

ACCESSING ECURMS

In the [Staff Portal](#) under Easy Logins, click Research Management System.

LOCATE THE PROPOSAL/EOI

1. On the ECURMS homepage, click 'My Items' and locate the proposal; **or**
2. Search for the proposal using 'Quick Find' in the toolbar. Enter:

Proposal GNumber
 (e.g. G1001020); or

CI's surname
 where you do not have the GNumber.

then hit Enter.

EASY LOGINS

- Academic Misconduct Online Form
- BenchMARC
- Blackboard
- Callista
- Callista Connect
- Callista+
- CAPS
- CareerHub
- CMS
- Course & Unit Offerings System
- ECU Pool Vehicle System
- ECU-ORCID Connect
- ECUonQ
- ECURTS
- ECUSIS Room Bookings
- Emergency & Evacuation Induction (All staff)
- expense8
- Health & Safety Induction
- IT Services Kiosk
- IT Service Status - Student Systems
- Learning Portfolio
- LinkedIn Learning
- Marks Recording System
- My Library Record
- Office Allocator (Move Manager)
- Online Exams Submission
- Online Forms and Workflow
- Online Moderation System
- Research Activity System
- Research Management System
- Riskware

Quick Find

ACCESSING THE EXPRESSION OF INTEREST

1. When you have located the Proposal/EOI, hover over the GNumber, then over Proposal Development and finally select Edit to open.

G1002343
 Proposal Development Edit
 Proposal Tracking View
 Overview Info
 Delete

2. Click on the Submission tab.

Instructions
 EOI
 Submission
 Support
 Hide Help

Setup Questions
 Show Reset Defaults Completed

Your Expression of Interest (EOI) requires further information
 I am commencing an EOI submission

- Please click "Save and Continue" button, on the next screen you can enter your project's details into the form and submit your EOI.

3. Now the decision can be viewed, scroll to see the reviewer's comments.

Form/Document Name	View	Status	Upload	Remove
Expression of Interest	00	Completed	Upload	

Route History

Route Submitted - (by Sharon Lee MIDDLETON on behalf of Carlos Alberto AYA-BONILLA at 12-May-2016 1:21:00 PM)

Internal EOI Approval Route - Final Review

Step Number	Step Name	Who	Notified	Decision
Step 1	Step 1 - ADR Approval	Melanie Ruth ZIMAN	12-May-2016 1:21:02 PM	Approved - Approved
Comments: none				
Step 4	Step 4 - CI Notification	Carlos Alberto AYA-BONILLA	12-May-2016 10:01:50 PM	Informed -
Comments: none				

4. Once you are finished, click the **Done** button located top-left to exit.

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