



MONASH University



Out with the old and in with the new - Introduction to RMS

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www.monash.edu



RMS Accounts

- **Existing GAMS account** - click 'Reset password' on RMS login page. Enter 'Username' (old GAMS ID capitalised). You will receive an email with a link to reset your password
- **No existing GAMS account** - click 'Request new account' on the RMS login page. Fill in details. Select own 'RMS User Id' (username to allow future log-in). User Accounts will be emailed to you
- **Note:** Monash needs to be selected as the organisation to administer your account



Key Documents/Information

ARC

Instructions to Applicants – scheme specific

- LP: http://www.arc.gov.au/ncgp/lp/lp_instructions.htm
- FL: http://www.arc.gov.au/ncgp/laureate/fl_instructions.htm
- DP: not yet available:
http://www.arc.gov.au/ncgp/dp/dp_instructions.htm
- FT: not yet available:
http://www.arc.gov.au/ncgp/futurefel/ft_instructions.htm

MRO

Tip Sheets – LP only (mostly applicable to other schemes)

<http://www.monash.edu.au/researchoffice/arc/arc-linkageprojects.html>



Homepage – ‘My Details’

- **Critical - Auto-populates Proposal**
- **Check if details correct (migration errors!)**
 - Organisation (*Personal Details*)
 - Qualifications (*Classification Details*)
 - Contact details (email critical!)
- **Organisation (appointments) details - make sure ‘Position is currently held’ ticked**
- **Organisation/Qualifications**
 - cannot change order once entered
 - start with most recent first



Key Points – Email Address

Must have current email address - critical

- Keep email address maintained
- MRO cannot change email addresses
- Users can change own email (once logged in)
- Email changes: contact rms@arc.gov.au
- Every email address must be unique (not assigned to any other user in RMS)
- Multiple email addresses can be entered in *Contact Details* but 'preferred' email address must be ticked



Homepage – ‘Proposals’

- **Draft Proposals**
 - access draft Proposal (once created)
- **Create Draft Proposal – create Proposal**
 - Form is unique to each round
 - Select scheme from drop down box (LP, FL, LE, DI)
 - Give Proposal meaningful name (cannot be changed!)
 - Click on ‘Create proposal’
 - No ‘delete’ function available at this time
- **Participation requests**
 - accept participation on a Proposal that you have not created



Key Points – Proposal Owner

Proposal Owner – creator of proposal

(does NOT have to be an investigator on the proposal**)**

Only the Proposal Owner can:

- Invite Participants or Organisations
- Add an Organisation to the Budget
- Submit a Proposal to the Monash Research Office

Transfer ownership:

- Proposal Owner can transfer ownership
- Click on 'Transfer Ownership of the Draft Proposal'
- Located on 'Draft Proposal Summary Page'

Note: The MRO has same access as Proposal Owner



Draft Proposal Summary Page

- **Adding participants**
 - Requires Person ID (not User ID) found in 'Personal Details'
 - Select CI, PI, APDI (APDI auto-generated into budget once accepted)
 - Can 'allocate rights' (editing ability)
 - Can change order of participants
- **Access to non-participant**
 - Give access to persons not named on Proposal (e.g. Personal Assistant, Research Office Staff)
- **Adding organisations**
 - If not available contact: rms@arc.gov.au
 - Give full details of Organisation (full name, organisation type, street address, email, ABN, ANZSIC).
 - See tip sheet - http://www.monash.edu.au/researchoffice/arc/assets/resources/mo/lp10_part_a_b_tips_sept09.doc

GAMS sections v RMS sections (changes)

GAMS

Part A – Admin. Summary

Part B – Personnel

Part C – Project Costs

Part D – Research Support

Part E – Project Description

Part F – Partner Org. Details

RMS

Parts A, B & J

Now Part F

Now Parts D & E

Now Parts H & I

Now Part C

Now Part G

Note: While sections have changed order the content remains much the same

Specific changes will now be addressed...



Part A – Administrative Summary

Essentially the same as Part A in GAMS

- **A1 (Admin. Org.) & A3 (Person Participant Summary)**
 - Auto-populated from 'Draft Proposal Summary Page'
 - If incorrect/incomplete update 'Personal Details' (Homepage)
- **A2 (Proposal Title), A5 (Summary of Proposal) & A6 (Summary of National Benefit)**
 - If over character limit, text will turn red
- **A4 (Organisation Participant Summary)**
 - Auto-populated from 'Draft Proposal Summary Page'



Part B – Classifications and Other Statistical Information

- **B2 (FOR codes) & B3 (SEO codes)**
 - % no longer need to be in multiples of 10
 - No longer restricted to 3 codes
- **B4 (Key words)**
 - Can now enter up to 10 words



Part C – Project Description

**Essentially the same as Part E from the GAMS
(was additional text)**

- **Now an uploaded single PDF**
 - No more than 10 pages (PDF will be validated on length)
 - PDF upload has time and date stamp
 - PDF generator needs to be version 1.7 or earlier = Acrobat version 8
 - Download PDF creator: <http://www.pdf995.com/download.html>
 - PDF will create colour figures, but reviewer may print in black and white
 - Create as PDF rather than scan; better image quality
- **Note:** ‘National Benefit’ & ‘Partner Organisation Commitment and Collaboration’ have changed order



Part D – Project Costs – Budget Tables

Quite a few changes!

- **Separate budget table for EACH organisation ie:**
 - ARC
 - Universities (one for each)
 - Partner Organisations (one for each) etc...
- **To add organisations/universities**
 - Must be added as Organisation Participant on 'Draft Proposal Summary Page'
 - Click on 'Set other organisation contributor'
 - Add all organisations before filling out the budget
- **Add all items to ARC table even if not requesting funds from ARC**
- **Indirect costs no longer required! 😊 😊**



Part D – Project Costs – APDI and APAI-(IT)

- **APDI candidates**
 - Once accepted, Auto-generated into budget from ‘Draft Proposal Summary Page’
 - ‘Edit’ to select years and funding (ARC budget table)
- **APAI or APAI-IT candidates**
 - **MUST** add to budget by clicking on ‘Un-named Remunerated Participant’
 - Impossible to tell if added manually until received by ARC – they will return it to us!
 - Will be prompted for years and funding

Caution: DO NOT manually enter funding for APDI or APAI / APAI-IT!



Part D – Project Costs – PO contributions

- **Red errors will appear at top of page in RMS if minimum PO contributions are not met**
- **Use the MRO spreadsheets to calculate this information:**
 - APAI only
 - Project funds with or without APAI
 - See point 7 on the below webpage:
<http://www.monash.edu.au/researchoffice/arc/arc-linkageprojects.html>



Part E – Budget Justification

**Essentially the same as C2 and C3 from the GAMS
(was additional text)**

- **Now uploaded in two (2) PDFs**
 - No more than 2 pages for ARC Justification (E2)
 - No more than 2 pages for Non-ARC Justification (E3)



Part F - Personnel

Essentially the same as Part B in GAMS

- **Auto-populated from 'My Details' (Homepage)**
 - F1 - Personal details
 - F2 - Postal address
 - F10 - Other qualifications
 - F11 - Current and previous appointments
- **F5 (Current Member of the ARC/selection/advisory Committees)**
 - Auto-populated
 - If incorrect, contact the ARC
- **F7 (Association with Commonwealth-funded Research Centre)**
 - Letter now needs to be uploaded as PDF
 - Maximum of 1 page



Part F – Personnel (cont.)

**F13 (Statement of most significant contributions),
F16 (Other evidence of impact) &
F17 (career interruptions)**

- Now directly entered into RMS
- If over character limit, text will turn red

**F14 (Recent significant publications) &
F15 (Ten career-best publications)**

- Now uploaded as PDFs
- F14 – 20 page limit
- F15 – 3 page limit

Caution: This section will validate even if it is not complete!



Part G – Partner Organisation Details

- **If details not correct contact ARC**
 - Only ARC can update Partner Organisation details
- **Letter of Support now also acts as Organisation Certification (LP specific)**
 - Uploaded as PDF
 - 2 page limit
 - MUST include certification text (refer template letter)
 - Template letter available on web:
http://www.monash.edu.au/researchoffice/arc/assets/resources/mo/lp10_r1_template_partner_org_letter.doc



Part H – Research Support & Part I – Statements on Progress of ARC Funded Projects

Essentially the same as Part D of GAMS

- **H1 – Funding from ARC and all other agencies**

- Uploaded PDF
- Use template available from:
http://www.monash.edu.au/researchoffice/arc/assets/resources/mo/part_h_template.doc

- **I1 - Statement on ARC Funded projects**

- Upload PDF
- No more than 1 page per project

Caution: This section will validate even if it is not complete!



Part J – Additional Details

- **J1 – Submitted similar proposal to other agency**
 - Used to be in section A
- **J2 – relation to special interest items**
 - Used to be in section A
 - Assessed as of benefit to rural or regional communities
- **J3 – Successful eligibility advice**
 - Used to be in section A



Frequently Asked Question 1

- **Q. I tried to reset my password and received an error message saying my account was “inactive”**
- **A. Contact the MRO and we will get the ARC to activate your account**



Frequently Asked Question 2

- **Q. I tried to reset my password but I did not receive the auto email.**
- **A. Your email address may not be up to date. Contact the MRO first to check. If your email address is not current, email ARC-RMSTeam@arc.gov.au.**



Frequently Asked Question 3

- **Q. When I try to enter data into RMS it times out.**
- **A. Use Internet Explorer as your web browser. RMS is not supported by other web browsers such as Mozilla Firefox etc.**



Frequently Asked Question 4

- **Q. The budget section in RMS is very slow.**
- **A. You need to save this section regularly to avoid slowness of the system**



Frequently Asked Question 5

- **Q. When I generate my PDF some sections are not populated even though they are complete in the form.**
- **A. You need to save every page individually and create a new PDF**



Questions?

Email: arc@adm.monash.edu.au