

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, checked for accuracy, and additional supporting data is provided.

Applies to an authorised officer in Research Development and Support (RDS), including RDS Grants & Tenders, RDS Contracts, and RDS College Support.

A researcher is not able to edit their award record, but they are able to promote their award record on the ResearchNow Portal, subject to approval from their College Dean of Research by linking an Award to a Project.


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.

LEGEND: * = mandatory field, ! = mandatory sub-field (if parent chosen); ++ = multiple (sub-)entries of same type allowed.


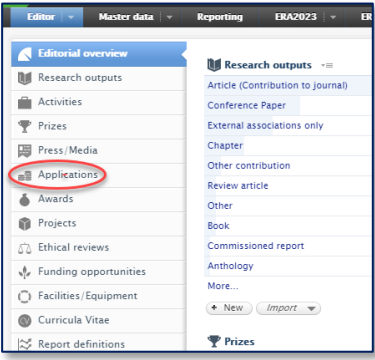
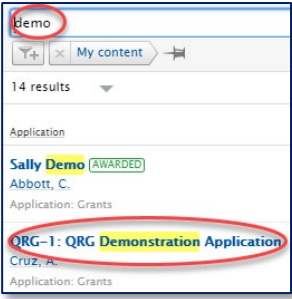
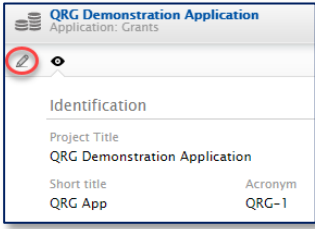
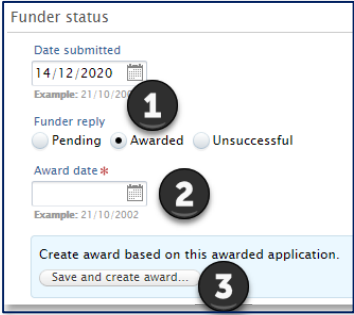
PROCESS FOR ENTERING DATA INTO THE AWARD FORM

Help is available wherever you see the  symbol. Any field marked with a * must be entered to allow the form to be saved. If a *non-mandatory* field is chosen, it may have *mandatory* sub-fields, which means the entry for the (parent) field can't be saved until all the mandatory sub-fields have been entered.

① As you interact with the form, be sure to **Save** it often, as ResearchNow does not *automatically* save data that is entered.

Create an award record from an application record

The normal way for an award record in ResearchNow to be created is from an **existing application**. Therefore, the first step is to select the (successful, ie just-awarded) application and set a date awarded to start the award record creation process. Data selected from the application during the creation process will automatically be copied into the award form.

	<p>Open ResearchNow from your Okta dashboard.</p>
	<p>Select Applications from the left sidebar.</p>
	<p>Find the application that has been awarded a grant in the list displayed in the main window (or search for it in the Search bar above the main window).</p>
	<p>Select the application and edit it by selecting the Editing layout icon in the window menu.</p>
	<ol style="list-style-type: none"> 1. In the Funder status section of the form, select Awarded in the Funder reply. 2. Enter an Award date *. 3. Select Save and create award.

Create award

Create a new award based on this awarded application. Note: You have to save the new award before making changes to the existing application.

AWARDED

Application: Tender

Award type
Award Types: Tender

Copy these fields to the new award:

- Nature of activity type
- Project Title
- Descriptions
- IDs
- Related funding applicants
- Managing organisational unit
- Exp. start and end date
- Organisations
- Keyword groups
- Funder reply
- Funding
- 2020 Fields of research
- 2020 Types of Activity
- 2020 Socio-Economic Objectives

Warning: Keyword groups cannot be copied

The following keyword groups are present on this Application but are not supported on Awards:

- Academic ownership allocation has been discussed and agreed to by all Flinders Chief and Associate Investigators
- Is funding for teaching relief sought in this application?
- Do you require any additional space (including certified facilities), equipment or new FTE staff?
- Do you require ethics and/or biosafety approval?
- Does this project involve participation of Aboriginal and Torres Strait Islander people?
- Is this project likely to have outcomes with commercial value and/or patentable intellectual property?
- Will any Flinders students be involved?
- Declaration - Please read information text and agree before submitting

All other keyword groups will still be copied. You can add this keyword manually or ask your local Pure administrator to change the keyword groups configuration.

Once you click **Create**, the new award will be created and you will be able to add and change fields.

1. In the **Create award** window that pops up, select the application fields to copy to the new award record. *Most of them can be modified after the award record is created.*
2. Note that not all data can be copied across to the award (typically **Keyword groups** that are not relevant).
3. Select **Create** to proceed with award record creation. *Ensure that you do not have a pop-up blocker operational in your browser as this will prevent the next window appearing.*

QRG Demonstration Application
Award: Grants

Types and status ⓘ

Award type
Grants

Nature of activity type
Research

Add nature of activity type...

Status
No status set

Identification ⓘ

Title *
QRG Demonstration Application

Short title
QRG App

Acronym
QRG-1

Description
A demonstration for the application => award conversion process.

Status: For approval

A form pops up in response to the request to create an award.

You can work on the award record now or **Save** it for later. *For example, you can change the award record name from 'QRG Demonstration Application' to 'QRG Demonstration Award' to better reflect its new status.*

When you are ready to save the newly-created award record, select **Save** at the bottom of the window.

Applications	Sally Demo	35886105	REPLY RECEIVED FROM FUNDER	ARC Linkage
Entenable	780	Abbott, C.		
My applications				
Ongoing	(52)	QRG-1: QRG Demonstration Application	36597461 Funder Application ID: 12345	DRAFT PROPOSAL 3 additional steps
Awarded	(192)			
Unsuccessful	(7)			
Aborted	(5)			
Application approval route				

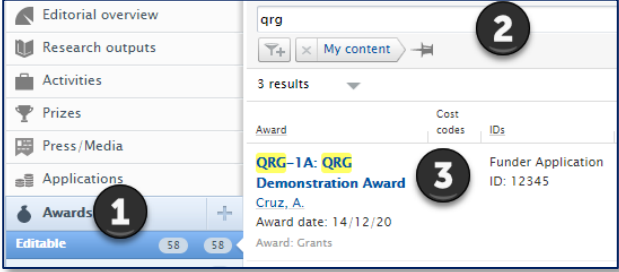
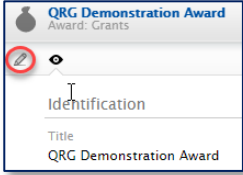
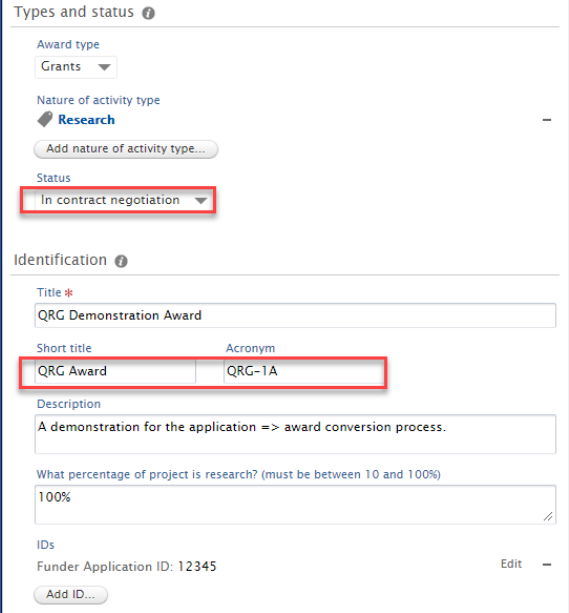
If you go back to the main application window you can see the application is now marked as **AWARDED**. There are also additional steps raised for the award process with the funder.

The steps in the funding process are:

- **DRAFT PROPOSAL** (completed)
- **SUBMIT: FUNDER**
- **AWAITING REPLY FROM FUNDER**
- **REPLY RECEIVED FROM FUNDER**

Check the data and add additional information about the award

When an application record is used to populate an award record, the data in the application record is current as at time of creation or update of the application record. Things can change between the time that the application was created and when the award is acknowledged by the funder. In addition, the contract from the funder can alter conditions such as dates, amount awarded, allowable expenditure etc. Therefore, it's important to check the newly created award for currency. You can do this using the following steps.

	<ol style="list-style-type: none"> 1. In ResearchNow, select Awards from the left sidebar. 2. Find the award you're interested in the list displayed in the main window (or search for it in the Search bar above the main window). <i>A researcher can also see all their awards listed from the My awards filter in the sidebar menu.</i> 3. Select the award from the list.
	<p>Edit the award (to add or update data) by selecting the Editing layout icon in the window menu.</p>
	<p>Change any descriptive fields in the Type and status and Identification sections, as needed.</p>



1. In the **Award holders** section, add a **Related award holder** to the award by selecting **Add person**.

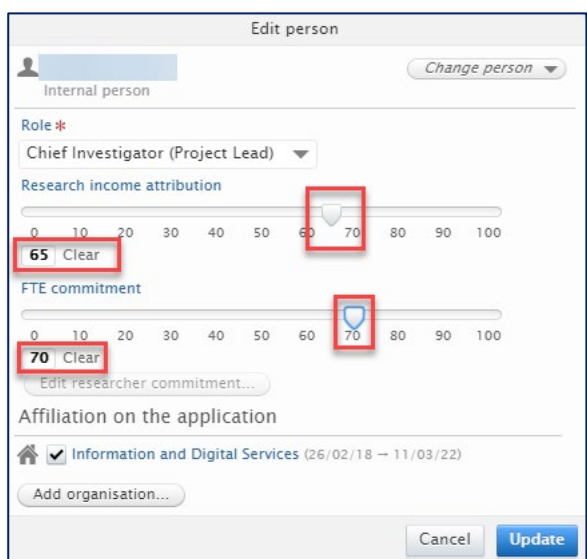
You can add (or remove) an **organisational unit** if desired.

2. Change an *existing* award holder, or their characteristics, by selecting **Edit** instead.

You can change the order in which award holders appear by selecting the **up and down arrow** icons.

You can remove an award holder by selecting the **minus sign** icon.

The **Total academic Income Attribution** of all Internal award holders should be 100%. *ResearchNow does not prevent more than this being recorded.*



A window pops up, allowing you to change any of: **Role**, **FTE commitment**, **Affiliation on the award**, and **Award association period**.

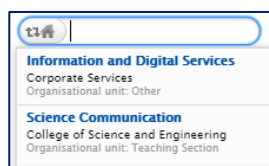
The person **Roles** that can be selected are:

- Chief Investigator (Project Lead) – Lead Chief Investigator (CI) or Principal investigator.
- Chief Investigator (Flinders Lead) – Used where the Chief Investigator (Project Lead) role is an external investigator.
- Chief Investigator – All other Chief Investigators, regardless of affiliation
- Associate Investigator – 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

When you are finished adding or updating the record, select **Create** or **Update** (respectively).




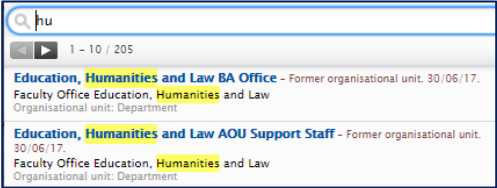
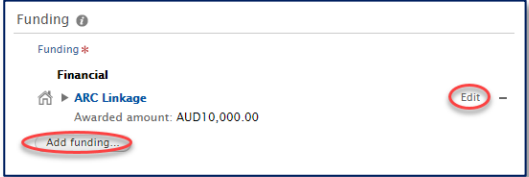

Example of selecting from a list or by typing-ahead in a search box.

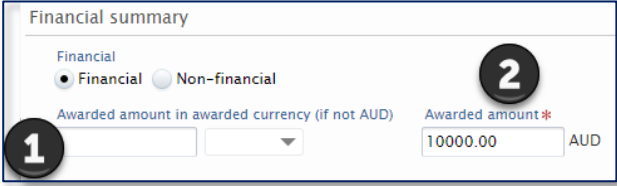
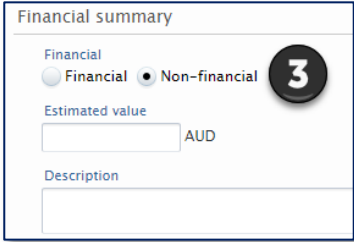

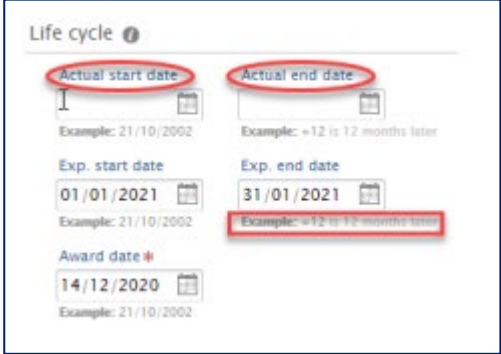
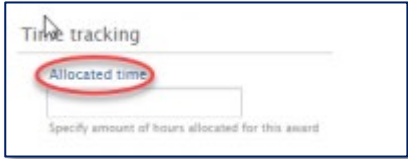


1. In the **Award managed by** section, change the organisation managing the award by selecting the **Change organisation** icon (or the house icon if it appears). **Search** for an organisation or select it from the list presented (the list is populated from existing award holder organisations).

2. Indicate whether cross-College collaboration is intended by selecting **Add Collaborating College/s** and **searching** for a College or selecting it from the list of options presented.

At Flinders University, the managing organisation unit is a College.

 <p style="text-align: center;">Search or select ...</p> 	<p>An award can have multiple <i>collaborators</i> and partnerships defined, allowing for ‘split funding’ where Flinders is allocated a certain amount of the awarded funding and the remainder is shared with the collaborators, usually via a <i>multi-institutional agreement</i> (MIA).</p> <ol style="list-style-type: none"> In the Administering Institution and Collaborative partners section, choose Yes or No for Collaborative award. <p>If Yes, then the Collaborators field is displayed.</p> <ol style="list-style-type: none"> If this is a collaborative award, in the Collaborators field, select Add collaborator to add a new collaborator to the award. Search for or select a collaborator from the list of presented. <p>Flinders University (as an Internal Organisation Unit) must be selected as a collaborative partner.</p> <ol style="list-style-type: none"> Select Mark as Administering Institution to identify the institution responsible for administering the award. <p><i>The administering institution is the lead on the contract. For example, in a grant in partnership with another University, Flinders may administer the contract, so it issues the contract and manages its finances.</i></p>
	<p>An award can have multiple <i>funders</i>.</p> <p>Select Edit to modify details for a funder (eg the one identified in the application) or select Add funding to add another funder.</p>
	<p>In the Funding organisation window that pops up, you can change the:</p> <ul style="list-style-type: none"> Funding organisation (ie the funder) Infrastructure Levy Exemption Reason (default is Exemption not requested) Infrastructure Levy Percentage (default rate is 35%) HERDC Income Category application for co-investment. <p>The Funding project scheme field is <i>not</i> required at all.</p>

	<p>In the same pop-up window, in the Financial summary section, select the type of investment commitment made by this funder, Financial or Non-financial (eg in-kind).</p> <p>If Financial:</p> <ol style="list-style-type: none"> 1. If the award is not in Australian dollars, indicate the Awarded amount in awarded currency. 2. If the award is in Australian dollars, indicate the Awarded amount *. <p>If Non-financial:</p> <ol style="list-style-type: none"> 3. Estimate the value of the contribution if possible and provide a Description. <p>Check to ensure that the Australian dollar amount in each case is <i>GST-exempt</i> (ie does not include GST) to reduce confusion.</p>
	<p>For a collaborative research award, funding can be split between collaborators.</p> <p>In the same pop-up window, for each collaborating partner, enter the amount (in GST-exempt Australian dollars) that has been negotiated from the award.</p>
	<p>Some data from the original application is retained as a 'baseline' in the award record. If the data is different in the award record, it's useful for reporting and future planning purposes to be able to compare it to the baseline in the application. This contrast is useful in, for example, expected start and end dates, versus actual start and end dates.</p> <p>In the Life cycle section of the main award form, enter the Actual start date and Actual end date (or revised-sinceapplication end date), if known.</p> <p>You can enter the end date as a period relative to the start date, eg +12 is 12 months after the start date.</p> <p>The Award date is pre-populated from the application record but can be changed.</p>
	<p>If the contract or your management area specifies a limit to the number of hours allocated to the award, in the Time tracking section, enter Allocated time. This is optional.</p>
	

Add document

Filename

Remove

6 bytes, application/octet-stream

File title

Type*

Funding Body Guidelines

Visibility

Backend - Restricted to Pure users

Cancel Create

Add link

Link information

Web address (URL) *

Example: www.example.com or http://www.example.com

Description


Link type

External Costings

Cancel Create

Files and links ⓘ


Documents


QRG Sample Document
Show Edit -

QRG_Sample_Document, 6 bytes

Add document...

Links


http://www.qrgaward.com
Show Edit -

External Costings

Example URL

Add link...

Add any supporting information for the award. In the Files and links section, select **Add document** or **Add link**.

1. When adding a document, a window pops up; select the file to upload and drag it into the **Filename** area. Then enter the **File title**, select the file **Type**, and sets its **Visibility** (**Backend**, **Campus**, or **Public**).

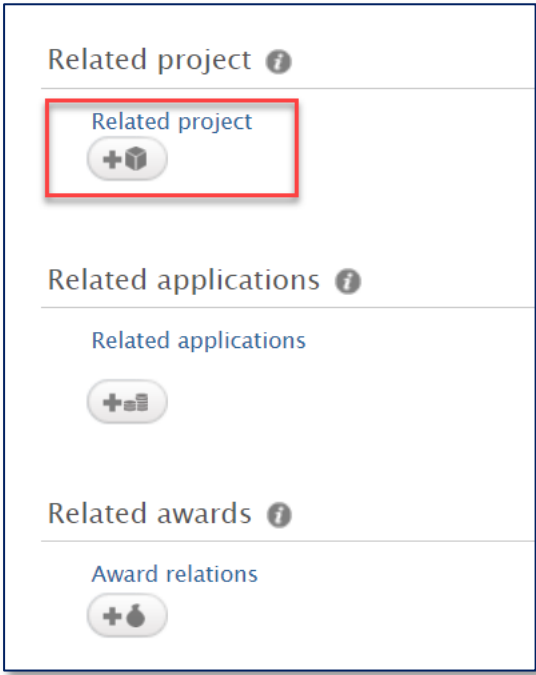
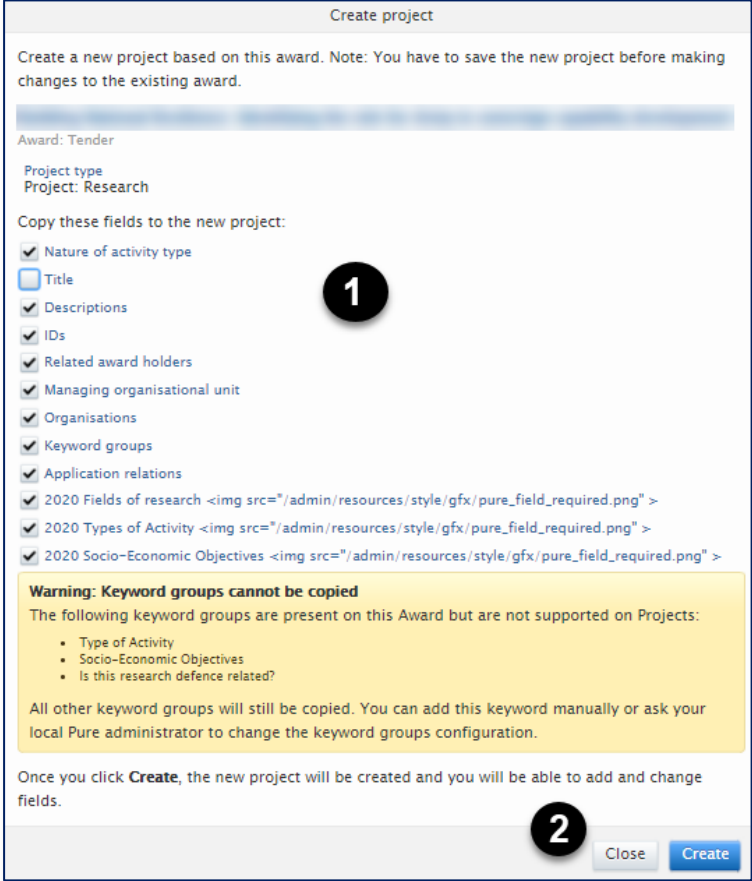
2. Select **Create** to preserve this upload (or **Update** if you are editing this subform).

3. When adding a link, a window pops up; enter the Web address (URL) * and Description, and select a Link type (**Funding Body Guidelines**, **External Costings**, **Other**, or **No value**).

4. Again, remember to select **Create** to save the link.

In the main award window, select **Show** to preview or open the Files and links, **Edit** to modify them, or the **minus sign icon** to remove them.

Note: The steps on this page are not done by RDS/Finance as researchers create their own projects.

	<p>At this point, it's possible from within in the Award to add the award to an existing ResearchNow 'project' or create a new one based on the award.</p> <p>The concept of a project has at least three meanings when used in ResearchNow.</p> <ol style="list-style-type: none"> 1. The actual research project itself. This is the focus of the researcher's attention, and can involve many research activities over many years, involving multiple collaborators and partners, many grants, and a variety of funders. 2. A financial project supporting a specific activity, agreement, or contract. This is a financial account (or set of accounts) in the TechnologyOne finance system, used to manage research income and expenditure related to a specific award. 3. A ResearchNow project, which is simply a container or 'bundle' in ResearchNow that holds other related information in ResearchNow, usually pertaining to a research project. This can contain multiple applications and awards, but also research outputs, presentations, etc. It's a useful way to publish current research activity on the researcher's profile in the ResearchNow Portal (if approved by the College Dean of Research).
	<p>A Create project window pops up, allowing you to select the items to copy.</p> <ol style="list-style-type: none"> 1. You may wish to choose a more appropriate ResearchNow project name, in which case you can uncheck the Title. 2. Note that not all data can be copied across to the award (typically Keyword groups that are not relevant). 3. When you're satisfied with the information you have nominated to copy into the project record, select Create.

Identification ⓘ

Title * **1**
 QRG Project Demonstration

Short title **2** Acronym
 QRG Project QRG-P

Description
 A demonstration for the award => project conversion process.

Layman's description
 My latest project. **2**

Key findings
 A new idea for security control.

IDs
 Funder Application ID: 12345 Edit -
 Add ID...

Related applications and awards ⓘ

📌 QRG-1A: QRG Demonstration Award
 Cruz, A.
 ARC Linkage: AUD10,000.00
 1/01/21 – 31/01/21
 Award date: 14/12/20
 Award: Grants

+all +📌

Related projects ⓘ

+📌

Research outputs

+📌

Activities

+📌

Prizes

Prizes
 +🏆

Press/Media

+📌

Facilities/Equipment

+📌

Budget & expenditure (Financial overview) ⓘ

A window pops up in which you can edit the pre-populated data and add new data for the project. Most of the information might be familiar from the award record, however there are some additional concepts here.

1. In the **Identification** section, enter the **Title** for the project.

You can also change the **Short title**, **Acronym**, **Description**, and **IDs**.

2. Add a **Layman's description**.

If and when the project is published on the researcher's profile page on the ResearchNow Portal, this description is used to promote the project (rather than a potentially more technical name).

In the **Related applications and awards** section, the award from which the project was created is recorded. This is an automatic linkage.

A ResearchNow project allows you to add new information types to help you promote your research.

It's possible to add **Related projects**, **Research outputs**, **Activities**, **Prizes**, **Press/Media**, and **Facilities/Equipment**, as well as **Budget & expenditure**.

Visibility ⓘ

The content will be marked as confidential

Note: The content will **only** be viewable by the following users:

Contributors: alvin.cruz@flinders.edu.au
 Editors: kim.valois@flinders.edu.au, juan.arias@flinders.edu.au, jade.pearce@flinders.edu.au, and 5 others
 Administrators: noreply@atira.dk, DigitalResearchServices..., malissa.gregory@flinder..., and 18 others
 Technical: atira, root, sync_user

Only the listed users can create reports that contain the content. For all other users this content will not be available and will not be included in reports.

Use only this option if the content is really considered confidential.

Confidential - Restricted to associated users and editors ▼

Status: For approval ▼ Save

Set the **Visibility (Confidential, Backend, Campus, or Public)** of the project and Save it.

The project is queued into an approval process to validate the information and determine if it can be made visible on the researcher's profile page on the ResearchNow Portal.

Related applications ⓘ

Application relations

Arthritis Australia: AUD15,000.00
 1/01/18 – 31/12/21
 Application: Contract Research

+all

Related awards ⓘ

Related awards

+all

Related ethical reviews ⓘ

Related ethical reviews

+all

Discipline assignment ⓘ

2020 Types of Activity *†		
Pure Basic Research: 100.00%		Edit —
Add 2020 Types of Activity		
2020 Fields of research *†		
420301 Aged health care: 30.00%		Edit ↓ —
320216 Orthopaedics : 70.00%		Edit ↑ —
Add 2020 Fields of research		
2008 Fields of research		
Add 2008 field of research		
2020 Socio-Economic Objectives *†		
200599 Specific population health (excl. Indigenous health) not elsewhere classified: 100.00%		Edit —
Add 2020 Socio-Economic Objective		

Finalise the award form by entering or editing the following reference information:

- Related applications (pre-populated)
- Related awards
- Discipline assignment (pre-populated)
- Related ethical reviews

Keywords ⓘ

TYPE OF ACTIVITY ⓘ

◆ Pure Basic Research -

Free keywords: 100

Add Type of Activity...

SOCIO-ECONOMIC OBJECTIVES ⓘ

◆ 92 Health > 9202 Health and Support Services -

Free keywords: 100

Add Socio-Economic Objectives...

NATURAL ACCOUNT CODE

◆ 0333 - Foundations Research Grant -

Add Natural Account Code...

IS THIS RESEARCH DEFENCE RELATED?

There are no associations

Add is this research defence related?...

RESEARCH GRANTS OFFICER ⓘ

There are no associations

Add Research Grants Officer...

MIGRATION INFORMATION ⓘ

Income received and tot:

KEYWORDS

Add Natural Account Code

◆ 0001 - CCS (Commonwealth Grant Scheme)

◆ 0002 - Teacher Education Programme Funding

◆ 0003 - ARC Discovery - Projects (Large Grants)

◆ 0004 - Facilitation Funding DET

◆ 0005 - ARC Linkage - Projects (inc SPiRT)

◆ 0006 - Research Infrastructure Block Grants (RIBG)

◆ 0007 - ARC ITRM (other Uni) Research Grant

◆ 0008 - ARC Federation Fellowships

◆ 0009 - Aust Postgraduate Awards

◆ 0010 - International Short-Term Res. Collaborator etc

In the **Keywords** section, check and edit the data:

- TYPE OF ACTIVITY – this field now superseded (see Discipline section above)
- SOCIO-ECONOMIC OBJECTIVES – this field now superseded (see Discipline section above)
- **IS THIS RESEARCH DEFENCE RELATED?** (pre-populated)
- **RESEARCH GRANTS OFFICER**

The **migration information** keycode is a reference to historical data in the previous research management system, Research Master.

The **natural account code** is allocated by FPS, and advice should be sought if there is any doubt about which code to use.

NOTE for Grants and Tenders users:

Due to system limitations, the old fields Type Of Activity and Socio-Economic Objectives will still appear in the Keywords section (view and edit). Please ignore these two keywords, as they have both been superseded by equivalent fields in the Discipline Assignment section (edit only).

Visibility ⓘ

This content will no longer be marked as confidential

Public - No restriction ▼

▶ Application approval route

Save

Set the **Visibility** to **Public** and Save it.

The award is queued into an approval process to validate the information and determine if it can be made visible within a researcher's ResearchNow project on the ResearchNow Portal.

CONGRATULATIONS! You have completed the creation of a ResearchNow award for the application you chose.

FREQUENTLY ASKED QUESTIONS

Getting Support

If I need help with an aspect of an award, where do I go?

The process of award management has not changed with the release of ResearchNow. Those people and groups with whom you've usually reached out to on aspects of award management remain the same. For example, Finance and Procurement Services (FPS) remains responsible for managing administrative milestones (dates, cost centres, overdue invoices). If there are technology issues with ResearchNow such as errors or potential improvements, then the project team in Digital Research Services (DRS) is the right group to approach. You can contact them directly or raise a Service One request.

If I see data is wrong in a report, who do I go to, to get it fixed?

The processes for correcting data have not changed. Those people and groups with whom you've usually reached out to for management of data quality remain the same. This includes teams in Research Development and Support (RDS) such as College Support, Grants & Tenders, Contracts; and teams in FPS such as College Finance, Grants Finance and Project Accounting. In ResearchNow, RDS and FPS have access to the same award information, so support for an award comes from a 'virtual team' (including, in the first instance, from the project team immediately post-release and into quarter one of 2021). You can also simply raise a Service One request and your question will be directed to the appropriate party.