

# HOW TO APPLY FOR STUDENT TRAVEL AND CONFERENCE FUNDING 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 ‘Student Travel and Conference Funding 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: Fill in with the Event’s name. If you are also presenting, include the title of your project after the Event’s name. Eg. CREATE 2020. Evaluating High Impact Practices on Student Retention at VIU.

Start Date: Fill in the first day of the event you want to attend

End Date: Fill in the last day of the event you want to attend

Keywords: Leave Blank

Related Certifications: Leave Blank

### **PROJECT TEAM INFO**

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

Other Project Member Info: Add the name of the faculty member that will serve as your endorser. Their role is ‘Faculty Endorser’

### **PROJECT SPONSOR INFO**

Leave Blank

### **STUDENT TRAVEL AND CONFERENCE FUNDING FORM**

Fill out all relevant info under the three tabs: Applicant and Event Information; Benefit to Student; and Budget Items

### **ATTACHMENTS**

You need to get a form filled out by your faculty endorser. They will email it back to you and you will attach to your application.

### **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.