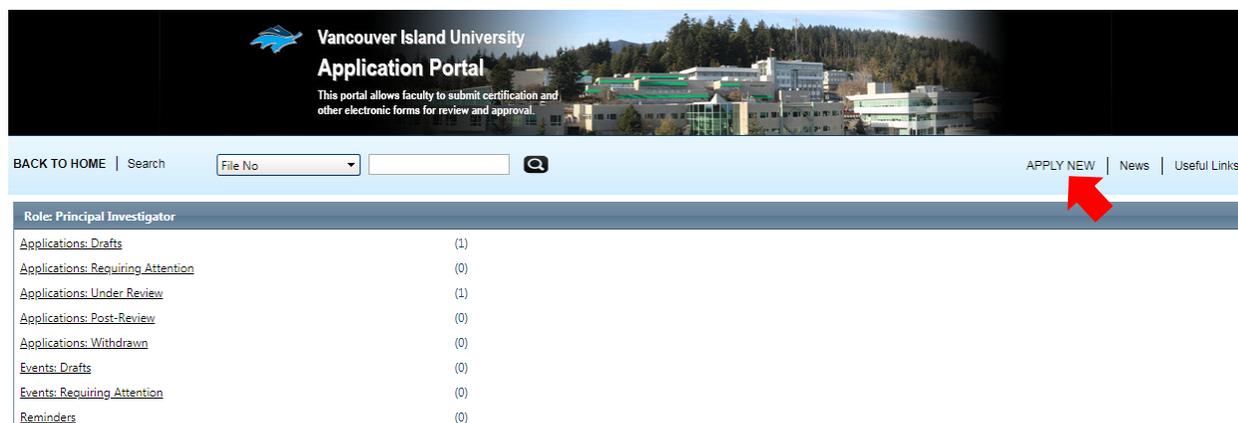# REB Guide for Applying for Release of Funds using ROMEO

VIU withholds funding for research involving human participants until such time as Research Ethics Board (REB) approval has been granted. In some circumstances REB approval may not be possible until several months after the date of award. The Application for Release of Funds form enables researchers to request access to funding for activities not involving human participants prior to obtaining REB approval.

Follow these steps to apply for release of funds prior to ethical review:

1. Login to the Romeo Researcher Portal

Login to the Romeo Researcher Portal using your email address and ROMEO password. If you are a first time user of ROMEO, please refer to the [Registration section of VIU's ROMEO webpage](#) for information on how to register for a ROMEO account.

2. On the Home Screen, click on "APPLY NEW."

3. In the "Human Ethics" section, select "REB Application for Release of Funds."

Human Ethics

Application Name	Description	Status
REB Application for Exemption from REB Review	Submit this form if you are unsure whether your project requires REB approval, or if an REB decision is required to facilitate release of funds.	Open
REB Application for Ethical Review	Application for Ethical Review Form for Research Involving Human Participants	Open
REB Application for Release of Funds	The purpose of this form is to enable researchers to request access to funding prior to obtaining Research Ethics Board (REB) approval.	Open

4. Enter Project Information, including Project Title, Start and End dates.

Note that the "Start Date" and "End date" refer to the period during which you would like access to funding funding to support activities not involving human participants. Upon approval, the REB will adjust these dates to correspond to the date of approval. Approval of release of fund is typically valid for six month or less.

Application Ref No: 3972

| Save | Close | Print | Export to Word | Export to PDF | Submit | Withdraw |

| * Project Info | Project Team Info | * REB Application for Release of Funds | Attachments | Approvals | Logs | Errors |

Title *:

Start Date:

End Date:

Keywords:

[Add]

[Clear all]

5. Add "Related Awards".

To add the VIU-administered award you are applying to access, scroll to the bottom of the "Project Infor" tab, click on the "Search" button, and select the award from the list.

Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, click **'Search'** to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

[Search]

	ward File No	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.							

6. Complete the Project Team tab and include all team members that are expected to be involved in the project.

To add project members:

a) Scroll to the bottom the "project Team Info" tab

b) In the "Other Project Member Info:" area, click on the "Add New" button

Other Project Member Info:
Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

[Add New] ❓

		Last Name	First Name	Role In Project
[Edit]	[Delete]	Investigator1	Test	Graduate Student Researcher

c) Click on the "Search Profiles" and search for the registered user you would like to add.

Project Team Member Info

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Search Profiles   Refresh   ?

Search for a team member by entering her/his or last name at the top of the screen and clicking on the "Search" button

Instructions : Search for and select the researcher profile you want to load to this application file. If the project team member does not have a researcher profile, contact your system administrator for guidance.

○ Start With ● Any part

Last Name:
First Name:

Search   Reset

IMPORTANT: Always use the "Search Profiles" function to add Project Team Members information. If an investigator is added to the database twice, the system will have problems properly managing communications.

d) In the "Role in Project" field, select the appropriate "Roll in Project" value, such as "Student", or "Supervisor."

Prefix:	Dr. ▾	Last Name:	Moll	First Name:	Rachel

Affiliation: Faculty of Education ▾

Role In Project:	Supervisor ▾		Country:	Canada ▾
Position:	Co-Investigator		Institution:	Vancouver Island Univers ▾
	Co-Investigator - External			
Email:	Co-Supervisor		Fax:	
Phone1:	Emergency personnel		Phone2:	
	External Principal Investigator			
Primary Address:	Graduate Student Researcher		Mailing Alternate Address:	
	Research Assistant			
Use Of Address:	Research Coordinator	rnate Address		
	Research Staff			
	Supervisor			
Comments:	Technician			
	Undergrad Student Researcher			

If you are a student researcher, please designate yourself as the "Principal Investigator," and identify your faculty supervisor as "Supervisor."

7. Click on the "REB Application for Release of Funds" Tab and complete questions.

8. On the "Attachments" tab, include documents that may assist the REB in assessing your application.

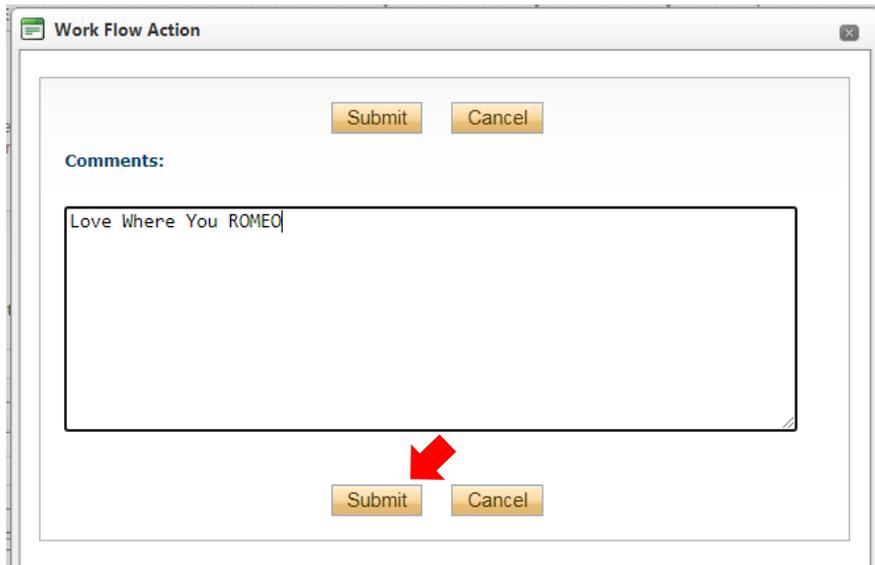**9. The "Errors" tab indicates fields that need to be completed before the application can be successfully submitted.**

The Errors tab will disappear once all required fields have been completed, after which the application can be submitted.

10. Once you have completed all required information, submit your application by clicking on the "Submit" button.

NOTE: When you click the "Submit" button, a "Comments" box will appear. You must type something (anything) in this box to proceed with submission.

Once your application has been submitted, you will receive an automated email confirming that your application has been received and is under REB review.

Please contact the REB at reb@viu.ca if you have questions.