

Research Services Portal: Submitting Grant Reports or Requests

Island Health grant-holders can use the [Research Services Portal](#) to submit:

- **Interim Grant Progress Reports** (required every six months)
- **Final Grant Reports** (required 2 months after the end of the award period)
- **Requests for an Extension of Award** (no later than **30 days** before the end of the award)
- **Requests for Budget Change** if you wish to reallocate funds from any line-item to another in excess of 10% of the total budget.

The Portal is not currently compatible with Safari. Please use another browser.



Note: Online **grant** applications and required reports are SEPARATE from **ethics** applications and requirements. You must submit BOTH interim and final grant reports as well as any required ethics forms (e.g. annual renewals, amendments).

To submit grant reports or requests:

- 1) Log in to the portal at <http://viha.researchservicesoffice.com/Romeo.Researcher/>
 - a. If you are the **Principal Investigator**, look under **Role : Principal Investigator** menu.
 - b. If you are a **Team Member** (not the Principal Investigator), look under **Role: Project Team Member** menu.
- 2) Click on Applications: Post-Review

- 3) On the next screen, find the correct grant application file in the list of active projects; it will be identified as (**Awards\Awards**) under the column titled **Application Type**.



Note: *Island Health ethics applications will ALSO appear in this list. Do NOT select the associated ethics application. If you CANNOT see your grant application, contact Isabel.Moore@viha.ca and she'll find it for you!*

- 4) Click on the yellow **Events** button next to the correct application. (Clicking VIEW will show you any associated documents, including agreements and the original application).



- 5) On the next screen, you will see listings for **New Events** and for any previously **Submitted Events**. Any **overdue reports** will appear at the bottom of the page under Reminders:

Milestone	Due Date	Comments
Progress Report	2015/12/01	Interim report due

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Note: The Reminders* link on the main portal screen also indicates any **overdue** or **upcoming** reports. Click to view a list.

Role: Principal Investigator Applications: Drafts Applications: Requiring Attention Applications: Under Review Applications: Post-Review Applications: Withdrawn Events: Drafts Events: Requiring Attention Reminders* Role: Project Team Member	➔	<table border="1"> <thead> <tr> <th>Milestones</th> </tr> </thead> <tbody> <tr> <td> 2016/09/01 - Progress Report Second interim report due 1 month after ... </td> </tr> <tr> <td> 2017/02/28 - Progress Report Final report due 2 months after end of a... </td> </tr> </tbody> </table>	Milestones	2016/09/01 - Progress Report Second interim report due 1 month after ...	2017/02/28 - Progress Report Final report due 2 months after end of a...
Milestones					
2016/09/01 - Progress Report Second interim report due 1 month after ...					
2017/02/28 - Progress Report Final report due 2 months after end of a...					

On the next page, all required reports will be listed under the **Milestones** column. Overdue report dates are in **red**. Upcoming due dates are in black. To complete a report, simply click on its title under Milestones.

6) On the next page, click on the appropriate Event Form listed under **Create New Event:**

Event Form Name	Description
Final Grant Progress Report	Internal grant-winners must complete this form no later than two months after the end of the term of their award.
Interim Grant Progress Report	Internal grant-winners must complete this form to submit budget and progress updates every 6 month. NOTE: seed grant winners are not required to submit interim reports.
Request for Budget Change	This form is for internal grant-winners who need to reallocate funds from any line-item to another in excess of 10% of the total budget.
Request for Extension of Award	This form is for internal grant-winners who need to request an extension to the original end-date of their award.

7) Complete the required tabs on the Event Form, marked with a red asterisk (*).

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Event Info	* Request for Extension of Award	Attachments	Errors
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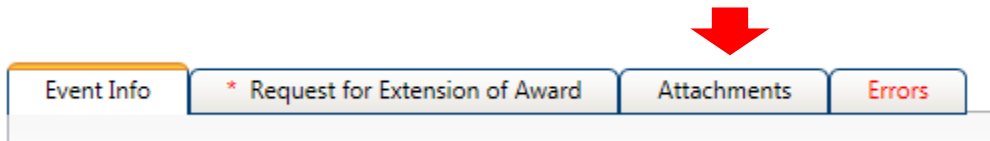


NOTE: The Researcher Portal **DOES NOT AUTOSAVE** WORK. You must click **SAVE** frequently as you complete the form. The save button is located in the horizontal menu on the top left-hand corner of the screen:

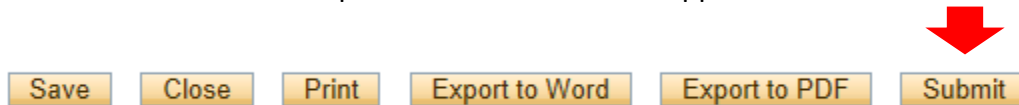
Save	Close	Print	Export to Word	Export to PDF	Submit
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- 8) Upload any required **attachments** described under the Attachments tab.



- 9) To submit your form, click “Submit” in the row of yellow buttons, located in the horizontal menu on the top left-hand corner of the application screen:



All required fields must be complete in order to submit the form.

*When all required fields have been completed, the **red asterisks** will disappear. Any missing fields will be noted under the red **Errors** tab.*

For Portal support or further information, contact the grant facilitator:

Isabel.Moore@viha.ca (Annie)

250-519-7700 x13197