

ACCESSING ECURMS

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

If the Research Management System is not listed within your Easy Logins list, click the Pencil in the top-right to add.

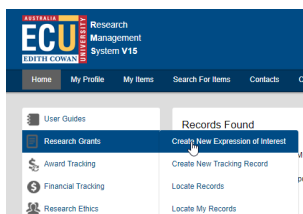
Get an error when accessing via Easy Logins? You need to access directly via: <https://rms.ecu.edu.au>

NOTE:

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

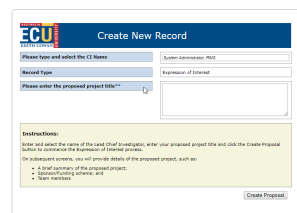
STEP 1 - CREATE A NEW EOI

1. On the ECURMS home page click **Research Grants**, and then **Create new Expression of Interest**:



2. Complete the Create New Proposal screen with the following information:

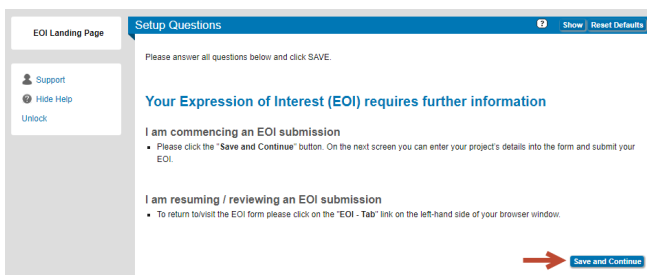
- CI's name; and
- Project title.



3. Click **Create Proposal**

STEP 2 - COMPLETE THE EOI FORM

1. On the next page that opens click **Save and Continue** at the bottom of the screen (you may need to scroll down to reveal the button)



2. Complete all sections of the EOI.



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

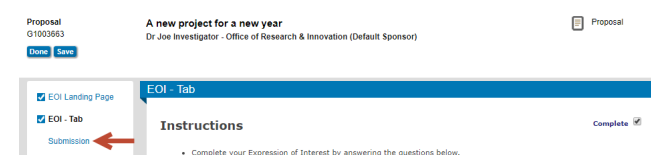
4. Click **Save**.

For assistance with your Expression of Interest submission contact:

research-preaward@ecu.edu.au

STEP 3 - SUBMIT THE EOI

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

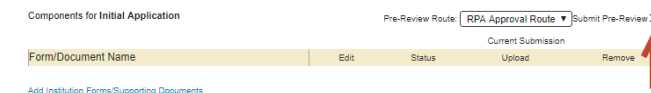


2. If you wish to add documents (optional) click the 'Add Institutional Forms/Supporting Documents' hyperlink.



3. Name, locate and upload the file

4. Click the **Submit Pre-Review** (the thumbs-up icon).



5. The certification screen will appear asking you to certify the information contained in the Expression of Interest submission is correct. Select **Accepted** and click **Continue** to finalise your submission.

NOTE: YOUR EOI IS NOT SUBMITTED UNTIL THIS STEP IS COMPLETE!



As the submitter of this internal Expression Of Interest (EOI), I certify that all of the information contained in this record is complete and correct, to the best of my knowledge, at the time of submission.

Accepted Declined

Continue