

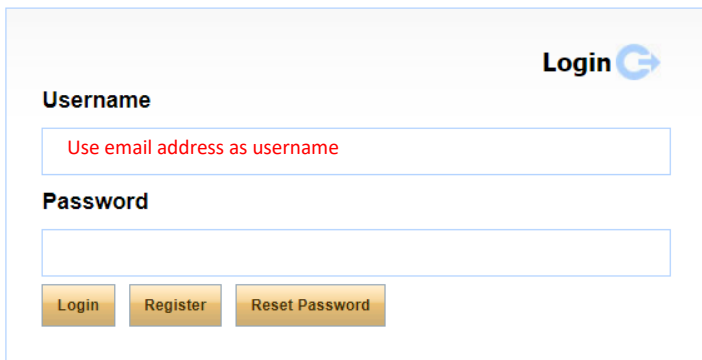
How to Submit an “Application to Initiate a Project Record” to Request Approval to Apply to an External Grant Competition

All research grant applications are required to be reviewed and approved by the Fraser Health Department of Evaluation and Research Services’ (DERS) executive team prior to submission to the funder. To request approval, you will need to submit an “Application to Initiate a Project Record” in ROMEO and complete the “External Grant Application” tab. This application form is located in the New Application Forms section (“APPLY NEW”) of the [ROMEEO research portal](#).

N.B. It is very important to complete this step at least one week prior to the grant application deadline in order to ensure you receive Fraser Health approval before submitting your application to the funder.

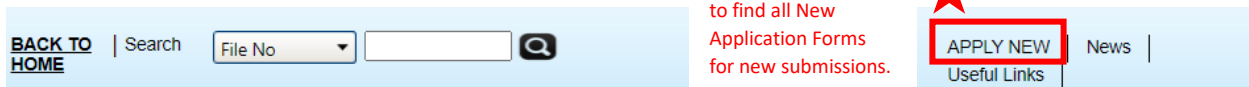
1. Log in to the [ROMEEO Research Portal](#)

If you are a first time user, you must click the Register button to create an account. Your username should be your primary email address. Once you have registered, you will receive an automatic email with instructions on setting up your password.



Note: If you have already been an investigator or main contact on a previous submission to the Fraser Health Research Ethics Board, you will likely already be registered. You can insert your primary email address in the Username and select “Reset Password” to create a new password.

2. Select “Apply New”



Click “APPLY NEW” to find all New Application Forms for new submissions.

Role: Principal Investigator	
Applications: Drafts	(1)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(3)
Applications: Withdrawn	(0)

3. Select “Application to Initiate a Project Record”

BACK TO HOME | Search | File No | [] | [] | APPLY NEW | News | Useful Links

New Application Forms

Office of Research Ethics

Application Name	Description	Status
Initial Application for Socio-Behavioural Studies	This application form is for initial ethics approval of social or behavioural research studies	Open
Initial Application for Clinical Studies	This application form is for initial ethics approval of clinical research studies, including chart reviews, clinical research registries, and clinical trials	Open

Office of Research Services

Application Name	Description	Status
Application to Initiate a Project Record	This is a form to initiate a project record. Please complete this form when: submitting an internal or external grant application, or when starting a research project that requires a FH cost centre.	Open

4. Complete the required (*) tabs of the Application to Initiate a Project Record and the “External Grant Application” tab. Attach a copy of your grant application.

★ * Project Info | Project Team Info | Project Sponsor Info | ★ * Application to Initiate a Project Record | Attachments | Approvals | Logs | Errors

★ * Project Intake Form | ★ External Grant Application | ★ * Device Use | ★ * Investigational Product

- *Project Info tab: Enter the study title and keywords.
- *Application to Initiate a Project Record tab
 - *Project Intake Form tab: Complete question 1.1 and skip the remaining questions.
 - *External Grant Application tab: Complete **all** questions on this page.
 - * Device Use and *Investigational Product tabs: Answer 3.1 and 4.1.
- Attachments tab: Attach a copy of your draft grant application. Ensure that it includes your detailed grant budget.
- Optional: You may also choose to complete the remaining tabs (e.g., remaining questions on Project Info, Project Team Info, Project Sponsor Info, etc.). These are not required at this stage, however, this information will need to be updated if you are successful in receiving the grant funding. Further guidance notes on how to complete those sections can be found [here](#).*

5. Submit the application form Submit

As you complete the questions found in each tab, make sure to **SAVE your work frequently**. If you close the application or browser without saving, all changes will be lost. Note that questions with a ***red asterisk** are required. All required questions must be completed before you hit the “Submit” button. The Submit function is only available to the Principal Investigator. You will be notified when your application has received approval to be submitted to the funder.