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cuResearch

User's Manual

(Department Heads/Faculty Signing
Authorities)

Accessing cuResearch



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How to Login:

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

CU Research

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Please login using your MyCarleton login and password

Username

Password

Login

Login Reset Password

Homepage



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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).

The screenshot displays a webpage header with a background image of a campus. On the left, there is a red box with 'CU' and a white box with 'Research'. On the right, the Carleton University logo is visible. Below the header, there is a light blue navigation bar with 'BACK TO HOME' on the left and 'APPLY NEW | News | Useful Links |' on the right. A red arrow points from the text box above to a list of roles on the page:

- Role: Principal Investigator
- Role: Project Team Member
- Role: Department Signing Authority

Homepage



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- **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



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

BACK TO HOME APPLY NEW | News | Useful Links

Reset Filters Export To Excel

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

Reviewing cuResearch Applications



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

The screenshot displays the cuResearch application interface. At the top, there is a navigation bar with several tabs: "Approval Process", "Close", "Print", "Export to Word", and "Export to PDF". Below this is a secondary navigation bar with tabs for "Project Info", "Project Team Info", "Project Sponsor Info", "cuResearch Authorization Form", "Attachments", "Approvals", and "Logs". The "cuResearch Authorization Form" tab is currently selected. The form contains the following fields and controls:

- Title *:** A text input field containing "Engineering Project".
- Start Date:** A date input field containing "2020/04/01" with a calendar icon.
- End Date:** A date input field containing "2025/03/31" with a calendar icon.
- Keywords:** A dropdown menu with a downward arrow, an "Add" button, and a "Clear all" button.

The cuResearch Tabs Explained



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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



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

The screenshot shows a software interface with a menu bar and a row of tabs. The menu bar contains five buttons: 'Approval Process', 'Close', 'Print', 'Export to Word', and 'Export to PDF'. The 'Approval Process' button is highlighted with a red box and a red arrow pointing to it from the text box above. Below the menu bar is a row of seven tabs: 'Project Info', 'Project Team Info', 'Project Sponsor Info', 'cuResearch Authorization Form', 'Attachments', 'Approvals', and 'Logs'. The 'Project Info' tab is currently selected.

Approving a cuResearch Approval Form



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Work Flow Action

Submit Cancel

Action:

- Approve
- Request Information
- ~~Forward to Next Signing Authority~~
- Incorrect Department

Comments:

I have reviewed this application and approve this checklist.

Submit Cancel

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



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Have a question?

Contact the
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