

APPLICATION (RESEARCH CERTIFICATION) – QUICK REFERENCE GUIDE

OVERVIEW

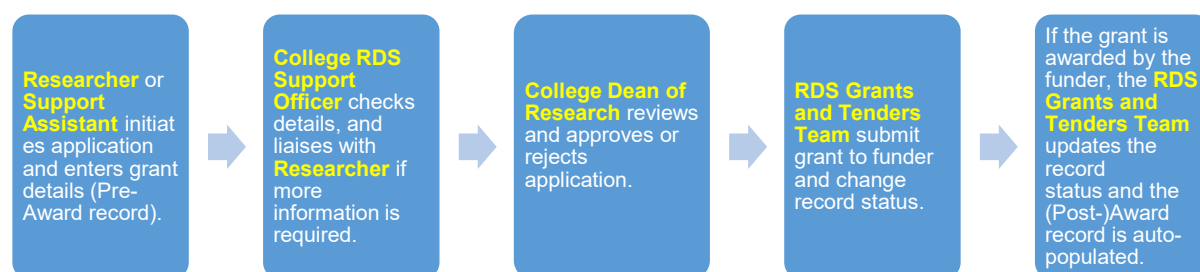
The research application form enables Researchers (or delegates) to enter the core information required for grant or contract research activity to be approved according to University and College guidelines.

Any information provided at the pre-award stage will be used where possible in the post-award stage (ie after the grant or contract research submission has succeeded).

APPLIES TO

- RDS College Support

The Research Application Process



PROCEDURE

Responses to the following questions are mandatory. If the Researcher does not enter sufficient detail in these fields, the RDS College Support Officer may **send the application back to the Researcher** and ask for more information.

- Project Title
- What percentage of the project will be research?
- Applicants
- Administering Institution and Collaborative partners
- Funding opportunity and Scheme
- Infrastructure levy percentage and if exemption is sought
- HERDC Income Category
- Are you applying for co-investment?
- Financial or non-financial value of application
- Any supporting documents relating to your application (e.g. research proposal, budget, co-investment application)
- Teaching Relief Need
- Additional Space, Equipment, or New FTE Staff
- Will ethics approval be required?
- Is the research defence related?
- Type of [Research] Activity and % Allocation
- Involvement of Aboriginal and / or Torres Strait Islander Australians
- If Ethics Approval is required
- If the Research is defence related
- Research Declaration Acknowledgement

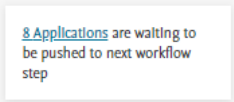
STEPS FOR CHECKING A SUBMITTED APPLICATION

- Select **ResearchNow** from your Flinders (Okta) dashboard.

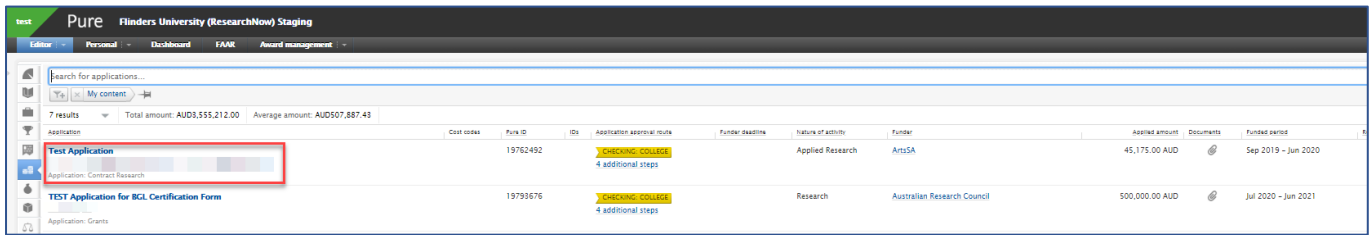


ResearchNow

- In the far left side of the page (under Add content) you will see any tasks outstanding, including applications you need to review. Select the task notification.

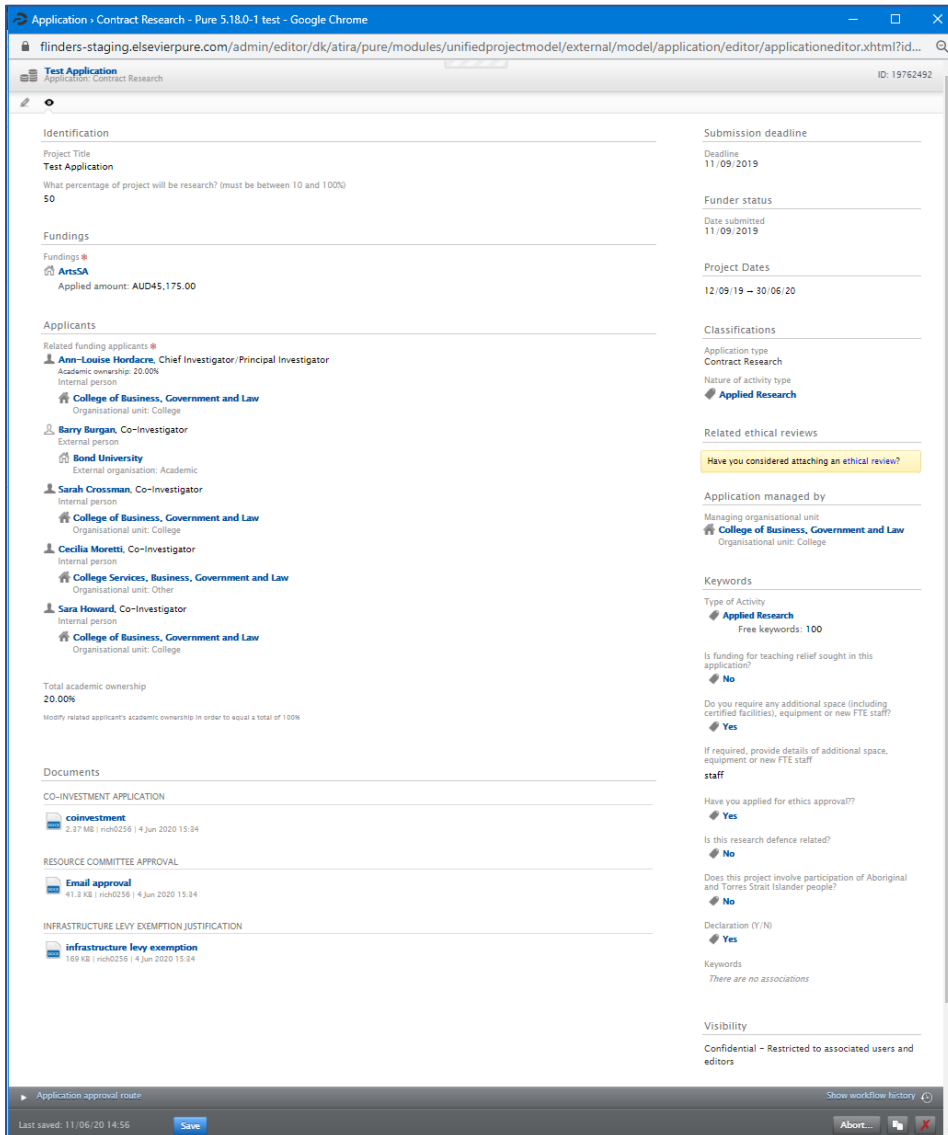


- All applications that need checking will be displayed on your dashboard. Select the one you want to review.



Application	Cost codes	Proj ID	IDS	Application approval route	Funder/ deadline	Nature of activity	Funder	Applied amount	Documents	Funded since
Test Application Application: Contract Research		19762492		CHECKING COLLEGE 4 additional steps	Applied Research	ArtsSA		45,175.00 AUD		Sep 2019 - Jun 2020
TEST Application for BGL Certification Form Application: Grants		19793676		CHECKING COLLEGE 4 additional steps	Research	Australian Research Council		500,000.00 AUD		Jul 2020 - Jun 2021

- The form will open. Select any field you want to drill down into for further information.



Test Application
Application: Contract Research
ID: 19762492

Identification
Project Title: Test Application
What percentage of project will be research? (must be between 10 and 100%): 50

Fundings
Funding: ArtsSA
Applied amount: AUD45,175.00

Applicants
Related funding applicants:
 • **Ann-Louise Hordacre**, Chief Investigator/Principal Investigator
 Academic ownership: 20.00%
 Internal person
 College of Business, Government and Law
 • **Barry Burgan**, Co-Investigator
 External person
 Bond University
 External organisation: Academic
 • **Sarah Crossman**, Co-Investigator
 Internal person
 College of Business, Government and Law
 Organizational unit: College
 • **Cecilia Moretti**, Co-Investigator
 Internal person
 College Services, Business, Government and Law
 Organizational unit: Other
 • **Sara Howard**, Co-Investigator
 Internal person
 College of Business, Government and Law
 Organizational unit: College

Total academic ownership: 20.00%
 Majority related applicant's academic ownership in order to equal a total of 100%

Documents
 • **CO-INVESTMENT APPLICATION**
 coinvestment | 2.37 MB | non0235 | 4 Jun 2020 15:34
 • **RESOURCE COMMITTEE APPROVAL**
 Email approval | 41.3 KB | non0236 | 4 Jun 2020 15:34
 • **INFRASTRUCTURE LEVY EXEMPTION JUSTIFICATION**
 infrastructure levy exemption | 169 KB | non0236 | 4 Jun 2020 15:34

Submission deadline
 Deadline: 11/09/2019

Funder status
 Date submitted: 11/09/2019

Project Dates
 12/09/19 – 30/06/20

Classifications
 Application type: Contract Research
 Nature of activity type: Applied Research

Related ethical reviews
 Have you considered attaching an ethical review?

Application managed by
 Managing organisational unit: College of Business, Government and Law
 Organizational unit: College

Keywords
 Type of Activity: Applied Research
 Free keywords: 100

Is funding for teaching relief sought in this application? No

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

If required, provide details of additional space, equipment or new FTE staff:
 staff

Have you applied for ethics approval? Yes

Is this research defence related? No

Does this project involve participation of Aboriginal and Torres Strait Islander people? No

Declaration (Y/N): Yes

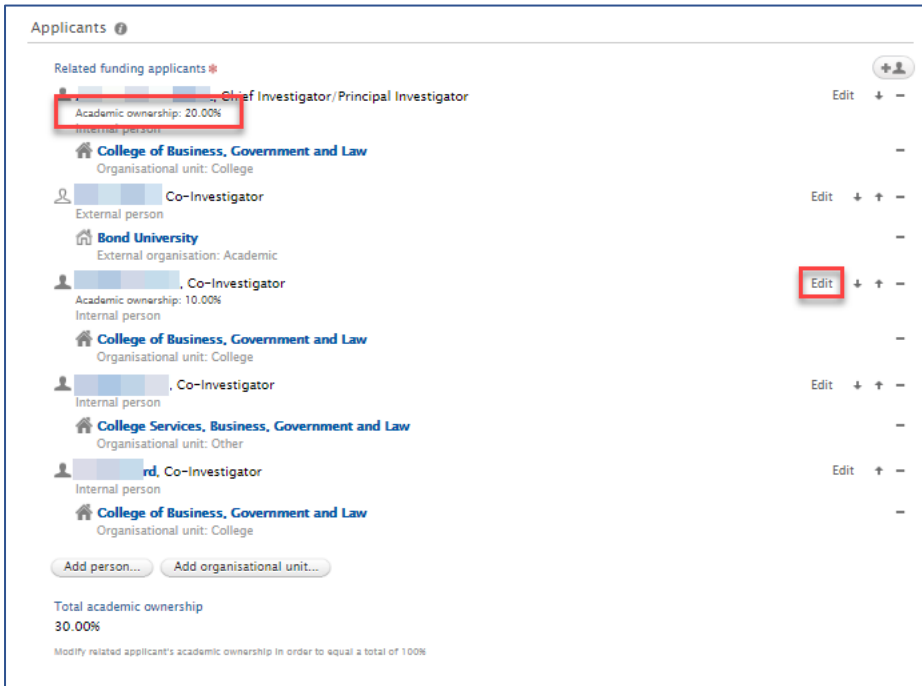
Keywords: There are no associations

Visibility
 Confidential - Restricted to associated users and editors

Application approval route: [Show workflow history](#)

Last saved: 11/06/20 14:56

- You can edit and update information in the form as needed. If you do update any field, the change will be captured in the audit trail that can be viewed in [History and Comments](#).
- To view **FTE Commitment**, select edit next to the name of the staff member you want to view in the *Applicants* section. Academic Ownership is viewable under internal staff members names.



Applicants ⓘ

Related funding applicants * + -

[Name], Chief Investigator/Principal Investigator Edit + -
 Academic ownership: 20.00%
 Internal person
College of Business, Government and Law
 Organisational unit: College

[Name], Co-Investigator Edit + + -
 External person
Bond University
 External organisation: Academic

[Name], Co-Investigator Edit + + -
 Academic ownership: 10.00%
 Internal person
College of Business, Government and Law
 Organisational unit: College

[Name], Co-Investigator Edit + + -
 Internal person
College Services, Business, Government and Law
 Organisational unit: Other

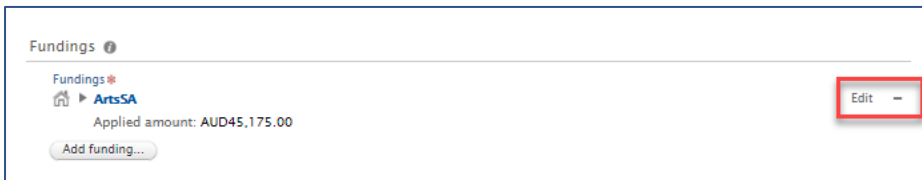
[Name], Co-Investigator Edit + -
 Internal person
College of Business, Government and Law
 Organisational unit: College

Add person... Add organisational unit...

Total academic ownership
30.00%

Modify related applicant's academic ownership in order to equal a total of 100%

- To view **Infrastructure Levy percentage**, **HERDC category** or if person is applying for co-investment, select edit next to Fundings.

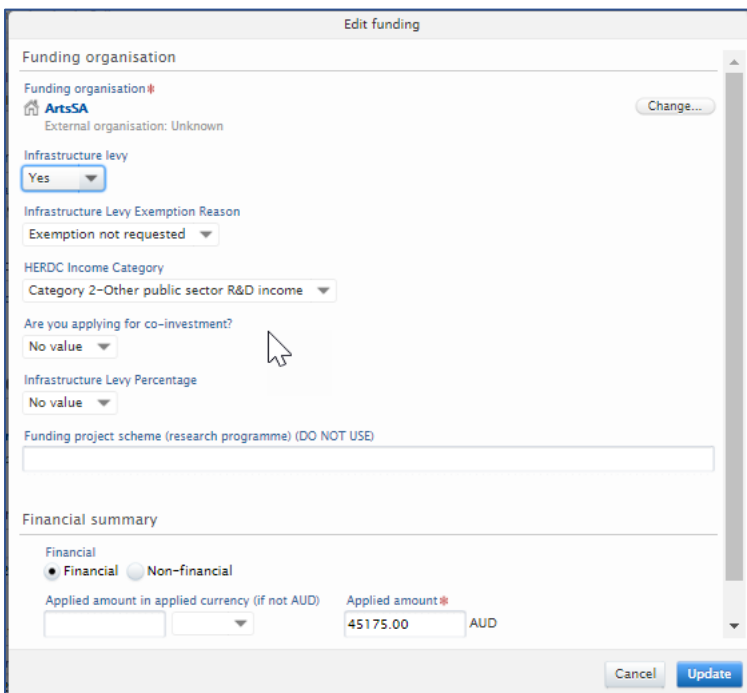


Fundings ⓘ

Fundings * Edit -

ArtsSA
 Applied amount: AUD45,175.00

Add funding...



Edit funding

Funding organisation

Funding organisation * Change...
ArtsSA
 External organisation: Unknown

Infrastructure levy
Yes

Infrastructure Levy Exemption Reason
Exemption not requested

HERDC Income Category
Category 2-Other public sector R&D income

Are you applying for co-investment?
No value

Infrastructure Levy Percentage
No value

Funding project scheme (research programme) (DO NOT USE)

Financial summary

Financial Non-financial

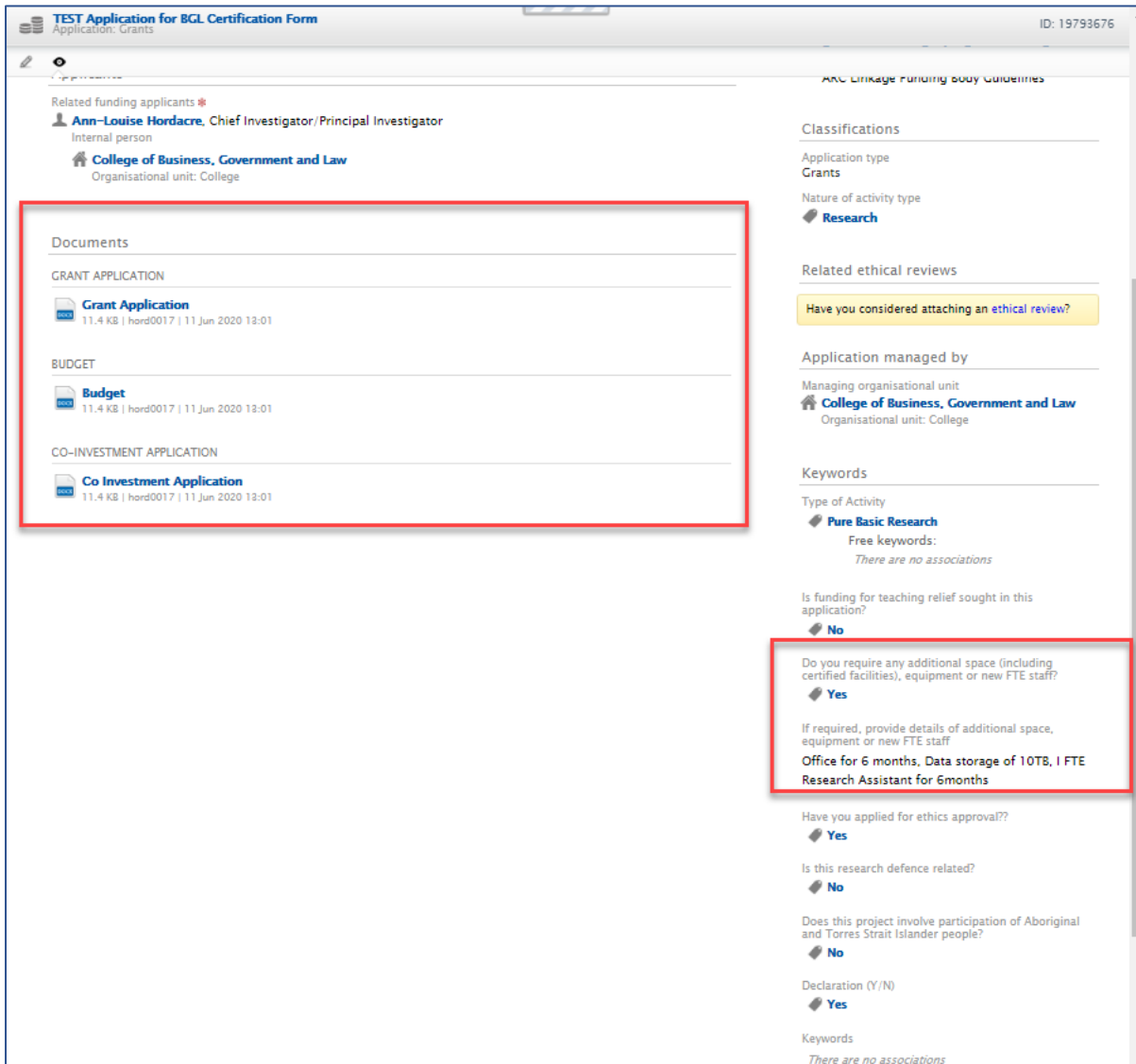
Applied amount in applied currency (if not AUD) Applied amount *
 AUD

Cancel Update

- It is important to check if **additional space, equipment, or FTE is required** for this project. This is in the *keywords* section of the form. If the researcher has replied yes, they must upload proof of approval.

For **CBGL, CHASS, CSE** and **CNHS**, email your Director of College Services to notify them of the request. If no approval has been attached, wait to verify that the College can support the request before submitting to the Dean of Research.

For **CMHS** and **CEPSW**, check for attached approval from the College Resource Committee. If no approval has been attached then send back to the Researcher to gain approval.



TEST Application for BGL Certification Form
Application: Grants ID: 19793676

Related funding applicants *

Ann-Louise Hordacre, Chief Investigator/Principal Investigator
Internal person
College of Business, Government and Law
Organisational unit: College

Documents

GRANT APPLICATION

Grant Application
11.4 KB | hord0017 | 11 Jun 2020 13:01

BUDGET

Budget
11.4 KB | hord0017 | 11 Jun 2020 13:01

CO-INVESTMENT APPLICATION

Co Investment Application
11.4 KB | hord0017 | 11 Jun 2020 13:01

Keywords

Type of Activity

Pure Basic Research
Free keywords:
There are no associations

Is funding for teaching relief sought in this application?
No

Do you require any additional space (including certified facilities), equipment or new FTE staff?
Yes
If required, provide details of additional space, equipment or new FTE staff
Office for 6 months, Data storage of 10TB, 1 FTE Research Assistant for 6months

Have you applied for ethics approval??
Yes

Is this research defence related?
No

Does this project involve participation of Aboriginal and Torres Strait Islander people?
No

Declaration (Y/N)
Yes

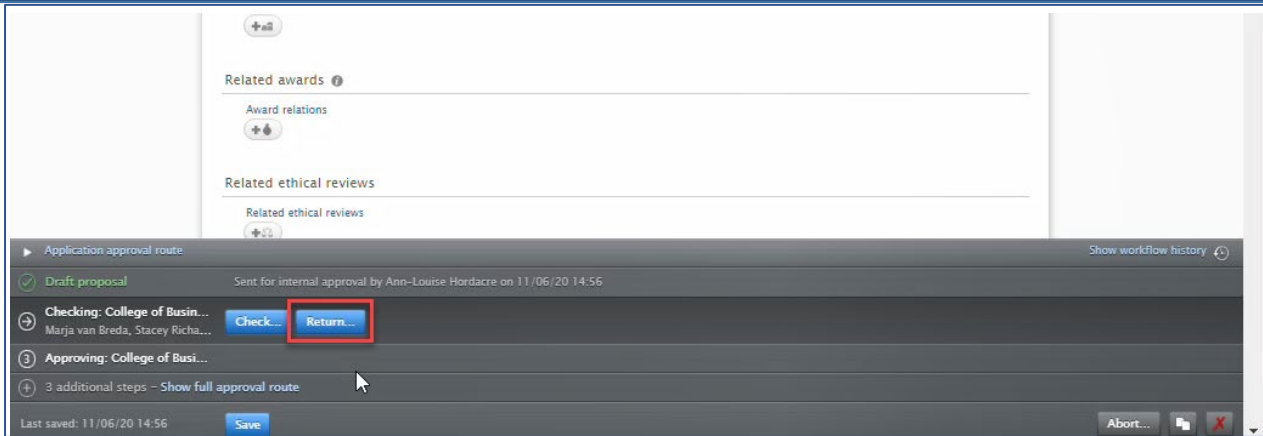
Keywords
There are no associations

Please note there may be other specific information you will need to check in line with your College’s business processes.

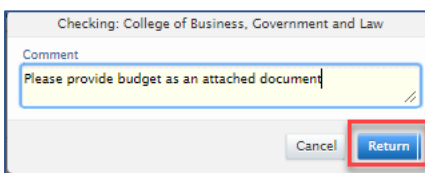
RETURNING AN APPLICATION TO THE RESEARCHER

If the Researcher has not submitted sufficient detail for the form to be submitted to the Dean of Research for approval, you may want to send the form back to the Researcher and request the amend and resubmit the form. To do so:

- Select the return button in the ‘Application approval route’ at the bottom of the form.



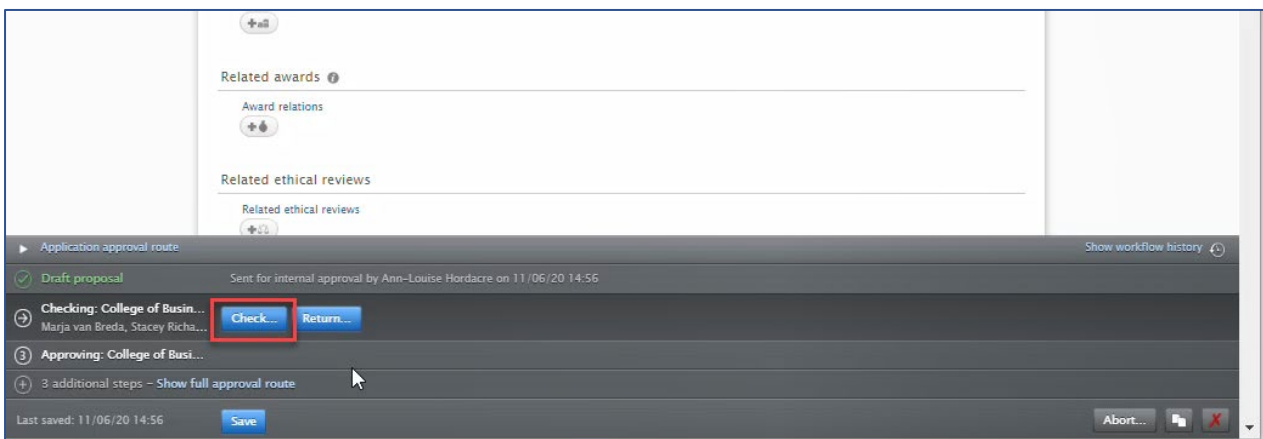
- A pop up will appear where you can enter a comment that will be sent to the Researcher via email with the task. This comment will also appear in the [History and Comments](#) section of the form.



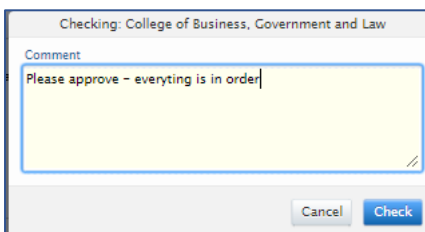
Please note the Researcher can optionally turn off email notifications for applications and awards.

FORWARDING AN APPLICATION TO THE DEAN OF RESEARCH

When the application has all the relevant information included, you can forward to your College Dean or Research by selecting 'Check'

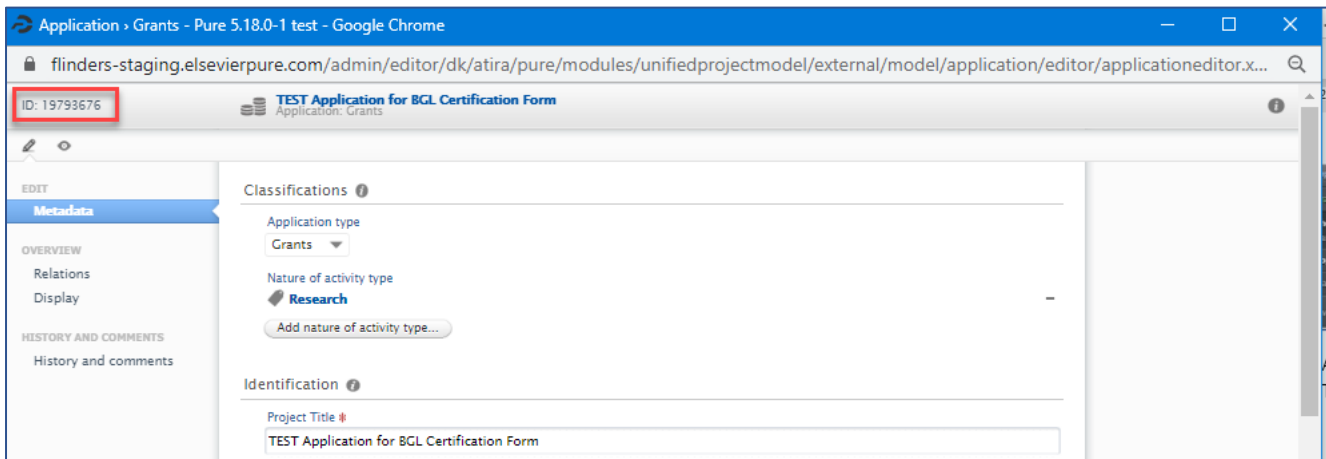


- A pop up will appear where you can enter a comment that will be sent to the Dean of Research via email with the task. This comment will also appear in the [History and Comments](#) section of the form.



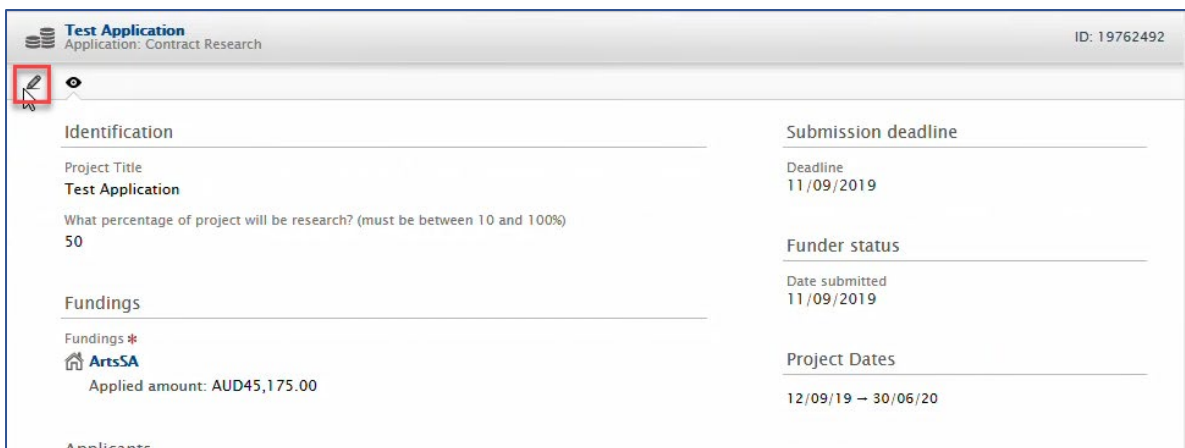
Please note the *Dean of Research* can optionally **turn off email notifications** for applications and awards. *Vice President and Executive Deans* and the *Deputy Vice Chancellor (Research)* **will have email notifications turned off** for applications. If an approval needs to be escalated due to the applicant being a Dean of Research or a Vice President and Executive Dean (respectively),

please email the appropriate approver with the **Name of the Applicant** and **ID number**. The ID number is visible at the top of the form.

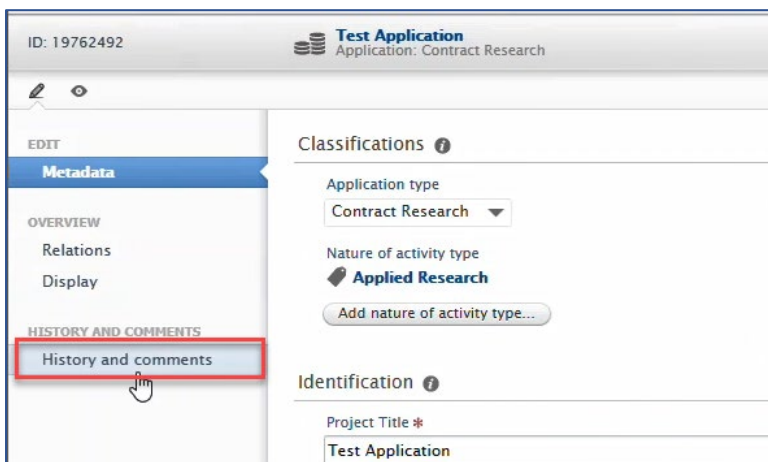


VIEWING THE HISTORY AND COMMENTS OF A FORM


To view all comments relating to an application and the history of changes, select the edit icon in the top left corner.



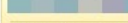
- Select history and comments



- All comments including the reason your application was returned will be in the form. Please note that the most recent comments are at the top of the page


 **TEST Application for BGL Certification Form**
Application: Grants

Comments


 **has added a comment** 11 / 06 / 20 13:01

Please approve my Research Certification form

History

 as / 11 Jun 2020 13:01:54

Created

 as / 11 Jun 2020 13:01:54

Workflow step changed from Draft proposal to Checking: College