

Viewing and Recording Data: A Guide for FBSC

V5.1 – June 2021



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Introduction

The aim of this document is to provide the user with a comprehensive guide to the ECURMS processes involved in research grants administration.

ECURMS Grants Administration Summary

A typical grant application and award will progress through the following workflow:

Pre-award:

- 1. **Developing:** an ECURMS proposal has been created and the Expression of Interest (EOI) is not yet complete.
- 2. **Under review:** the EOI has been completed and submitted to the researcher's Associate Dean (Research) (awaiting approval).
- 3. **Internal EOI approved:** the researcher's Associate Dean (Research) has reviewed the EOI and supports its development into a full proposal.
- 4. **Under Review Pre Submission:** the proposal is complete and has been reviewed by the RAO, who has moved the workflow on to the researcher's Associate Dean (Research) for their final approval.
- 5. **Approved for Submission:** the researcher's Associate Dean (Research) has reviewed the final proposal and supports its submission to the funding body. This prompts the Coordinator, Research Administration (CRA) to carry out their review.
- 6. **Pre-Submission Check required:** the proposal is awaiting the review of the Manager, Research Administration (MRA).
- 7. **Submission preparation required:** the MRA has approved the proposal and has notified the Coordinator, Research Administration (CRA) that it can be submitted to the funding body.
- 8. **Submitted to funding body:** the proposal has been submitted by the CRA and is awaiting the outcome from the funding body.

Post-award:

1. Success statuses:

- **a. Successful:** the grant application was successful and funding has been awarded. To be used where ECU is to receive funding.
- b. **Successful with conditions:** the Chief Investigator (CI) must make revisions to their proposal before funding is awarded.
- c. **Successful Externally:** the grant will be administered at another institution, with no funds received by ECU. This status will generate an action item for Research contracts to check if a contract is required. They will progress from here to the status 'Active Externally' where the proposal will remain until the project closes.
- Accepted by CI: the CI has reviewed the terms and conditions and accepts the award. The
 workflow then moves to the Research Contract Coordinator. If Accepted by CI (with
 conditions):



- a. **Dept Head Review:** the researcher's Associate Dean (Research) is reviewing the revised proposal.
- b. **Accepted by School:** the Associate Dean (Research) has confirmed their approval. The workflow then moves to the Research Contracts Team.
- 3. **Confirm Project Approvals:** contract negotiations are complete and the RCFO's are required to confirm that all necessary approvals (for example, ethics) are in place.
- 4. **Project account code approval required:** all approvals are in place and the MRA is reviewing the award prior to requesting an account code.
- 5. **Project account code creation required:** the MRA has approved the award and has requested that a School Finance Coordinator opens a project account in Oracle.
- 6. **Active:** a project account is in place and the researcher is working on their research project.
- 7. **Pending closure:** the project is complete and all contractual obligations have been met.
- 8. **Closed:** Finance have confirmed that no funds remain in the project account.
- 9. **Archived:** the project has been archived.



Accessing ECURMS

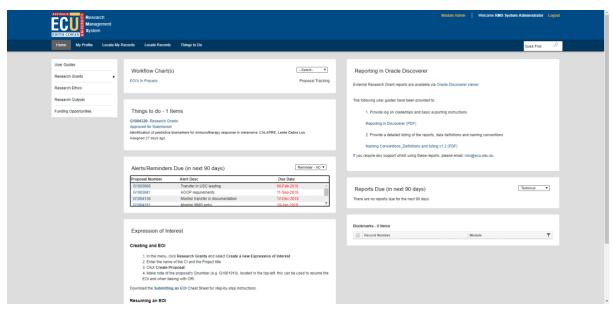
Logging In

- 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.

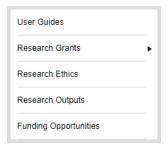




Please note: If you are accessing ECURMS outside of the ECU network, you will need to install and run <u>VPN software.</u>

Searching in ECURMS

1. From the ECURMS home page, **select the 'Research Grants' menu bar** on the left of the screen.

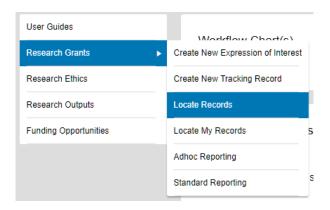


Alternatively, select 'Locate Records' or 'Locate My Records' from the toolbar on the top of the home page.



2. When the menu has expanded click 'Locate Records' or 'Locate My Records'.





- 3. You can search using a number of different criteria:
 - 'FMIS Project Account ID': the Oracle project account code.
 - 'Record Creation Date': this refers to the date that the Proposal was recorded in ECURMS.
 - 'Record Number': grant ID, usually beginning with 'G'.
 - **'Record Owner'**: the project owner in this context is the Chief Investigator. This option uses predictive text functionality. Simply start typing the surname of the CI and select the desired name in the list that appears.
 - "Record Owner Primary Department": the organisational unit of the Chief Investigator. This option uses predictive text functionality. Simply start typing the name of the organisation unit and select the desired name from the list that appears.
 - **'Record Personnel'**: the name of the contributors, consultants, or key personnel to the research project.
 - "Record Primary Department': this option will allow you to search for all records that are 'owned' by a given organisational unit. This option uses predictive text functionality. Simply start typing the name of the organisation unit and select the desired name from the list that appears.
 - 'Record Primary Sponsor': this option allows you to search by sponsor and scheme, using predictive text entry. Simply start typing the name of the desired funding body and select the desired name from the list that appears.
 - 'Record Primary Sponsor Type': this option allows you to search by the primary sponsor type, using predictive text entry. Sponsor types used by us are:
 - o Australian Commonwealth Government
 - o Australian Foundations charities principally non-profit organisations
 - o Australian R&D Corporation, Council or Board
 - Default Sponsor Type
 - Edith Cowan University
 - o Industry outside WA within Australia
 - Local/State Government outside WA within Australia
 - Non-Profit Organisations
 - Other Australian Tertiary Institutions
 - Overseas
 - WA Industry



- WA Local Government
- WA State Government
- 'Record Status': It is not recommended to use this search option.
- 'Record Associated Departments': this option provides a drop-menu allowing you to search for records where researchers are members of the research team based on the chosen department.
- **'Record Primary Department'**: the Chief Investigator's school. Type the name of the department into the (predictive) text box and choose from the database.
- 'Record Classification Codes': this option provides a drop-menu allowing you to search for records based upon Field of Research (FoR) and Socio-Economic Objectives (SEO) classification codes.
- 'Record Key Words': this option provides a drop-menu allowing you to search records based upon a chosen key word
- 'Record Title': this represents the title of the project. To search, type the name (or a substring) into the field provided.
- 'Ref Account Number': this option allows you to search by the HP records Manager (previously TRIM) number.
- 'Status Code Grouping': this option allows you to search based upon a group of statuses chosen from a drop-menu; options are Active; Inactive; Not funded; Pending; Pre-submission; and Processing Notice.
- 'Centre/Program': this option provides a drop-menu allowing selection of ECU research centres and institutes
- 'EOI Sponsor Name': this option allows searching on the sponsor name entered into the EOI submission form
- 'Sponsor Opportunity Number': this option allows searching on the sponsor opportunity number
- 'Sub Award Number': this option allows searching on sub/ numbers.

To select one or more search criteria, click the desired checkboxes. This will move the criteria to the right hand side of the screen and expose the field to enter your search term:



Once you have entered your criteria, click 'Search'.





To remove a search field from your criteria, uncheck the field no longer required and it will be removed.

4. Once your search has executed and you have identified the record you would like to open, click the proposal Number, dots will appear after which until the 'Proposal Development' and 'Proposal Tracking' options will appear.



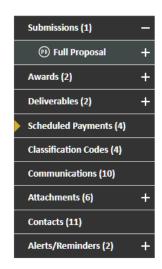
- 5. Click on 'Edit' to open the record.
- 6. The 'Quick Find' search allows searching records on to Last Name, Record Number, Record Title and Sponsor Name.

Viewing data in ECURMS

Navigating the ECURMS record

Navigate the ECURMS record using the menu to the left of the screen. **Click a menu item** to view the associated data.





If a menu contains a sub-menu, it will have an **a** icon. Click this icon to expand the menu.

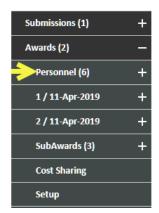
Personnel

To view the proposed research team, click **Personnel** within the Submissions menu.



Once a grant is successful and funded, the final research team is accessible via Personnel under the Awards menu.





This information will have been entered by a Research Administration Officer (RAO) as per the proposal, and updated by a Research Contracts and Funding Officer (RCFO), if the project has been made active.



Any external investigators named on the proposal will also be listed here, with their organisation named in the 'Organization/Department' column.

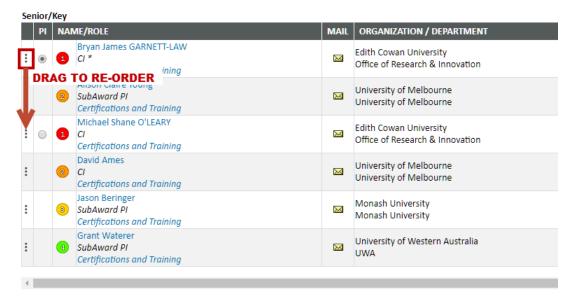
The researcher's school ('dept'), their role on the project ('role') and the FTE that they will commit to the project ('% effort') can be found on this screen. Researcher effort may be entered via the budget.

Specifying team member order

Prior versions of ECURMS relied upon a text box to specify the order, however in the latest version order is achieve via drag-n-drop. To re-order team members:

- **click the dots** in the left-hand column of the team member to be moved;
- drag up/down to the desired position; and
- click **Save** once complete.





NOTE: As team order is now visually implied, you should drag-and-drop a team member, even if to restore them to their original position, then click SAVE. This process forces ECURMS to store order for the research team.

Budget

The budget details funding **requested** from the sponsor in the original proposal and is entered by an RAO during proposal development.

Detail

To view the budget, select the 'Budget' folder.



The budget is entered at a summary level (items are not individually costed), and can be found in the 'Non-Personnel Costs' section.





Cost Sharing

If a project includes multiple funding sources and/or involves some combination of Cash and In-Kind funding, 'cost sharing' is the mechanism that ECURMS uses to 'split' the funding that has been entered. The cost sharing tab is located within the 'Budget' folder.





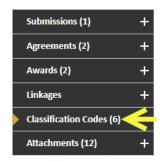
Non-Pers	onnel Costs							
			PERIOD 1	PERIOD 2	TOTAL			
Detail	Other (ECU CASH)							
	Sponsor	Cost sources	10,370.000	0.000	10,370.000			
不	Inst		0.000	0.000	0.000			
	Jand	Unallow should	0.000	0.000	0.000			
	Dalby	not be replaced	0.000	0.000	0.000			
	Unallow	or edited.	0.000	0.000	0.000			
Detail	Other (ECU In Kind)							
	Sponsor		0.000	0.000	0.000			
	Inst		35,332.000	0.000	35,332.000			
	Jand		0.000	0.000	0.000			
	Dalby		0.000	0.000	0.000			
	Unallow		0.000	0.000	0.000			
Detail	Other (Dalby Cash)	Separate entries for cash and in-kind are required per funding source						
	Sponsor		0.000	0.000	0.000			
	Inst		0.000	0.000	0.000			
	Jand		0.000	0.000	0.000			
	Dalby		5,185.000	0.000	5,185.000			
	Unallow		0.000	0.000	0.000			
Detail	Other (Jandowae Cash)							
	Sponsor		0.000	0.000	0.000			
	Inst		0.000	0.000	0.000			
	Jand		5,185.000	0.000	5,185.000			
	Dalby		0.000	0.000	0.000			
	Unallow		0.000	0.000	0.000			
Detail	Other (Dalby In Kind)							
	Sponsor		0.000	0.000	0.000			
	Inst		0.000	0.000	0.000			
	Jand		0.000	0.000	0.000			
	Dalby		18,208.000	0.000	18,208.000			
	Unallow		0.000	0.000	0.000			

- 1. The first row grouping will always detail contributions from the funding body. Use the 'Detail' button to specify whether an item is 'Cash' or 'In-Kind'.
- 2. Because the budget is entered at a summary level the contribution share will always be 100% (available within details), and the dollar amount requested will listed against Sponsor.
- 3. If the sponsor will also be contributing in-kind an additional entry is required. This is because there is no option to mark funds as 'In-Kind' in the first sponsor row.
- 4. In this example the institution is contributing \$35,332 in-kind; so 'In-Kind' has been specified within the 'Details' screen for this item, along with the percentage. Only the amount contributed listed is now displayed on the summary page.
- 5. Each contributing party will appear as a row within the table, each will have a row per contribution.

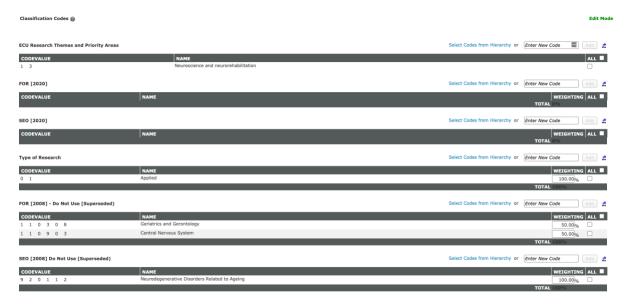
Classification Codes

To view the project's area(s) of strength and opportunity, the type of research, the field of research (FoR) codes and the socio-economic objective (SEO) codes, select 'Classification Codes' from the menu.





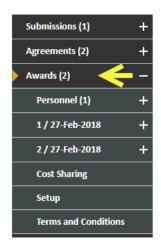
This information will have been entered by an RAO at the proposal development stage, with the codes having been taken from the proposal or requested from the researcher.



Awards

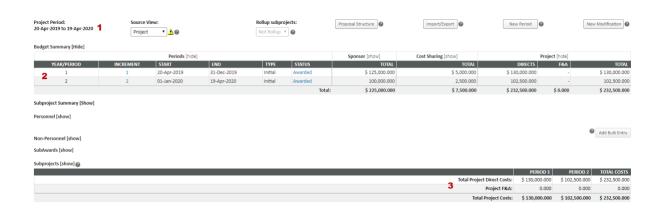
If the proposal was successful and funding awarded, an Award will have been created by a RCFO. Access awards by selecting **Awards** from the menu.





The 'Awards' menu details the funding committed by the sponsor, rather than actual income received.

Summary Screen



The award summary screen presents the following information:

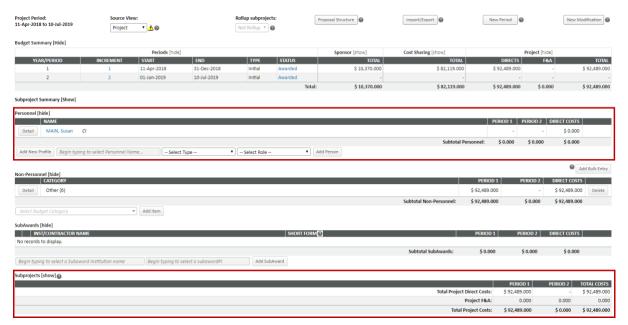
- 1. Project start and end dates. The start date will be as per the contract, and the end date will be the date of the final contractual obligation.
- 2. Budget periods. There will be a line per calendar year that funding is awarded, with the award amount listed for each year.
- 3. The total funds awarded.

Detail

Awards are entered at a summary level and can be found in the 'Non-Personnel Costs' section. Each sponsor will have a separate line for cash and in-kind (if applicable).

Edith Cowan University Research Services





The 'Award – detail' screen also displays the name and organisation of any external collaborators involved. This can be found in the section 'SubContract/SubAwards'. No costs will be listed against the external investigators in this section; any costs associated with external investigators will have been included in the summarised budget items above.

Cost Sharing

The 'Cost Sharing' section of the 'Awards' tab indicates whether funds awarded are cash and in-kind. Please see the <u>Budget</u> pages of this document for instructions on using the cost sharing screen.

Reporting

Reporting tool alerts

Reporting tool alerts are reports run automatically from ECURMS on a regular (daily/weekly/monthly) basis. Their purpose can be to inform, to remind, or to prompt the recipient to complete an action.

If you are named as a recipient on the alert you'll receive an email with a report attached. The reports are emailed in either HTML format or as an EXCEL Spreadsheet.

Reports can include functionality to hyperlink the grant ID numbers, clicking these links will take you directly to that grant record in ECURMS.



Title: Daily HES EOI alert v2 zesult(s) matched the criteria										
Institution Number	CI Full Name	Sponsor/Scheme Name	Project Title	Associated Department - Proposal Primary	Associated Department - Proposal Primary Parent	Proposal Status - Current	Proposal Status Date - Current	Current Proposal Status Recorded By	Deadline Date	
G1002004	ARMSTRONG, Leisa	Default Sponsor	A Geospatial Big Data Analytics Cloud for Early Stem Rust Prevention	School of Computer & Security Science	Faculty of Health, Engineering and Science	Under review	24-Nov-2014	Kylie Amanda RUDRUM	15-Dec- 2015	
G1002004	ARMSTRONG, Leisa	Default Sponsor	A Geospatial Big Data Analytics Cloud for Early Stem Rust Prevention	School of Computer & Security Science	Faculty of Health, Engineering and Science	Under review	24-Nov-2014	Kylie Amanda RUDRUM	15-Dec- 2015	

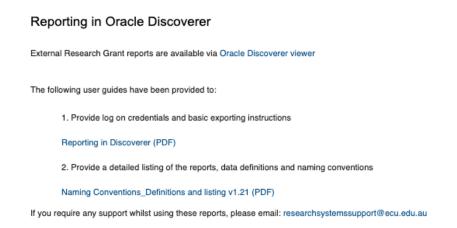
Discoverer reports

You are able to view a number of reports using Discoverer Viewer. The reports are run nightly, and so the information available is accurate as of the previous evening.

- 1. Access Discoverer Viewer from the Staff Portal or via the ECURMS home page.
 - a. Staff Portal:



b. ECURMS home page:



If you are using ECURMS to access Discoverer Viewer you will be presented with a widget on the home page containing links to a guide to using Discoverer and an explanation of naming conventions.



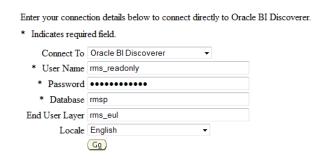
2. Log in using the following details:

User name: rms_readonlyPassword: PRODPASS1234

• Database: rmsp

End user layer: rms_eul

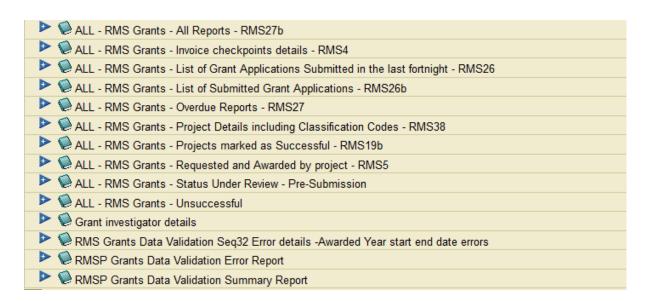
Connect Directly



3. Select your report.

Reports can be viewed for all schools by selecting a report prefixed by 'All'.

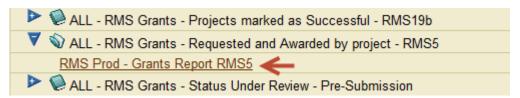
a. Expand the relevant row by clicking the icon.



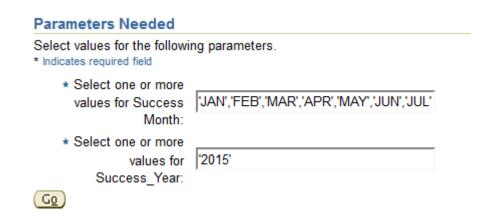
This will reveal a hyperlink.

b. Click the hyperlink to open the report.





c. The 'Submitted' and 'Successful' reports have search filters, allowing you to select the range of dates for which you require information. If you'd like to view all records leave these fields blank.



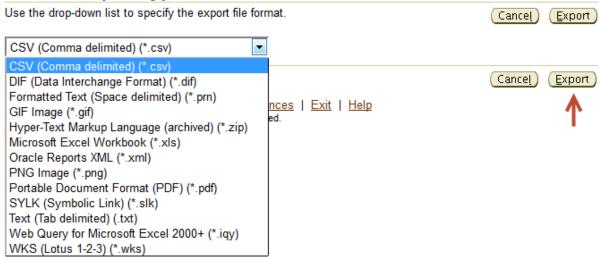
4. You may wish to export the data. To do this **click 'Export'** under the 'Actions' menu to the left of the page.



This will present a menu containing a number of options, including HTML, Excel and Oracle. Select the relevant program from the list and then click 'Export'.



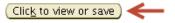
Choose export type



You will then have the option to view or save the report.

Export Ready

The export you requested is ready. Please click the button below to open the exported document to view or save it.



Return to worksheet

Further Assistance

If you require further information on ECURMS processes, please consult the <u>ECURMS WebApps</u> <u>Resources</u> web page.

If the information you require is not available on our page, please contact: researchsystemssupport@ecu.edu.au.