

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.

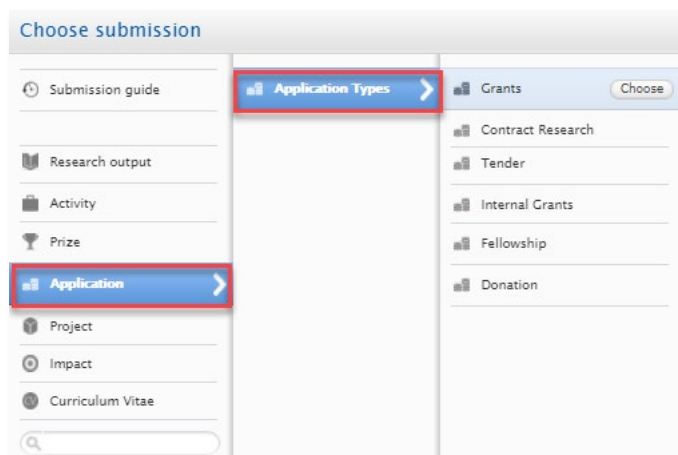


- 1.2 On the right of your profile, click **+ Add Content** button.



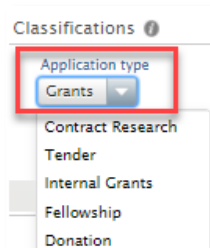
## 1 cont... Steps for entering data into the application form

### 1.3 Select, *Application* > *Application Types* – select appropriate type



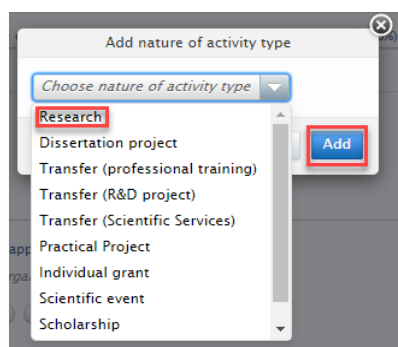
## 2. Classifications

### 2.1 Select the *Application Type*



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

- 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.

Identification ⓘ

Project Title \*

Short title      Acronym

Description

What percentage of the project will be research (must be between 10 and 100%)

IDs

Add ID...

3.2 To add relevant ID's, select **Add ID...** , Select the relevant **Source** and **Source ID**, then click **Create**.

The screenshot shows the 'IDs' management interface. On the left, a dropdown menu for 'Source' is open, listing various categories such as 'Funder Application ID', 'TechOne Project ID', 'Co-Investment ID', 'Human Ethics ID', 'Animal Ethics ID', 'Biosafety ID', 'Defence ID', 'ServiceOne ID', and 'TRIM ID'. The 'Funder Application ID' option is selected. To the right, there is a 'Source ID' input field, which is currently empty. Below these fields are 'Cancel' and 'Create' buttons. An inset box on the right, titled 'ID example', displays a sample ID: 'Funder Application ID: LP123456789'. This inset also includes an 'Add ID...' button and an 'Edit' button with a minus sign.

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

Chief Investigator Project Lead	Lead chief investigator (CI) Aka Principal investigator
Chief Investigator Flinders Lead	Used where the Chief Investigator (Project Lead) role is an <i>external</i> 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.

The screenshot displays the 'Applicants' section of the interface. At the top, there is a header 'Applicants' with a help icon. Below it, a section titled 'Related funding applicants' contains a list of entries. The first entry is 'Example Researcher, Chief Investigator (Project Lead) Internal person'. To the right of this entry is an 'Edit' button, which is highlighted with a red box. Below the list, there are two buttons: 'Add person...' and 'Add organisational unit...'.

**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.

Role \*

Chief Investigator (Project Lead) ▼

Chief Investigator (Flinders Lead)

Chief Investigator

Associate Investigator

Example Researcher  
Internal person

Role \*

Chief Investigator ▼

Research income attribution

0 10 20 30 40 50 60 70 80 90 100

65 Clear

FTE commitment

0 10 20 30 40 50 60 70 80 90 100

70 Clear

Edit researcher commitment...

Affiliation on the application

Flinders University (1/01/20 – 31/12/22)

Add organisation...

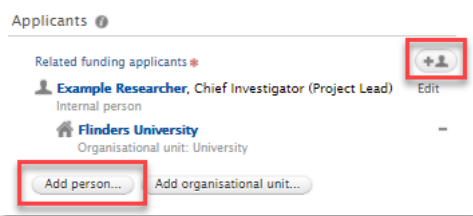
Cancel Update

4.2 Click **Update** to finish editing your record.

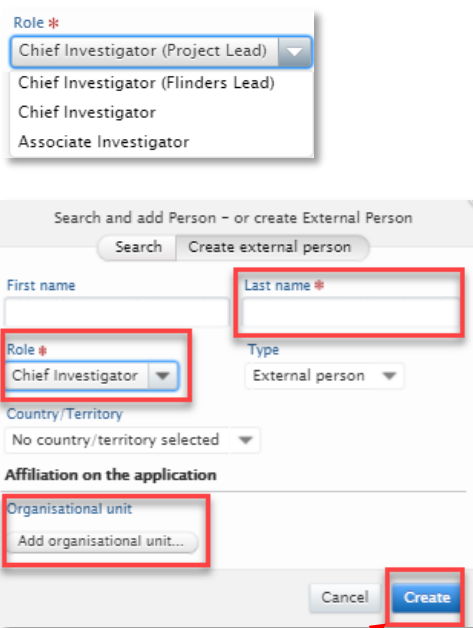


## 4 cont... Applicants (name of people applying and their role)

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.

Application managed by ⓘ

Managing organisational unit \*  
🏠 College of Business, Government and Law  
Organisational unit: College

Change organisation...

Cross College Collaboration  
Add Collaborating College/s

**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.

Administering Institution and Collaborative partners ⓘ

Collaborative application (If Yes, you must select Flinders University (internal org unit) as a collaborator and then select the administering institution) \*

Yes  No


- 6.1.1 Add relevant collaborator, noting that the 'Lead' institution must be marked as the 'Administering Institution'.

Collaborators

🏠 Flinders University

Add collaborator...

## 7. Funding scheme

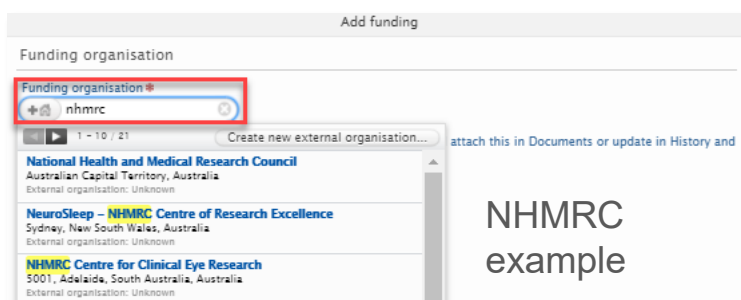
7.1 If applying to a Funding Scheme, click , search for the name of the scheme and select the relevant scheme from the drop down list.



Funding opportunity

+↓

**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.



Add funding

Funding organisation

Funding organisation \*  
+ nhmrc

1 - 10 / 21 Create new external organisation... attach this in Documents or update in History and

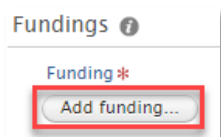
- National Health and Medical Research Council**  
Australian Capital Territory, Australia  
External organisation: Unknown
- NeuroSleep – NHMRC Centre of Research Excellence**  
Sydney, New South Wales, Australia  
External organisation: Unknown
- NHMRC Centre for Clinical Eye Research**  
5001, Adelaide, South Australia, Australia  
External organisation: Unknown

NHMRC example



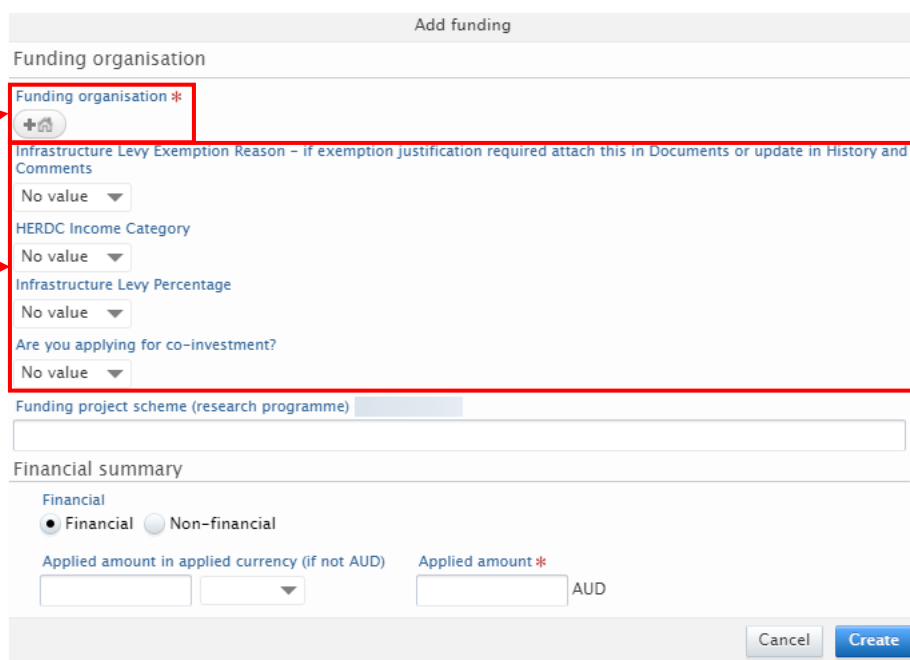
## 8. Fundings (Funding details related to application)

### 8.1 Select *Add funding*.



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

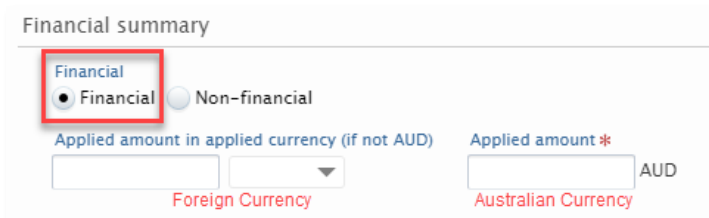
### 8.2 Select to choose your funding organisation. Note: In the instance the funding organization you are looking for does not appear in the list, please seek advice from your College's RDS staff.

A screenshot of the 'Add funding' form. The form is divided into several sections: 'Funding organisation', 'Infrastructure Levy Exemption Reason - if exemption justification required attach this in Documents or update in History and Comments', 'HERDC Income Category', 'Infrastructure Levy Percentage', 'Are you applying for co-investment?', 'Funding project scheme (research programme)', and 'Financial summary'. The 'Funding organisation \*' field, which includes a plus icon, is highlighted with a red box. The fields for 'Infrastructure Levy Exemption Reason', 'HERDC Income Category', 'Infrastructure Levy Percentage', and 'Are you applying for co-investment?' are also highlighted with a red box. The 'Financial summary' section includes radio buttons for 'Financial' (selected) and 'Non-financial', and input fields for 'Applied amount in applied currency (if not AUD)' and 'Applied amount \*' (with 'AUD' as a unit). At the bottom right, there are 'Cancel' and 'Create' buttons.

### 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).

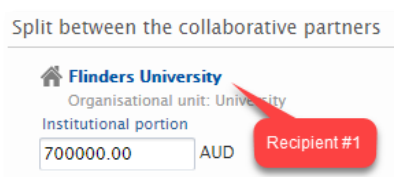


Financial summary

Financial  Non-financial

Applied amount in applied currency (if not AUD) Applied amount \*  
Foreign Currency Australian Currency

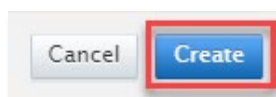
8.5 In the instance the application is a collaborative application, add the portion of the funding that Flinders University *and* all other organizations will receive through the application. Note, this field will not show for non-collaborative applications.



Split between the collaborative partners

Flinders University  
Organisational unit: University  
Institutional portion  
700000.00 AUD Recipient #1

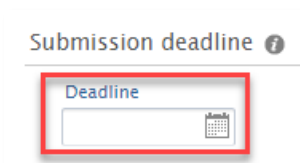
8.6 Select create.



Cancel Create

## 9. Submission Deadline

9.1 Enter the **Submission deadline** date.



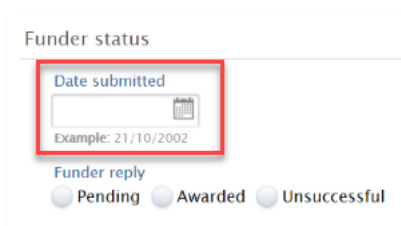
Submission deadline ⓘ

Deadline

## 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.

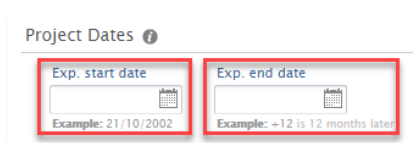
**Note:** This is important so that your application can be tracked and appear on your workload and promotions records.,



The screenshot shows a form titled "Funder status". It contains a "Date submitted" field with a calendar icon and an example date "21/10/2002". Below this is a "Funder reply" section with three radio buttons: "Pending", "Awarded", and "Unsuccessful". The "Date submitted" field is highlighted with a red box.

## 11. Project Dates

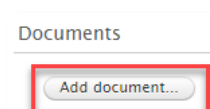
11.1 Enter the expected start and end dates of the research period.



The screenshot shows a form titled "Project Dates" with a help icon. It contains two date fields: "Exp. start date" with an example "21/10/2002" and "Exp. end date" with an example "+12 is 12 months later". Both fields are highlighted with red boxes.

## 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.



The screenshot shows a form titled "Documents" with a button labeled "Add document..." highlighted by a red box.

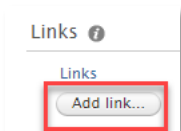
## 12 cont... Documents

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.

Discipline assignment ⓘ

2020 Types of Activity \*

Add 2020 Types of Activity

2020 Fields of research \*


Add 2020 Fields of research

2008 Fields of research

Add 2008 field of research

2020 Socio-Economic Objectives \*


Add 2020 Socio-Economic Objective

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**.

Discipline assignment ⓘ

2020 Types of Activity \*

2020 Type of Activity \*


 ⓘ

% apportionment \*

Cancel Create

2020 Fields of research \*

2020 field of research \*

 ⓘ

% apportionment \*


Cancel Create

2008 Fields of research

Add 2008 field of research

2020 Socio-Economic Objectives \*

2020 Socio-Economic Objective \*

 ⓘ

% apportionment \*

Cancel 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.

Keywords ⓘ

RESEARCH INCOME ATTRIBUTION HAS BEEN DISCUSSED AND AGREED TO BY ALL FLINDERS CHIEF AND ASSOCIATE INVESTIGATORS \* ⓘ

*There are no associations*

Add Research income attribution has been discussed and agreed to by all Flinders Chief and Associate Investig...

IS FUNDING FOR TEACHING RELIEF SOUGHT IN THIS APPLICATION? \*

*There are no associations*

Add is funding for teaching relief sought in this application?...

DO YOU REQUIRE ANY ADDITIONAL SPACE (INCLUDING CERTIFIED FACILITIES), EQUIPMENT OR NEW FTE STAFF? ⓘ

*There are no associations*

Add Do you require any additional space (including certified facilities), equipment or new FTE staff?...

IF REQUIRED, PROVIDE DETAILS OF ADDITIONAL SPACE, EQUIPMENT OR NEW FTE STAFF ⓘ

DO YOU REQUIRE ETHICS AND/OR BIOSAFETY APPROVAL? \* ⓘ

*There are no associations*

Add do you require ethics and/or biosafety approval?...

IS THIS RESEARCH DEFENCE RELATED? \* ⓘ

*There are no associations*

Add is this research defence related?...

DOES THIS PROJECT INVOLVE PARTICIPATION OF ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE? \* ⓘ

*There are no associations*

Add Does this project involve participation of Aboriginal and Torres Strait Islander people?...

IS THIS PROJECT LIKELY TO HAVE OUTCOMES WITH COMMERCIAL VALUE AND/OR PATENTABLE INTELLECTUAL PROPERTY? \* ⓘ

*There are no associations*

Add is this project likely to have outcomes with commercial value and/or patentable intellectual property?...

WILL ANY FLINDERS STUDENTS BE INVOLVED? \*

*There are no associations*

Add Will any Flinders students be involved?...

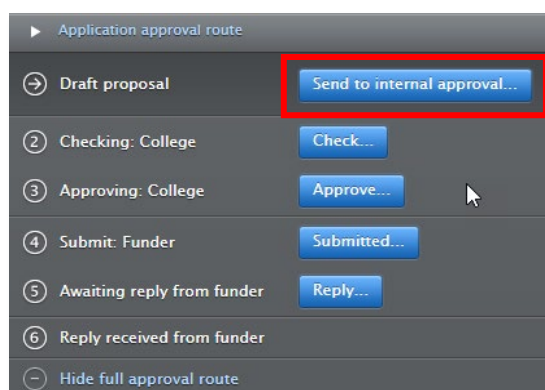
RESEARCH GRANTS OFFICER ⓘ

*There are no associations*

Add Research Grants Officer...

## 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.