



Impact Review Process for TBRHSC Managers

1. When an application has been submitted in the ROMEO Research Portal which involves your department, you will receive an email notification from research@tbh.net with the subject line: “**You have been assigned as a reviewer**”
2. To log into the Research Portal to review the file and provide approval or comments, click here: <https://tbrhsc-tbrhri.researchservicesoffice.com/Romeo.Researcher>
3. The heading **Role: Reviewer** will direct you to all application forms for which you have been assigned as a Reviewer. When an action is required for a file, the quick link will appear in **red**. If **Applications: Reviewer (New)** is highlighted in red, follow steps 4 to 9 of this document. If **Events: Reviewer: (New)** is highlighted, skip to steps 10 to 14 of this document.

For Applications: Reviewer (New):

4. Click on the ‘**Applications: Reviewer (New)**’ link to show you all applications currently requiring your attention. This

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Thunder Bay Regional Health Sciences Centre Thunder Bay Regional Health Research Institute

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Role: Principal Investigator [v]
 Role: Project Team Member [v]
 Role: Department Signing Authority [v]
 Role: Reviewer [^]

Applications: Chair	(0)
Applications: Reviewer (New)*	(1)
Applications: Reviewer (In Progress)	(0)
Events: Chair	(0)
Events: Reviewer (New)	(0)
Events: Reviewer (In Progress)	(0)

5. Select ‘**View**’ to review the application. A summary of the project is included under the ‘**Research Ethics + Authorization**’ tab under sub-tab ‘**1: Project Description**’.

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	File No	Project Title	Principal Investigator	Event Snapshot
View	100147	Demo Project: July 6 2022	Mr. Statton Eade	Research Ethics + Institutional Approval (New Approval Process)



- Click the **Institutional Approval Form** tab open a list of application sub-tabs numbered from 1 to 5. Click tab **2: Local Implementation** to review the description how your department is impacted by the project and/or what resources are required.

Note: You will have access to the entire content of the application and are free to review it for context. However, the expectation is that you only provide comment and/or approval of the information outlined within sub-tab **2: Local Implementation** specifically related to your department/area of TBRHSC.

- If required, click the **'Attachments'** tab to view and download study documents if further details are required (Protocol, recruitment material, etc.).
- Once finished reviewing the application, select **Review** to open a comment box to submit your comments or approval. These comments will only be visible to Research Ethics & Authorization Office staff. If clarifications are required, they will be sent to the research team to address.
- Select **'Save'** to save your comments and continue reviewing the application.

Select **'Submit'** to submit your comments to the Research Ethics & Authorization Office.

If you have no concerns with the proposed involvement of your department, comment "Approved" or "No concerns". If you require more information, be specific about what aspects of the project or sections of the application you would like clarified (e.g. Section 3.2).



For “Events: Reviewer (New)”

10. Click on the **Events: Reviewer (New)** link to show you all applications currently requiring your attention.
11. Select **View Event** button next to the project to bring up a snapshot of the impact to your department and provide your comments/approval. You can also download a copy of the study protocol under the **Attachments** tab of this section.

File No	Principal Investigator	Project Title	Event Category	Event Status
			All	All
			Operational Review (Impact Approval)	Pending

Event: Operational Review (Impact Approval) File No: Event Status: Pending

Project Title:

Close Print Export to Word Export to PDF Review

Event Info Attachments Logs Committee Reviews

Note(s)

Approval Letter Generated? Not Yet Set

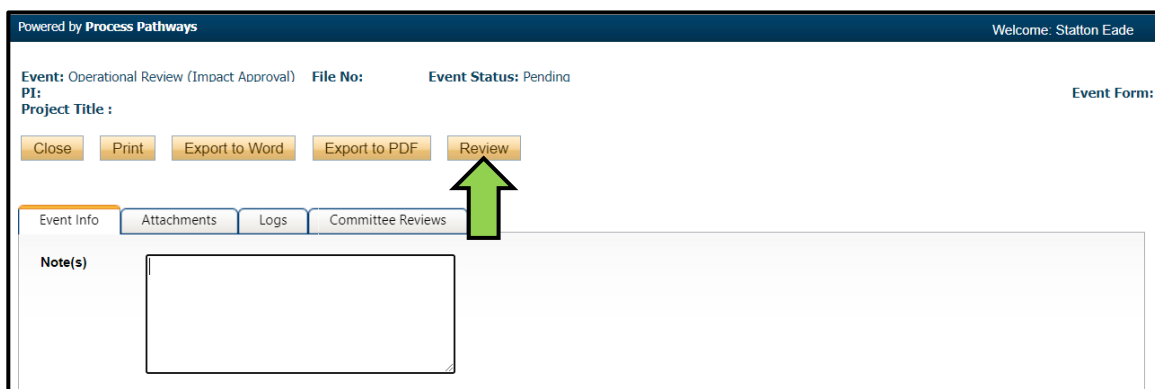
12. If required, select **View Application** to review the entire contents of the research application. A summary of the project is included under the ‘**Research Ethics + Institutional Approval**’ tab under sub-tab ‘**1: Project Description**’. The impact to your department is also outlined under tab ‘**10: Local Implementation**’.

File No	Principal Investigator	Project Title	Event Category	Event Status
			All	All
			Operational Review (Impact Approval)	Pending



Note: You will have access to the entire content of the application and are free to review it for context (for example, target number of participants is found under sub-tab '3: Recruitment of Participants'). **However, the expectation is that you only provide comment and/or approval of the information outlined within sub-tab '10: Local Implementation' specifically related to your department/area of TBRHSC.**

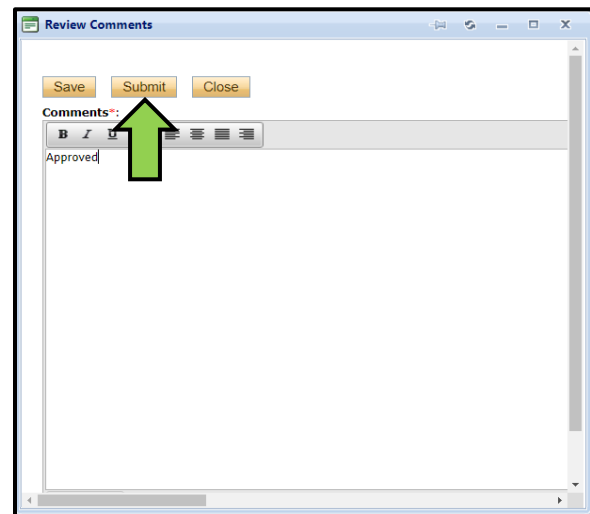
13. Once finished reviewing the information and application, under **View Event**, select **Review** to open a comment box to submit your comments or approval. These comments will only be visible to Research Ethics & Authorization Office staff.



14. Select **'Save'** to save your comments and continue reviewing the application.

Select **'Submit'** to submit your comments to the Research Ethics & Authorization Office.

If you have no concerns with the proposed involvement of your department, comment "Approved" or "No concerns". If you require more information, be specific about what aspects of the project or sections of the application you would like clarified (e.g. Section 3.2).



If at any time you require assistance or have questions, please contact the Research Ethics & Authorization Coordinator, at Statton.Eade@tbh.net or 807-684-6359.