# 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

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## 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 <u>Research Administration Officer</u>.

## 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' <u>Apply for funding</u> 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.

STAFF PORTAL -	0.944
EASY LOGINS	0
Academic Misconduct Online For	<u>m</u>
Callista	0
Callista Connect	0
Callista+	0
Canvas	
CAPS	0
CareerHub	
CMS	
Course & Unit Offerings System	0
ECU Pool Vehicle System	0
ECU-ORCID Connect	
ECUonQ	
ECURTS	
ECUSIS Room Bookings	
Emergency & Evacuation Inducti (All staff)	on
expense8	
Work Health & Safety Inductions	
Information Security Awareness Training	
IT Services Kiosk	
IT Service Status - Student Systems	
Learning Portfolio	
LinkedIn Learning	0
Marks Recording System	0
My Library Record	
Office Allocator (Move Manager)	
Online Exams Submission	0
Online Forms and Workflow	0
Panopto	
Research Activity System	
Research Management System	
Riskware	_
SAH Bookings	
Salesforce	
Salesforce - Social Studio	
SCA Media Loans	
Short Term / Casual Training	
Staff Kiosk	
Staff Recruitment	
Supervisor Register	



3. ECURMS will open in a new window.

EDITITICOWAN EDITITICOWAN		Modula Admin   Wekcome HMR System Administrator Loginal
Home My Profile Locate My	Records Locate Records Things to Do	Quick Find
User Guides Research Grants • Research Childus Research Culpulus Funding Opportunities	Corts in Process Proposal Tacking      Corts in Process Proposal Tacking      Things to do - 1 Items G190320: Research Grants Accound to Contension	Reporting in Oracle Discoverer         External Research Grant reports are available via Oracle Discoverer viewer         The following user guides have been provided to:         1. Provide to on orderinate and basic excoving instructions         Reporting in Discoverr (PDF)         2. Provide a detailed billing of the reports, data definitions and saming conventions.         Naming Conventions_Definitions and Isting v12 (PDF)         If your require any support whilst using these report; please email: mtt_@locx.edu.av         Reports Due (in next 90 days)         There are no reports due for the next 50 days.
	Expression of Interest Creating and EOI I. In the menu, clock Research Grants and select Create a new Expression of Interest I. Entre the new of the C and the Project tite C. Entre the new of the C and the Project tite C. Entre the new of the C and the Project tite C. Entre the new of the C and the Project tite C. Entre the new of the C and the Project tite C. Entre the new of the C and the Project tite C. Entre the new of the C and the Project tite C. Entre the new of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of the C and the Project tite C. Entre the New of	Bookmarks - 0 Items           Incord Number         Module         Y

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

## **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**.

User Guides	Workflow Chart(c)
Research Grants	Create New Expression of Interest
Research Ethics	Create New Tracking Record
Research Outputs	Locate Records
Funding Opportunities	Locate My Records
	Adhoc Reporting
	Standard Reporting

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



	CI Name	СІ
Proposal Type		Expression of Interest
Please enter the proposed	project title	
Instructions:		
	the Lead Chief Investigat	tor and click the Create Proposal button to commence the
Enter and select the name of Expression of Interest proces On subsequent screens, you	ss.	proposed project, such as:
Expression of Interest proces On subsequent screens, you • proposed project title;	will provide details of the	proposed project, such as:
Expression of Interest proces On subsequent screens, you	will provide details of the	proposed project, such as:



To complete the screen:

#### 1. Select the Cl.

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:



- 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.



3. Click 'Create Proposal'.





Please type and select the CI Name	Investigator, Joe Research Quality & Policy (5)
Proposal Type	Expression of Interest
Please enter the proposed project title	To the ends of the Earth and back again.
Instructions: Enter and select the name of the Lead Chief Investigat Expression of Interest process.	tor and click the Create Proposal button to commence the

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.

Done Save Expression of Interest Demo Dr Joe Investigator - Research Services (Default Sponsor)	Proposal G1006779
EOI Landing Page Setup Questions	Show Reset Defaults
Your Expression of Interest (EOI) requires further in	nformation
I am commencing an EOI submission Please click the "Save and Continue" button. On the next screen you can enter your project's do EOI.	etails into the form and submit your
I am resuming / reviewing an EOI submission • To return to/visit the EOI form please click on the "EOI - Tab" link on the left-hand side of your br	owser window.
	Save and Continue

#### 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:

Done Save Test Project re RMS System A		n University (Default Sponsor)		Proposal G1006765			
EOI Landing Page EO	l - Tab						
	nstructions		Co	mplete 🗌			
EOI - Tab							
Submission		ession of Interest by answerin box on the right-hand side of					
		on link in the left-hand menu					
			ter date, note the <b>G</b> number in the top-left ha	nd			
	corner.						
	roject Details Proposed Project Title						
_	Test Project record						
	Sponsor and Scheme I	name					
_	Sponsor and Scheme	lune					
*	Closing date						
[	30-Mar-2023						
	Provide a summary of	your proposed Project (ap	prox. 100 words):				
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	Duis semper. Duis arcu mi	assa, scelerisque vitae, consec aretra tempor. Cras vestibulun	quat in, pretium a, enim. Pellentesque congue	. Ut			
	in risus volucpac libero prie	arecta tempor. Cras vestibului	i bibendum augue.				
	' Is this project Defence ] Yes ☑No	e related?					
L							
T	s this project affiliated	with an ECU Strategic Resea	irch Centre/Institute?				
	Yes 🗆 No	and an 200 buategie resea					
P	Please select the Research	Centre/Institute from the foll					
			~				
*	Will ECU be the lead in	stitution on the proposal?					
5	Yes 🗆 No						
	* Will this project require a financial contribution from your school?						
	<ul> <li>Will this project require a financial contribution from your school?</li> <li>Yes Mono</li> </ul>						
L							
А	Are you of Aboriginal or Torres Strait Islander descent?						
Y	Your responses to the question will inform our reporting against ECU's Reconciliation Action Plan.						
	Yes 🗆 No						
	loes your research rese	iect involve working with -	nd or identify Aboriginal or Torres Strait				
I	slander Peoples?	est involve working with a	ing of identity Aboriginal of Torres Strait				
			iological research, data linkage or data release	e,			
	iealth services or populati	on health research, or qualitat	uve readdfell.				
L							
Y	ou should consider cor	ntacting the relevant staff a	at Kurongkurl Katitjin <b>via email:</b> kk@ecu.edu.	.au			
	Are you the sole inves	tigator on this project?					
		re yet to identify your research	h team				
	Yes 🗹 No						
		of the proposed research team					
т	o add additional rows for	each member of the team by	clicking the 'Add Person' button				
			Add	Person			
	Researcher Name	School (ECU)/Institution (Non ECU)	Email Proposed Role on Project	ct			
	Joe Investigator	School of Science	jinvestigator@ecu.edu.a Associate Investiga	ator 🔟			
			Ju J				
	lext Steps						
c		entering data for your Express					
		e box on your proposal (top-r					
	<ul> <li>Select Submission before clicking the t</li> </ul>	in the left-hand menu, upload humbs-up icon.	any relevant documents to support your prop	posal			
	Plassa poto: Tf	can the complete sheekhow	ou will need to firstly scroll your browser wind	low to			
*	riease note: If you can't	see the complete checkbox, y	ou will need to firstly scroll your prowser wind	IOW LO			



**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

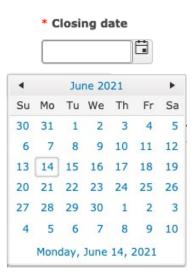
The title entered on the initial Expression of Interest creation screen is shown in the text field.

#### 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?

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	e 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 or	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?  $\Box$  Yes  $\Box$  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 <a href="https://kk@ecu.edu.au">kk@ecu.edu.au</a>

#### 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.



Add Person

#### **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.

\* Are you the sole investigator on this project?
Please select 'yes' if you are yet to identify your research team
□ Yes ☑ No

Please provide the details of the proposed research team, below:

To add additional rows for each member of the team by clicking the 'Add Person' button

Researcher Name	School (ECU)/Institution (Non E	CU) Email	Proposed Role on Project	
Joe Investigator	School of Science	jinvestigator@ecu.ed	lu.au Associate Investigator	Î
				- 14

#### 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.

#### Instructions



- Complete your Expression of Interest proposal below.
- Tick the **Complete** box on the right hand side of your Expression of Interest proposal prior to progressing to **Submission**.
- You can save this proposal and complete it at a later date; note the G number in the top-left hand corner.

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



Done Save test	Proposal ystem Administrator - Edith Cowan University (Default Sponsor) G1006765
✓ EOI Landing Page	EOI - Tab
EOI - Tab	Instructions
Submission	Complete your Expression of Interest by answering the questions below.
	Tick the Complete box on the right-hand side of your Expression of Interest.
	Click the Submission link in the left-hand menu to submit your EOI.
	• You can save this proposal and complete it at a later date, note the G number in the top-left hand corner.
	Project Details  * Proposed Project Title quick test
	* Sponsor and Scheme name
	а
	* Closing date
	30-Mar-2023
	* Provide a summary of your proposed Project (approx. 100 words):
	Summary SummarySummarySummarySummarySummarySummarySummarySummarySummarySummarySummarySummarySummarySummarySummarySummary
Waiting for rmsqa.ecu.edu.au	ject Defence related?

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'.

		Current Submission		
Form/Document Name	Edit	Status	Upload	Remove
Add Institution Forms/Supporting Documents				

This will launch the 'Upload new document' window.

Upload		Upload Close
Upload new document		Т
Name		
Location Browse No file selected.		
Category Proposal Documents		
Folder [ROOT] 💌		
Add Initial Application Components		Add
Form Name	Туре	Add

- 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: . .

. .

EOI Landing Page	Submission <sup>@</sup>	Completed 🗌			
EOI - Tab	Prior to finalising your EOI submission:				
Submission	<ul> <li>Ensure you attach any relevant supporting documents that may give your Associate Dean - Research important context when reviewing your EOI. Supplementary supporting attachments can be added into the table below by clicking on the link "Add Institutional Forms/Supporting Documents".</li> <li>Once you have completed attaching relevant supporting documentation, submit this EOI by clicking on the grey "Submit" button below.</li> <li>Once submitted, your form will be sent electronically to your Associate Dean - Research for their input and approval. You will receive an automated response once a review decision has been made.</li> </ul>				
	If, at any time, you have any difficulty or are Administration Officer.	unsure how to complete this form, please contact your Research Click Here			
	Current Proposal Status: Developing				
	Components for Initial Application	Pre-Review Route: RPA Approval Route 🗸 Submit			
		Current Submission			
	FORM/DOCUMENT NAME	/IEW STATUS UPLOAD REMOVE			

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

Certification	
	Close
As the submitter of this internal Expression Of Interest (EOI), I certify that all of the information contained is sections of this record are completed and correct, to the best of my knowledge, at the time of submission.	
Accepted Declined	
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.