

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.

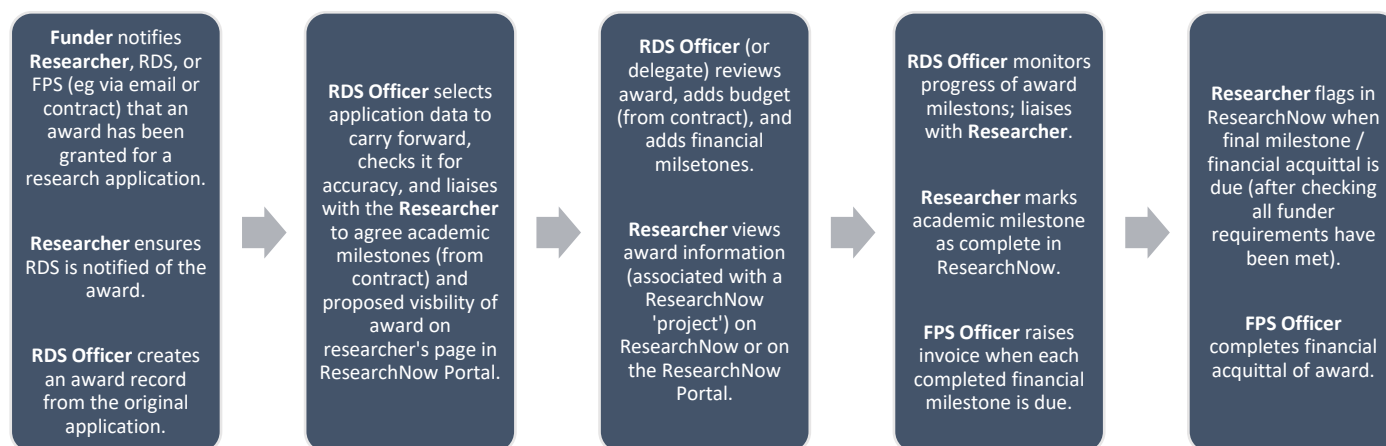
- **Dean of Research** (as a validator of a project)

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*.

Organisation

Information and Digital Services
Organisational unit: Other

Project code

IBC

Budget

New budget line

Line 4 Add line

Budget lines	Cost centre keyword	Specification	Budget AUD	2021	2022	
Line 1	Lab Expenses	New secure lab	4,000	2,000	2,000	Remove line
Line 2	Travel	Presentation to funder	1,000	500	500	Remove line
Total			5,000	2,500	2,500	

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

	<p>Open ResearchNow from your Okta dashboard.</p>												
	<p>Select Awards from the left sidebar.</p>												
<table border="1"> <thead> <tr> <th>Award</th> <th>Cost codes</th> <th>IDs</th> <th>Nature of activity</th> <th>Funder</th> <th>Awarded</th> </tr> </thead> <tbody> <tr> <td>QRG-1A: QRG Demonstration Award Cruz, A. Award date: 14/12/20 Award: Grants</td> <td>TBC</td> <td>Funder Application ID: 12345</td> <td>Research</td> <td>ARC Linkage ARC Linkage</td> <td>15,000.00 AUD</td> </tr> </tbody> </table>	Award	Cost codes	IDs	Nature of activity	Funder	Awarded	QRG-1A: QRG Demonstration Award Cruz, A. Award date: 14/12/20 Award: Grants	TBC	Funder Application ID: 12345	Research	ARC Linkage ARC Linkage	15,000.00 AUD	<p>Find the award in the list displayed in the main window (or search for it in the Search bar above the main window).</p> <p>Select the award (eg click on its name as displayed).</p>
Award	Cost codes	IDs	Nature of activity	Funder	Awarded								
QRG-1A: QRG Demonstration Award Cruz, A. Award date: 14/12/20 Award: Grants	TBC	Funder Application ID: 12345	Research	ARC Linkage ARC Linkage	15,000.00 AUD								
	<p>The award record is displayed, showing a layout summarising information about the award.</p> <p>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.</p>												

2. Viewing your budget

Budget & expenditure (Financial overview)				
Summary Calendar year Academic year Fiscal year Month				
Budget lines	Budget		Expenditure (AUD)	
	AUD	Earlier	This month	Total
ARC Linkage Budget breakdown (Information and Digital Services, TBC)				
Line 1 (New secure lab, Lab Expenses)	4,000.00	0.00	0.00	0.00
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

Total budget is all costs attributed to the internal portion of the budget

Difference between budget and awarded amount
AUD10,000.00

Discrepancy: budget versus allocated

Funding

Financial

- ARC Linkage
Awarded amount: AUD5,000.00
- ARC Linkage
Awarded amount: AUD10,000.00

You can see the budget on the main award window, in the **Budget & expenditure (Financial overview)** section. There is one budget per funder (in the case of a multi-funder research project).

The award form displays any discrepancy between the budget and the total funding (from all sources) in the award record.

3. Viewing milestones

Milestones

In 51 days 29/01/21
QRD **Administrative** (Financial) Milestone

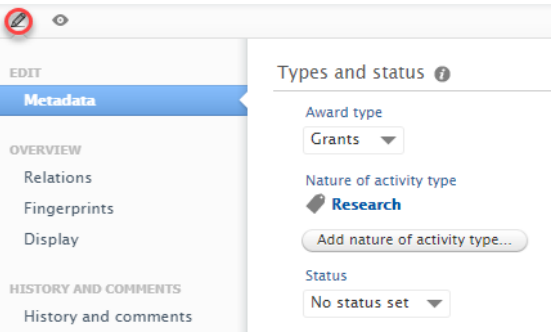
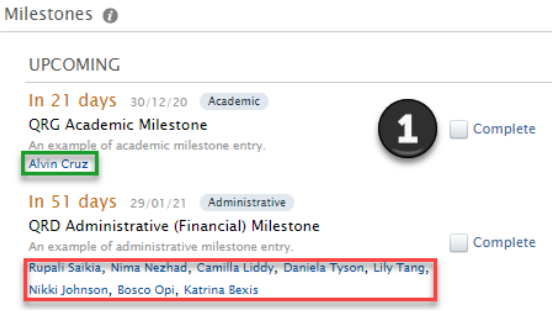
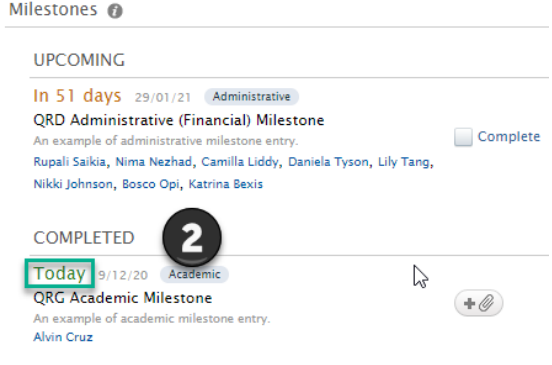
Yesterday 8/12/20
QRG **Academic** Milestone

You can see both types of milestones (academic and administrative) from the main award page.

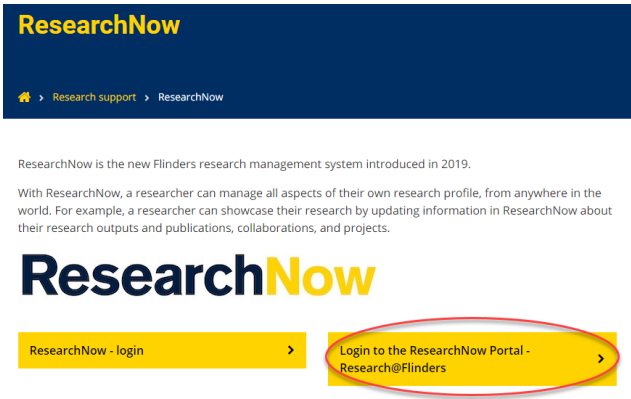

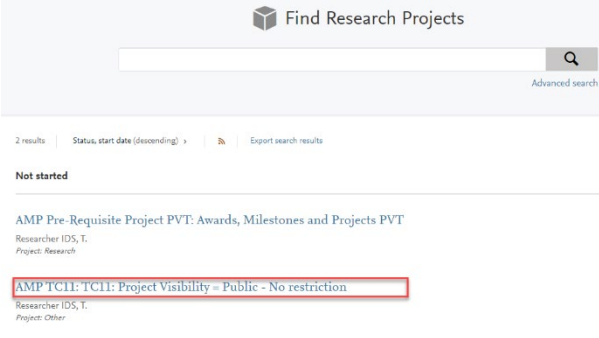
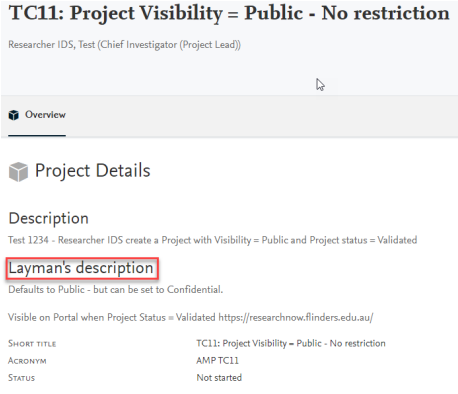
A milestone can have multiple reminder dates assigned to it (eg 1 month before, 1 week before, 1 day before) but this display shows just the *next* upcoming milestone in a countdown timer of days.

A completed award is marked with the day (eg *Yesterday*) in **green**.

4. Completing an academic milestone

	<p>To complete a milestone, enter edit mode for the award.</p> <p>In the main award window, select the Editing layout icon.</p>
	<p>A window pops up. In the Milestones section, you can see <i>both</i> 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 the funder.</p> <p>You can see who can complete a milestone from the list of names under it.</p> <ol style="list-style-type: none"> 1. To complete an academic milestone, select Complete and click Save.
	<ol style="list-style-type: none"> 2. The completed academic milestone is placed in a COMPLETED section. All other milestones remain as they were.

5. Viewing your Project on the ResearchNow Portal

	<p>From the ResearchNow page on the Flinders website, select Login to the ResearchNow Portal – Research@Flinders.</p> <p>The ResearchNow Portal home page opens.</p>
	<p>If your project has been approved for publishing on the ResearchNow Portal, it will be available through a ResearchNow project that contains your award. The project has been created by you and associated with your award.</p> <p>Select Projects to see all projects (including your own) published on the ResearchNow Portal.</p>
	<p>The portal displays a list of all projects.</p> <p>Select one of them to view more information about it.</p>
	<p>The portal displays publicly available information about the selected project, including a Layman's description and any associated awards.</p>

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>