

Research Services Portal: Applying for External Grants

Researchers applying for grants can use the [Research Services Portal](#) to submit:

1. **Notice of Intent to Apply** (for ISLAND HEALTH researchers and team members)
2. **Letter of Support Requests** (for EXTERNAL researchers and organizations)

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



Note: The Notice of Intent to Apply is for ISLAND HEALTH researchers and employees, and **includes** the letter of support request form, if required. Island Health employees do not need to submit a separate request for letters of support.

- Learn more about the [Notice of Intent to Apply](#).

In order to submit an application, you must first create a Portal account by clicking [REGISTER](#):



To submit requests once you have an account:

- 1) Log in to the portal at <http://viha.researchservicesoffice.com/Romeo.Researcher/>
- 2) Click on APPLY NEW on the top left in the blue bar.



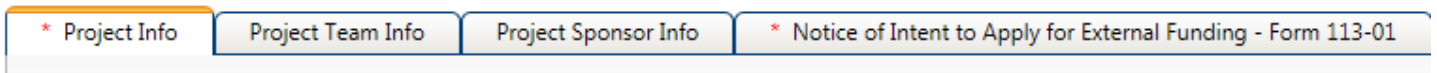
APPLY NEW | News | Useful Links | Settings |

- 3) On the next screen, select the correct form under **RCB (Awards)**, under the column titled Application Name, and click on it to be taken through to that form:

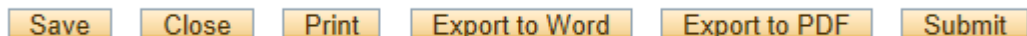
RCB (Awards)

Application Name
Notice of Intent to Apply for External Funding - Form 113-01
Request for Letter of Support

- 4) Complete all the tabs on the form marked with a red asterisk (*) (required fields).

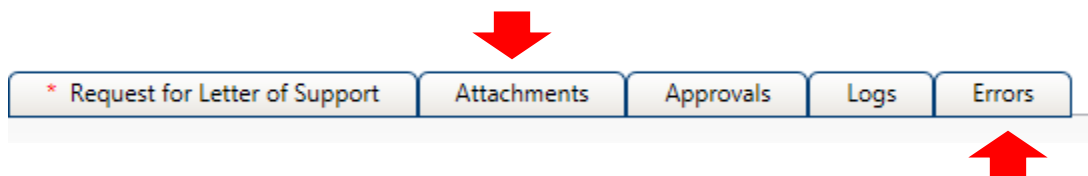


NOTE: The Researcher Portal **DOES NOT AUTOSAVE** WORK. You must click **SAVE** frequently as you complete the form. The save button is located in the horizontal menu on the top left-hand corner of the screen:



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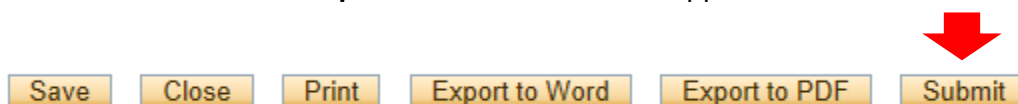
- 5) Upload any available or required **attachments** described under the Attachments tab.



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 **Errors** tab.*

- 6) 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:



For support or further information, contact the grant facilitator:

Isabel.Moore@viha.ca (Annie)

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