

Office of Research Services ROMEO Researcher Portal Guides

How to Request an Amendment for a Grant or Contract

If the Principal Investigator would like to make an amendment to an active research project in ROMEO, click **Applications: Post-Review** from the ROMEO homepage.

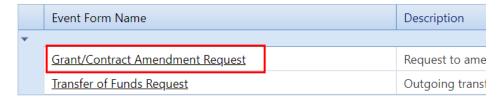


Locate the relevant project and click the Events button.

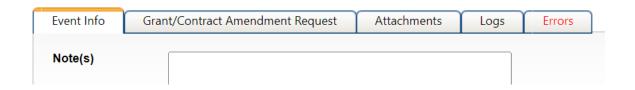
	File No	Project Title	Principal Investigator	Application Type
	Y	Y	A	All
View Events Latest Workflow	1035984	Test	Jaq-Lin Larder (VP, Research and Innovation (Dalhousie)\Office of Research Services)	(Awards\Awards)

Select the Grant/Contract Amendment Request form.

Create New Event



The form includes the **Event Info** tab where the PI can leave notes for the Administrator (optional), the **Grant/Contract Amendment Request** tab (mandatory), 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.



After responding to the questions under the Grant/Contract Amendment Request 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 file will be read-only. If the PI needs to make revisions, contact the relevant Administrator and they will enable editing mode.

Create New Event

		Event Form Name	Description
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		Grant/Contract Amendment Request	Request to amend an active research project (e.g. no-cost extensions, budget changes, etc.)
		<u>Transfer of Funds Request</u>	Outgoing transfers from Dalhousie University to another organization or academic institution.

File No: 1038758

Principal Investigator: Jaq-Lin Larder

Project Title: Test



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



If the Administrator approves the request, they will notify the PI. The form will move from **Events: Under Review** to **Events: Post-Review**.



For questions about amendments, please refer to the appropriate contact below:

Office of Research Services

Grants and Contracts (orspost@dal.ca)
Institutional and International (irdadmin@dal.ca)
Legal (orslegal@dal.ca)

For technical assistance with the portal, contact researcher.portal@dal.ca.