Researcher Portal entry for an external application:

To begin, if you do not already have one, you will need to request a Memorial Researcher Portal Account. The Researcher Portal is the system the university uses to manage all research grant activity (applications for funding, clearance certifications, changes to information on file).

Link to the Researcher Portal: https://rpresources.mun.ca/ .

Link to request an account: https://rpresources.mun.ca/request-romeo-account /

Training Manuals: https://rpresources.mun.ca/awards/manuals/

Portal questions/ issues should be directed to: https://rpresources.mun.ca/help-2/help/

Once you have your portal account set up you will need to create a new submission via the portal.

1. Log on to the MUN Researcher Portal Researcher https://rpresources.mun.ca/
2. In the top right-hand light blue menu bar select "Apply new"
3. Select RGCS General Use Application and complete information on the various tabs for submission.
4. Tips:
    a. In the Project Team tab
        i. You may add Vicki Gill, Research Manager, Faculty of Medicine (click on Search Profiles, type in the last and first name, Search, Select, Save). Once added, she will be able to see the application and if you have problems with completing the information requested on the various tabs, you can contact her for assistance.
        ii. Similarly, be sure to add the **RGCS-workflow coordinator** to the team (search for RGCS under last name and select RGCS Workflow Coordinator)
        iii. If other units within MUN are involved, you can add co-I's and their grant facilitators in the same way so that they will have visibility on the portal entry/uploaded documents
    b. In the Project Sponsor tab,:
        i. use the "Agency" button to search for the funding sponsor and select from the list
        ii. Once the agency is selected, click the arrow on the side of the "Program" box and select the program from the drop down menu
        iii. If the Agency and or Program are not listed, contact portal support to request that they be added.
    c. Documentation that will need to be uploaded to Portal application will include:
        i. Final complete application including all required components eg. application module, proposal, budget, CV, support letters, etc/
        ii. Faculty approval form(s) with applicant (if student, supervisor signature) and division or discipline head or Vice-Dean signature as applicable). The final signature on the approval form for Medicine is not required as this will be an e-approval via the portal.
5. Once you have completed and saved your file, click "submit" and the portal application will route to the Associate Dean (Faculty of Medicine) for approval and then onto Research Grant and Contract Services (RGCS) for institutional approval of the application.