

## RESEARCH APPLICATION – QUICK REFERENCE GUIDE FOR RESEARCHERS

### 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.

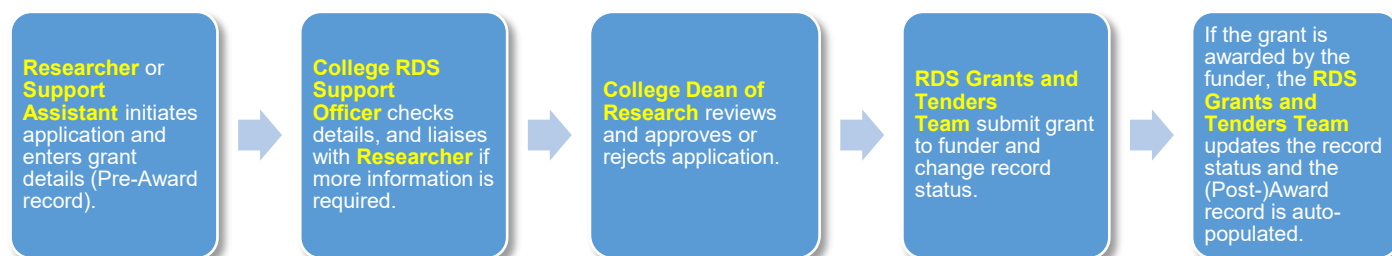
Any information provided at the application (pre-award) stage will be used where possible in the post-award stage (ie after the grant or contract research submission has succeeded).

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

- Researcher or Delegated Trusted User (e.g. Support Assistant)

### The Research Application Process




### PROCEDURE

In the application form, questions that are mandatory are marked by a **red asterisk (\*)**. If you do not enter mandatory data, ResearchNow will notify you to enter it when you try to save the form. If the information is not entered correctly, the RDS College Support Officer may send the application back to you 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 APPLICATION FORM

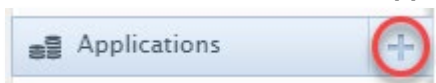
Help in the form is available wherever you see the  symbol. Any field marked with a **\*** must be entered for the form to save.

### Open the Research Application Form

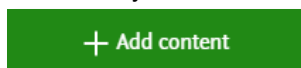
- Select **ResearchNow** from your Flinders (Okta) dashboard.



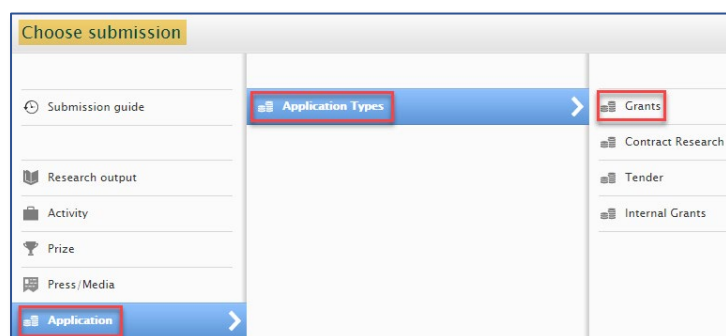
- From the Editor tab, hover over **Applications** and select **+**.



- Alternatively, select **+ Add content** on the right.

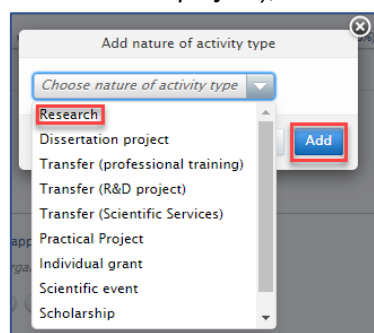


- A *Choose submission* form pops up. Starting from the navigation pane on the left, select the type of submission you are applying for, for example *Grant*.



## Classifications - Add optional classification information

- Optionally qualify the type of the *application*, select **Add nature of activity type**. Choose an item (eg *Research*, or *Dissertation project*), and select **Add**.



## Identification - Describe your project

- Enter the **Project Title**. **MANDATORY**
- Optionally, enter a **Short Title** and **Acronym**.
- Optionally, enter a **Description** for the project.
- Enter **What percentage of project will be research?** (a percentage figure between 10% and 100%). This is a free text field. **MANDATORY**
- Optionally, apply any external **IDs** relevant to the project. Select **Add ID**, select an item from **Source**, and enter the relevant information in **Source ID** (which is a free text field). Then select **Create**.

## Applicants - Add the names of people involved in applying for the grant and their roles

- Identify any other applicants who are related to this application.  
Select **+** or **Add person** and search for an individual to add.

The screenshot shows the 'Applicants' section with a red box around the 'Add person...' button. A red callout bubble points to the '+' icon with the text 'Either'. To the right, a search window shows results for 'tim', listing 'Tim Hibberd' with the affiliation 'Flinders University - Academic status holder / adjunct'.

- When you add another applicant, you are prompted to identify (i) their **Role** (see below table), (ii) their degree of **Academic Income Attribution**, and (iii) their **FTE commitment** (anticipated allocation of time to the project).

The screenshot shows the 'Edit person' form. On the left, a dropdown menu for 'Role' is open, showing options: 'Chief Investigator (Project Lead)', 'Chief Investigator (Flinders Lead)', 'Chief Investigator', and 'Associate Investigator'. The main form shows sliders for 'Research income attribution' (set to 65) and 'FTE commitment' (set to 70). Both sliders have a 'Clear' button. The 'Role' dropdown is also highlighted with a red box.

Move the relevant slider to change the percentage of **Academic Income Attribution** or the **FTE commitment**. You can reset these figures by selecting **Clear**.

Academic Income Attribution is used for research income attribution to Flinders researchers. It provides data that is available as one measure of research performance, for example in Academic Performance Review considerations. In the absence of a specified % split, income is attributed evenly amongst the internal Chief Investigators (CI) only. If there is no internal CI, income is attributed evenly to the internal Associate Investigator(s).

You must get agreement from all Flinders Chief and Associate Investigators as to the arrangement regardless of whether it is a specified % or the default.

In the case where a student wins a scholarship or other research funding on their own merits, the attribution of research funding goes to the supervisor who will be the Chief Investigator (unless the student is listed as an investigator).

**Note:** If you have an Award record where the income attribution needs to be changed, please provide evidence to your Dean (Research) to support the change and evidence of agreement of the CI's and AI's. If the Dean (Research) approves, she/he will email [research.grants@flinders.edu.au](mailto:research.grants@flinders.edu.au) with a request to update the Award accordingly

### (i) Research Roles

Role	When to use
<b>Chief Investigator (Project Lead)</b>	Lead chief investigator (CI) AKA Principal investigator.
<b>Chief Investigator (Flinders Lead)</b>	Used where the Chief Investigator (Project Lead) role is an <i>external</i> investigator.
<b>Chief Investigator</b>	All other chief investigators, regardless of affiliation.
<b>Associate Investigator</b>	Typically, an investigator working in a mentoring/advisory capacity on the project that does not have an FTE (full time equivalent) commitment to the project.

Role	When to use
<b>Partner Investigator</b>	This is a term used specifically by the ARC. Flinders University researchers are not eligible to be Partner Investigators, so this title is not included in the drop-down categories.

You may see a warning about **Total research income attribution** being less than 100% (across all applicants). On completion of all entries, please ensure that the total allocation for all internal investigators equals 100% of the funding coming to Flinders.

Total research income attribution  
65.00%  
Modify related applicant's research income attribution in order to equal a total of 100%

- Select **Create** to finalise the addition of the applicant.
- If you need to edit the applicants after having saved the data, select **Edit**, modify the role / academic income attribution/ FTE component, and select **Update**.

Related funding applicants \*

Chief Investigator (Project Lead) **Edit** -

Research income attribution: 65.00%

Internal person

Organisational unit: Other -

[Add person...](#) [Add organisational unit...](#)

#### Application Manager – Edit the organisational unit managing the research, add any Cross-college collaboration

- Your College will be default populated in the **Managing organisational unit** field. You can edit this by selecting **Change organisation**. If you are collaborating with other Colleges, add them by selecting **Add Collaborating College/s**.

Application managed by ⓘ

Managing organisational unit \*

College of Business, Government and Law

Organisational unit: College

[Change organisation...](#)

Cross College Collaboration

[Add Collaborating College/s](#)

#### Administering Institution and Collaborative Partners – Identify external collaborative partners

- Indicate whether the application itself is being collaborated on with an external partner. If **Yes** is chosen, select **Add Collaborators** to find and select relevant organisations.

Administering Institution and Collaborative partners ⓘ

Collaborators

[Add collaborator...](#)

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

☒ Yes ☐ No

- If **Yes** is chosen, Flinders University must be selected as one of the collaborative partners, and one partner must be identified as the *Administering Institution*.

Administering Institution and Collaborative partners ⓘ

Collaborators

Monash Medical Centre, Monash University	No value	Mark as Administering Institution	–
Flinders University		Mark as Administering Institution	–

Add collaborator...

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

☒ Yes ☐ No

## Funding Scheme

- Identify the **Funding opportunity** by selecting the button and typing a search string. Select the desired choice.

Funding opportunity

nhmrc

NHMRC Investigator  
National Health and Medical Research Council (NHMRC)  
Funding opportunity: Research Grants

Add funding opportunity...

## Fundings – Add all funding details related to the application

- Identify the **Fundings** sources by selecting **Add funding**.
- A funding source may be internal – e.g. a Flinders internal grant, operated from the Office of the Deputy Vice-Chancellor (Research): see <https://staff.flinders.edu.au/research/funding/internal-schemes>. In all respects an internal funding source is treated just like an external one. The funding organisation must be identified as Flinders University for an internal grant.

Fundings ⓘ

Funding \*

Add funding...

A new window pops up.

Add funding

Funding organisation

Funding organisation \*

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

No value ▼

HERDC Income Category

No value ▼

Infrastructure Levy Percentage

No value ▼

Are you applying for co-investment?

No value ▼

Funding project scheme (research programme)

Financial summary

Financial

☒ Financial ☐ Non-financial

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

AUD

Cancel Create

- Choose a **Funding organisation** by selecting and searching for an organisation.
- The funding organisation must be identified as Flinders University for an *internal* grant application.

- Indicate whether there is an **Infrastructure levy**. If *No* is selected, choose the **Infrastructure Levy Exemption Reason**.

Infrastructure levy

No value

No value

Yes

No

Infrastructure Levy Exemption Reason

No value

No value

Exemption not requested

Funding by a scheme categorised as an Australian Competitive Grant (Category 1)

Funding exclusively for HDR (higher degree research) and honours stipends

Funding for research fellowships or awards

Partner organisation contributions associated with Australian competitive grant schemes and internal research collaborative schemes

CRC Program funds where the University is a participant organisation

Research funding up to and including \$10000

Research Grants exclusively for equipment

- Choose the **HERDC Income Category**.

HERDC Income Category

No value

No value

Category 1-Australian competitive grant R&D income

Category 2-Other public sector R&D income

Category 3-Industry and other R&D income

Category 4-Cooperative Research Centre (CRC) R&D income

Not HERDC Eligible Income

Sub-category 1.1 National Health and Medical Research Council (NHMRC)

Sub-category 1.2 Research Council (ARC)

Sub-category 1.3 Medical Research Future Fund (MRFF)

Sub-category 1.4 Rural R&D

Sub-category 1.5 Commonwealth Other

Sub-category 1.6 State/Territory Government

Sub-category 1.7 Other

- Indicate whether you are **applying for co-investment**.

Are you applying for co-investment?

No value

No value

Yes

No

- If not applying for an infrastructure levy exemption, indicate the agreed **Infrastructure Levy Percentage**.

Infrastructure Levy Percentage

No value

No value

35%

34%

33%

32%

- For the **Financial summary**, enter the amount being applied for in the application in Australian dollars on the right (or if in a *foreign* currency, enter the amount on the left).

Financial summary

Financial

Financial

Non-financial

Applied amount in applied currency (if not AUD)

Applied amount \*

AUD

Foreign currency

Australian currency

If the application is related to a *non-financial* activity (eg "in kind") then estimate a value and enter that, optionally supplying a description.

Financial summary

Financial

Financial

Non-financial

Estimated value

AUD

Description

- If this is a collaborative application, add the proportion of the funding that Flinders University will be receiving through the application.

- Select **Create**.

### Submission Deadline – Optional

- Optionally indicate the submission deadline by selecting a date from the **Submission deadline** date-picker.

### Funder Status – Leave blank

### Project Dates

- Identify the expected **start date** and **end date** for the work by selecting from the relevant date-pickers.

### Documents – Provide evidence to assist your application being reviewed and approved

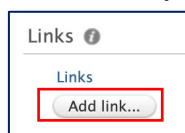
- Upload documents required to support your application by selecting **Add document**. Examples include research proposal, budget, co-investment application, academic ownership agreement and approval of additional resources. Although *not* marked as mandatory, it is strongly suggested that data be added for this field.

- Drag a file into the area provided in the pop-up window, give the document a **File title**, and select the **Type** of file.

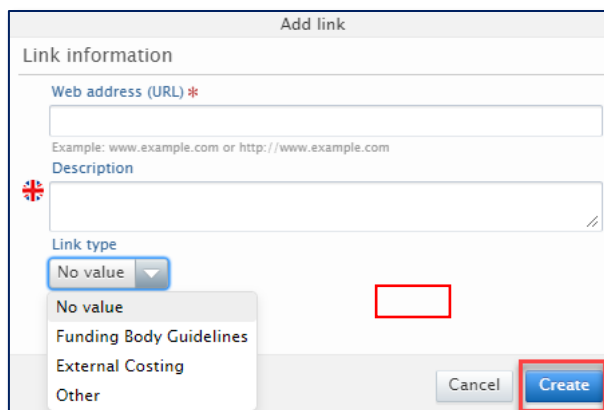
- Select **Create** to upload the document.

## Links – Optionally add website links

- If there are any websites or other links relevant to your application include them by selecting **Add link**.



- Beyond a standard **Web address (URL)**, you can include links to context information for the application, e.g. *External Costings*, records management (*TRIM URL*) locations, and *Funding Body Guidelines*.



- Associate the link with the application by selecting **Create**.

## Related Awards – Leave section blank

## Discipline Assignment– Add Types of Activity, 2020 Fields of Research codes & 2020 Socio-Economic Objectives

Define the type of activity that will be undertaken in your research. You can have more than one ToA code for your project.



Use \* to search for ToA - there are only 4 values to select from

For the type of activity selected, enter the estimated %apportionment and click Create.

New 2020 SEO codes have been updated in ResearchNow replacing the previously used codes. All research is required to have at least one 6-digit 2020 SEO code allocated.

Identify the Socio-Economic Objectives (SEOs) of your research project, as per the ARC website. You can have more than one SEO code for your project. Please choose the SIX digit level only. Use text to search for your objectives.

For the socio-economic objective selected, enter the estimated %apportionment and click Create

- Add the research area(s) for the project by selecting **Add field of research** (FoR). All FoR codes need to be captured against research outputs to enable internal data-driven decision making within the University and for mandatory external reporting.
- New 2020 FoR codes have been updated in ResearchNow replacing the previously used 2008 codes. All research is required to have a 6-digit 2020 FoR code allocated. Historical 2008 codes can be left as is.
- Select **Field of research** and then search for a field of research that is relevant to your application.

- For the field of research selected, estimate its **%apportionment**.
- Select **Create** to add this information to the application.

## Keywords – Additional fields for government reporting and identifying needed resources or skills

Enter the **percentage allocation** in the **Free Keywords** area below your selection.

- Indicate the status of your agreement regarding **Academic Ownership**.
- Indicate whether you need **teaching relief** in order to allow the project to be adequately resourced.
- Indicate whether you need **additional space, equipment, or FTE staff** in order to allow the project to be adequately resourced. Describe the requirements to support your grant, including physical space, data storage, equipment or staff in the free-text box displayed.
- Indicate if the **ethics or biosafety approval** is required for this project.
- Indicate if the project is **defence related**.
- Indicate whether the project involves the participation of **Aboriginal and Torres Strait Islander Australians**.
- Indicate if this project is likely to have **outcomes with commercial value and/or patentable intellectual property**.

- (If yes to the commercialisation question:) Indicate if **any Flinders students will be involved** in the project.

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

Investigators

Yes, Custom Attribution % Specified

Yes, Default Attribution % Applies

No

Cancel

Related Ethical Reviews – Leave section blank

Visibility – Leave section blank

Submit

Select **Send to internal approval** (at the bottom of the screen) and your application is complete. Congratulations!

Application approval route

➔ Draft proposal **Send to internal approval...**

② Checking: College **Check...**

③ Approving: College **Approve...**

④ Submit: Funder **Submitted...**

⑤ Awaiting reply from funder **Reply...**

⑥ Reply received from funder

– Hide full approval route