

RESEARCH APPLICATION – QUICK REFERENCE GUIDE FOR RDS

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.

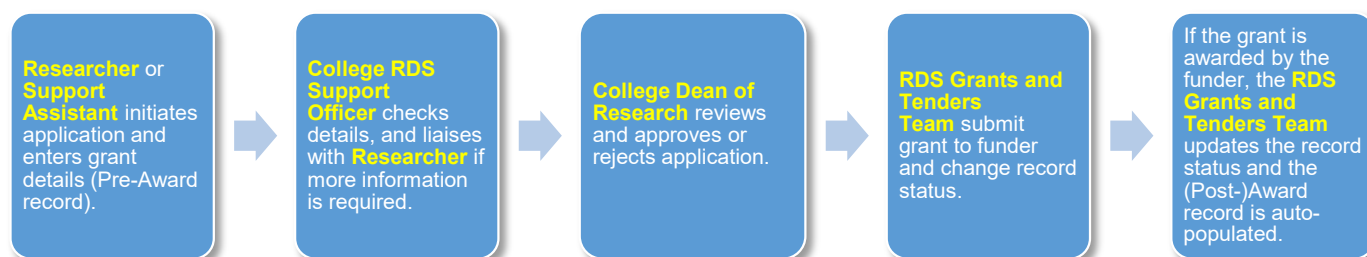
Any information provided at the application (pre-award) stage will be used where possible in the post-award stage (ie after the grant or contract research submission has succeeded).

This form is also known as the *pre-award* form, and was historically known as the *certification* form, a term no longer used.

APPLIES TO

- RDS College Support

The Research Application Process



PROCEDURE

A note on mandatory data

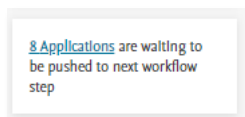
In the application form, questions that are mandatory are marked by a **red asterisk (*)**. If a researcher does not enter mandatory data, ResearchNow will notify them to enter it when they try to save the form. If the information is not entered correctly, the RDS College Support Officer may send the application back to the researcher to ask for more information. As ResearchNow is subject to continual improvement, from time to time mandatory fields may change. In this case, any mandatory fields will be marked with a **red asterisk**, as per usual.

STEPS FOR ENTERING DATA INTO THE PRE-AWARD FORM

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



- On the far-right 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.

test Pure Flinders University (ResearchNow)

Editor Reporting Personal Dashboard Award management

Search for applications...

1 result Total amount: AUD5,000.00 Average amount: AUD5,000.00

Application	Cost codes	Pure ID	IDs	Application approval route	Funder deadline	Nature of activity	Funder	Applied amount	Documents	Funded period	Related applications	Funding opportunity	Ethical reviews	Awards	Project	Date submitted	Submission deadline
[Redacted]				DRAFT PROPOSAL 5 additional steps				5,000.00 AUD		Jan 2021 - Feb 2021							15/09/20

Application: Grants

The form opens. Select any field you want to drill down into for further information.

Application: Grants ID: [Redacted]

Identification

Project Title [Redacted]

Description [Redacted]

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

Fundings

Funding * [Redacted]

Applied amount: AUD5,000.00

Applicants

Related funding applicants *

[Redacted] Chief Investigator
Research income attribution: 25.00%
Internal person
Organisational unit: College

[Redacted] Chief Investigator
Research income attribution: 25.00%
Internal person
Organisational unit: College

[Redacted] Chief Investigator
External person
External organisation: Academic

[Redacted] Chief Investigator
External person
External organisation: Academic

[Redacted] Chief Investigator (Project Lead)
Research income attribution: 50.00%
Internal person

Submission deadline

Deadline 15/09/2020

Project Dates

1/01/21 - 1/02/21

Administering Institution and Collaborative partners

Flinders University Administering Institution

[Redacted]

Classifications

Application type Grants

Nature of activity type

Related ethical reviews

Have you considered attaching an ethical review?

Application managed by

Managing organisational unit [Redacted]
Organisational unit: College

Cross College Collaboration [Redacted]
Organisational unit: Other

Keywords

Application approval route [Redacted]

Last saved: 12/08/21 15:55 Save Abort...

- 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](#). Click the Edit icon as shown below to open editable fields.



- To view **FTE Commitment**, select **Edit** next to the name of the staff member you want to view in the **Applicants** section. **Academic Income Attribution** is viewable under internal staff members' names. Note: The process for allocating the academic ownership percentage has not changed with the introduction of ResearchNow. As a general rule, for the purpose of HERDC research income attribution to individuals, it is an equal split between all Flinders Chief Investigators active on the project in the income reporting year. However, the lead Chief Investigator on the project may request the equal split to be altered, based on evidence supplied.

Applicants ⓘ

Related funding applicants *

Chief Investigator (Project Lead) Edit ↓ -

Internal person

Organisational unit: College

Chief Investigator Edit ↓ ↑ -

Internal person

Organisational unit: College

Chief Investigator Edit ↓ ↑ -

External person

Chief Investigator Edit ↓ ↑ -

External person

External organisation: Academic

Chief Investigator Edit ↑ -

Research income attribution: 10.00%

Internal person

Organisational unit: College

Add person... Add organisational unit...

Total research income attribution
10.00%

Modify related applicant's research income attribution in order to equal a total of 100%

- To view **Infrastructure Levy Percentage**, **HERDC Income Category**, or if person is **applying for co-investment**, select **Edit** next to **Fundings**.

Fundings ⓘ

Funding *

Australian Synchrotron Research Program/Australian National Beamline Facility Edit -

Applied amount: AUD5,000.00

Add funding...

Edit funding

Funding organisation

Funding organisation *

Australian Synchrotron Research Program/Australian National Beamline Facility Change...

External organisation: Unknown

Infrastructure Levy Exemption Reason - if exemption justification required attach this in Documents or update in History and Comments

Research funding up to and including \$10000

HERDC Income Category

No value

Infrastructure Levy Percentage

No value

Are you applying for co-investment?

No

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

Financial summary

Financial

Financial Non-financial

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

5000.00 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 **CMPH** 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.

- There may be other specific information you will need to check in line with your College's business processes.
- The **Discipline** and **Keywords** sections of the form includes some important information gathered to assist with reporting (e.g. ToA/FoR/SEO codes as used by government, ERA, funders) and early identification of resources (e.g. assistance with commercialisation or IP protection, student involvement).
- Note: the keywords Type of Activity and Socio-Economic Objectives have been superseded by equivalent fields in the Discipline section, but still are visible to RDS College Support for reference.
- You should also check the Academic Income Attribution agreement status. If the answer is
 - ["Yes, Custom Ownership % Specified" - approve](#)
 - ["Yes, Default Ownership % Applies" - approve](#)
 - ["No" - send back to the Researcher](#)

Note: Default can also be used

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 appears, 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.

Checking: College of Business, Government and Law

Comment

Please provide budget as an attached document

Cancel Return

The Researcher can choose to turn off email notifications for applications and awards, in which case they'll need to check their application and award in ResearchNow to get the latest information about progress.

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**.

Application approval route

Draft proposal Sent for internal approval by Ann-Louise Hordacre on 11/06/20 14:56

Checking: College of Busin... Marja van Breda, Stacey Richa... **Check...** Return...

Approving: College of Busi...

3 additional steps - Show full approval route

Last saved: 11/06/20 14:56 Save Abort...

- A pop-up appears 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.

Checking: College of Business, Government and Law

Comment

Please approve - everything is in order

Cancel Check

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

Application - Grants - Pure 5.18.0-1 test - Google Chrome

flinders-staging.elsevierpure.com/admin/editor/dk/atira/pure/modules/unifiedprojectmodel/external/model/application/editor/applicationeditor.x...

ID: 19793676

TEST Application for BGL Certification Form

Application: Grants

EDIT

Metadata

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

Classifications

Application type

Grants

Nature of activity type

Research

Add nature of activity type...

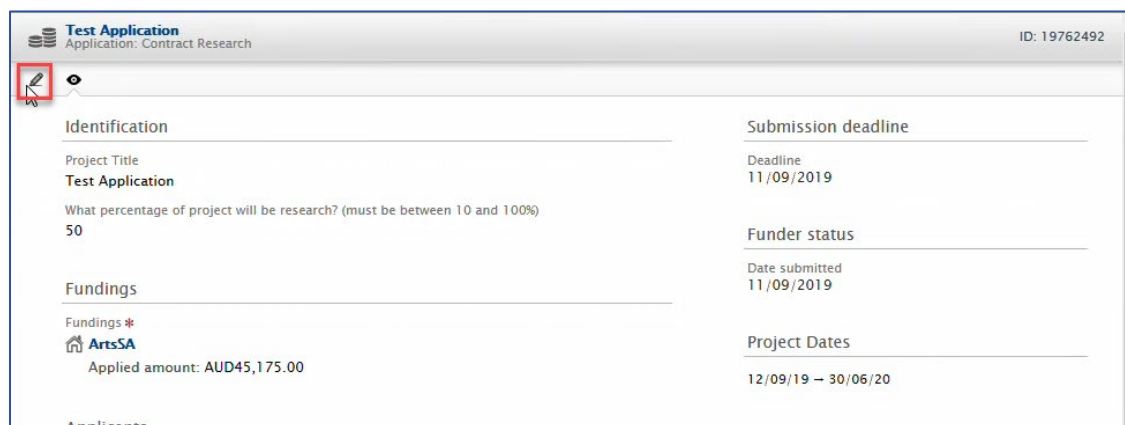
Identification

Project Title

TEST Application for BGL Certification 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.



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

Fundings *
ArtsSA
Applied amount: AUD45,175.00

Submission deadline

Deadline
11/09/2019

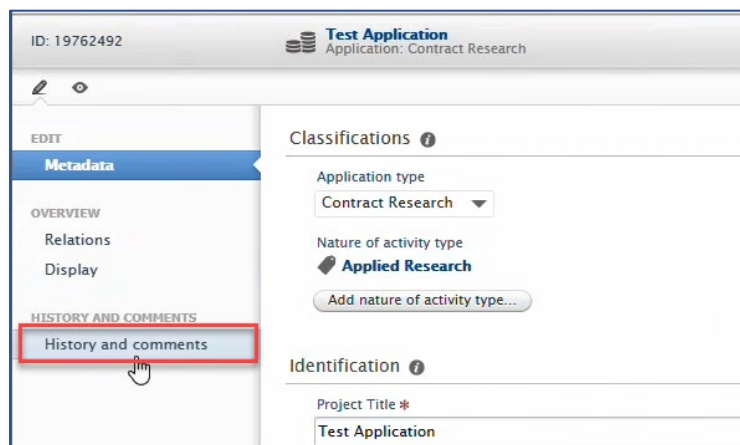
Funder status

Date submitted
11/09/2019

Project Dates

12/09/19 → 30/06/20

- Select History and comments



ID: 19762492 **Test Application**
Application: Contract Research

EDIT

Metadata

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

Classifications

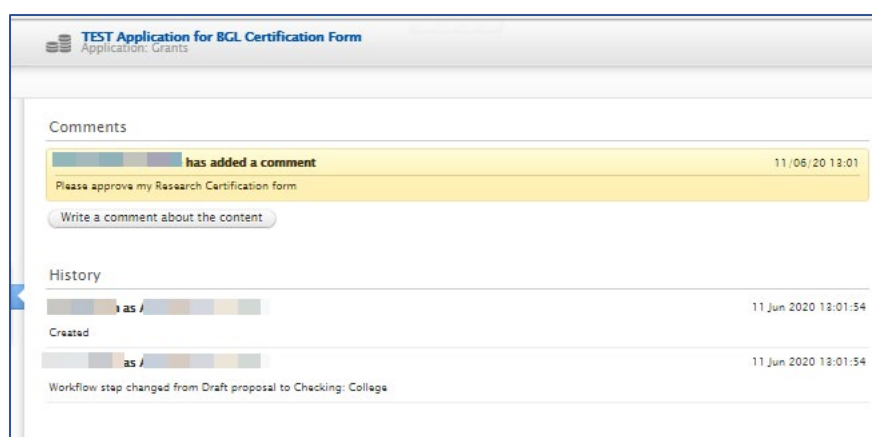
Application type
Contract Research

Nature of activity type
Applied Research
Add nature of activity type...

Identification

Project Title *
Test Application

- All comments including the reason your application was returned will be in the form. 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

Write a comment about the content

History

as / 11 Jun 2020 13:01:54

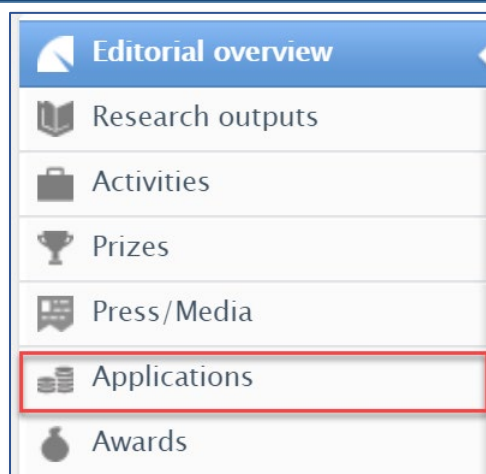
Created

as / 11 Jun 2020 13:01:54

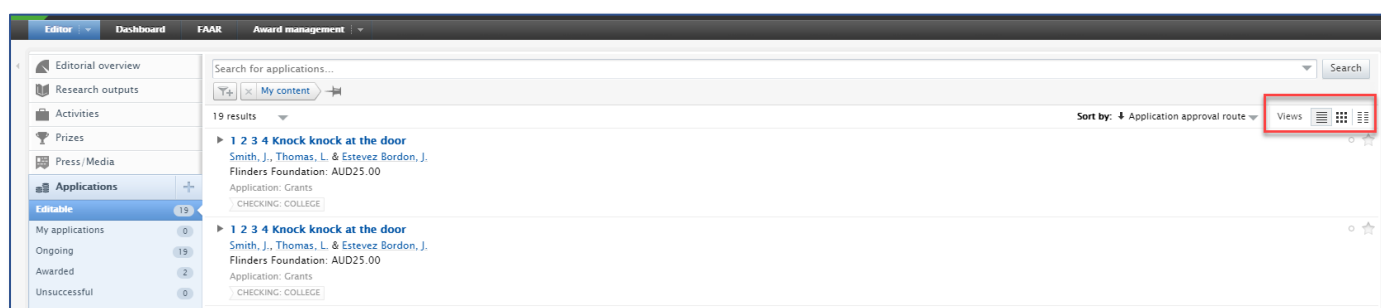
Workflow step changed from Draft proposal to Checking: College

VIEWING WHERE ALL APPLICATIONS ARE IN YOUR COLLEGE

- To view how applications are progressing in your College (and to identify if any form is stuck in a workflow step), select the **Applications** view.



- You will see all the applications in your College. Toggle the view to show information by selecting the **Views** tile in the top right hand corner of the screen.



- Selecting the **9 square matrix** icon will show a total count of all applications by workflow step.

	Approaching deadline	Aborted	Draft proposal	Checking: College	Approving: College	Submit: Funder	Awaiting reply from funder	Reply received from funder
College of Medicine and Public Health	5		5	3	5	1		
Nursing School Office - Former organisational unit: 30/06/17.			1					
Southgate Institute for Health, Society and Equity	1		2		2			
Total	6	0	6	3	7	1	0	0

Click on a number in a circle to see all applications at this step.

	Approaching deadline	Aborted	Draft proposal	Checking: College
College of Medicine and Public Health	5		5	3
Nursing School Office - Former organisational unit: 30/06/17.			1	
Southgate Institute for Health, Society and Equity	1		2	
Total	6	0	6	3

- You see a filtered view of application details.



AAR Award management

Search for applications...

Managing organisational unit Workflow My content

5 results Sort by: Application approval route Views

- GLM-33: GLM-33: Workflow - VPED submits Pre-Award Certification form -> Research Support officer approves -> Dean of Research send back to Researcher (VPED) for amendment
Craig, J.
Flinders Partners: AUD1,000,024.00
Application: Grants
DRAFT PROPOSAL
- GLM-38: GLM-38: Workflow - Grants and Tenders submits Pre-Award Certification form -> Research Support officer sends back form to Grants and Tenders for more information
Forbes, B.
Medical Genetics Institute, Cedars-Sinai Medical Center: AUD1,000,028.00
Application: Grants
DRAFT PROPOSAL
- TEST - G&T lodges the form on behalf of researcher and CSO returns the form. Who gets the email?
Forbes, B.
Australian Research Council: AUD1,000,029.00
Application: Grants
DRAFT PROPOSAL
- Translating a highly informative new method of inspiratory effort measurement into improved monitoring and outcomes for mechanically-ventilated patients in intensive care **AWARDED**
- Translating molecular determinants of advanced glaucoma to personalise risk profiling in early disease. **AWARDED**
Craig, J.
National Health and Medical Research Council (NHMRC): AUD585,270.00
1/01/19 - 31/12/23
Deadline: 31/01/18
Application: Grants
DRAFT PROPOSAL

- In **Views** click on the list of two lines to see a display which will give you more rich information about the applications in your College.

AAR Award management

Search for applications...

Managing organisational unit Workflow My content

5 results Sort by: Application approval route Views

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DRAFT PROPOSAL
- GLM-38: GLM-38: Workflow - Grants and Tenders submits Pre-Award Certification form -> Research Support officer sends back form to Grants and Tenders for more information

- You can see application, approval stage, funder, amount, documents and deadlines in this view. Click on the cog icon next to **Views** to customise information in this view.

test Pure Flinders University (ResearchNow) Staging

Editor Dashboard FAAR Award management

Search for applications...

My content

19 results Total amount: AUD10,239,329.00 Average amount: AUD538,912.05

Application	Cost codes	Pure ID	IDs	Application approval route	Funder deadline	Nature of activity	Funder	Applied amount	Documents	Funded period	Related applications	Funding opportunity	Ethical review	Awards	Project	Date submitted	Subr	deat
1 2 3 4 Knock knock at the door Smith, J., Thomas, L. & Estevez Bordon, J. Application: Grants		19934304	Funder Application ID: 123456	CHECKING COLLEGE 4 additional steps		Research	Flinders Foundation	25.00 AUD										
1 2 3 4 Knock knock at the door Smith, J., Thomas, L. & Estevez Bordon, J. Application: Grants		19934386	Funder Application ID: 123456	CHECKING COLLEGE 4 additional steps		Research	Flinders Foundation	25.00 AUD										