

HOW TO APPLY FOR THE REACH AWARD IN ROMEO

REGISTER

- Go to the [Romeo Login](#) page.
- Enter your full email address as your username.
- Click the “Register” button.
- Follow the instructions in the email that is sent to you. This will allow you to set a password.
- Login to Romeo.

ONCE LOGGED IN

- Click on ‘APPLY NEW’. It is located on the right hand side ¾ of the way up the page.
- Scroll down to ‘Student Awards’ and click on ‘REACH Award Application Form’
- Fill out the tabs as required – these are detailed below
- You can save as you go along, and come back to your application whenever you want.
- When you are ready to submit, just press ‘Submit’ along the top.

Tabs

PROJECT INFO

Title: Your project’s title

Start Date: Fill in December 1, current year. You can have already started your project before this date, but for the sake of the award we will use December 1.

End Date: Fill in November 30, next year.

Keywords: Choose one with the ‘1-’ label and choose one with the ‘2-’ label.

Related Certifications: Leave Blank unless your project has received approval by either the REB or the Animal Care Committee.

PROJECT TEAM INFO

Principal Investigator: Do not change – you are the principal investigator.

Other Project Member Info: Add the name of the VIU employee (or associate) that will serve as your project mentor. Their role is ‘Supervisor’ and will fill out the ‘Mentor Support Form’.

PROJECT SPONSOR INFO

Leave Blank

REACH AWARD APPLICATION FORM

Fill out all relevant info under the two tabs: Applicant Checklist and Reference Letter Request.

ATTACHMENTS

Please combine all files into one, in the order below, and upload as one PDF file:

- Project Proposal (max 1 page, single spaced)
 - Margins should be set at 1" on all four sides, and font should be set at Calibri Light with a font size 11.
 - Put title at the top of your proposal.
 - Proposal must include
 - the research problem or issue
 - a brief literature/background summary to situate the project
 - the methods to be used

- a brief timeline
 - the knowledge mobilization plans to share results
- If your project requires REB approval, include in the timeline.
- Your proposal should use clear language as they are adjudicated by an interdisciplinary panel.

- References Cited (max 1 page)
 - Margins should be set at 1" on all four sides, and font should be set at Calibri Light with a font size 11.
 - It does not matter what reference system you use.

- Mentor Support Form
 - The person you listed in the 'Project Team Info Tab' under the role of supervisor fills this out.
 - Send this person the following link: <https://research.viu.ca/reach-award-mentor-support-form>
 - They will fill out the form as a doc and send it back to you.

- Statement of Interest (max 0.5 page, single spaced)
 - Margins should be set at 1" on all four sides, and font should be set at Calibri Light with a font size 11.
 - Your Statement of Interest should include: why this project is personally important/relevant/interesting; and how doing this project will support you in your academic/professional pursuits

APPROVALS

Don't worry about this one.

LOGS

Keeps track of what has been going on with the application. You don't need to do anything with this.

ERRORS

Highlights the sections that are mandatory that you have not completed.