

Instructions for Completing a University Research Grants Program Application in ROMEO

To access the online form:

- Open Trent's homepage and select "My Trent"
- Log on to My Trent using your Trent issued user name and password
- Select "Services" from the top navigation bar
- Select "Romeo Research Portal"
- Click on "Apply New"
- Select "University Research Grants Program Application"

Completing the online form:

- **1st Tab- Project Information**
 - Enter the title of your project
 - Enter the proposed start date for your project and end date (please note that internal awards can be no longer than 18-months in duration)
- **2nd Tab- Project Team Information**
 - Enter your last name in the appropriate field and click on "Retrieve Information"
 - Select the appropriate file. The Project Team information will automatically populate
 - If you are working with collaborators, continue to "add new" investigators following the same step under project team
- **3rd Tab - Project Sponsor**
 - Click on "Add New"
 - Select "Look up Agency"
 - In the Abbreviation field, enter "TU" and select
 - Click on the Program field and scroll until you find the appropriate program. Applicants should select their program as follows:

*Applicants to the SSHRC Committee - Select **SSHRC Internal Operating***

*Applicants to the NSERC Committee - Select **NSERC Internal Operating***

*Applicants to the Health Committee - Select **CIHR Internal Operating***

- **4th Tab - University Research Grants Program**
 - Enter the required data in Parts A - E
 - To add the required attachments, click on the "Attachments" tab, browse to the file on your computer, select, and "add" attachment
 - To verify that your application is complete, click on the "Errors" tab. If no errors are indicated, "SAVE" your application and, when you are ready to submit, click on "SUBMIT". No paper copies are required. Your application has been sent electronically to the Office of Research for adjudication.