

Undergraduate Student Research Funding Application Instructions

<https://www.stfx.ca/research/romeo-researcher-portal>

Overview

The application process involves the following:

1. Register as a user on ROMEO Researcher Portal.
2. Apply New.
3. Complete the Undergraduate Student Summer Research Award form.
 - a. A series of data points in various folder tabs (the form).
 - b. Upload 1 PDF (proposal, bibliography, statement of preparation, and STFX grade report as a single combined file).
 - c. Complete the Student Declarations tab.
 - d. Supervisor completes the Supervisor Declarations tab and reference.
 - e. Submit.
4. Await decision.

Register as a User

1. Go to on-line system.
2. Register as a user.
 - a. Rank: Choose Undergraduate student.
 - b. Affiliation: Choose Department, then select the Department of your supervisor (even if this is not the department associated with your major or degree program.)
3. Receive instructions to set up a password.
4. Complete your registration.

Complete the Application Form

1. Select Apply New (upper right hand corner).
2. In the Student Internal Grants & Scholarships section, select Undergraduate Student Summer Research Award.
3. Anything marked with a red "*" is a mandatory field.

NOTE: You should regularly "Save" your work by clicking on Save in the upper left corner.

NOTE: You can exit any time and your saved work will be saved, and then return at a later time to work on the application by choosing "Applications: Drafts" under "Role: Principal Investigator".

Project Info Tab

1. Title: Provide a title for your research project.
2. Start Date: May 1 (current year).
3. End Date: August 31 (current year).
4. Keywords: this is optional, do not feel obliged.
5. Related Certifications:
 - a. If your research involves animals, check Add New, choose Animal Care, then Save. No "notes" are required. It is just an administrative placeholder / reminder.

- b. If your research involves human participants, check Add New, choose Human Ethics, then Save. No “notes” are required. It is just an administrative placeholder / reminder.

Project Team Info Tab

1. Principal Investigator: This will automatically pre-populate with your information.
2. Other Project Member Info: Scroll down to this section and select Add New.
 - a. Do **NOT** type any information in any of the boxes.
 - b. Choose Search Profiles.
 - c. Type in the last name of your proposed Supervisor.
 - d. Select Search.
 - e. When the name(s) appear, choose Select for your Supervisor. All of her or his information will automatically pre-populate.
 - f. For Role in Project, **change** the setting to Supervisor.
 - g. Save.
3. If you will have a co-supervisor, repeat to add a second faculty member.
 - a. For Role in Project, change the setting to Co-Supervisor.
4. If your Supervisor is not in the ROMEO system list of profiles, they will need to register with ROMEO, first. (All tenured and tenure-track faculty members should already be registered in the system.)

NOTE: You must email your supervisor after you have added them to the application so they are aware and so they can complete their part. They can access the application by logging in to ROMEO, and under “Role: Project Team Member”, clicking on “Applications Drafts”. They can access this at any time before you submit, but you both cannot be editing the application at the same time. Only the applicant (you, the student) can submit.

Project Sponsor Info Tab

1. Do not edit or add information in this tab.

Undergraduate Student Summer Research Tab

About You Sub-Tab

1. Degree program: If your program is not listed, please email romeo@stfx.ca and ask that it be added.
2. Expected date of Graduation: select May 1 of the planned year of graduation.

Research/Subject Themes Sub-Tab

1. You may check more than one. This helps us to assign appropriate award sources if you are successful.

Student Declarations Sub-Tab

1. You must check this box.

Supervisor Declarations Sub-Tab

1. The supervisor must check these boxes and complete the assessment in 4.5.
2. We will do a random audit to ensure that it was the supervisor who completed this tab, by reviewing the “log” tab.

Attachments Tab

There is only one attachment (consisting of four files combined into one), read the **formatting instructions** carefully. Minimum 3/4 inch margins all around. Minimum 11pt font, Calibri or Times New Roman (or equivalent) preferred. Save as PDF.

1. Prepare your proposal, citations, and statement of preparation document(s) first. Combine into a single file and save / export / scan to PDF.
2. Download a PDF of your STFX grade report. Assemble any other unofficial transcript(s) for credits obtained elsewhere.
 - a. If you have academic credits that will be counted towards your degree from any other university (transfer credits from another university, exchange program credits, summer program credits, etc), you **MUST** also attach those (these can be unofficial as well).
 - b. Add them to your STFX grade report and combine into a single PDF.
 - c. If for some reason you exceed the allowable file size of 10MB, or you need help with scanning or combining into a single PDF, come to the Nicholson Tower 715 for assistance.
3. Combine everything into a single file, in this order: proposal, citations, statement of preparation, STFX grade report / transcripts.
 - a. Browse and upload.
 - b. Doc agreement: Application.
 - c. Add attachment.

Submission

1. Save.
2. Submit.
 - a. If you get an Error message, check the Error Tab to see what needs to be fixed.
3. A “Submit” dialog box will appear to complete the process. Type in the word “OK” in the box, and press Submit.
4. You and your supervisor will receive an auto-message from the system confirming that you successfully submitted your application.
 - a. If you do not receive a confirmation message and you believe that you successfully submitted your application, please email romeo@stfx.ca and explain the situation and we will provide a solution.

Content of Your Proposal Attachment

1. One page research proposal (objectives, context, methodology, expected impact or outcomes).
 - a. How you write this will vary from discipline to discipline.
2. One page list of citations from page 1, with optional additional bibliographic references (if applicable).
3. One page statement of preparation. “How do your unique experiences make you ready for this opportunity?” Please discuss:
 - a. Academic preparation and qualifications for this project: statements about courses taken / work done in specific courses to help prepare for the project; relevance of academic training to field of proposed research; activities; research experiences; research employment; Other employment; extracurricular activities; other.
 - b. How this project fits with your longer term plans, if appropriate: statement of interest in the project specifically and research generally; plans / intentions for possible honours, graduate studies, employment in research or fields related to the project area.