# EDITH COWAN UNIVERSITY
## RESEARCH SERVICES

Edith Cowan University

**Research Management System**

*Create and Submit an Expression of Interest (EOI):*
*A Guide for Researchers*

**April 2023**

# Contents

# Introduction

The "Expression of Interest" (EOI) is an internal process that requires research staff to submit a brief overview of their research project plan to their Associate Dean – Research (ADR), in which they identify a funding opportunity. This process is required for a number of purposes, including:

- Ensuring the ADR is aware of research activity in their school
- It provides an early warning of an application to provide time to arrange reviews (internal and external)
- Allows time for sourcing/ development support packages (if relevant) for inclusion in the application

**Note:** The EOI process only adds significant value if it occurs well in advance of the submission deadlines.  If you intend to apply for a funding opportunity and the closing date is within two weeks you should contact your School's Research Administration Officer.

## The Internal EOI process

1. Researcher identifies a funding opportunity
2. Researcher submits an expression of interest in ECURMS
3. The ADR of the researcher' school is notified:
   ADR the EOI and provides any appropriate input (if necessary).  In this step, they will indicate whether they approve for the EOI to be developed into a full proposal for submission.
4. The Researcher is notified of the ADR's decision, with the RAO's being cc'd onto the email generated by ECURMS.

For more information on the Research Services grant application process, please visit Research Services' Apply for funding web page.

## Accessing ECURMS

### Logging In

1. Log into the Staff Portal with your ADS username and password.
2. Click on the **'Research Management System'** hyperlink under the 'Easy Logins' menu on the Staff Portal.

3.  ECURMS will open in a new window.



**Please note:** If you are accessing ECURMS outside of the ECU network, you will need to install and run VPN software.

# Proposal Development (PD)

Researchers (or their delegates) are responsible for creating the initial ECURMS proposal, and for completing and submitting their Expression of Interest (EOI).

## Create New Proposal

On the ECURMS homepage, hover over **Research Grants** and select **Create New Expression of Interest**.



This will launch the 'Create New Proposal' screen, as illustrated below.

## Create New Proposal

| | |
|---|---|
| **Please type and select the CI Name** | CI |
| **Proposal Type** | Expression of Interest |
| **Please enter the proposed project title** | |

**Instructions:**

Enter and select the name of the Lead Chief Investigator and click the Create Proposal button to commence the Expression of Interest process.

On subsequent screens, you will provide details of the proposed project, such as:

- proposed project title;
- team members;
- sponsor; and
- funding support details.

Create Proposal

To complete the screen:

1. **Select the CI**.
   This will default to the profile creating the record (for example, the template above was created using the profile 'RMS System Administrator').

   If the information is being entered on behalf of the CI the person creating the record should:
   a. Select the CI by typing in the name of the CI in the (predictive) text box:

   | Please type and select the CI Name | CI |
   |---|---|

   b. For example: if you are selecting the name 'Joe Investigator', you can begin by typing either 'Joe' or 'Investigator' in the predictive text box and the database will refresh with a collection of names that contains 'Investigator' or 'Joe' in the names:

   | Joe |
   |---|
   | Investigator, Joe - - Research Quality & Policy (5) |
   | Investigator, Joe - - School of Arts and Humanities (5) |
   | Investigator, Joe - - School of Business and Law (5) |
   | STIRLING, Joe - 226656 - Office of the Vice-Chancellor (5) |
   | THOMAS, Joe - 226658 - School of Business and Law (5) |
   | ABAKAH, Emmanuel Joel - 234251 - Graduate Research School (5) |

   c. Select their name from the drop-down menu by highlighting and click.

2. **Enter the proposed title for the project in the free text box.**

   | Please enter the proposed project title | |
   |---|---|

3. **Click 'Create Proposal'.**

   Create Proposal

**You should see the 'Processing' screen followed by the 'Setup Questions' landing page.**

## Expression of Interest: Accessing the e-form

Once the proposal has been created you will be presented with the 'Setup Questions' page.



**Click the 'Save and Continue' button to progress.**

The next page, 'EOI', will allow you enter details of the project.

The Expression of Interest form will appear as below:

**Note**: Please do not close the browser showing your ECURMS record – you will need this later.

## Expression of Interest: Completing the e-form

Before you begin to complete the form you should maximise your browser window so that it is displayed in full screen mode (in most browsers this is achieved by clicking the ⬚ icon in the top right of the window).

1. **Proposed Project Title**
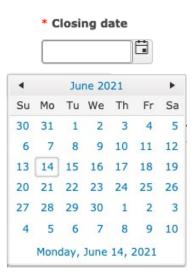
   The title entered on the initial Expression of Interest creation screen is shown in the text field.

2. **Sponsor and Scheme Name**

   Enter the name of the sponsor and the associated scheme name. Contact the Pre-Award team for assistance if you are unsure.

3. **Closing date.**

   Click the calendar icon and select a date using the calendar widget, or enter the date in the format DDMMYYYY.



4. **Project summary.**

   Enter a brief description of the proposed project (suggested 100 word limit).

**\* Provide a summary of your proposed Project (approx. 100 words):**

5. **Defence related project**

   Is your research project defence related? If 'Yes', there may be additional requirements for your project to meet.

6. **Research centre.**

   If your Project is affiliated with an ECU designated Strategic Research Centre/Institute, you should answer 'Yes' to the following question and click the pen icon to select the Centre/Institute name from the Dropdown list.

   **Is this project affiliated with an ECU Strategic Research Centre/Institute?**
   ☑ Yes ☐ No

   Please select the Research Centre/Institute from the following options:

7. **Will ECU lead the submission on the proposal?**

   a) Please answer 'Yes' or 'No' to this question as appropriate:

   **\*Will ECU be the lead institution on the proposal?**
   ☐ Yes ☑ No

   b) If ECU are not leading the submission, you should provide the name of the lead institution in the field that appears (note: this is a free text entry field):

   **\* Will ECU be the lead institution on the proposal?**
   ☐ Yes ☑ No

   Provide the name of the administering organisation:

c) If you answered No, you should indicate whether ECU will receive any of the project funds:

Will ECU receive any of the requested project funds?
☐ Yes ☐ No

8. **Will the Project require a financial contribution from your school?**
This information is an important consideration for your School.  Please answer 'Yes' or 'No' as appropriate and indicate the type of support 'Cash', 'In-Kind' or 'Both Cash and In-Kind'. Where cash support is required, the amounts concerned and a justification should be provided.

9. **Are you of Aboriginal or Torres Strait Islander descent?**
Responses to this question are used to inform ECU's Reconciliation Action Plan.

10. **Does your research project involve working with and or identify Aboriginal or Torres Strait Islander Peoples?**
If your project involves working with and/or identify Aboriginal or Torres Strait Islander peoples, you should consider contacting relevant staff at Kurongkurl Katitjin via kk@ecu.edu.au

11. **Will you be the sole investigator on this project?**
If you are to be the sole investigator, you are yet to identify your research team, select 'Yes'. Otherwise, select 'No' and complete the Research Team section that is revealed.

## Research Team

In this section, you may identify whether or not you will be the sole investigator on the project. If you indicate that you are not working alone, you will be able to list members of your research team, their school or institution, email address and proposed role on the project.

12. **Research Team**

Click the Add Person button to enter each member of your team, adding one member per line.



13. **Save and complete.**

Once you have worked through the form and answered all appropriate questions you will be able to 'Complete' the form. Once this has been done you will then be in a position to add supplementary materials (if appropriate) and route your EOI to your line manager.

To save and complete the form, simply tick the 'Complete' check box found at the top of the EOI form.



The EOI Data tab will then darken and a message stating "Completing" will display in the middle of the form:

Once complete the darkened area will disappear. The ECURMS record will show that the form has been completed.



## Expression of Interest: Uploading supporting documents

If you wish to include supporting documentation in your EOI then you should click the 'Submission' link:

Then click the link 'Add Institution Forms/Supporting Documents'.



This will launch the 'Upload new document' window.



1.  **Enter a name for the document into the 'Name' field.**

2.  **Click 'Browse' to locate the file**.

3.  **Select the appropriate category from the drop-down menu**. For expressions of interest this should be 'Proposal Documents'.

4.  **Click 'Upload'**.

You will then be prompted to close the window.

These steps can be repeated to upload as many documents as the researcher requires.

## Expression of Interest: Submission

When the e-form has been completed and any supporting documentation has been uploaded then the researcher can submit their Expression of Interest.

To submit the Expression of Interest to the Associate Dean (Research), click on the Submit Button:



You will be prompted to certify that all sections of the Expression of Interest are correct. To progress, select 'Accepted' and click **'Continue'**.



## Further assistance

If you require assistance with your Expression of Interest contact your School's Research Administration Officer (RAO).

If you would like to provide feedback on these ECURMS processes please email researchsystemssupport@ecu.edu.au.