

AWARD SEARCH – QUICK REFERENCE GUIDE FOR RDS CONTRACTS

OVERVIEW

A research Award is created *from a research Application* that has been created by a researcher, approved by Flinders, submitted to a funder, and been successfully awarded a grant from the funder.

Information provided in an Application is carried over into a separate Award record created from that application, checked for accuracy, and additional supporting data is provided.

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

It is the **Award ID** (not the Application ID) that must go on the contract record and on the CIN/CON email in order to be later entered into the TechnologyOne project account by Grants Finance that is critical to ensuring the dashboards work properly and Income for HERDC and Academic Promotions is attributed correctly for researchers.

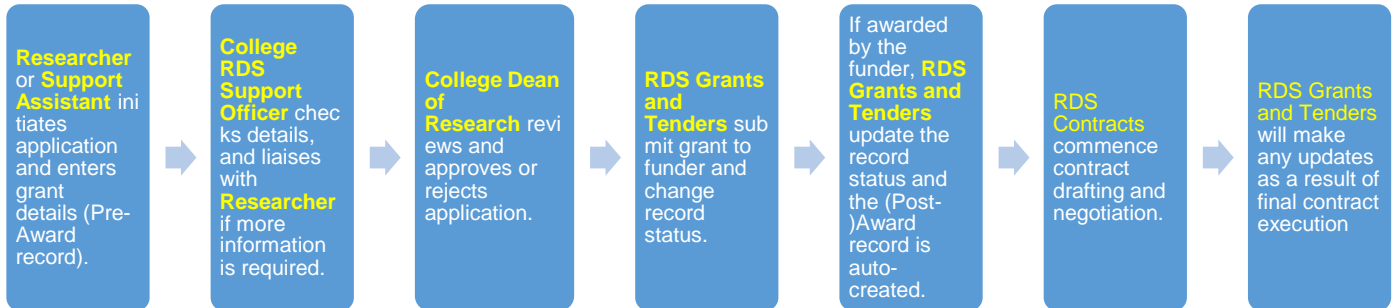
This guide will help you locate the Award ID before you start drafting the contract.

Do not execute contracts until a ResearchNow award record is created by RDS Grants and Tenders. Note that RDS Grants and Tenders do not always get informed when an award is granted.

APPLIES TO ROLES

- Assisting Editor of Awards
- Assisting Editor of Applications
 - an authorised officer in **Research Development and Support** (Contracts Team)

The Research Application Process




PROCEDURE

Here are the steps you should follow.

1. Search for the Award first
2. If found, check the funder details and record the Award ID in the contract system and start the contract create process
3. If not, you can search for the Application to see what stage it is at
4. Optionally, notify someone (eg. Grants and Tenders) with a message

STEPS FOR LOCATING AN AWARD

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

1. Search for the Award

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





- From the Editor tab,



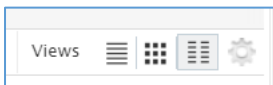
- Click on **Awards**



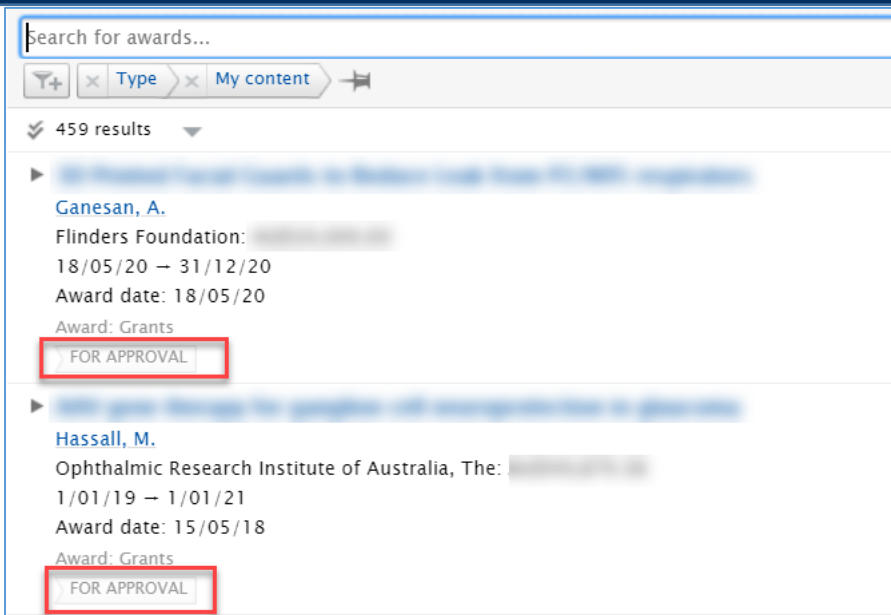
- A default list of all awards will appear. Note that the *Award ID* will not be visible in the “table” view of columns. For example...

Search for awards...														
878 results														
Total amount: AUD284,141,089.16														
Average amount: AUD323,623.11														
Views														
Award	Cost codes	IDs	Nature of activity	Funder	Awarded	Spend	Funded period	Award date	Allocated time (H)	Spend time (H)	Documents	Overdue milestones	Upcoming milestones	Applications
		RM Project ID:	Research		29,000.00 AUD	0.00 AUD	Jan 2016 - Jun 2020	1/01/16						
Award date: 1/01/16														
Award: Contract Research														

- Use the layout buttons to the right to change the view (list, matrix, table) or click the cog to vary the fields you see



- The basic “list” view will show a workflow status (see below). This is always defaulted to “FOR APPROVAL” because we do not currently use workflow on the award record. This also means it still can be edited.



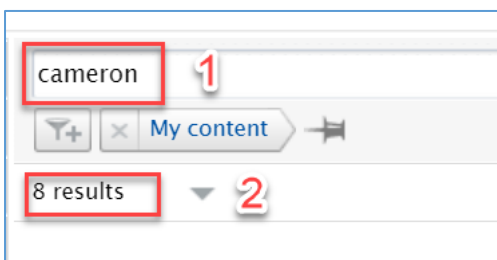
Search for awards...

459 results

Ganesan, A.
Flinders Foundation:
18/05/20 – 31/12/20
Award date: 18/05/20
Award: Grants
FOR APPROVAL

Hassall, M.
Ophthalmic Research Institute of Australia, The:
1/01/19 – 1/01/21
Award date: 15/05/18
Award: Grants
FOR APPROVAL

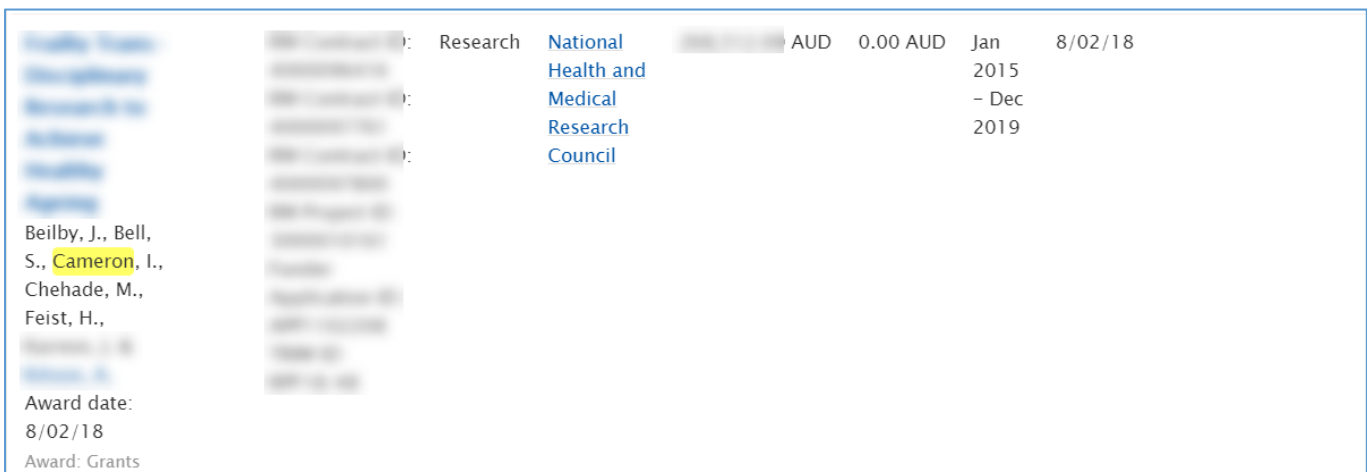
- For a “global” search you can just type any string (eg. Researcher surname, or partial title) into the search area, press enter and the results will be listed
 - If looking for a string of text enclose it in quotes eg. “quality of life”



cameron 1

8 results 2

- The system will highlight the matched text

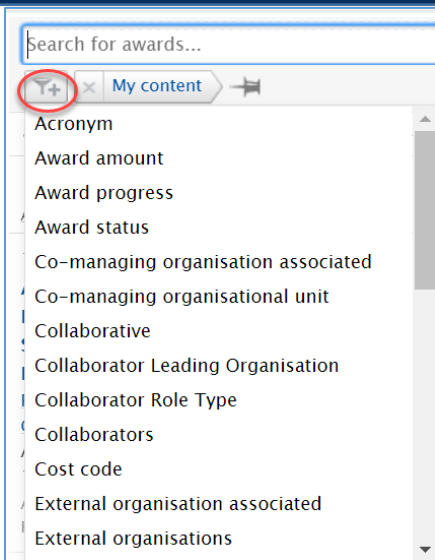


Research National Health and Medical Research Council AUD 0.00 AUD Jan 8/02/18 2015 - Dec 2019

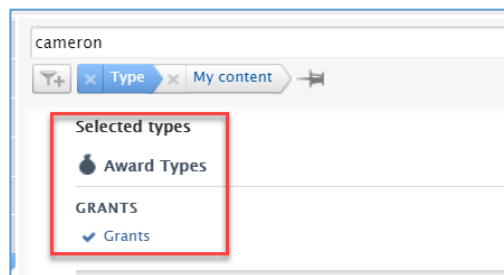
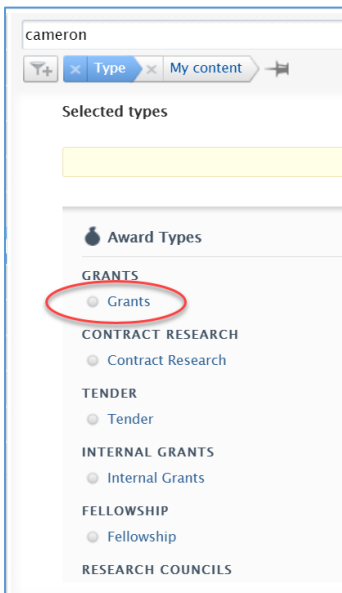
Beilby, J., Bell, S., Cameron, I., Chehade, M., Feist, H.,

Award date:
8/02/18
Award: Grants

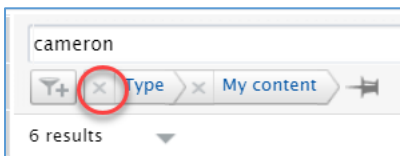
- Alternately, click on the filter icon to bring up a list of specific fields you can search with eg. **Person** (researcher), **Funder**, **Type** (eg. Grants)



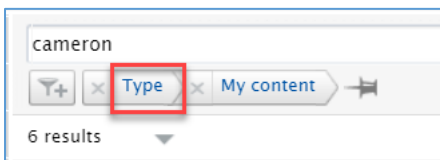
- For example if you filter on **Type**, you can select “Grants” then click **Search**



- To clear a filter click the X next to the field name



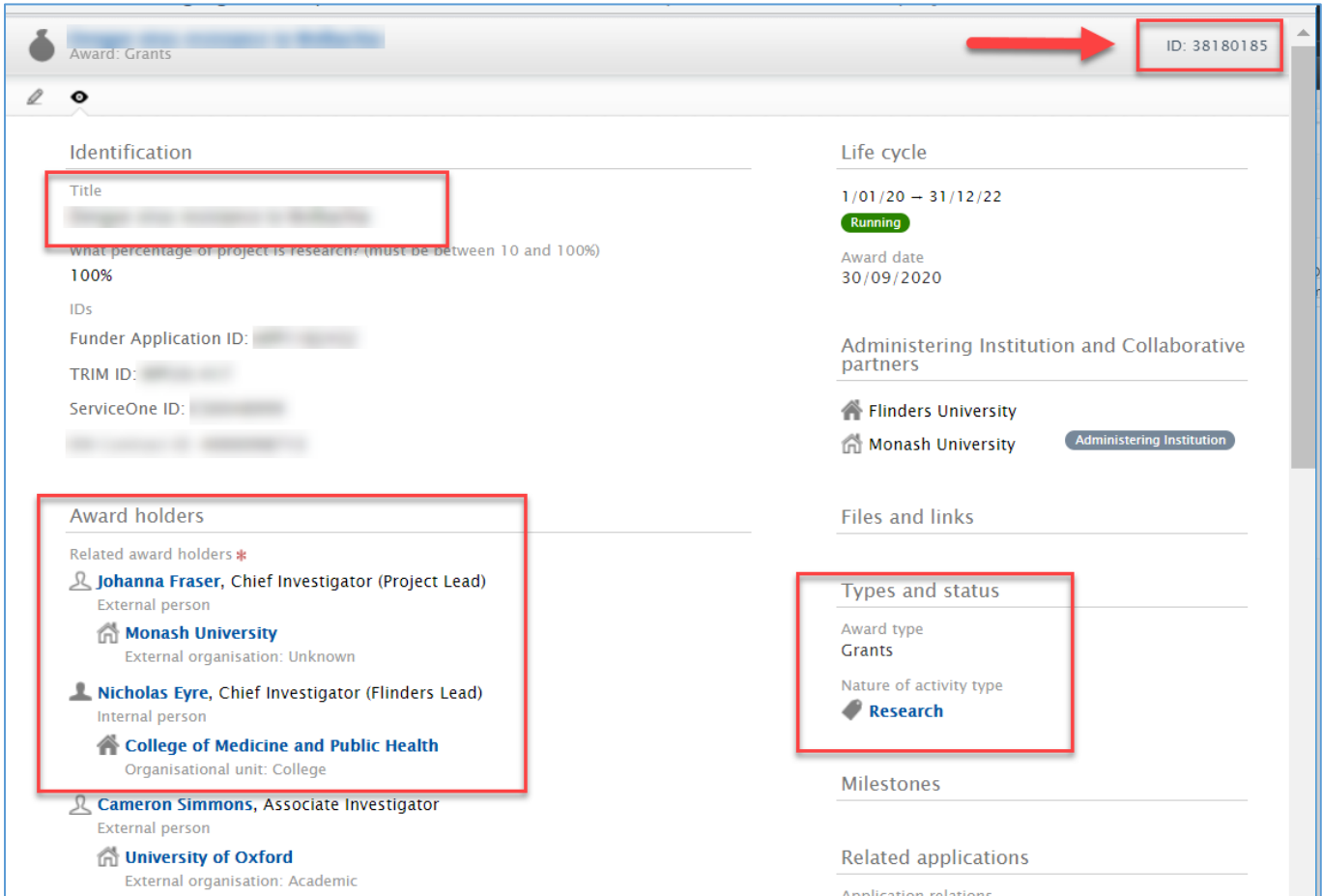
- To edit a filter click on the field name



- If you **CANNOT** find the award then RDS Grants and Tenders may not have converted the application yet. Go to step 3 if you want to see what stage the *application* is at.
- If you do find the correct Award, you can be sure it has already been approved by the Dean of Research

2. View the Award details

- Scroll through the list looking for the **Award** title you are after
- Click on the blue **Award** title to check the details in the popup (Title, Award Holders, Types and status)
- The **Award ID** is in the top right corner in View mode (and in top left in edit mode)



Award: Grants ID: 38180185

Identification

Title

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

IDs

Funder Application ID: [REDACTED]

TRIM ID: [REDACTED]

ServiceOne ID: [REDACTED]

Life cycle

1/01/20 – 31/12/22
Running

Award date
30/09/2020

Administering Institution and Collaborative partners

Flinders University
Monash University **Administering Institution**

Award holders

Related award holders *

Johanna Fraser, Chief Investigator (Project Lead)
External person
Monash University
External organisation: Unknown

Nicholas Eyre, Chief Investigator (Flinders Lead)
Internal person
College of Medicine and Public Health
Organisational unit: College

Cameron Simmons, Associate Investigator
External person
University of Oxford
External organisation: Academic

Types and status

Award type
Grants

Nature of activity type
Research

Milestones

Related applications

Application relations

- You can ignore the workflow status in the bottom grey footer as this workflow is NOT IN USE

Last saved: 27/05/21 12:29 Status: For approval ▼

- To locate the funding details, scroll down to the **Funding** section and click on a **Funder name**

Quality of life: a new instrument with older people for economic evaluation
Award: Grants

Total academic ownership
100.00%

Funding

Financial

- Australian Research Council**
Awarded amount: AUD200,425.45
- University of South Australia**
Awarded amount: AUD220,468.00

- This will put you in award editing mode. Click **Edit** button for a funder

EDIT

Metadata

OVERVIEW
Relations
Fingerprints
Display

HISTORY AND COMMENTS
History and comments

NOTIFICATIONS
Editors responsible for handling this submission:

Administering Institution and Collaborative partners ⓘ

Collaborators

Collaborator	Value	Action
Flinders University		Administering Institution
Royal Rehabilitation Centre Sydney	No value	Mark as Administering Institution -
Monash University	No value	Mark as Administering Institution -
Newcastle University, UK	No value	Mark as Administering Institution -
Dementia Alliance international	No value	Mark as Administering Institution -

Add collaborator...

Collaborative award *
 Yes No

Funding ⓘ

Funding *


Financial

Australian Research Council Awarded amount: AUD200,425.45	Edit + -
University of South Australia Awarded amount: AUD220,468.00	Edit ↑ -

Add funding...

- The funder details popup, which is where you can find **Levy** details and confirm **Awarded Amount**. NOTE: Amounts are always EXCLUSIVE of GST

Edit funding

Funding organisation *
 **Australian Research Council** Change...
External organisation: Government

Infrastructure Levy Exemption Reason – if exemption justification required attach this in Documents or update in History and Comments
 Exemption not requested ▼

HERDC Income Category
 Category 1–Australian competitive grant R&D income > Sub–category 1.2 Research Council (ARC) ▼

Infrastructure Levy Percentage
 25% ▼

Are you applying for co–investment?
 No ▼

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

Financial summary


Financial
 Financial Non–financial


Awarded amount in awarded currency (if not AUD) Awarded amount * AUD


- If you need collaborative split details for the contract, then scroll down


Edit funding


Split between the collaborative partners


 **Flinders University**
Organisational unit: University
 Institutional portion
 AUD

 **Royal Rehabilitation Centre Sydney**
External organisation: Medical
 Institutional portion
 AUD

 **Monash University**
External organisation: Academic
 Institutional portion
 AUD






 **Newcastle University, UK**
External organisation: Academic
 Institutional portion
 AUD

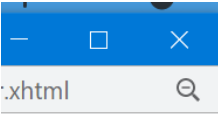
 **Dementia Alliance international**
External organisation: Unknown
 Institutional portion
 AUD

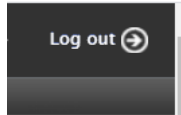
- Close the popup by clicking on  in the top right corner

- Just below the Funders section you can see the **Life Cycle** section with ACTUAL start/end dates to use on the contract.

Life cycle ⓘ

<p>Actual start date</p> <p>01/01/2018 </p> <p><small>Example: 21/10/2002</small></p>	<p>Actual end date</p> <p>15/08/2021 </p> <p><small>Example: +12 is 12 months later</small></p>
<p>Exp. start date</p> <p>01/01/2018 </p> <p><small>Example: 21/10/2002</small></p>	<p>Exp. end date</p> <p>15/08/2021 </p> <p><small>Example: +12 is 12 months later</small></p>
<p>Award date *</p> <p>23/08/2019 </p> <p><small>Example: 21/10/2002</small></p>	

- Close the award popup by clicking the **X**  in the top right of the window
- Log out from the top right corner of the main screen

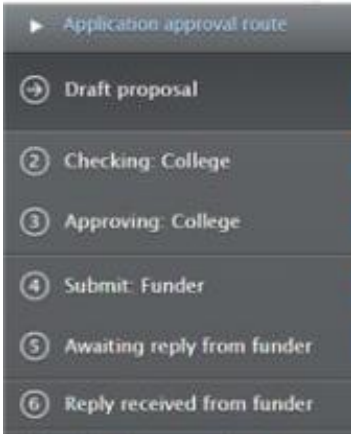


3. Search for an Application

If you cannot find the award, you may want to find out where the Application is up to.

The workflow approval route has the following steps.

If the Dean of Research has approved, then it will have passed step 3.



- From the **Editor** tab,



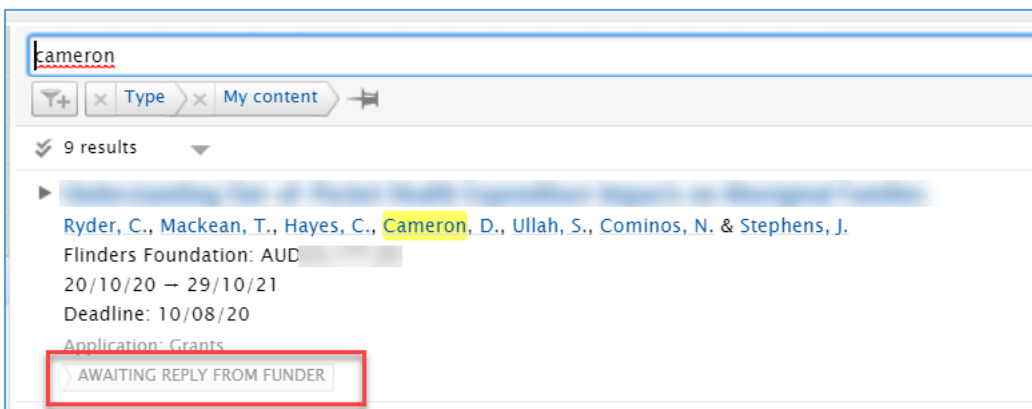
- Click on **Applications**



- A default list of all applications will appear
- The most useful type of view is the “table” as it shows lots of field detail



- Use the filters (as described above) to narrow your search
- Check the status from the simple “list” view. This example application is still “awaiting reply from funder” meaning NOT YET AWARDED



- Here is the other “table” view which clearly shows there is an award because the money bag appears. Click on the money bag to see the popup hyperlink to the award. DO NOT use the “Pure ID” as this is the Application ID.

frailty

My content

5 results

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
		3666		REPLY RECEIVED FROM FUNDER		Research	National Health and Medical Research Council	AUD		Jan 2015 - Dec 2019		Centres of Research Excellence				

AWARDED

Beilby, J., Bell, S., Cameron, I., Chehade, M., Feist, H., Karnon, J. & Kitson, A.
Application: Grants

Views

Applied amount Documents Funded period Related applications Funding opportunity Ethical reviews Awards

00 AUD Jan 2016

Awards

17/19

Phillips, J. & Gordon, S.
Australian Rotary Health Research Fund: AUE
1/01/16 - 30/06/20
Award date: 1/01/16
Award: Contract Research

2017

- Here is another example of an *application* in a “list” view, that has been awarded by the funder. If this is the one you are looking for you can view the application and click through to the linked award after viewing the application details (see following steps).

AWARDED

Fraser, J., Eyre, N. & Simmons, C.
National Health and Medical Research Council: AUD
1/01/20 - 31/12/22
Deadline: 8/05/19
Application: Grants
REPLY RECEIVED FROM FUNDER

- When viewing an *application*, **DO NOT USE** the ID you can see in the top right, instead scroll down to **Related Awards** to click on the **Award title**, which will give you a popup to open the *Award* record. **NOTE: the related award will only be there if Grants and Tenders have already converted the application to an award.**

Application: Grants AWARDED ID: 36661498

National Health and Medical Research Council
Applied amount: AUC [REDACTED]

Applicants

Related funding applicants *

- Justin Beilby**, Chief Investigator
External person
Torrens University Australia
External organisation: Academic
- Simon Bell**, Chief Investigator
External person
Monash University
External organisation: Academic
- Ian Cameron**, Chief Investigator
External person
University of Sydney
External organisation: Academic
- Mellick Chehade**, Chief Investigator
External person

Classifications

Application type
Grants

Nature of activity type
Research

Related ethical reviews

Have you considered attaching an ethical review?

Related awards

Award relations

- [REDACTED]
Award: Grants

Related awards

Award relations

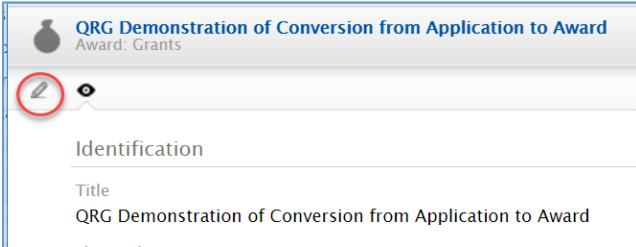
- [REDACTED]
Award: Grants

Beilby, J., Bell, S., Cameron, I., Chehade, M., Feist, H., Karnon, J. & Kitson, A.
National Health and Medical Research Council: AUD268,512.00
1/01/15 – 31/12/19
Award date: [REDACTED]
Award: Grants

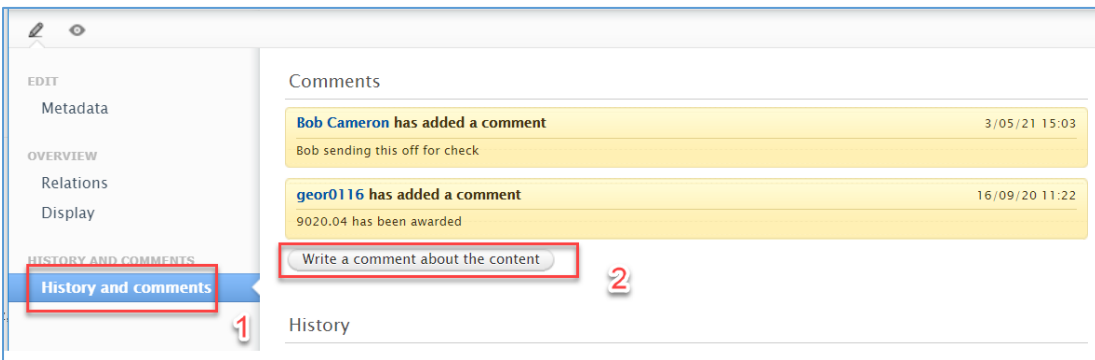
Open

4. Send a message

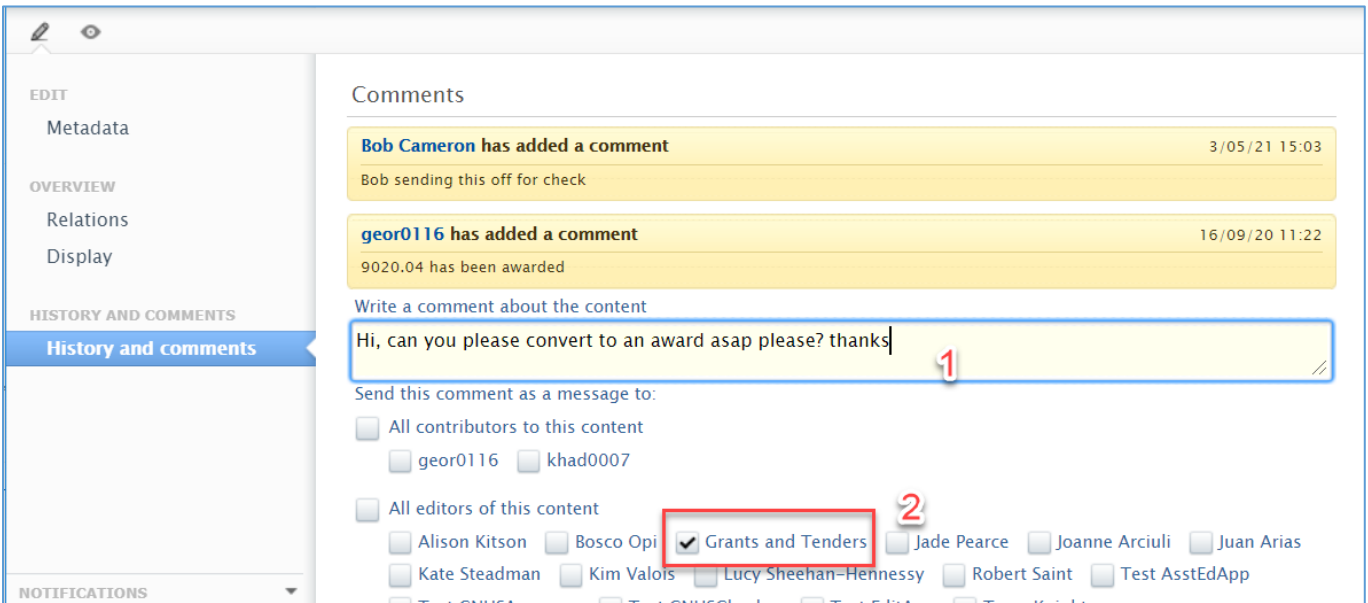
- You will need to message Grants and Tenders occasionally. For example, if it looks like an application has not been converted to an award yet, or perhaps some levy details are missing from the award record.
- Firstly view your application or award record from the list, and go into **Edit** mode



- Click on **History and comments** and then click **Write a comment about the content**



- Type your comment in. If you **OPTIONALLY** select a recipient(s), they will receive an email with the same comment. The example below shows a message being logged and emailed to "Grants and Tenders" team.



- Then click **Save** at the bottom of screen to log it and send it

