

RESEARCH APPLICATION – QUICK REFERENCE GUIDE FOR APPROVERS

OVERVIEW

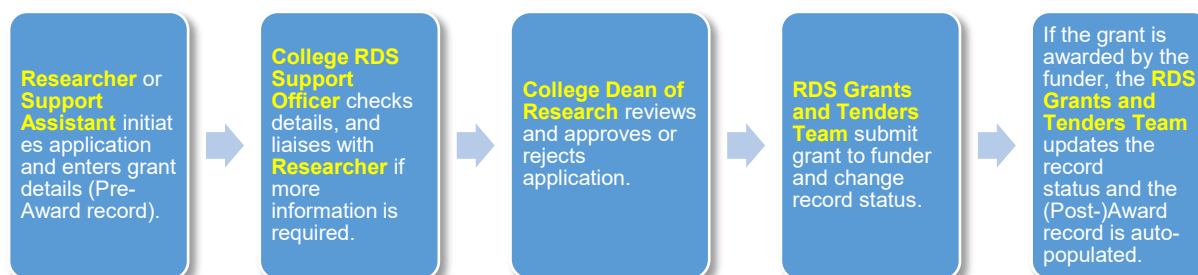
The research application form enables Researchers (or delegates) to enter the core information required for grant or contract research activity to be approved according to University and College guidelines.

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

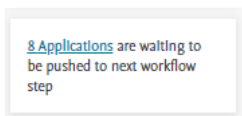


STEPS FOR CHECKING A SUBMITTED APPLICATION

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



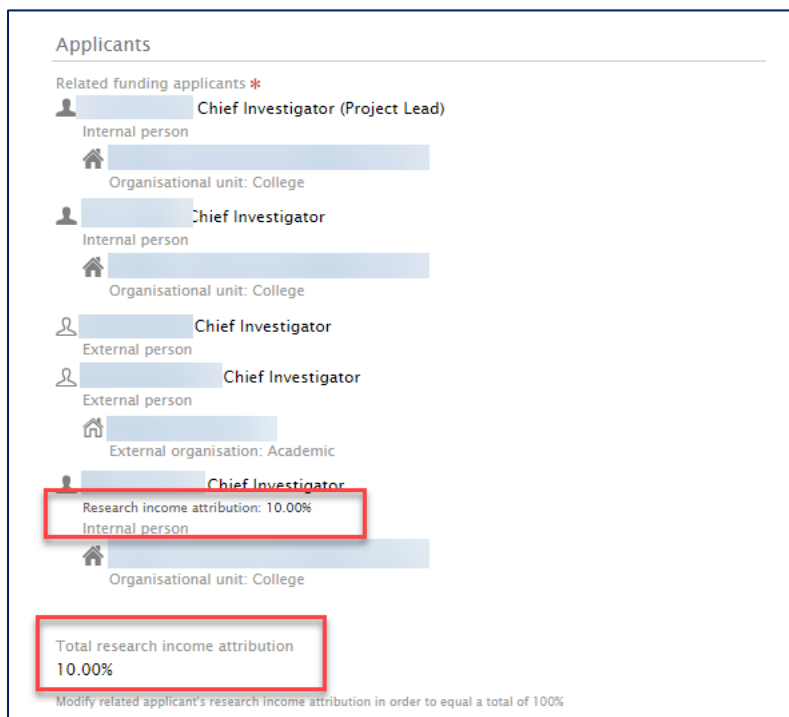
- In the far left side of the page (under Add content) you will see any tasks outstanding, including applications you need to review. Select the task notification.



- 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 Colloids 4 additional steps		Applied Research	ArtsSA	45,175.00 AUD		Sep 2019 - Jun 2020
TEST Application for BCL Certification Form		19793676		Checking Colloids 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.



Applicants

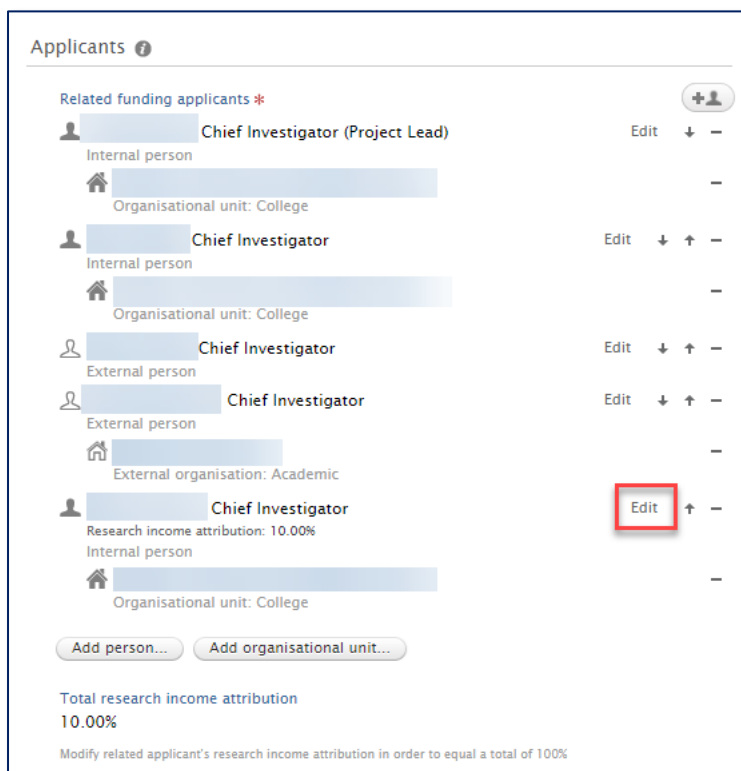
Related funding applicants *

-  **Chief Investigator (Project Lead)**
Internal person
 Organisational unit: College
-  **Chief Investigator**
Internal person
 Organisational unit: College
-  **Chief Investigator**
External person
-  **Chief Investigator**
External person
 External organisation: Academic
-  **Chief Investigator**
Research income attribution: 10.00%
Internal person
 Organisational unit: College

Total research income attribution
10.00%










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

- 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 Income Attribution** is viewable under internal staff members names.



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%

Internal person

Role *

Chief Investigator (Project Lead)

Research income attribution

0 10 20 30 40 50 60 70 80 90 100

FTE commitment

0 10 20 30 40 50 60 70 80 90 100

Edit researcher commitment...

Affiliation on the application

☒ (2/02/15 → 31/12/99)

☐ (16/07/12 → 31/12/17)

☐ (4/10/11 → 15/07/12)

☐ (15/08/11 → 9/12/11)

Add organisation...

Cancel Update

- 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

Add funding...

Edit

- 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

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 Chi...

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

Investigators

Yes, Custom Ownership % Specified

Yes, Default Ownership % Applies

No

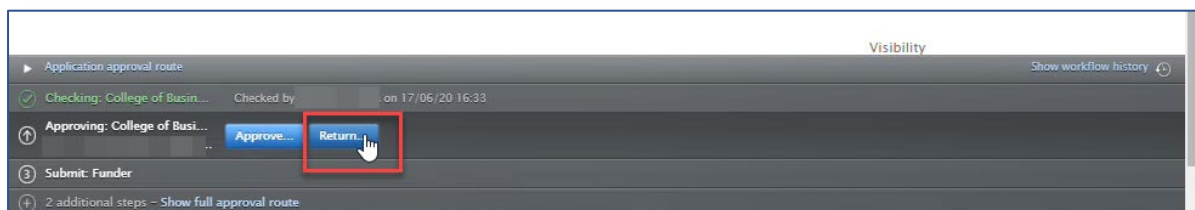
Cancel

Note: Default can also be used.

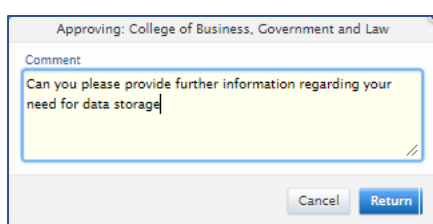
RETURNING AN APPLICATION TO THE RESEARCHER

If the Researcher has not submitted sufficient detail for the form to be 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.



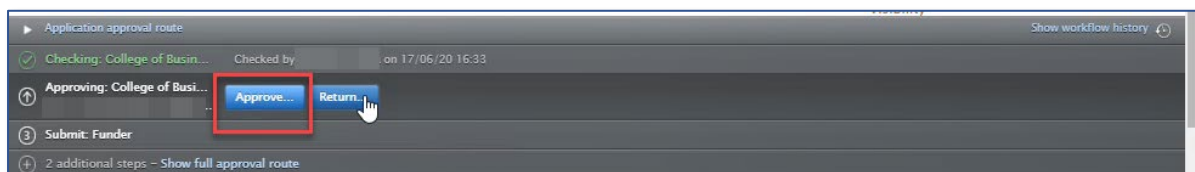
- A pop up will appear where you can enter a comment that will be sent to the Researcher via email with the task. This comment will also appear in the [History and Comments](#) section of the form.



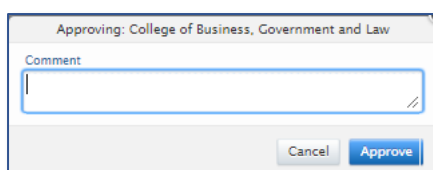
Please note the Researcher can optionally turn off their email notifications for applications and awards.

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.

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	Submission deadline Deadline 11/09/2019
Fundings Fundings * ArtsSA Applied amount: AUD45,175.00	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. 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 13:01:54
 Workflow step changed from Draft proposal to Checking: Collage