## Work Flow Approval Process for TBRHSC Directors
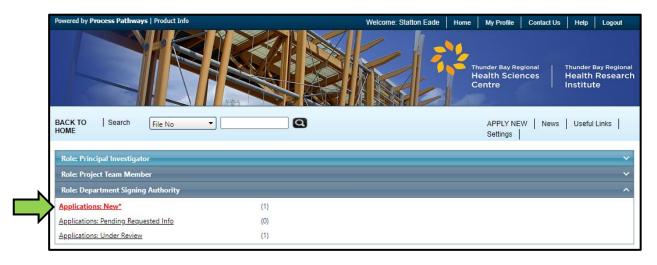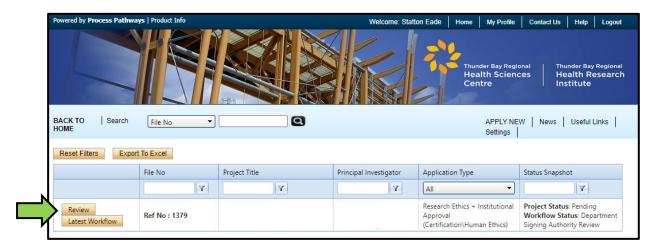
1. When an application has been submitted in the ROMEO Research Portal by staff within your program and requires your approval, you will receive an email notification from TBRHSC.Research@tbh.net with the subject line: **You have been assigned as a signing authority.**

2. To log into the Research Portal to review the file and provide approval, click here: https://tbrhsc-tbrhri.researchservicesoffice.com/Romeo.Researcher

3. The heading '**Role: Department Signing Authority**' will direct you to all application forms for which you have been assigned as a signing authority. When an action is required for a file, the quick link will appear in **red**.



4. Click on the '**Applications: New**' link to show you all applications currently requiring your attention.

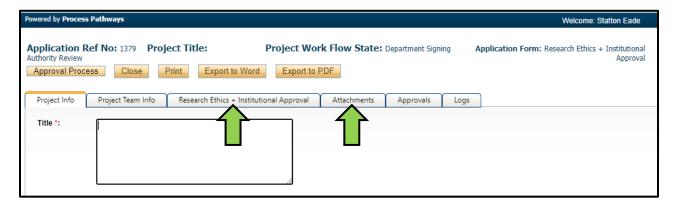5. Select '**Review**' to enter the file and review the application.

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ROMEO

6. Review each tab of the application (Project Info, Project Team Info, etc.). A summary of the project is included under the '**Research Ethics + Authorization**' tab under sub-tab '**1: Project Description**'.
7. To view and download study documents, click the '**Attachments**' tab.

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|---|---|

**Application Ref No:** 1379 **Project Title:** **Project Work Flow State:** Department Signing **Application Form:** Research Ethics + Institutional
Authority Review Approval

[Approval Process] [Close] [Print] [Export to Word] [Export to PDF]

| Project Info | Project Team Info | Research Ethics + Institutional Approval | Attachments | Approvals | Logs |
|---|---|---|---|---|---|

**Title *:**

8. Once finished reviewing the application, select '**Approval Process**' to provide approval and forward the application to the Research Ethics & Authorization Office for review.

   **Note:** This preliminary approval step is mainly to notify you of staff in your program conducting research. A thorough review of the application and impacts to TBRHSC departments will be conducted by RE&A Office staff. You are not expected to review the entire content of the application and your approval will not represent final approval for the use of resources within your program.

9. Select '**Approve**' to provide your approval and forward the application to the Research Ethics & Authorization Office for review.

   Select '**Request Information**' if you require additional information about the project and it will be sent back to the researcher for clarification.

   Add a comment such as "Approved" or "No concerns" and select '**Submit**'.

| Work Flow Action | |
|---|---|

[Submit] [Cancel]

**Action:**
- ● Approve
- ○ Request Information
- ○ Forward to Next Signing Authority
- ○ Incorrect Department

**Comments:**

[Submit] [Cancel]

If you require assistance or have questions about this process, please contact the Research Ethics & Authorization Coordinator, Statton.Eade@tbh.net.