

APPLICATION (RESEARCH CERTIFICATION) – QUICK REFERENCE GUIDE

OVERVIEW

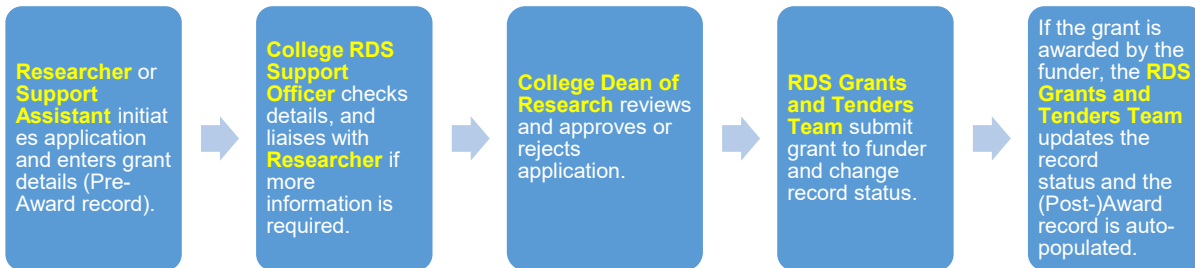
The research application form enables Researchers (or delegates) to enter the core information required for grant or contract research activity to be approved according to University and College guidelines.

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

- Deans of Research
- Vice President and Executive Deans

The Research Application Process



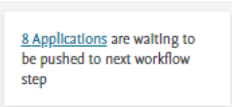
STEPS FOR CHECKING A SUBMITTED APPLICATION

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

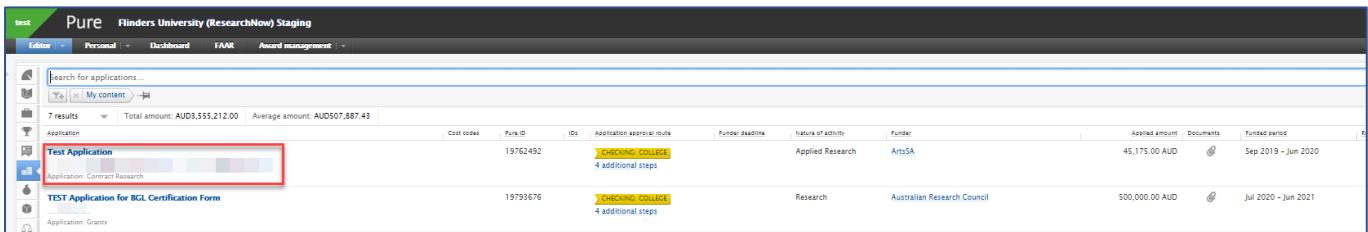


ResearchNow

- 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. You can search for a particular application by entering information such as the name of the application, ID number or funder. Select the application you want to review.



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

- The form will open. To drill down into further details, Select the field you want to view.

Application - Contract Research - Pure 5.18.0-1 test - Google Chrome

flinders-staging.elsevierpure.com/admin/editor/dk/atira/pure/modules/unifiedprojectmodel/external/model/application/editor/applicationeditor.xhtml?id=...

Test Application 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

Applicants

Related funding applicants *

Ann-Louise Hordacre, Chief Investigator/Principal Investigator
Academic ownership: 20.00%
Internal person
College of Business, Government and Law
Organisational unit: College

Barry Burgan, Co-Investigator
External person
Bond University
External organisation: Academic

Sarah Crossman, Co-Investigator
Internal person
College of Business, Government and Law
Organisational unit: College

Cecilia Moretti, Co-Investigator
Internal person
College Services, Business, Government and Law
Organisational unit: Other

Sara Howard, Co-Investigator
Internal person
College of Business, Government and Law
Organisational unit: College

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

Documents

CO-INVESTMENT APPLICATION
coinvestment
2.37 MB | rich0256 | 4 Jun 2020 15:34

RESOURCE COMMITTEE APPROVAL
Email approval
41.3 KB | rich0256 | 4 Jun 2020 15:34

INFRASTRUCTURE LEVY EXEMPTION JUSTIFICATION
infrastructure levy exemption
169 KB | rich0256 | 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
Organisational 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

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 *

 [Redacted] Chief Investigator/Principal Investigator Academic ownership: 20.00% <small>Internal person</small>  College of Business, Government and Law Organisational unit: College	Edit + -
 [Redacted] Co-Investigator <small>External person</small>  Bond University External organisation: Academic	Edit + + -
 [Redacted] Co-Investigator Academic ownership: 10.00% <small>Internal person</small>  College of Business, Government and Law Organisational unit: College	Edit + + -
 [Redacted] Co-Investigator <small>Internal person</small>  College Services, Business, Government and Law Organisational unit: Other	Edit + + -
 [Redacted] rd, Co-Investigator <small>Internal person</small>  College of Business, Government and Law Organisational unit: College	Edit + -

Total academic ownership
30.00%

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

Edit person


 Internal person

Role*
 Chief Investigator/Principal Investigator

Academic ownership
 0 10 20 30 40 50 60 70 80 90 100
 20 Clear

FTE commitment
 0 10 20 30 40 50 60 70 80 90 100


Affiliation on the application

- College of Business, Government and Law (22/02/16 – 21/12/20)
- Business (22/02/16 – 21/12/17)
- Flinders University (5/09/05 – 19/06/09)

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

Fundings ⓘ

Fundings *

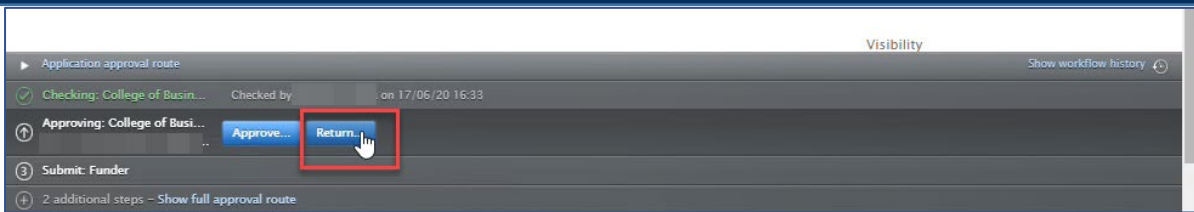
 **ArtsSA**
 Applied amount: AUD45,175.00

-

RETURNING AN APPLICATION TO THE RESEARCHER

If the Researcher has not submitted sufficient detail for the form to be approved, you may want to send the form back to the so that they can amend and resubmit the form. To do so:

- Select the Return button in the 'Application approval route' at the bottom of the form.

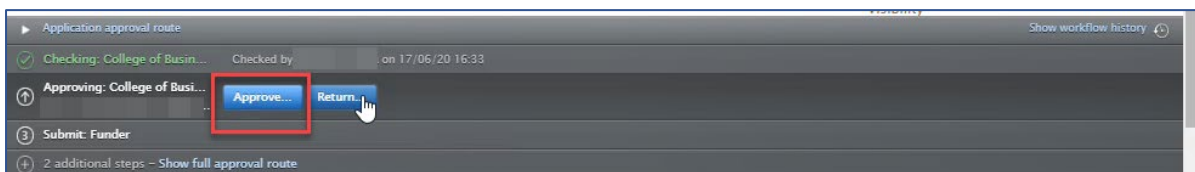


- A pop up will appear where you can enter a comment that will be sent to the Researcher via email with the task. This comment will also appear in the [History and Comments](#) section of the form.

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

APPROVING AN APPLICATION

When the application has all the relevant information included, select approve.



- A pop up will appear where you can optionally enter a comment to the Researcher. This comment will also appear in the [History and Comments](#) section 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 on the edit icon in the top left corner.

- 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. 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

Write a comment about the content

History

as / 11 Jun 2020 13:01:54

Created

as / 11 Jun 2020 12:01:54

Workflow step changed from Draft proposal to Checking: College