



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.

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Applications: Withdrawn	(0)

Locate the relevant file and click the **View** button to make sure it's the correct file, as there could be multiple files with similar project titles. Once you've checked the Project Sponsor Info and/or Attachments tab to ensure it's the correct file, take note of the file number and return to the search page. Click the **Events** button next to the file number.

	File No	Project Title
	<input type="text"/> 	<input type="text"/> 
View Events Latest Workflow	1039454	Food Security: Resilient, Sustainable and Global Food Security for Health

Select the relevant form.

Create New Event

Event Form Name
Funding Application/Agreement
Non-Funding Agreement or Amendment
Outbound Transfer of Funds Request or Amendment
Grant/Contract Amendment Request
Release of Funds - Indigenous Engagement

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.

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

Event Info	Non-Funding Agreement or Amendment	Attachments	Logs	Errors
Note(s)	<input type="text"/>			

Closing the Event record will take you back to the main Events page for that particular 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.

File No: 1039454

Principal Investigator: Jaq-Lin Larder

Project Title: Food Security: Resilient, Sustainable and Global Food Security for Health

Events: Drafts	
	Event No
View Event Edit Delete Latest Workflow	1039454 - Ref No : 2201
View Event Edit	1039454 - Ref No : 2202

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

[Applications: Withdrawn](#)

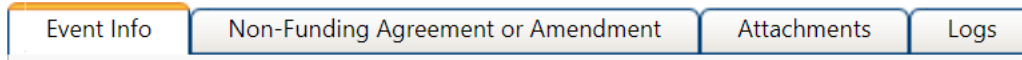
[Events: Drafts](#)

[Events: Requiring Attention](#)

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.

	File No	Project Title
	<input type="text"/>	<input type="text"/>
View Latest Workflow	1039454	Food Security: Resilient, Global Food Security for

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 ORS or OCIE Administrator.

Create New Event

Event Form Name	Description
Funding Application/Agreement	Applications for funding and other support
Non-Funding Agreement or Amendment	Application for non-funding collaboration
Outbound Transfer of Funds Request or Amendment	Outgoing transfer of funds
Grant/Contract Amendment Request	Request to amend a grant or contract
Release of Funds - Indigenous Engagement	Please use this form for the release of funds for Indigenous engagement

File No: 1039454

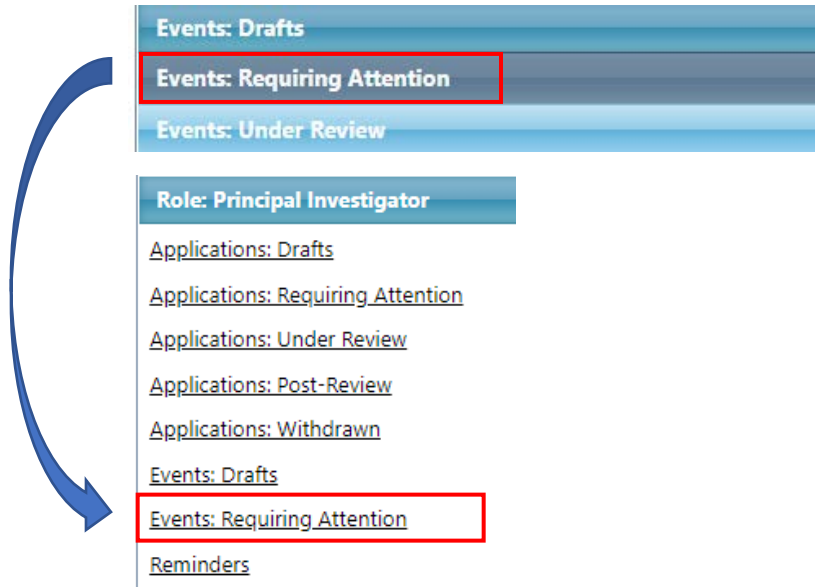
Principal Investigator: Jaq-Lin Larder
Project Title: Food Security: Resilient, Sustainable and Global



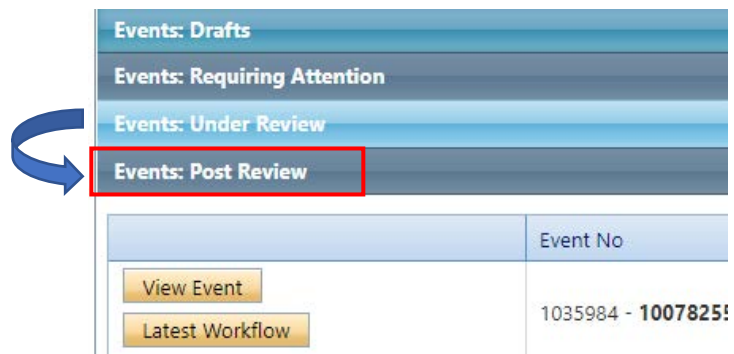
Events: Drafts
Events: Requiring Attention
Events: Under Review

	Event No
View Event	1039454 - 10
Latest Workflow	

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.



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



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