cuResearch
User’s Manual
(Department Heads/Faculty Signing Authorities)
Accessing cuResearch

How to Login:
• visit the login page at https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx
• Carleton faculty and staff are able to login using their “my Carleton” credentials
Department Chairs and Associate Deans of Research (faculty level) may host several roles on their homepage (e.g., Principal Investigator, Project Team Member, Department Signing Authority, and/or Faculty Signing Authority.)
• **Applications: New** are applications recently submitted by the PI and are awaiting your review. Please note: when an application is waiting for your review it appears in **red** (as shown below).

• **Applications: Pending Requested Info** are applications that you have returned to the PI for edits, clarification.

• **Applications: Under Review** are applications that you have reviews and approved, or forwarded to the next signing authority, the workflow status for these applications would now be “Faculty Signing Authority”, or “ORS Review”
After selecting **Applications: New**, you will see any applications waiting for your **Review**.
To review the application, you can make your way through the tabs (and sub-tabs) of the application.
# The cuResearch Tabs Explained

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Info</strong></td>
<td>Title of the project, start date/end date of project, keywords describing the project, link to any related certification</td>
</tr>
<tr>
<td><strong>Project Team Info</strong></td>
<td>Name of PI, PI affiliation (Dept. and Faculty) Please verify: that PI has selected the proper affiliation (if they belong to multiple), names and roles of team members (e.g., Co-Investigators, Collaborators, etc.)</td>
</tr>
<tr>
<td><strong>Project Sponsor Info</strong></td>
<td>Name of the funding/partner agency (agencies) in which funding is being requested, program, amount in $ or in-kind requested from agency</td>
</tr>
<tr>
<td><strong>CURO Checklist</strong></td>
<td>CURO Checklist has 3 sub-tabs (Regulatory Compliance, Space Requirements, and Budget)</td>
</tr>
<tr>
<td><strong>Attachments</strong></td>
<td>Any attachments that have been uploaded by the PI (e.g., Application, CCV, Budget, etc.)</td>
</tr>
<tr>
<td><strong>Approvals</strong></td>
<td>Tracks the signing authorities in which the application will make its way through</td>
</tr>
<tr>
<td><strong>Logs</strong></td>
<td>Application Workflow Log tracks and time stamps approvals and messages, Application Log tracks and time stamps all changes made to the application</td>
</tr>
</tbody>
</table>
Select **Approval Process** to access the “Work Flow Action” screen.
At this time you can select the **Action** you wish to make on the checklist. If you approve and wish to send it to the next Signing Authority you can select **Approve**. Select **Request Information** to send back to the PI, and type in the comments what you would like the PI to add. **Incorrect Department** is to be used when the PI has selected the wrong affiliation.

**Please note:** We do not use the **Forward to Next Signing Authority** option.
Have a question?

Contact the Electronic Records Administrator at
CURO
613-520-2600, ext 8045
Email: lisa.saunders@carleton.ca