

APPLICATION (RESEARCH CERTIFICATION) – QUICK REFERENCE GUIDE

OVERVIEW

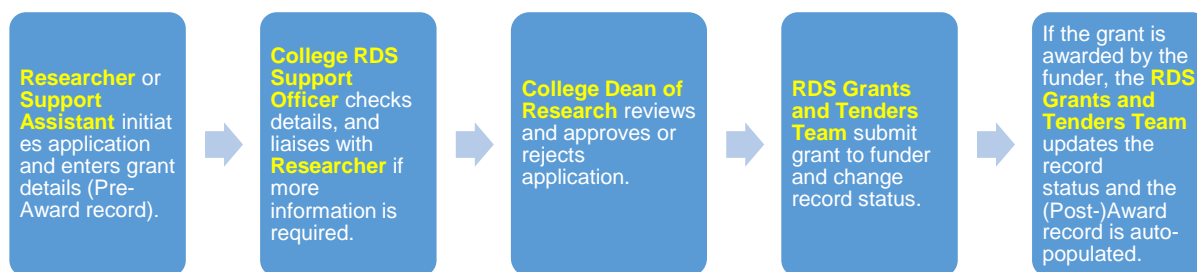
The research application form enables Researchers (or delegates) to enter the core information required for grant or contract research activity to be approved according to University and College guidelines.

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

- Researcher or Delegated trusted user (e.g. Support Assistant)

The Research Application Process




PROCEDURE

Responses to the following questions are mandatory and can be entered quickly. If you do not provide this information, the RDS College Support Officer may **send the application back to you** 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
- Research Declaration Acknowledgement

STEPS FOR ENTERING DATA INTO THE PRE-AWARD FORM

Help 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.

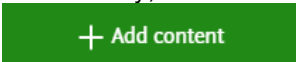


ResearchNow

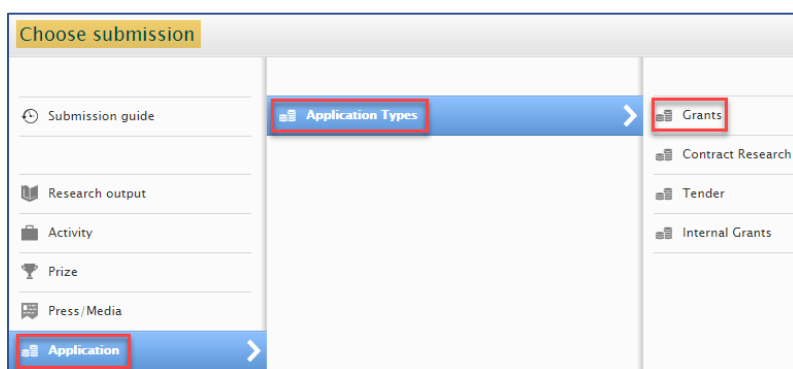
- From the Editor tab, hover over Applications and select +.



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

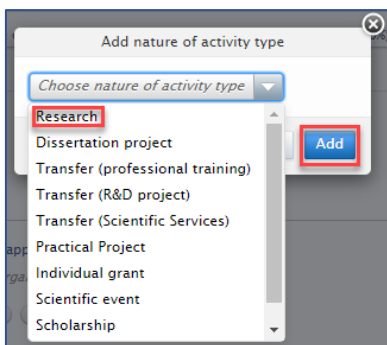


- A Choose submission form pops up. Starting from the navigation pane on the left, select the type of submission you are applying for, for example Grant.




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.*

Identification 

Project Title *

Short title Acronym

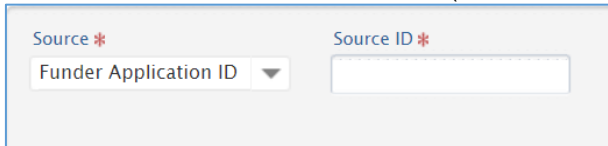
Description

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

IDs

- 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**.

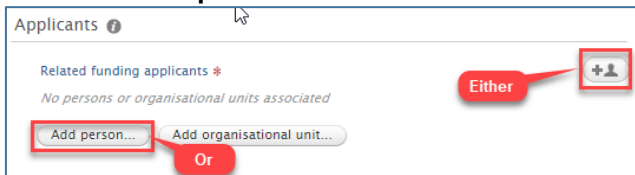


Source * Source ID *

Funder Application ID []

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. **MANDATORY**



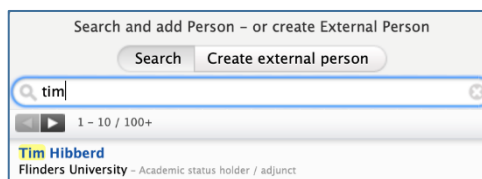
Applicants ⓘ

Related funding applicants *

No persons or organisational units associated

Add person... Add organisational unit...

Or



Search and add Person - or create External Person

Search Create external person

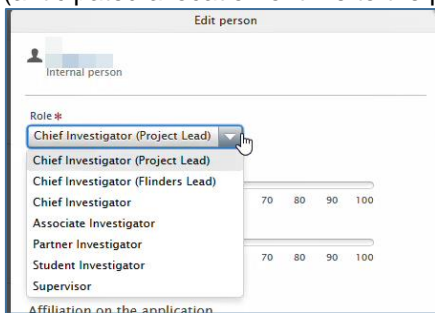
tim

1 - 10 / 100+

Tim Hibberd
Flinders University - Academic status holder / adjunct

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

identify (i)



Edit person

Internal person

Role *

Chief Investigator (Project Lead) [selected]

Chief Investigator (Project Lead)

Chief Investigator (Flinders Lead)

Chief Investigator

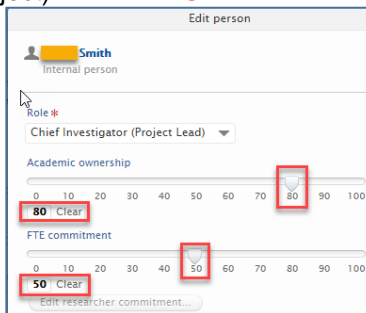
Associate Investigator

Partner Investigator

Student Investigator

Supervisor

Affiliation on the application



Edit person

Smith

Internal person

Role *

Chief Investigator (Project Lead)

Academic ownership

0 10 20 30 40 50 60 70 80 90 100

80 Clear

FTE commitment

0 10 20 30 40 50 60 70 80 90 100

50 Clear

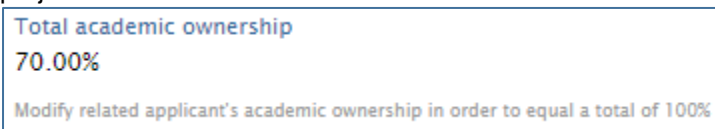
Edit researcher commitment...

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

(i) Research Roles

Role	When to use
Chief Investigator (Project Lead)	Lead chief investigator (CI)AKA Principal investigator.
Chief Investigator (Flinders Lead)	Only used in cases where the Chief Investigator (Project Lead) role is assigned to an <i>external</i> investigator.
Chief Investigator	All other chief investigators, regardless of affiliation. AKA co-investigators, CIB/CIC/CID etc.
Associate Investigator	For investigators that do not have an FTE commitment to the project
Partner Investigator	Typically used in ARC/NHMRC applications - refer to funding body guidelines
Student Investigator	Student in an HDR scholarship grant or other student-led research project
Supervisor	The supervisor in an HDR scholarship grant or other student-led research project.

You may see a warning about **Total academic ownership** being less than 100% (across all applicants). This does not prevent the record from being saved. For example, there may be an application where Flinders is not leading the project.



Total academic ownership

70.00%

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

- Optionally edit any **Affiliation of applicants**.

Affiliation on the application

- Office of Humanities and Creative Arts (1/01/11 – 31/12/14)
- Flinders University (26/03/09 – 31/12/10)
- Flinders University (29/03/05 – 31/12/06)
- Government
- University of Adelaide, The External

- Click **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 ownership / FTE component, and select **Update**.

Related funding applicants *

- Smith, Chief Investigator (Project Lead)** Edit
 - Academic ownership: 80.00%
 - Internal person
 - Office of Humanities and Creative Arts** - Former organisational unit. 30/06/17.
 - Organisational unit: Department
 - Government**
 - Organisational unit: Teaching Program
 - University of Adelaide, The**
 - External organisation: Academic

Add person... Add organisational unit...

Application managed by - *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 clicking on '*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. **MANDATORY**
If Yes is chosen, click **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	-

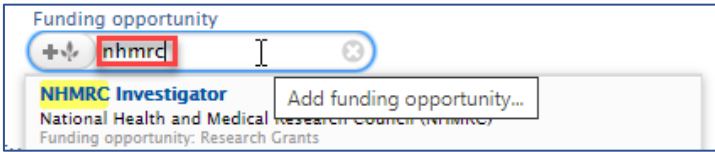
Add collaborator...

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

Yes No

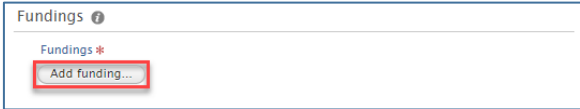
Funding Scheme

- Identify the **Funding opportunity** by selecting the  button, typing in a search string. Click on the relevant result. **MANDATORY**

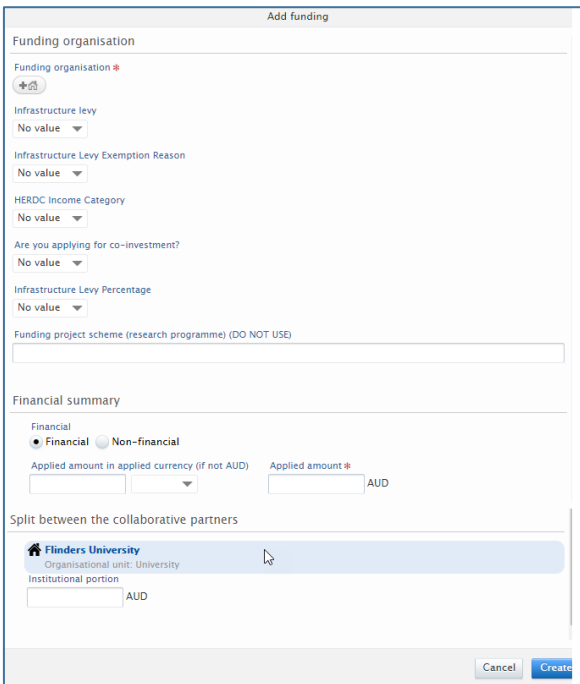



Fundings - Add all funding details related to the application.

- Identify the **Fundings** sources by selecting **Add funding MANDATORY**



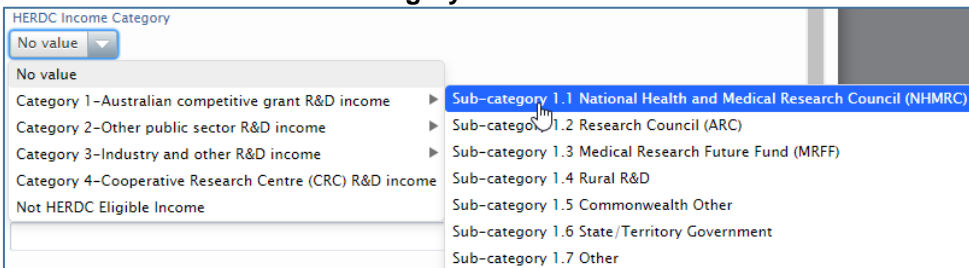
A new window will pop up.



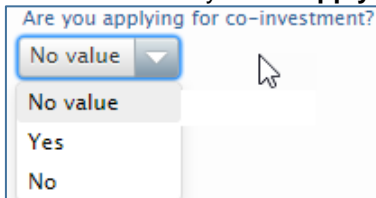
- Choose a **Funding organisation** by selecting  and searching for an organisation. **MANDATORY**
- Indicate whether there is an **Infrastructure levy**. If *No* selected, choose the **Infrastructure Levy Exemption Reason MANDATORY**



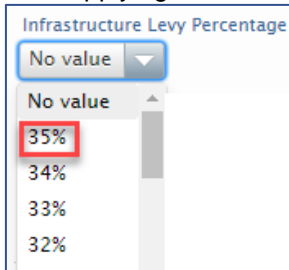
- Choose the **HERDC Income Category. MANDATORY**



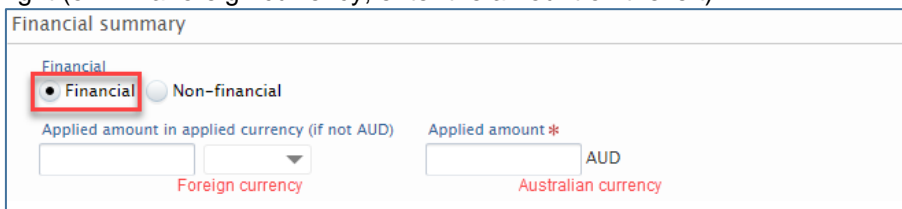
- Indicate whether you are **applying for co-investment**. **MANDATORY**



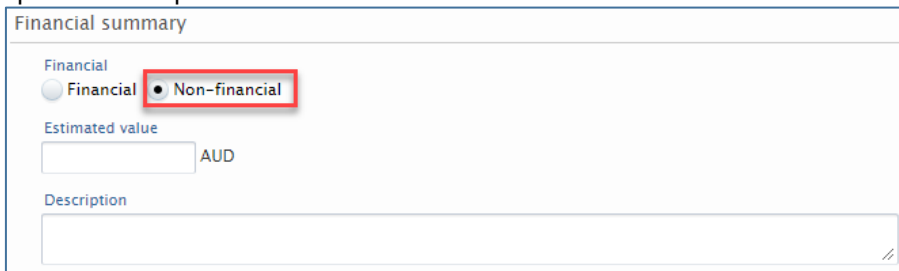
- If not applying for an Infrastructure levy exemption, indicate the agreed **percentage**.



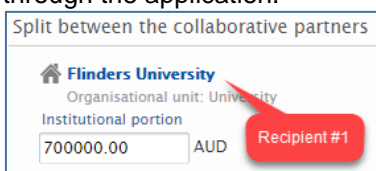
- For the **Financial** summary, enter the amount being applied for in the application in Australian dollars on the right (or if in a foreign currency, enter the amount on the left).



If the application is related to *non-financial* activity (eg “in kind”) then estimate a value and enter that, with an optional description.



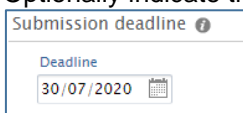
- If this is a collaborative application, add the proportion of the funding that Flinders University will be receiving through the application.



- Click **Create**

Submission Deadline

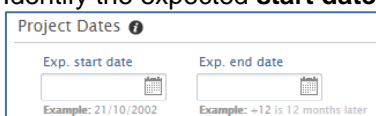
- Optionally indicate the submission deadline by selecting a date from the **Deadline** date-picker.



Funder Status – *Leave blank*

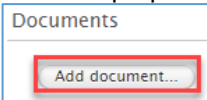
Project Dates

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

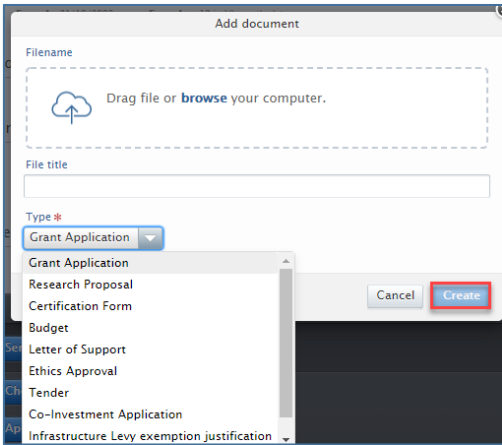


Documents – *provide evidence to assist your application being reviewed and approved.*

- Upload documents required to support your application by selecting **Add document**. Examples include research proposal, budget, co-investment application, approval of additional resources.



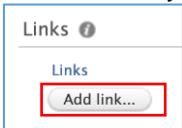
- Drag a files into the area provided in the pop-up window, give the document a File title, and indicate the type of file.



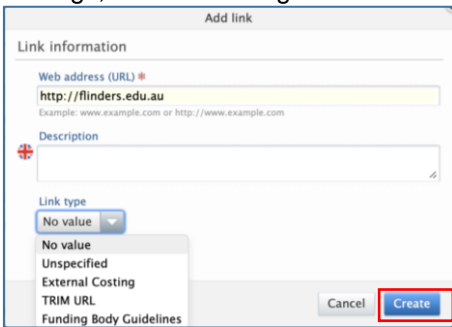
- Select **Create** to upload the document.

Links – *optionally add website links*

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



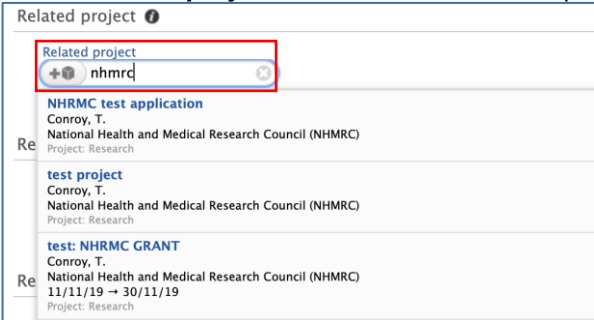
- Beyond standard URLs to websites, you can include links to context information for the application, eg external costings, records management locations, and guidelines from funding bodies.



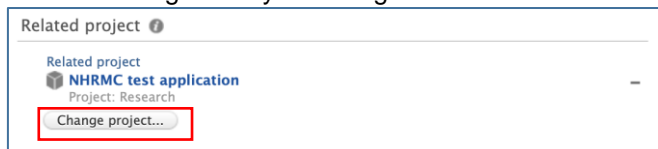
- Associate the link with the application by selecting **Create**.

Related project – *optionally link application with an existing Project.*


- Select **Related project** and then search for the project to associate with this application.



- After you have associated a project with the application, you can change it by selecting **Change project** or remove it altogether by selecting -.



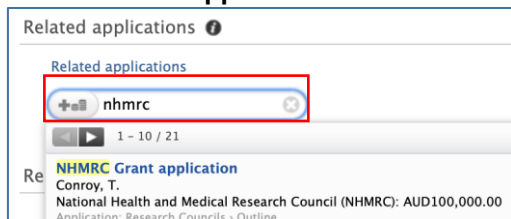
Related project ⓘ

Related project
 **NHRMC test application**
 Project: Research

Change project...

Related applications – *optionally link applications*

- Select **Related applications** and then search for a pre-existing application to associate with this one.



Related applications ⓘ

Related applications

1 - 10 / 21

Re **NHRMC Grant application**
 Conroy, T.
 National Health and Medical Research Council (NHMRC): AUD100,000.00
 Application: Research Councils > Outline

- Repeat the step to associate additional applications, or remove unwanted associations by selecting -.

Related awards – *leave section blank*

Related ethical reviews – *leave section blank*

Discipline assignment – *Optionally add Field of Research codes.*

- Add the research area(s) for the project by selecting **Add field of research**.
- Select **Field of research** and then search for a field of research that is relevant to your application.



Discipline assignment ⓘ

Fields of research

Field of research *

1 - 10 / 26

111799 Public Health and Health Services not elsewhere classified

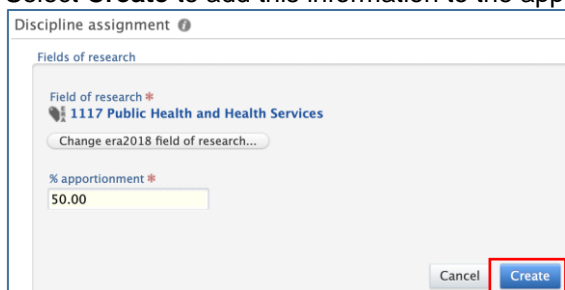
1117 Public Health and Health Services

111702 Aged Health Care

111704 Community Child Health

111709 Health Care Administration


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



Discipline assignment ⓘ

Fields of research

Field of research *

 **1117 Public Health and Health Services**

Change era2018 field of research...

% apportionment *

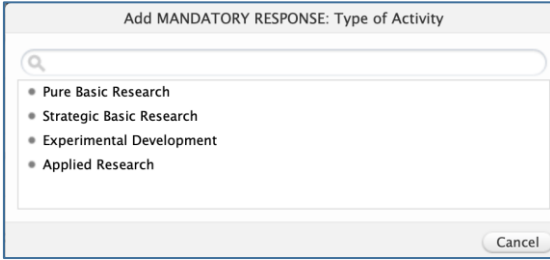
50.00

Cancel **Create**

Keywords – *additional mandatory fields for government reporting*

- Indicate whether you need **teaching relief** in order to allow the project to be adequately resourced. **MANDATORY**
- 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. **MANDATORY**
- Indicate if the ethics approval is required for this project. **MANDATORY**
- Indicate if the project is defence related **MANDATORY**

- Define the **type of activity** that will be undertaken in your research. **MANDATORY**



The screenshot shows a dialog box titled "Add MANDATORY RESPONSE: Type of Activity". It features a search bar at the top and a list of four activity types: Pure Basic Research, Strategic Basic Research, Experimental Development, and Applied Research. A "Cancel" button is located at the bottom right of the dialog.

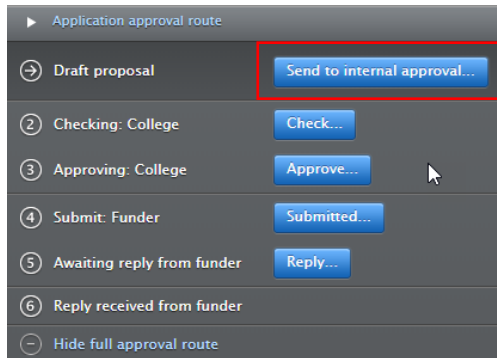
Enter the **percentage allocation** in the free text **Keywords** area below.

- Indicate whether the project involves the participation of **Aboriginal and/or Torres Strait Islander Australians**. **MANDATORY**
- Acknowledge that you comply with and have read the **mandatory research declaration** by responding Y/N. **MANDATORY**

Visibility *Leave this section blank*

Submit

Click **Send to internal approval**



The screenshot shows a sidebar titled "Application approval route" with a list of steps and corresponding buttons:

Step	Action
1 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	