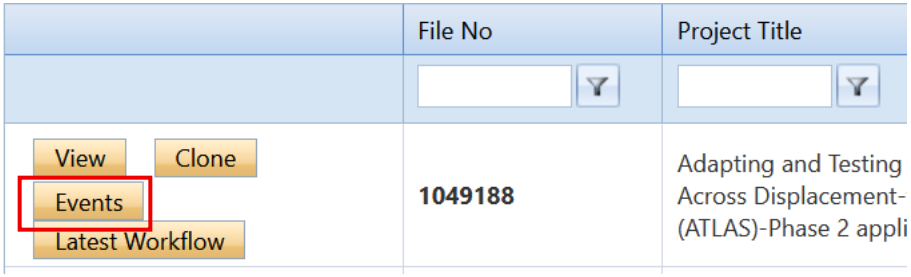
How to Submit an Event Form

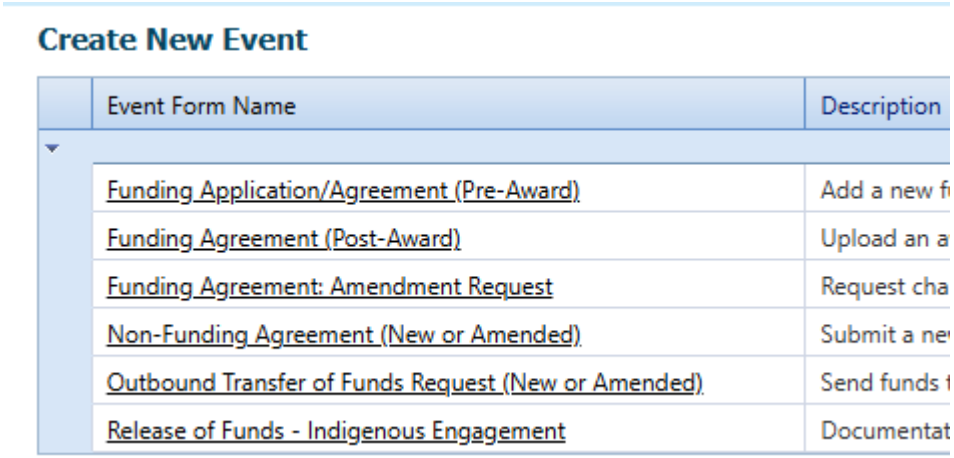
Click **Applications: Post-Review** from the ROMEO homepage. This link can be found under the Principal Investigator or Project Team Member role block.



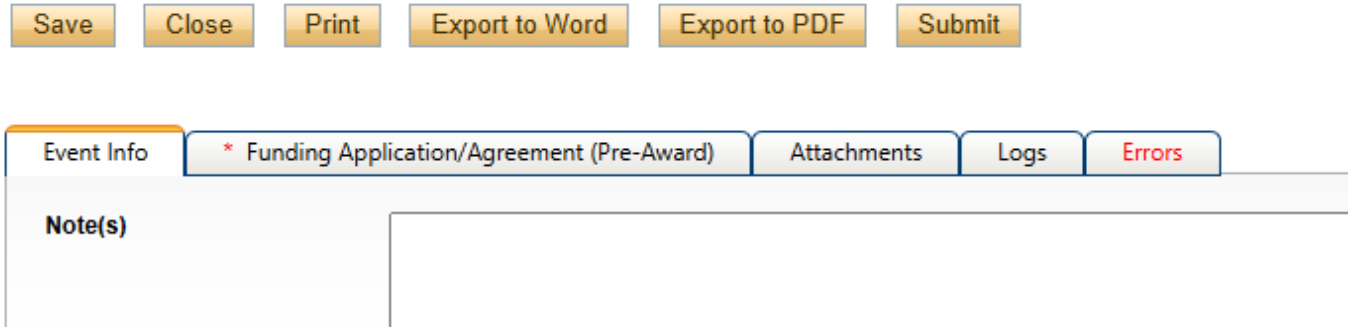
Locate the file number for the relevant project and click the **Events** button.
Note: If you're unsure of the file number, it's strongly encouraged to click the **View** button first to check the file details. Ensure that the file is the correct one, since a researcher's portfolio could contain multiple files with similar project titles. After confirming, exit the file and re-enter with the Events button.



Select the relevant form.



The form includes the **Event Info** tab where the PI can leave notes for the administrator, the **Questionnaire** tab with the name of the form, the **Attachments** tab (uploading additional documentation) and the **Logs** tab (tracking edits made to the file overtime). The **Errors** tab displays any mandatory questions that need to be answered before the system will let the PI or project team member submit the form.



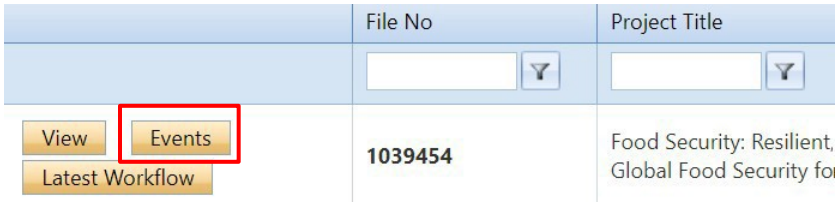
Closing the Event record will take you back to the main Events page for that file. The draft can be opened again, with the **Edit** button. The View Event button will open the record in read-only mode and changes will not be saved.



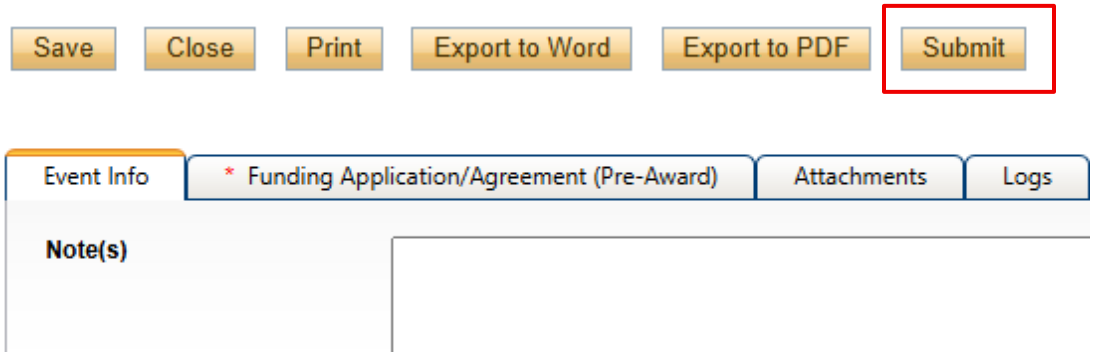
From the portal homepage, you can locate the Event again by clicking Events: Drafts.



Locate the relevant file and click the Events button. You will be brought to the Events page, where you can view all the Event records for that file.



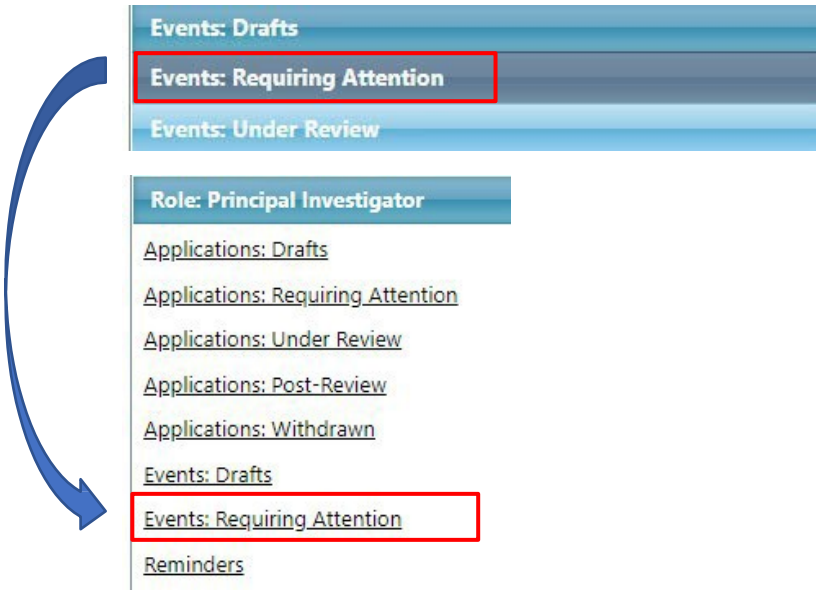
After responding to the questions under the Questionnaire tab, and uploading any required documents to the Attachments tab, click the Submit button.



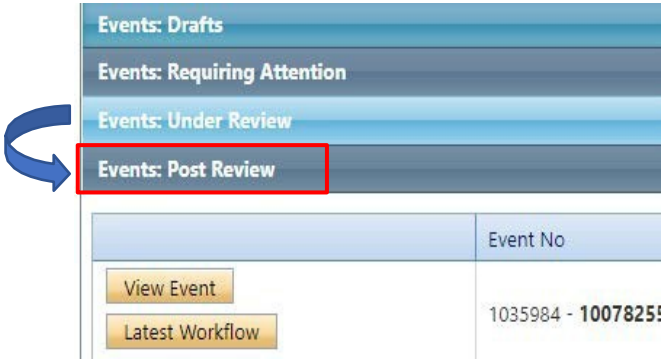
Upon submission, the request will move from **Events: Drafts** to **Events: Under Review**. At this point, no edits can be made, and the Event record will be read-only. If the PI needs to make revisions, contact the Office of Research Services (ORS) administrator.



If the administrator returns the Event record for revisions, the PI and project team members will receive an automatic email notification with instructions. The record will appear under **Events: Requiring Attention**, which can also be accessed directly from the homepage.



The administrator will be in touch with the researcher throughout the review process. At some point during the process, the record may move from **Events: Under Review** to **Events: Post-Review** to signify that the administrator had received the file and completed their initial review or their full review.



For technical assistance with the portal, reach out to researcher.portal@dal.ca.