

ROMEIO Systems Login User Guide

REB Process

1) Lakehead University:

Click on this link: <https://romeo.lakeheadu.ca/Romeo.Researcher>

- If you *have previously registered*, login and click on "APPLY NEW" in the light blue section at the top right of the page.

Under the fourth section called "Research Certification (REB)" click on "Research Ethics Board Researcher's Agreement Form".

You can now start filling in the application piece by piece. Save any work you do and you can return to it at your leisure by logging back into ROMEIO.

- If you *have not yet registered*, you will need to do so before completing the form.

Click on REGISTER and enter all your personal details.

At the AFFILIATION section, click on "Add new". For LEVEL chose "Faculty" and for UNIT choose "Medicine"

Once registered and logged into the system, click on "APPLY NEW" in the light blue section at the top right of the page.

Under the section called "Research Certification REB" you will select "Research Ethics Board Research's Agreement Form".

You can now start filling in the application piece by piece. Save any work you do and you can return to it at your leisure.

Once you officially submit your application, it is sent electronically to the NOSM Research Office for a pre-review before it goes to the Ethics Office at Lakehead University for a formal review.

2) Laurentian University:

Click on this link: <https://romeo.laurentian.ca/ROMEIO.Researcher>

- If you *have previously registered*, login and click on "APPLY NEW" in the light blue section at the top right of the page.

Under the second section called "Human Ethics" click on "NEW Laurentian University Ethical Review Form for Research Involving Human Subjects".

You can now start filling in the application piece by piece. Save any work you do and you can return to it at your leisure by logging back into ROMEIO.

- If you *have not yet registered*, you will need to do so before completing the form.

Click on REGISTER and enter all your personal details.

At the AFFILIATION section, click on "Add New". For LEVEL chose "Faculty" and for UNIT chose "Faculty of Medicine".

Once registered and logged into the system, click on "APPLY NEW" in the light blue section at the top right of the page.

Under the second section called "Human Ethics" click on "NEW Laurentian University Ethical Review Form for Research Involving Human Subjects".

You can now start filling in the application piece by piece. Save any work you do and you can go back to it at your leisure.

Once you officially submit your application, it goes directly to the Ethics Office at Laurentian University for a formal review.

If you wish to have the NOSM Research Office pre-review your application, please send a copy to research@nosm.ca.