’d

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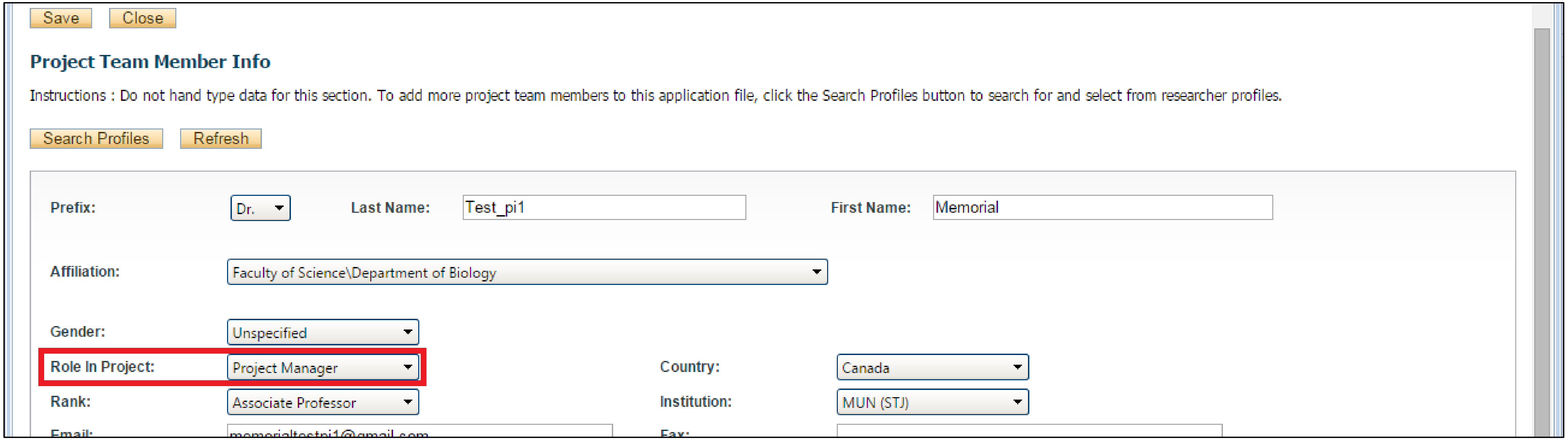
Once you select the Team Member, their information will appear. Select the Team Member’s **Role in Project**, then click **Save**.



Once you have saved, check at the bottom of the Project Team Info Tab to ensure the Team Member has been added.

Adding a Project Team Member Cont’d

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- If one of your team members does not have a Memorial Researcher Portal account, direct the team member to https://rpresources.mun.ca. On the website, they will select and follow the steps in **Request a Memorial Researcher Portal Account** under Memorial Researcher Portal Account.
- If one of your team members has a Memorial Researcher Portal account but does not appear in the database using the search button, **DO NOT manually add the team member**. Please submit a help desk ticket at https://rpresources.mun.ca/help-2/help/to seek assistance.
- Make sure to notify team members when you have added them to an application. **There is no system-generated notification for team members.**

Required Project Team Members

Other Project Team Members for Research Funding Applications:

Research funding applications **require** additional team members. They will help to ensure the application is appropriately processed.

- **Your unit's Grant Facilitator**, if applicable to your unit
- **The RIS Workflow Coordinator**

Add these team members in the initial stage of your application to ensure that they are able to assist in the processing of your application. **These individuals will be in contact with you while you are drafting and before you submit your application, so do not add them at the last minute.**

Required Project Team Members Cont'd

Adding your unit's Grant Facilitator:

Follow the same process to add a Project Team Member.

Search for the appropriate individual in the Investigator List window:

- Go to this webpage – http://www.mun.ca/research/funding/grants/facilitators.php – for a list of Grant Facilitators by unit.

On the Project Team Member Info screen, choose "Grant Facilitator" for the Role in Project.

Required Project Team Members Cont'd

Adding the RIS Workflow Coordinator:

Follow the same process to add a Project Team Member.

Search for the RIS Workflow Coordinator in the Investigator List window:

- RIS Workflow Coordinator: Search for "RIS" in the Last Name field.

On the Project Team Member Info screen, choose "RIS – Workflow Coordinator" as the Role in Project.

Project Sponsor Info Tab

In the Researcher Portal, a “sponsor” is the agency, institution, or company associated with a program.

The Project Sponsor Info tab is where details about the programs associated with an application are provided. *More than one sponsor and program can be added to an application, as appropriate*.

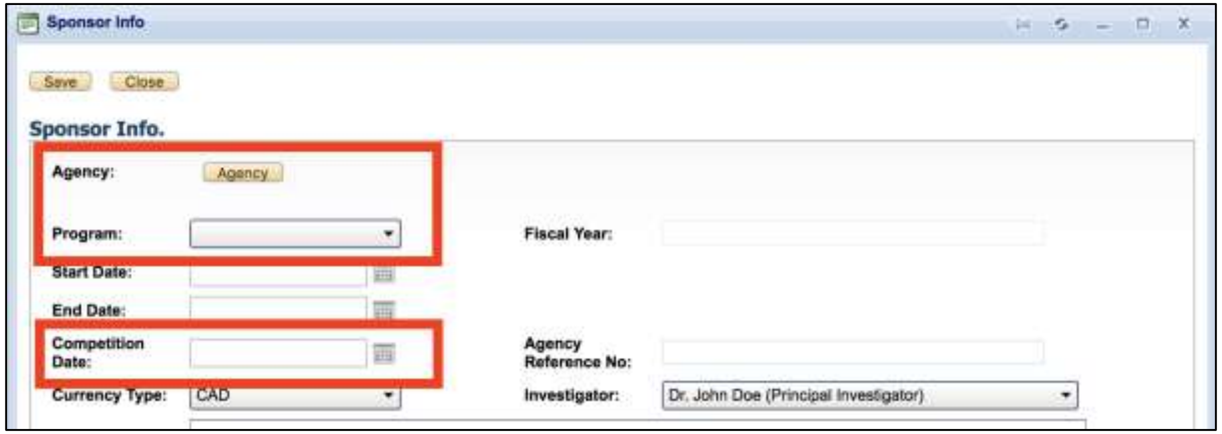
To add a sponsor and program, click **Add New** on the Project Sponsor Info tab. The Sponsor Info window will appear.

You may click **Add New** to add additional sponsors and programs after creating your first sponsor entry, if applicable.

Project Sponsor Info Tab Cont'd

In the Sponsor Info window, enter the following and click **Save**:

- **Agency** - Click on Agency. Search for either Agency Name or Abbreviation. Select the appropriate agency for your application.
- **Program** – Select from the dropdown list, which is specific for the agency.
- **Competition Date** (if applicable)



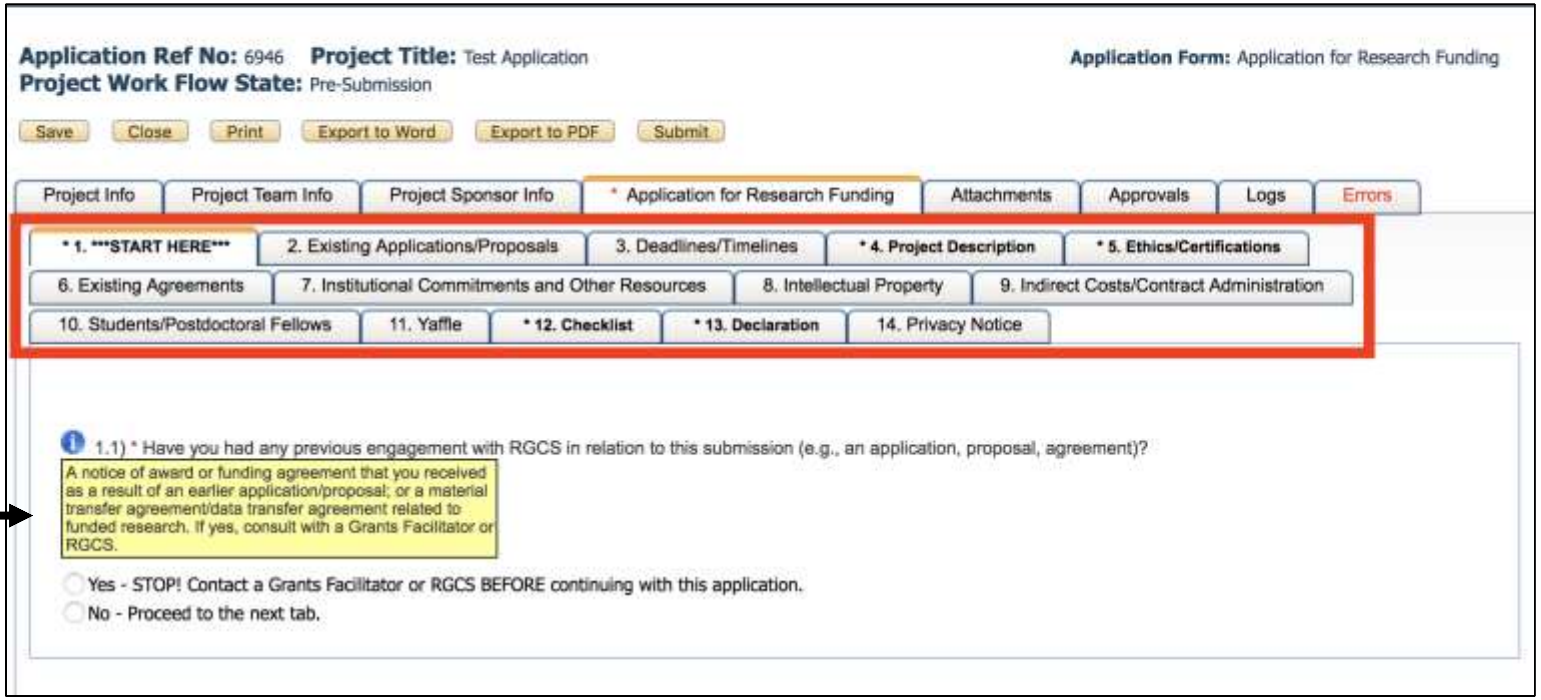
If you cannot locate the program you need, contact the RIS Workflow Coordinator (**RISworkflow@mun.ca or 709.864.3805**) for assistance.

Application Custom Questions Tab

This tab includes all the questions that are directly related to your particular application. There will often be a number of sub-tabs that organize the application questions into different areas. If you are unsure how to complete a question, look for yellow text boxes that may contain additional information.

NOTE: Text responses that contain **< >** will prompt an unsupported character error and may cause data loss.

When you select a blue information button a yellow block will expand or collapse providing additional information.



Application Custom Questions Tab Cont’d

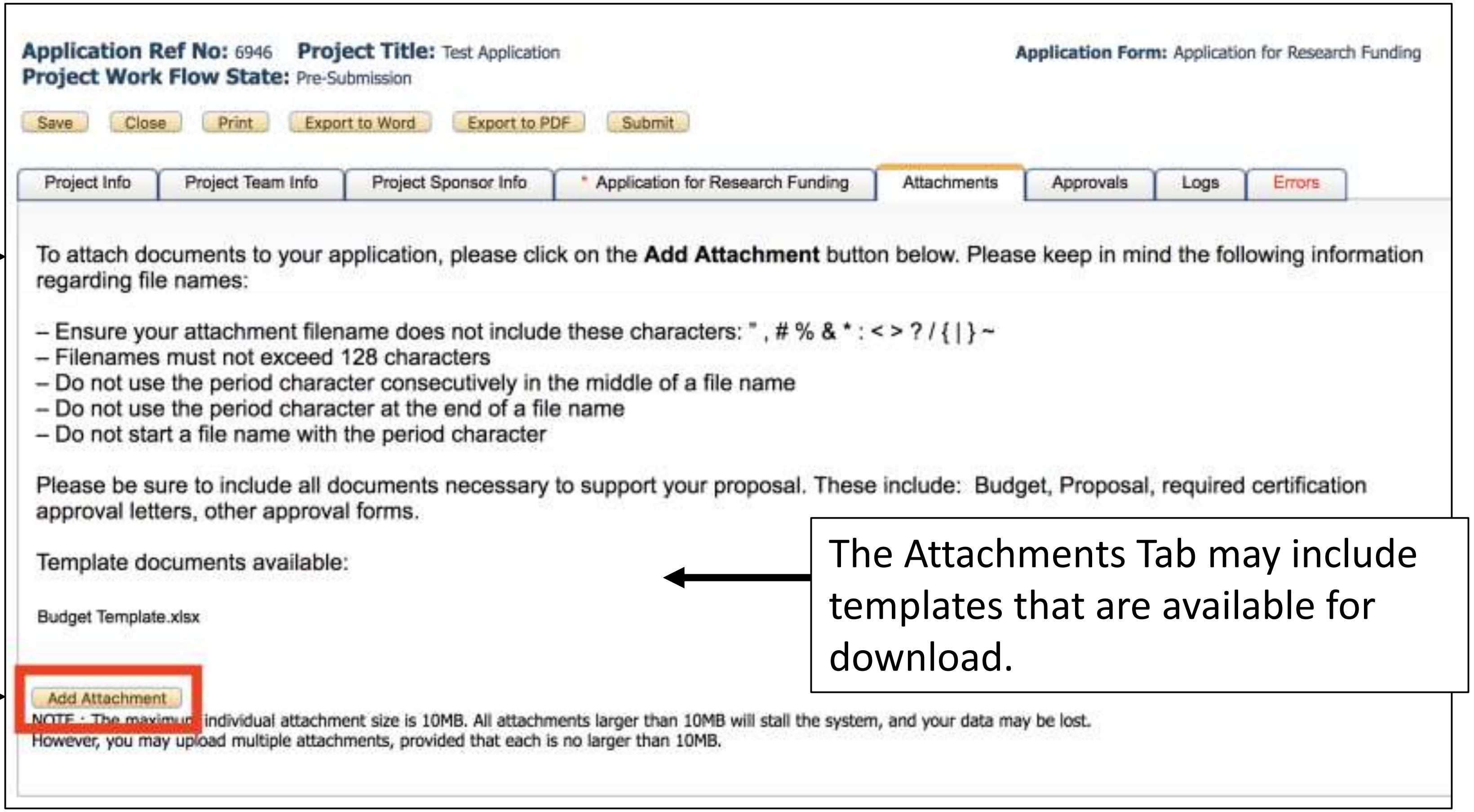
If an application contains a sub-tab that is entitled “***START HERE***,” please begin with these questions, as they may direct you to complete a different application form than the one you have initiated.

Also, some sub-tabs may contain required questions. Those tabs that contain required questions have an asterisk next to the tab name, and required questions have a red asterisk (*).

Once all the required questions on the tab have been completed, the tab’s name no longer appears bolded, and the asterisk next to its name disappears.

Attachments Tab

The Attachments Tab is where users will upload any additional material that is required for the application.



At the top of the tab, there are application-specific instructions on what should be uploaded or where to find information about necessary documents to attach.

To upload an attachment, click the **Add Attachment** button.

The Attachments Tab may include templates that are available for download.

File Name Guidelines for Attachments

When uploading an attachment to the Memorial Researcher Portal, the file name **<u>must adhere to the following guidelines</u>**:

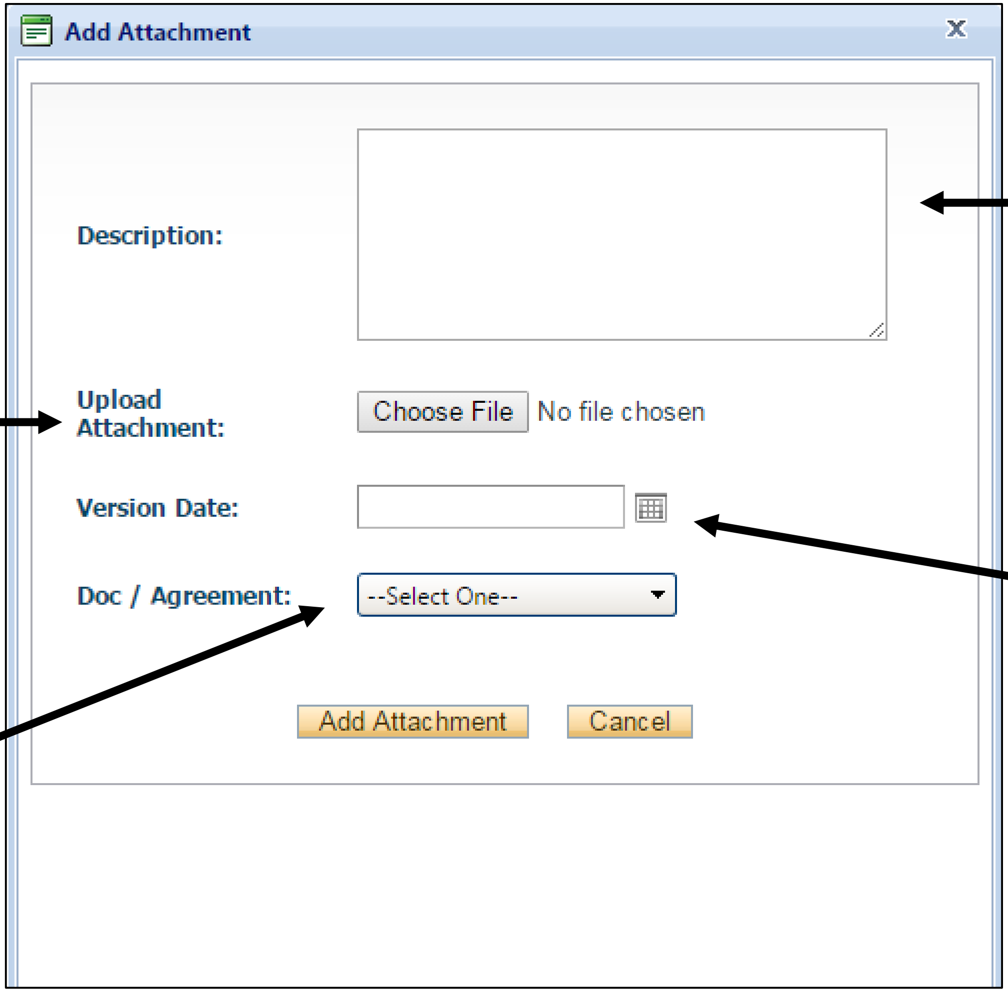
- Ensure your attachment filename does not include these characters: **” # % & * : < > ? / { | } ~ [ ] +**
- Filenames must not exceed 128 characters.
- Do not use the period character consecutively in the middle of a file name.
- Do not use the period character at the end of a file name.
- Do not start a file name with the period character.

Please note: The maximum file size is 10 **MB**. While users can attach as many files as necessary, no <u>single</u> file can exceed 10 MB.

Please reference the FAQ section on the Memorial Research Tools and Resources Website to find suggestions on how to deal with a file that is bigger than 10 MB.

Attachments Tab Cont'd

When you click **Add Attachment,** the Attachment window will appear.



If you wish or have been directed to fill in a description on the attachment, do so here.

In order to select a file to upload, click **Choose File**.

The date when the document was finalized. If you have multiple versions of the same document prior to submission, it is recommended you delete the outdated attachments.

Select the type of Doc/Agreement from the provided list. Please use appropriate type indicated by the application and attachment.

Approvals Tab

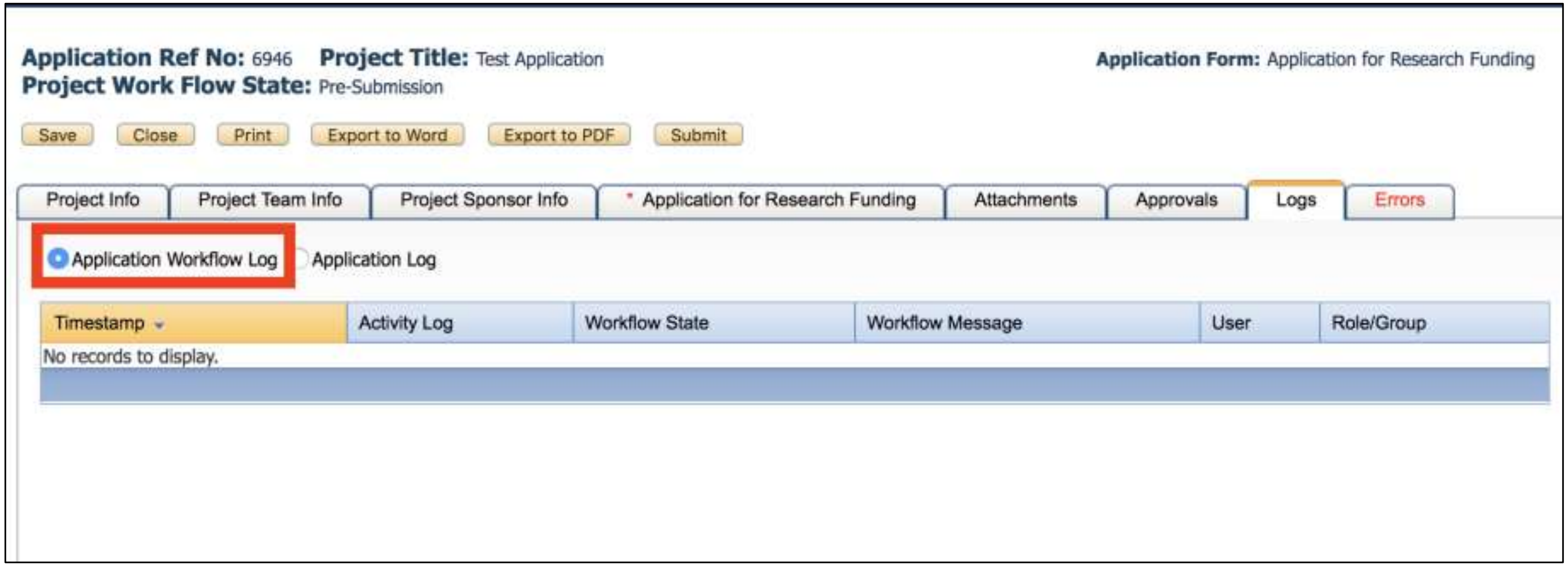
The Approvals Tab demonstrates the path an application will travel once it is submitted (indicated by the checked box next to the particular body).

Signing Authorities are determined by the PI's affiliation on the Project Team Info tab.

Depending on the application, "Office of Research Services" could refer to RIS or the Marine Institute Finance and Contracts Office.

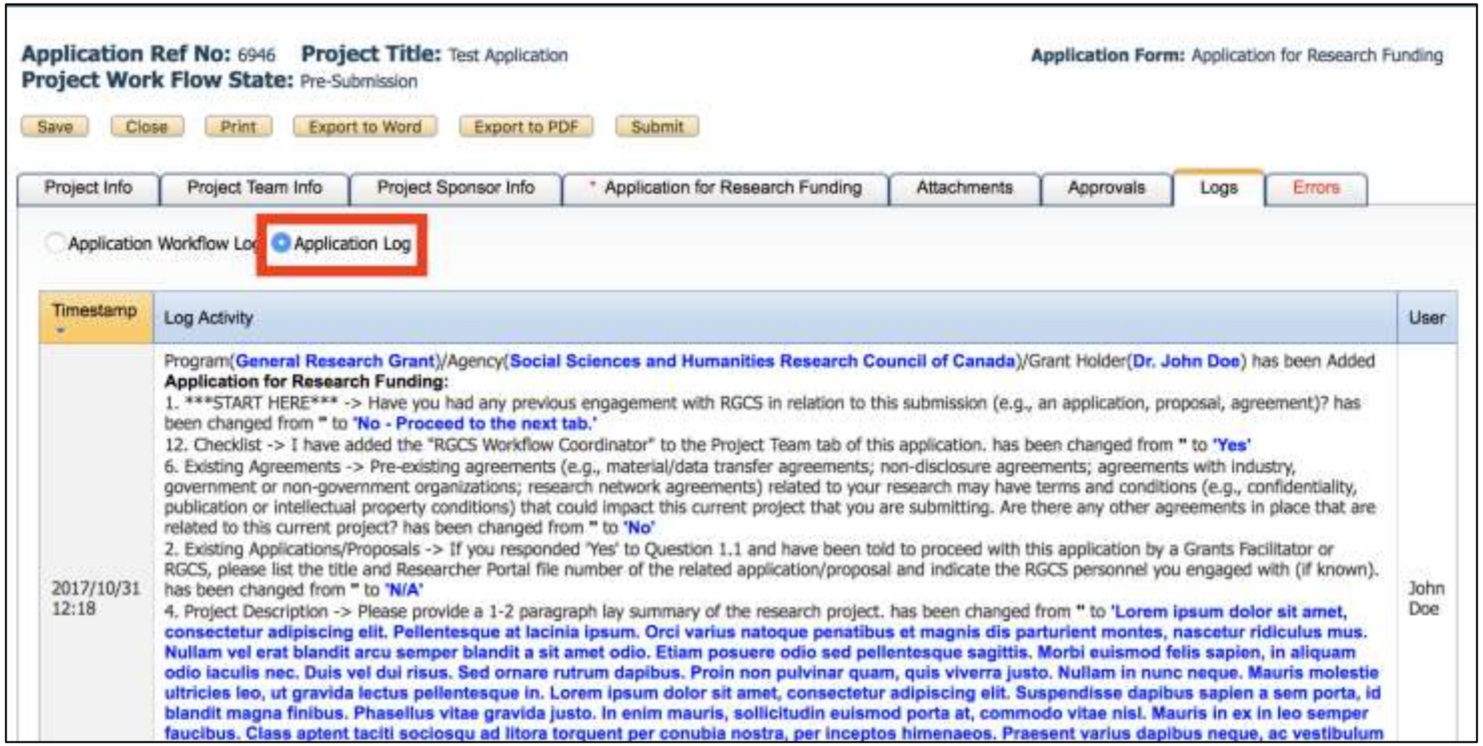
Logs Tab

The Log Tab allows the PI and Project Team Members to view all actions on a file. Under the Workflow Log you can track the history of the application. It tracks and time stamps approvals and messages at all stages of the application's workflow.



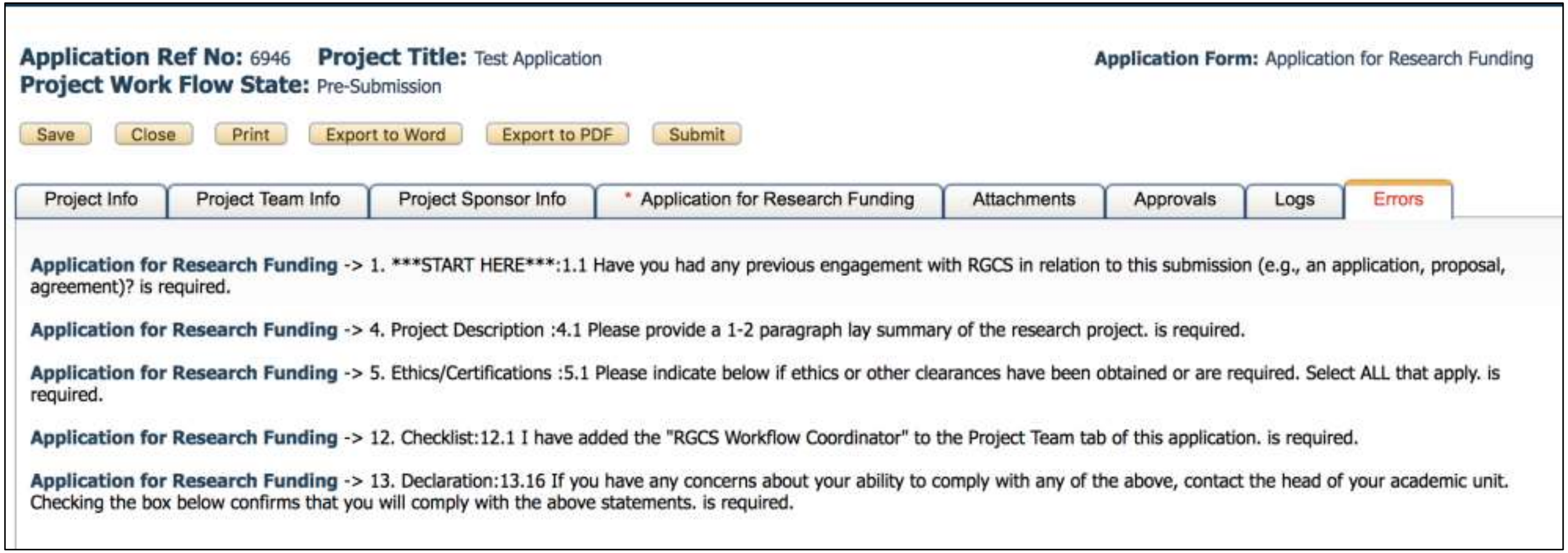
Logs Tab Cont’d

Under the Application Log, all changes made to the application are tracked by the user. It is the responsibility of the PI to review the project log to ensure they are aware of all changes made by Project Team Members prior to submission.



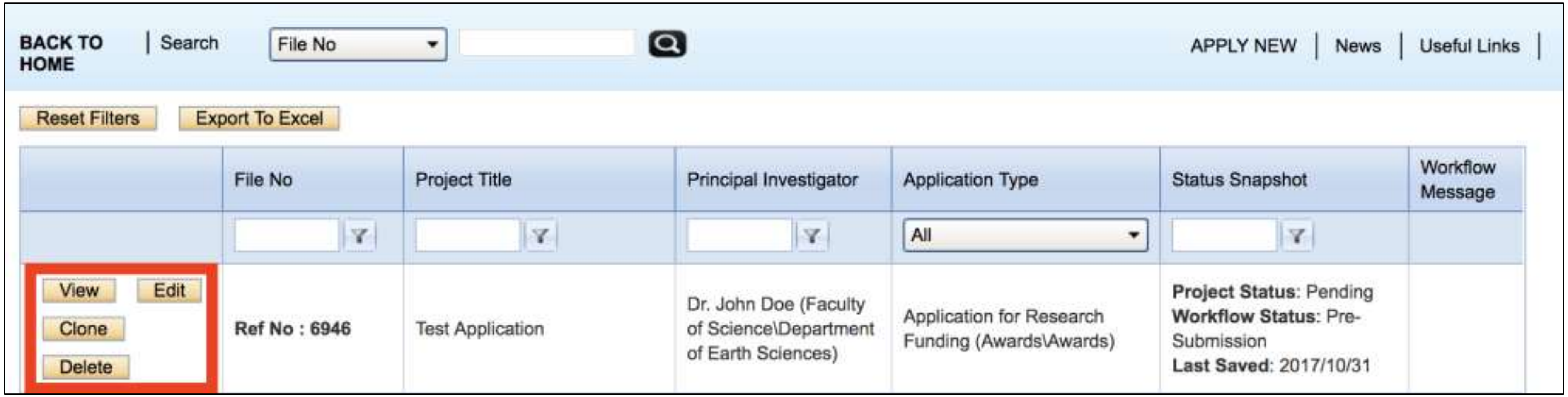
Errors Tab

The Errors Tab lists any required questions that have not been answered. When all required questions are answered the Errors Tab will disappear. **You cannot submit an application if the Errors Tab appears on your application.**



Editing a Saved Application

Once you have started and saved an application, it will appear in the **Applications: Drafts** under the appropriate role block. When you enter the quick link you will see a page of all applications that are created but not submitted. There are various options to select for an application as shown below.



Application Options

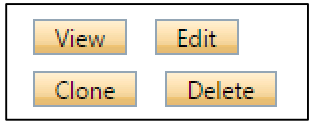
The options for an application include:

Edit: To enter the application with the ability to edit the content.

View: To view the application without the ability to edit and save content.

Clone: To clone your application. This will allow you *to start a new application of the same type* with the same information from a previous application.

Delete: To delete the application from the Researcher Portal.

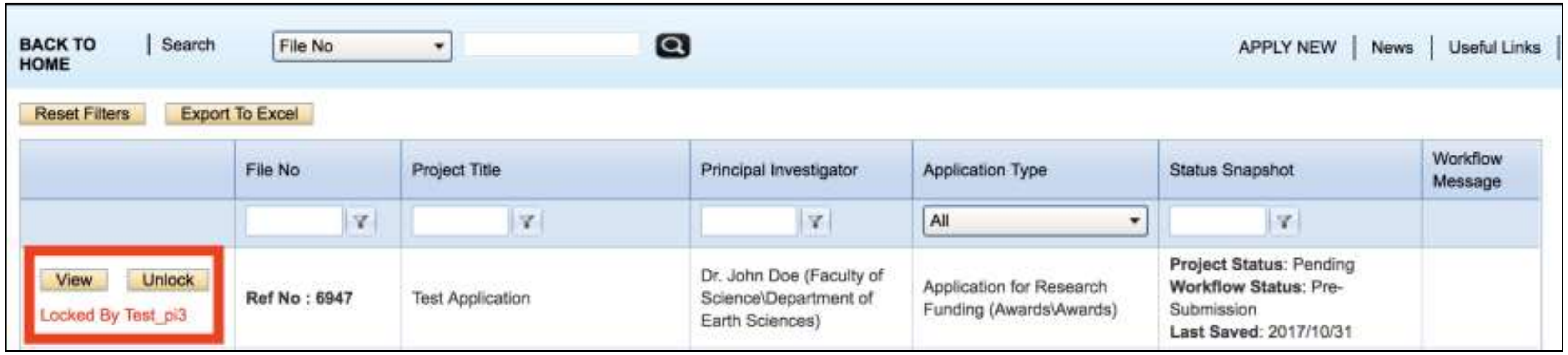


Locked File

A file may appear as ”locked” if another team member is working on it or if a team member has not closed the file properly after working on it.

If it appears that you have been locked out of a file by a Project Team Member, you should directly contact that team member prior to clicking **Unlock.** *If you unlock the file while a team member is working on it, all changes made by that team member will be deleted.* If the team member is <u>not</u> working in the file, the PI can click **Unlock**. You may also contact the Researcher Portal help desk for assistance.

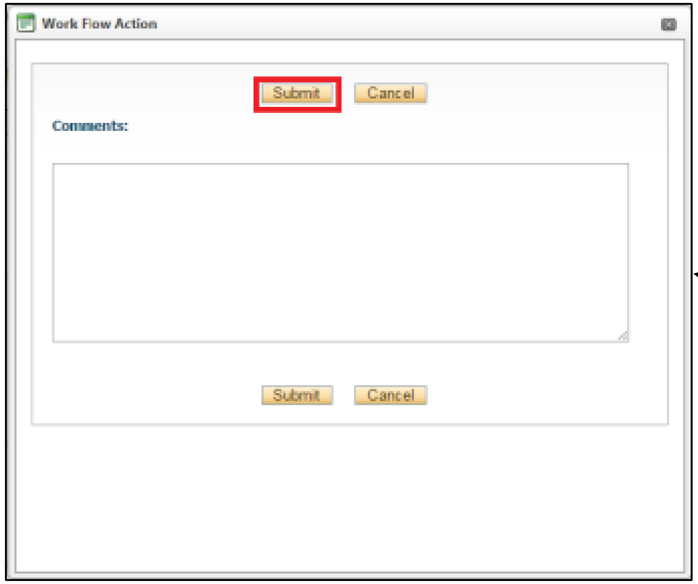
If <u>**you**</u> are the researcher who has locked a file, you can unlock it by re-opening the file to edit it and clicking Close to properly close the file. ***It is important to Save and Close a file in the Researcher Portal when you have completed your work to avoid locking other team members out of the file***.



Submitting an Application

When you have completed the application and are prepared to submit it, click **Save** in the Application Action Buttons at the top of the page. Once you have clicked save, click the **Submit** button. **Once submitted, you can no longer edit the application**.

A workflow action block will appear. Here, you may make any necessary comments about your application (e.g., "Please review"). Click **Submit**.



Please note you cannot submit the application without entering a comment in the workflow action block.

Signing Authorities

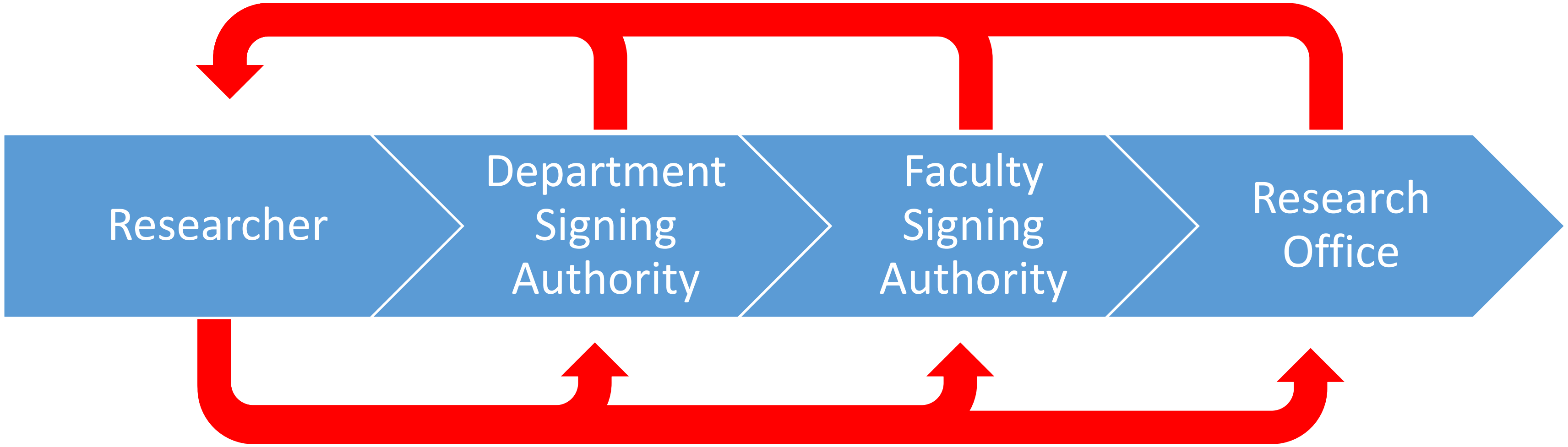
Most research funding applications must travel through Signing Authorities before being received by the appropriate research office.

Researchers must factor the time that will be needed for Signing Authorities to review and approve applications into their timelines for submitting applications.

Researchers already have to factor in collecting approver signatures in their current timelines for submitting applications, but it is important to emphasize this consideration as research funding applications are submitted through the Researcher Portal.

Signing Authorities Cont'd

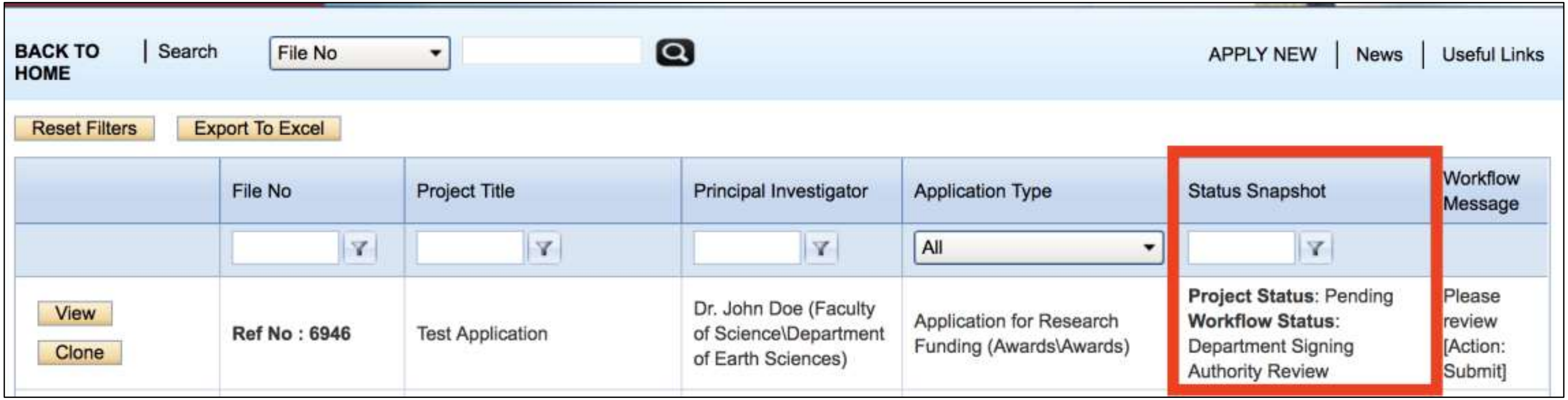
Signing Authorities can approve applications or push them back to the Principal Investigator and project team for revisions.



If the application is pushed back for revisions, it will appear under the Applications: Requiring Attention link. **When the application is resubmitted, it will return to the Signing Authority who pushed it back so that they can continue their review.**

Reviewing a Submitted Application

When an application is under review, it will appear under the role block quick link called "Applications: Under Review." Click on the quick link to view the status of your application. The column, **Status Snapshot** will show your project status and where your application is in the workflow.



Withdrawing an Application

If the application is still with Signing Authorities, you may withdraw the application from consideration.

To withdraw an application:

- Click on Applications: Under Review
- View the specific application
- Click Withdraw (this button replaces Submit)

You will need to add a comment in the Work Flow Action window to process the withdrawal request.

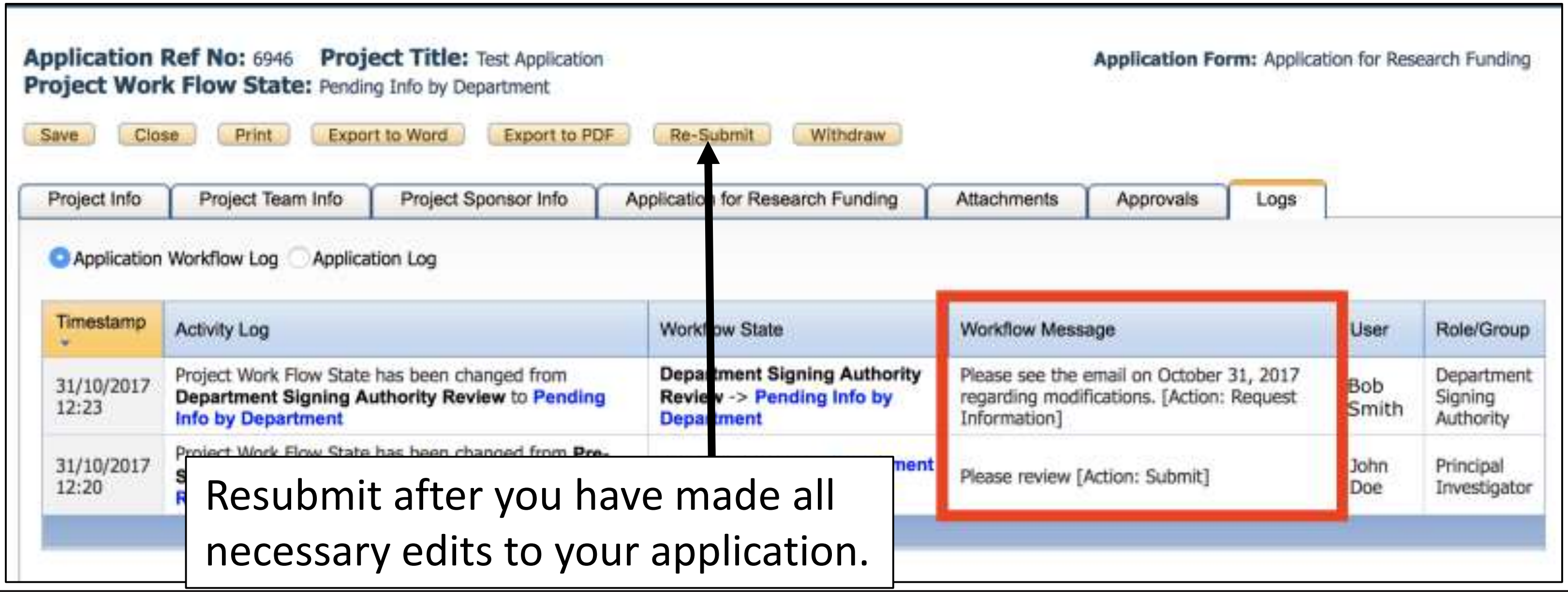
Once you withdraw an application, you can locate it under Applications: Withdrawn on the Researcher Portal homepage.

Applications Requiring Revisions

When an application has been returned for revisions, the role block quick link "Applications: Requiring Attention" will be boldfaced and red. Click the quick link and then select **Edit** to enter the application.

Applications Requiring Revisions Cont’d

To see the workflow message associated with pushing back the application, go to the Logs Tab. The Workflow message in the table will provide information regarding the necessary changes. Once you have made the necessary edits, click **Re-Submit** in the Application Action Buttons at the top of the application. In the the pop-up Work Flow Action window, enter a comment and click **Submit**.



What's Next?

Research funding applications will remain in **Applications: Under Review** until a funding decision has been made *by the Sponsor/Agency*.

Once the application has been approved by the Sponsor/Agency, the application can no longer be modified but is available for viewing under **Applications: Post Review** on the Researcher Portal homepage.

Any Post-Review activities, such as a request for transfers out, an amendment, or a project team change, can be submitted for a research funding file using Event forms. More information on Event forms can be found in additional training materials.

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/