

OPEN YOUR ACTION ITEM

Click on **Research Management System** under *Easy Logins* on the [Staff Portal](#).

If the Research Management System is not listed, click the pencil icon located at the top-right of the Easy Logins list, select and at the bottom of the list click Apply then OK.

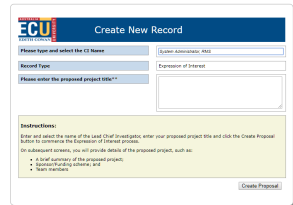
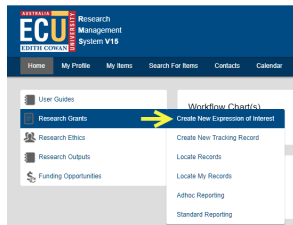
Get an error when accessing via Easy Logins? You need to access directly via: <https://rms.ecu.edu.au>

NOTE:

If you are accessing ECURMS outside the ECU network, you will need to install and run [VPN software](#).

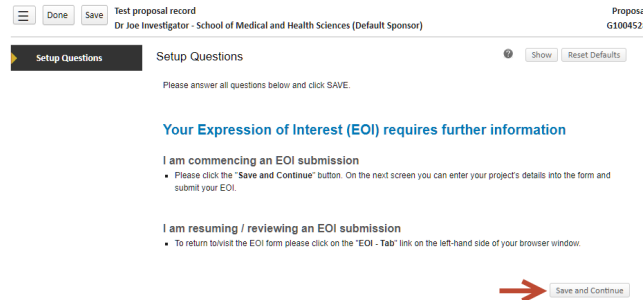
STEP 1 - CREATE A NEW EOI

1. On the ECURMS homepage, click **Research Grants**, then **Create new Expression of Interest**.
2. Complete the Create New Proposal screen with the following information:
 - CI's name; and
 - Project title.
3. Click **Create Proposal**

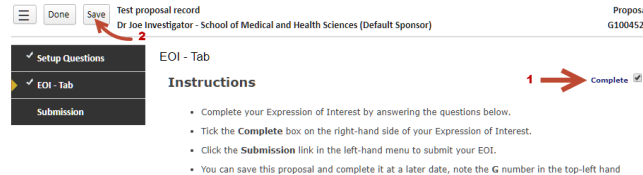


STEP 2 - COMPLETE THE EOI FORM

1. On the EOI Landing Page, click **Save and Continue**.



2. Complete all sections of the EOI.



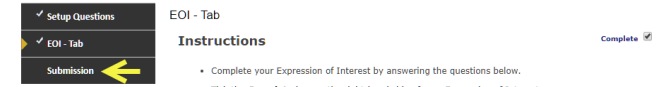
3. Tick the **Completed** check box to indicate your EOI is now complete.
4. Click **Save**.

For assistance with your Expression of Interest submission, contact:

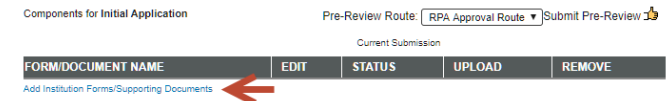
research-preaward@ecu.edu.au

STEP 3 - SUBMIT THE EOI

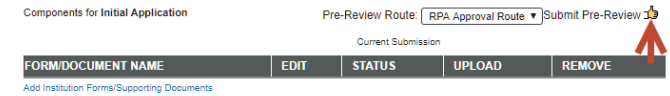
1. Click **Submission** on the left-hand side



2. To include documents (optional), click the **Add Institutional Forms/Supporting Documents** link.

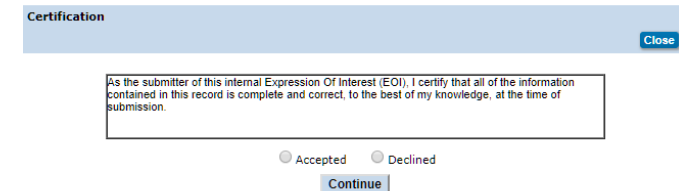


3. Name, locate and upload relevant documents.
4. Click the **Submit for Pre-Review** (thumbs-up icon).



The certification screen will appear requesting you certify information contained within the Expression of Interest is correct.

5. Select **Accepted** and click **Continue** to finalise your submission.



NOTE: Your EOI is not submitted until this step is completed!