

Office of Research Services
ROMEО Research Portal Guides

Reviewing an Application at the Department or Faculty Level

The portal will send an email notification of a new application. Login to the portal through the appropriate link.

1. [Internal User \(Dalhousie NetID\)](#)
2. [External User](#)

Click **Applications: New** under the Department or Faculty Signing Authority role block.

Role: Faculty Signing Authority	
<u>Applications: New*</u>	(1)
<u>Applications: Pending Requested Info</u>	(0)
<u>Applications: Under Review</u>	(0)

Click Review.

<input type="button" value="Review"/>	<input type="button" value="Latest Workflow"/>	Ref No : 16821
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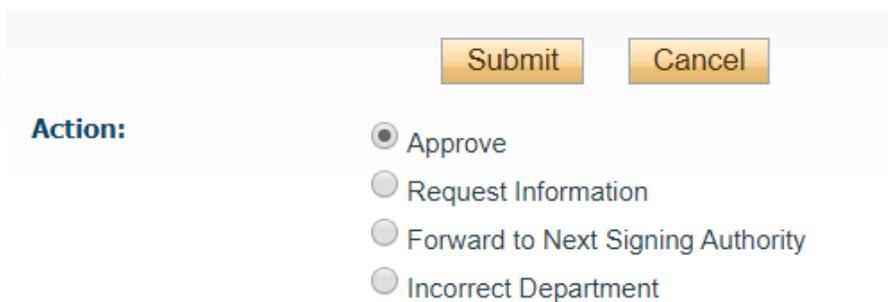
Different tabs can be clicked to view responses entered by the PI. The Attachments tab should include relevant documentation (e.g. application, notice of award, budget, etc.)

Project Info	Project Team Info	Project Sponsor Info	Investigator Checklist	Attachments	Approvals	Logs
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Click Approval Process in the top left corner.



This will bring up a box, with radio button options.



Approve = approve the application (equivalent to your electronic signature).

Request Information = send back to the PI for editing. Leave your request in the comment box.

Forward = move the application onward to the next signing authority, **without** your approval. If you select this option, please leave a note in the comments box as to why approval was not given.

Incorrect Department = will send the application back to the PI.

After selecting your option, click the Submit button.