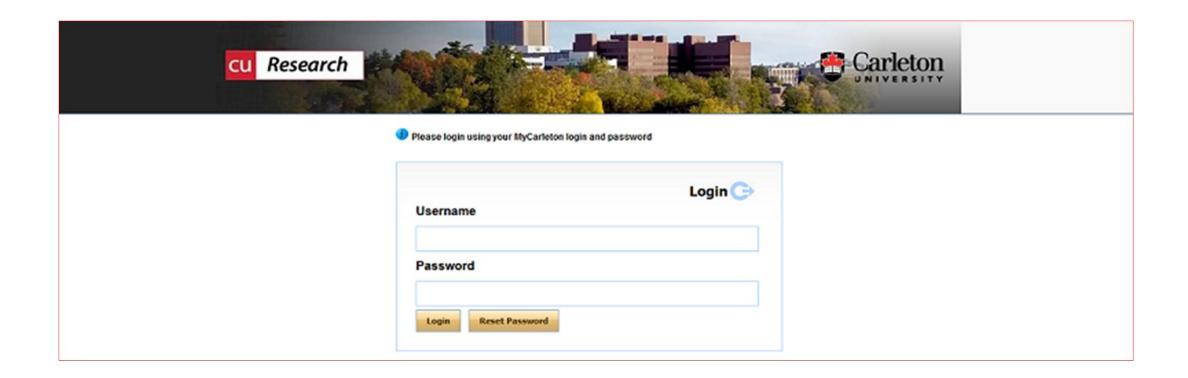# cuResearch

User's Manual
(Department Heads/Faculty Signing Authorities)

# Accessing cuResearch

**How to Login:**

- visit the login page at https://ovpri.research.carleton.ca/Romeo.Researcher/

# Homepage

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.

# Homepage

- **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"

| Role: Department Signing Authority |
| --- |
| **Applications: New*** |
| Applications: Pending Requested Info |
| Applications: Under Review |

# Reviewing cuResearch Applications

After selecting **Applications: New**, you will see any applications waiting for your **Review**.

| | File No | Project Title | Principal Investigator | Application Type | Status Snapshot | Workflow Message |
|---|---|---|---|---|---|---|
| | | | | All ▼ | | |
| Review | Ref No : 1234 | Engineering Project | John Smith<br><br>(Faculty of Engineering and Design\Civil and Environmental Engineering (Department of)) | CURO Checklist (Funding Application) (Awards\Awards) | **Project Status**: Pending<br>**Workflow Status**: Department Signing Authority Review | New checklist for NSERC Discovery [See more, inside under Logs section] |

BACK TO HOME

APPLY NEW | News | Useful Links |

Reset Filters    Export To Excel

# Reviewing cuResearch Applications

To review the application, you can make your way through the tabs (and sub-tabs) of the application.

# The cuResearch Tabs Explained

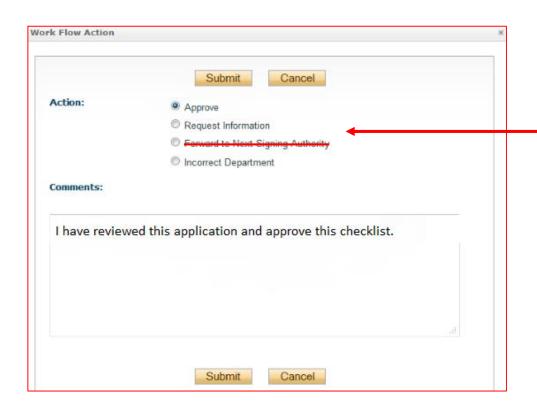| Tab | Description |
| --- | --- |
| Project Info | Title of the project, start date/end date of project, keywords describing the project, link to any related certification |
| Project Team Info | Name of PI, PI affiliation (Dept. and Faculty) **Please verify**: that PI has selected the proper affiliation (if they belong to multiple), names and roles of team members (e.g., Co-Investigators, Collaborators, etc.) |
| Project Sponsor Info | Name of the funding/partner agency (agencies) in which funding is being requested, program, amount in $ or in-kind requested from agency |
| Approval Form | Approval Form has 2 sub-tabs (Regulatory Compliance and Space Requirements |
| Attachments | Any attachments that have been uploaded by the PI (e.g., Application, CCV, Budget, etc.) |
| Approvals | Tracks the signing authorities in which the application will make its way through |
| Logs | Application Workflow Log tracks and time stamps approvals and messages, Application Log tracks and time stamps all changes made to the application |

# Approving a cuResearch Approval Form

Select **Approval Process** to access the "Work Flow Action" screen.

| Approval Process | Close | Print | Export to Word | Export to PDF |

| Project Info | Project Team Info | Project Sponsor Info | cuResearch Authorization Form | Attachments | Approvals | Logs |

# Approving a cuResearch Approval Form



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 CORIS
613-520-2600, ext 6109
Email: richard.sokoloski@carleton.ca