EDITH COWAN UNIVERSITY
RESEARCH SERVICES

Edith Cowan University

Research Management System

Viewing and Recording Data: A Guide for Research Support

V6.1 – June 2021

Contents

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.
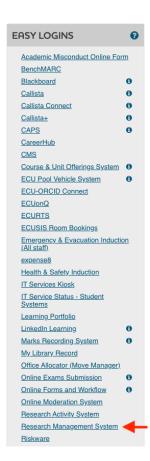
4. **Project account code approval required:** all approvals are in place and the MRA is reviewing the award prior to requesting an account code.
5. **Project account code creation required:** the MRA has approved the award and has requested that a School Finance Coordinator opens a project account in 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.

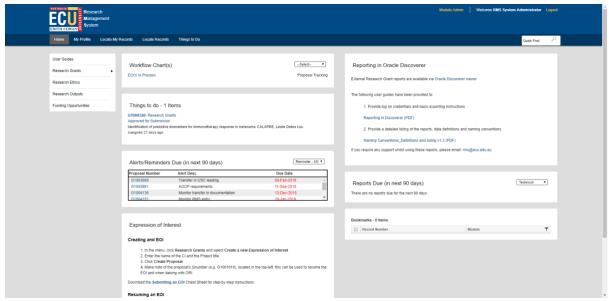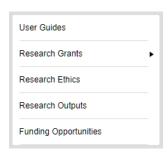**Please note:** If you are accessing ECURMS outside of the ECU network, you will need to install and run VPN software.
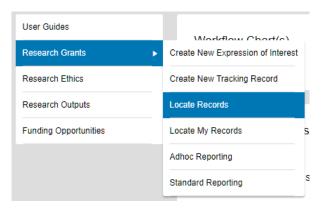
Searching in ECURMS

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

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

2. When the menu has expanded **click 'Locate Records' or 'Locate My Records'**.
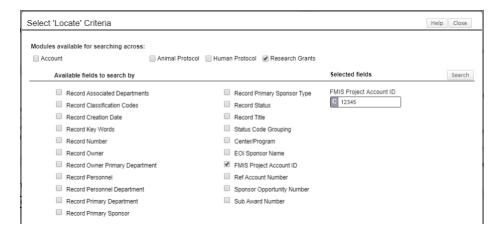
3. You can search using a number of different criteria:

- **'FMIS Project Account ID'**: the Oracle project account code.
- **'Record Creation Date'**: this refers to the date that the Proposal was recorded in ECURMS.
- **'Record Number'**: grant ID, usually beginning with 'G'.
- **'Record Owner'**: the project owner in this context is the Chief Investigator. This option uses predictive text functionality. Simply start typing the surname of the CI and select the desired name in the list that appears.
- **'Record Owner Primary Department'**: the organisational unit of the Chief Investigator. This option uses predictive text functionality. Simply start typing the name of the organisation unit and select the desired name from the list that appears.
- **'Record Personnel'**: the name of the contributors, consultants, or key personnel to the research project.
- **'Record Primary Department'**: this option will allow you to search for all records that are 'owned' by a given organisational unit. This option uses predictive text functionality. Simply

start typing the name of the organisation unit and select the desired name from the list that appears.

- **'Record Primary Sponsor'**: this option allows you to search by sponsor and scheme, using predictive text entry. Simply start typing the name of the desired funding body and select the desired name from the list that appears.
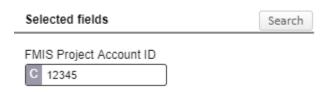- **'Record Primary Sponsor Type'**: this option allows you to search by the primary sponsor type, using predictive text entry. Sponsor types used by us are:
  - o Australian Commonwealth Government
  - o Australian Foundations charities principally non-profit organisations
  - o Australian R&D Corporation, Council or Board
  - o Default Sponsor Type
  - o Edith Cowan University
  - o Industry outside WA within Australia
  - o Local/State Government outside WA within Australia
  - o Non-Profit Organisations
  - o Other Australian Tertiary Institutions
  - o Overseas
  - o WA Industry
  - o WA Local Government
  - o WA State Government
- **'Record Status'**: *It is not recommended to use this search option*.
- **'Record Associated Departments'**: this option provides a drop-menu allowing you to search for records where researchers are members of the research team based on the chosen department.
- **'Record Primary Department'**: the Chief Investigator's school. Type the name of the department into the (predictive) text box and choose from the database.
- **'Record Classification Codes'**: this option provides a drop-menu allowing you to search for records based upon Field of Research (FoR) and Socio-Economic Objectives (SEO) classification codes.
- **'Record Key Words'**: this option provides a drop-menu allowing you to search records based upon a chosen key word
- **'Record Title'**: this represents the title of the project. To search, type the name (or a substring) into the field provided.
- **'Ref Account Number'**: this option allows you to search by the HP records Manager (previously TRIM) number.
- **'Status Code Grouping'**: this option allows you to search based upon a group of statuses chosen from a drop-menu; options are Active; Inactive; Not funded; Pending; Pre-submission; and Processing Notice.
- **'Centre/Program'**: this option provides a drop-menu allowing selection of ECU research centres and institutes
- **'EOI Sponsor Name'**: this option allows searching on the sponsor name entered into the EOI submission form
- **'Sponsor Opportunity Number'**: this option allows searching on the sponsor opportunity number
- **'Sub Award Number'**: this option allows searching on sub/ numbers.

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

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

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

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

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

6. The 'Quick Find' search allows searching records on to Last Name, Record Number, Record Title and Sponsor Name.
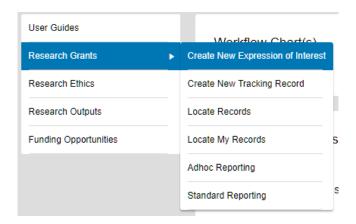
Proposal Development (PD)

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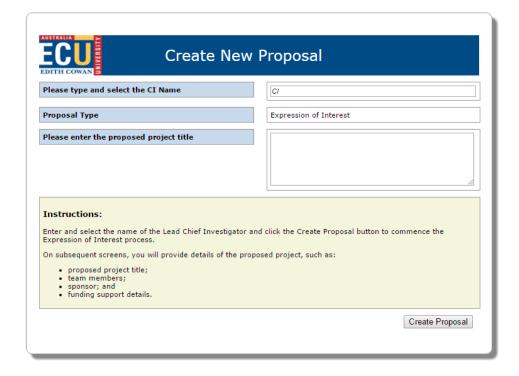
Create New Proposal

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

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

To complete the screen:

1. **Select the CI**.
   This will default to the profile creating the record (for example, the template above was created using the profile 'RMS System Administrator').

   If the information is being entered on behalf of the CI the person creating the record should:
   a. Select the CI by typing in the name of the CI in the (predictive) text box:

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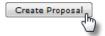
   b. For example: if you are selecting the name 'Joe Investigator', you can begin by typing either 'Joe' or 'Investigator' in the predictive text box and the database will refresh with a collection of names that contains 'Investigator' or 'Joe' in the names:

   Joe
   Investigator, Joe - - Research Quality & Policy (5)
   Investigator, Joe - - School of Arts and Humanities (5)
   Investigator, Joe - - School of Business and Law (5)
   STIRLING, Joe - 226656 - Office of the Vice-Chancellor (5)
   THOMAS, Joe - 226658 - School of Business and Law (5)
   ABAKAH, Emmanuel Joel - 234251 - Graduate Research School (5)
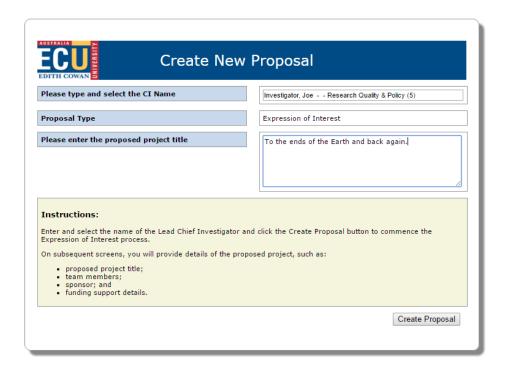
   c. Select their name from the drop-down menu by highlighting and click.

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

Please enter the proposed project title	
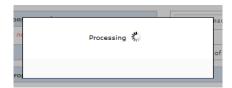
3. **Click 'Create Proposal'.**

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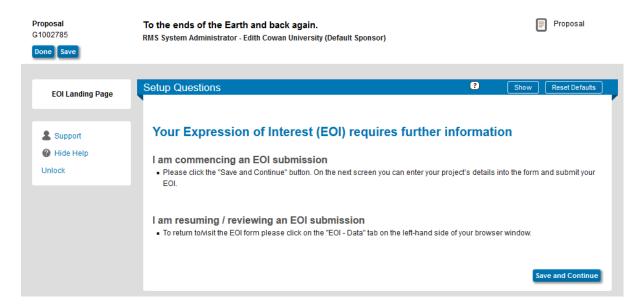
You should see the 'Processing' screen followed by the 'Setup Questions' landing page.

Expression of Interest: Accessing the e-form

Once the proposal has been created you will be presented with the 'Setup Questions' page.
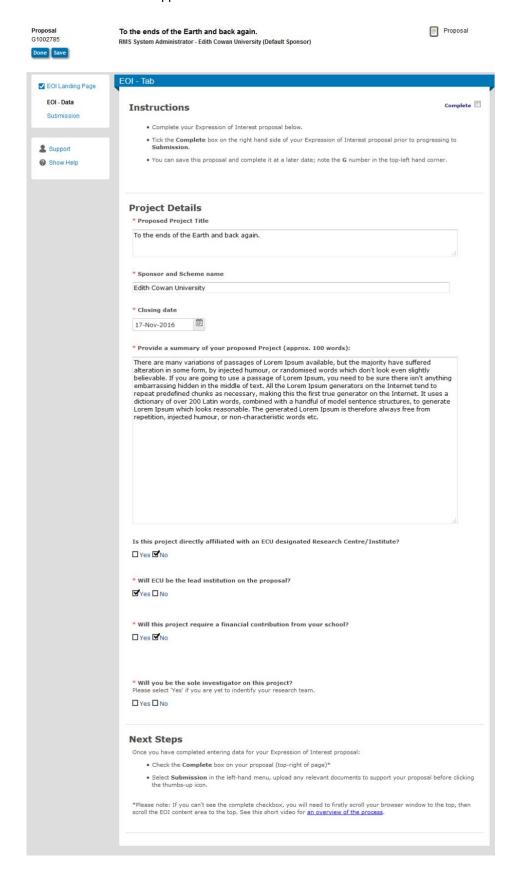
Click the 'Save and Continue' button to progress.

The next page, 'EOI', will allow you enter details of the project.

The Expression of Interest form will appear as below:

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**
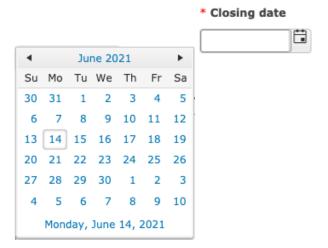
   The title entered on the initial Expression of Interest creation screen is shown in the text field.

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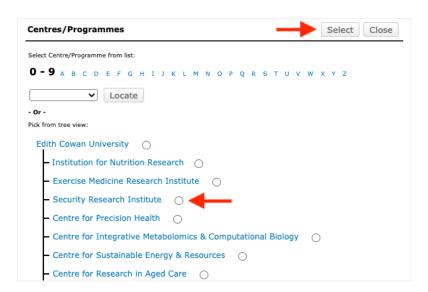
Is this project affiliated with an ECU Strategic Research Centre/Institute?

☑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'.

Centres/Programmes   Select   Close

Select Centre/Programme from list:

0 - 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[▾] Locate

- Or -

Pick from tree view:

Edith Cowan University ◯
 ├─ Institution for Nutrition Research ◯
 ├─ Exercise Medicine Research Institute ◯
 ├─ Security Research Institute ◯ ⬅
 ├─ Centre for Precision Health ◯
 ├─ Centre for Integrative Metabolomics & Computational Biology ◯
 ├─ Centre for Sustainable Energy & Resources ◯
 └─ Centre for Research in Aged Care ◯

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.
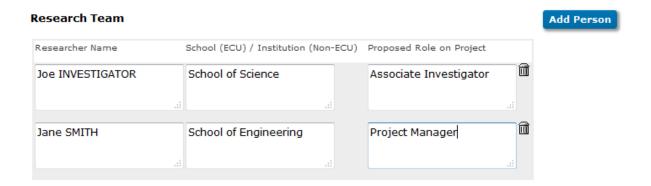
Research Team

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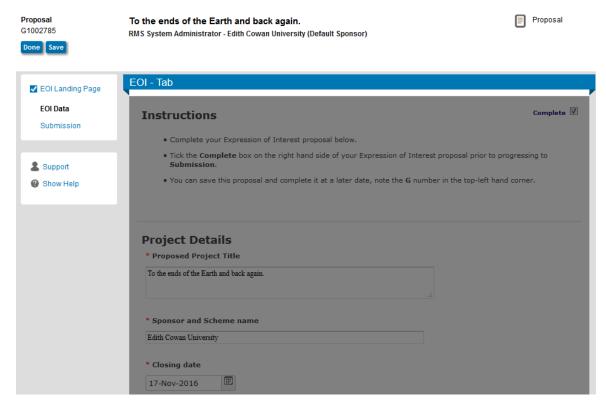
To save and complete the form, simply tick the 'Complete' check box found at the top of the EOI form.

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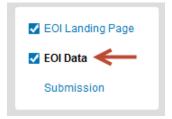
- Complete your Expression of Interest proposal below.
- Tick the **Complete** box on the right hand side of your Expression of Interest proposal prior to progressing to **Submission**.
- You can save this proposal and complete it at a later date; note the **G** number in the top-left hand corner.

The EOI Data tab will then darken and a message stating "Completing" will display in the middle of the form:
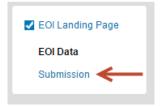
Once complete the darkened area will disappear. The ECURMS record will show that the form has been completed.


Expression of Interest: Uploading supporting documents

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

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

This will launch the 'Upload new document' window.

1. **Enter a name for the document into the 'Name' field.**

2. **Click 'Browse' to locate the file**.

3. **Select the appropriate category from the drop-down menu**. For expressions of interest this should be 'Proposal Documents'.

4. **Click 'Upload'**.

You will then be prompted to close the window.
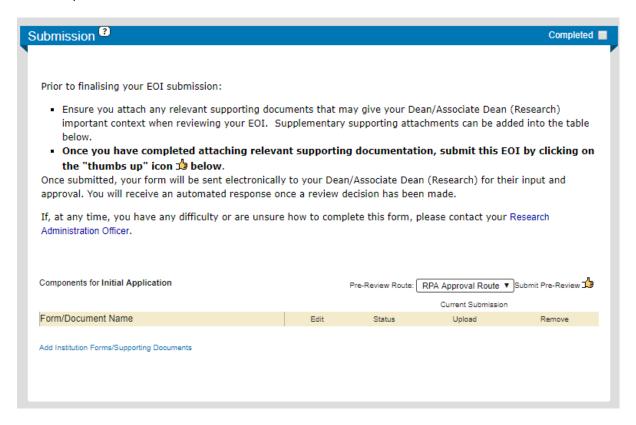
These steps can be repeated to upload as many documents as the researcher requires.
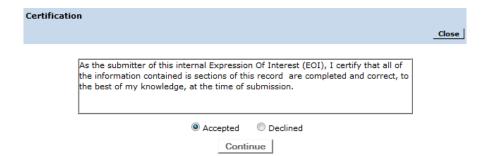
Expression of Interest: Submission

When the e-form has been completed and any supporting documentation has been uploaded then the researcher can submit their Expression of Interest.

To submit the Expression of Interest to the Associate Dean (Research), click on the Submit Pre-Review 👍 'thumbs-up' icon.

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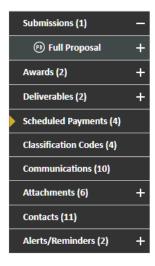
Viewing data in ECURMS

Navigating the ECURMS record

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

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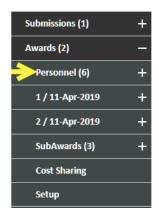
Personnel

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

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

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

Any external investigators named on the proposal will also be listed here, with their organisation named in the 'Organization/Department' column.
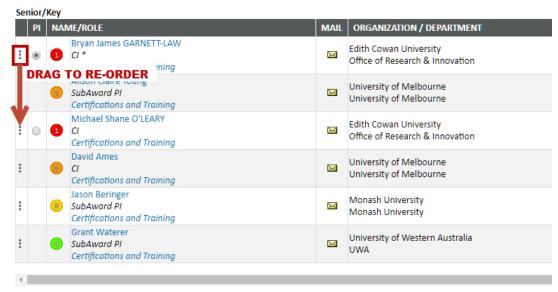
The researcher's school ('dept'), their role on the project ('role') and the FTE that they will commit to the project ('% effort') can be found on this screen. Researcher effort may be entered via the budget.

Specifying team member order

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

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

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

Budget

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

Detail

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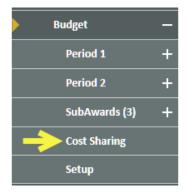
The budget is entered at a summary level (items are not individually costed), and can be found in the 'Non-Personnel Costs' section.

Non-Personnel [hide]

	CATEGORY	PERIOD 1	PERIOD 2	DIRECT COSTS	
Detail	Other (4)	$ 130,000.000	$ 102,500.000	$ 232,500.000	Delete
	Subtotal Non-Personnel:	$ 130,000.000	$ 102,500.000	$ 232,500.000	

Select Budget Category ▾   Add Item

Cost Sharing

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

Non-Personnel Costs

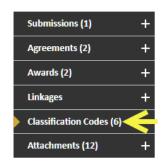|		PERIOD 1	PERIOD 2	TOTAL
Detail	**Other (ECU CASH)**			
	Sponsor	Cost sources 10,370.000	0.000	10,370.000
	Inst	0.000	0.000	0.000
	Jand	Unallow should 0.000	0.000	0.000
	Dalby	not be replaced 0.000	0.000	0.000
	Unallow	or edited. 0.000	0.000	0.000
Detail	**Other (ECU In Kind)**			
	Sponsor	0.000	0.000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

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

Classification Codes

To view the project's area(s) of strength and opportunity, the type of research, the field of research (FoR) codes and the socio-economic objective (SEO) codes, select **'Classification Codes'** from the menu.
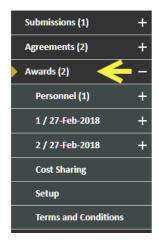
This information will have been entered by an RAO at the proposal development stage, with the codes having been taken from the proposal or requested from the researcher.

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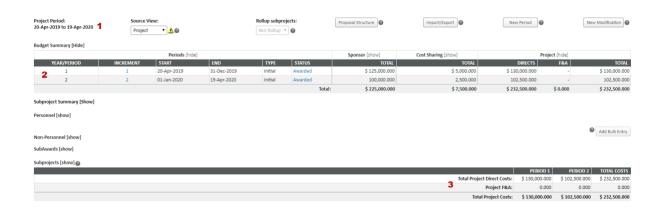
If the proposal was successful and funding awarded, an Award will have been created by a RCFO. Access awards by selecting **Awards** from the menu.

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

Summary Screen
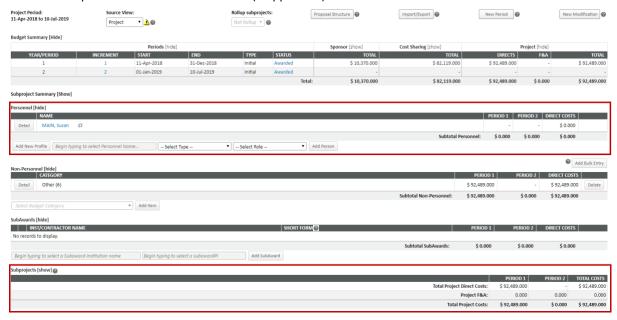
The award summary screen presents the following information:

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

Detail

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

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

Cost Sharing

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

Deliverables and Scheduled Payments

Deliverables

Deliverables contains information on all contractual obligations held by the Chief Investigator. These are most often:

- Technical: progress, annual or final reports; or
- Financial: financial statements or acquittals.

Each category of deliverable is a sub-menu item under the deliverables menu. The information is entered by the Research Contracts and Funding Team on receipt of the executed contract and schedule.

Expand Deliverables and the appropriate deliverables category to select the deliverable you would like to view in detail. Alternatively, you can **click Deliverables** to open a summary of all deliverables required from the project.
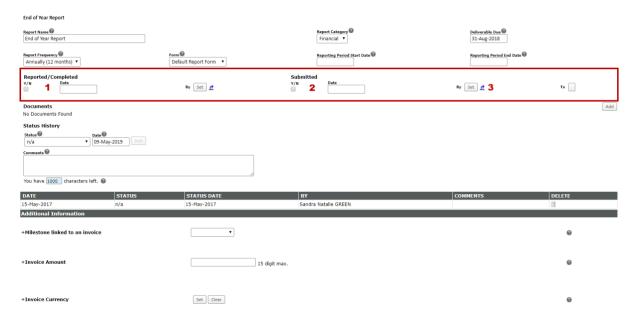
This page offers information on the deliverable due date, category, frequency of the report and whether or not the report has been completed and submitted.

Click the icon to open a deliverable's record.

Deliverable Complete

You will be able to check whether a deliverable has been completed and submitted to the funding body by viewing the top section of the deliverable record.
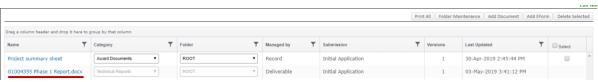
1. If a report has been completed and submitted, the 'Reported/Completed' and the 'Submitted' boxes will be ticked.
2. The date that the reports were completed and submitted will be displayed in the 'Date' field.
3. Under 'By' in the 'Reported/Completed' section will be the name of the person who completed the report and submitted it to Research Services; under 'By' in the 'Submitted' section will be the name of the person who submitted the report to the funding body.

If the 'Submitted' fields are blank the deliverable has not been submitted to the funding body.

A copy of the deliverable will be found within the record's 'Documents' section. Click the name hyperlink to view the document.

Outstanding Deliverables

Monitoring the fulfilment of deliverables is a task that is distributed amongst the Research Administration Team with reminders and requests sent on a monthly basis. These follow-ups are recorded within ECURMS attachments and, also, may have been included as a comment in the deliverable status history. This can be found towards the bottom of the screen.

DATE	STATUS	STATUS DATE	BY	COMMENTS	DELETE
02-May-2019	Report requested from CI	02-May-2019	Dawn OWEN		🗑
08-Apr-2019	n/a	08-Apr-2019	Sandra Natalie GREEN		🗑

Deliverable Linked to an Invoice

The final section of the deliverable record indicates whether or not the deliverable is linked to an invoice.

1. Milestone linked to an invoice: this will have the answer 'Yes', 'No', or 'Unspecified'.
2. Invoice amount: the amount that should be invoiced on submission of the deliverable.
3. Invoice currency: an alternative currency will have been selected if the invoiced amount will not be in Australian dollars.

Scheduled Payments

The scheduled payments information will have been entered by the Research Contracts Adviser (RCA) on receipt of the executed contract and schedule.

Click '**Scheduled Payments**' on the menu to access the information.
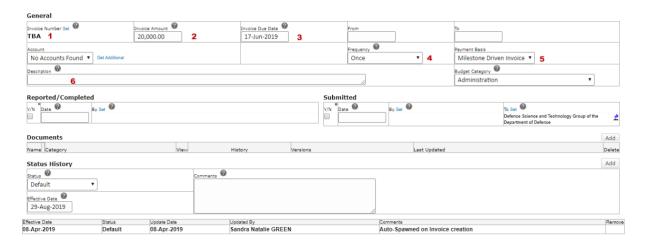
The summary screen will display all pending payments. To view a complete list of pending and completed scheduled payments click 'Show All'.

Click the on to open a scheduled payment record.

The record holds the following information:

1. **Invoice number.** This is only present if a cash invoice has been issued. If the cash payment is pending then this field will be populated with 'TBA'; if it is a transfer or in-kind it will contain the words 'Transfer' or 'In-Kind'.
2. **Invoice amount.**
3. The **date the invoice is due to be issued** to the funding body.
4. The **frequency with which the payments will be made** (although there will be a separate scheduled payment record for each payment).
5. **Payment basis.** This will either be a 'Milestone Driven Invoice', to indicate that the invoice is linked to the completion of a deliverable, or 'Date Driven Invoice', which indicates that the invoice is determined by a date specified in the contract.
6. **Description.** If a scheduled payment is linked to a deliverable the name of the deliverable will be entered here.

Scheduled Payment Complete

1. To mark a scheduled payment as raised and submitted, click the 'Reported/Completed' and the 'Submitted' boxes.
2. The current date will appear in the 'Date' field. If you are entering the information into ECURMS retrospectively you can type an alternative date in the field, using the format DDMMYYYY.
3. Clicking 'Save' will assign your name to the 'By – Set' fields. If another person raised and sent the invoices you can select their name from the personnel list by clicking the 'Set' link.
4. Under 'To – Set' will be the name of the person or organisation to which the invoice will be sent.

You should upload a copy of the invoice, ensuring that the invoice number is captured in the document's name. Click the 'Add' button to upload the document.

Documents						Add
Name (?)	Category	View	History	Versions	Last Updated	Delete
900010729	Invoices	👓	🌐	1	03-Sep-2014 2:43:39 PM	🗑
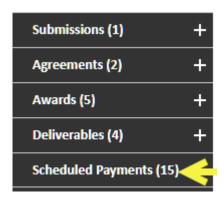
A copy of the invoice will be found within the record's 'Documents' section. **Click the** e to vi 👓 he document.

Documents						Add
Name (?)	Category	View	History	Versions	Last Updated	Delete
900010729	Invoices	👓	🌐	1	03-Sep-2014 2:43:39 PM	🗑

Creating a Scheduled Payment

1. Select **Scheduled Payments**.

Submissions (1) +

Agreements (2) +

Awards (5) +

Deliverables (4) +

Scheduled Payments (15)

This will open the scheduled payments form.

2. In the 'Number of Payments' field **enter the number of scheduled payments to be created**.

Number of Payments
2

3. **Record the date the invoice is due**. If there are multiple scheduled payments this should be the date that the first invoice is due.

Starting on

28-Oct-2016

4. **Enter the invoice amount**, excluding GST.

Payment Amount

$

5. It is unlikely that you will know invoice numbers when creating the initial scheduled payment record. Therefore, the following information should be entered:

    ▪ For **cash payments** enter 'TBA';

    Invoice Number
    TBA
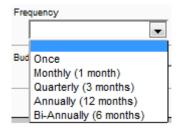
    ▪ For **in-kind contributions** enter 'In-Kind';

    Invoice Number
    In-Kind
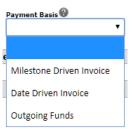
    ▪ For **transfers** enter 'Transfer';

    Invoice Number
    Transfer

    Select the frequency of the payments from the 'Frequency' drop-down menu.

    Frequency
    ▼
    Bud Once
         Monthly (1 month)
         Quarterly (3 months)
         Annually (12 months)
         Bi-Annually (6 months)

6. From the 'Payment Basis' drop-down menu **indicate whether the invoice is date driven, milestone driven or outgoing funds**.

    Payment Basis ❓
    ▼

    Milestone Driven Invoice

    Date Driven Invoice

    Outgoing Funds

7. If the invoice is milestone driven, you can **enter the name of the relevant deliverable in the 'Description' field**. Otherwise, this field can be used to enter any information which may be useful when invoicing; for example, any instructions or conditions attached to the payment.

    Description
    Annual Report

8. To create the record **save all changes** by clicking the 'Save' icon at the top, left of the screen.

9. You will then need to **record the name of the party that will be invoiced**.

a. Select the 'Open' icon next to the relevant scheduled payment.

Due Date▼	Payment Number	Payment Amount	Open
01-Jan-2019	TRANSFER	$12,522.50	
01-Jan-2020	TBA	$81,795.00	

b. Underneath the fields completed earlier will be a 'Reported/Completed' and a 'Submitted' section.

The 'Submitted' section has two 'Set' options: one for 'By' and one for 'To'. You will use the 'To' 'Set' option, as this indicates the name of the party that should be invoiced.

Click the 'Set' link next to 'To'.

This will open the 'Sponsor' window.

c. **Select the first letter of the party's name** from the menu along the top of the screen, and then **select the party from the drop-down menu**. **Click 'Select'**.

The name of the party to be invoiced will then appear in the 'submitted – to' box.

d. **Save all changes**, and then **close the window** to return to the 'Scheduled Payments' screen.

e. **Repeat steps (a) to (d)** for each scheduled payment.

Attachments

The ECURMS attachments structure reflects the filing structure and naming conventions of Research Services' TRIM files.

File Naming Conventions

Following the introduction of bots to automate processes within ECURMS, file naming conventions were introduced to standardise both the naming and location of files within both ECURMS and HPCM.

The file naming conventions will be periodically revised, teams should refer to:

[\\staffshare\ORIShared\Research Analytics, Systems and Performance\Research Systems\RPA\Manage Grants Proposal\RMS - File Naming Conventions.pdf](\\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 is used by ECURMS to assist with automation of processes associated with the following:

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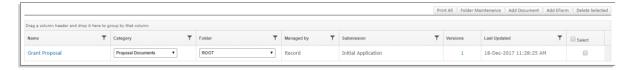- Accepted with Conditions; and
- Submission Endorsement (OOP).

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

To map ORIGrants on you PC, do the following:

- 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:

						Print All	Folder Maintenance	Add Document	Add EForm	Delete Selected
Drag a column header and drop it here to group by that column								
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		

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.

						Print All	Folder Maintenance	Add Document	Add EForm	Delete Selected
Drag a column header and drop it here to group by that column								
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		

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.
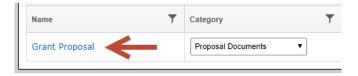
Document Detail

Document Name	Grant Proposal		Document Category	Proposal Documents ▼
Folder	ROOT ▼		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 the '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.

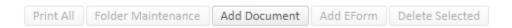| Submissions (1)	+
Awards (2)	+
Deliverables (2)	+
Scheduled Payments (4)	
Classification Codes (4)	
Communications (10)	
Attachments (6) ◀	+
Contacts (11)	
Alerts/Reminders (2)	+

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.

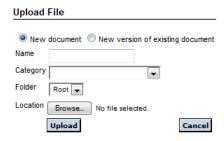| Name ▼	Category ▼
Grant Proposal ◀	Proposal Documents ▼

Uploading an Attachment

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

Print All	Folder Maintenance	**Add Document**	Add EForm	Delete Selected

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

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

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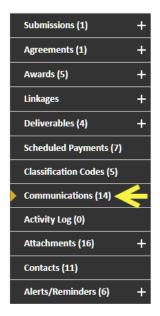4. **Locate the document** in your file directory.
5. **Click 'Upload'**.

Communications

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

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

Adding a note

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

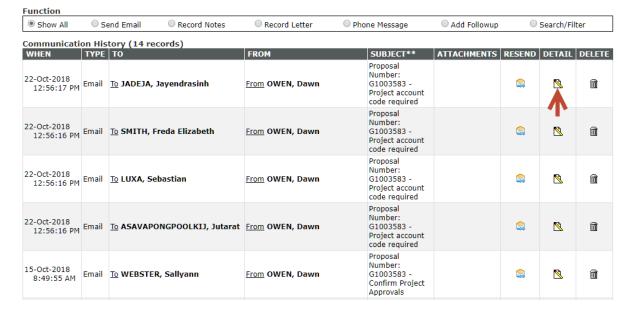2. On the summary screen, **select the type of communication you wish to record**.

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

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

Viewing a note

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

2. The note will open in a new window.

Reporting

Project Summary Sheet

Excluding Researchers from the Project Summary Sheet

Members of a research team can be excluded from the Project Summary Sheet by changing their role to "Inactive". To specify a team member is "Inactive":

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

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

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

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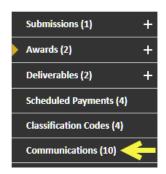
Preparing a Project Summary Sheet

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

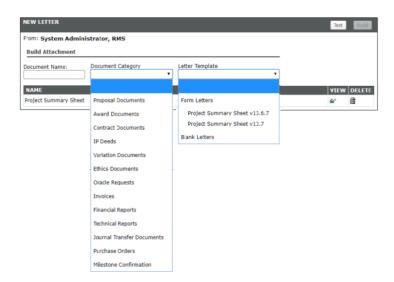To create the Project Summary Sheet, complete the following steps:

1. Click on the **Communications** menu

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

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

4. Click **Test**. The ⟳Please Wait… message will appear in the top-right of screen whilst ECURMS determines how many letters will be prepared. Once ready, ECURMS will display a dialog. Click **OK**.

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

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

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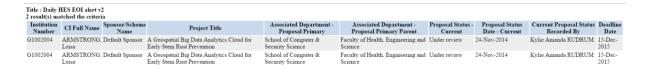
Reporting tool alerts

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

If you are named as a recipient on the alert you'll receive an email with a report attached. The reports are emailed in either HTML format or as an EXCEL Spreadsheet.
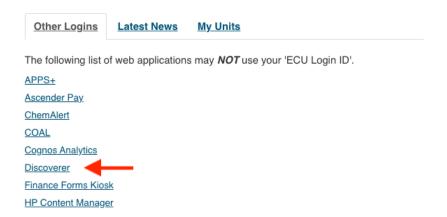
Reports can include functionality to hyperlink the grant ID numbers, clicking these links will take you directly to that grant record in ECURMS.

Title : Daily HES EOI alert v2
2 result(s) matched the criteria

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

Discoverer reports

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

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

    a. Staff Portal:

    b. ECURMS home page:

Reporting in Oracle Discoverer

External Research Grant reports are available via Oracle Discoverer viewer

The following user guides have been provided to:

1. Provide log on credentials and basic exporting instructions

Reporting in Discoverer (PDF)

2. Provide a detailed listing of the reports, data definitions and naming conventions

Naming Conventions_Definitions and listing v1.21 (PDF)

If you require any support whilst using these reports, please email: researchsystemssupport@ecu.edu.au

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

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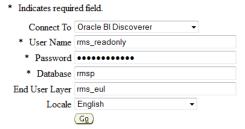
Connect Directly

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

* Indicates required field.

Connect To	Oracle BI Discoverer
* User Name	rms_readonly
* Password	••••••••••••
* Database	rmsp
End User Layer	rms_eul
Locale	English

Go

3. **Select your report**.

Reports can be viewed for all schools by selecting a report prefixed by 'All'.
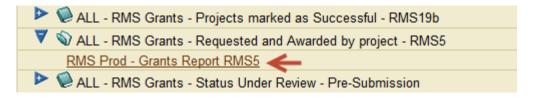
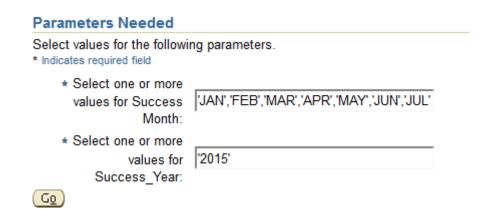a. Expand the relevant row by clicking the ▶ icon.

This will reveal a hyperlink.

b. Click the hyperlink to open the report.

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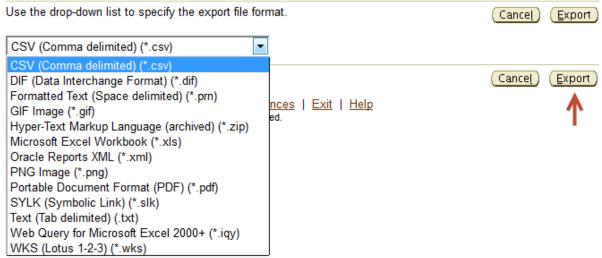

4. You may wish to export the data. To do this **click 'Export'** under the 'Actions' menu to the left of the page.

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

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

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:

- Contracts and variations: A guide for Research Support
- Grants Administration: A guide for Research Operations
- Reviewing Research Proposals: A Guide for Associate Deans Research
- Submitting and Expression of Interest (EOI): A Guide for Researchers

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