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.
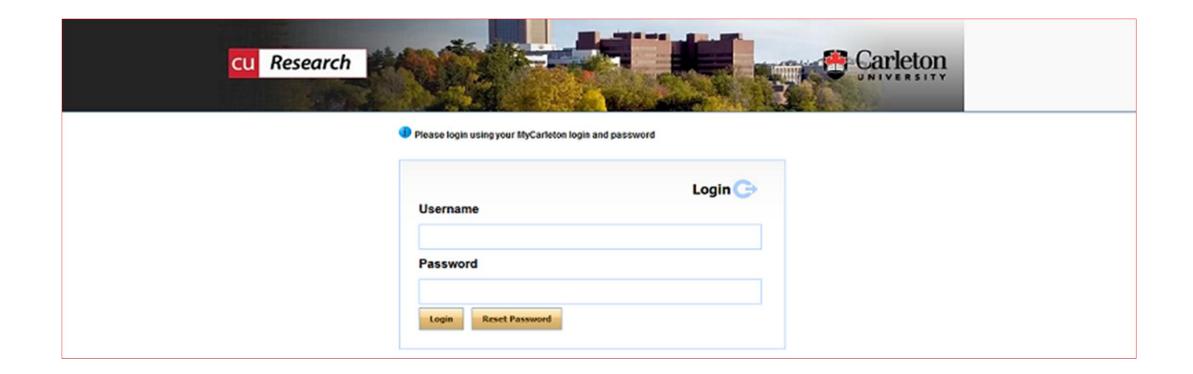
Note: The PI is responsible for the technical content.

How to Login:

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

Signing Authority Role

Additional "Role" on cuResearch homepage:
  -"Role: Department Signing Authority" for Departmental/unit level
  -"Role: Faculty Signing Authority" for Faculty level

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

- **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
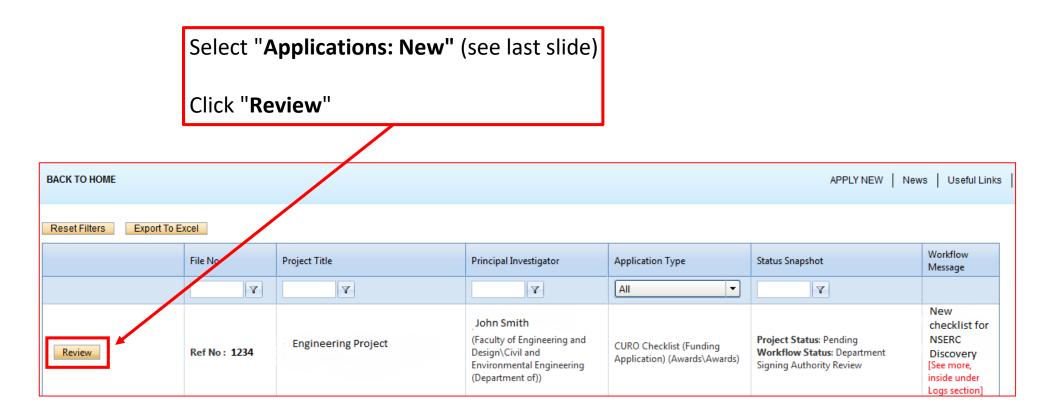
Role: Department Signing Authority	⌃
Applications: New*	
Applications: Pending Requested Info	
Applications: Under Review	

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
				All		
Review	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

Review tabs and sub-tabs of the application

Approval Form Data Content

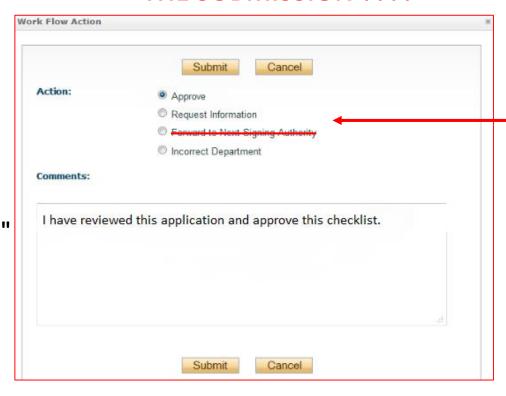| Tab	Data Contents (*italics* = mandatory fields and <u>Underscore</u> = autofilled by system)
Project Info	*Title*; start date; end date; keywords; linked certifications
Project Team Info	<u>PI Name and primary affiliation</u> (PI may have other affiliations to select) Team Members: Name and primary 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: *Regulatory Compliance, Space and Budget, Research Security*
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 |

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

Do do not use "Forward to Next Signing Authority "

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