Undergraduate Student Research Funding Application
Supervisor Instructions

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

Overview

The application process involves the following:

1. Students register as a user on ROMEO Researcher Portal.
2. Students "Apply New".
3. Students 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.
4. Supervisor completes the Supervisor Declarations tab and reference.
5. Student submits.
   a. Student and supervisor receive a confirmation email of submission.
6. Await decision.

Log-in or Register as a User

1. Go to on-line system.
2. All tenured and tenure-track faculty, and most LTAs, are already "in the system". This system is not linked to the STFX system and does not recognize the password you are using for that (you may choose to use the same password, however).
   a. Enter your STFX email in the Username line.
   b. Click "Reset Password" to get instructions to create a password. Use this feature in the future only if you have forgotten your password.
   c. If you get an error message, you are not in the system and need to "register" an account.
3. Register as a user.
   a. Complete all sections with an "*". Ideally complete all sections.
   b. Click "register" to get instructions to set up a password.
   c. Complete your registration.

Link to the Student's Application Form

1. The student will send you an email after s/he has created the application and entered your information as supervisor.
2. Log in to ROMEO.
3. Under "Role: Project Team Member" click on "Applications: Drafts".
4. Select the student's application and choose "Edit".
5. Click on "Undergraduate Student Summer Research" tab.
6. Click on "Supervisor's Declarations" sub-tab.
   a. For the assessment of the student's research potential, **please note that this assessment will be visible to the student.**
7. Complete all questions, Save.

8. Close and Exit.
9. Student submits application.

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: Project Team Member". If the student has submitted, it will appear in "Applications: Under Review" and cannot be edited.

NOTE: If the application is "locked" it means that the student is currently working on the application or has not exited properly. Email the student to ask them to let you know when they have finished their session, so you can do your part.

Any questions or assistance required, contact romeo@stfx.ca or 4123.