

Researcher instructions for submitting 'Event' forms

Please note: Users are strongly encouraged to select the **SAVE** button after completing each tab, or more **frequently**, and before leaving the application for an extended period of time. If you encounter any problems or have questions please contact Research Services at researcherportal@upei.ca or 902-620-5104.

Renewal and amendment applications of all types are categorized as 'Event' forms within the UPEI Researcher Portal. Event forms are designed to capture data subsequent to an original application. For example: renewal and amendment application forms; funding agreement/s; contracts, etc. that are received after the original application has been approved.

Event forms allow researchers to request amendments to their active grants, contracts and agreements, request transfer of funds, and renew and/or modify existing certification files.

It is important to remember that while any project team member can create and complete an Event form, the PI must be the one to click the **Submit** button.

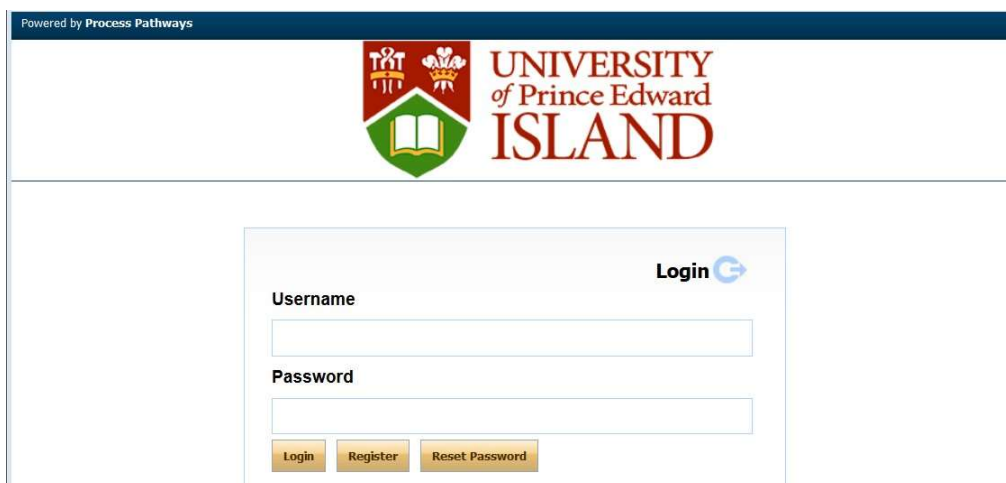
An Event form that has been started, but not submitted, may be opened directly from the Researcher Portal Home page by clicking **Events: Drafts**.

An Event form will be returned to the Principal Investigator and project team members if revisions are requested.


The Principal Investigator will receive a confirmation email in the following circumstances: after submitting an event form; if an event is returned to the project team for revision; or if an event form is re-submitted by the PI or a project team member.


The process for submission of Event forms is very similar to the submission process used for the original application.

1. Log in to the UPEI Researcher Portal by entering your username (email address) and password and click on *Login*.



Powered by Process Pathways

 **UNIVERSITY**
of Prince Edward
ISLAND

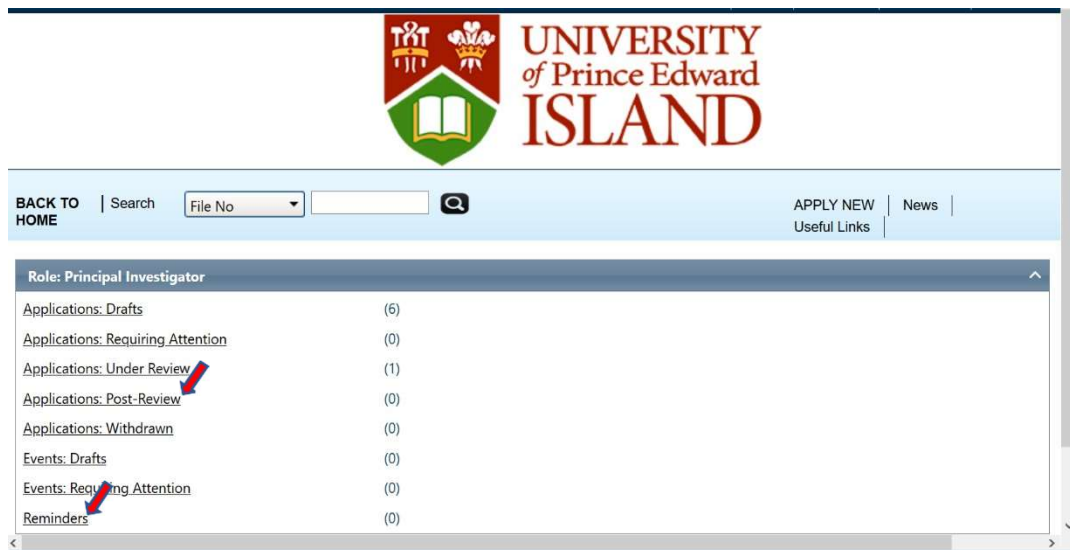
Login 

Username

Password



2. If an action is required for any of your files (i.e., certification permit is about to expire) then the Reminders link will be highlighted in **red**.



3. Click on *Applications: Post-Review* under *Role: Principal Investigator* to see all projects (Awards and Certifications) entered into Romeo in which you are the Principal Investigator. Any projects in which you are a Project Team Member (Co-Investigator, Project Staff, Graduate Student, etc.) will be listed under *Role: Project Team Member: Applications Post-Review*.
4. After clicking on *Applications Post-Review*, a screen will open with a list of your project title/s.
5. Click on the **Events** button for the file you wish to work with. This will open the file and display the applicable Events applications available for the current project.
6. Select the appropriate event form (i.e., *Agreement Approval Form – Type One* or *REB Final Report Form*) from the list of event forms and complete all fields. Mandatory fields have a **red asterisk (*)**.
7. At any point in the process of completing the Event form, the form may be saved, closed and completed at a later date. The information entered will be saved and the event form can be accessed through the link *Events: Drafts* (in the list of options beneath *Role: Principal Investigator*).

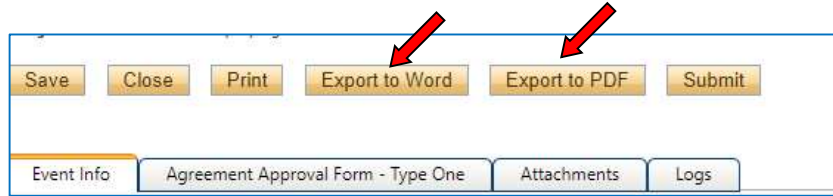
8. Upload any revised or additional, required documentation in the *Attachments* tab. Multiple documents can be attached, but each individual attachment must be no larger than 10MB. Attachments may be added as Word documents, Excel spreadsheets, JPEG files, PDFs, etc. Click on the Browse button to find and select the file that you wish to attach. Then click on the *Add Attachment* button to upload the file. Adding a brief description of the file in the top box (*Description*) may be helpful but it is not required. Click on the drop down box for *Doc Agreement* to select the type of document that is being attached. Remember to click **Save**.

The screenshot displays the 'Attachments' tab of an application form. On the left, a sidebar shows 'Application Ref No: 7826' and buttons for 'Save', 'Close', and 'Print'. Below these are tabs for 'Project Info', 'Project Team', 'Attachments', and 'Approvals'. The main area contains a 'Description' text box, an 'Upload Attachment' section with a 'Browse' button, a list of 'Allowed File Types' (.jpeg, .jpg, .png, .doc, .docx, .xls, .xlsx, .txt, .pdf, .ppt, .pptx, .pps, .ppsx, .msg), an 'Allowed File Size' of 10 MB, a 'Version Date' field, and a 'Doc Agreement' dropdown menu set to '--Select One--'. At the bottom are 'Add Attachment' and 'Cancel' buttons. Red arrows point to the 'Description' box, the 'Browse' button, and the 'Add Attachment' button. The right sidebar shows a 'Welcome: Special Lunafang' message and a 'GRANT applications' section.


9. Please note that incomplete forms will not submit. If the *Errors* tab is still visible, then some of the mandatory questions have been left unanswered and you will not be able to submit the form.
10. Unlike Application forms, Event forms do not have an automated, on-line approval process for Chair and/or Dean approval. Chair and/or Dean approval must be obtained prior to submission of Event forms. Most Event forms require documentation of this approval. The only exceptions to this requirement are:
- Request for Release of Funds;
 - Confidentiality/Non-disclosure Agreement;
 - Material Transfer Agreements;
 - IBC Event forms;
 - REB Event forms
- 10.1 All funding related Event forms and AUP Event forms require Chair and/or Dean review and approval. PIs are responsible for obtaining documentation of this approval before submitting their Event form/s and attaching this documentation in the 'Attachments' tab of the Events

file. Chair and/or Dean approval can be obtained and documented as follows:

- 10.2 Select 'Export to PDF' or 'Export to Word' to obtain a copy of the completed Event form. Print or save the document.



- 10.2.1 If the document is **printed**: The hard copy should be provided to the Chair and/or Dean for review and approval. The signature/s and date/s can be added at any location on the document. The signed/dated document should be scanned, saved and uploaded to the 'Attachments' tab of the file, as outlined in Step 8.
- 10.2.2 If the document is **saved in electronic format**: the e-form can be emailed to the Chair and/or Dean for review and approval. Documentation of review and approval can take the form of a return email. The email approval should be saved as a .pdf and uploaded to the 'Attachments' tab of the file, as outlined in Step 8
11. Once all the required questions have been answered click the **Submit** button, enter a comment in the Workflow Action text box and click **Submit**. The event will immediately be forwarded to the appropriate office or committee. Reminder: only the PI can submit the form.
12. When the event form has been submitted, it will move down to *Events: Under Review*. You will be able to view the event, but will no longer be able to edit it.
13. When the Event form is under review the *Status* of the application will change from *Submitted by Researcher* to *Pending*.
14. If the Event form is sent back to the PI for revisions, then the link *Events: Requiring Attention** will be highlighted in red with an asterisk.



UNIVERSITY
of Prince Edward
ISLAND

BACK TO HOME | Search | File No. [dropdown] [input] [search icon]

APPLY NEW | News | Useful Links

Role: Principal Investigator

Applications: Drafts	(6)
Applications: Requiring Attention	(0)
Applications: Under Review	(1)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

15. Click the **Event** button to the left of the file number. When the event is open, click **Edit** to make the requested change.
16. Click the *Re-Submit* button and complete the Workflow comment text box.
17. The *Logs* tab is a useful tool that allows researchers and research administrators to track the history of the event and communicate with one another. The Event Workflow Log option time stamps approvals and messages. The Event Workflow Log starts to populate after the event has been submitted. Refer to the Workflow Log to review all workflow history.

If you encounter any problems or have any questions about using the Researcher Portal then please contact Research Services at researcherportal@upei.ca or 902-620-5104.