

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:

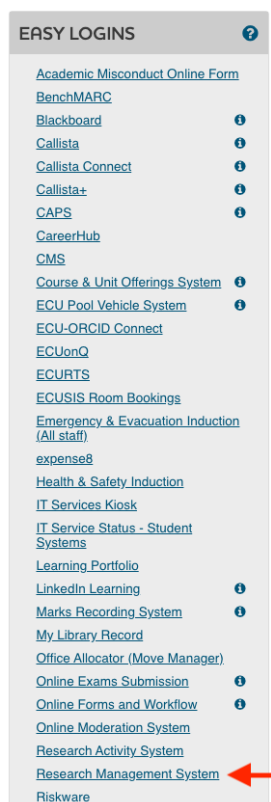
1. **Success statuses:**
 - a. **Successful:** the grant application was successful and funding has been awarded. To be used where ECU is to receive funding.
 - b. **Successful with conditions:** the Chief Investigator (CI) must make revisions to their proposal before funding is awarded.
 - c. **Successful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

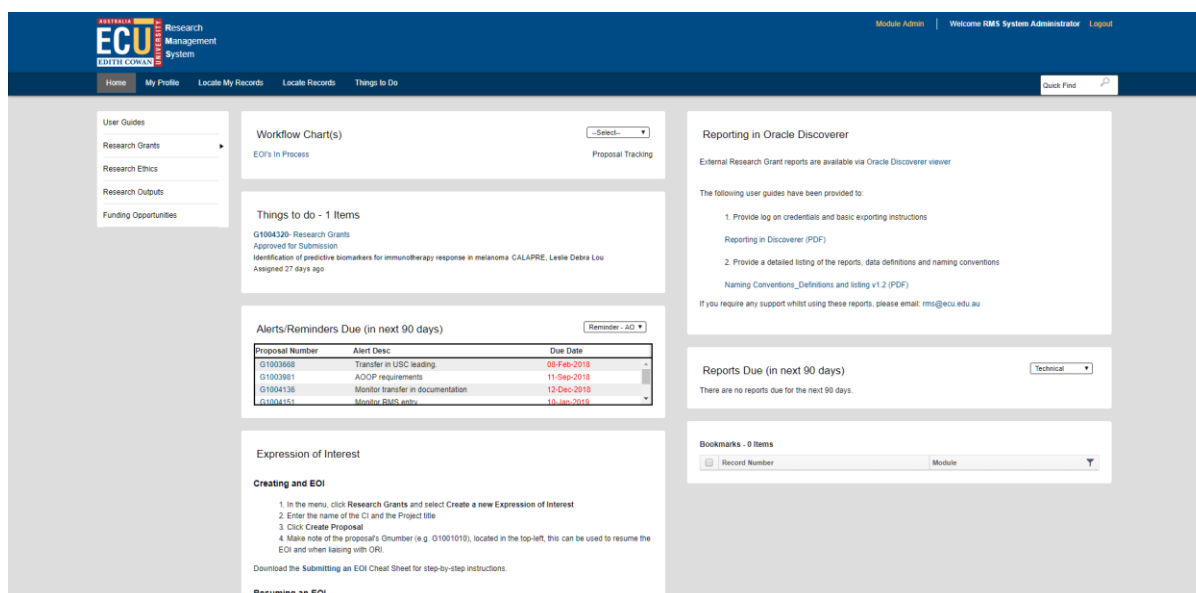
Accessing ECURMS

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.



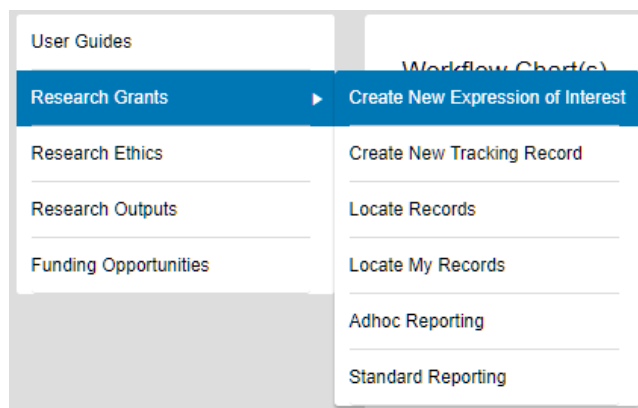
Please note: If you are accessing ECURMS outside of the ECU network, you will need to install and run [VPN software](#).

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.

Instructions:

Enter and select the name of the Lead Chief Investigator and click the Create Proposal button to commence the Expression of Interest process.

On subsequent screens, you will provide details of the proposed project, such as:

- proposed project title;
- team members;
- sponsor; and
- funding support details.

Create Proposal

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:

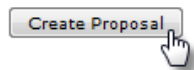
b. For example: if you are selecting the name 'Joe Investigator', you can begin by typing either 'Joe' or 'Investigator' in the predictive text box and the database will refresh with a collection of names that contains 'Investigator' or 'Joe' in the names:

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.

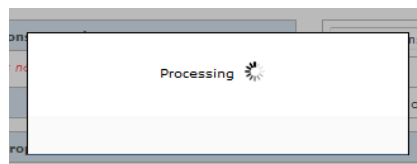
Please enter the proposed project title

3. Click 'Create Proposal'.



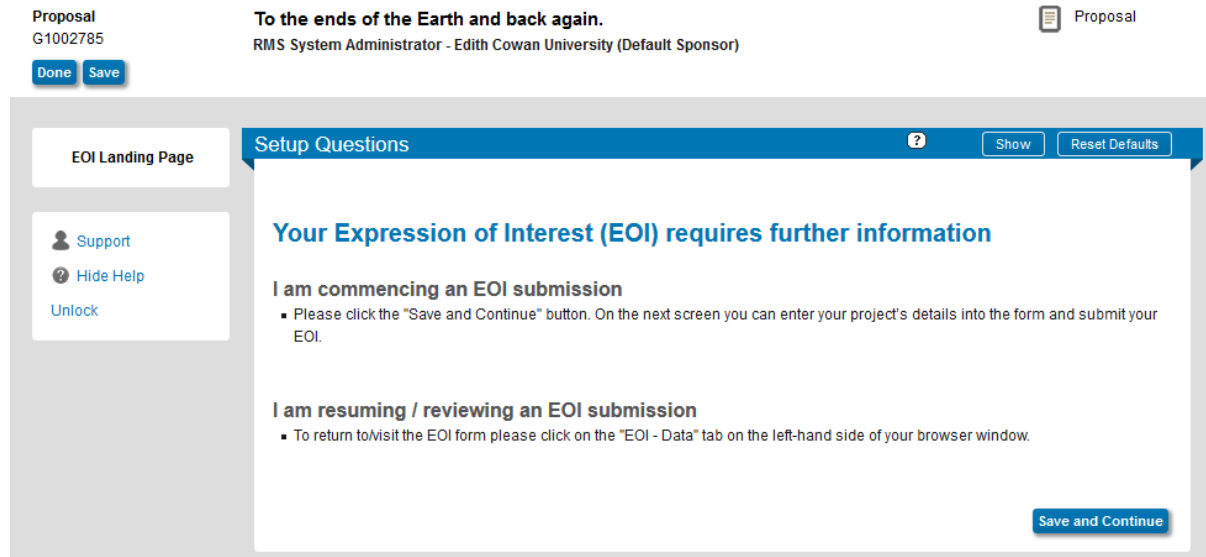
The screenshot shows the 'Create New Proposal' form. At the top left is the ECU logo. The title 'Create New Proposal' is centered at the top. Below the title are three input fields: 'Please type and select the CI Name' (with a dropdown menu showing 'Investigator, Joe - - Research Quality & Policy (5)'), 'Proposal Type' (with a dropdown menu showing 'Expression of Interest'), and 'Please enter the proposed project title' (with a text area containing 'To the ends of the Earth and back again.'). Below these fields is a yellow box with 'Instructions:' and a list of required details: proposed project title, team members, sponsor, and funding support details. A 'Create Proposal' button is located at the bottom right of the form.

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.



The screenshot shows the 'Setup Questions' page for an Expression of Interest (EOI) submission. At the top, the proposal title is 'To the ends of the Earth and back again.' and the sponsor is 'RMS System Administrator - Edith Cowan University (Default Sponsor)'. The proposal ID is 'G1002785'. There are 'Done' and 'Save' buttons. The main content area has a blue header 'Setup Questions' with a help icon and 'Show' and 'Reset Defaults' buttons. Below the header, the text reads: 'Your Expression of Interest (EOI) requires further information'. There are two sections: 'I am commencing an EOI submission' with a bullet point: 'Please click the "Save and Continue" button. On the next screen you can enter your project's details into the form and submit your EOI.' and 'I am resuming / reviewing an EOI submission' with a bullet point: 'To return to visit the EOI form please click on the "EOI - Data" tab on the left-hand side of your browser window.' A 'Save and Continue' button is located at the bottom right of the main content area. On the left side, there is a sidebar with 'EOI Landing Page' and 'Support' options: 'Support', 'Hide Help', and 'Unlock'.

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 identify 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.


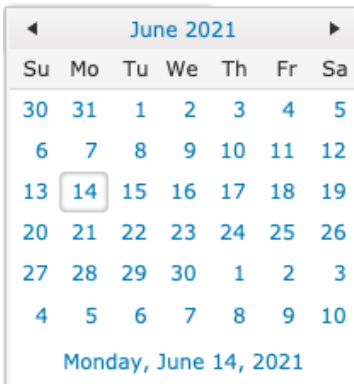
2. Sponsor and Scheme Name

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.

*** Closing date**

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Monday, June 14, 2021

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.

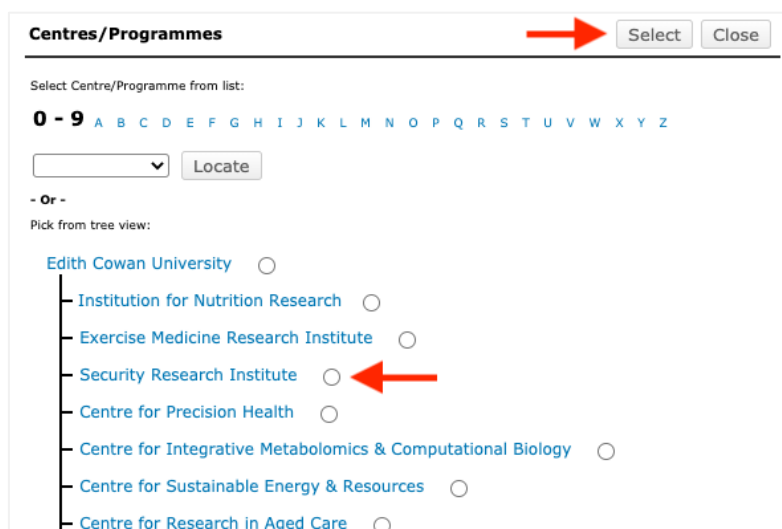
Is this project affiliated with an [ECU Strategic Research Centre/Institute](#)?

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:

***Will ECU be the lead institution on the proposal?**
 Yes No

b) If ECU are not leading the submission, you should provide the name of the lead institution in the field that appears (note: this is a free text entry field):

*** Will ECU be the lead institution on the proposal?**
 Yes No

Provide the name of the administering organisation:

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

Will ECU receive any of the requested project funds?
 Yes No

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.

Research Team Add Person

Researcher Name	School (ECU) / Institution (Non-ECU)	Proposed Role on Project
Joe INVESTIGATOR	School of Science	Associate Investigator
Jane SMITH	School of Engineering	Project Manager

13. Save and complete.

Once you have worked through the form and answered all appropriate questions you will be able to 'Complete' the form. Once this has been done you will then be in a position to add supplementary materials (if appropriate) and route your EOI to your line manager.

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

Instructions



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

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

Proposal
G1002785

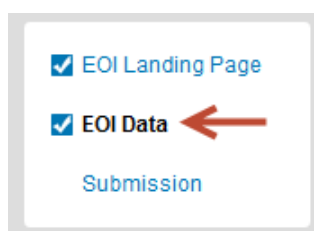
To the ends of the Earth and back again.
RMS System Administrator - Edith Cowan University (Default Sponsor)

Proposal

Done Save

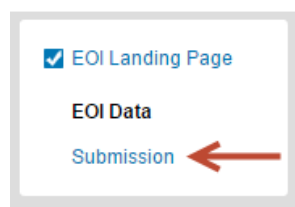
The screenshot shows the 'EOI - Tab' interface. On the left, there is a sidebar with 'EOI Landing Page' (checked), 'EOI Data', and 'Submission'. Below this are 'Support' and 'Show Help' links. The main content area is titled 'EOI - Tab' and contains 'Instructions' and 'Project Details'. The 'Instructions' section has a 'Complete' checkbox (checked) and three bullet points: '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.', and 'You can save this proposal and complete it at a later date, note the G number in the top-left hand corner.' The 'Project Details' section includes three fields: '* Proposed Project Title' (filled with 'To the ends of the Earth and back again.'), '* Sponsor and Scheme name' (filled with 'Edith Cowan University'), and '* Closing date' (filled with '17-Nov-2016').

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



Expression of Interest: Uploading supporting documents

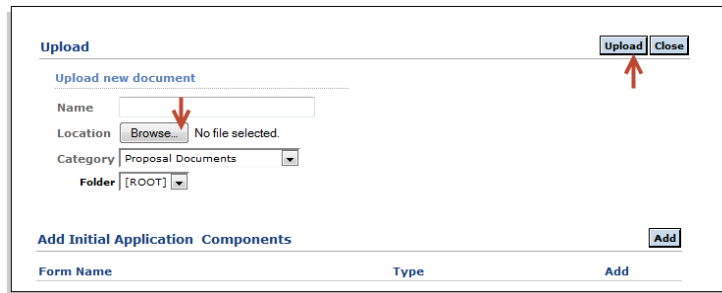
If you wish to include supporting documentation in your EOI then you should click the 'Submission' link:



Then click the link 'Add Institution Forms/Supporting Documents'.

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

This will launch the 'Upload new document' window.

A screenshot of a web-based 'Upload' window. The window has a title bar with the text 'Upload' and two buttons, 'Upload' and 'Close'. Below the title bar, the text 'Upload new document' is displayed. There are four input fields: 'Name' (a text box with a red arrow pointing to it), 'Location' (a 'Browse...' button with the text 'No file selected.' to its right), 'Category' (a dropdown menu with 'Proposal Documents' selected), and 'Folder' (a dropdown menu with '[ROOT]' selected). At the bottom of the window, there is a section titled 'Add Initial Application Components' with an 'Add' button. Below this section, there are three columns: 'Form Name', 'Type', and 'Add', each with a text input field.

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.

Submission ? Completed

Prior to finalising your EOI submission:

- Ensure you attach any relevant supporting documents that may give your Dean/Associate Dean (Research) important context when reviewing your EOI. Supplementary supporting attachments can be added into the table below.
- **Once you have completed attaching relevant supporting documentation, submit this EOI by clicking on the "thumbs up" icon below.**

Once submitted, your form will be sent electronically to your Dean/Associate Dean (Research) for their input and approval. You will receive an automated response once a review decision has been made.

If, at any time, you have any difficulty or are unsure how to complete this form, please contact your [Research Administration Officer](#).

Components for Initial Application Pre-Review Route: RPA Approval Route Submit Pre-Review

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

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

Certification Close

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

Accepted Declined

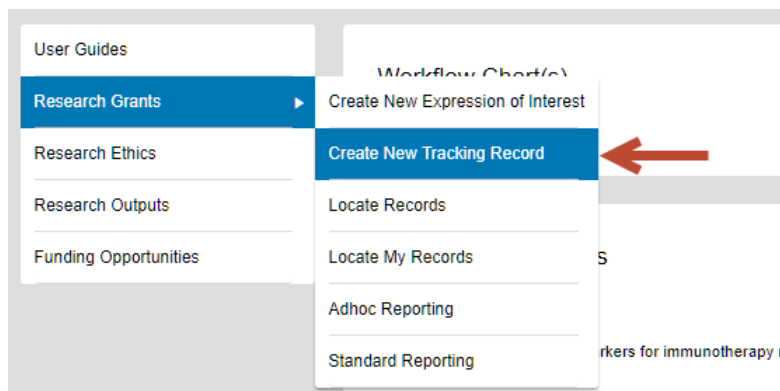
[Continue](#)

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

Proposal Setup

System Administrator, RMS - Edith Cowan University ← **CHIEF INVESTIGATOR**

Sponsor Name

Continue

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

Done Save New Proposal Created for RMS System Administrator on 09-May-2019 2:52:45 PM
Dr Joe Investigator - Office of Research & Innovation (Edith Cowan University / ECU Early Career Researcher Grant - 2017) Proposal G1003516 Edit Mode

Submissions (1)

- Expression of Interest+
- Add New PT
- Add New PD
- Awards (0)
- Deliverables (0)
- Scheduled Payments (0)
- Classification Codes (0)
- Communications (0)
- Attachments (0)

Submission Summary Add New PT Add New PD

TYPE	NUMBER	CREATED	SUBMITTED	STATUS	AMOUNT		OPEN		DELETE
					REQUESTED	AWARDED	PD	PT	
Expression of Interest	G1003516	09-May-2019		Entering in PT	\$0.00	\$0.00			

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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.

Opportunity Number ?

←

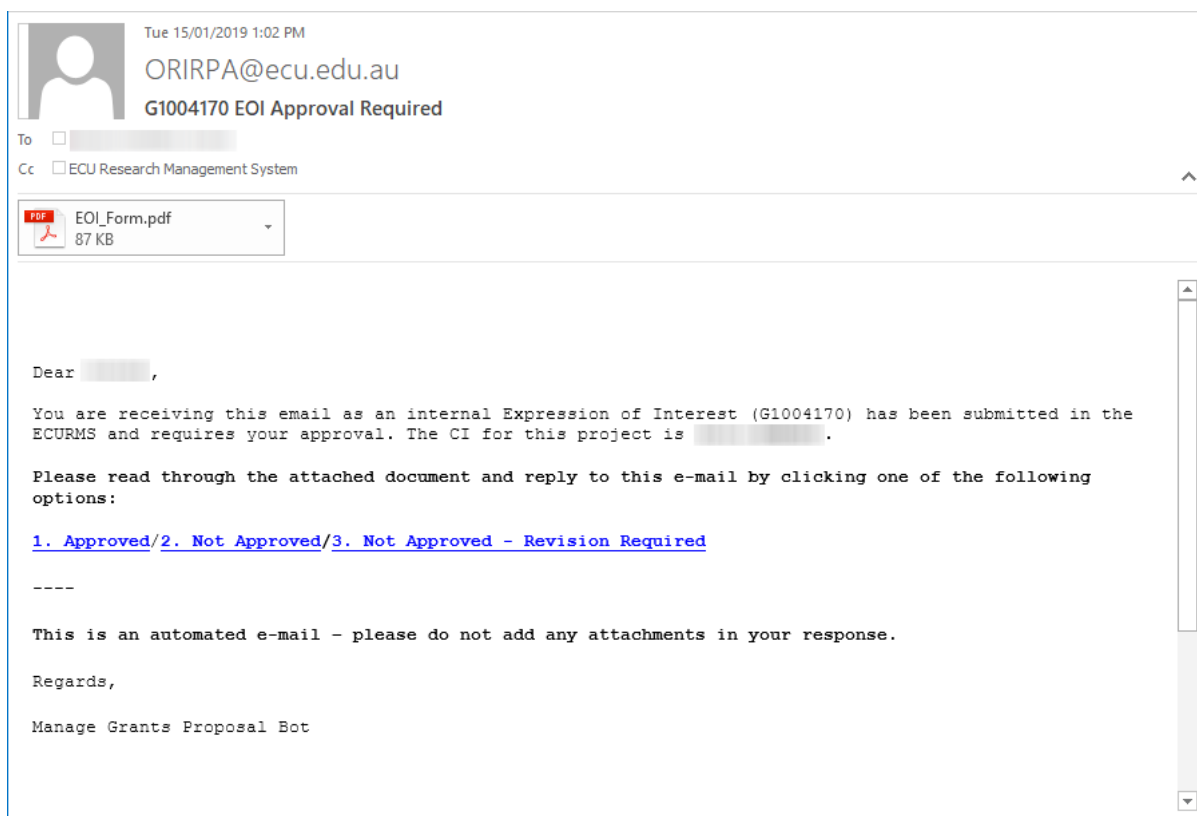
- b. If the sponsor / scheme needs to be modified, click **Change** to the right of the current sponsor / scheme name at the top of the screen.

Edith Cowan University/ECU Early Career Researcher Grant - 2017 ←

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.



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.

Submissions (1) —

Full Proposal —

Summary

Sponsor

Personnel (4) +

Budget +

Agreements (1) +

Communications (10)

Attachments (6) +

Last Updated: 03-May-2019 1:48:48 PM

Proposal Type: Full Proposal

Processed Date: 30-Apr-2019

Unsuccessful: Alert

Time Zone:

Status: Active

Institution Number: G1003511

Submitted: Alert

Deadline Date: 03-May-2019 Alert

FMS Project Account ID

Outcome Notif.: Alert

Deadline Type

Internal File

Success Date: Alert

Deadline Time

Edit Mode

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.

Submissions (1) —

Full Proposal —

Summary

Sponsor

Personnel (4) +

Budget +

Agreements (1) +

Communications (10)

Attachments (6) +

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.

Add Personnel [hide]

Prime Proposal Structure

Add To:

Budget Period * per (1)

Budget Period * per (2)

Personnel Type

Key

Create Profile

Name (Last, First)

Begin typing to select Personnel Name...

Role

CI

Save

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 should not be entered as non-key**

- 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.

- 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.**

Senior/Key		PI	NAME/ROLE	MAIL	ORGANIZATION / DEPARTMENT	% EFFORT	% ALLOC.	ALLOC. AMT.	REMOVE
⋮	⊕	Joe	Investigator CI *	✉	Edith Cowan University Office of Research & Innovation	0.043%	🔒	<input type="checkbox"/>	<input type="checkbox"/>
⋮	⊕	Alison Claire Young	SubAward PI Certifications and Training	✉	University of Melbourne University of Melbourne	0%	🔒	<input type="checkbox"/>	<input type="checkbox"/>
⋮	⊕	Michael Shane O'LEARY	CI Certifications and Training	✉	Edith Cowan University Office of Research & Innovation	0%	🔒	<input type="checkbox"/>	<input type="checkbox"/>
⋮	⊕	Andrew Churchyard	CI Certifications and Training	✉	Monash University Monash Medical Centre	0.03%	🔒	<input type="checkbox"/>	<input type="checkbox"/>
⋮	⊕	Grant Waterer	Inactive Certifications and Training	✉	University of Western Australia UWA	0%	🔒	<input type="checkbox"/>	<input type="checkbox"/>

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 achieved 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.

Senior/Key

PI	NAME/ROLE	MAIL	ORGANIZATION / DEPARTMENT
1	Bryan James GARNETT-LAW CI *	✉	Edith Cowan University Office of Research & Innovation
2	SubAward PI Certifications and Training	✉	University of Melbourne University of Melbourne
3	Michael Shane O'LEARY CI Certifications and Training	✉	Edith Cowan University Office of Research & Innovation
4	David Ames CI Certifications and Training	✉	University of Melbourne University of Melbourne
5	Jason Beringer SubAward PI Certifications and Training	✉	Monash University Monash University
6	Grant Waterer SubAward PI Certifications and Training	✉	University of Western Australia UWA

DRAG TO RE-ORDER

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.

The screenshot shows the ECURMS interface. On the left is a sidebar with a 'Submissions (1)' section containing various menu items: Full Proposal, Summary, Sponsor, Personnel (4), Budget, Period 1, Period 2, SubAwards (1), Cost Sharing, Justifications, and Setup. The 'Setup' item is highlighted with a red arrow. The main content area shows the 'Setup' configuration for a grant, with tabs for GENERAL, PERIOD/DATES, CHANGE PI, and BUDGET SOURCES. The 'CHANGE PI' tab is selected, indicated by a red arrow. Below the tabs, there is a dropdown menu for 'Change the PI' with the text 'Replace and Remove the Current PI'. Below that is a text input field for 'Name (Last, First)' with the placeholder 'Begin typing to select Personnel Name...' and an 'Add New PI' button. At the bottom, there is a table titled 'Switch PI To....' with columns 'NAME' and 'DEPA'. The table contains two rows: 'Investigator, Joe' with 'Office' and 'O'LEARY, Michael Shane' with 'Office'.

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	<input checked="" type="checkbox"/>
O'LEARY, Michael :	Office of Research & Innovation	<input type="checkbox"/>

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

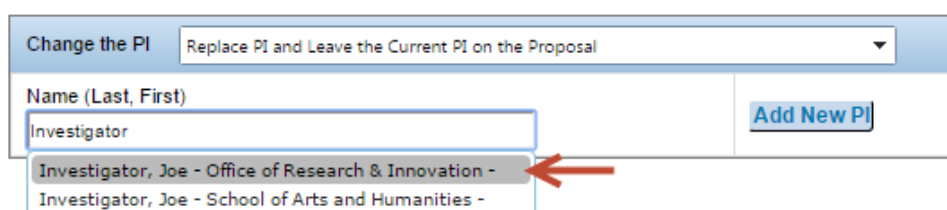
A Game of Thrones: Who will Rule

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

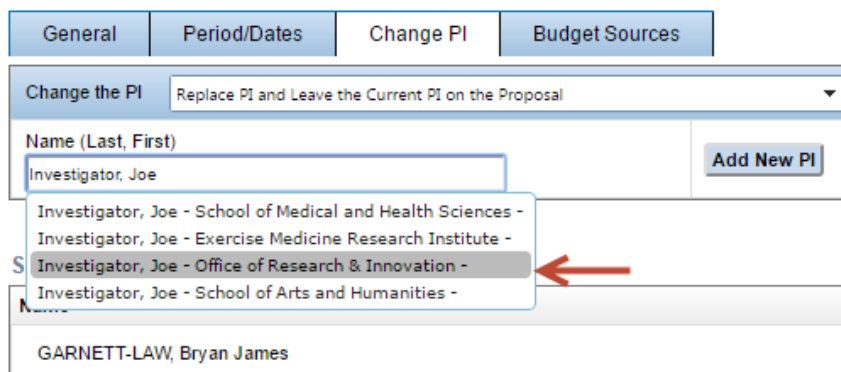
The Replace and Remove the Current CI method can also be useful where problems are experienced with the current Lead CI. Where this occurs:

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

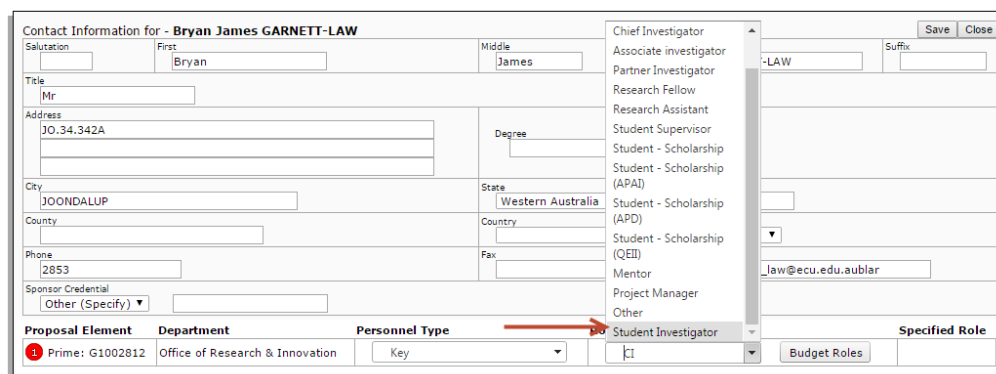
How to change Lead CI to Student Supervisor

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**'.

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

Senior/Key		
PI		NAME/ROLE
<input type="radio"/>	1	RMS System Administrator CI * Certifications and Training
<input checked="" type="radio"/>	1	Corin Michael GARNETT-LAW CI Certifications and Training

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

Change PI
Save Close

Please select the periods to change the PI for:

+... G1002812

CI ← Select Student Supervisor

- Click 'Save'.
- Delete 'Joe Investigator' from Personnel.

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

Inactivating a member of the research team

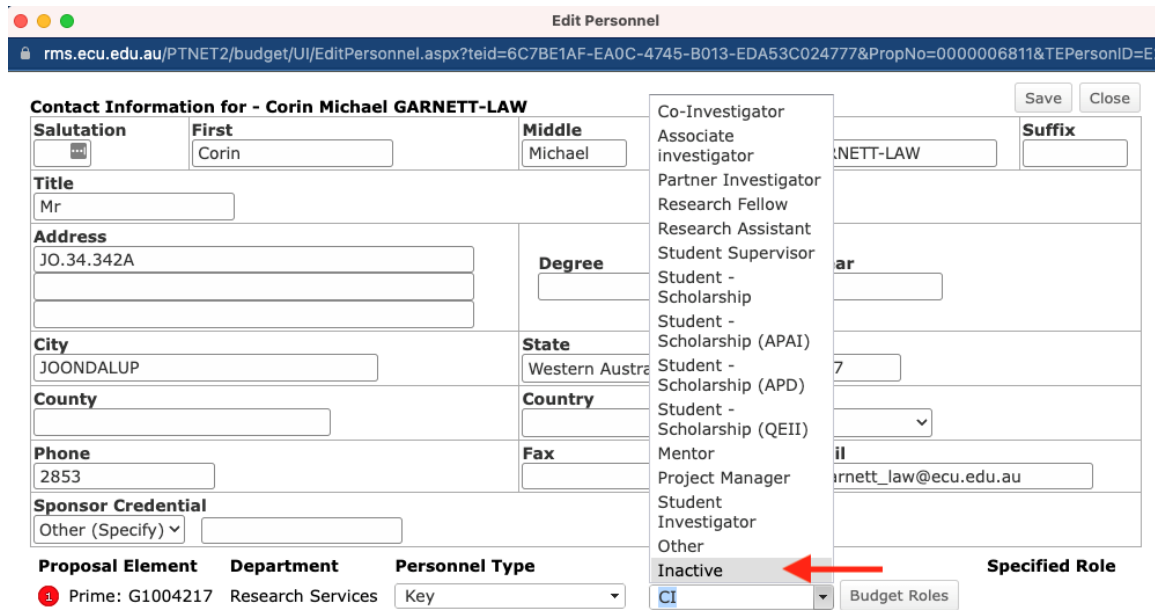
Where a member of the research team departs use the following steps to inactivate them. In Personnel:

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

All Certifications and Training

Senior/Key		
CI		NAME/ROLE
<input checked="" type="radio"/>	1	Joe Investigator CI * Certifications and Training
<input type="radio"/>	1	<u>Corin Michael GARNETT-LAW</u> ← CI Certifications and Training

- 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](#))

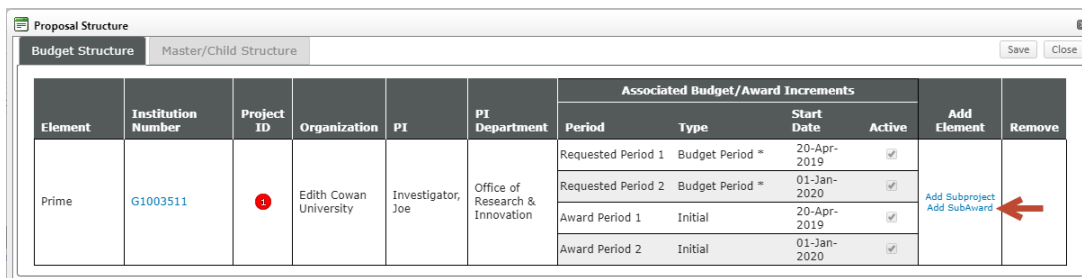
Research team members with a role of inactive are not included in the Project Summary Sheet.

Adding a subcontractor

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

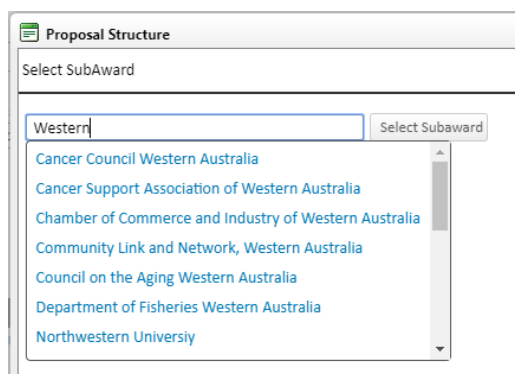
Adding a subcontractor via Personnel

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

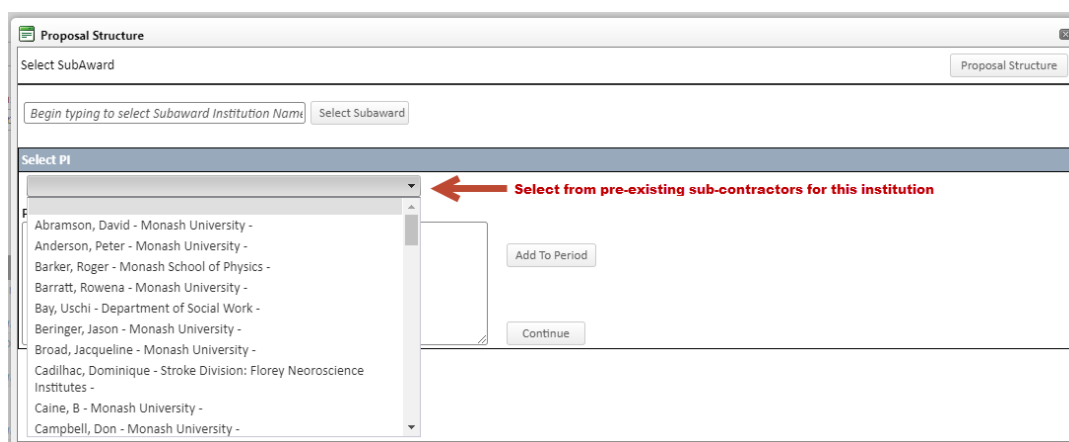


Element	Institution Number	Project ID	Organization	PI	Department	Associated Budget/Award Increments				Add Element	Remove
						Period	Type	Start Date	Active		
Prime	G1003511	1	Edith Cowan University	Investigator, Joe	Office of Research & Innovation	Requested Period 1	Budget Period *	20-Apr-2019	<input checked="" type="checkbox"/>	Add Subproject Add Subaward	
						Requested Period 2	Budget Period *	01-Jan-2020	<input checked="" type="checkbox"/>		
						Award Period 1	Initial	20-Apr-2019	<input checked="" type="checkbox"/>		
						Award Period 2	Initial	01-Jan-2020	<input checked="" type="checkbox"/>		

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 subcontractor.
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.

based enabling programs (re Grants) Proposal G1001112

View Mode

Rollup subprojects: Not Rollup

ID	TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]			
			TOTAL		TOTAL		DIRECTS	F&A	TOTAL	
-Dec-2013	Original*	Requested	\$ 17,682.00		-		\$ 17,682.00	-		\$ 17,682.00
-Dec-2014	Original*	Requested	-		-		-	-		-
-Dec-2015	Original*	Requested	-		-		-	-		-
-Dec-2016	Original*	Requested	-		-		-	-		-
Total:			\$ 17,682.00		\$ 0.00		\$ 17,682.00	\$ 0.00		\$ 17,682.00

Message from webpage: The increment dates included in this budget are not within the project period dates. Before changes can be made to this record the date must be aligned on the Budget Setup tab. If you do not have access to the budget setups tab please contact your administrator.

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	DIRECT COSTS
Subtotal Personnel:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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.

7015000050060611 - test

Proposal PD2015.2660

There are structural discrepancies in this proposal. Please correct on the Setup tab.

There are structural discrepancies in this proposal. Please correct on the Setup tab

The application will automatically detect misaligned structure

The Budget will be uneditable until the structure is fixed

Budget Summary [hide]

Periods [hide]						Project [hide]				
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	14-Jul-2015	19-Jul-2015	Budget Period *	Pending	-	-	-	-	-
2	2	20-Jul-2015	25-Jul-2015	Budget Period *	Pending	-	-	-	-	-
3	3	26-Jul-2015	31-Jul-2015	Budget Period *	Pending	-	-	-	-	-
Total						\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Subproject Summary [show]

Personnel [hide]

Name	Period 1	Period 2	Period 3	Direct Costs
Detail Ortiz Omi P/OPI	-	-	-	\$ 0.00

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.

There are structural discrepancies in this proposal. Please correct on the Setup tab.

Setup

General **Period/Dates** Change PI Budget Sources

Project Period

Start	End
14-Jul-2015	31-Jul-2015

Shift Project Dates

	New	Old
Project Start		14-Jul-2015
-Or-		31-Jul-2015
Shift by		

Budget Period **Re-Align SubBudgets** New Period New Modification

Budget Period	Start	End	Remove
1 - Budget Period *	14-Jul-2015	19-Jul-2015	
2 - Budget Period *	20-Jul-2015	25-Jul-2015	
3 - Budget Period *	26-Jul-2015	31-Jul-2015	

Override Increment Date Validations
*Checking this setup will allow increment dates to extend beyond the boundaries of their "Linked To" periods.
 Checking this setup will allow period dates to overlap and allow gaps to exist between Periods.
 Funds will roll up based on the "Linked To" Period.*

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.

Re-Align SubBudgets

New Period Save

Prime - PD2015.2660	SubProj - 9900078	SubProj - 9900079	SubAwd - 9900119	SubProj - 9900137	SubAwd - 9900532	Remove
Period - 1						
New Modification						
1 - Budget Period *	1 - Budget Period *	1 - Budget Period *		1 - Budget Period *	1 - Budget Period *	
Period - 2						
New Modification						
2 - Budget Period *	2 - Budget Period *	2 - Budget Period *		2 - Budget Period *	2 - Budget Period *	
Period - 3						
New Modification						
3 - Budget Period *	3 - Budget Period *	3 - Budget Period *		3 - Budget Period *	3 - Budget Period *	

Un-Linked Sub Increments

Prime - PD2015.2660	SubProj - 9900078	SubProj - 9900079	SubAwd - 9900119	SubProj - 9900137	SubAwd - 9900532	Remove
Period - 1						
			1 - Budget Period *			
Period - 2						
			2 - Budget Period *			
Period - 3						
			3 - Budget Period *			

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.

Re-Align SubBudgets

New Period	Save	Prime - PD2015.2660	SubProj - 9900078	SubProj - 9900079	SubAwd - 9900119	SubProj - 9900137	SubAwd - 9900532	Remove
Period - 1								
New Modification								
1 - Budget Period *		1 - Budget Period *	1 - Budget Period *	1 - Budget Period *	1 - Budget Period *	1 - Budget Period *	1 - Budget Period *	Remove
Period - 2								
New Modification								
2 - Budget Period *		2 - Budget Period *	2 - Budget Period *	2 - Budget Period *	2 - Budget Period *	2 - Budget Period *	2 - Budget Period *	Remove
Period - 3								
New Modification								
3 - Budget Period *		3 - Budget Period *	3 - Budget Period *	3 - Budget Period *	3 - Budget Period *	3 - Budget Period *	3 - Budget Period *	Remove
Un-Linked Sub Increments								
- Period - 1								
				1 - Budget Period *				Remove
- Period - 2								
				2 - Budget Period *				Remove
- Period - 3								
				3 - Budget Period *				Remove

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.

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

7015000050060611 - test
Omi asdf Ortiz asdf - InfoEd International (A Territory Resource / A-T RESOPURCE SCHEME1)

Proposal PD2015.2660

Setup

General | Period/Dates | Change PI | Budget Sources

Project Period

Start	End
14-Jul-2015	31-Jul-2015

Shift Project Dates

	New	Old
Project Start		14-Jul-2015
		31-Jul-2015

-Or-

Shift by: days

Budget Period	Start	End	Remove
1 - Budget Period *	14-Jul-2015	19-Jul-2015	
2 - Budget Period *	20-Jul-2015	25-Jul-2015	
3 - Budget Period *	26-Jul-2015	31-Jul-2015	

Override Increment Date Validations
Checking this setup will allow increment dates to extend beyond the boundaries of their "Linked To" periods.
 Checking this setup will allow period dates to overlap and allow gaps to exist between Periods.
 Funds will roll up based on the "Linked To" Period.

Recording the budget

- Click **Budget**

- Submissions (1)
- Expression of Interest
- Summary
- Sponsor
- Personnel (2)
- Budget**
- Agreements (0)

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

Done Save **New Proposal Created for RMS System Administrator Dr Joe Investigator - Research Services (Edith Cowan University)**

Submissions (1)

Expression of Interest

Summary

Budget Summary

Project Period: [Manage](#)

01-Jan-2021 to 30-Nov-2023

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

Manage Periods

Project Period: 01-Jan-2021 to 30-Nov-2023 Save Close

Split at 31-Dec

Budget Period New Period

BUDGET PERIOD	START	END	DELETE
1	01-Jan-202	31-Dec-202	Delete
2	01-Jan-202	31-Dec-202	Delete
3	01-Jan-202	30-Nov-202	Delete

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

Budget periods will be added.

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

GENERAL	PERIOD/DATES	CHANGE PI	BUDGET SOURCES
SOURCE	CHARGE TO		SHORT NAME
SRC 1	Edith Cowan University/ECU Industry Collaboration Grant - 2017 O		Sponsor
SRC 2	Edith Cowan University		Institution
SRC 3	Office of Research & Innovation		Unallowable

To add an additional cost sharing source:

- 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.

University of Add Source

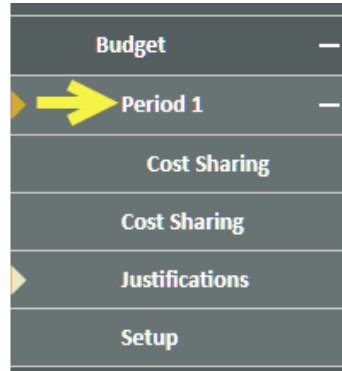
- Autonomous University of Barcelona - Grant
- Friedrich Wilhelms University of Bonn
- Kwame Nkrumah University of Science and Technology
- University of Arizona - Grant
- University of Barcelona
- University of Canterbury - Grant
- University of Cape Town
- University of Cape Town
- University of Delhi

- Enter a short name for the new cost sharing source

Source	Charge To	Short Name
SRC 1	Select Charge To	Sponsor
SRC 2	Edith Cowan University	Inst
SRC 3	Edith Cowan University	Unallow
SRC 4	Apple University Consortium	

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.

Non-Personnel Costs		Add Bulk Entry
CATEGORY	DESCRIPTION	TOTAL
No records to display.		
		Total \$ 0.000

Select Budget Category Add Item

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.

Non-Personnel Costs				
Detail		Justifications		Cost Sharing
		Show Calculations		Save and Close
		Save		Close
Costs by "Budget Period"		Annual Inflation	Manual Entry	
		Description		ECU In-Kind
PERIOD	START DATE	END DATE	TOTAL	
1	20-Apr-2019	31-Dec-2020	5,000.000	
			Total \$ 5,000.000	

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

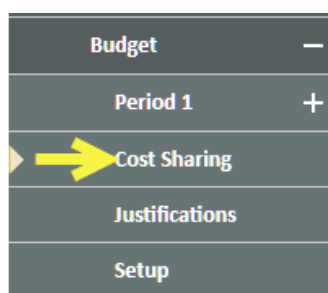
This will open the 'Bulk Entry' window, in which you can complete multiple lines.

Bulk Entry		AMOUNT
Other	Period 1 - Budget Period * \$	110,000.00
Description: Monash (Cash)		
Inflation: Manual Entry		
Other	Period 1 - Budget Period * \$	35,000.00
Description: Monash (In-Kind)		
Inflation: Manual Entry		
Other	Period 1 - Budget Period * \$	20,000.00
Description: ECU (Cash)		
Inflation: Manual Entry		
Other	Period 1 - Budget Period * \$	25,000.00
Description: UWA (Cash)		
Inflation: Manual Entry		

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.

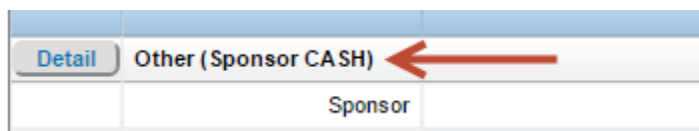
The preferred method for adding cost sharing sources is via the Budget Setup 'Budget Sources' tab, see instructions on [adding an additional cost sharing source](#).

Determining the cost sharing

- 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

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



- 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%.

The screenshot shows a software window titled 'Monash (Cash)' with a 'Cost Sharing' tab selected. It displays a table for 'PERIOD 1' with columns for 'SPONSOR [Hide]', 'INSTITUTION [Hide]', 'MONASH UNIVE... [Hide]', and 'UNALLOWABLE [Hide]'. Each row has input fields for 'Percent', 'Cost', 'Type', and 'Category'. Red arrows point to the 'Percent', 'Cost', and 'Type' fields for the 'MONASH UNIVE...' row.

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.

Non-Personnel Costs		PERIOD 1
Detail	Other (Monash (Cash))	
	Sponsor	0.000
	Institution	0.000
	Monash Unive...	110,000.000
	Unallowable	0.000

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.

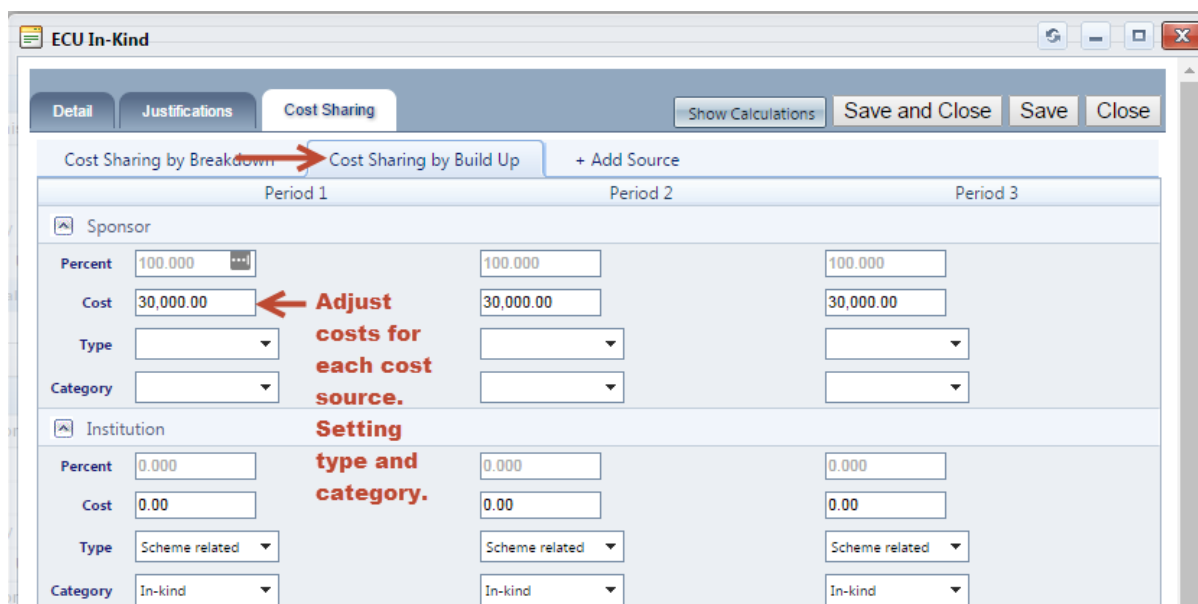
- Each contributing party will have just one row that determines that cost sharing of all of their contributions with columns indicating the split for each across the budget periods.

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.

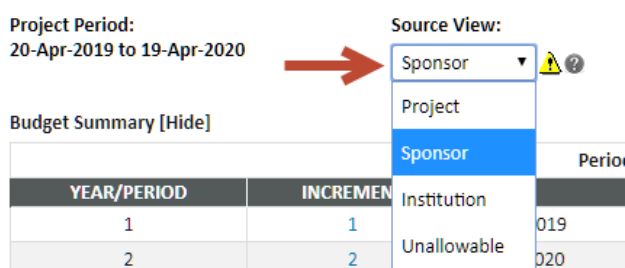


At times, the Cost Sharing by Breakdown method can be problematic, Cost Sharing by Build up can be useful to rectify this.

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.

SubAwards [Hide]

INST/CONTRACTOR NAME	
Detail	Monash University
Detail	University of Melbourne

University of W

Begin typing to select a subawardPI Add SubAward

- University of Warwick
- University of Western Australia
- University of Western Sydney
- University of Wollongong
- University of Wollongong in Dubai

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

SubAwards [Hide]

INST/CONTRACTOR NAME	
Detail	Monash University
Detail	University of Melbourne

University of Western Australia

Add SubAward

Subprojects [show] [Import as Subproject](#)

- Hankey, Graeme J -
- Morahan, Grant -
- Venville, Grady -
- Waterer, Grant -

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.

Budget	—
Period 1	+
Period 2	+
SubAwards (3)	+
Cost Sharing	
Justifications	
Setup	

- From the SubAwards page select the SubAward Number.

SubAwards On Record Number G1003511

Drag a column header and drop it here to group by that column

Institution Name	SubAward Number	Status
Monash University	Sub/0000003032	Pending
University of Melbourne	Sub/0000003031	Pending
University of Western Australia	Sub/0000003033	Pending

Begin typing to select a Subaward Institution name Begin typing to select a subaward PI

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

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

Personnel [Hide]

NAME
Detail Beringer, Jason SubAward PI

Andrew -- Select Type -- -- Select Role -- Add Person

Churchyard, Andrew -- Monash Medical Centre

Non-Personnel [Hide]

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

Budget Detail for: Churchyard, Andrew

Detail | Appointments | Justifications | Cost Sharing

Committed Effort | Save and Close | Save | Close

Costs by Budget Period

PERIOD	ROLE	BASE SALARY	EFFORT	SALARY	FRINGE BENEFITS	TOTAL
1	CI	0.000	0.025	0.000	0.000	\$ 0.000
2	CI	0.000	0.025	0.000	0.000	0.000
Total				\$ 0.000	\$ 0.000	\$ 0.000

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

Personnel [Hide]

	NAME
Detail	Beringer, Jason SubAward PI
Detail	Churchyard, Andrew CI

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.

Senior/Key

PI	NAME/ROLE	MAIL	ORGANIZATION / DEPARTMENT
⋮	1 Joe Investigator CI * Certifications and Training	✉	Edith Cowan University Office of Research & Innovation
⋮	2 Alison Claire Young SubAward PI Certifications and Training	✉	University of Melbourne University of Melbourne
⋮	1 Michael Shane O'LEARY CI Certifications and Training	✉	Edith Cowan University Office of Research & Innovation
⋮	2 David Ames CI Certifications and Training	✉	University of Melbourne University of Melbourne
⋮	3 Jason Beringer SubAward PI Certifications and Training	✉	Monash University Monash University
⋮	3 Andrew Churchyard CI Certifications and Training	✉	Monash University Monash Medical Centre
⋮	4 Grant Waterer SubAward PI Certifications and Training	✉	University of Western Australia UWA

Legend:

1	Prime
2	SubAward - Sub/0000003031 (Alison Young)
3	SubAward - Sub/0000003032 (Jason Beringer)
4	SubAward - Sub/0000003033 (Grant Waterer)

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.

Submissions (1)	–
PD Full Proposal	–
Awards (2)	+
Deliverables (2)	+
Scheduled Payments (4)	
Classification Codes (4)	←
Communications (10)	
Attachments (6)	+

- 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.

Classification Codes Edit Mode

ECU Research Themes and Priority Areas Select Codes from Hierarchy or Enter New Code Add

CODEVALUE	NAME	WEIGHTING	ALL
2 5	Individual, economic, organisational, political and social transformation	50.00%	<input type="checkbox"/>
4 4	Digital citizenship and human behaviour	50.00%	<input type="checkbox"/>
TOTAL		100%	

FOR [2020] Select Codes from Hierarchy or Enter New Code Add

CODEVALUE	NAME	WEIGHTING	ALL
3 5 0 3 0 3	Business information systems	50.00%	<input type="checkbox"/>
3 5 0 8 0 6	Tourist behaviour and visitor experience	50.00%	<input type="checkbox"/>
TOTAL		100%	

SEO [2020] Select Codes from Hierarchy or Enter New Code Add

CODEVALUE	NAME	WEIGHTING	ALL
1 1 0 4 9 9	Tourism services not elsewhere classified	50.00%	<input type="checkbox"/>
2 2 0 4 0 8	Information systems	50.00%	<input type="checkbox"/>
TOTAL		100%	

Type of Research Select Codes from Hierarchy or Enter New Code Add

CODEVALUE	NAME	WEIGHTING	ALL
0 1	Applied	100.00%	<input type="checkbox"/>
TOTAL		100%	

- Highlight and click on your selected options for each section:

Select Codes from Hierarchy or Add

- 420101 Arts therapy
- 420102 Audiology
- 420103 Music therapy
- 420104 Occupational therapy
- 420105 Orthoptics
- 420106 Physiotherapy
- 420107 Podiatry
- 420108 Prosthetics and orthotics
- 420109 Rehabilitation
- 420110 Speech pathology

- Click **Add** to include the selected code

Select Codes from Hierarchy or Add

	WEIGHTING	ALL
TOTAL	0%	

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

WEIGHTING	ALL
50.00%	<input type="checkbox"/>
50.00%	<input type="checkbox"/>

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.

Attachments (16)	—
Deliverables (0)	
Executed Agreement (0)	
Finance (1)	+
Post Award and Contract (0)	
Post Award and Correspondence (0)	
Proposal (0)	

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:

Name	Category	Folder	Managed by	Submission	Versions	Last Updated	Select
Grant Proposal	Proposal Documents	ROOT	Record	Initial Application	1	18-Dec-2017 11:28:25 AM	<input type="checkbox"/>

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.

Name	Category	Folder	Managed by	Submission	Versions	Last Updated	Select
Grant Proposal	Proposal Documents	ROOT	Record	Initial Application	2	18-Dec-2017 11:28:25 AM	<input type="checkbox"/>

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.

Document Detail

Document Name: Document Category:

Folder: Public:

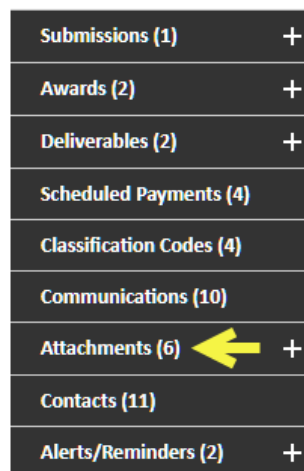
Document Upload History Add

File Name	Date Uploaded	Owner	View	Delete
APP1153079_Negin_Grant Proposal.pdf	18-Dec-2017 11:28:25	MIDDLETON, Sharon	View	Delete
APP1153079_Negin_Grant Proposal Revised.pdf	19-Feb-2018 15:51:34	RUDRUM, Kylie	View	Delete

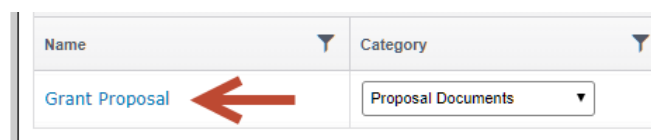
Viewing an Attachment

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:

Upload File

New document New version of existing document

Name

Category

Folder

Location No file selected.

1. **Name the document.**

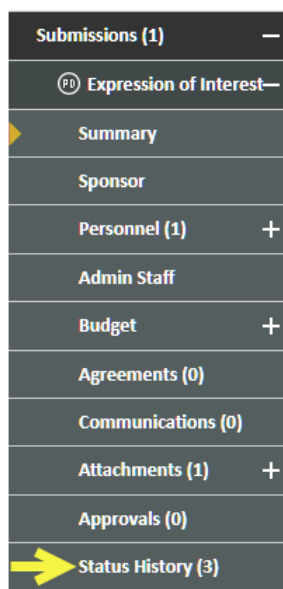
2. **Select an appropriate category.**
3. **Select the 'Attachments' folder** in which the document should be located.
4. **Locate the document** in your file directory.
5. **Click 'Upload'.**

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'**.

Status History

Status 

Internal EOI Approved

Approved for Submission

Internal EOI Approved

Not Research Funding

Submission Endorsement Required (OOP)

Submitted to funding body

Submitted to funding body (Externally)

Under Review - Pre Submission

Withdrawn

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

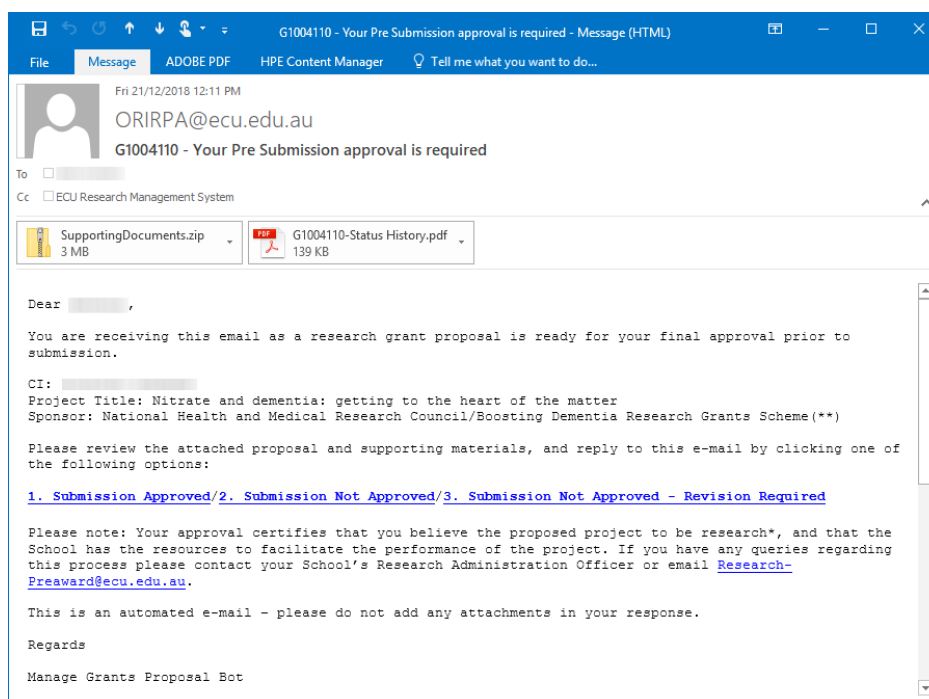
'Under Review – Pre Submission' option is used when the Associate Dean (Research) or School Dean is the CI.

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.

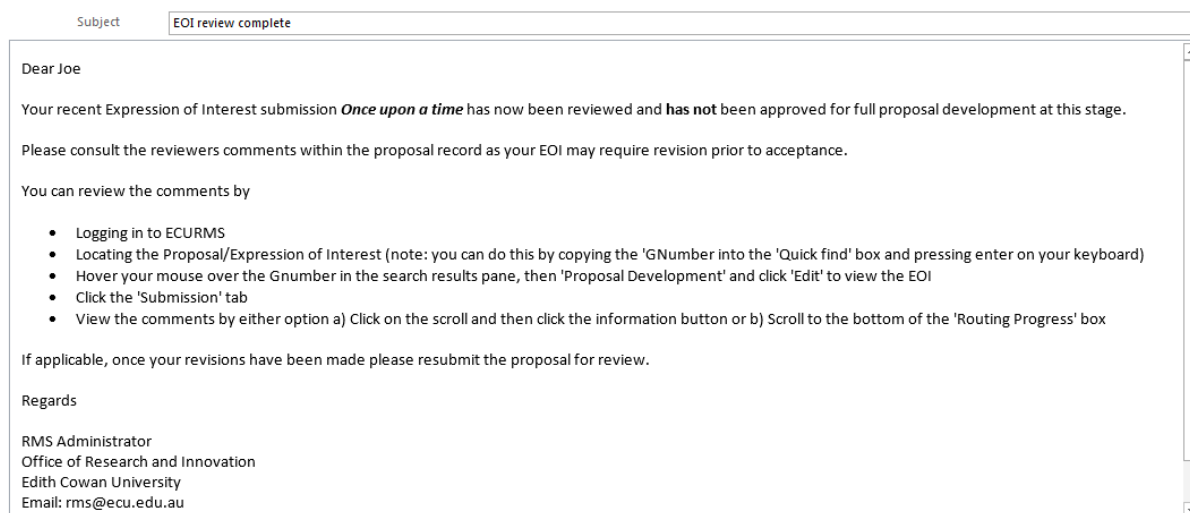


1. The Associate Dean (Research) will **save the SupportingDocuments.zip** archive to their computer and extract all files, then open the 'Proposal' folder.
2. They should review the submission documents and the status history attachment for any relevant comments.
3. Once they have reviewed the necessary 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

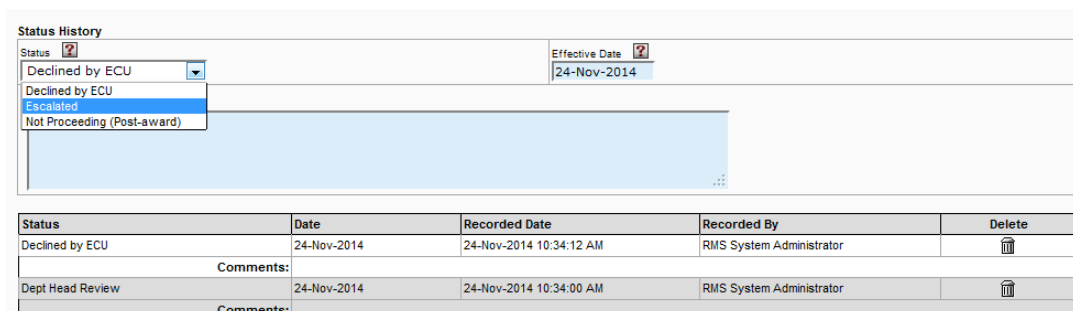
If a proposal is not endorsed by the researcher's Associate Dean (Research) the researcher will be notified through ECURMS. They can then decide whether they wish to withdraw their application,

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.



Escalated

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

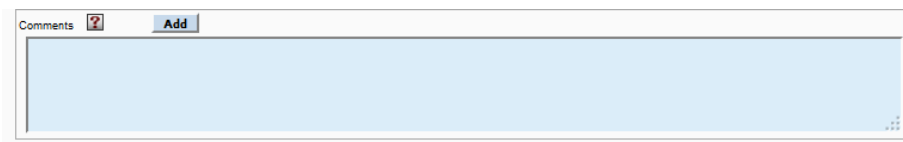


2. The review process echoes that of the Associate Dean (Research) submission review process:
 - a. School Dean receives an email and an action item prompting them to log into ECURMS and review the proposal.
 - b. School Dean navigates to attachments and reviews the relevant uploaded documents.
 - c.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

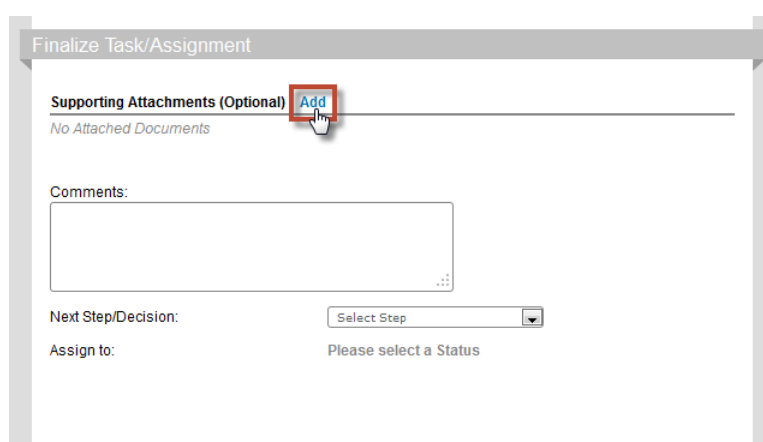
Uploading a revised proposal

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’.

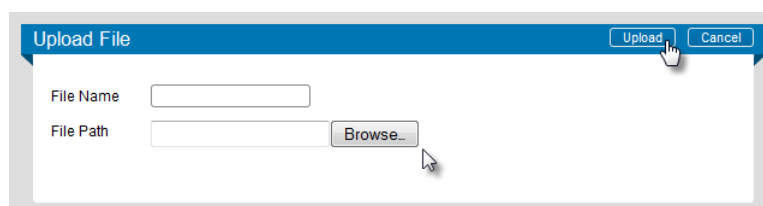
1. The researcher will receive an email prompt and an action item informing them of their Associate Dean's decision.
2. The action item may include comments or suggestions recorded by the Associate Dean (Research); these can be found at the bottom of the window.



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'**.

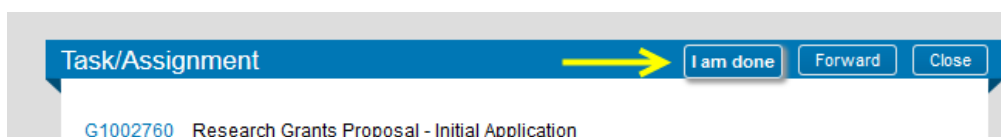


6. When the revised proposal has been uploaded the researcher will need to resubmit it for their Associate Dean's review.

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

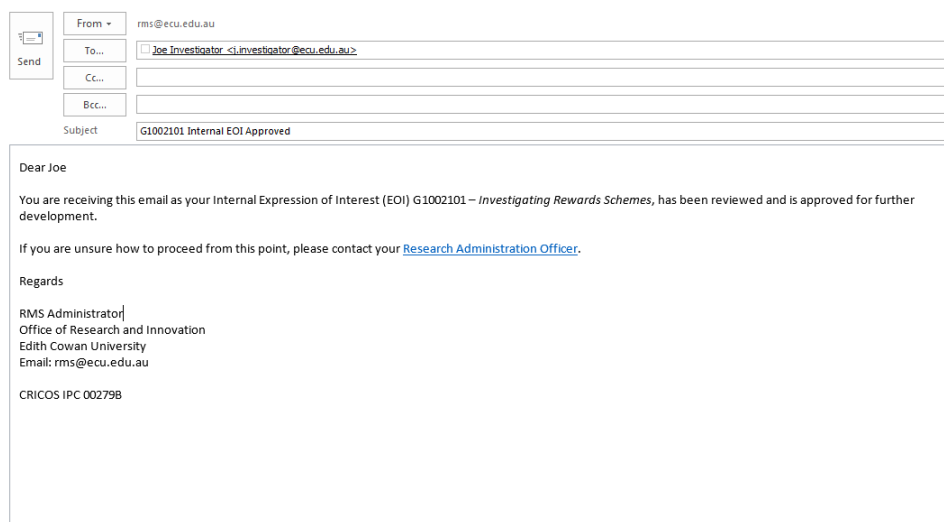
This status should be used when a grant will be administered by an institution other than ECU, and ECU **will not be receiving funds**. If a grant will be administered externally but funding will be received by ECU then the **grant should be marked as ‘Successful’ in ECURMS**.

Successful

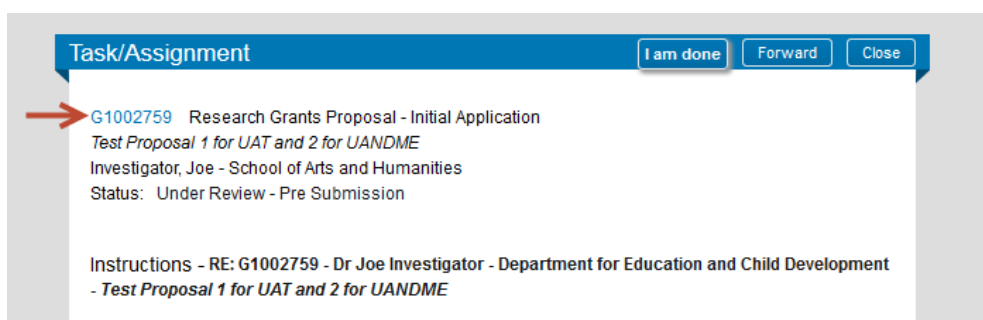
On notification of an award the RCFTs will update the ECURMS record with the award data, and will move the status to ‘Successful’. This will send an email prompt and an action item to the Chief Investigator, who will need to accept or decline the award.

Accepting an Award

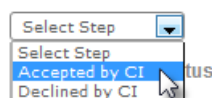
1. The Chief Investigator will access their action item by following the **‘Log In’** link at the bottom of their email prompt.



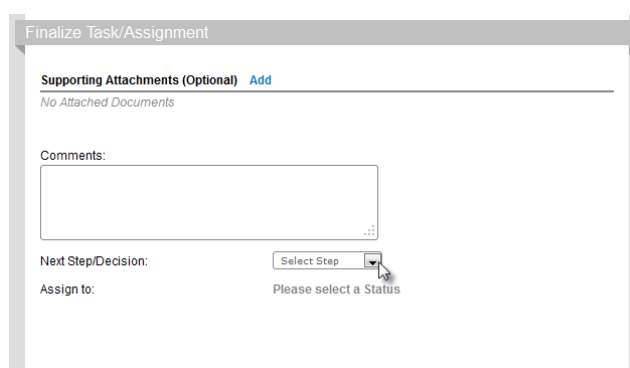
2. Once logged in you will be prompted with the following screen. Clicking on the **‘item number’** link will allow you to view your Task/Assignment summary.



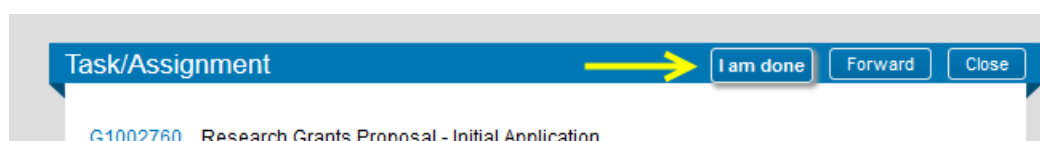
3. The researcher should review the terms and conditions of the award documents, which will be found within 'Attachments'.
4. They will then **return to the action item to record their decision**. Two statuses will be available:
 - Accepted by CI
 - Declined by CI



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.

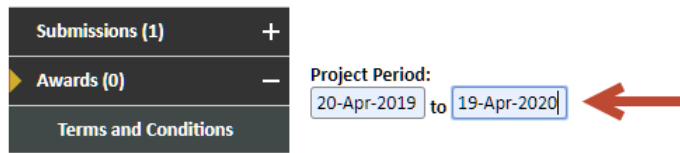
- ‘Revision Required’: informs the researcher that they should further revise their proposal.

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**.

Project Period: 20-Apr-2019 to 19-Apr-2020

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure

Import/Export

New Period

New Modification

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]	
		START	END			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**.

Project Period: 20-Apr-2019 to 19-Apr-2020

Source View: Project

Rollup subprojects: Not Rollup

Proposal Structure

Import/Export

New Period

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]	
		START	END			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.

New Period

Period 1 Save Close

Award Status Awarded ▾ Submission Type Initial ▾

Start Date 20-Apr-2019 End Date 31-Dec-2019 Award Date 01-Apr-2019

SUBMISSION	TYPE	AMOUNT	COPY	PERCENT	100.000
Proposal G1003514	Budget Period 1 - Budget Period *	5,000.000	<input type="checkbox"/>		
	Budget Period 2 - Budget Period *	0.000	<input type="checkbox"/>		

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

New Period

Period 1 Save Close

Award Status Awarded ▾ Submission Type Initial ▾

Start Date 20-Apr-2019 End Date 31-Dec-2019 Award Date 01-Apr-2019

SUBMISSION	TYPE	AMOUNT	COPY	PERCENT	100.000
Proposal G1003514	Budget Period 1 - Budget Period *	5,000.000	<input checked="" type="checkbox"/>		
	Budget Period 2 - Budget Period *	0.000	<input type="checkbox"/>		

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.

- 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.

BUDGET PERIOD	START	END	DELETE
1 - Initial	20-Apr-2019	31-Dec-2019	Delete
2 - Initial	01-Jan-2020	19-Apr-2020	Delete

Override Increment Date Validations ?
Checking this setup will allow increment dates to extend beyond the boundaries of their "Linked To" periods. Checking this setup will allow period dates to overlap and allow gaps to exist between Periods. Funds will roll up based on the "Linked To" Period.

- 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.

Awarded Increment 1 ?

1 | Awarded | Initial

Link to Period ? | **Award Status** ? | **Type** ?

20-Apr-2019 | 31-Dec-2019 | Office of Research & Innovation

Start ? | **End** ? | **Associated Department** ?

Don't Map | 01-Apr-2019 |

Awarded ? | **Submitted** ? | Effort

- 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**.

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

- Amounts entered into the award should be [cost shared](#) as per instructions within the Budget section of this document.
- 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**.

Approvals

Type: Human Ethics ▼

Protocol: Attached Not Attached Create New

Continue

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

Human Ethics

Status	Pending ▼	Approval Review Type	▼
Approval Review Category	▼	Exemption No.	<input style="width: 80px;" type="text"/>
Reference No.	<input style="width: 180px;" type="text"/>	Sequence No.	<input style="width: 40px;" type="text" value="0"/>
Approved	<input style="width: 70px;" type="text"/>	Approved From	<input style="width: 70px;" type="text"/>
Approved To	<input style="width: 70px;" type="text"/>		

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

Status	Approved ▼
Approval Review Category	Pending
Reference No.	Executive Approval
Approved	Approved
Approved To	Not Approved

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

Approval Review Type	▼
Exemption No.	New
Sequence No.	Amendment
Approved From	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.

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

Approved

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

Approved From Approved To

- 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

Approval Review Type

Approved

Mode: Attached Not Attached

Approval Review Category

Approved From

Status

Reference No.

Approved To

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.

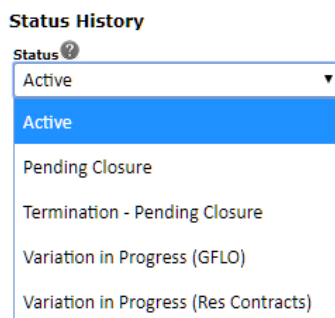
For further information on these processes please see [Contracts and variations: A Guide for Research Support](#).

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.

Submissions (1)	+
Agreements (1)	+
Awards (5)	+
Linkages	+
Deliverables (4)	+
Scheduled Payments (7)	
Classification Codes (5)	
Communications (14)	←
Activity Log (0)	
Attachments (16)	+
Contacts (11)	
Alerts/Reminders (6)	+

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

Function

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

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

Function

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

NEW NOTE

By: System Administrator, RMS

Re:

Subject:

Note:

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.**

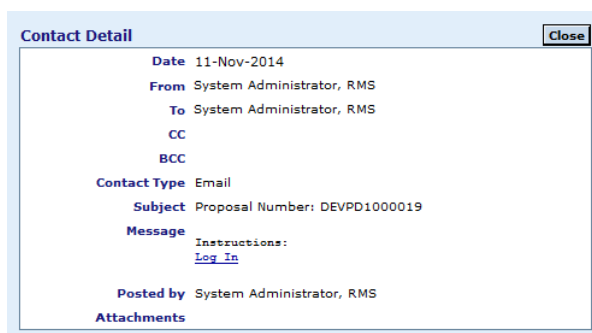
Function

- 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				

- The note will open in a new window.



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":

- Click **Personnel** menu (under Submissions or Awards)
- In the pop-up window, from the Role drop-menu, choose **Inactive**.

Proposal Element	Department	Personnel Type	Role	Specified Role
SubAward: Sub/0000003031	University of Melbourne	Key	CI	Budget Roles

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

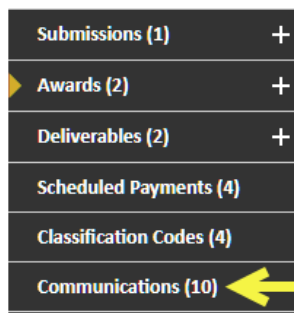
The team member should now appear with a role of Inactive, all else will remain the same.

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

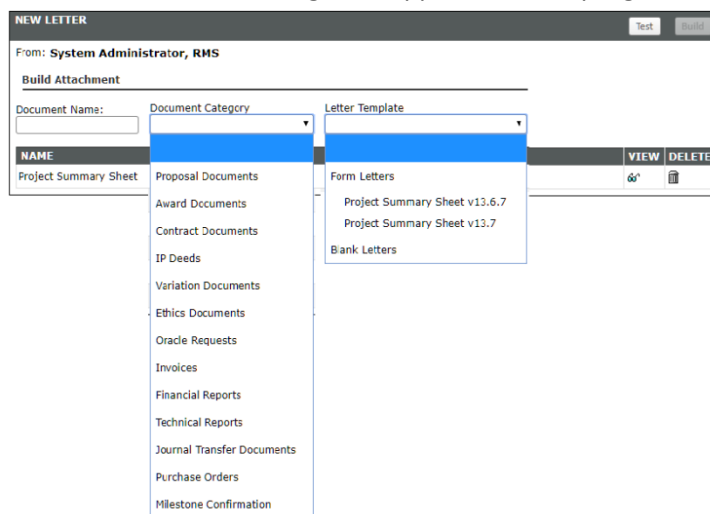


2. On the summary screen, select **Record Letter** as the Function

Function
<input type="radio"/> Show All <input type="radio"/> Send Email <input type="radio"/> Record Notes <input checked="" type="radio"/> Record Letter

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).

- 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**.

- Click **Build** to create the Project Summary Sheet.
- 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 FOI alert v2
2 result(s) matched the criteria

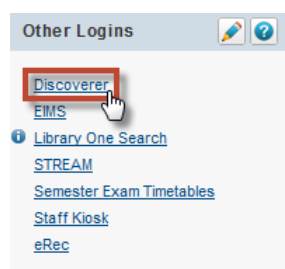
Institution Number	CI Full Name	Sponsor/Scheme Name	Project Title	Associated Department - Proposal Primary	Associated Department - Proposal Primary Parent	Proposal Status - Current	Proposal Status Date - Current	Current Proposal Status Recorded By	Deadline Date
G1002004	ARMSTRONG, Leisa	Default Sponsor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

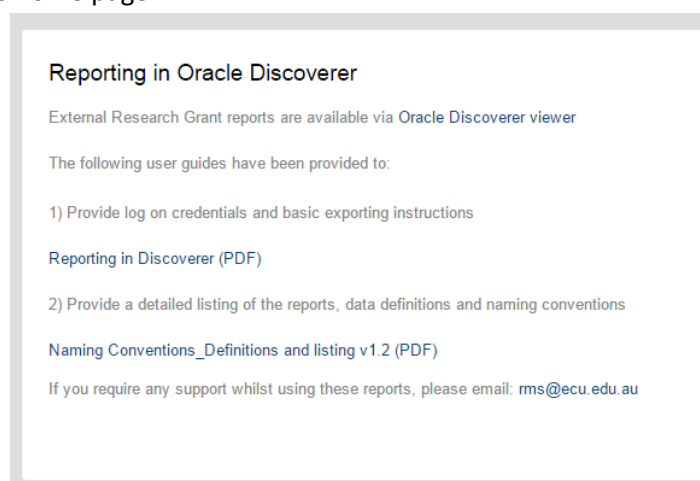
You are able to view a number of reports using Discoverer Viewer. The reports are run nightly, and so the information available is accurate as of the previous evening.

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

Connect Directly

Enter your connection details below to connect directly to Oracle BI Discoverer.

* Indicates required field.

Connect To

* User Name

* Password

* Database

End User Layer

Locale

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.

		ALL - RMS Grants - All Reports - RMS27b
		ALL - RMS Grants - Invoice checkpoints details - RMS4
		ALL - RMS Grants - List of Grant Applications Submitted in the last fortnight - RMS26
		ALL - RMS Grants - List of Submitted Grant Applications - RMS26b
		ALL - RMS Grants - Overdue Reports - RMS27
		ALL - RMS Grants - Project Details including Classification Codes - RMS38
		ALL - RMS Grants - Projects marked as Successful - RMS19b
		ALL - RMS Grants - Requested and Awarded by project - RMS5
		ALL - RMS Grants - Status Under Review - Pre-Submission
		ALL - RMS Grants - Unsuccessful
		Grant investigator details
		RMS Grants Data Validation Seq32 Error details -Awarded Year start end date errors
		RMSP Grants Data Validation Error Report
		RMSP Grants Data Validation Summary Report

This will reveal a hyperlink.

- b. Click the hyperlink to open the report.

		ALL - RMS Grants - Projects marked as Successful - RMS19b
		ALL - RMS Grants - Requested and Awarded by project - RMS5
		<u>RMS Prod - Grants Report RMS5</u>
		ALL - RMS Grants - Status Under Review - Pre-Submission

- 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.

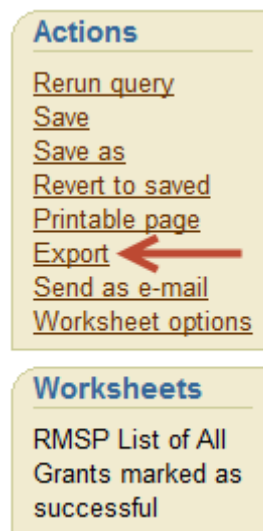
Parameters Needed

Select values for the following parameters.

* Indicates required field

- * Select one or more values for Success Month:
- * Select one or more values for Success_Year:

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



Actions

- [Rerun query](#)
- [Save](#)
- [Save as](#)
- [Revert to saved](#)
- [Printable page](#)
- [Export](#) ←
- [Send as e-mail](#)
- [Worksheet options](#)

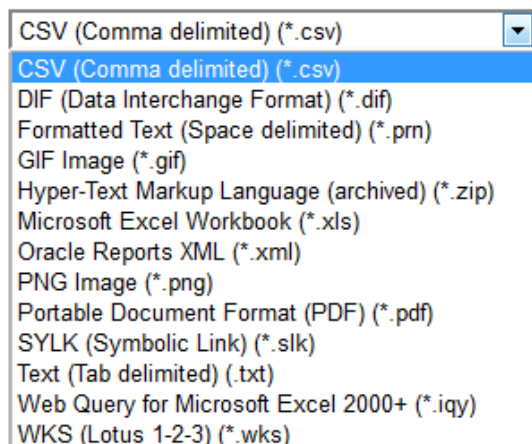
Worksheets

- RMSP List of All Grants marked as successful

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

Choose export type

Use the drop-down list to specify the export file format.



Cancel Export

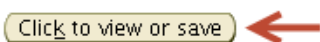
Cancel Export



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

Export Ready

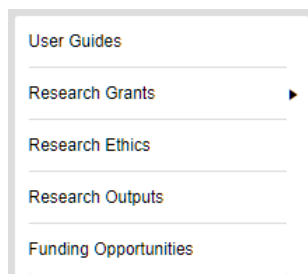
The export you requested is ready. Please click the button below to open the exported document to view or save it.



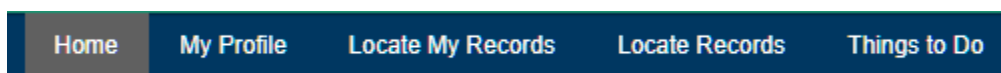
[Return to worksheet](#)

Searching in ECURMS

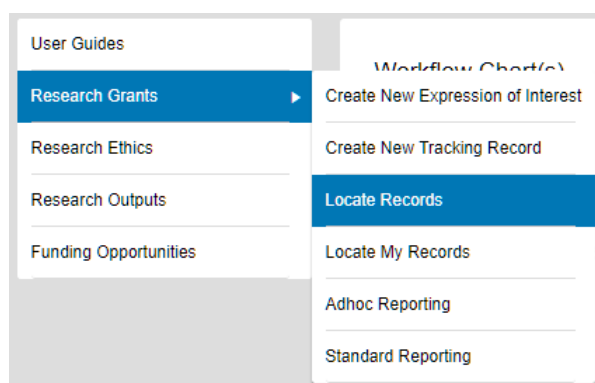
1. From the ECURMS home page, **select the 'Research Grants' menu bar** on the left of the screen.



- 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:

Select 'Locate' Criteria Help Close

Modules available for searching across:

Account Animal Protocol Human Protocol Research Grants

<p>Available fields to search by</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record Associated Departments <input type="checkbox"/> Record Classification Codes <input type="checkbox"/> Record Creation Date <input type="checkbox"/> Record Key Words <input type="checkbox"/> Record Number <input type="checkbox"/> Record Owner <input type="checkbox"/> Record Owner Primary Department <input type="checkbox"/> Record Personnel <input type="checkbox"/> Record Personnel Department <input type="checkbox"/> Record Primary Department <input type="checkbox"/> Record Primary Sponsor 	<p>Selected fields Search</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record Primary Sponsor Type <input type="checkbox"/> Record Status <input type="checkbox"/> Record Title <input type="checkbox"/> Status Code Grouping <input type="checkbox"/> Center/Program <input type="checkbox"/> EOI Sponsor Name <input checked="" type="checkbox"/> FMIS Project Account ID <input type="checkbox"/> Ref Account Number <input type="checkbox"/> Sponsor Opportunity Number <input type="checkbox"/> Sub Award Number
--	---

FMIS Project Account ID

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

Selected fields Search

FMIS Project Account ID

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

- 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.

▶	G1005683	GUMMER, Joel Paul Aloysius	National Hea
▶	G1005680	STROBEL, Natalie Ann	United Nation 2021
▶	G1005679	PENNEY, Dawn Elizabeth	Department c
▶	G1005676	DAVIS, Robert Allyn	National Hea

▶	G1005683	GUMMER, Joel Paul Aloysius	National Hea
▶	G1005680	STROBEL, Natalie Ann	United Nation 2021
▶	G1005679	PENNEY, Dawn Elizabeth	Department c
▶	G1005676	DAVIS, Robert Allyn	National Hea

▶ Proposal Development
▶ Edit

▶ Proposal Tracking
▶ View

▶ Overview Info

▶ Delete

- Click on **'Edit'** to open the record.
- 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.