



Rejoinder Process Instructions

Discovery Projects Proposals for funding commencing in 2010

GAMS OPENS for rejoinder on Tuesday 23 June 2009

GAMS CLOSES for rejoinder at 6:00pm (AEST) Monday 6 July 2009.

Please note:

- Only the lead researcher who originated the Proposal may edit and submit a rejoinder. Other named participants may view the rejoinder but do not have editing access.
- You will be able to submit a rejoinder even if you have not received any Assessment Reports.

INSTRUCTIONS FOR ACCESSING ASSESSMENTS AND SUBMITTING REJOINDERS:

1. Log into GAMS using your GAMS User ID and password

Note:

- If you have forgotten your GAMS User ID or password please contact your Administering Organisation Research Office or equivalent unit.
- If you have dual roles in GAMS, e.g. OZREADER as well as APPLICANT, check that the drop-down menu at the top left hand margin displays "APPLICANT".

2. View assessments

- A list of your previous and current proposal(s) will be displayed. For each proposal a summary is displayed including the Project ID, Title, Investigators, Organisation, Keywords, Assessments (if available) and Rejoinder (see diagram below).
- Where present, each Assessment Report submitted for a particular proposal will appear at the bottom of the summary. It is represented as a link with the pre-fix 'DM-----', e.g. DM55000.
- Click on the Assessment Report ID (highlighted blue) to display the assessment text.
- To exit from the assessment click the 'Back' button in the left hand margin of the assessment screen.

An example proposal summary:

- [DP1089803](#) Two frogs in a blender
Investigators: **Mr Joe Bloggs**, Rev David Bowie
Organisation: Kermit University *Panel Code:* -- Submitted
Keywords: frog, green, blend *RFCD:* 370504 [Print](#)
Assessments: [DM55000](#) [DM55111](#)
Rejoinder: [Edit](#) [View](#)

Note: In the summary screen shown above, the 'Submitted' and 'Print' buttons relate to the proposal status, not the rejoinder.

3. Edit and save rejoinder

- To 'Edit' the rejoinder, the originator of the proposal should click on the 'Edit' link in the Proposal summary (located beside the word "Rejoinder" above).
- Key or paste text in to the rejoinder text box.

Note: Rejoinder text is limited to 5,000 characters, including spaces. Paragraph returns and other special characters may equate to two characters.

- Click the 'Save' button in the left hand margin of the rejoinder screen to save rejoinder text.
- Once saved you will need to click the 'Back' button in the left hand margin of the rejoinder screen to return to the list of proposal summaries.

4. Submit rejoinder to the Administering Organisation Research Office

- Click the 'Local Submit' link to submit the rejoinder to the Administering Organisation's Research Office or equivalent unit. Please note that once you have clicked 'Local Submit' the 'Edit' button disappears as confirmation the rejoinder has been submitted.

Note: Local Submit status precludes further editing of rejoinder text by the lead researcher, however, the Administering Organisation's Research Office may 'unsubmit' the rejoinder if necessary.

Administering Organisation Research Office staff please note: if you 'unsubmit' a rejoinder for a lead researcher the rejoinder will revert back to a draft status. The lead researcher will need to enter into the rejoinder form and save the rejoinder again before the 'Local Submit' link will reappear.

5. Administering Organisation Research Office submit rejoinder to the ARC

- When the rejoinder is ready to be submitted to the ARC, the staff of the Administering Organisation's Research Office should click the 'ARC Submit' link, on or before the due date, 6:00pm (AEST) Monday 6 July 2009.