The Application form enables researchers to enter information required for grants, contract research or tender activity to be approved by their College in accordance with University guidelines. The information provided will also be used for the Award record. The Award record refers to the point where your application outcome is known, either successful or unsuccessful.

Once the Application form is submitted, your RDS College support staff will review the forms details and liaise with you if further information is required. Once complete, the Dean of Research in your College will review then approve or reject your application. When you notified your RDS College support staff of this applications outcome, they will change the application status to successful or unsuccessful. Your College will use this information to track and update your workload allocations and for the promotions rounds. If the grant is successful, an Award record will be created by the RDS Grants and Tenders team.

1. Steps for entering data into the application form

1.1 Login to ResearchNow from your Okta dashboard.

1.2 On the right of your profile, click + Add Content button.
1 cont... Steps for entering data into the application form

1.3 Select, Application > Application Types – select appropriate type

![Image of application form]

2. Classifications

2.1 Select the Application Type

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>Projects selected and funded through an external competitive peer review process.</td>
</tr>
<tr>
<td>Contract Research</td>
<td>Projects that allow organisations to access the expertise of academics to improve their products and services.</td>
</tr>
<tr>
<td>Tender</td>
<td>An invitation to bid for a project, usually competitive but not always.</td>
</tr>
<tr>
<td>Internal Grants</td>
<td>Projects selected and funded by means of an internal competitive review process.</td>
</tr>
<tr>
<td>Fellowship</td>
<td>A specific type of grant that allows an individual to pursue their academic area of interest.</td>
</tr>
<tr>
<td>Donation</td>
<td>A donation is a gift. A donation is a voluntary transfer of funds from the donor with no exchange of value.</td>
</tr>
</tbody>
</table>

staff.flinders.edu.au/researchnow
2.2 Under *Add nature of Activity Type*, select your required activity type. For example, Research or Individual Grant. Then click *Add*.

3. Identification

3.1 Enter the *Project Title* and *What percentage of project will be research?* as these fields are mandatory. Besides a title, the application can have related ID’s which point to external sources of information. These IDs are a great way to easily search for your application and track and application/award record. Other items such as Short title, Acronym, Description are not mandatory.
3.2 To add relevant ID’s, select Add ID…, Select the relevant Source and Source ID, then click Create.

4. Applicants (name of people applying and their role)

- **Chief Investigator**
  - Lead chief investigator (CI) Aka Principal investigator

- **Chief Investigator**
  - Flinders Lead
  - Used where the Chief Investigator (Project Lead) role is an external investigator

- **Chief Investigator**
  - All other chief investigators, regardless of affiliation

- **Associate Investigator**
  - Typically, an investigator working in a mentoring/advisory capacity on the project that does not have a FTE commitment to the project.

4.1 Select Edit to ensure your Applicant status has the correct Role, Income attribution and FTE percentages.

Note: ResearchNow will populate everyone as Chief Investigator (Project Lead) with 0% Income Attribution and 0 FTE commitment if you do not change this in the next step. There should be only one Project or Flinders lead; other applicants or FTE investment should be marked as Chief Investigator or Associate investigator.
4 cont... Applicants (name of people applying and their role)

4.1.1 Select the correct role from the drop down list, move the bar to state the percentage of Academic Income Attribution along with the FTE commitment.

4.2 Click **Update** to finish editing your record.
4 cont... Applicants (name of people applying and their role)

4.3 Add other applicants by selecting + or click on Add Person.

4.3.1 When adding applicants, identify the role and percentage of Academic Income Attribution along with the FTE commitment of each person.

4.4 Click Create to finish adding the applicant.
5. Application Manager

5.1 The college you are associated with will appear in the Managing organisational unit. Edit this by selecting *Change organisation* or add in any *Cross College Collaboration* or *institution* as required.

*Note:* Adding a collaborative College, assists your College and the Collaborating College manage your application.

6. Administering Institution and Collaborative partners

6.1 Select Yes if the application is collaborative or select No if it is not a collaborative application.

6.1.1 Add relevant collaborator, noting that the ‘Lead’ institution must be marked as the ‘Administering Institution’.
7. Funding scheme

7.1 If applying to a Funding Scheme, click , search for the name of the scheme and select the relevant scheme from the drop down list.

**Example:** A Funding scheme is NHMRC – Investigators or ARC – Discovery. If you are applying for contract research or a tender, a scheme is not required. If in doubt seek assistance from your College’s RDS staff.
8. Fundings (Funding details related to application)

8.1 Select *Add funding*.

This is where the source of the funding is added – for example NHMRC, ARC, a company or government department.

8.2 Select ![add button] to choose your funding organisation. Note: In the instance the funding organization you are looking for does not appear in the list, please seek advice from your College’s RDS staff.

8.3 Select from the list for Infrastructure Levey Exemption Reason, HERDC Income Category, Infrastructure Levy Percentage, Are you apply for co-investment.
8. Fundings (Funding details related to application)

8.4 Select the Financial summary of Financial or Non-Financial. If the application has a financial component, Foreign currency is noted on the left and Australian currency on the right (see image below).

8.5 In the instance the application is a collaborative application, add the portion of the funding that Flinders University and all other organizations will receive through the application. Note, this field will not show for non-collaborative applications.

8.6 Select create.

9. Submission Deadline

9.1 Enter the Submission deadline date.
10. Funder Status

10.1 In **Funder status**, enter the **date submitted** to funder. If you have not yet submitted, skip this step. Once you have submitted your application, please let your College’s RDS staff know or, alternatively, you can update this information yourself.

*Note:* This is important so that your application can be tracked and appear on your workload and promotions records.

11. Project Dates

11.1 Enter the expected start and end dates of the research period.

12. Documents

12.1 Select **Add document** to upload any supporting documents like the research proposal, budget, co-investment application, income attribution agreement, approval or additional resources etc.
12 cont... Documents

12.2 Select the **Type** of document and click **Create**.

Note: you can drag/drop or select browse to choose from a folder.

13. Links

13.1 To add a website link that may be relevant, click **Add link...**

13.2 Enter in the link under **Web address (URL)**. For example funding body guidelines, external costings, records management links. Enter a **Description** then click **Create**.
14. Discipline Assignment

14.1 Under *Discipline assignment* enter in your Type of Activity, Field of Research code/s and your Socio-Economic Objective for the research application.

14.2 Under each category, click the ☐ icon and make your selection. After each selection, ensure you enter the % *apportionment* and the total % is no less than 100%, then click *Create*.

Note: There are 4 choices for Type of Activity and you can choose more than one option.

Note: Field of research codes must equal 100% and can contain up to 3 codes.

Note: A 6 digit code will need to be selected and more than one code can be used.
15. Keywords

15.1 Enter an answer for all questions under the Keywords section to suit your application. **Note:** The mandatory questions that must be answered are marked with a red asterisk and the application can not be submitted unless these have been answered.
16. Submission

16.1 Once you have completed your form in full, select Draft proposal - Send to internal approval. Note: the options in the image below appear at the bottom of the form.

Handy Hints

In the instance you need to edit a person or organisation, you have the ability to do this when an Edit button appears. Select Edit, complete your changes and click Create.

All applications in ResearchNow are set to confidential by default and will not appear on the public portal.