

Edith Cowan University  
**Research Management System**

*Reviewing Research Proposals in ECURMS:  
A guide for Associate Deans (Research)*

April 2023

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## Introduction

During the grant application process you will be requested to review proposals at two stages: at the Expression of Interest (EOI) stage, and prior to the submission of the full application.

You may also be required to review a revised proposal where a grant is awarded with conditions.

## Processes

### Expression of Interest

The Expression of Interest process is as follows:

1. The Researcher identifies a funding opportunity.
2. The Researcher submits an expression of interest in ECURMS.
3. The Researcher's Associate Dean Research (ADR) is notified:  
The Researcher's ADR reviews the EOI providing any appropriate feedback (if necessary).  
In this step, they will indicate whether they approve for the EOI to be developed into a full proposal for submission.
4. The Researcher is notified of ADR's decision; a copy of the email is also sent to Research Administration Officers (RAOs).
5. On notification of the approval of their EOI, the researcher can begin to develop their proposal.

The EOI provides basic information on proposed grant application; you will be notified of the funding body and scheme, the proposed research team (**Note:** if the submitter is the sole investigator, the research team section will be blank) and a short summary of the project.

In your review, you may want to consider whether:

- The proposed research is aligned with both ECU and your School's research priorities;
- The proposed research team have sufficient time and resources to develop the application;
- The School is able to support the project, should the application reach that stage; and
- That the project meets the definition of research as defined [here](#).

### Pre-submission

The pre-submission review process is as follows:

1. The Researcher completes their proposal and sends to Research Services, where the process is managed by a Research Administration Officer (RAO).
2. The RAO reviews the proposal, ensuring that the application is compliant with the funding body's funding rules and guidelines.
3. **The Researcher's ADR reviews the proposal and indicates whether or not they support the application via links within the notification email.**

4. Once the researcher's ADR has approved the proposal, Research Services (RS) will collate any supporting documentation.
5. The proposal is submitted to the funding body for consideration.

In the course of your review (step 4 above), if you indicate your support for the submission you are confirming that the project constitutes research, and that the school has the resources to adequately support the project.

For more information on the Research Services grant application process, please visit the Research Services' [Research funding](#) web page.

## Conditional Award – revised proposal

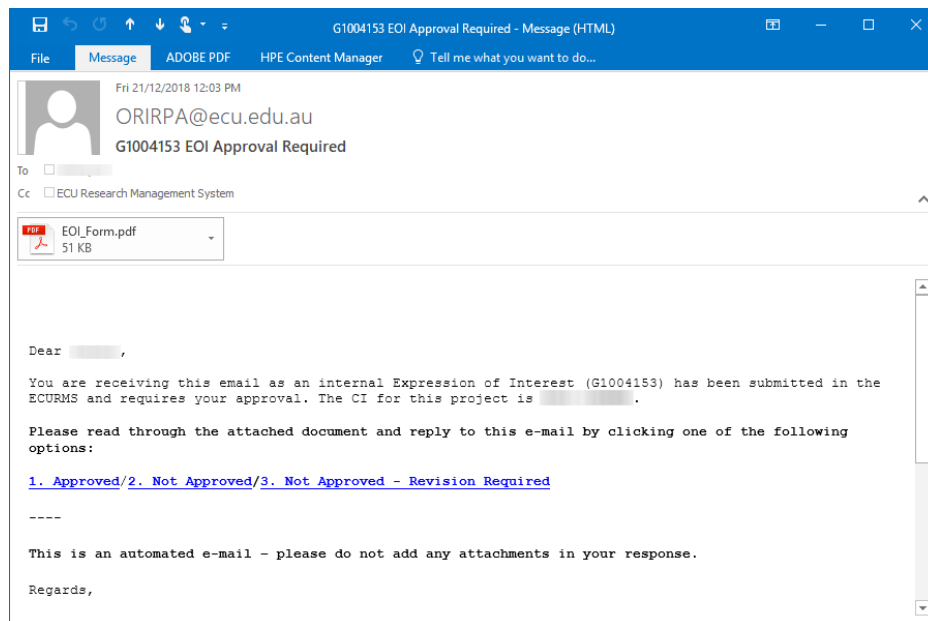
A funding body may award a grant on the condition that certain criteria are met or on the basis of reduced funding. Often this will require some revision to a proposal scope and/or budget.

The conditional award review process is as follows:

1. The researcher (usually lead CI) is notified and they are asked to revise their proposal. They send the revised proposal to Research Services (either directly within ECURMS or via an RAO).
2. **The Researcher's ADR reviews the revised proposal and records their decision using the notification email.**
3. Once the researcher's ADR has approved the revised proposal, the Research Contracts Advisor is notified that they can commence contract preparation.

## Reviewing an Internal Expression of Interest (EOI)

When an EOI is submitted, it will require approval from an ADR before proceeding. The ADR will receive an email (similar to the below screenshot) that includes a copy of the EOI form submission as well as any supporting documents (these will be packaged into a .zip file).



Once you have viewed all relevant documents, your decision should be communicated back to Research Services, via an email that is generated by clicking on the desired linked option in the original email.

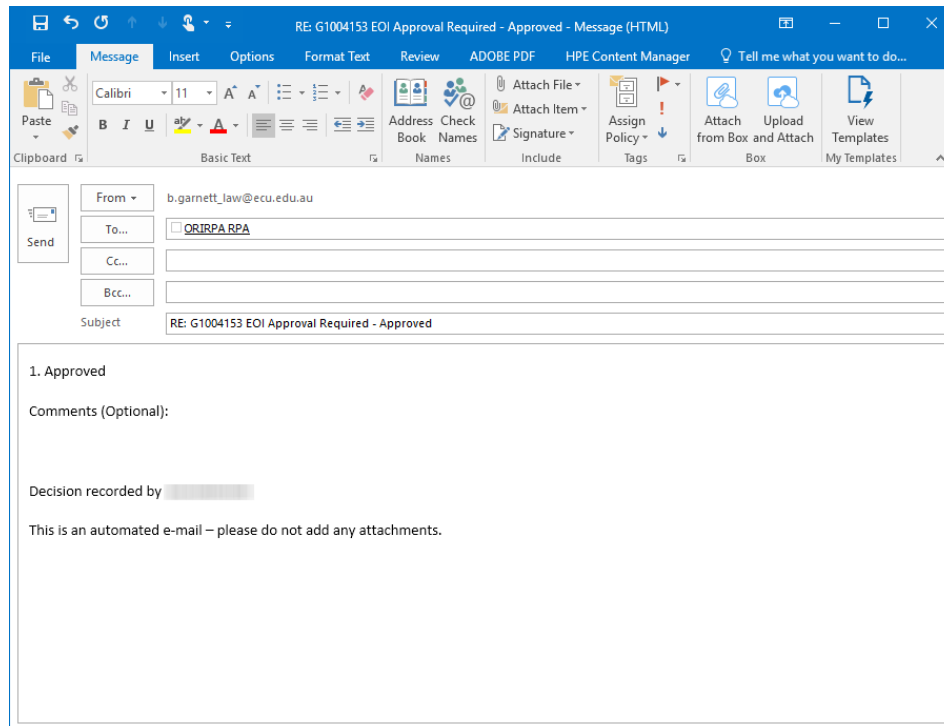
After selecting your approval decision, a new pre-filled email message will appear with an area for you to record comments, if required.

### Please note:

- You should not change the subject, email structure or attach any files as the Manage Grants Proposal bot relies upon these to process your response.
- If you select revision required, it is recommended that you provide feedback in the comments section of the email and contact the listed ECU CI to discuss your reasoning.

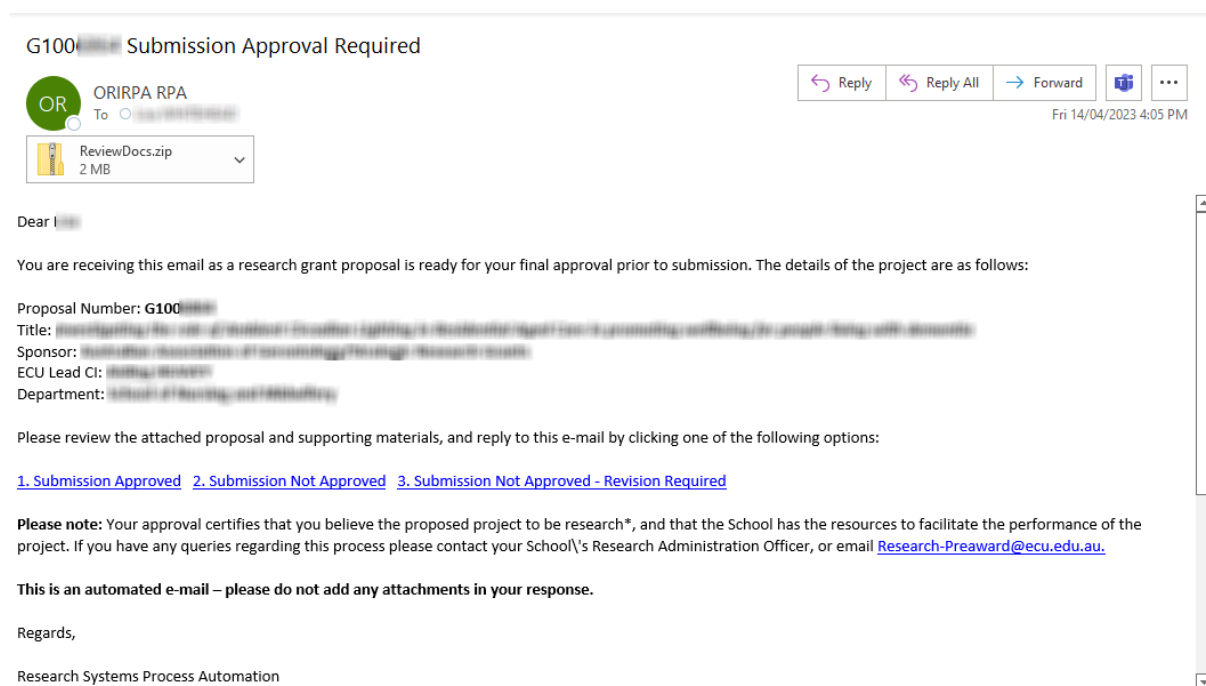
Once you have added any comments, click **Send** to submit your response.

By approving an EOI, you confirm that this project meets the [definition of research](#) and that you give approval for the Chief Investigator to develop the proposal in full.



## Reviewing a Completed Proposal

When a completed proposal requires your review, prior to its submission, you will receive an email from the Manage Grants Proposal bot with a .zip archive containing a copy of the final application and other relevant documents.



Once you have reviewed all necessary documents and are ready to record your decision, return to the notification email and select your desired approval option:

- **Submission Approved:** Indicated that you support the submission
- **Submission Not Approved:** Indicates that you do not support the submission of the proposal to the funding body
- **Submission Not Approved – Revision Required:** Indicates that you would like revisions to be made prior to approving the submission

After selecting your decision, a new pre-filled email message will appear with an area for you to record comments, if required.

**Please note:**

- You should not change the subject, email structure or attach any files as the Manage Grants Proposal bot relies upon these to process your response.
- If you select revision required, it is recommended that you provide feedback in the comments section of the email and contact the listed ECU CI to discuss your reasoning.

Once you have added any comments, click **Send** to submit your response.

- If you select revision required, it is recommended that you either provide feedback in the comments section of the email or contact the listed ECU CI to discuss your reasoning.

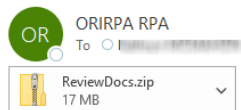
Once you have added any comments, click Send to submit your response.

## Endorsing a Proposal Submitted Directly to the Sponsor

Where a proposal is submitted directly to the sponsor, outside of Research Services' normal processes, the ADR will be requested to endorse the submission.

You will receive an email from the Research Services automation email address ([ORIRPA@ecu.edu.au](mailto:ORIRPA@ecu.edu.au)) with a .zip archive containing a copy of the proposal and any supporting documents.

G1006 Submission Endorsement Required



Reply Reply All Forward [Attachment Icon] [More Options Icon]  
Thu 13/04/2023 1:08 PM

Dear [Redacted],

This Non-ECU led proposal has been submitted, to the funding body, by its lead institution.

You are receiving this notification, as you may not have had the opportunity to provide input on the proposal and approve its submission. As such we are seeking your retrospective endorsement for this submission.

Proposal Number: [Redacted]  
Title: [Redacted]  
Sponsor: [Redacted]  
ECU Lead CI: [Redacted]  
Department: [Redacted]

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

[1. Submission Endorsed](#) [2. Submission Not Endorsed](#) [3. Submission Not Endorsed- Revision Required](#)

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

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

You will see the following options:

- **Submission Endorsed (OOP):** indicates your support for project to proceed
- **Submission Not Endorsed:** Indicates that you do not support the project and are not prepared for the project to be run within your school/centre.
  - **Submission Not Endorsed – Revision Required:** This indicates that you would like some amendment to the project plan and/or budget prior to making your approval decision.

After selecting your approval decision, a new pre-filled email message will appear with an area for you to record comments, if required.

#### Please note:

- You should not change the subject, email structure or attach any files as the Manage Grants Proposal bot relies upon these to process your response.
- If you select revision required, it is recommend that you either provide feedback in the comments section of the email or contact the listed ECU CI to discuss your reasoning.

Once you have added any comments, click **Send** to submit your response.

## Further assistance

If you require assistance with the ECURMS review process contact your School's [Research Administration Officer \(RAO\)](#).

If you would like to provide feedback on these ECURMS processes, please contact [researchsystemssupport@ecu.edu.au](mailto:researchsystemssupport@ecu.edu.au).