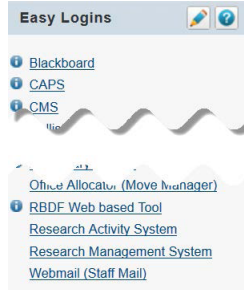


ACCESSING ECURMS

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



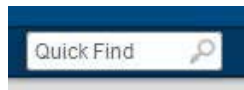
If the Research Management System is not listed, click the pencil icon located at the top-right of the Easy Logins list, select and at the bottom of the list click Apply then OK.

NOTE:

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

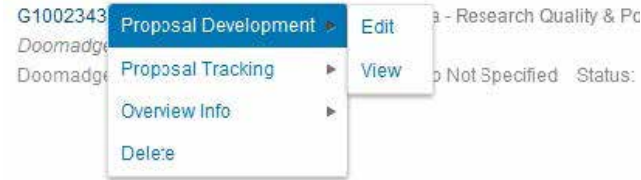
LOCATE THE PROPOSAL/EOI

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 the proposal number (e.g. G1001020) and hit enter, or the CI's surname where you do not have the GNumber.

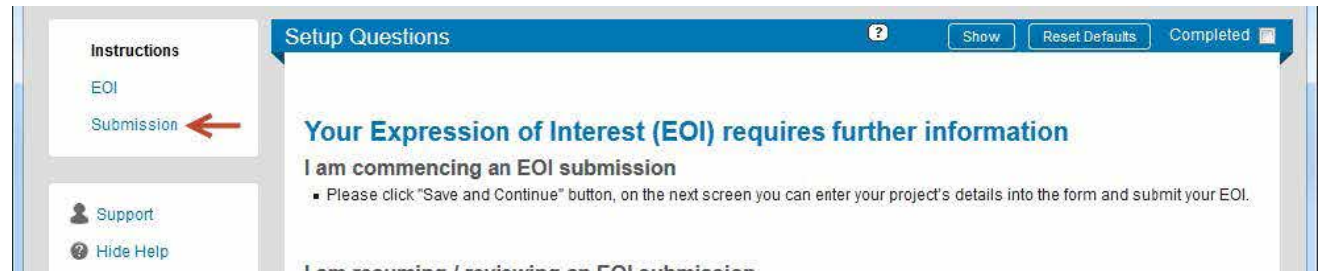


ACCESSING THE EXPRESSION OF INTEREST

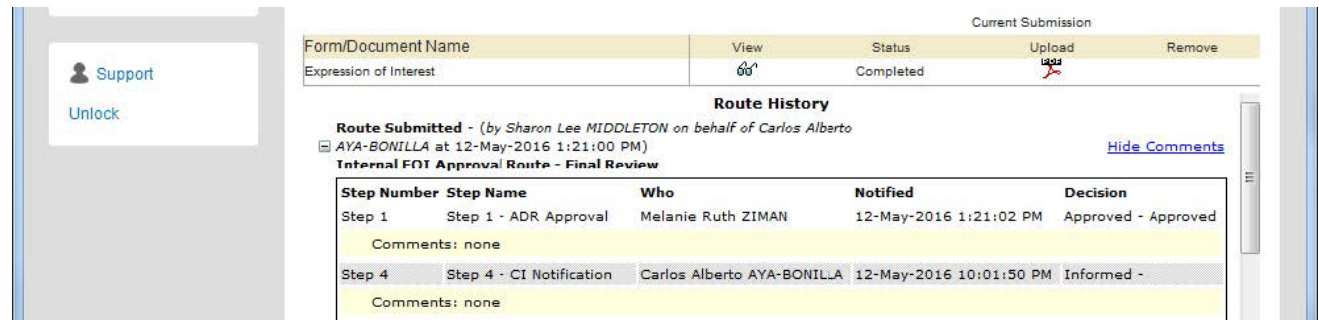
1. When you have located the Proposal/EOI, hover over the GNumber, then over Proposal Development and finally select Edit to open.



2. Click on the Submission tab.



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



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