

ResearchNow Projects

This QRG provides guidance on how to manually create a project in ResearchNow.

How to manually create a project in ResearchNow

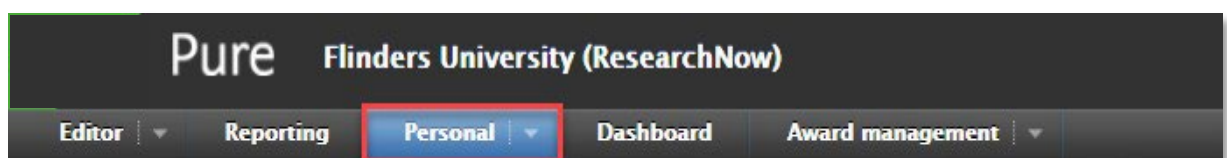
1

Login to **ResearchNow** from Okta Dashboard.



2

Navigate to **Personal** tab.

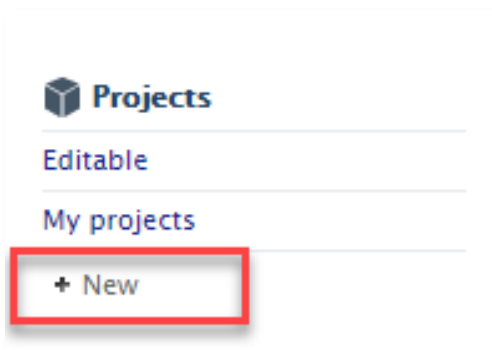


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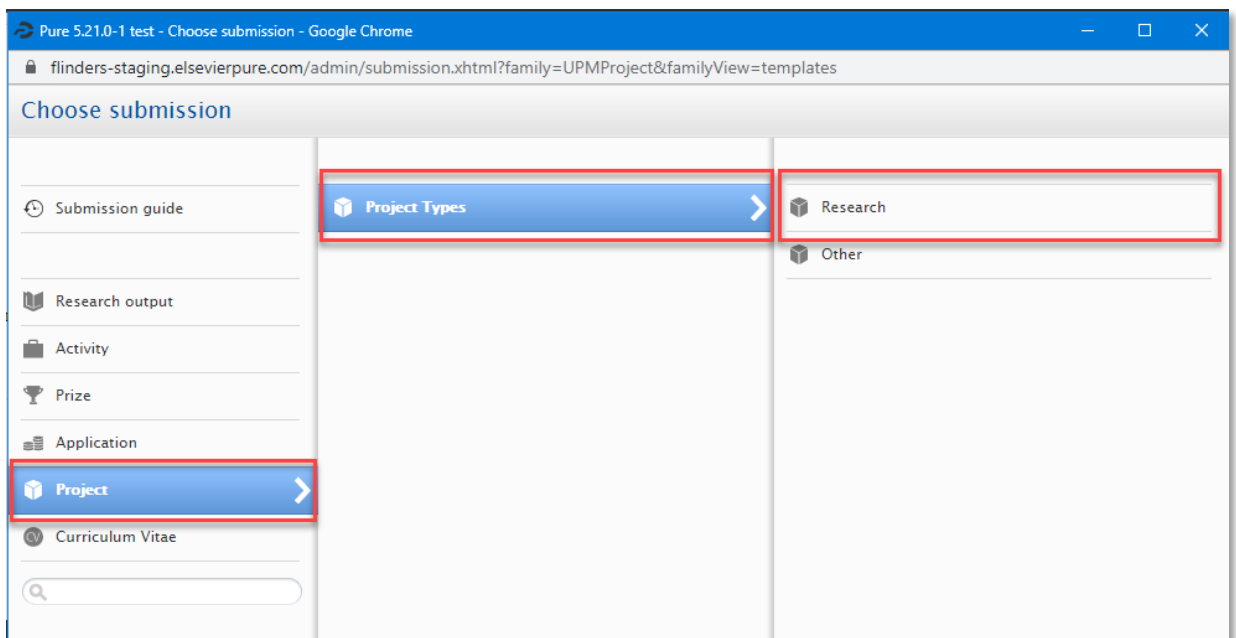
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3 Select **New** under **Projects** section.



4 A pop-up window will appear.
Select **Project** > **Project Type** > **Research**



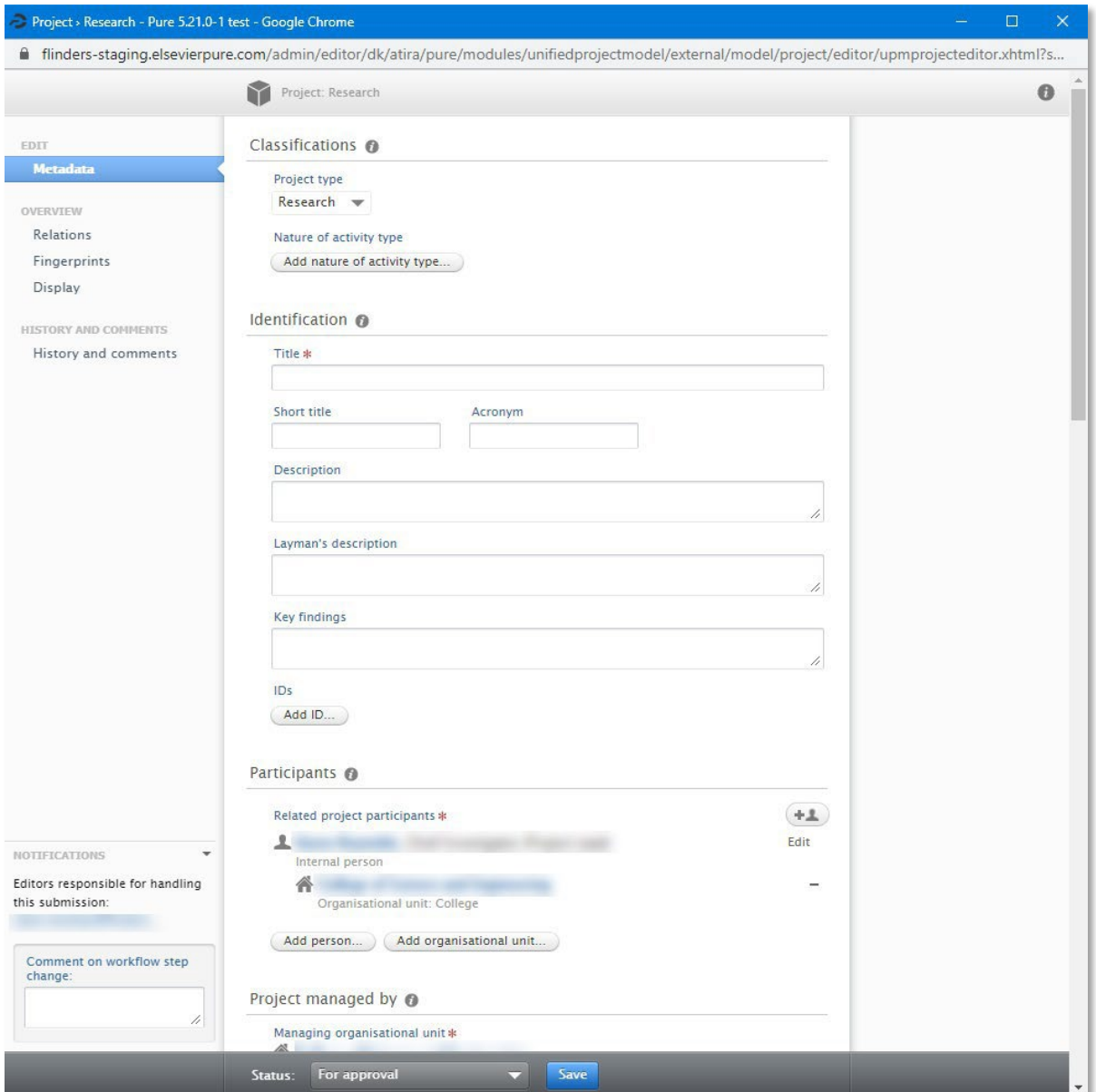
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5 Complete the sections as relevant to your project requirements



The screenshot shows the 'Project: Research' editor in a Google Chrome browser. The left sidebar has 'Metadata' selected under the 'EDIT' section. The main content area is divided into several sections:

- Classifications:** Includes a 'Project type' dropdown menu set to 'Research' and a 'Nature of activity type' field with an 'Add nature of activity type...' button.
- Identification:** Contains a 'Title #' text field, 'Short title' and 'Acronym' text fields, and three larger text areas for 'Description', 'Layman's description', and 'Key findings'.
- IDs:** Features an 'Add ID...' button.
- Participants:** Shows 'Related project participants #' with a '+ person' icon. Below, it lists an 'Internal person' (with a blurred name) and an 'Organisational unit: College' (with a blurred name). There are 'Add person...' and 'Add organisational unit...' buttons.
- Project managed by:** Includes a 'Managing organisational unit #' field.

At the bottom of the interface, there is a 'Status:' dropdown menu currently set to 'For approval' and a blue 'Save' button.

Note: You may select **Entry in progress** status from the bar at the bottom of the screen if you require saving prior to submitting for approval.

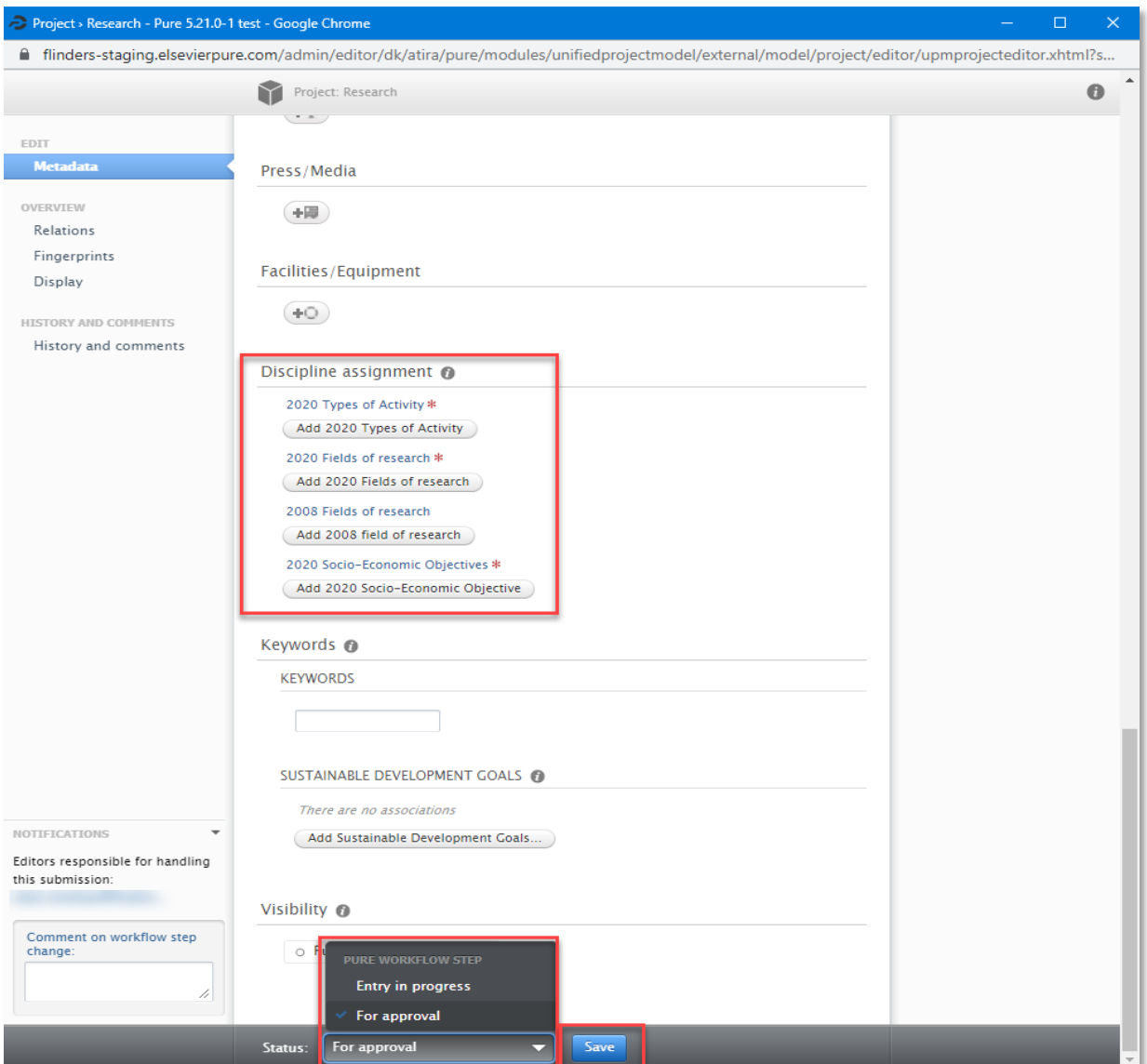
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Ensure you have recorded the **Discipline assignment** section which holds the 2020 Types of Activity, Fields of Research and Socio- Economic Objectives.



The screenshot shows the 'Project: Research' editor in a Google Chrome browser. The left sidebar contains navigation options: EDIT (Metadata), OVERVIEW (Relations, Fingerprints, Display), HISTORY AND COMMENTS (History and comments), and NOTIFICATIONS. The main content area is divided into sections: Press/Media, Facilities/Equipment, Discipline assignment (highlighted with a red box), Keywords, SUSTAINABLE DEVELOPMENT GOALS, and Visibility. The Discipline assignment section includes buttons for adding 2020 Types of Activity, 2020 Fields of research, 2008 Fields of research, and 2020 Socio-Economic Objectives. The bottom status bar shows a dropdown menu with 'For approval' selected and a 'Save' button.

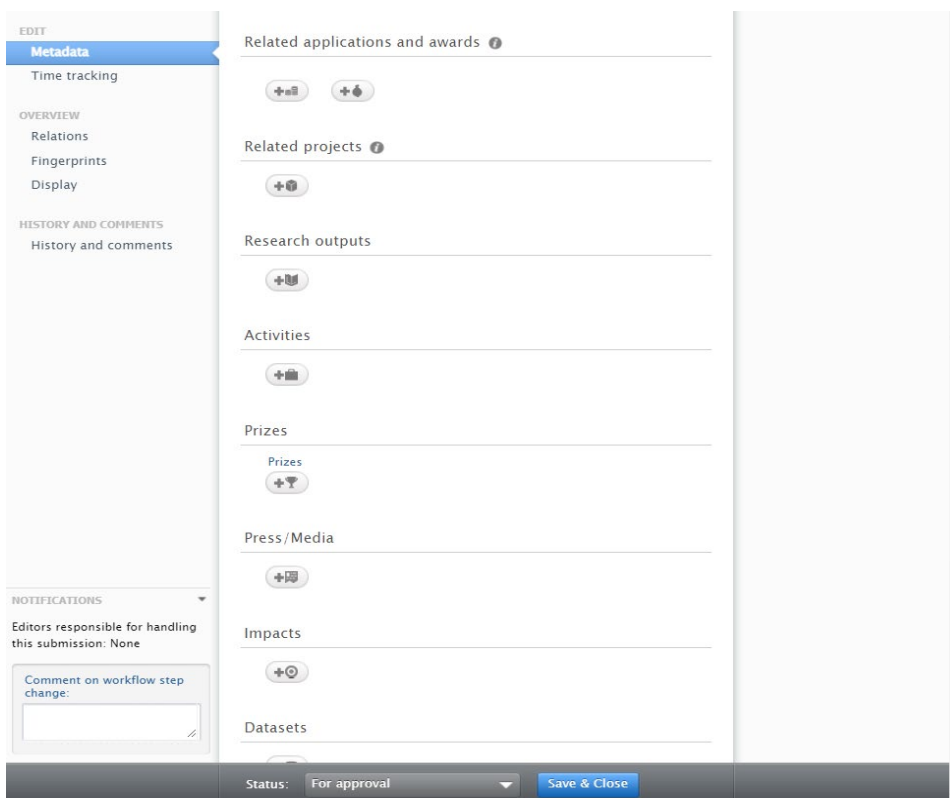
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Add any linked content e.g; applications, awards, research outputs, activities selecting Add icon under each fields.



The screenshot displays the 'EDIT' interface for a project in ResearchNow. The left sidebar contains navigation options: 'Metadata' (selected), 'Time tracking', 'OVERVIEW' (Relations, Fingerprints, Display), 'HISTORY AND COMMENTS' (History and comments), and 'NOTIFICATIONS' (Editors responsible for handling this submission: None). The main content area is divided into several sections, each with an 'Add' icon (a plus sign in a circle): 'Related applications and awards', 'Related projects', 'Research outputs', 'Activities', 'Prizes', 'Press/Media', 'Impacts', and 'Datasets'. At the bottom, there is a 'Status' dropdown menu set to 'For approval' and a 'Save & Close' button.

Note: Ensure that no contract attachments or any sensitive information is added in a project record, because if approved, they will appear on the public portal.

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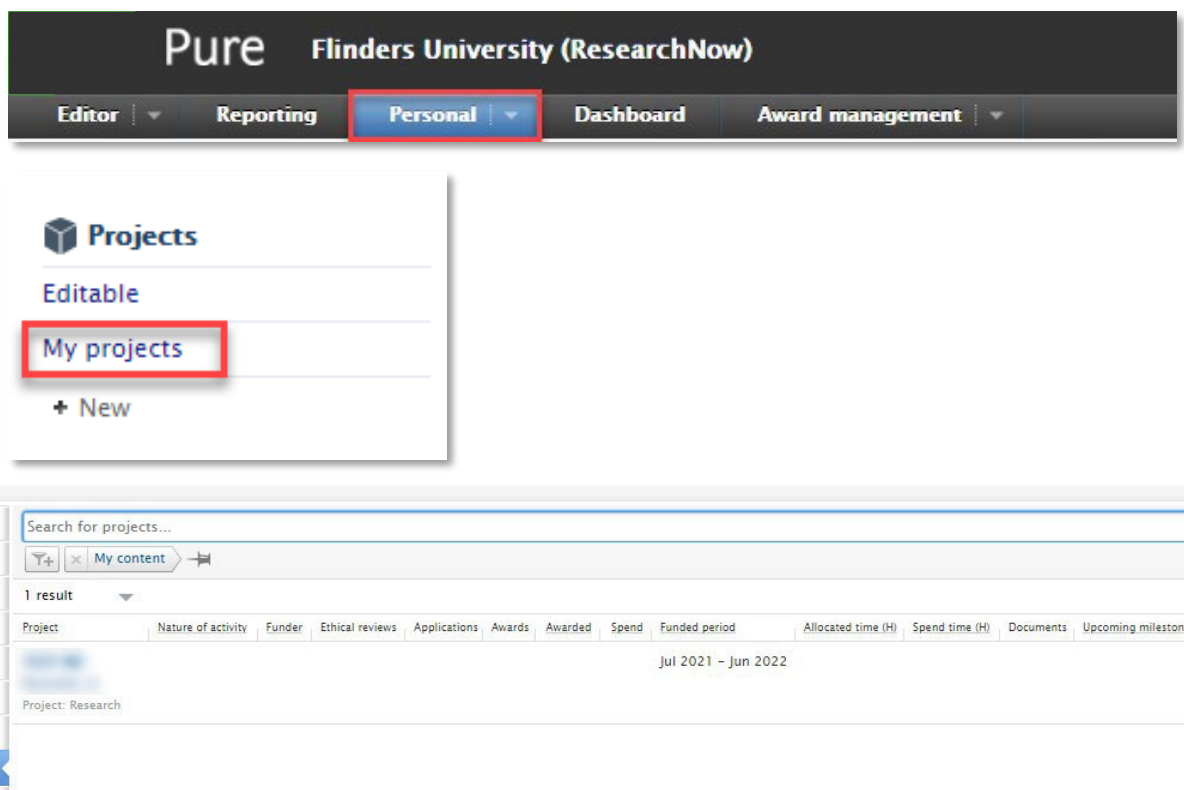
When all details are completed, set the status as **For Approval**, and select **Save**.

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9 Your project will then appear under your **Personal** tab > **My Projects**.



The screenshot shows the Pure Flinders University (ResearchNow) interface. The top navigation bar includes 'Editor', 'Reporting', 'Personal' (highlighted with a red box), 'Dashboard', and 'Award management'. Below the navigation bar, the 'Projects' section is visible, with 'My projects' highlighted by a red box. A '+ New' button is also present. Below this, a search bar is shown with 'Search for projects...' and 'My content' filters. A table with 1 result is displayed, showing a project titled 'Project: Research' with a funded period of 'Jul 2021 - Jun 2022'.

Project	Nature of activity	Funder	Ethical reviews	Applications	Awards	Awarded	Spend	Funded period	Allocated time (H)	Spend time (H)	Documents	Upcoming milestones
Project: Research								Jul 2021 - Jun 2022				

The project will require approval by the Deans (Research) and only then it will appear in ResearchNow public portal.