EDITH COWAN UNIVERSITY
RESEARCH SERVICES

Edith Cowan University

Research Management System

Grants Administration: A Guide for Research Administration

V8.2 – September 2022

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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:

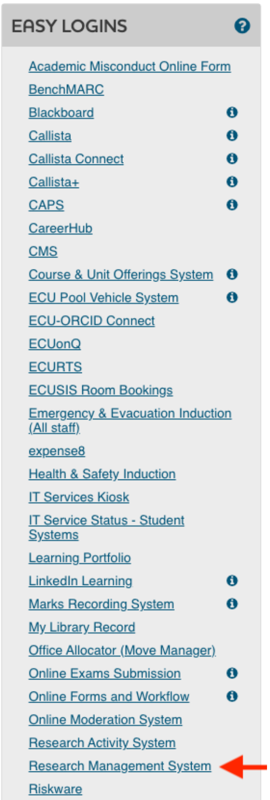
1. **Success statuses:**
    a. **Successful:** the grant application was successful and funding has been awarded. To be used where ECU is to receive funding.
    b. **Successful with conditions:** the Chief Investigator (CI) must make revisions to their proposal before funding is awarded.
    c. **Successful 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.
2. **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.

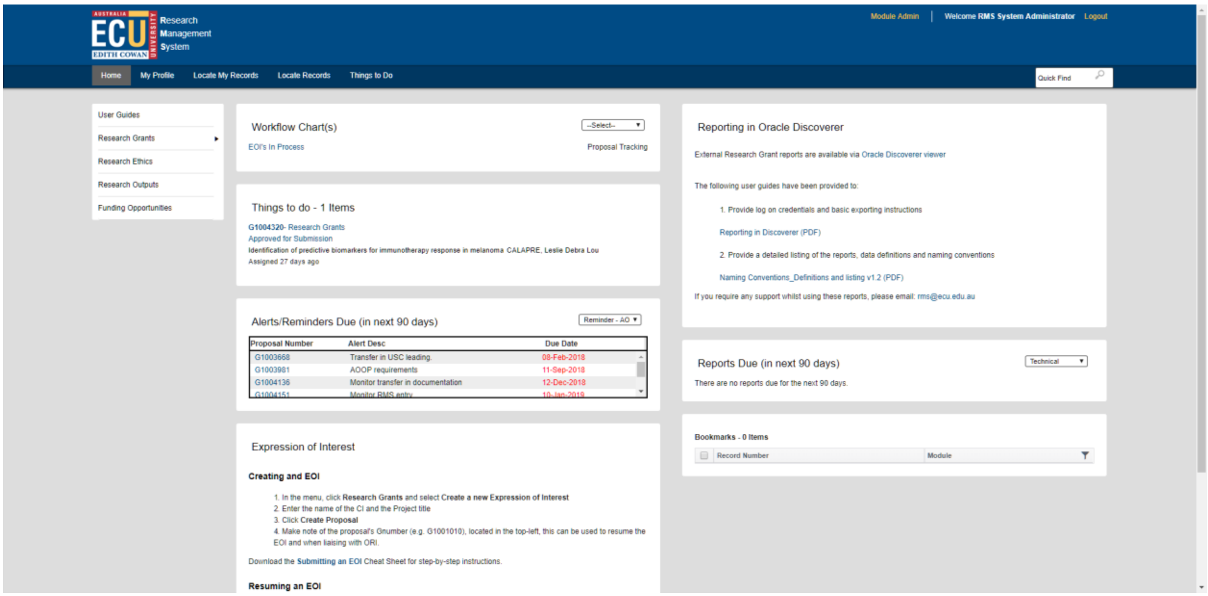
Accessing ECURMS

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.



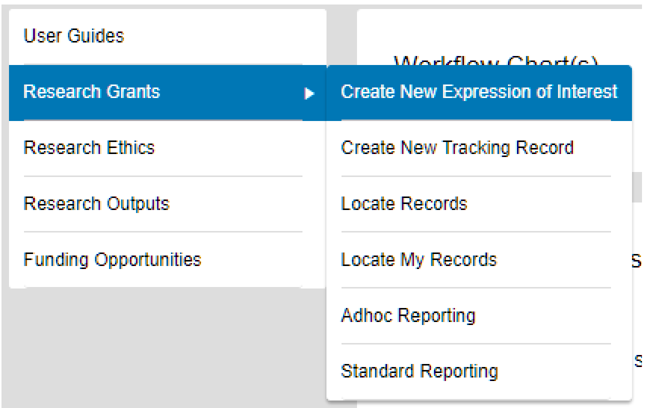
Please note: If you are accessing ECURMS outside of the ECU network, you will need to install and run VPN software.

Proposal Development (PD)

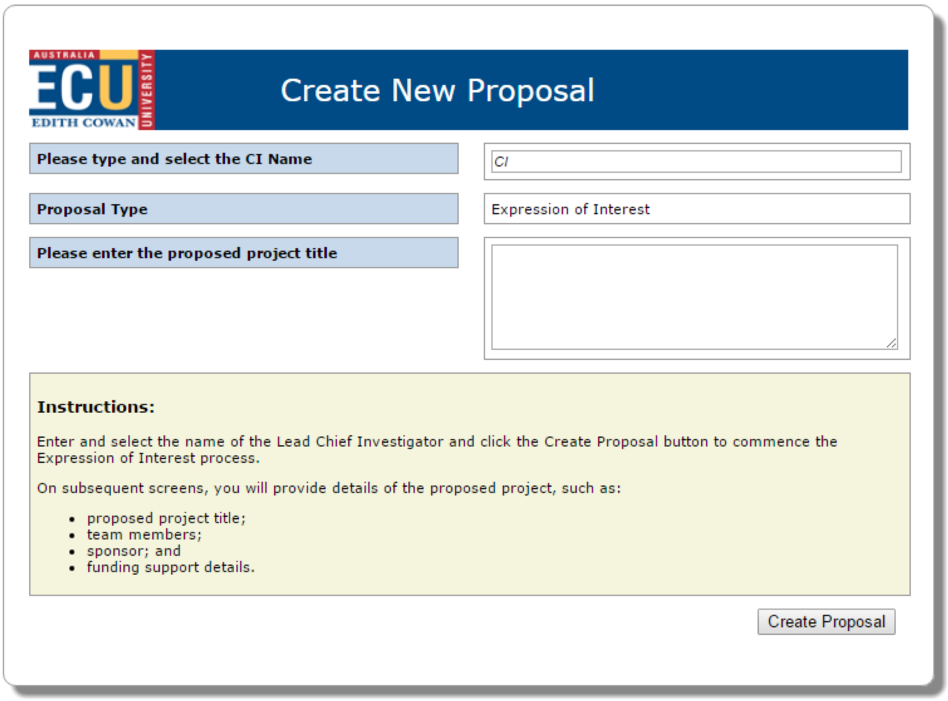
Researchers (or their delegates) are responsible for creating the initial ECURMS proposal, and for completing and submitting their Expression of Interest (EOI).

Create New Proposal

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



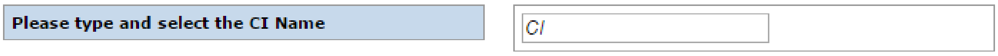
This will launch the ‘Create New Proposal’ screen, as illustrated below.



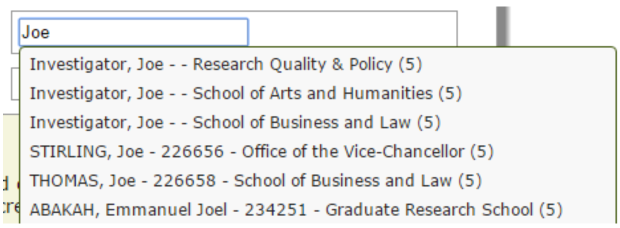
To complete the screen:

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:

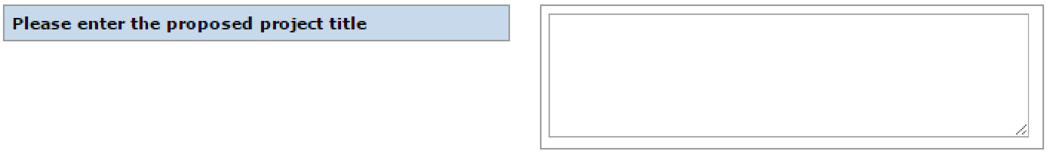


   b. For example: if you are selecting the name 'Joe Investigator', you can begin by typing either 'Joe' or 'Investigator' in the predictive text box and the database will refresh with a collection of names that contains 'Investigator' or 'Joe' in the names:

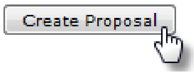


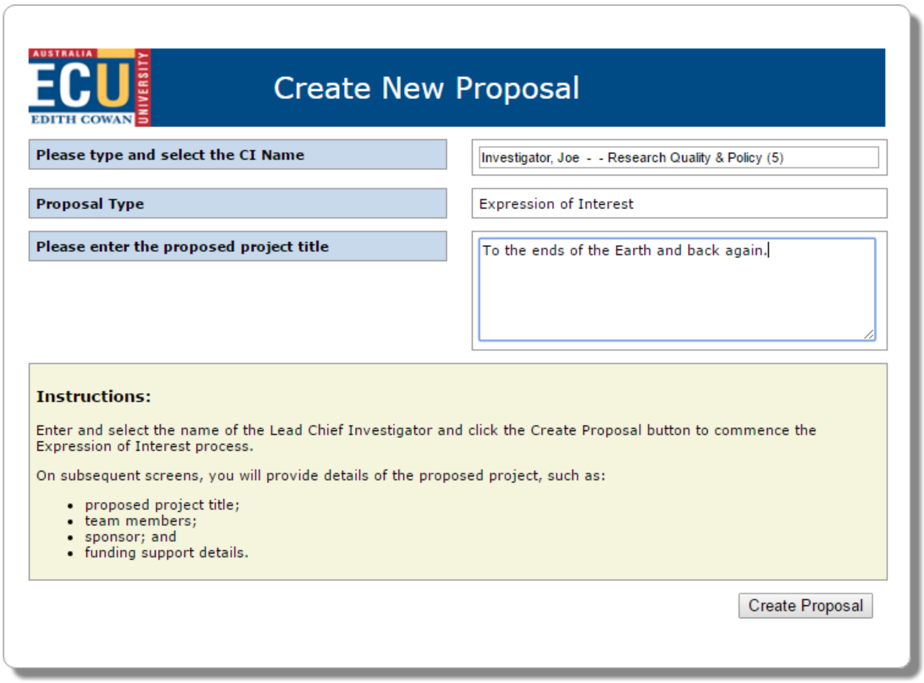
   c. Select their name from the drop-down menu by highlighting and click.

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

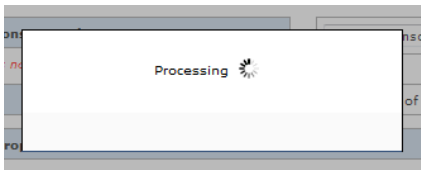


3. **Click 'Create Proposal'.**



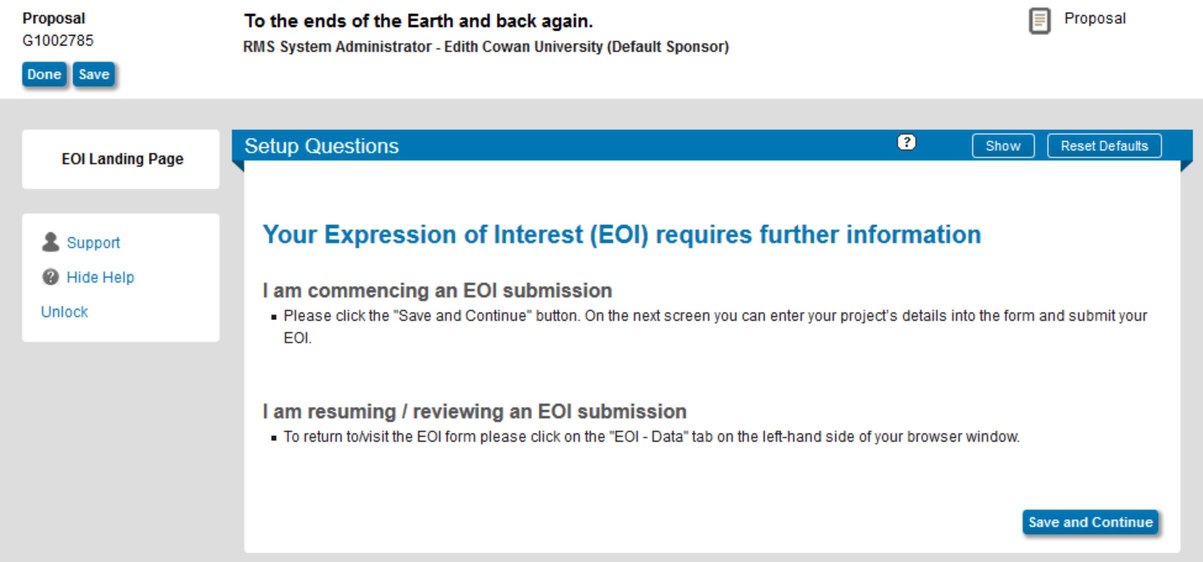


You should see the 'Processing' screen followed by the 'Setup Questions' landing page.



Expression of Interest: Accessing the e-form

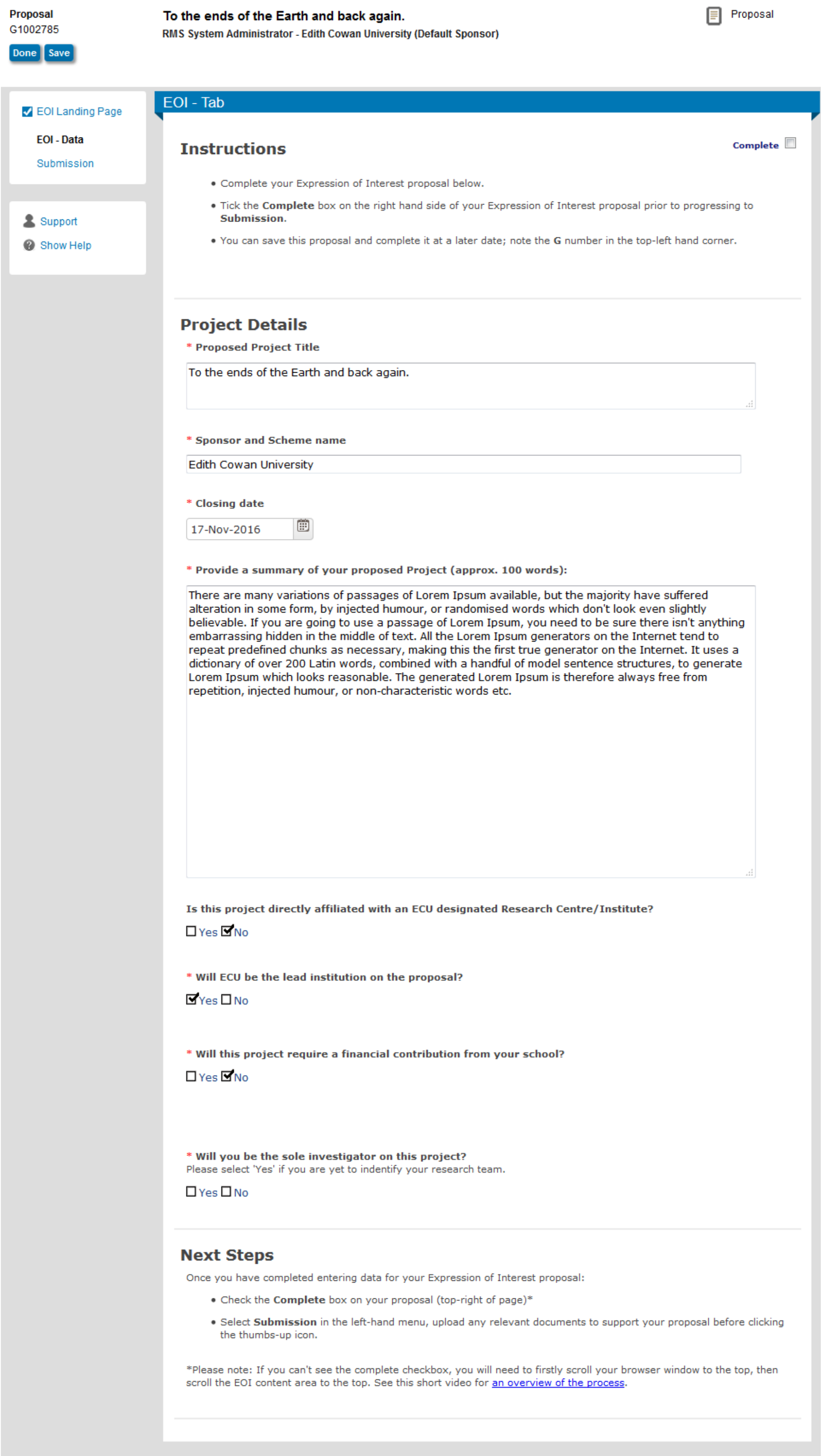
Once the proposal has been created you will be presented with the 'Setup Questions' page.



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:


Proposal
G1002785
Done Save

To the ends of the Earth and back again.
RMS System Administrator - Edith Cowan University (Default Sponsor)

Proposal

EOI Landing Page
EOI - Data
Submission

Support
Show Help

EOI - Tab

Instructions

Complete

- 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.

Project Details

* Proposed Project Title

To the ends of the Earth and back again.

* Sponsor and Scheme name

Edith Cowan University

* Closing date

17-Nov-2016

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

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.

Is this project directly affiliated with an ECU designated Research Centre/Institute?

☐ Yes ☑ No

* Will ECU be the lead institution on the proposal?

☑ Yes ☐ No

* Will this project require a financial contribution from your school?

☐ Yes ☑ No

* Will you be the sole investigator on this project?
Please select 'Yes' if you are yet to indentify your research team.

☐ Yes ☐ No

Next Steps

Once you have completed entering data for your Expression of Interest proposal:

- Check the **Complete** box on your proposal (top-right of page)*
- Select **Submission** in the left-hand menu, upload any relevant documents to support your proposal before clicking the thumbs-up icon.

*Please note: If you can't see the complete checkbox, you will need to firstly scroll your browser window to the top, then scroll the EOI content area to the top. See this short video for an overview of the process.

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

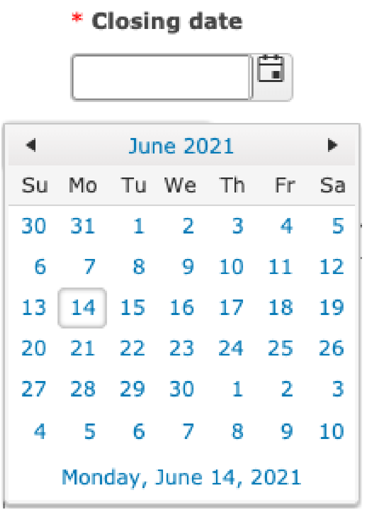
Expression of Interest: Completing the e-form

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 are additional requirements your project must meet.

   ☑Yes ☐ No

   To Conduct Defence related research institutions must maintain membership of the Defence Industry Security Program (DISP). The DISP accreditation obliges ECU to ensure all staff and students working on or involved in Defence related projects must meet the employment screening requirements of the Australian Standard AS 4811-2006. For more information click here or contact the ECU Security Officer at disp@ecu.edu.au

6. **Research centre.**

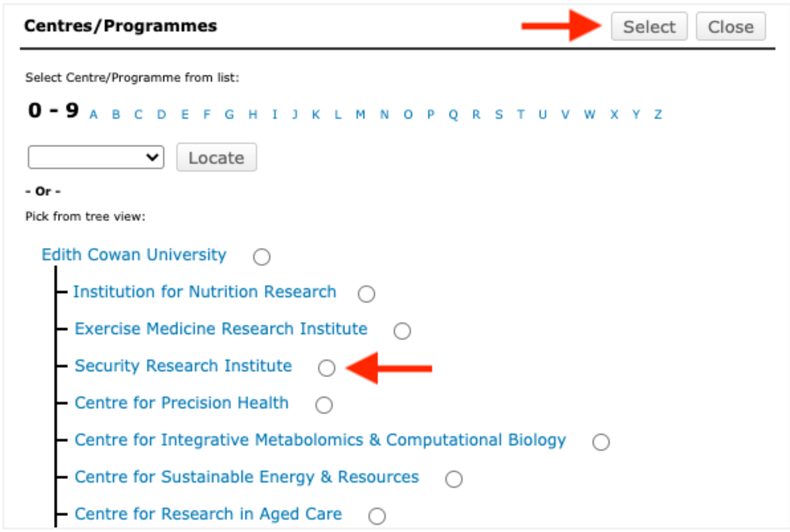
   If your Project is affiliated with an ECU designated Strategic Research Centre/Institute, you should answer 'Yes' to the following question and click the pen icon to select the Centre/Institute name from the pop-up.

   Is this project affiliated with an ECU Strategic Research Centre/Institute?

   ☑Yes ☐ No

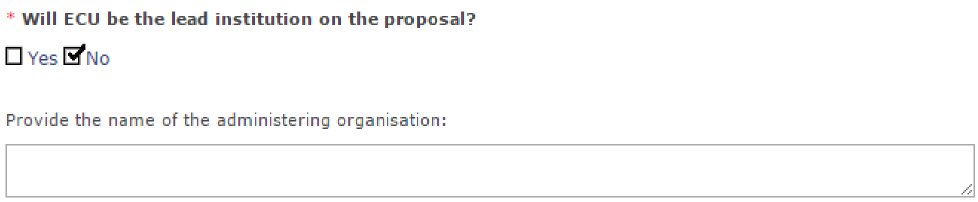
   Please select the Research Centre/Institute from the following options:

In the pop-up window, select the name of the Centre/Institute then click ‘Select’.

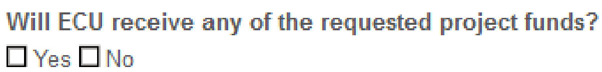


7. **Will ECU lead the submission on the proposal?**
   a) Please answer ‘Yes’ or ‘No’ to this question as appropriate:

   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):



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



Note: if it is not clear whether any funding is to flow to ECU, you may leave this unanswered.

8. **Will the Project require a financial contribution from your school?**
   This information is an important consideration for your School Dean/Institute director. 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

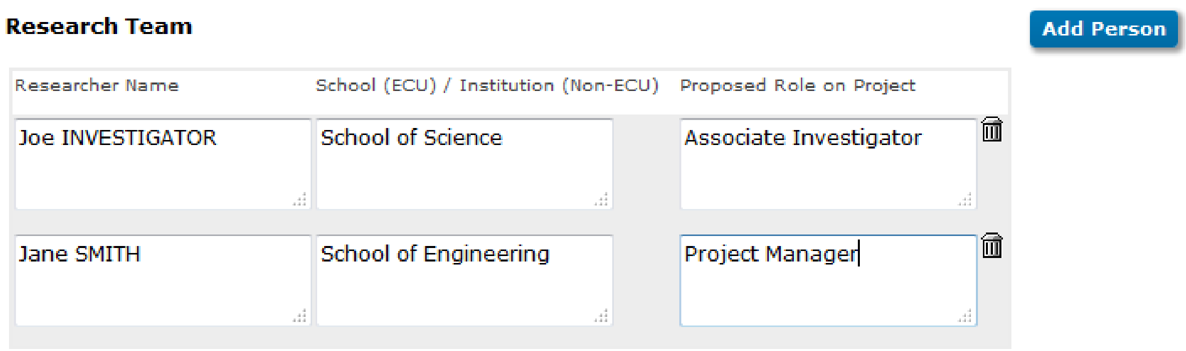
11. **Will you be the sole investigator on this project?**
    If you are to be the sole investigator, you are yet to identify your research team, select ‘Yes’. Otherwise, select ‘No’ and complete the Research Team section that is revealed.

Research Team

In this section you will list members of your research team, their school or institution, and proposed role on the project.

12. Research Team

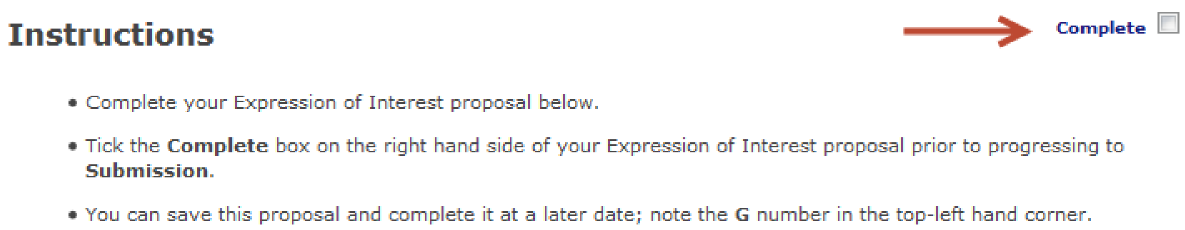
Click the Add Person button to enter each member of your team, adding one member per line.



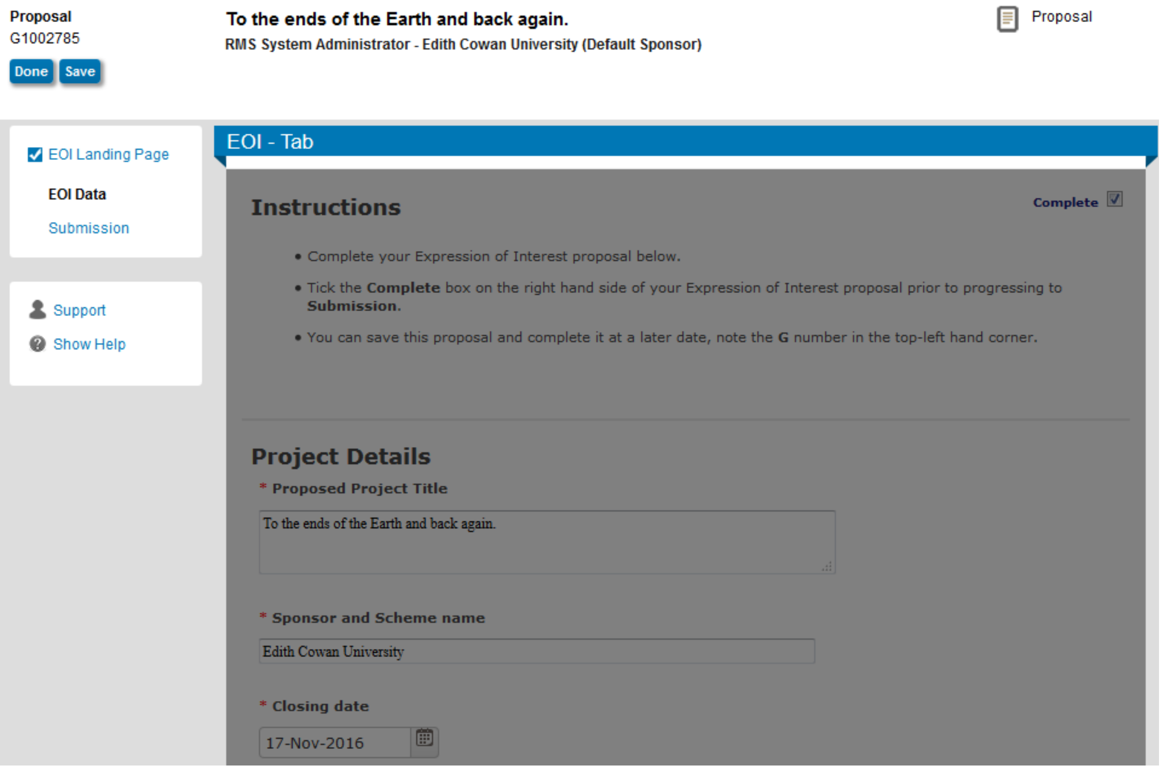
13. Save and complete.

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.

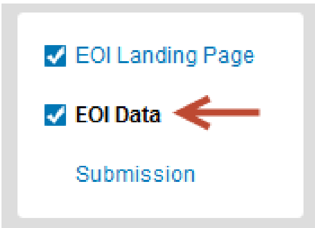
To save and complete the form, simply tick the 'Complete' check box found at the top of the EOI form.



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

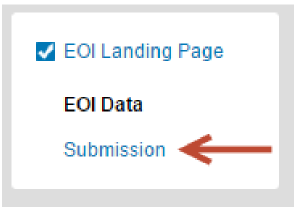


Once complete the darkened area will disappear. The ECURMS record will show that the form has been completed.

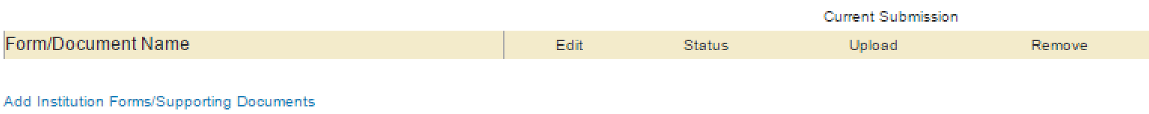


Expression of Interest: Uploading supporting documents

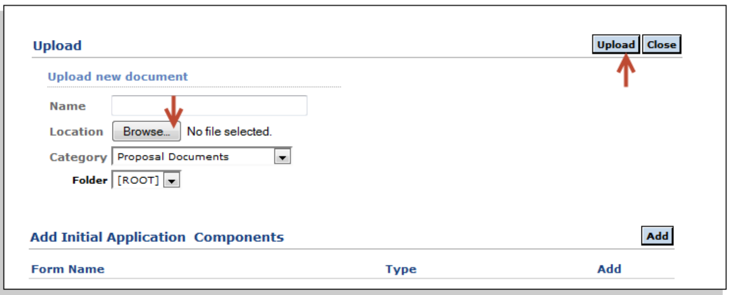
If you wish to include supporting documentation in your EOI then you should click the ‘Submission’ link:



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'**.

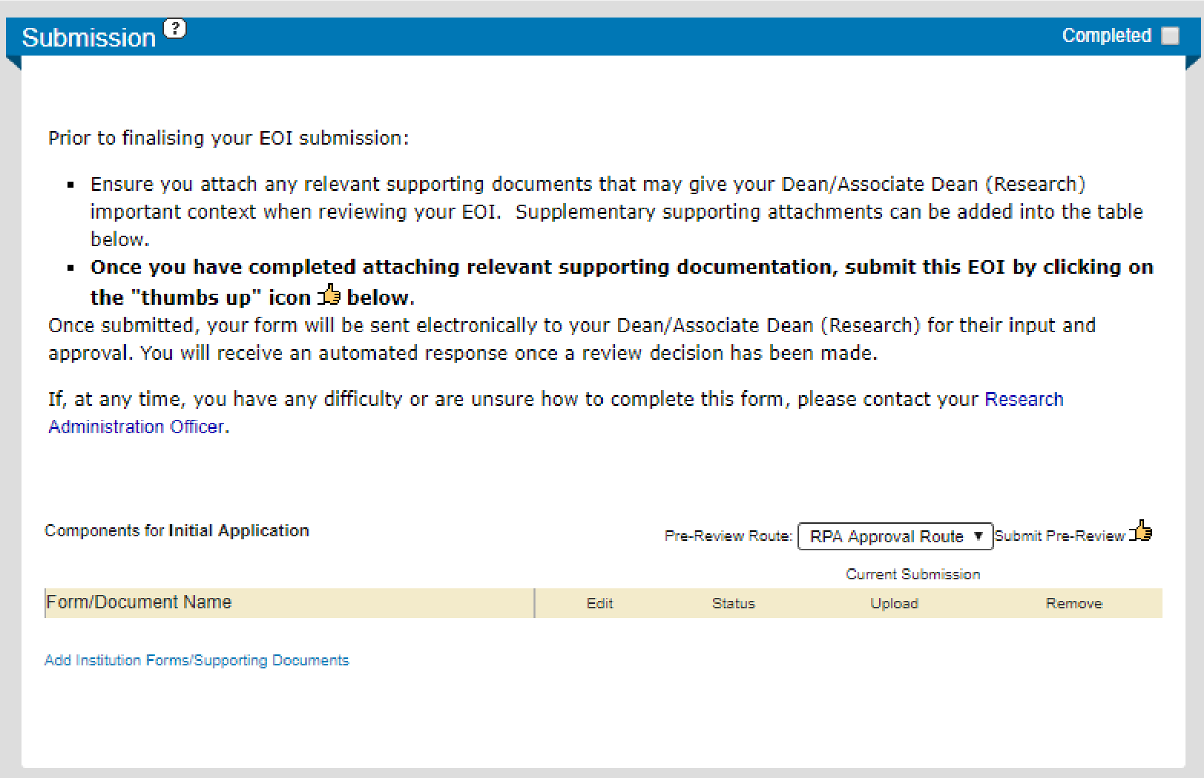
You will then be prompted to close the window.

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

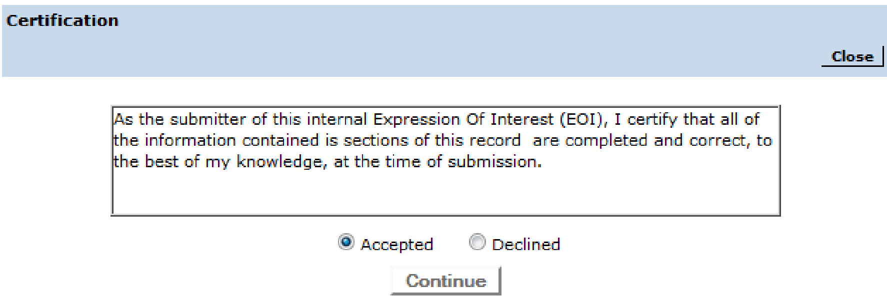
Expression of Interest: Submission

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 Pre-Review 'thumbs-up' icon.



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

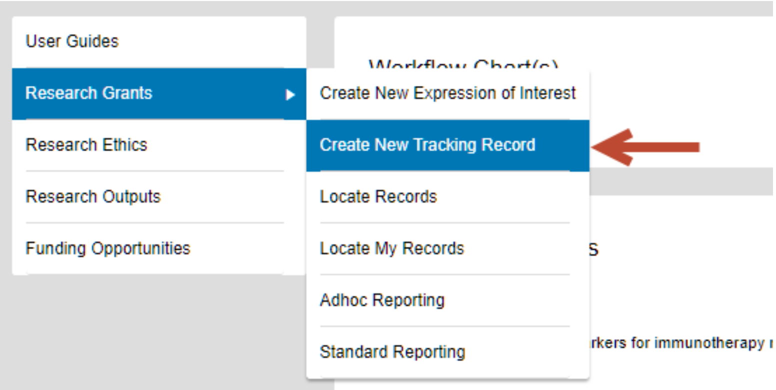


Proposal Tracking (PT)

Research Administrators within ECURMS can use Proposal Tracking to create a new proposal records.

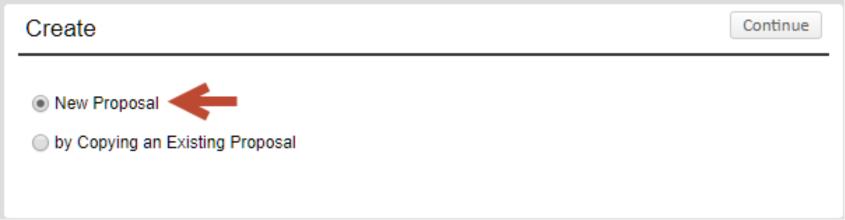
Create New Proposal

On the ECURMS homepage, click **Research Grants** followed by **Create New Tracking Record**.



This will launch the 'Create' pop-up window with two options:

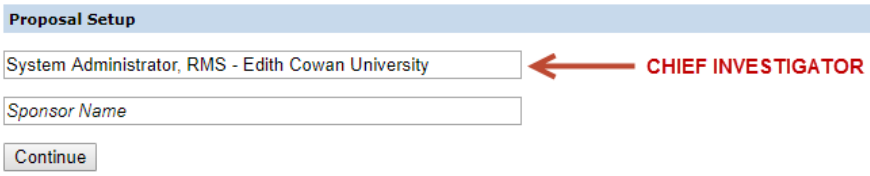
- **New Proposal** – to create a new proposal record within ECURMS
- **By copying an Existing Proposal** – Allows you to duplicate an existing record within ECURMS



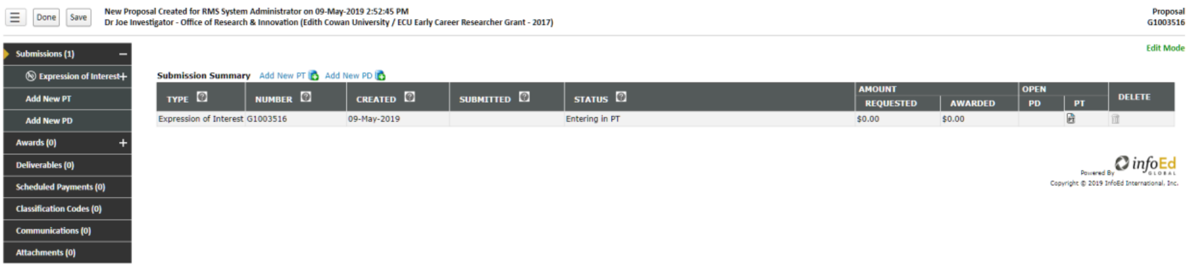
1. Select **New Proposal** and click **Continue** in the top-right.

2. In the Proposal Setup screen:

    a. Enter the name of the Chief Investigator into the top text box (Last Name, First)
    b. Enter the sponsor name in the lower text box



3. Click **Continue** to create the proposal. The blank record will appear within Proposal Tracking as below.

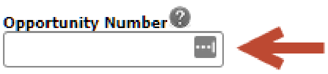


4. Expand **Submissions**, then **Expression of Interest** and click on **Summary**. On this screen you should enter/check:

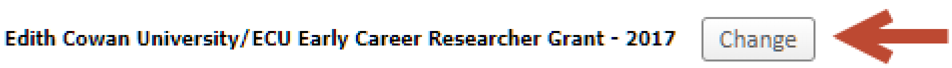
   a. Project Title
   b. Associated Department
   c. Centres/Programmes
   d. Project includes a scholarship component
   e. Administering Organisation (if not ECU)
   f. Report Option
   g. Awarded Outside of ORI Processes (tick if appropriate)
   h. Submitted Outside of ORI Processes (tick if appropriate)
   i. Hide from Staff Profiles (tick if appropriate)

5. Click the **Sponsor** folder.

   a. If the Expression of Interest provided a Sponsor number, enter this into the **Opportunity Number** text area.



   b. If the sponsor / scheme needs to be modified, click **Change** to the right of the current sponsor / scheme name at the top of the screen.

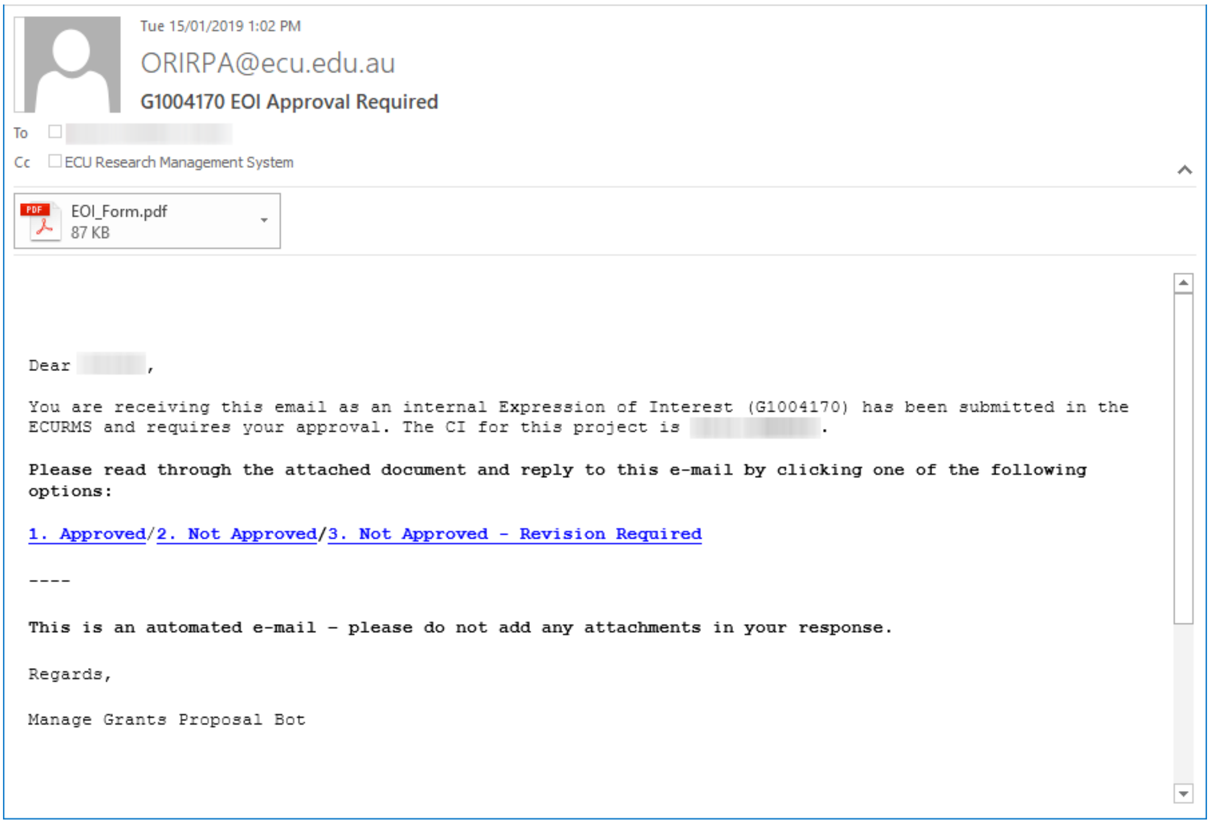


6. Further information related to proposals is located within the Entering data pre-submission section:

    a. Personnel;
    b. Budget; and
    c. Classification Codes.

Associate Dean (Research) Review: Expression of Interest

Once the Expression of Interest has been submitted, the Associate Dean (Research) will receive an email from the Manage Grants Proposal bot along with an attachment containing details for the Expression of Interest submission.


Tue 15/01/2019 1:02 PM

ORIRPA@ecu.edu.au

G1004170 EOI Approval Required

To

Cc ECU Research Management System

EOI_Form.pdf
87 KB

Dear ,

You are receiving this email as an internal Expression of Interest (G1004170) has been submitted in the ECURMS and requires your approval. The CI for this project is .

Please read through the attached document and reply to this e-mail by clicking one of the following options:

1. Approved/2. Not Approved/3. Not Approved - Revision Required

----

This is an automated e-mail - please do not add any attachments in your response.

Regards,

Manage Grants Proposal Bot

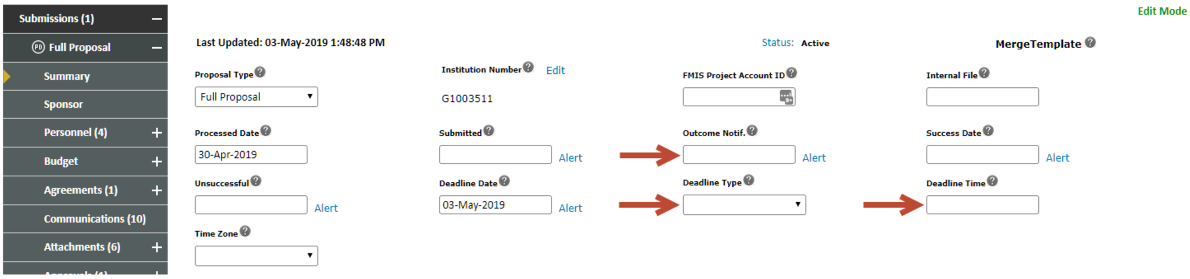
The Associate Dean (Research) should click on one of the three options links within the email, these links include facility to provide any comments which will be added to the Expression of Interest submission.

Entering data pre-submission

When the EOI has been completed and approved the record will exit PD. Any information that needs to be captured at this point will now be entered into PT by a Research Administration Officer (RAO).

Summary screen

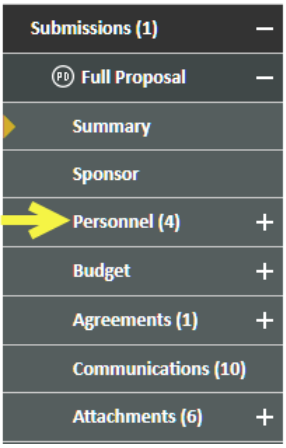
On the summary screen the RAO should record the **Deadline Type, Deadline Time,** and **Outcome Notification Date**. The deadline date will have been populated from the EOI e-form. The outcome notification date is used the RCFT's to track funding announcements.



Personnel

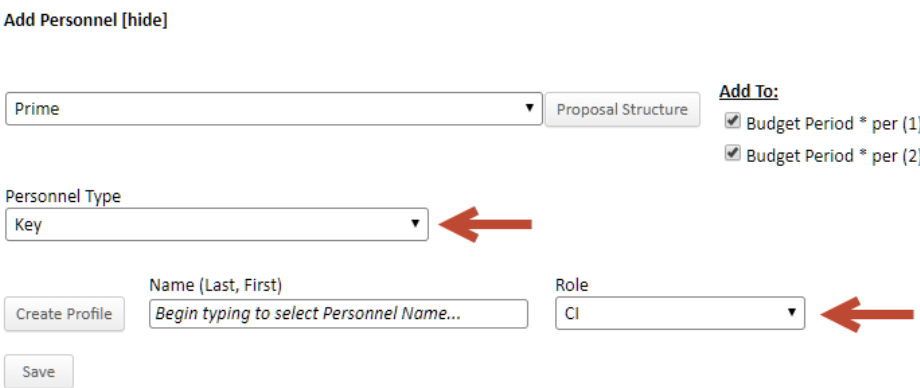
All ECU personnel listed on the proposal should be listed under 'Personnel' in ECURMS.

1. **Access the 'Personnel' folder** by expanding the 'Submissions' folder.



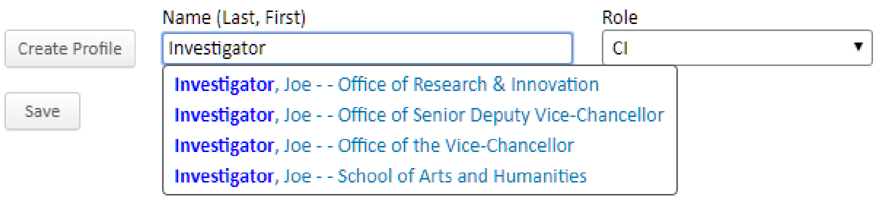
2. If not expanded, click **[show]** to the right of 'Add Personnel' at the top of the screen.

3. Select the 'Personnel Type' and 'Role' of the personnel to be added.



Note that the type “Non-Key Personnel” should only be used for persons that occupy ‘minor’ roles such as research assistant, lab technicians, etc… **Associate Investigators <u>should not</u> be entered as non-key**

4. In the ‘Name’ text field, **enter then surname of the researcher and then their first name, separated by a comma,** select the researcher from the list of researchers displayed in the progressive text list**.** Select ‘Save’ to add this researcher. External researchers may be added to the project by clicking the ‘Create Profile’ button.



5. When the researcher appears in the personnel list **record their FTE**, as per the proposal (or agreement), in the ‘% Effort’ column. ECURMS defaults to ‘%Effort’, however older records may default personnel display to ‘Person Months’. Effort is recorded as 1.0 for 100%, 0.5 for 50% and 0.01 for 1%.

If the research team’s FTE(s) are not available within the proposal, **please contact the CI to request this information**.

Researchers from external organisations are added to the proposal via the budget, as subcontractors. Once all investigators have been added to the proposal they need to be sequenced accordingly. **Please Note**: that the sequence of investigators needs to follow a single numerical sequence across all personnel entered on this tab.

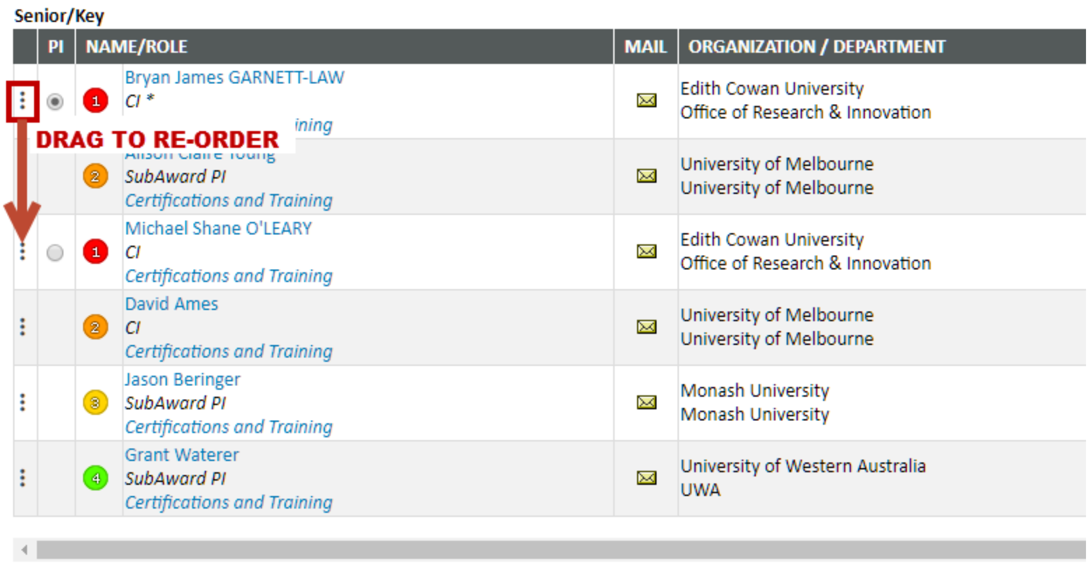
Click **SAVE** to apply changes made to the Personnel Submissions record.

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;

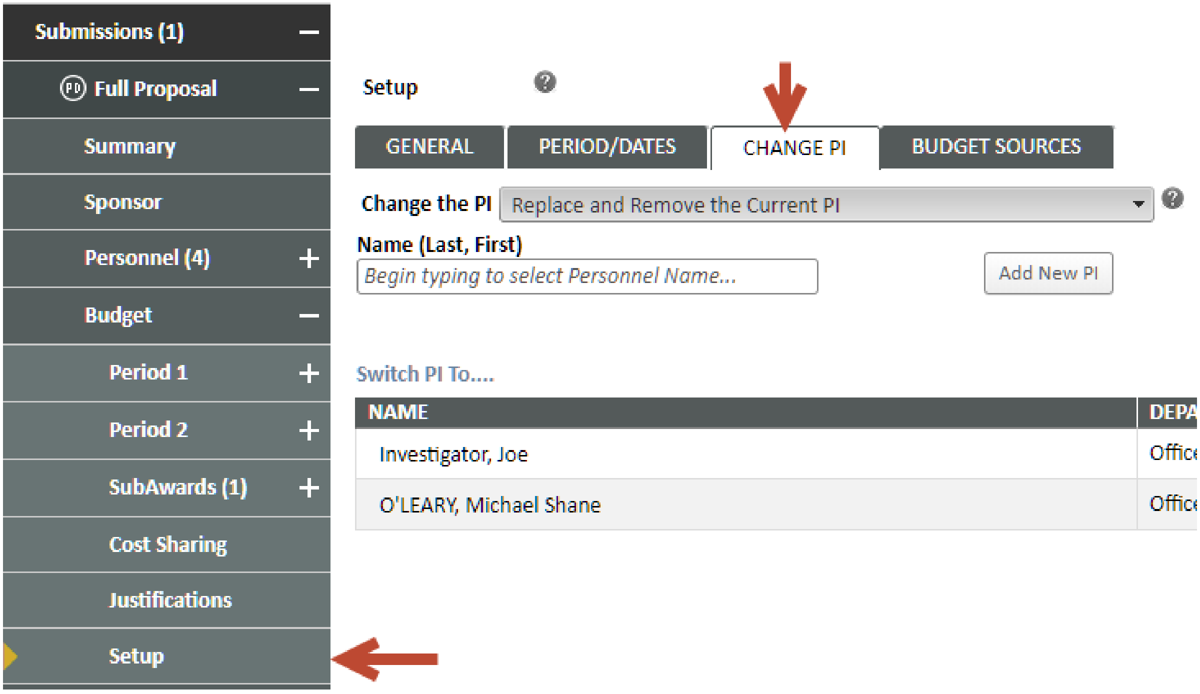
- **drag up/down** to the desired position; and
- click **Save** once complete.



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.

How to change/add a new lead Chief Investigator on a grant

The preferred method to change the lead Chief Investigator on a grant is via the **Budget Setup menu**, then selecting the **Change PI** tab.



Swapping Lead Chief Investigator to another team member

When swapping the lead role from one team member to another:

- **Select the tick box beside the team member's name** under Switch PI To… A warning dialog will request you confirm
- Click **OK** to confirm
- Once the browser refreshes, click **Select** to finalise the switch.

Switch PI To....

Select

NAME	DEPARTMENT	NEW PI
Investigator, Joe	Office of Research & Innovation	✔
O'LEARY, Michael !	Office of Research & Innovation	

The browser will refresh once more, after this the grant will have been re-assigned to the new Lead Chief Investigator.

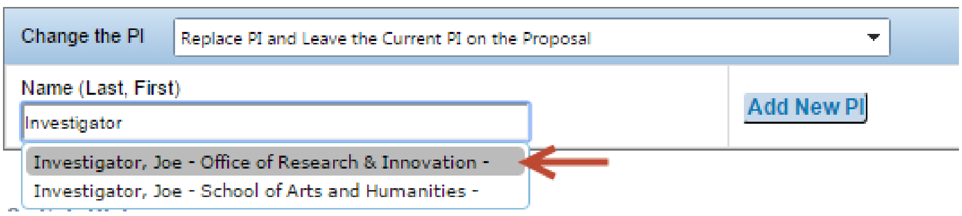
A Game of Thrones: Who will Rule
Dr Joe Investigator - Office of Research & Innovation (University of Melbourne / ARC Discovery Grant)

Adding a new Lead Chief Investigator

There are two options provided when changing the CI (called PI by InfoEd), these being:

- **Replace PI and Leave the Current PI on the Proposal**
  Use this choice where team membership is to remain the same, but the Lead CI role is changing.

- **Replace and Remove the Current PI**
  Use this choice where team membership is to change. The current Lead CI is removed from the team and replaced with the person specified.



Within the **Name** text field enter the name of the new lead Chief Investigator; wait for the progressive text list to display, select the desired person then click the **Add New PI** button to effect the change.

Fixing issues with a Lead Chief Investigator

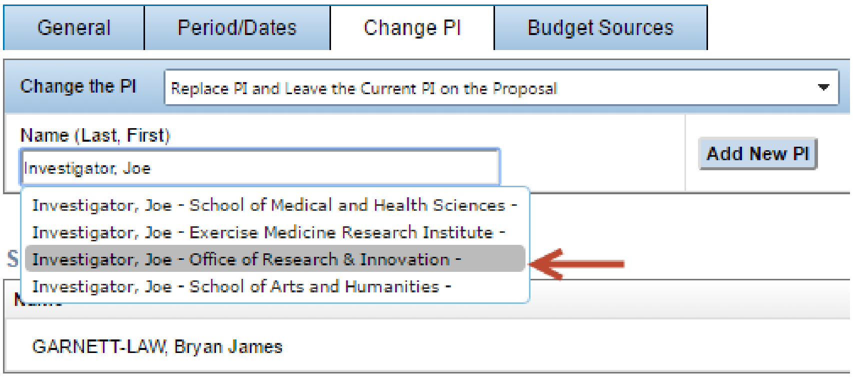
The Replace and Remove the Current CI method can also be useful where problems are experienced with the current Lead CI. Where this occurs:

- swap the Lead CI out for 'Investigator, Joe'; then
- swap the Lead CI back in removing Joe Investigator.

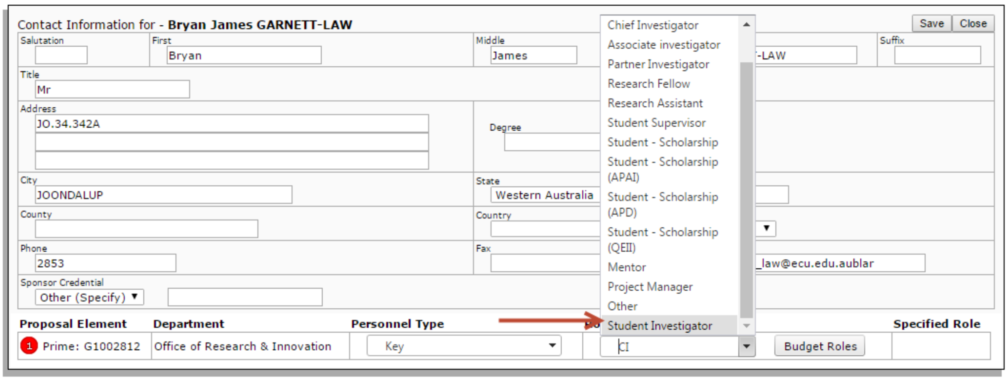
How to change Lead CI to Student Supervisor

By default, ECURMS requires a Chief Investigator as Lead on a project, to override this do the following:

1. Add *Joe Investigator* as CI to the record.
    a. Click on **Budget**, then **Setup**.
    b. Click on the **Change PI** tab.
    c. Leave the 'Change the PI' as *Replace PI and Leave the Current PI on the Proposal*
    d. Enter '**Investigator, Joe**' and choose one from the list.

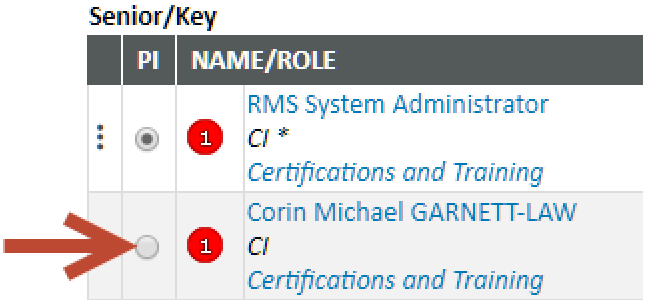


    e. Click the '**Add New PI**' button.
2. Click **Personnel**.
3. The original Lead CI's role needs to be changed to '**Student Investigator**'. This will not be their final role.
    a. Click the name of the original Lead CI.
    b. Select the '**Student Investigator**' role and click '**Save**'.

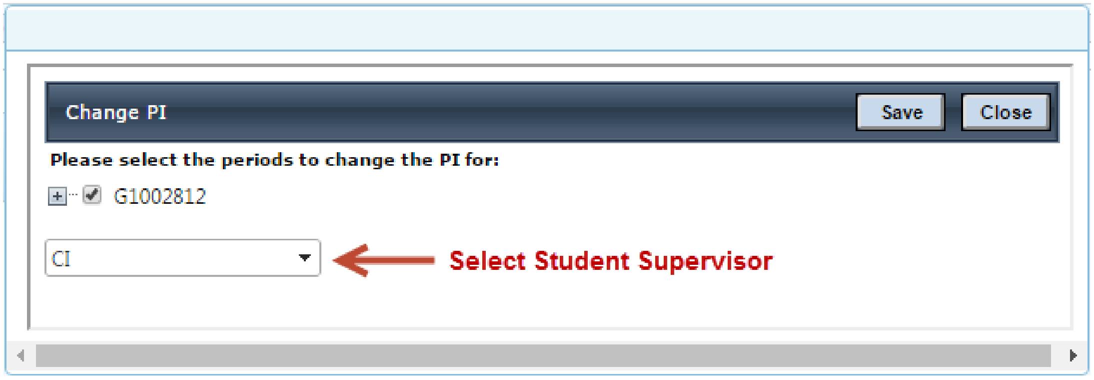


    c. Click '**Close**'.

4. In Personnel, choose the original Lead CI as the lead role once more.



5. A modal dialog will now be displayed, change the lead role to '**Student Supervisor**'.



6. Click '**Save**'.
7. Delete '**Joe Investigator**' from Personnel.

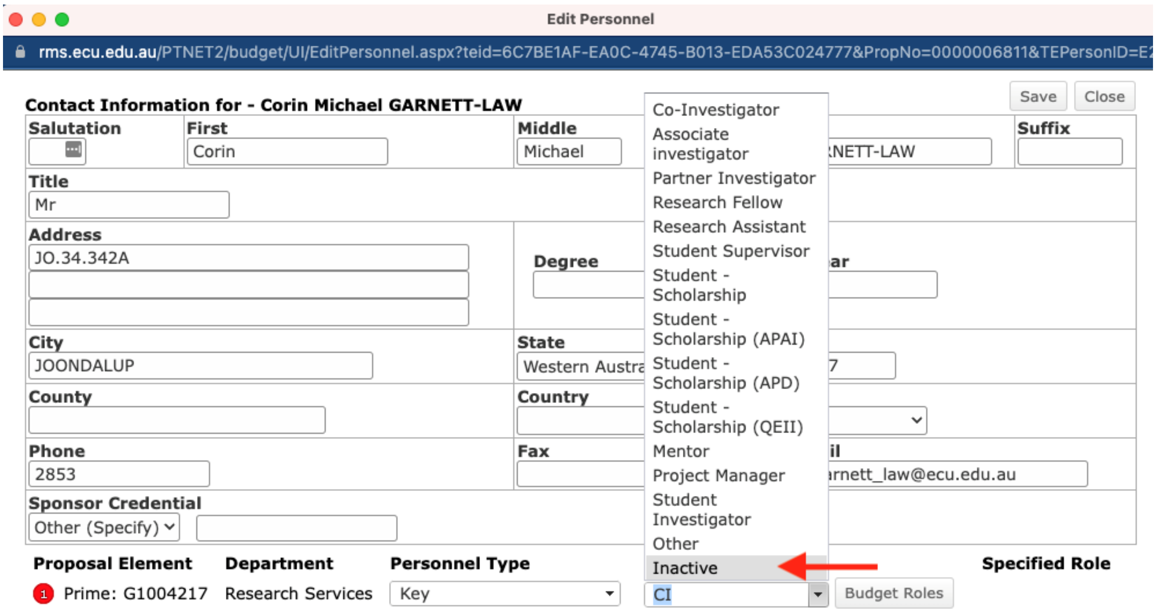
The lead investigator on the project will now be a Student Supervisor.

Inactivating a member of the research team

Where a member of the research team departs use the following steps to inactivate them. In Personnel:

1. Locate the team member to be inactivated and **click their name**

2. In the pop-up window, click the select list below **Roles** and select ***Inactive***.



3. Click **Save** and **Close**.
4. The Personnel window will refresh reflecting an updated role, as shown below.

5. Drag this person to the bottom of the list (see: Specifying team member order)

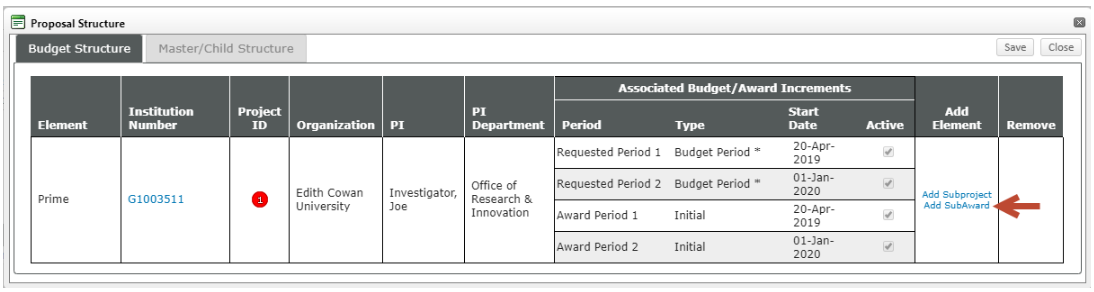
Research team members with a role of inactive are not included in the Project Summary Sheet.

Adding a subcontractor

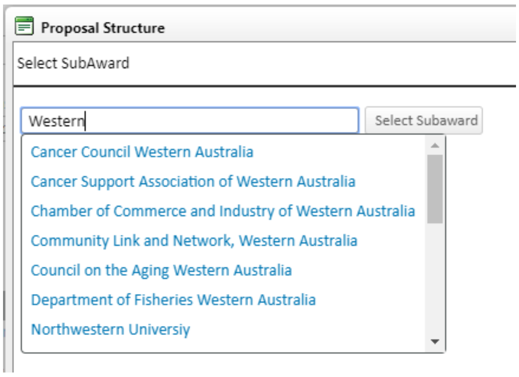
To add subcontractors to a proposal at least one budget period exist.

Adding a subcontractor via Personnel

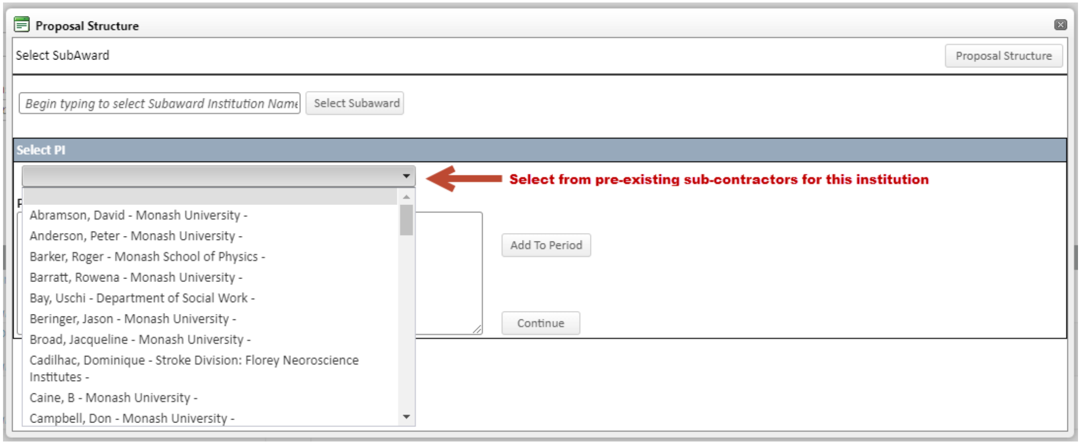
1. Click **Personnel**
2. Click **[show]** beside Add Personnel to expand this section.
3. Click the **Proposal Structure** button.
4. In the Proposal Structure dialog, click the **Add SubAward** link on the right-hand side



5. Enter the name of the partner institution and select from the list. Click **Select Subaward** button



6. Pre-existing subcontractors for the chosen partner will be listed in the drop list.



Need a new subcontractor? Submit a request to the Research Systems Team.

7. Click **Continue**. The SubAward will be added to the budget structure including your sub-contractor.
8. Click **Save** then **Close**.
9. Click **Personnel** to refresh. The subcontractor will be listed with a role of SubAward PI.

Requesting new subcontractors

Where a subcontractor does not exist for an institution, contact researchsystemssupport@ecu.edu.au to request they be added and provide:

- Title, First and Last Name
- Name of Institution
- Department name (if required)

Adding a subcontractor via the budget

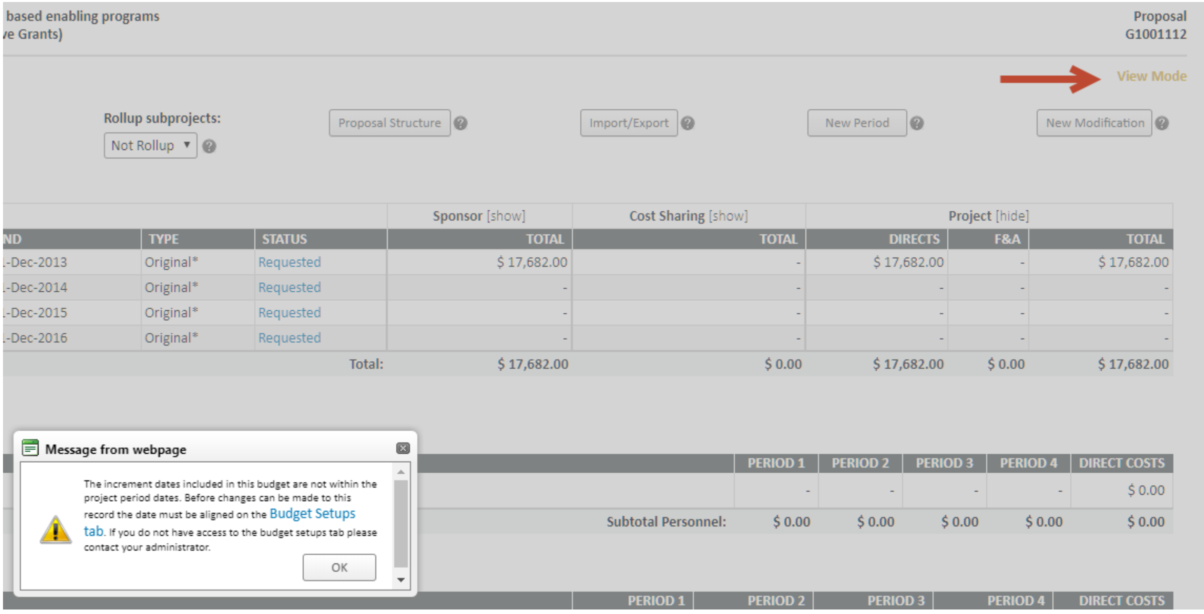
For details on how to add a subcontractor via the budget, see Adding a Subcontractor to a SubAward.

Once all subcontractors have been added to the proposal complete the ordering of personnel as per the proposal.

Budget

Misaligned Project Dates

For projects created in ECURMS prior to version 15 a check is completed to ensure that your budget periods align to the project dates. Where there is a misalignment, the budget will appear in View Mode until your correct the misalignment within the Budget Setup tab.

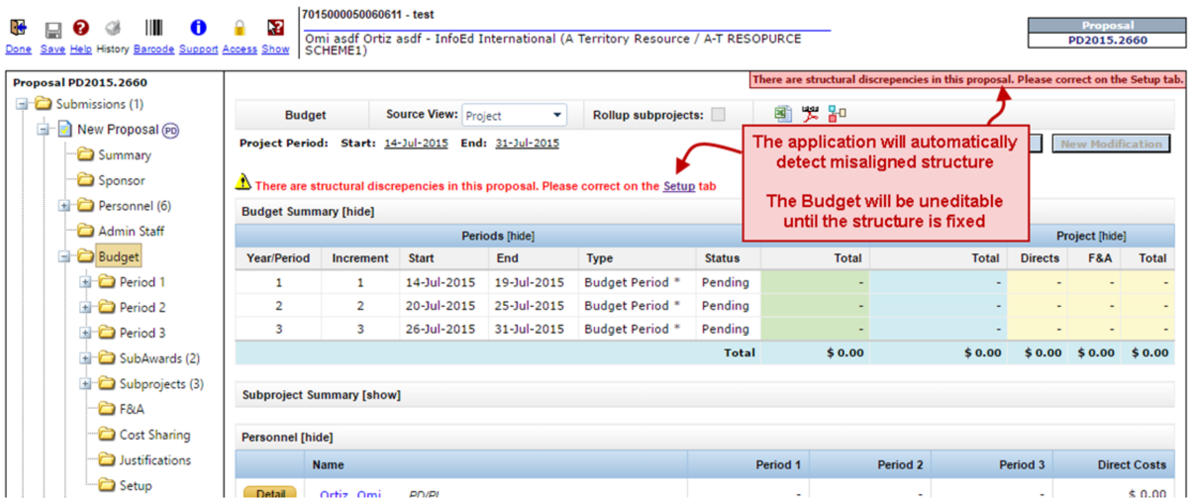


An added side effect of the budget being in view mode is that you cannot make a change to the roles of any SubAward or Sub-Project personnel until the budget has been corrected.

Realigning of Structural Discrepancies

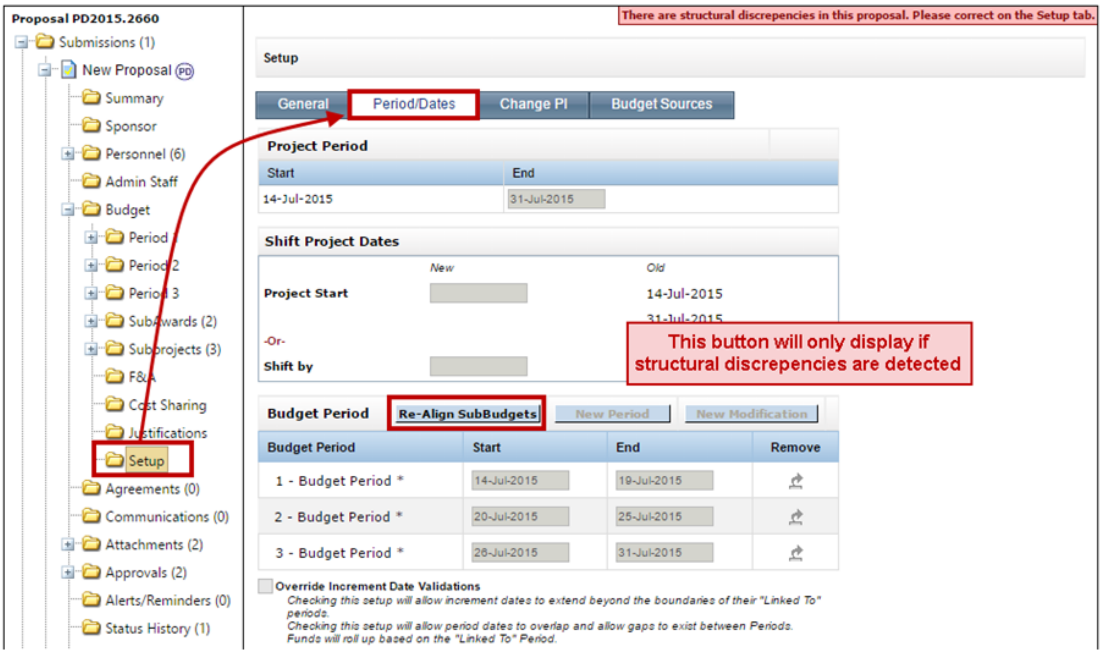
The budget module in version 13 allowed for the structure of SubAwards and SubProjects to become out of sync with the Prime record they were associated with. The budget model introduced in version 14 and higher requires all elements associated with a record to be in sync.

When a converted record is detected to have structural discrepancies an error will be presented requiring you to correct the structural discrepancy within the Setup folder.

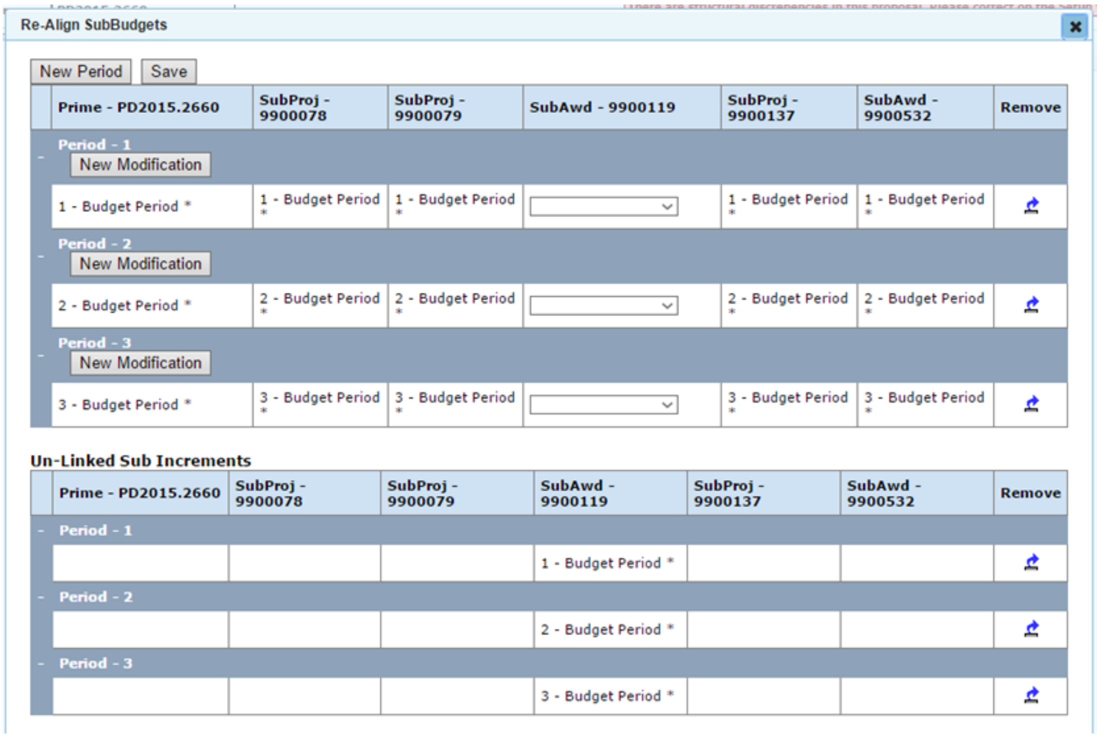


At this point the budget will only be accessible in **view only** mode until corrected. To correct the structural discrepancy:

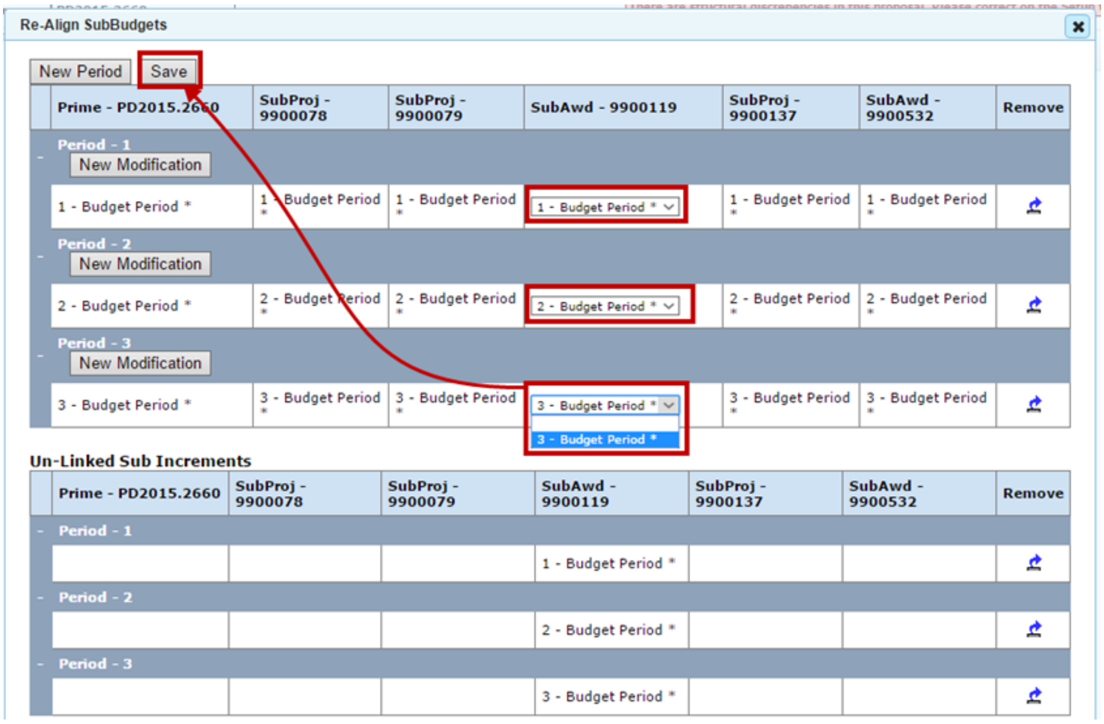
1. Click on the **'Setup'** folder.
2. Click on the **Periods and Dates** tab.



3. Click the **Re-Align SubBudgets** button. A window will pop-up showing all Periods and Increments associated with this record. The top section represents Periods/Increments on the Prime, the lower section are increments attached to a SubAward/SubProject that are not linked.

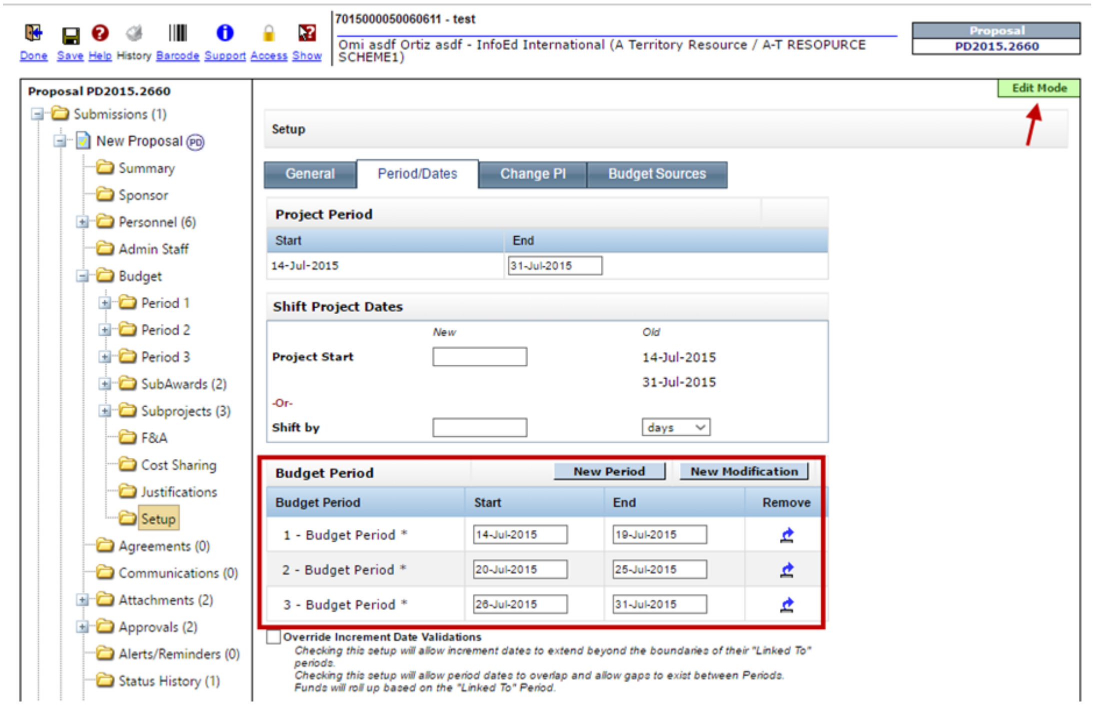


4. Review the screen to determine the maximum number of periods across all records. If there are more records on some/all of the SubAward/SubProject records, add a period(s) to the prime until the number of periods in the prime is the same as the sub record with the most periods.
5. Add as many increments (modifications) as necessary to each period such that the number of increments per period on the prime reflects the maximum number of increments for that period as exist in any sub record.
6. Select the appropriate unlinked sub increments from the picklists to link it to the period/increments in the Prime and SAVE.



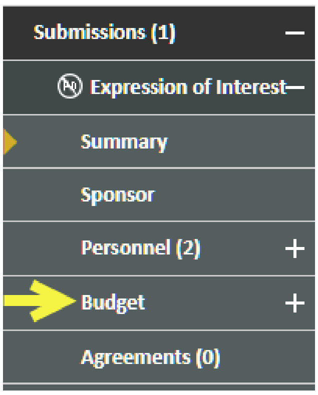
7. Properly linked increments will disappear from the bottom section. Once all unlinked increments have been associated with the corresponding record in the prime the pop-up can be closed.

8. The record will then be editable (all warnings and alerts gone) and any necessary date adjustments can then be made)

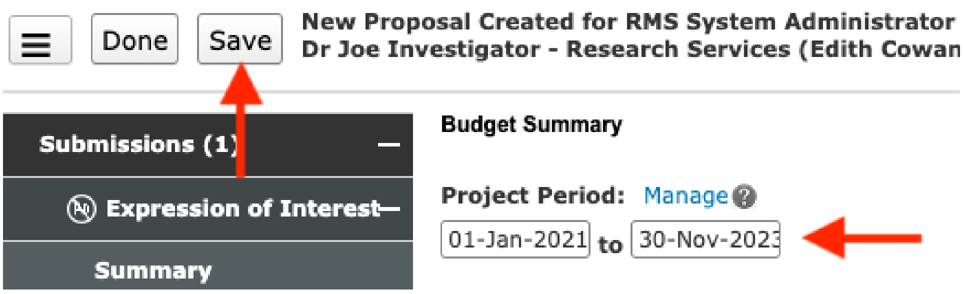


Recording the budget

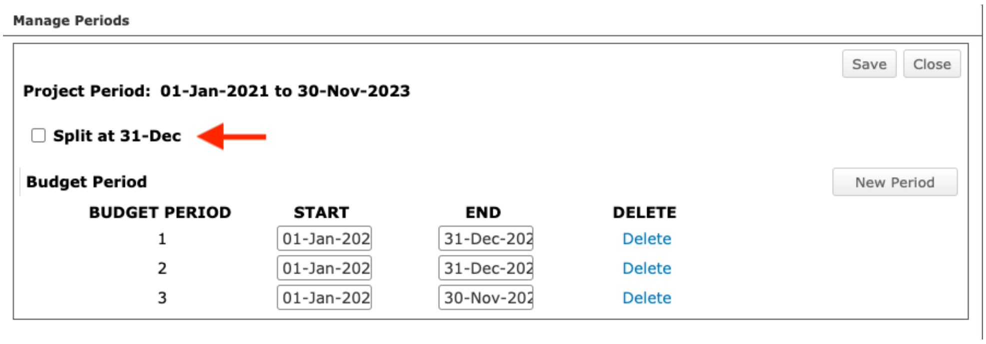
1. Click **Budget**



2. Enter the project's **requested start** and **end dates** and then click **Save.**



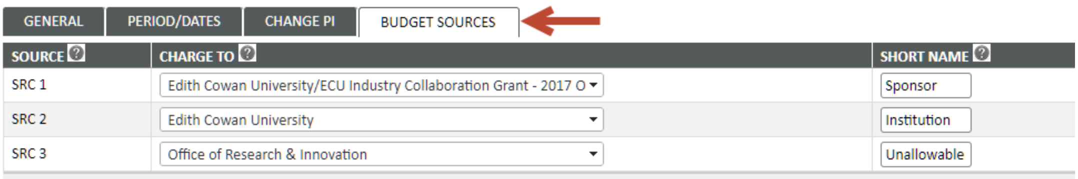
3. Does your project period span more than one period or calendar year? If so, click the Manage link for assistance creating budget periods.



Tick **Split at 31-Dec** to ensure budget periods align to calendar years and click **Save**.

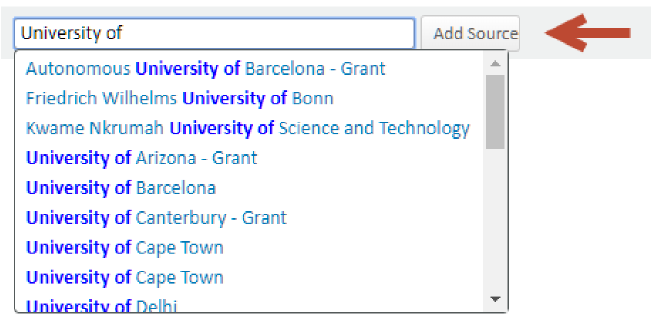
Budget periods will be added.

4. Additional Cost Sharing sources may be added within the Budget 'Setup' area by clicking on the **Budget Sources** tab.



To add an additional cost sharing source:

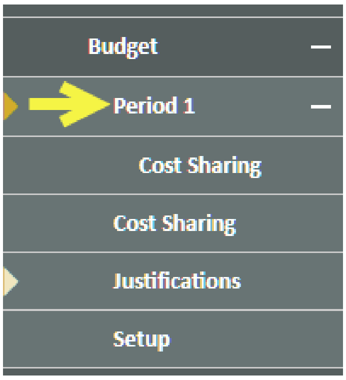
a. Enter the name of the partner into the text area, the progressive text field will provide options to select from, choose your partner and then click the 'Add Source' button.



b. Enter a short name for the new cost sharing source

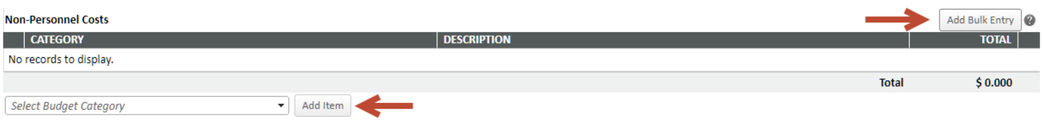
c. Click **Save**.

5. **Click first budget subfolder** (Period 1).



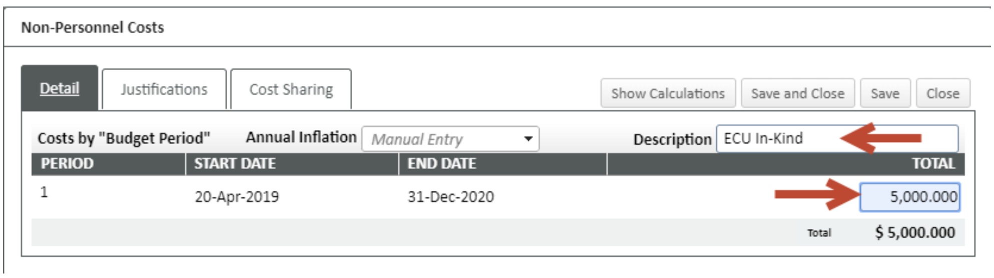
6. **Enter the budget at a summary level**, with a single line for each contribution (e.g. ‘funding body cash’ or ‘partner in-kind’).

   The ‘Non-Personnel Costs’ section is located approximately halfway down the screen.



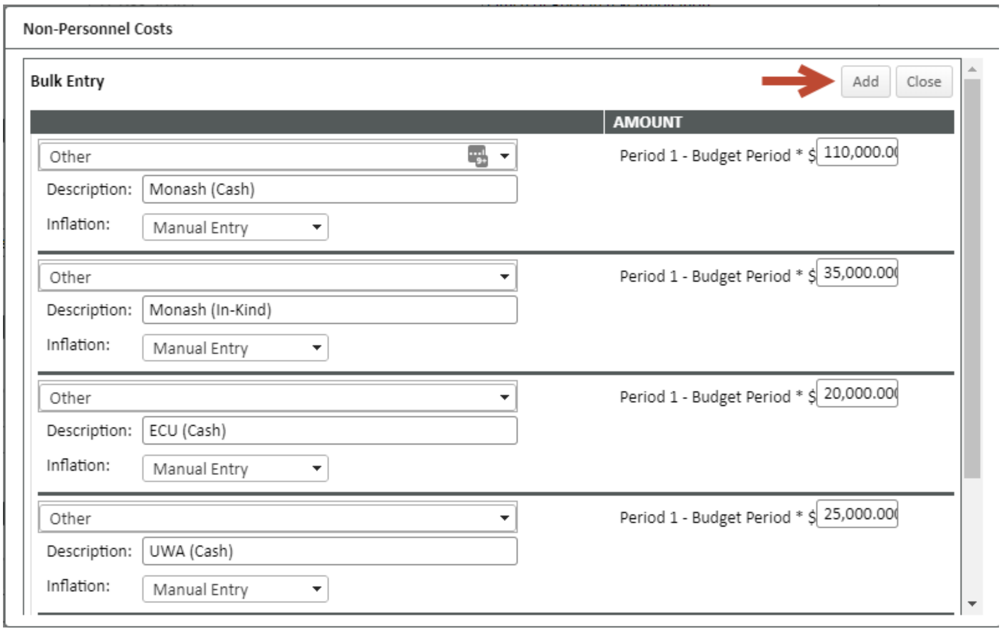
To enter a single-line item to the budget:

a. Select the ‘Budget Category’ from the drop-down menu and click **Add Item**. In the pop-up dialog enter the description and add the amount to the relevant period.



If you have a number of lines to enter you may prefer to click **Add Bulk Entry:**

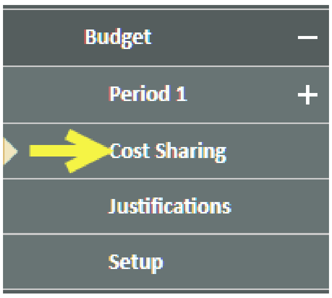
This will open the 'Bulk Entry' window, in which you can complete multiple lines.



Once you have completed the budget items click **Add**.

Cost Sharing

Cost Sharing attributes distributes funds to cost relevant cost sources as well as specifying whether these amounts are cash or in-kind. To distribute amounts within the budget, select **Cost Sharing** under Budget from the menu.



Add the required columns:
You will need a cost source for each party contributing towards the project.

The preferred method for adding cost sharing sources is via the Budget Setup 'Budget Sources' tab, see instructions on [adding an additional cost sharing source](#).

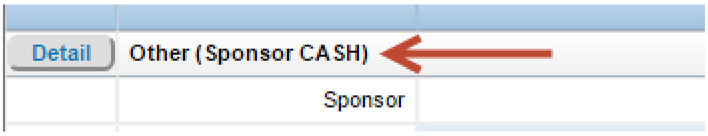
Determining the cost sharing

1. At the budget summary level the cost sharing table groups items per budget entry added to the budget (i.e. Other (Sponsor CASH)), then within each cost share source is listed by row, and each period is then displayed by column.

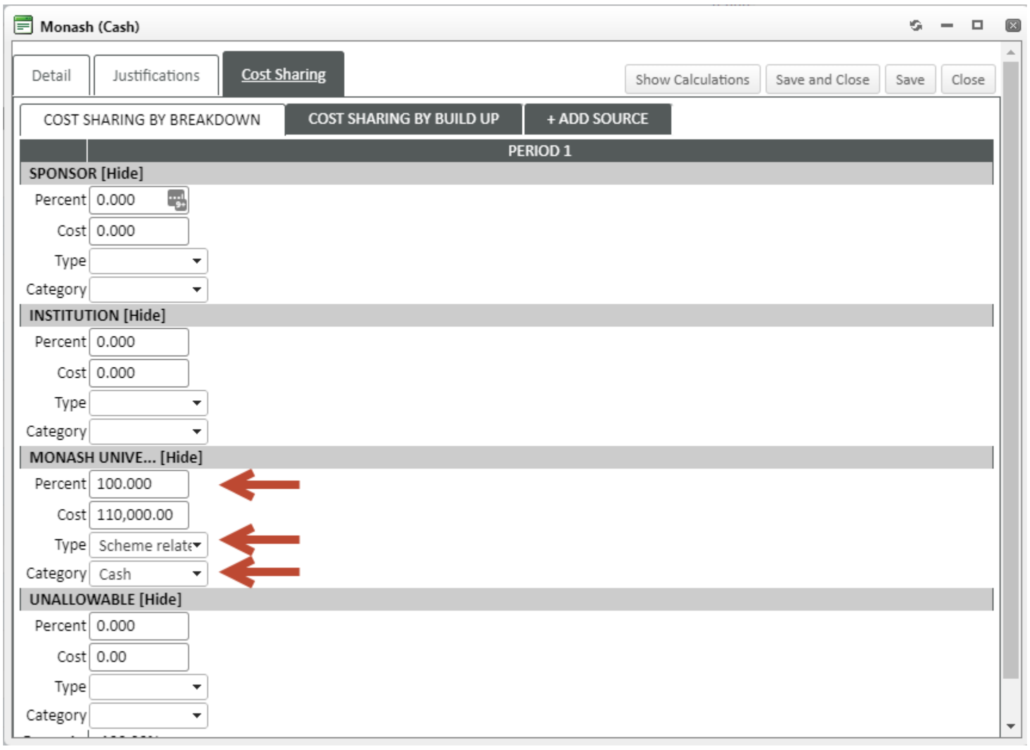
Non-Personnel Costs

		Period 1	Period 2	Period 3	Total
Detail	Other (Sponsor CASH)				
	Sponsor	150,000.00	0.00	0.00	150,000.00
	Institution	0.00	0.00	0.00	0.00
	Apple University Consortium	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
Detail	Other (Sponsor In-Kind)				
	Sponsor	15,000.00	15,000.00	15,000.00	45,000.00
	Institution	0.00	0.00	0.00	0.00
	Apple University Consortium	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
Detail	Other (ECU In-Kind)				
	Sponsor	30,000.00	30,000.00	30,000.00	90,000.00
	Institution	0.00	0.00	0.00	0.00
	Apple University Consortium	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
Detail	Other (Partner Org Cash)				
	Sponsor	10,000.00	10,000.00	10,000.00	30,000.00
	Institution	0.00	0.00	0.00	0.00
	Apple University Consortium	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
	Subtotal Non-Personnel:	$ 205,000.00	$ 55,000.00	$ 55,000.00	$ 315,000.00

2. To cost share a budget item, click the **Detail** button beside the name.

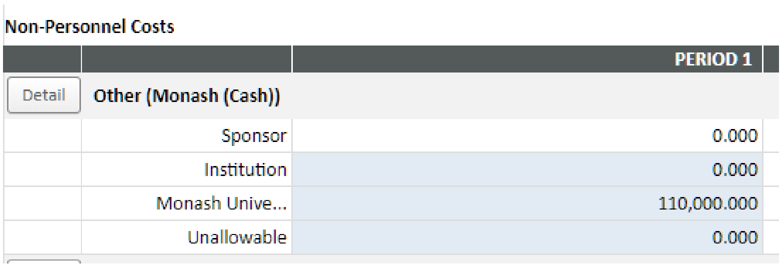


3. The Cost Sharing dialog window will display. Use the window to distribute the funds for this budget item between each participant, ensuring that the total percentage always shows 100%.

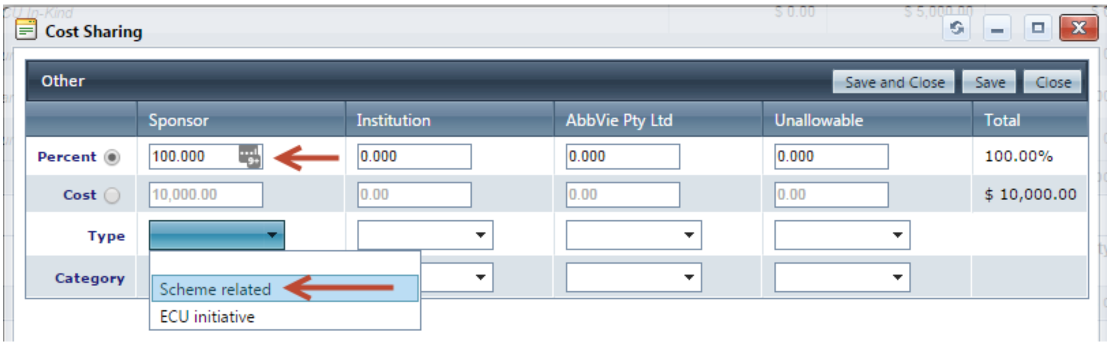


Underneath the percentage field is the amount field. **Copy the requested amount from the 'Project' column (in bold) and enter it here**.

4. If the sponsor is expected to make an in-kind contribution there will need to be a second entry within non-personnel costs.



As with the sponsor's cash contribution, the percentage field should show 100%, click the Detail button to view the sponsor's in-kind entry, and the amount should be displayed in the field beneath this.



As this entry represents an in-kind source you should **select 'Scheme Related'** from the **type** drop box and specify the **category 'In-Kind'**. Click **Save and Close** to finalise changes.

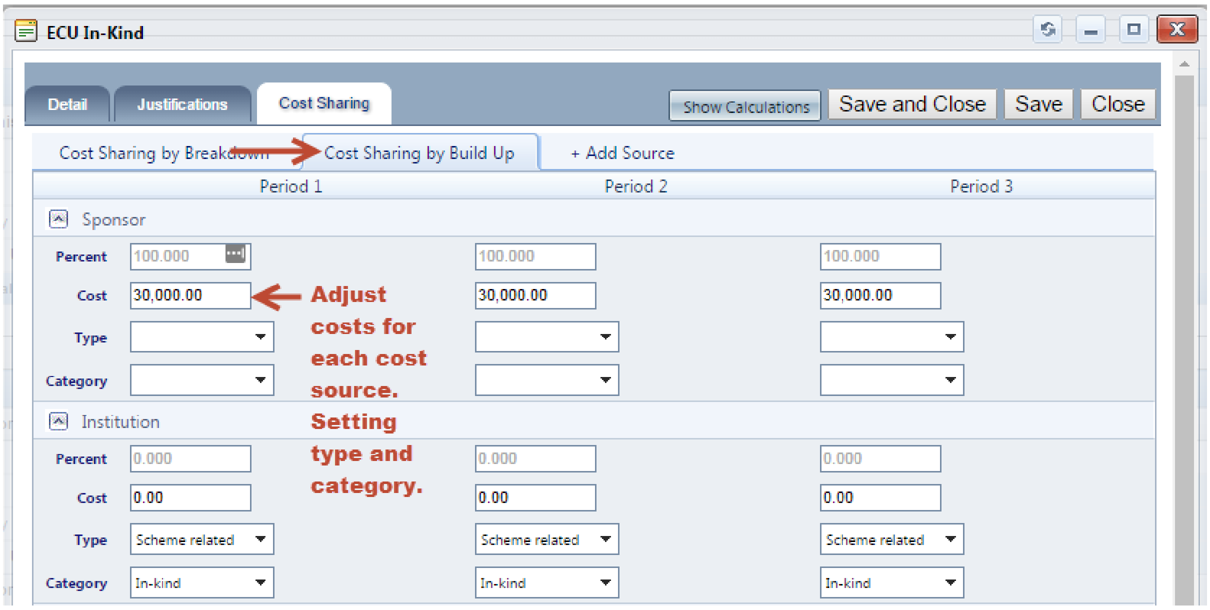
5. Each contributing party will have just one row that determines that cost sharing of all of their contributions with columns indicating the split for each across the budget periods.

Budget Summary

		PERIOD 1	TOTAL
	Direct Costs:		
	Sponsor	$ 20,000.000	$ 20,000.000
	Institution	$ 5,000.000	$ 5,000.000
	Monash Unive...	$ 145,000.000	$ 145,000.000
	University o...	$ 25,000.000	$ 25,000.000
	Unallowable	$ 0.000	$ 0.000
Detail	**F&A:**		
	Sponsor	$ 0.000	$ 0.000
	Institution	$ 0.000	$ 0.000
	Monash Unive...	$ 0.000	$ 0.000
	University o...	$ 0.000	$ 0.000
	Unallowable	$ 0.000	$ 0.000
	Total Project Costs:	**$ 195,000.000**	**$ 195,000.000**

Cost Sharing methods

The default cost sharing method, Cost Sharing by Breakdown, distributes costs between cost sources using a percentage of costs. The alternate method, Cost Sharing by Build Up, allows cost sharing by altering dollar amounts per cost source; using this method it is possible to increase/decrease amounts being distributed.

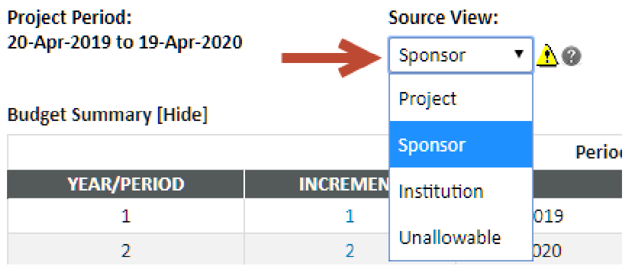


At times, the Cost Sharing by Breakdown method can be problematic, Cost Sharing by Build up can be useful to rectify this.

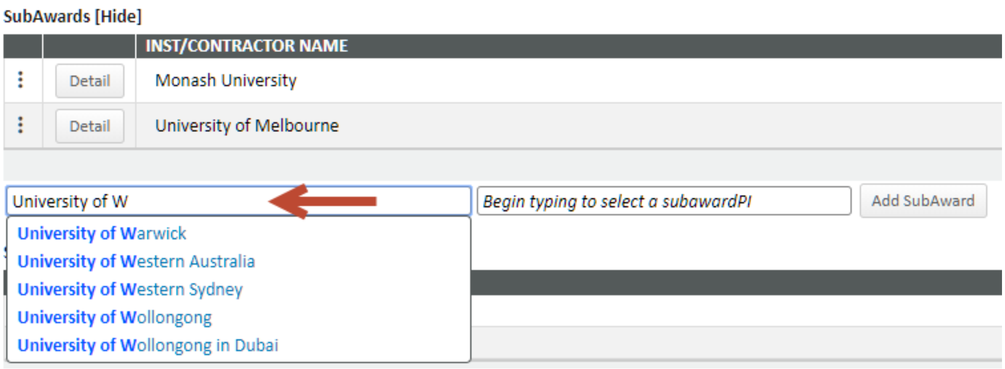
Adding a Subcontractor to a SubAward

If the project includes collaboration with a named investigator from an external institution, this external investigator will need to be added to the record as a subcontractor.

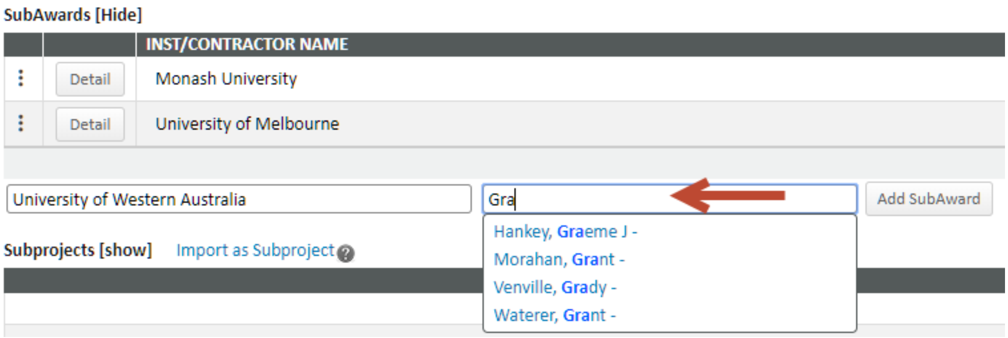
1. Click **Budget**
2. Change the **Source View** to Sponsor.



3. Click **[Show]** beside SubAwards to expand this section.
4. **Enter the name** of the SubAward Institution and select from the list.



5. Enter the name of the Sub-Contractor at this institution and select from the list.



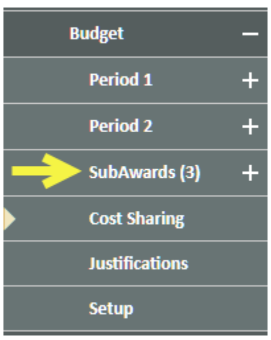
Need a new subcontractor? [Submit a request](#) to the Research Systems Team.

6. Click **Add SubAward** then **Save** to add to the budget structure.

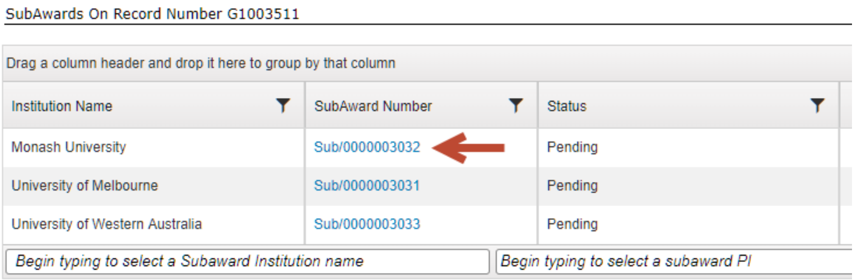
The subcontractor will be added to the budget detail page, under 'SubAwards'. Where two or more external investigators are from the same institution, these investigators should be added to the same SubAward.

1. **Create a new SubAward** for the first named investigator from the institution.

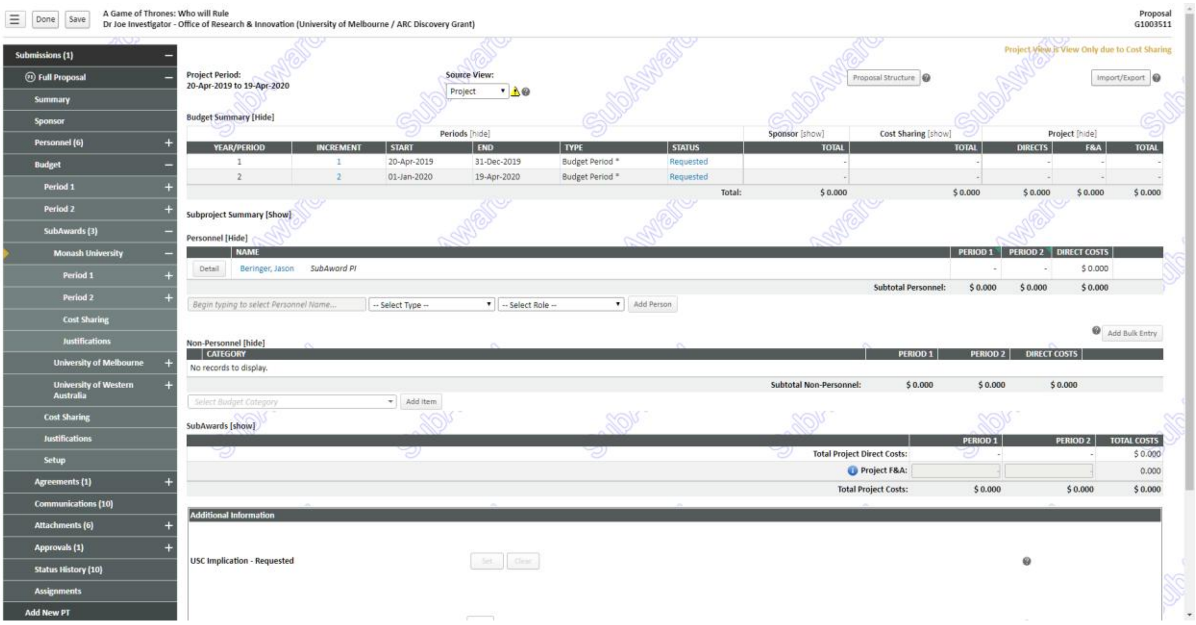
2. Click **SubAward** to display the list of SubAwards.



3. From the SubAwards page select the SubAward Number.

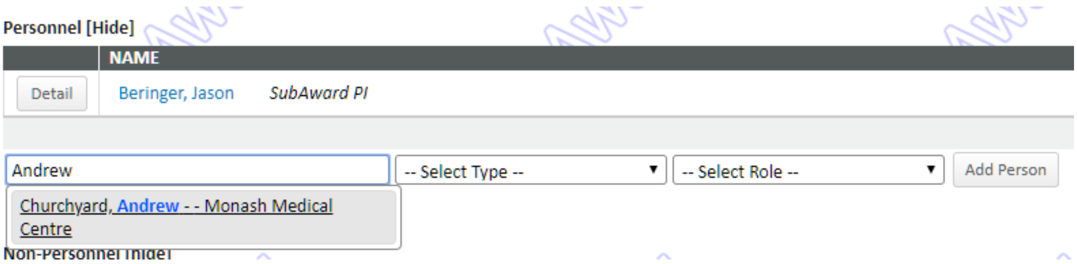


This will open the chosen SubAward, a watermark is displayed indicating you are viewing a SubAward and not the main proposal.

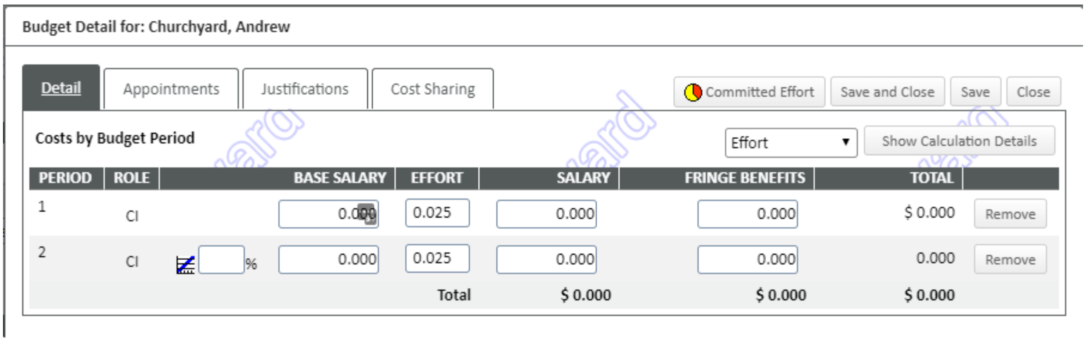


4. Change the Source View to **Sponsor**. This will enable you to add additional personnel for this institution.

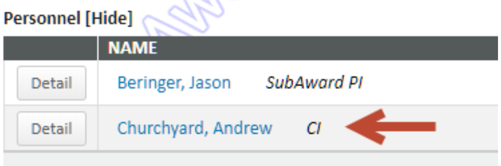
5. In the **Personnel** section, enter the name of the person, choose their type (Key/Non-Key), and select their role on the project. Then click **Add Person**.



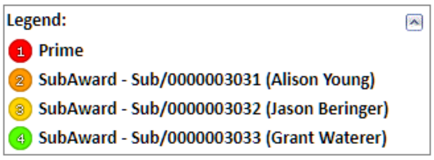
6. In the pop-up window, you can enter any relevant salary and effort (FTE) details. Once entered, click **Save and Close**.



7. The person will now be listed under Personnel for this SubAward.



Within Personnel in the main Proposal, all investigators for this SubAward are grouped by a common numbered/coloured circle, the legend indicating which SubAward number each investigator belongs to.



Budget Cost Sources

When adding cost sources to the budget the following rules need to be followed to ensure there are no flow-on effects to reporting within RMS, Discoverer and the Data warehouse:

- **Primary Sponsor – SRC 1:** This cost source is identified by the Short Name ‘Sponsor’ and is automatically added by RMS depending upon how the proposal was created:
  - via PD – the cost source will be *Default Sponsor.* Update this to Sponsor Name / Scheme.
  - via PT – the cost source will be *Sponsor name / Scheme*.
- **Other Cost Sources – SRC 2+:** These sources will be *sponsor name* or *org unit* only and will **NOT** include the scheme.
- **Final Cost Source - Unallow:** This will be a duplicate cost source and have the Short Name ‘Unallow’, you should not replace this cost source with another, instead add a new cost source

GENERAL | PERIOD/DATES | CHANGE CI | BUDGET SOURCES

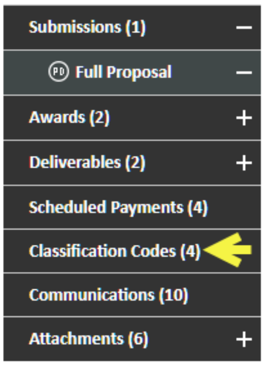
SOURCE	CHARGE TO	SHORT NAME
SRC 1	Australian Research Council/Grant - Discovery Projects(**)	Sponsor
SRC 2	School of Arts and Humanities	Inst
SRC 3	Catholic University of Leuven, Belgium	CUL
SRC 4	Catholic University of the Sacred Heart, Milan, Italy	CUSH
SRC 5	University of Sheffield	UoS
SRC 6	School of Arts and Humanities	Unallow

Cost sources within Budget and Award should be checked to ensure both mirror another.

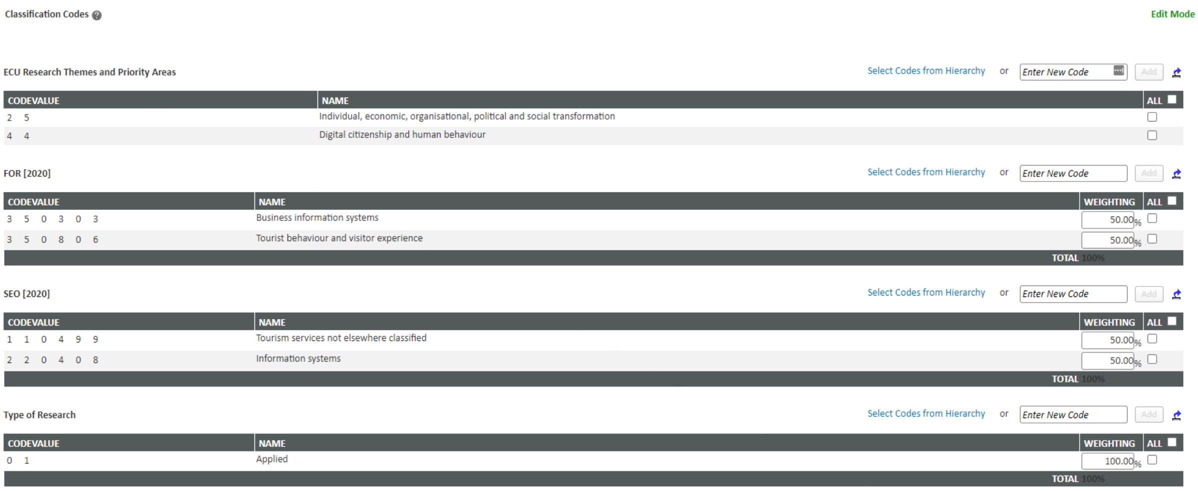
Classification codes

In mid-2020, ANZRC released revised versions of Field of Research (FoR) and Socio-economic Objective (SEO) codes; these codes were integrated within ECURMS in early October 2020.

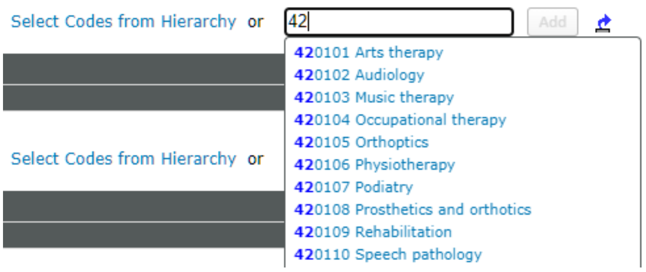
1. Select **Classification Codes** from the menu.



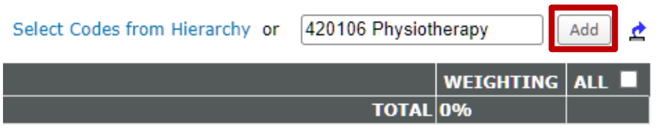
2. In the **Enter New Code** text box, type in the numerical code for the *ECU Research Themes and Priority Areas*, *Type of Research*, *FoR [2020]* and *SEO [2020]* codes. If you do not know the codes, you can start typing the keywords and suggestions will be offered. Otherwise, click **Select Codes from Hierarchy** for a complete list from which to select.



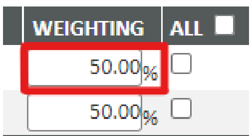
3. Highlight and click on your selected options for each section:



4. Click **Add** to include the selected code



5. For *Type of Research*, *FoR* and *SEO* sections, record the **weighting** of each code.



Attachments

The filing structure and naming conventions used within ECURMS are reflected within ORI's HPRM record structure.

File Naming Conventions

Within ECURMS, several processes have been streamlined using Robotics Process Automation. With introduction of Phase 2 of the Manage Grants Proposal bot in late-2018, a common folder structure was introduced across ECURMS and HPRM, and agreed file naming conventions implemented.

The file naming conventions are revised periodically, teams can download these at:

\\staffshare\ORIShared\Research Analytics, Systems and Performance\Research Systems\RPA\Manage Grants Proposal\RMS - File Naming Conventions.pdf

ORIGrants Drive

The Manage Grants Proposal bot automates the following processes within ECURMS:

- Expression of Interest;
- Pre-Submission Approval;
- Accepted with Conditions; and
- Submission Endorsement (OOP).

The bot will create the required folder structures on the ORIGrants drive (EOI stage), or looks within specified folders as specified within the file naming conventions for files to be uploaded to ECURMS and HPRM.

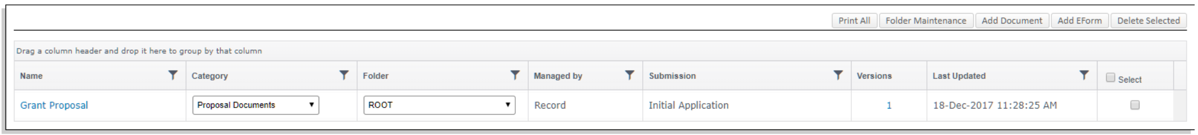
To map the ORIGrants drive to Windows:

- Open File Explorer
- Click on 'This PC' and click 'Map network drive'

- Choose P: and specify the folder location as **\\staffshare.ads.ecu.edu.au\ORIGrants**

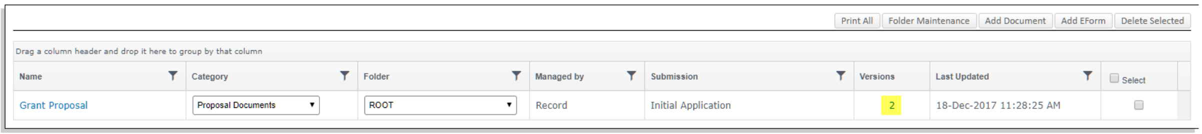
Uploading a new version of a document

It is common to receive new versions of a document uploaded to ECURMS. Where this occurs, you should upload not as a new document, nor delete and upload as new, but rather upload as a new version. To upload a new version of a document, do the following:

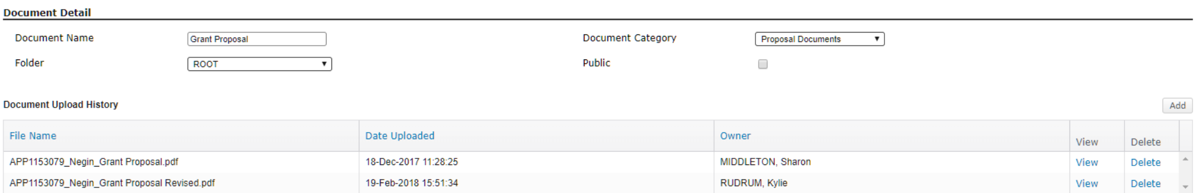


1. Click **Add Document**
2. Within the dialog box:
    a. Change to radio button from *New document* to *New version of existing document*
    b. Locate the existing document in the drop box you are wanting to replace
    c. Click **Browse** to locate the file on your computer for upload
    d. Click **Upload**

After uploading the new version of your document, the *Versions* column for this document will update to reflect the number of versions for this document.



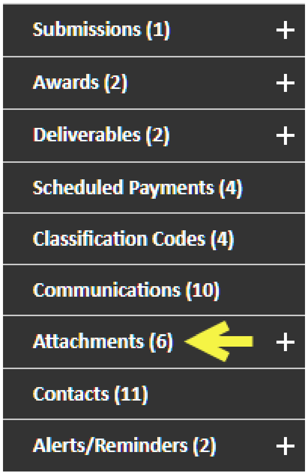
When clicking on the document name hyperlink, the latest version of the document will be downloaded. However, should you wish to see any previously uploaded documents, click the document's versions number hyperlink, this will refresh the page providing a list of all versions uploaded, the dates uploaded and give you the ability to view and delete each item.



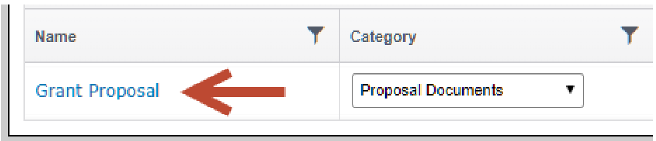
Viewing an Attachment

Attachments uploaded to a specific section (for example, a contract uploaded to 'Agreements') can be viewed from its original location and within 'Attachments'. Documents uploaded to 'Attachments' can only be viewed within 'Attachments'.

1. Expand the 'Attachments' folder to view the subfolders, or to view the 'Attachments' summary screen click the main folder.



2. A list of the relevant uploaded documents is displayed. To view a document, click the **document's name**. The attachment will open in a new window or appear in your list of downloads.

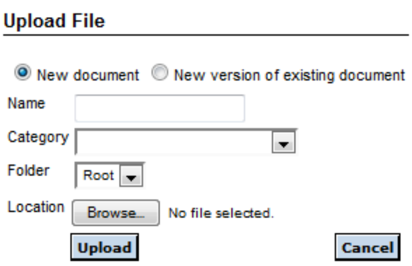


Uploading an Attachment

From the attachments folder click the '**Add Document**' button.

From all other tabs click the '**Add**' button (or equivalent) within the 'Documents' section.

You will be presented with the 'Upload File' window:



1. **Name the document**.

2. **Select an appropriate category**.
3. **Select the 'Attachments' folder** in which the document should be located.
4. **Locate the document** in your file directory.
5. **Click 'Upload'**.

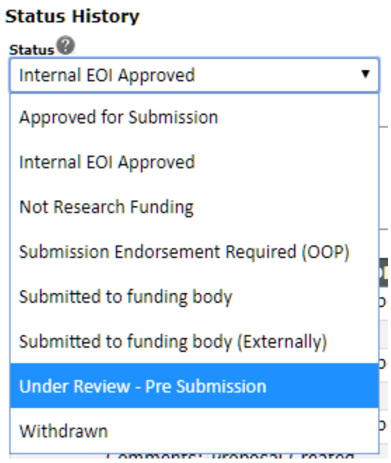
Associate Dean (Research) Review: Pre-Submission

Requesting Associate Dean (Research) approval

Associate Dean (Research) approval is requested using the status history workflow; this allows easy tracking of the progress of the proposal.

1. Expand the **Submissions** and **Full Proposal** and select **Status History**.

2. From the drop-down menu, select the status **'Under Review – Pre Submission'**.



Record any necessary comments in the text box, and then click the **Add** button.

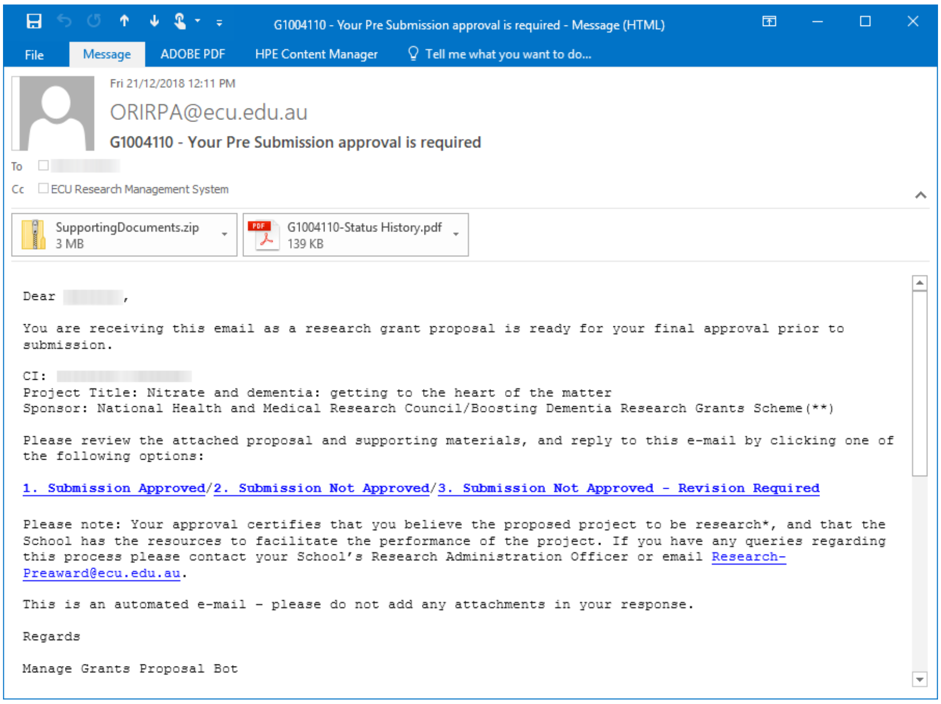
'Under Review – Pre Submission' option is used when the Associate Dean (Research) or School Dean is the CI.

Associate Dean (Research) Review Process

The Associate Dean (Research) will receive an email from the Manage Grants Proposal bot, requesting they review the attached proposal and select their decision.

The email received by the Associate Dean (Research) includes information about the lead chief investigator, the project title and the sponsor. It also includes the text:

> Please note: Your approval certifies that you believe the proposed project to be research*, and that the School has the resources to facilitate the performance of the project. If you have any queries regarding this process, please contact your School's Research Administrator Officer or email Research-Preaward@ecu.edu.au.


G1004110 - Your Pre Submission approval is required - Message (HTML)

File | Message | ADOBE PDF | HPE Content Manager | Tell me what you want to do...

Fri 21/12/2018 12:11 PM
ORIRPA@ecu.edu.au
G1004110 - Your Pre Submission approval is required
To [redacted]
Cc ECU Research Management System

SupportingDocuments.zip 3 MB
G1004110-Status History.pdf 139 KB

Dear [redacted],

You are receiving this email as a research grant proposal is ready for your final approval prior to submission.

CI: [redacted]
Project Title: Nitrate and dementia: getting to the heart of the matter
Sponsor: National Health and Medical Research Council/Boosting Dementia Research Grants Scheme(**)

Please review the attached proposal and supporting materials, and reply to this e-mail by clicking one of the following options:

1. Submission Approved/2. Submission Not Approved/3. Submission Not Approved - Revision Required

Please note: Your approval certifies that you believe the proposed project to be research*, and that the School has the resources to facilitate the performance of the project. If you have any queries regarding this process please contact your School's Research Administration Officer or email Research-Preaward@ecu.edu.au.

This is an automated e-mail - please do not add any attachments in your response.

Regards

Manage Grants Proposal Bot

1. The Associate Dean (Research) will **save the SupportingDocuments.zip** archive to their computer and extract all files, then open the 'Proposal' folder.

2. They should review the submission documents and the status history attachment for any relevant comments.

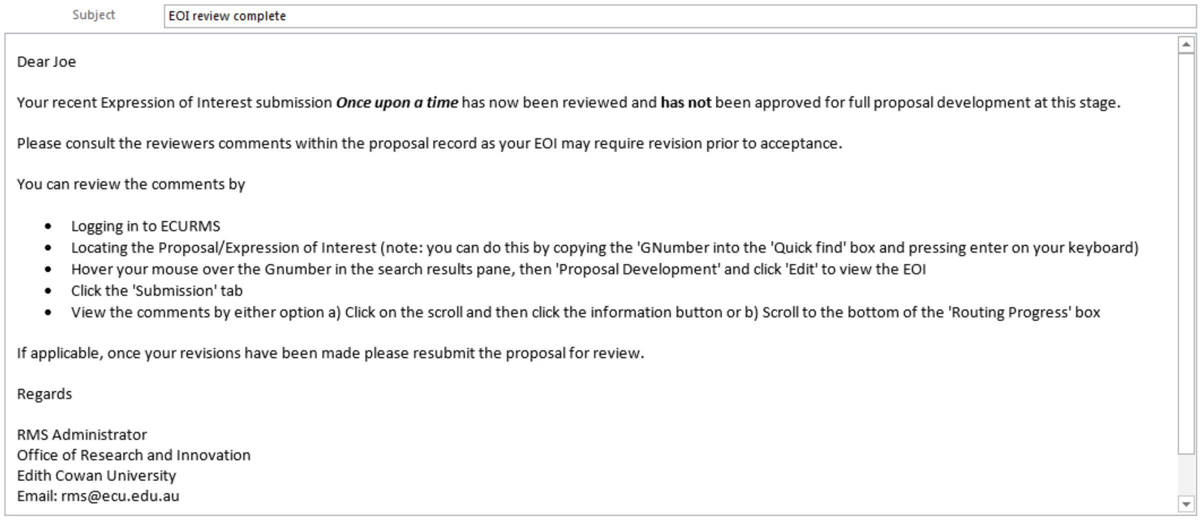
3. Once they have reviewed the necessary documents they should **return to the notification email**.
    a. **Select a decision from the links included within the body of the email**. The options are:
        - Submission Approved;
        - Submission Not Approved;
        - Submission Not Approved – revision required.

    b. Once the decision has been selected, a new pre-filled email message will appear with an area for them to record comments they would like to pass on to the researcher.

4. Click **Send** to confirm your decision.

Not Approved for Submission

If a proposal is not endorsed by the researcher's Associate Dean (Research) the researcher will be notified through ECURMS. They can then decide whether they wish to withdraw their application, revise their proposal and resubmit it for their Associate Dean's review, or escalate the matter; this brings the proposal to the attention of the School Dean, who can then decide whether or not they support its submission.


Subject: EOI review complete

Dear Joe

Your recent Expression of Interest submission ***Once upon a time*** has now been reviewed and **has not** been approved for full proposal development at this stage.

Please consult the reviewers comments within the proposal record as your EOI may require revision prior to acceptance.

You can review the comments by

- Logging in to ECURMS
- Locating the Proposal/Expression of Interest (note: you can do this by copying the 'GNumber into the 'Quick find' box and pressing enter on your keyboard)
- Hover your mouse over the Gnumber in the search results pane, then 'Proposal Development' and click 'Edit' to view the EOI
- Click the 'Submission' tab
- View the comments by either option a) Click on the scroll and then click the information button or b) Scroll to the bottom of the 'Routing Progress' box

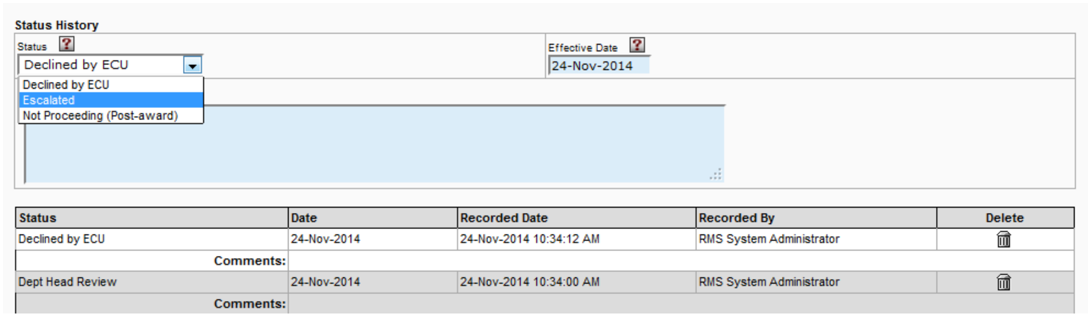
If applicable, once your revisions have been made please resubmit the proposal for review.

Regards

RMS Administrator
Office of Research and Innovation
Edith Cowan University
Email: rms@ecu.edu.au

Escalated

1. From their 'Declined by ECU' action item the researcher can **select the status 'Escalated'**.



Status	Date	Recorded Date	Recorded By	Delete
Declined by ECU	24-Nov-2014	24-Nov-2014 10:34:12 AM	RMS System Administrator	
Comments:				
Dept Head Review	24-Nov-2014	24-Nov-2014 10:34:00 AM	RMS System Administrator	
Comments:				

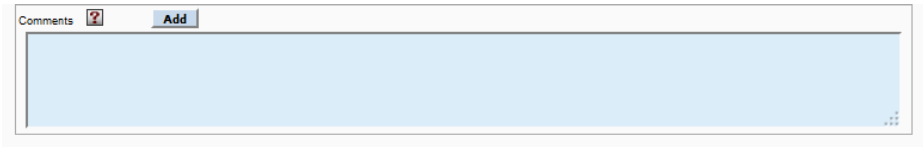
2. The review process echoes that of the Associate Dean (Research) submission review process:
    a. School Dean receives an email and an action item prompting them to log into ECURMS and review the proposal.
    b. School Dean navigates to attachments and reviews the relevant uploaded documents.
    c. School Dean returns to the action item and records their decision.

Uploading a revised proposal

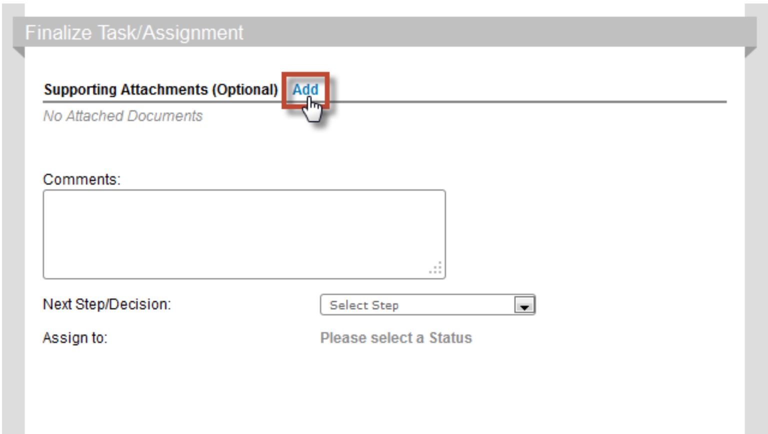
An Associate Dean (Research) may request that changes are made to the proposal before they confirm their approval. This is communicated to the researcher using the action item 'Not Approved for Submission – Revision Required'.

1. The researcher will receive an email prompt and an action item informing them of their Associate Dean's decision.

2. The action item may include comments or suggestions recorded by the Associate Dean (Research); these can be found at the bottom of the window.

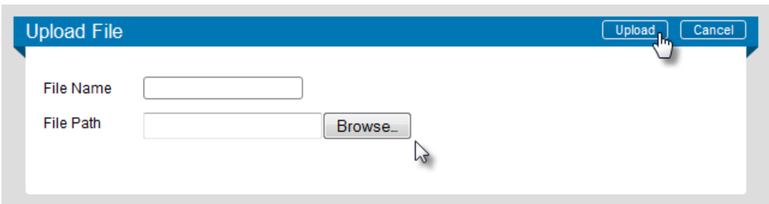


3. The researcher will **open their proposal record by clicking the 'Open' icon**.



4. The researcher will **navigate to the attachments folder and select 'Add Document**'.

5. This will open the 'Upload File' window; here, the researcher should name their document, select a category and a folder, locate their file using 'Browse', and then **click 'Upload'**.

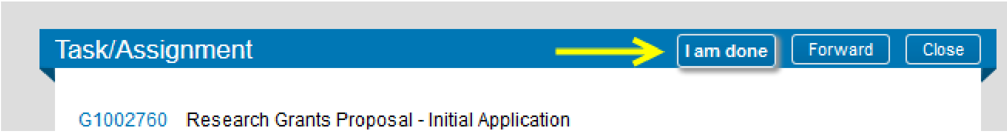


6. When the revised proposal has been uploaded the researcher will need to resubmit it for their Associate Dean's review.

   They will return to their action item, where the next status will have been defined automatically; this status will be 'Under Review – Pre Submission'.

   If required, the researcher can record comments in the text box.

7. To complete the process the researcher will **click 'I am done'** in the Task/Assignment heading area.



Research Services Review: Pre-Submission

The Research Services review of the proposal will be carried out by the Coordinator, Research Administration (CRA) and the Manager, Research Administration (MRA).

The review will take place following the Associate Dean's confirmation that they approve the proposal.

The process of the review by the Coordinator, Research Administration and the Manager, Research Administration is very similar to the Associate Dean (Research) review process.

1. The CRA will receive an email and an action item prompt to review the proposal.

2. The CRA will **spot-check the proposal;** when complete they will send the workflow to the MRA.

3. The MRA will then **carry out their own review of the proposal**, and **return to their action item to record their decision**:

    - 'Submission preparation required': confirms their approval and informs the CRA that they can begin the preparation of the proposal for submission.
    - 'Pre-submission check complete – minor revision required': informs the Research Administration Officers (RAOs) that changes to the proposal are required
    - 'Pre-submission check complete – major revision required': informs the CI that their proposal must be revised considerably before it can be submitted to the funding body.

Submission Preparation Required

On receipt of the 'submission preparation required' email and action item the CRA can prepare the proposal for submission.

1. The CRA will open the Action Item.

2. The CRA will **prepare the application for submission** to the funding body.

3. Once ready, the appropriate person will **submit the application** to the funding body.

4. Once the proposal has been submitted successfully the CRA will **change the status in ECURMS to 'Submitted to Funding Body'**.

Pre-Submission Check Complete – Minor Revision Required

This status informs the RAO that they should liaise with the researcher to make changes to the proposal as suggested by the MRA.

1. The RAO will receive an email prompt and an action item.

2. The RAO will **work with the researcher to amend the proposal as requested**.

3. The RAO will return to the action item and **select the status 'Submission Preparation Required'**, which will inform the CRA that the application can be submitted.

Pre-Submission Check Complete – Major Revision Required

This status will be used by the MRA when considerable changes will need to be made to the proposal if it is to be submitted to the funding body.

1. The Chief Investigator will receive an email prompt and an action item, which will contain any comments recorded by the MRA.

2. If the Chief Investigator wishes to continue with their application, they will **revise and resubmit the proposal**.

3. The process will then follow the standard submission process (Associate Dean (Research) review, then returns to Research Services review).

Outcomes

Unsuccessful

Unsuccessful projects should have their outcome notification uploaded to ECURMS. The **status should be changed to 'Unsuccessful', and then to 'Archived'**.

Successful Externally

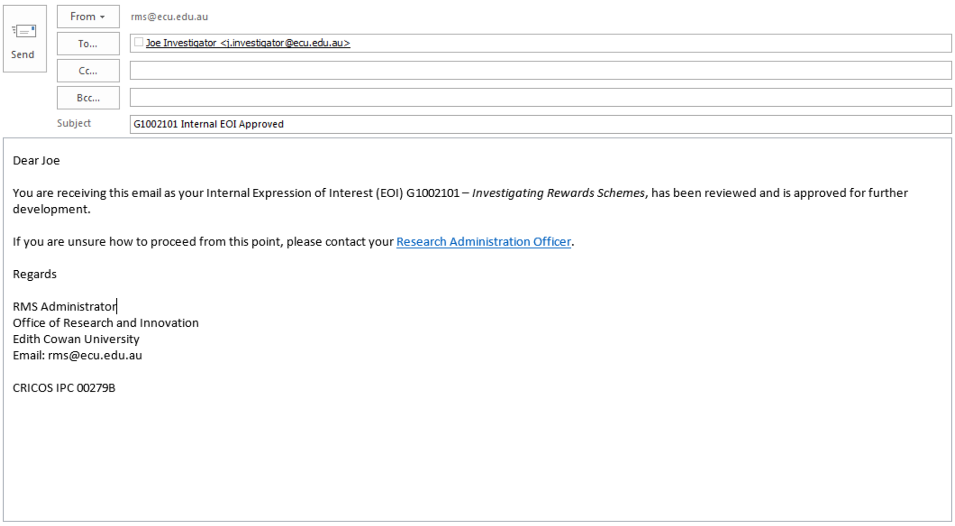
This status should be used when a grant will be administered by an institution other than ECU, and ECU **will not be receiving funds**. If a grant will be administered externally but funding will be received by ECU then the **grant should be marked as 'Successful' in ECURMS**.

Successful

On notification of an award the RCFTs will update the ECURMS record with the award data, and will move the status to 'Successful'. This will send an email prompt and an action item to the Chief Investigator, who will need to accept or decline the award.

Accepting an Award

1. The Chief Investigator will access their action item by following the **'Log In'** link at the bottom of their email prompt.



Send
From: rms@ecu.edu.au
To... Joe Investigator <j.investigator@ecu.edu.au>
Cc...
Bcc...
Subject: G1002101 Internal EOI Approved

Dear Joe

You are receiving this email as your Internal Expression of Interest (EOI) G1002101 – *Investigating Rewards Schemes*, has been reviewed and is approved for further development.

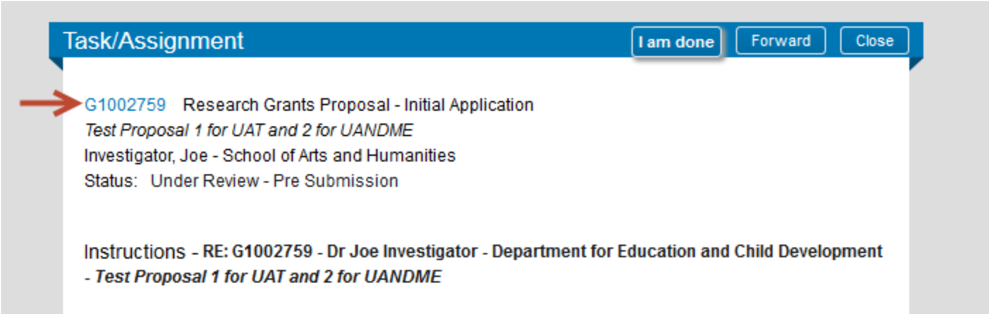
If you are unsure how to proceed from this point, please contact your Research Administration Officer.

Regards

RMS Administrator
Office of Research and Innovation
Edith Cowan University
Email: rms@ecu.edu.au

CRICOS IPC 00279B

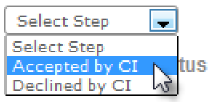
2. Once logged in you will be prompted with the following screen. Clicking on the **'item number' link** will allow you to view your Task/Assignment summary.



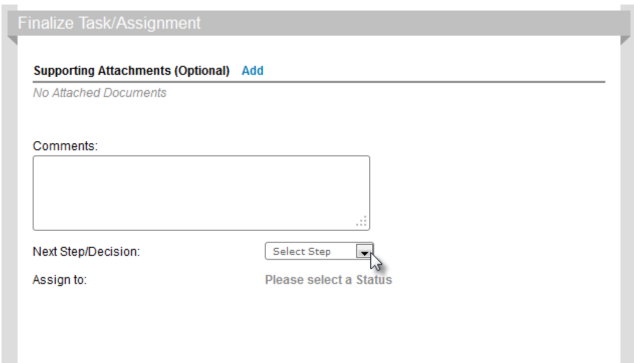
3. The researcher should review the terms and conditions of the award documents, which will be found within 'Attachments'.

4. They will then **return to the action item to record their decision**. Two statuses will be available:

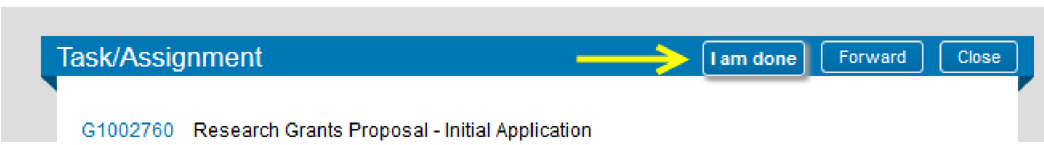
   - Accepted by CI
   - Declined by CI



Any comments can be recorded in the text box.



5. The researcher will confirm their decision and close the action by **clicking 'I am done'** in the Task/Assignment title bar.



Successful with conditions

Occasionally a grant will be awarded with certain conditions attached; this adds a few steps to the ECURMS process.

1. The Chief Investigator will receive an email prompt and an action item, encouraging them to review the conditions attached to the award.

2. The researcher will **address the award conditions**; this could involve working with Finance to redevelop the budget.

3. The researcher will **upload the revised documents**.

4. They will then **return to the action item and record their decision**.

    - ‘Accepted by CI’ will inform the RCFTs that the researcher has addressed the conditions and intends to accept the award;
    - ‘Declined by CI’ informs Research Services that the researcher will not be accepting the award.

Accepted by CI (with conditions)

When a researcher accepts their conditional award the following process should be followed:

1. RCFTs notified through ECURMS. **RCFTs review the documents** to consider whether the conditions have been met.

2. **RCFT records their decision in ECURMS**:

    - ‘Dept. head review’: sends the workflow to the Chief Investigator’s Associate Dean (Research) who will review the revised proposal, taking into account the conditions attached to the award.
    - ‘Conditions not fulfilled – revision required’: returns the workflow to the Chief Investigator, who will be required to make further revisions to their proposal.

3. **‘Department head review’**:
   Once the Associate Dean (Research) has reviewed the proposal they will return to their action item and select the appropriate status:
    - ‘Accepted by school’: confirms the Associate Dean’s approval of the revised budget and notifies the CRC that contract preparation can begin.
    - ‘Declined by ECU’: notifies the researcher that the Associate Dean (Research) will not endorse the revised proposal. From here the researcher can decide to escalate the process or decline the award.

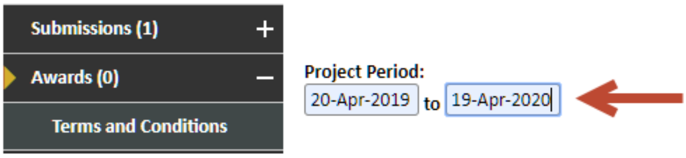
- ‘Revision Required’: informs the researcher that they should further revise their proposal.

Entering data post-submission

Entering an Award

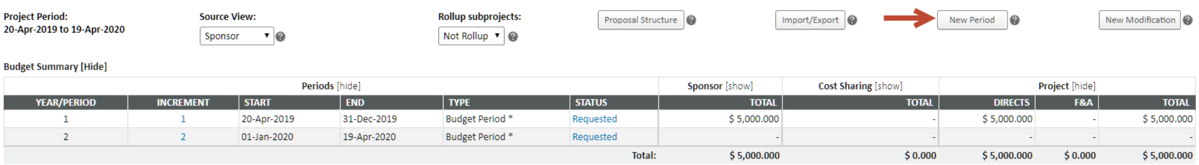
The RCFOs will create a new award and enter the award data on receipt of the outcome notification from the funding body.

1. Enter the **award start** and **end dates.** The end date may require amendment when the contract schedule is received, as the end date represents the date of the final contractual obligation.



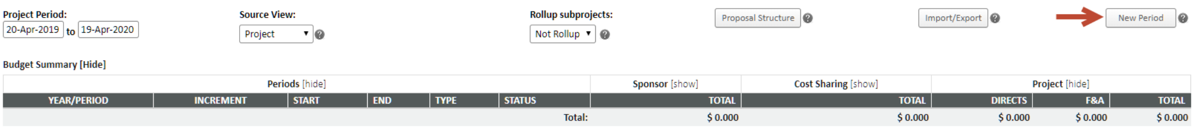
2. **Ensure that an adequate number of budget periods are available**. There should be one budget period for each calendar year that funds are received.

   If you need to enter additional budget periods navigate to the ‘Budget’ folder and select **New Period**.



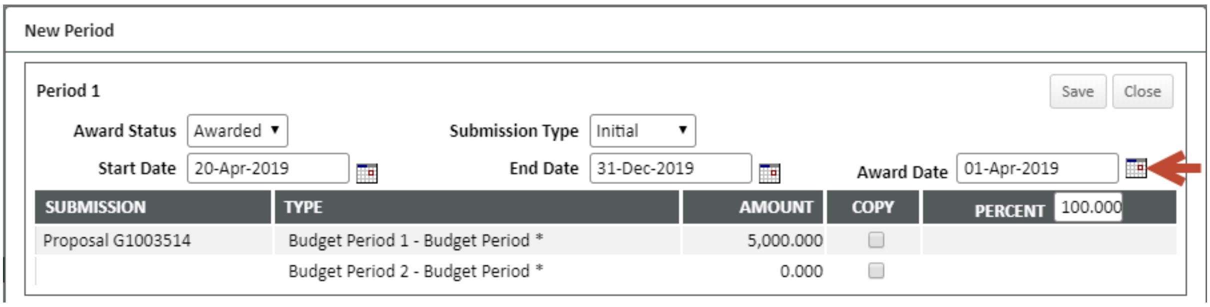
Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	20-Apr-2019	31-Dec-2019	Budget Period *	Requested	$ 5,000.000	-	$ 5,000.000	-	$ 5,000.000
2	2	01-Jan-2020	19-Apr-2020	Budget Period *	Requested	-	-	-	-	-
					Total:	$ 5,000.000	$ 0.000	$ 5,000.000	$ 0.000	$ 5,000.000

3. On the main ‘Awards’ screen, select **New Period**.

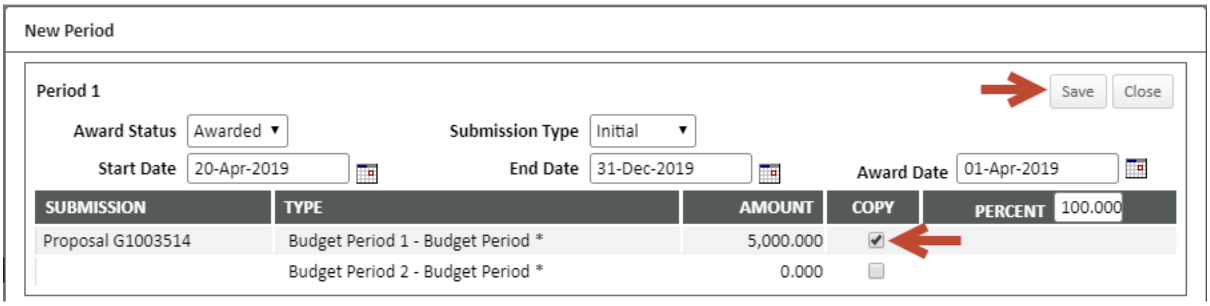


Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
					Total:	$ 0.000	$ 0.000	$ 0.000	$ 0.000	$ 0.000

4. From the pop-up window, **enter the date on which the funds were awarded** into the **Award Date** box.



5. You can choose to copy information entered in the Budget to the Award or create a new Award from scratch.



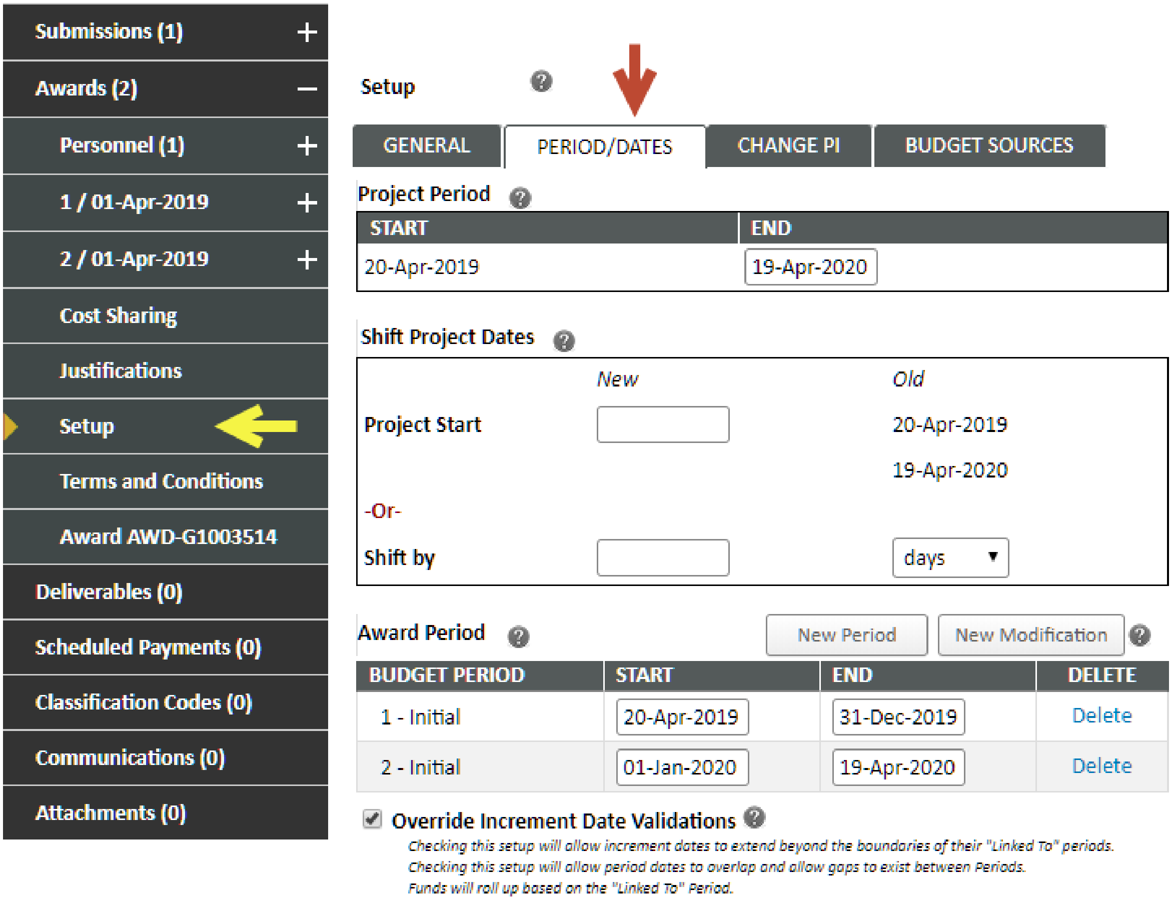
To copy an existing budget:

a. Select the budget period you wish to copy by ticking the corresponding box.
b. Click the **Save** button.

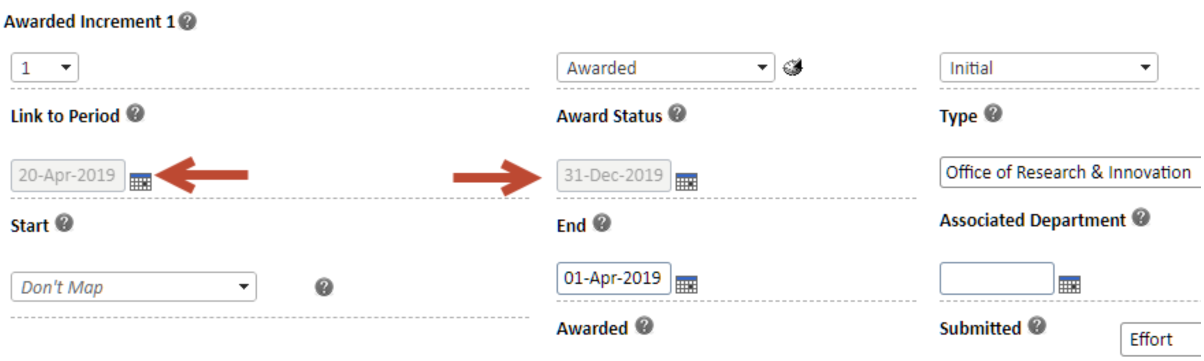
To create a new award:

a. Ensure no boxes within the 'Copy' column are ticked
b. Click the **Save** button.

6. For reporting purposes, it is necessary to ensure award dates do not span more than one calendar year (i.e. they should all run between 01-Jan and 31-Dec). Where your project spans multiple years it will be necessary to fix your budget dates within Awards ‘Setup’, and the clicking the **Period/Dates** tab.



7. Open the Award period page. At the top of the screen the Start and End dates for the chosen period appear greyed out, to edit these dates you are required to make a change in the Budget date for the same period.



8. The award amounts should be **entered at a summary level** (for example, 'Funding Body – Cash').

   Under 'Non-Personnel Costs', select the category **'Other',** complete the **'Description'** field and **enter the amount.** Click **Add**.

Non-Personnel Costs — Add Bulk Entry

	CATEGORY	DESCRIPTION		TOTAL	
Detail	Other	ECU Cash	Cost Sharing	5,000.000	Delete
		Total		$ 5,000.000	

Select Budget Category — Add Item

   If you have multiple lines to enter, you may wish to use the **Add Bulk Entry** option.

9. Amounts entered into the award should be cost shared as per instructions within the Budget section of this document.

10. Repeat steps 3 - 9 per award.

Budget Cost Sources

When adding cost sources to the budget the following rules need to be followed to ensure there are no flow-on effects to reporting within RMS, Discoverer and the Data warehouse:

- **Primary Sponsor – SRC 1:** This cost source is identified by the Short Name 'Sponsor' and is automatically added by RMS depending upon how the proposal was created:
  - via PD – the cost source will be *Default Sponsor.* Update this to Sponsor Name / Scheme.
  - via PT – the cost source will be *Sponsor name / Scheme*.
- **Other Cost Sources – SRC 2+:** These sources will be *sponsor name* or *org unit* only and will **NOT** include the scheme.
- **Final Cost Source - Unallow:** This will be a duplicate cost source and have the Short Name 'Unallow', you should not replace this cost source with another, instead add a new cost source

GENERAL | PERIOD/DATES | CHANGE CI | BUDGET SOURCES

SOURCE	CHARGE TO	SHORT NAME
SRC 1	Australian Research Council/Grant - Discovery Projects(**)	Sponsor
SRC 2	School of Arts and Humanities	Inst
SRC 3	Catholic University of Leuven, Belgium	CUL
SRC 4	Catholic University of the Sacred Heart, Milan, Italy	CUSH
SRC 5	University of Sheffield	UoS
SRC 6	School of Arts and Humanities	Unallow

Cost sources within Budget and Award should be checked to ensure both mirror another.

Approvals

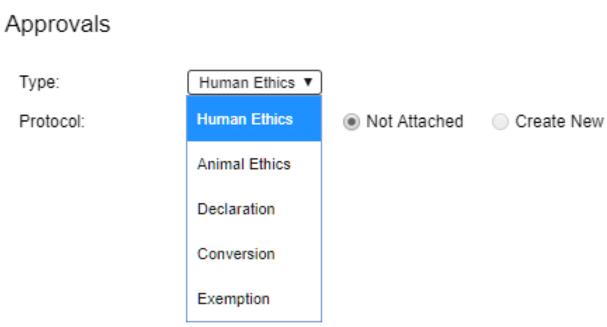
Although ethics approval is applied for and managed through REMS (or STREAM), approvals must also be recorded in ECURMS.

Create new approval

1. Select **Approvals**.

2. Click **Add Approval**.

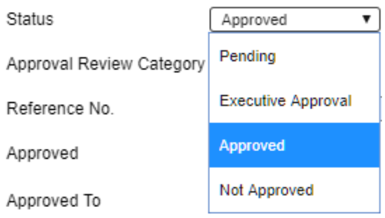
3. Select the **approval type** from the drop-down menu.



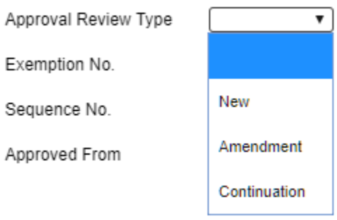
4. The protocol should be **Not Attached**. Click **Continue**.

5. Clicking 'Continue' will open the approval form.

- Select the **status**: 'Approved', 'Not Approved', 'Executive Approval' or 'Pending'.



- Select the **approval review type**: 'New', 'Amendment' or 'Continuation'.



- 'Approval Review Category' is not in use.
- Enter the **REMS or STREAM reference number** into the 'Reference No.' field. Please ensure that this field contains the REMS or STREAM reference number only; any other information can be entered under 'Comments'.

Reference No. 2019-00114-GARNETT

- Enter the **date the approval was confirmed** in the 'Approved' field.

Approved 01-Apr-2019

- **Enter the start and end dates of the approval** in the 'Approved From' and 'Approved To' fields.

Approved From 20-May-2019 Approved To 31-Dec-2019

- Click **Save** and **Close** when complete.
- To record any useful information relevant to the ethics approval, click the **Open** icon

INSTITUTION NUMBER	TYPE	PROTOCOL NUMBER	APPROVAL STATUS	REVIEW CATEGORY	OPEN	REMOVE
G1003514	Human Ethics	2019-00114-GARNETT	Approved			

Enter information into the **Comments** field and click **Save**.

Approvals

Type: Human Ethics
Mode: Attached / Not Attached
Status: Approved
Approval Review Type: New
Approval Review Category:
Reference No.: 2019-00114-GARNETT
Approved: 01-Apr-2019
Approved From: 20-May-2019
Approved To: 31-Dec-2019

Additional Information

+Comments

Deliverables and scheduled payments

Deliverables and scheduled payments information will be entered by the Coordinator, Research Contracts on receipt of an executed contract.

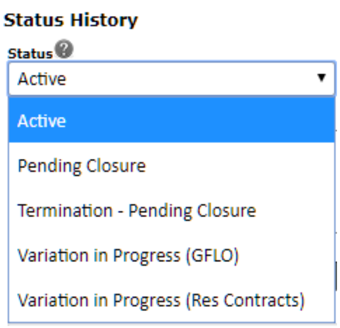
For further information on these processes please see *Contracts and variations: A Guide for Research Support*.

Closing a project

Where a project has completed and all contractual obligations met, the RCFT's can begin the process of project closure.

Pending closure

Using Status History, mark the project as **Pending Closure**.



This will prompt Finance to confirm that no funds remain in the project account, or to manage any residual funds. Once confirmed that no funds remain, Finance will update Status History marking the project 'Closed'.

When a project is marked as 'Closed' an action item is sent to the RCFT's informing them that they can now **archive the project**.

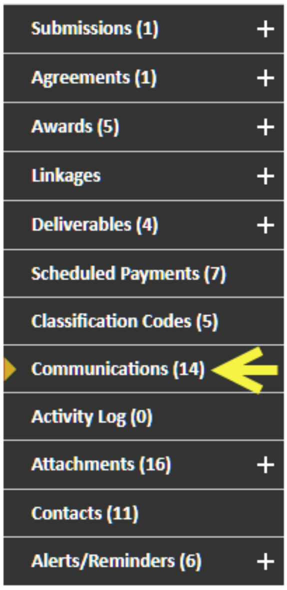
Communications

The **'Communications'** section is useful for recording conversations that indicate a change to the arrangement of the grant that haven't been recorded elsewhere (for example, a phone call that isn't supported by a follow-up email). It should also be used for changes to the ECURMS record that aren't generally traceable, such as a change to the FoR codes, or personnel.

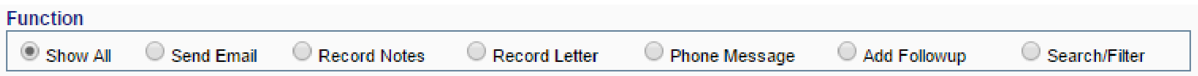
If a note has been added to the 'Communications' tab of ECURMS it should also be included in the TRIM file.

Adding a note

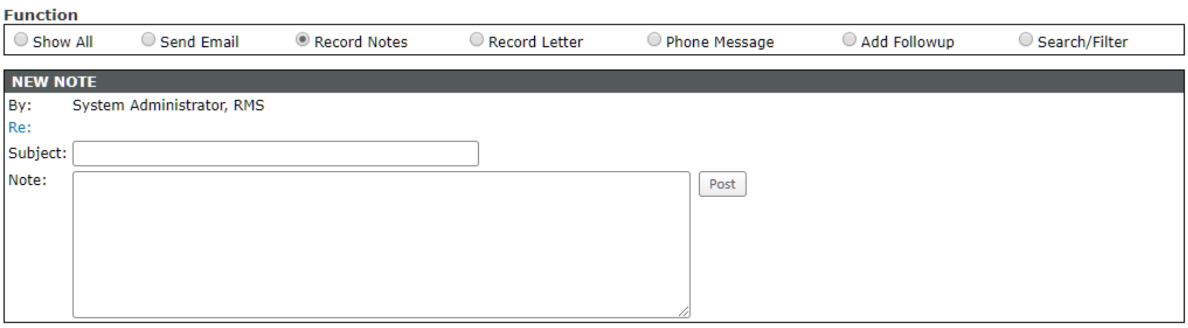
1. **Click on the 'Communications' folder** on the menu.



2. On the summary screen, **select the type of communication you wish to record**.



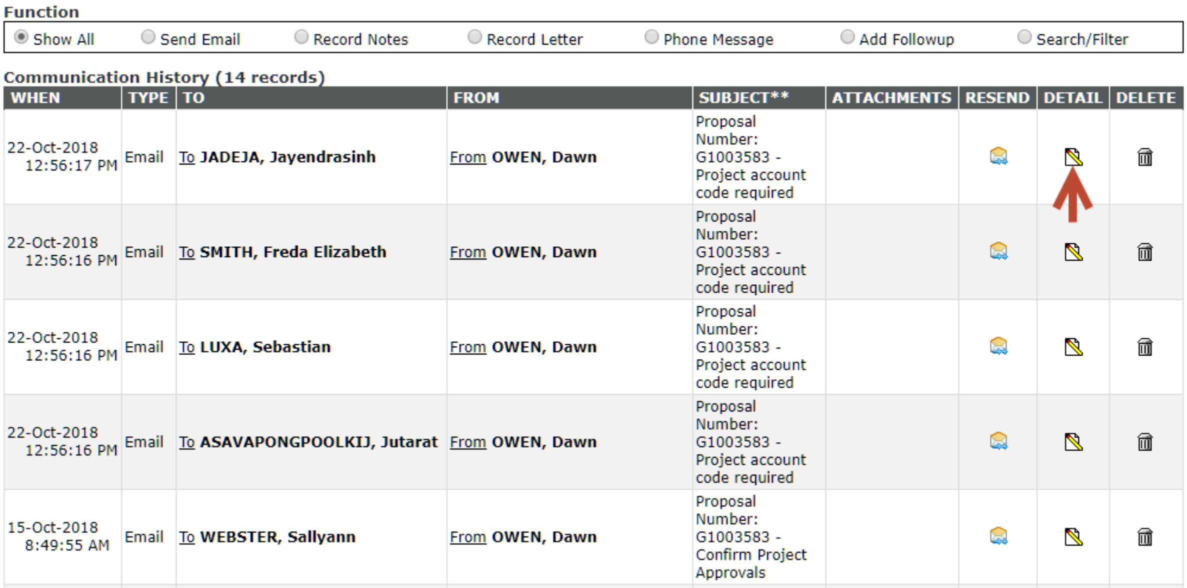
3. **Complete the 'Subject' field** and **type your note into the text box** below. **Click 'Post'**.



The note will then be displayed within the 'Communication History'.

Viewing a note

1. **Locate the relevant note** under the 'Communication History', and then **click the 'Detail' icon**.



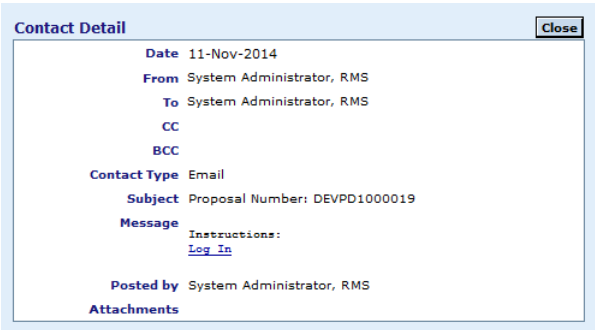
Function

Show All | Send Email | Record Notes | Record Letter | Phone Message | Add Followup | Search/Filter

Communication History (14 records)

WHEN	TYPE	TO	FROM	SUBJECT**	ATTACHMENTS	RESEND	DETAIL	DELETE
22-Oct-2018 12:56:17 PM	Email	To JADEJA, Jayendrasinh	From OWEN, Dawn	Proposal Number: G1003583 - Project account code required				
22-Oct-2018 12:56:16 PM	Email	To SMITH, Freda Elizabeth	From OWEN, Dawn	Proposal Number: G1003583 - Project account code required				
22-Oct-2018 12:56:16 PM	Email	To LUXA, Sebastian	From OWEN, Dawn	Proposal Number: G1003583 - Project account code required				
22-Oct-2018 12:56:16 PM	Email	To ASAVAPONGPOOLKIJ, Jutarat	From OWEN, Dawn	Proposal Number: G1003583 - Project account code required				
15-Oct-2018 8:49:55 AM	Email	To WEBSTER, Sallyann	From OWEN, Dawn	Proposal Number: G1003583 - Confirm Project Approvals				

2. The note will open in a new window.



Contact Detail — Close

Date 11-Nov-2014
From System Administrator, RMS
To System Administrator, RMS
CC
BCC
Contact Type Email
Subject Proposal Number: DEVPD1000019
Message Instructions:
Log In
Posted by System Administrator, RMS
Attachments

Reporting

Project Summary Sheet

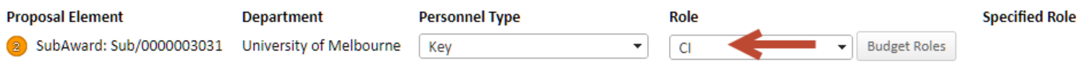
Excluding Researchers from the Project Summary Sheet

In previous versions of ECURMS members of a research team could be excluded from the Project Summary Sheet by entering an order number greater than 70. The mid-2019 upgrade of ECURMS now uses a drag-n-drop method to order team members, thus to excluded members of the research team they must be given a role of “Inactive”.

To specify a team member is “Inactive”:

1. Click **Personnel** menu (under Submissions or Awards)

2. In the pop-up window, from the Role drop-menu, choose **Inactive.**



3. A pop-up will appear with ticks to confirm where you wish to update this role. Ignore and Click **Save** and **Close**.

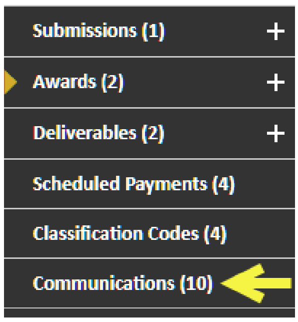
The team member should now appear with a role of Inactive, all else will remain the same.

Preparing a Project Summary Sheet

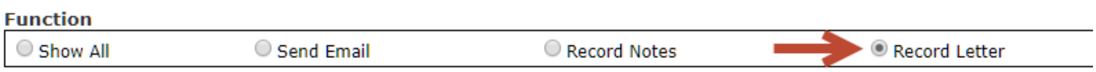
The Project Summary Sheet is used to record the state of a project at a point in time, and a copy saved to attachments within the *Post Award and Contract* folder.

To create the Project Summary Sheet, complete the following steps:

1. Click on the **Communications** menu

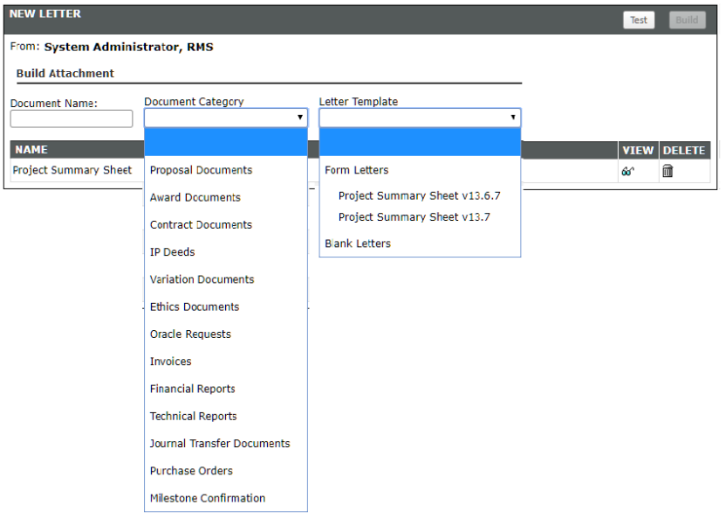


2. On the summary screen, select **Record Letter** as the Function



3. Enter the name of the document, choose the category (typically Award Documents) and select the Letter Template (typically the latest Project Summary Sheet, unless advised otherwise by the Systems Team).

4. Click **Test**. The Please Wait... message will appear in the top-right of screen whilst ECURMS



determines how many letters will be prepared. Once ready, ECURMS will display a dialog. Click **OK**.

5. Click **Build** to create the Project Summary Sheet.

6. To view the Project Summary Sheet, click the glasses icon under the View column.

   Whilst possible to add directly to attachments by clicking the Attachment icon, this will be HTML format, it is recommended you view the Project Summary Sheet, convert to PDF and upload to attachments.

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
2 result(s) matched the criteria

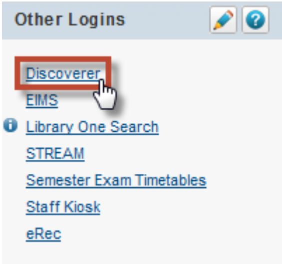
Institution Number	CI Full Name	Sponsor/Scheme Name	Project Title	Associated Department - Proposal Primary	Associated Department - Proposal Primary Parent	Proposal Status - Current	Proposal Status Date - Current	Current Proposal Status Recorded By	Deadline Date
G1002004	ARMSTRONG, Leisa	Default Sponsor	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:

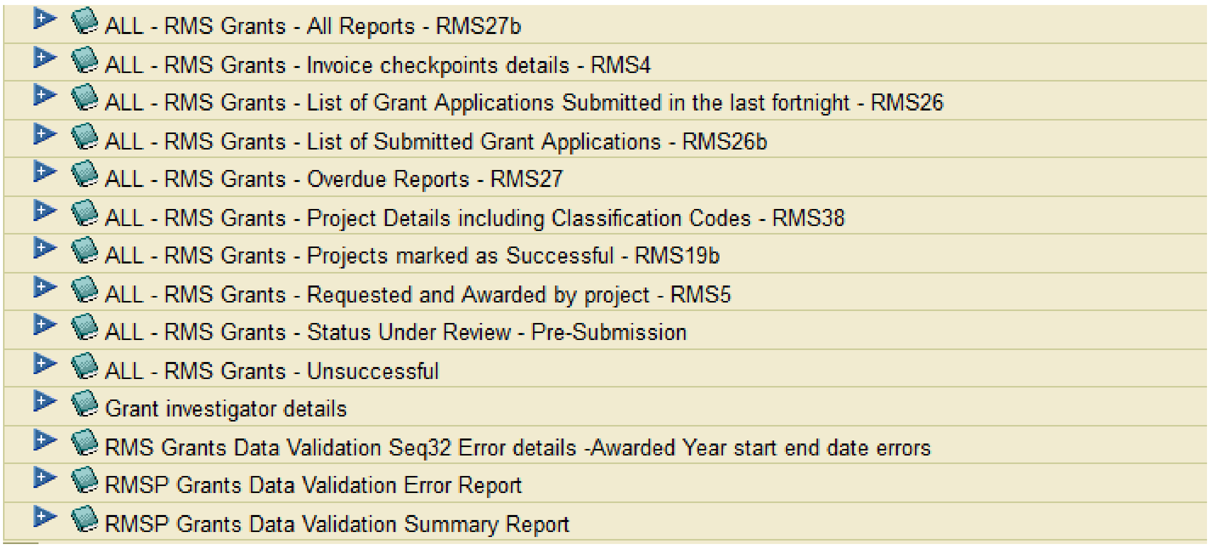
If you are using ECURMS to access Discoverer Viewer you'll be presented with a widget on the home page containing links to a guide to using Discoverer and an explanation of naming conventions.

2. Log in using the following details:
   - **User name:** rms_readonly
   - **Password:** PRODPASS1234
   - **Database:** rmsp
   - **End user layer:** rms_eul

3. **Select your report**.

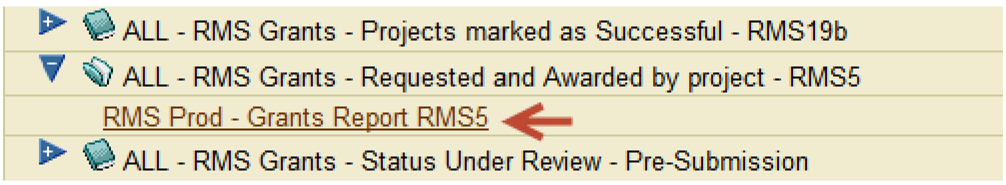
   Reports can be viewed for all schools by selecting a report prefixed by ‘All’.

   a. Expand the relevant row by clicking the icon.

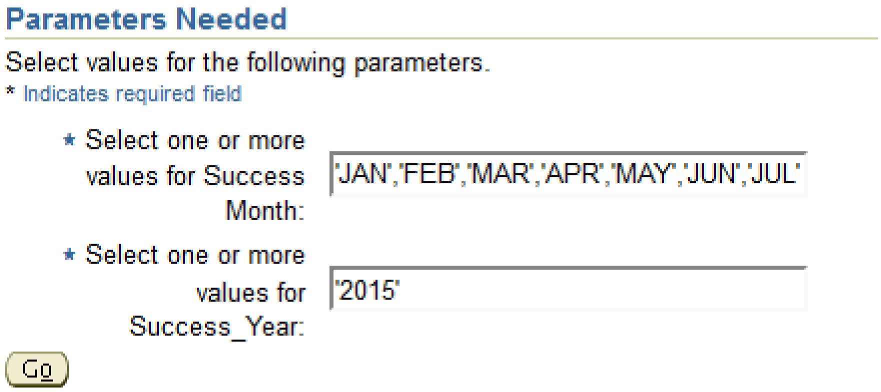


   This will reveal a hyperlink.

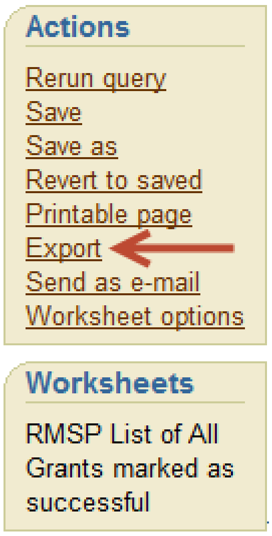
   b. Click the hyperlink to open the report.



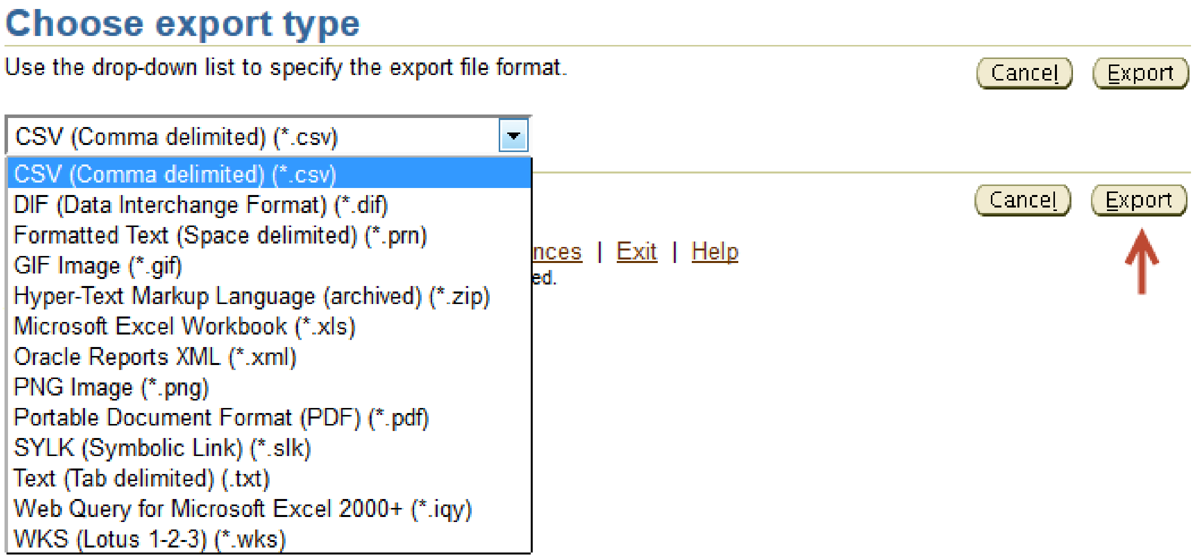
   c. The ‘Submitted’ and ‘Successful’ reports have search filters, allowing you to select the range of dates for which you require information. If you’d like to view all records leave these fields blank.



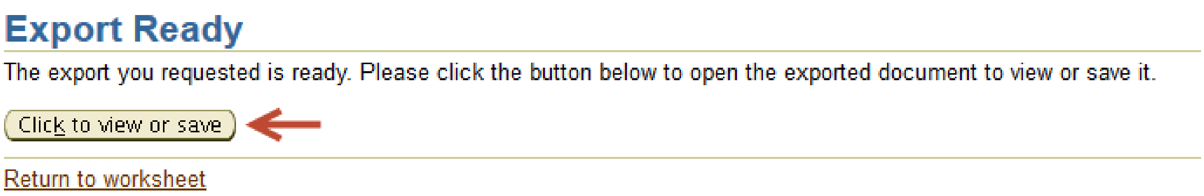
4. You may wish to export the data. To do this **click 'Export'** under the 'Actions' menu to the left of the page.



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'**.

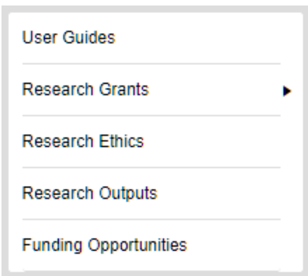


You will then have the option to **view or save the report**.



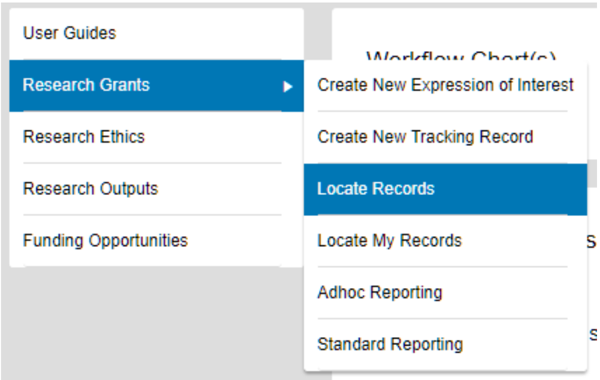
Searching in ECURMS

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'**.

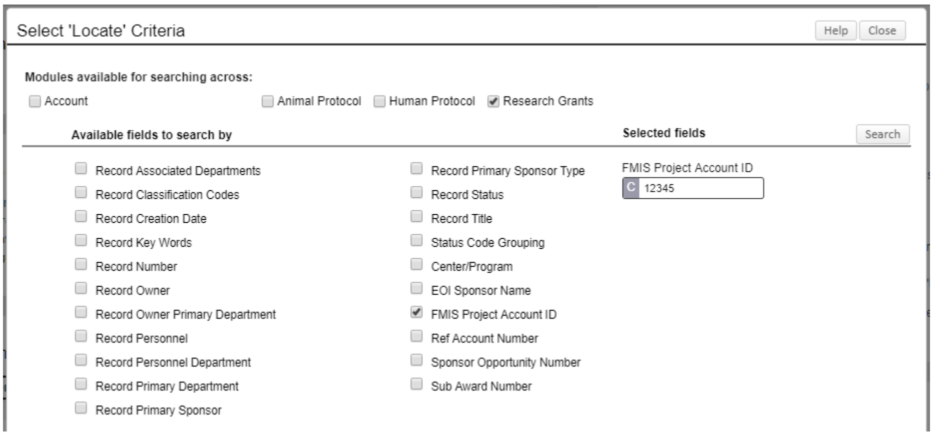


3. You can search using a number of different criteria:

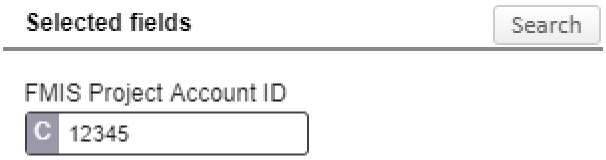
- **'FMIS Project Account ID'**: the Oracle project account code.
- **'Record Creation Date'**: this refers to the date that the Proposal was recorded in ECURMS.
- **'Record Number'**: grant ID, usually beginning with 'G'.
- **'Record Owner'**: the project owner in this context is the Chief Investigator. 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:
  - Australian Commonwealth Government
  - Australian Foundations charities principally non-profit organisations
  - Australian R&D Corporation, Council or Board
  - Default Sponsor Type
  - Edith Cowan University
  - 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:

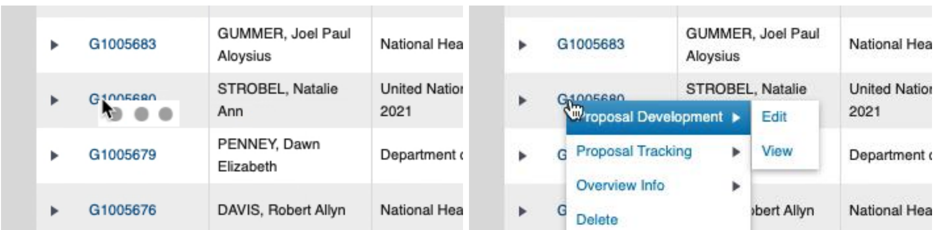


Once you have entered your criteria, **click 'Search'**.



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.

Further assistance

If you require instructions on ECURMS processes not included in this guide please consult the following manuals available from the ECURMS WebApps Resources web page:

- Creating and Submitting and an Expression of Interest (EOI): A Guide for Researchers
- Reviewing Research Proposals: A Guide for Associate Deans Research
- Contracts and Variations: A Guide for Research Support

If you require further assistance please contact researchsystemssupport@ecu.edu.au.