MEMORIAL UNIVERSITY

Basic User Manual

Setting up an Account & Navigating the Memorial Researcher Portal

Audience: All Researcher Portal Users

Table of Contents

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

Memorial Researcher Tools & Resources

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.
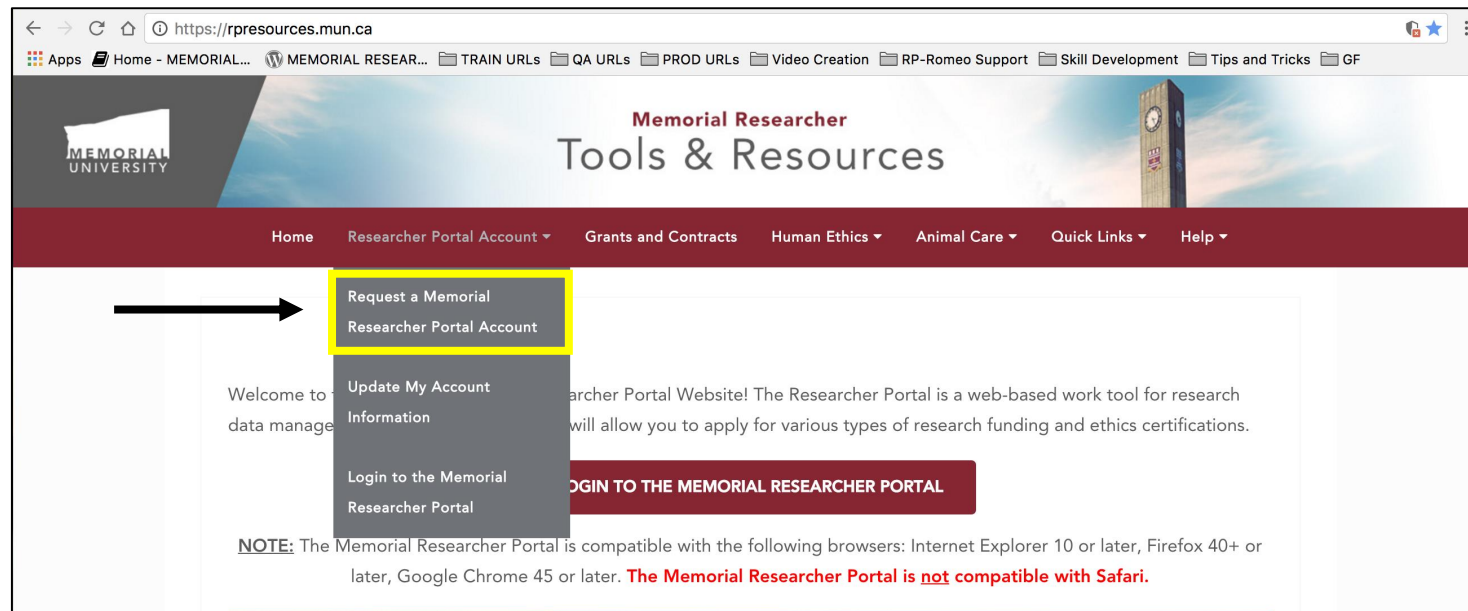
Memorial Researcher Portal Compatibility

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)	Internet Explorer		Firefox		Chrome	
		IE 10	IE 11	FF 40+	FF 41+	45+	46+
Memorial Researcher Portal	PC Desktop/Laptop	☑	☑	☑	☑	☑	☑
	iMac/Macbook			☒	☒	☑	☑

☑ **Supported:** 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.

☒ **Unsupported:** 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 utlize the supported browser for that application.

Basic Minimum System Requirements
- Windows XP Service Pack 1 (SP1), or higher
- Processor: 1.4 GHz Minimum
- RAM: 2GB Minimum
- Hard disk space: 40 GB Minimum
- Internet access
- Microsoft office suite -Recommended 2010 or 2013
- Adobe Reader/ Acrobat Reader DC
- Graphics additional installation: Microsoft DirectX 9++ graphics driver, Java Plugins, Adobe flash Plugins.

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 Initiatives & Services (RIS) 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
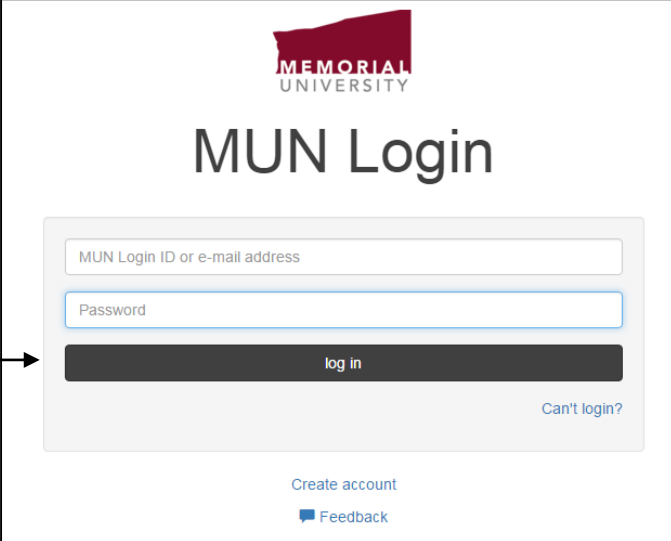https://rpresources.mun.ca/request-romeo-account/update-research-portal-account/

How to Login

Step 1
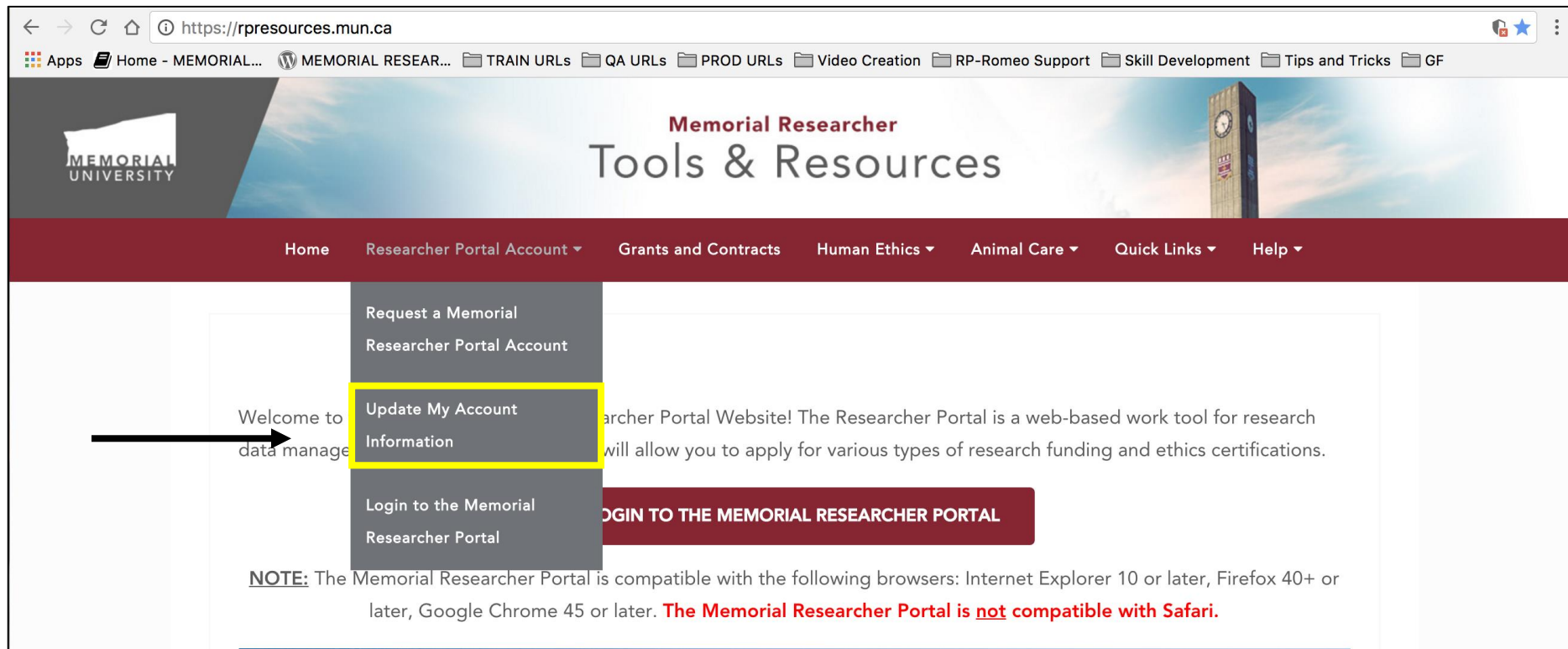
On the http://rpresources.mun.ca home page, select the **Login to the Memorial Researcher Portal** button on the home page.

Step 2

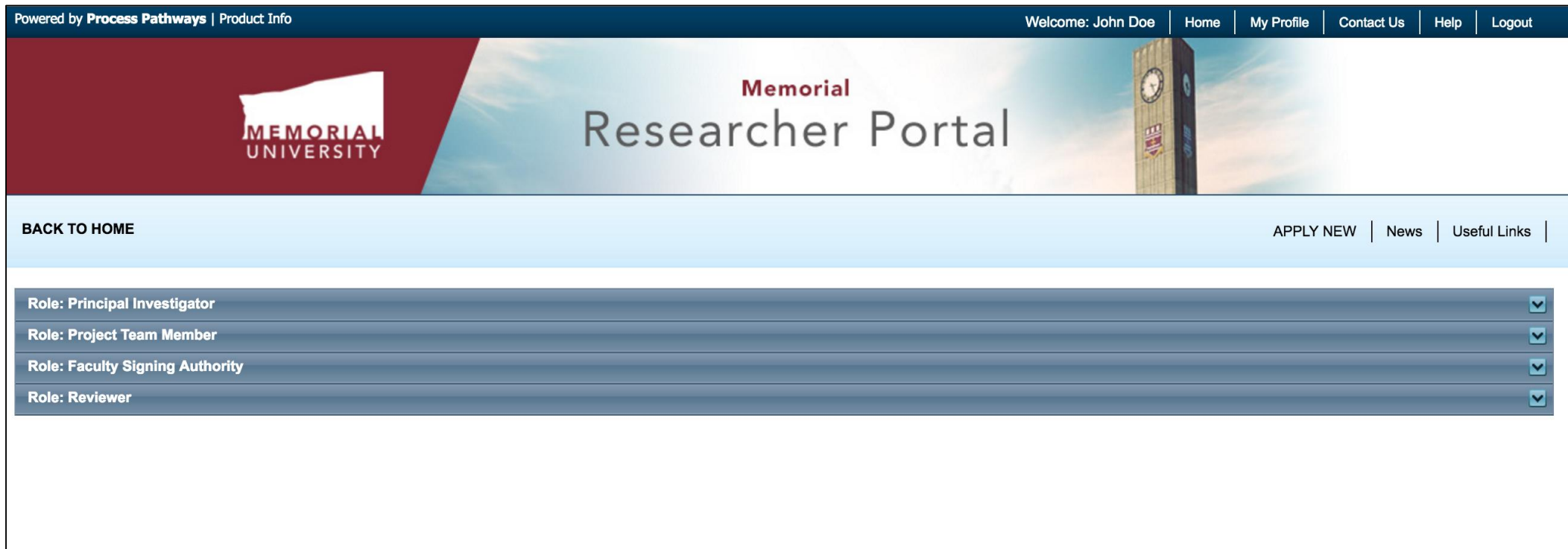The MUN Login ID Page will appear. Fill in the appropriate credentials and select login.
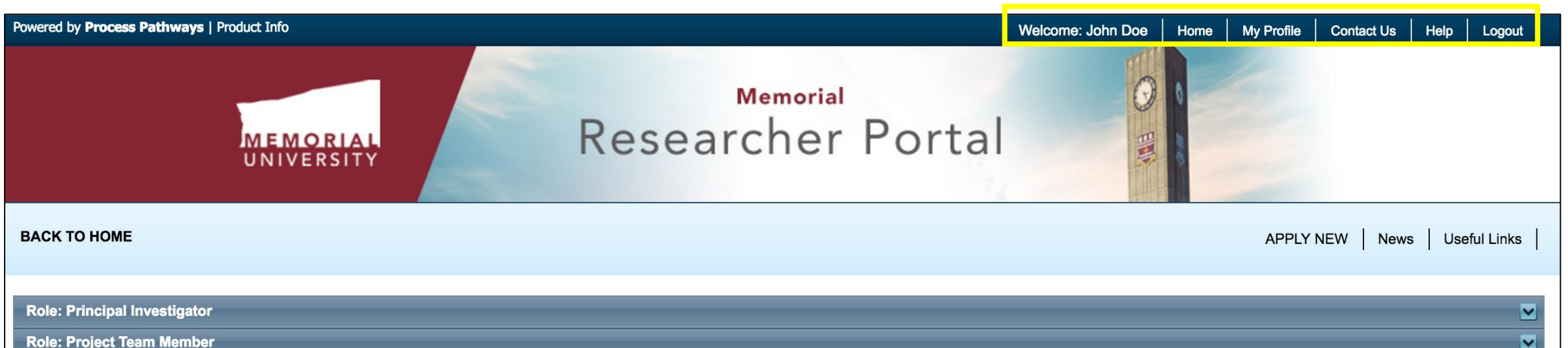
Navigating the Memorial Researcher Portal

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.

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://rpresources.mun.ca/request-romeo-account/update-research-portal-account/
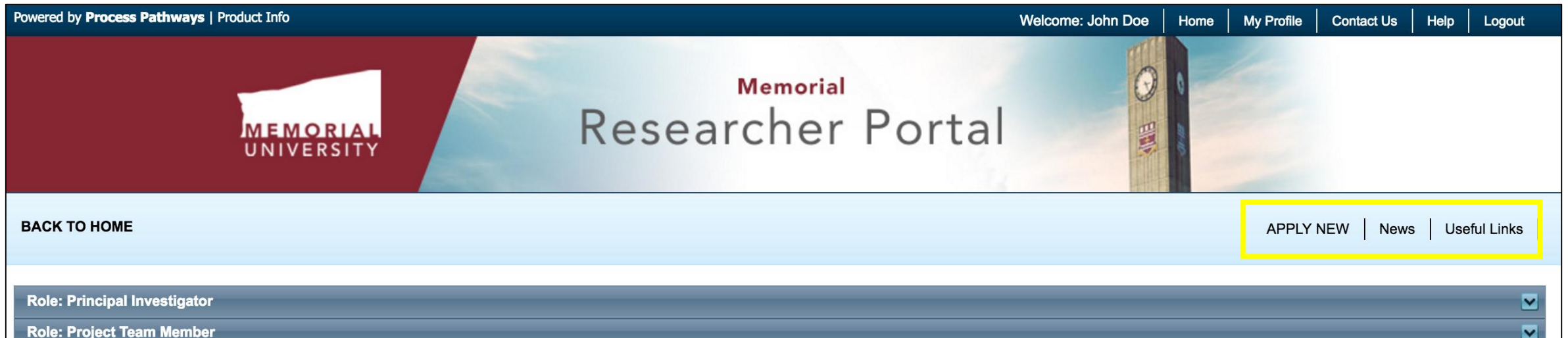
Contact Us: The "Contact Us" link provides a support email and telephone number of our support staff. We <u>strongly</u> encourage users to submit a help-ticket on the Memorial Researcher Resources & Tools website located at https://rpresources.mun.ca/help-2/contact/.

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://rpresources.mun.ca/help-2/help/

Logout: The "Logout" link logs the user out of the Researcher Portal. We recommend that users <u>always</u> 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.

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.**
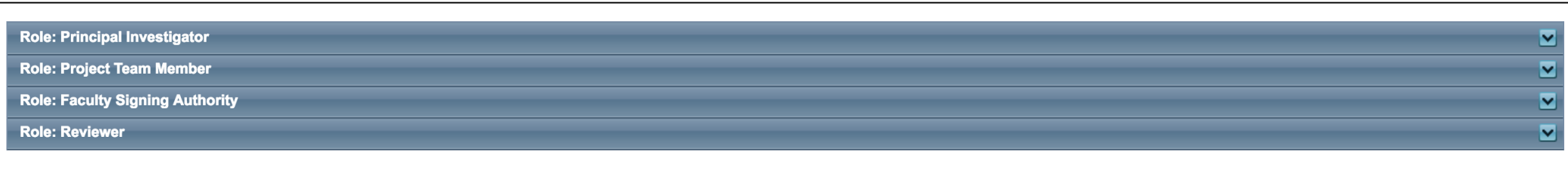
Role Blocks

- 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
Applications: Drafts
Applications: Requiring Attention
Applications: Under Review
Applications: Post-Review
Applications: Withdrawn
Events: Drafts
Events: Requiring Attention
Reminders

- 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 <u>cannot</u> submit the application.

Role: Project Team Member
Applications: Drafts
Applications: Requiring Attention
Applications: Under Review
Applications: Post-Review
Applications: Withdrawn
Events: Drafts
Events: Requiring Attention
Reminders

Role Blocks

- 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
Applications: New
Applications: Pending Requested Info
Applications: Under Review

- 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
Applications: Chair
Applications: Reviewer (New)
Applications: Reviewer (In Progress)
Events: Chair
Events: Reviewer (New)
Events: Reviewer (In Progress)

Role Blocks

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.
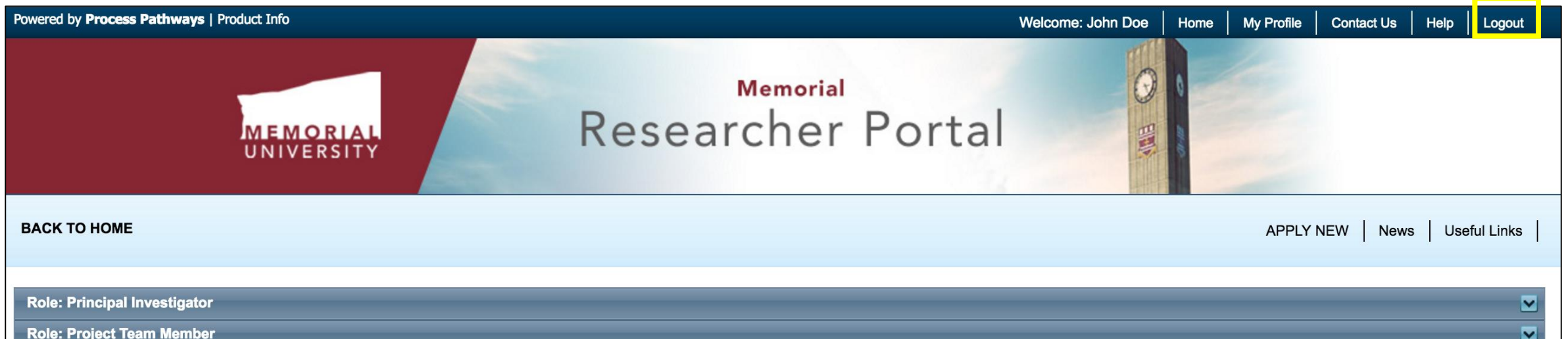
• These manuals can be found at

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

Avoiding Data Loss

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.

Log Out

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.

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.