

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.

APPLIES TO

• **Researcher** (or delegate)

A researcher is not able to edit their award record, but they are able to mark milestones as completed (triggering activity in RDS and / or FPS). They can also promote their award record on the ResearchNow Portal, after approval from their College Dean of Research.

• Dean of Research (as a validator of 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.

The Research Award Management Workflow



ABOUT THE AWARD FORM

Once you have received confirmation from the funder that your research application has been successful, the application is turned into an award and is managed separately. Whereas an application is focussed on *documenting* your 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 you, your College, Research Development and Support (RDS), and Finance and Procurement Services (FPS). So there is always plenty of help available!

In ResearchNow, information from your application is reused to pre-populate an award form corresponding to your application. There is therefore no requirement for you to re-enter data into this form; this is handled by RDS, FPS, or another temporary dedicated data entry resource (eg in Digital Research Services (DRS)).

INTERACTING WITH THE AWARD FORM

The interactions you can expect to have with the award in ResearchNow are as follows:



- 1. Provide RDS (Grants & Tenders, and Contracts) and FPS (Grants Finance) with important information about the award, including any changes in your research award name, investigators, funding amounts, timelines, collaborators or partnerships and any associated institutional funding splits, and codes such as fields of research and socio-economic objectives. These changes are entered into the form (by RDS or FPS) on your behalf.
- 2. Collaborate with RDS to develop or validate a planned budget for the funding (per funder). This is essentially a high-level funding expenditure forecast by year. (It is *not* a detailed financial plan, as ResearchNow is not a financial management system like TechnologyOne.) All financial information in ResearchNow should be expressed as GST-*exclusive*.

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Project cod	ie						
- New budget lir	he Add line						
Budget New budget lir Line 4 🐨 Budget lines		Specification	Budget AUD	2021 -	2022 -	+	
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Example of a 'budget' in ResearchNow. It's for a *funder* (Information and Digital Services) and includes a *finance project code* (not yet known; issued by FPS) and the *expense items by year*.

The budget is based on information you provide in consultation with RDS Grants & Tenders, as well as information in the award contract or agreement.

- 3. Check the milestones specified in the award. These are of two types in ResearchNow, those requiring administrative support (administrative milestones) and those that are more directly related to the researcher's activities or outputs in undertaking research (academic milestones).
 - a. Administrative milestones are typically *financial* in nature, eg initial payment, regular payment due, invoice required to be raised, financial project acquittal required. (Not all awards have administrative milestones, eg single-institution NHMRC and ARC awards do not prescribe milestones; however, they *can* be recorded in ResearchNow regardless.)
 - b. Academic milestones relate to *contractual or output delivery* requirements, eg initial brief, progress report, draft report. A researcher must only mark a milestone as complete when **all** requirements from the College and the funder have been satisfied, eg funder acceptance of milestone output.
 - c. An academic milestone may trigger an administrative milestone (eg invoice to be raised on delivery of draft report).
- 4. Request a change to the visibility of your award on the public ResearchNow Portal. By default, every award created in ResearchNow is set to public, and if related to a publicly visible project then information such as funding amount from the award can be viewed by anyone (as the funder will often publish award information on their own website anyway). If you would prefer your award details *not* to be promoted on your profile page in the ResearchNow Portal (eg because of confidentiality, commercial IP, or being defence-related), you must advise RDS. They will enter the requested change in visibility onto the award and associated project record.

After your project record has been created by RDS and validated by your College Dean of Research, it can be used from within ResearchNow and is visible (if permitted) on the ResearchNow Portal (in a ResearchNow 'project'; a container for the award).

In the future, you will be able to create your own ResearchNow projects and populate them with related information already present in ResearchNow, such as awards, applications, research outputs / publications , press / media releases etc.

- 5. Monitor and indicate milestone completion.
 - a. When an *academic* milestone has been completed (in accordance with funder requirements), you can mark it as complete in ResearchNow.
 - b. When an *administrative* milestone has been reached (eg invoice to funder required), this is handled by FPS, who monitor financial milestones in ResearchNow and action them accordingly. You are not required to do anything except note that action is occurring. For example, there is no longer any need for you to raise a Service One request for an invoice relating to normal contract or funder milestone completion.
- 6. Check in regularly with your award on ResearchNow.

The ResearchNow awards functionality is designed to make it as easy as possible for you to manage all your awards, and keep all collaborators (teams in RDS and FPS) (in the loop' using the one system.

HOW TO USE THE AWARD FORM

1. Viewing your award on ResearchNow

Resear	chNow	Open ResearchNow from your Okta dashboard.
Resear	chNow	
		Select Awards from the left sidebar.
Editorial overview Image: Research outputs Activities Prizes Prizes Prizes Projects Ethical reviews Funding opportunities Facilities/Equipment	Research outputs Article (Contribution to journal) Conference Paper External associations only Chapter Chapter Other contribution Review article Other Book Commissioned report Anthology More	Select Awards from the left sidebar.
Image: Curricula Vitae Image: Curricula Vitae Image: Curricula Vitae Image: Curricula Vitae	Prizes	
Award codes IDs	Natura of activity Funder Anarded Research ARC Linkage 15,000.00 AUD ARC Linkage	Find the award in the list displayed in the main window (or search for it in the Search bar above the main window). Select the award (eg click on its name as displayed).
QRC Demonstration Award Award: Coants Order	ID: 35598005	The award record is displayed, showing a layout summarising information about the award.
Identification Title QRO Demonstration Award Short title QRO Demonstration Award QRC-1A Description A demonstration for the application => award conversion process. What percentage of projects in research2 (must be between 10 and 100%) 10% Funder Application ID: 12345 Award holders Award holders Ander Molders # Ander Application FD: 100%	Life cycle 1.01(21 – 31,01/21 Second datas 1.41(2/2020) Administering institution and Collaborative partners Minders University of Adetaide Eles and Ins Decomment ØCC Sample Document Offic.sample.Document Offic.sample.Document	There is an Editing layout button at the top of the screen (in red). This is used when you mark an academic milestone as complete (see later). You can also use it to see the full detail of your award.
Internal person Organisational unit: Other Total academic conversitio 100.00K Funding Financia Matclinkage Awarded amount: AUD5,000.00 Matclinkage Awarded amount: AUD5,000.00 Budget & expenditure (Financial overview) Summary Calendar year Academic year Month	Added by geoption, 8 Die 2020 37.37 Units The full (New organisation in the full density) Example URL. Types and Status Award type Grants Hattree of activity type Ø Research Milestones In 51 days (2001/21) QRD Administrative (Financial) Milestone Yesterday (#12.20) QRC Adadem (Milestone	
Budget Inter Budget Expenditur ADD Earlier This ans seed: 9/12/2012;01 Status: For approval	a (Audi) Related applications Application relations	

2. Viewing your budget

Summary Calendar year Academic year	view)	Month			Budget & expenditure (Financial overview) section. There is
Summary Calendar year Academic year	dr Fiscal year	Month			one budget per funder (in the case of a multi-funder resear
Budget lines			openditure (AUD)		project).
	AUD	Earlier	This month	Total	l)
ARC Linkage Budget breakdown (Information and Digit	al Services, TBC)				The award form displays any discrepancy between the bud
Line 1 (New secure lab, Lab Expenses)	4,000.00	0.00	0.00	0.00	and the total funding (from all sources) in the award record
Line 2 (Presentation to funder, Travel)	1,000.00	0.00	0.00	0.00	
Total	5,000.00	0.00	0.00	0.00	
		let			
Difference between budget and awarded amou	nt		ated		
Difference between budget and awarded amou AUD10,000.00	nt		ated		
Difference between budget and awarded amou AuD10,000.00 Discrepancy: bud	nt		ated		
Difference between budget and awarded amou AUD10,000.00 Discrepancy: bud Funding	nt Iget versus		ated		
Difference between budget and awarded amou AUD10,000.00 Discrepancy: bud Funding Financial M ARC Linkage Awarded am	nt Iget versus e iount: AUD5,000.	alloco	ated		
Difference between budget and awarded amou AUD10,000.00 Discrepancy: bud Funding Financial M ARC Linkage ARC Linkage ARC Linkage	lget versus	<i>allocc</i>	ated		
Difference between budget and awarded amou AUD10,000.00 Discrepancy: bud Funding Financial M ARC Linkage ARC Linkage ARC Linkage	nt Iget versus e iount: AUD5,000.	<i>allocc</i>	ated		

3. Viewing milestones

Milestones	You can see both types of milestones (academic and administrative) from the main award page.
In 51 days 29/01/21 QRD <mark>Administrative</mark> (Financial) Milestone Yesterday 8/12/20 QRG <mark>Academic</mark> Milestone	A milestone can have multiple reminder dates assigned to it (eg 1 month before, 1 week before, 1 day before) but this display shows just the <i>next</i> upcoming milestone in a countdown timer of days.
	A completed award is marked with the day (eg <i>Yesterday</i>) in green .



4. Completing an academic milestone

Ø 0		To complete a milestone, enter edit mode for the award.
EDIT Metadata OVERVIEW Relations Fingerprints Display HISTORY AND COMMENTS History and comments	Types and status Award type Grants Nature of activity type Research Add nature of activity type Status No status set	In the main award window, select the Editing layout icon.
Milestones UPCOMING In 21 days 30/12/20 Academic QRG Academic Milestone An example of academic milestone entry. Avin Cruz In 51 days 29/01/21 Administrative QRD Administrative (Financial) Mile An example of administrative milestone ent Rupali Salkia, Nima Nezhad, Camilla Liddy, Nikki Johnson, Bosco Opi, Katrina Bexis	ry. Complete	 A window pops up. In the Milestones section, you can see both types of milestones but can only complete academic milestones, as FPS uses the administrative milestone to manage the raising of invoices and account acquittals with funder. You can see who can complete a milestone from the list of names under it. To complete an academic milestone, select Complete a click Save.
Milestones UPCOMING In 51 days 29/01/21 Administrative QRD Administrative (Financial) Mil- An example of administrative milestone en Rupali Saikia, Nima Nezhad, Camilla Liddy Nikki Johnson, Bosco Opi, Katrina Bexis COMPLETED Today 9/12/20 Academic An example of academic milestone entry. Alvin Cruz	estone try. Complete	 The completed academic milestone is placed in a COMPLETED section. All other milestones remain as th were.

5. Viewing your Project on the ResearchNow Portal

ResearchNow Research Support > ResearchNow ResearchNow is the new Flinders research management system introduced in 2019. With ResearchNow, a researcher can manage all aspects of their own research profile, from anywhere in the world. For example, a researcher can showcase their research by updating information in ResearchNow about their research outputs and publications, collaborations, and projects.	From the ResearchNow page on the Flinders website, select Login to the ResearchNow Portal – Research@Flinders. The ResearchNow Portal home page opens.
ResearchNow - login Login to the ResearchNow Portal- Research@Flinders	
Welcome to Research @ Flinders Advanced search Advanced search Profiles Research Units Profiles	If your project has been approved for publishing on the ResearchNow Portal, it will be available through a ResearchNow project that contains your award. Th project has been created you and associated with your award. Select Projects to see all projects (including your own) published on the ResearchNow Portal.
Find Research Projects Advanced search Crewits Status start date (decembing) Textures Status start date (decembing) Textures Executer 105, 1: Project Research Executer 105, 1: Project Other Executer 105, 1: Project Other	The portal displays a list of all projects. Select one of them to view more information about it.
TCL1: Project Visibility = Public - No restriction Researcher IDS, Test (Chief Investigator (Project Lead)) Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2" Overview Image: Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2" Defaults to Public - Dot can be set to Confidential. Coor Maintaines Colspan= Validated hitps://prosenrchnowflinders.edu.aw/ Coor Colspan= Colspan="2" Coor Colspan= Colspan="2" Coor Colspan= Colspan="2" Conserver colspan= Validated hitps://prosenrchnowflinders.edu.aw/ Coor Colspan= Colspan="2" Coor Colspan= Colspan="2" <	The portal displays publicly available information about the selected project, including a Layman's description and any associated awards.

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 <u>https://staff.flinders.edu.au/research/researchnow/applications-awards</u>