



What is the cuResearch Approval Form and why are you, as a signing authority, reviewing these Forms?

The cuResearch Approval Form is designed to capture the critical elements of a research project, ensuring their Chair/Director and Associate Dean of Research are aware of the PI's research application/activities and approve of institutional commitments, declared compliances and research security statements described therein.

Note: The PI is responsible for the technical content.

Accessing cuResearch

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How to Login:

- visit the login page at <https://ovpri.research.carleton.ca/Romeo.Researcher/>

CU Research

Carleton UNIVERSITY

Please login using your MyCarleton login and password

Username

Password

Login

Reset Password

Signing Authority Role

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Additional "Role" on cuResearch homepage:

- "Role: Department Signing Authority" for Departmental/unit level
- "Role: Faculty Signing Authority" for Faculty level

The screenshot shows the cuResearch homepage with a header banner featuring the 'CU Research' logo and Carleton University branding. Below the banner is a navigation bar with 'BACK TO HOME' on the left and 'APPLY NEW | News | Useful Links' on the right. A dropdown menu is open, displaying three role options: 'Role: Principal Investigator', 'Role: Project Team Member', and 'Role: Department Signing Authority'. A red arrow points from the text box above to the 'Role: Department Signing Authority' option in the dropdown.

| Role | Selection |
|------------------------------------|-------------------------------------|
| Role: Principal Investigator | <input type="checkbox"/> |
| Role: Project Team Member | <input type="checkbox"/> |
| Role: Department Signing Authority | <input checked="" type="checkbox"/> |

Note: Given that Sprott has no smaller units/departments, the "Departmental Signing" is the Faculty ADRI and the "Faculty Signing" is the Faculty Dean.

Signing Authority Drop down Section



- **Applications: New** - your unreviewed Approval Forms
*Note: when an application is awaiting review, "Applications:New" appears in **red** (as shown below)*
- **Applications: Pending Requested Info** - Approval Forms you returned to the PI for further information
- **Applications: Under Review** - your reviewed and approved Approval Forms



Reviewing cuResearch Approval Forms



Select "**Applications: New**" (see last slide)

Click "**Review**"

BACK TO HOME

APPLY NEW | News | Useful Links

Reset Filters Export To Excel

| | File No | Project Title | Principal Investigator | Application Type | Status Snapshot | Workflow Message |
|-------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | All | <input type="text"/> | |
| <div>Review</div> | Ref No : 1234 | Engineering Project | John Smith (Faculty of Engineering and Design\Civil and Environmental Engineering (Department of)) | CURO Checklist (Funding Application) (Awards\Awards) | Project Status: Pending Workflow Status: Department Signing Authority Review | New checklist for NSERC Discovery [See more, inside under Logs section] |

Reviewing cuResearch Approval Form Content

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Review tabs and sub-tabs of the application

The screenshot displays the cuResearch application interface. A red box highlights the navigation bar at the top, which contains the following tabs: *** Project Info**, Project Team Info, Project Sponsor Info, *** Approval Form**, Attachments, Approvals, Logs, and Errors. Below the navigation bar, the 'Approval Form' section is visible. It includes a 'Title *' field with the text 'Test Submission'. Below this are 'Start Date' and 'End Date' fields, both containing dates (2022/01/01 and 2022/12/31 respectively) and calendar icons. A 'Keywords' field is followed by an 'Add' button. At the bottom, there is a large text area and a 'Clear all' button.

Approval Form Data Content



| Tab | Data Contents (<i>italics</i> = mandatory fields and <u>Underscore</u> = autofilled by system) |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Info | <i>Title</i> ; start date; end date; keywords; linked certifications |
| Project Team Info | <u>PI Name and primary affiliation</u> (PI may have other affiliations to select) Team Members: Name and primary affiliation (Carleton Faculty Members should be added) |
| Project Sponsor Info | Sponsor name; program; requested budget(Cash,in-kind, indirect cost) |
| Approval Form | 3 sub-tabs: <i>Regulatory Compliance, Space and Budget, Research Security</i> |
| Attachments | Project related documents (e.g., draft application, commitment forms, budget, cv, etc.) |
| Approvals | Tracks signing authority actions |
| Logs | Tracks and time stamps workflow |



Select "**Approval Process**" to access the "**Work Flow Action**" screen.

Approval Process

Close

Print

Export to Word

Export to PDF

Project Info

Project Team Info

Project Sponsor Info

Approval Form

Attachments

Approvals

Logs

Review Decision Actions



**DO YOU HAVE ENOUGH INFORMATION TO APPROVE
THE SUBMISSION ????**

Do do not
use
"Forward
to Next
Signing
Authority"

Work Flow Action

Submit Cancel

Action:

☒ Approve

☐ Request Information

☐ ~~Forward to Next Signing Authority~~

☐ Incorrect Department

Comments:

I have reviewed this application and approve this checklist.

Submit Cancel

Three possible (3) actions:

- 1) **Approve:** PI provided project's critical elements and you are aware of activities and approve of institutional commitments
- 2) **Request Information:** PI **DID NOT** provide project's critical elements. Return to PI.
- 3) **Incorrect Department:** Use only if PI has selected the wrong affiliation.

**All three actions require a comment
be entered!**



Have a question? Need Help?

Contact the **cuResearch Helpdesk**

Email: **curesearch@cunet.carleton.ca**