

## AWARDS IN RESEARCHNOW – QUICK REFERENCE GUIDE

### 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 the award created from that application, checked for accuracy, and additional supporting data is provided. The award holds budget information, financial (*administrative*) milestones, academic activity milestones, and linkage information to other applications, awards, and projects. The award must be approved by the College Dean of Research.

### APPLIES TO

- **Dean of Research** (or delegate)

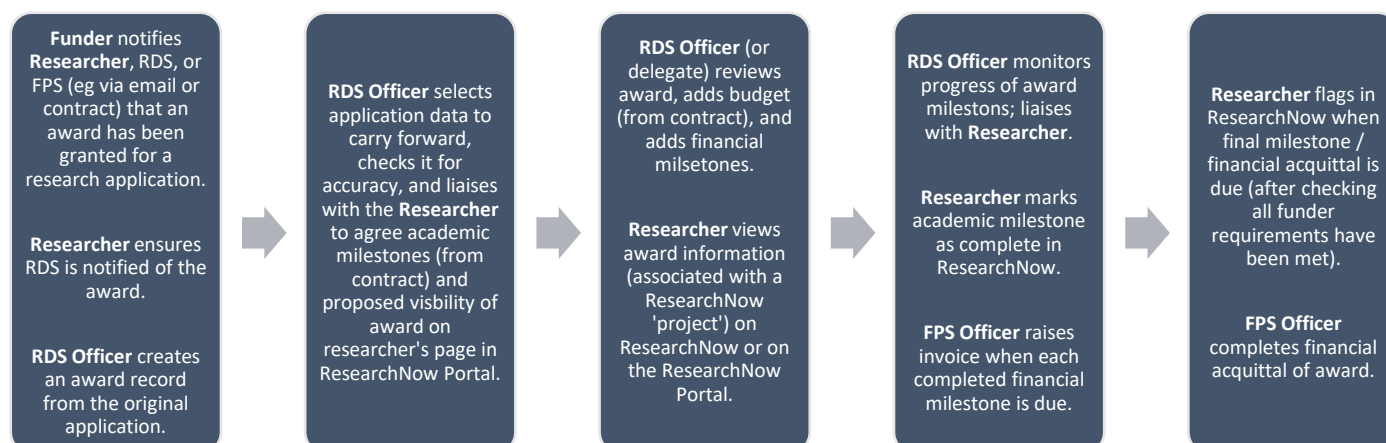
A researcher is not able to edit their award record, but they can also promote their award record in ResearchNow and on the ResearchNow Portal, after approval from their College Dean of Research.

### PRE-REQUISITES

The reader is assumed to have a working knowledge of ResearchNow and be able to navigate its menus and forms.

If this is *not* the case, the [Researcher Quick Reference Guide for Applications](#) can act a suitable introduction.

### The Research Award Management Workflow



### ABOUT THE AWARD FORM

Once a researcher has received confirmation from the funder that their research application has been successful, the application is turned into an award and is managed separately. Whereas an application is focussed on *documenting* a research proposal to win funding, the award is focussed on *managing* that funding according to funder, university, and College requirements.

This means that your award is collaboratively managed by the researcher, their College, Research Development and Support (RDS), and Finance and Procurement Services (FPS).

In ResearchNow, information from the application is reused to pre-populate an award form corresponding to the application. There is therefore no requirement to re-enter data into the award form.

### HOW AN AWARD RELATES TO A RESEARCHNOW PROJECT

An award in ResearchNow is an individual source of funding for research. A researcher typically has other research-related items that they can promote, such as research outputs, other research awards, and planned work (eg applications). Any or all of these can be 'bundled up' into a ResearchNow project that the researcher (subject to University policies and other approvals) can request to be published on their profile page on the ResearchNow Portal.

## INTERACTING WITH THE AWARD


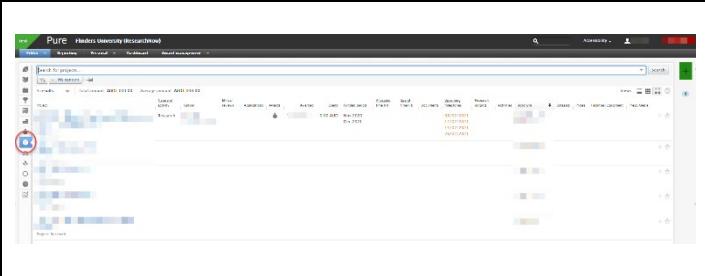
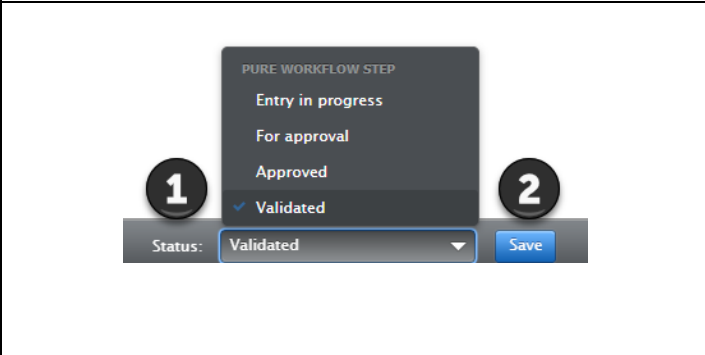
The interactions you can expect to have with the award workflow or form in ResearchNow are actually through an associated ResearchNow project, not with the award itself, and are as follows:

1. You receive an email stating that a researcher's award / project must be validated. This request is also visible on your ResearchNow notification pane on the right-hand side of the main window.
2. You check the researcher's application to ensure it meets all requirements (College, university, and funder).
3. You approve the project record for the award, including its visibility setting. This affects whether the project (including any awards it contains) can be seen by other ResearchNow users, and people exploring the public ResearchNow Portal.


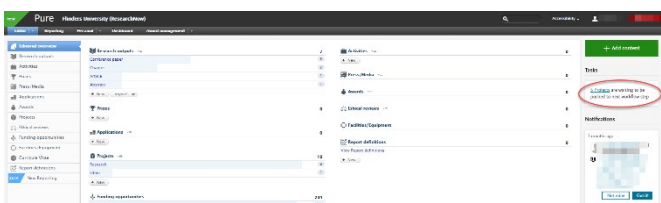
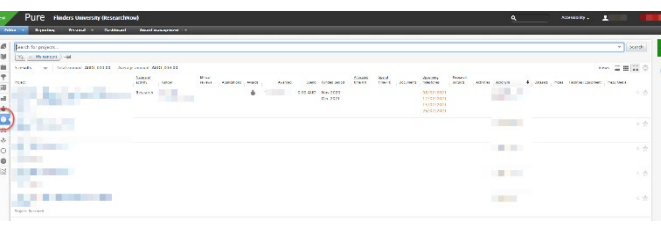
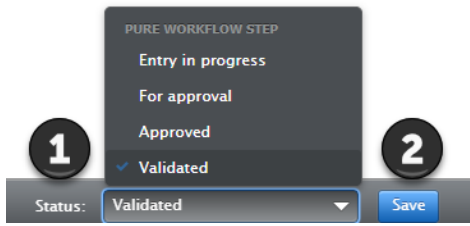
If the project record is not approved (ie more information is required), the award is left in a **For approval** state. (The researcher is not otherwise notified.)

## APPROVING A PROJECT

### 1. Via email

 <p>The screenshot shows an email from ResearchNow with the subject 'Email Durl 3 created in 'For approval' by Alvin Cruz as Tiffany Conroy'. A red box highlights the 'Email Durl 3' link.</p>	<p>You receive an email when you are requested to approve a project.</p> <p>Select the displayed <b>project</b> to open ResearchNow. An award in ResearchNow is usually associated with a ResearchNow project.</p>
 <p>The screenshot shows the 'PURE' project record interface with various fields and a table of related records.</p>	<p>Review the detail of the project, including any visibility settings.</p>
 <p>The screenshot shows a 'PURE WORKFLOW STEP' dialog box with options: 'Entry in progress', 'For approval', 'Approved', and 'Validated'. The 'Validated' option is selected and checked. A 'Save' button is visible.</p>	<p>When satisfied:</p> <ol style="list-style-type: none"> <li>1. Select <b>Validated</b> for the <b>Status</b> of the record (on the bottom of the window). This also implies approval.</li> <li>2. <b>Save</b> the record.</li> </ol> <p>Your approval is now complete.</p> <p>If the project has been <b>Validated</b> with visibility of <b>Public</b>, then the project is visible on the ResearchNow Portal.</p>

## 2. Via your ResearchNow dashboard

	Open <b>ResearchNow</b> from your Okta dashboard.
	On your ResearchNow dashboard, in the right sidebar under the Tasks section, select the <b>hyperlink</b> indicating the number of ResearchNow <b>Projects</b> awaiting your approval.
	Review the detail of the award, including any visibility settings for the project.
	When satisfied: <ol style="list-style-type: none"> <li>3. Select <b>Validated</b> for the <b>Status</b> of the record (on the bottom of the window). This also implies approval.</li> <li>4. <b>Save</b> the record.</li> </ol> Your approval is now complete.  If the project has been <b>Validated</b> with visibility of <b>Public</b> , then the project is visible on the ResearchNow Portal.

### FOR MORE INFORMATION

You can find out more information about ResearchNow awards, including other guides and FAQs, on the ResearchNow Applications and awards page at <https://staff.flinders.edu.au/research/researchnow/applications-awards>