

Edith Cowan University
Research Management System

Accessing ECURMS Data: A Guide for End Users

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Introduction

The aim of this document is to provide the user with a guide to logging in and searching for records in ECURMS.

Accessing ECURMS

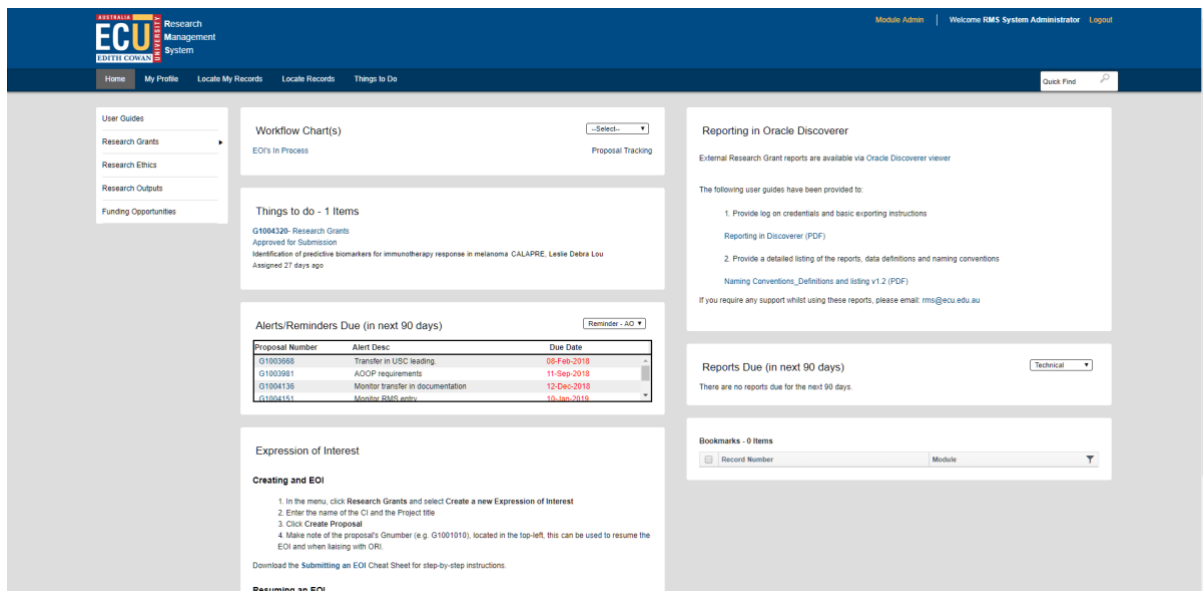
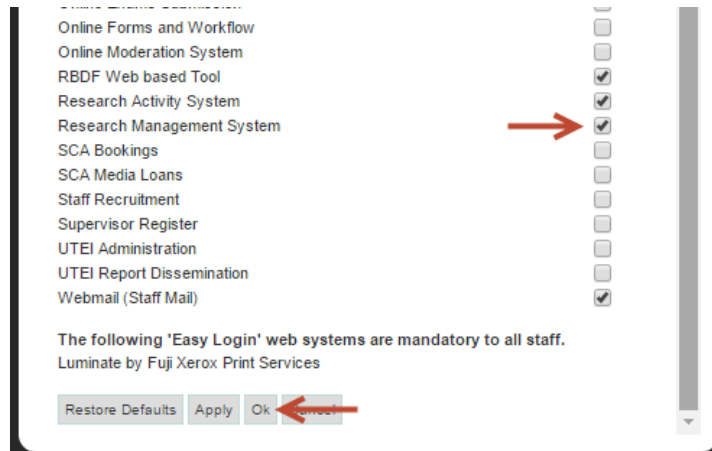
Logging In

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. If not listed, click the Pencil icon located at the top of the 'Easy Logins' menu, locate and tick the checkbox for 'Research Management System' and click **'OK'**.

4. ECURMS will open in a new window.



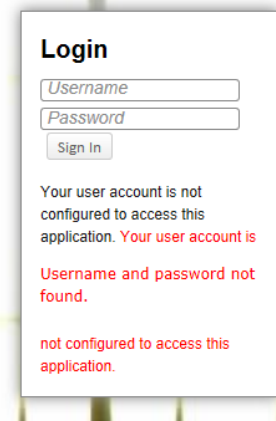
Please note: If you are accessing ECURMS outside of the ECU network, you will need to install and run [VPN software](#).

Unable to log in via Staff Portal

If you attempt to log into ECURMS via the Staff Portal and receive the error message *'Username and password not found'* and *'not configured to access this application'* (as shown below), then you will need to log into ECURMS directly from now on.

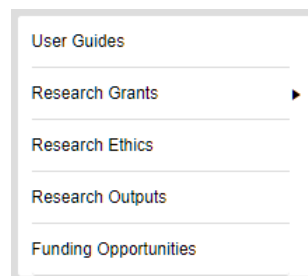
To log into ECURMS directly:

1. Go to: <https://rms.ecu.edu.au>
2. Enter your ADS login in lowercase (e.g. jbloggs)
3. Enter your password
4. Click Sign In



Searching in ECURMS

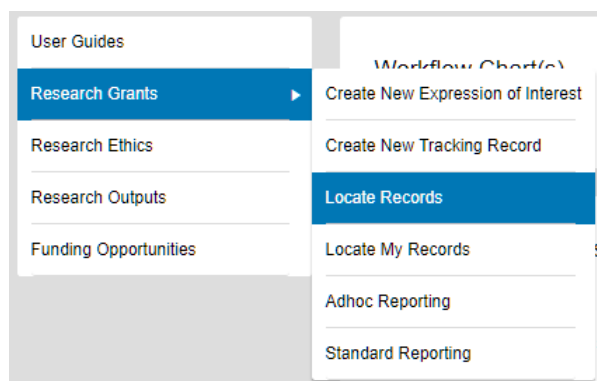
1. From the ECURMS home page, **select the 'Research Grants' menu bar** on the left of the screen.



- 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'**.

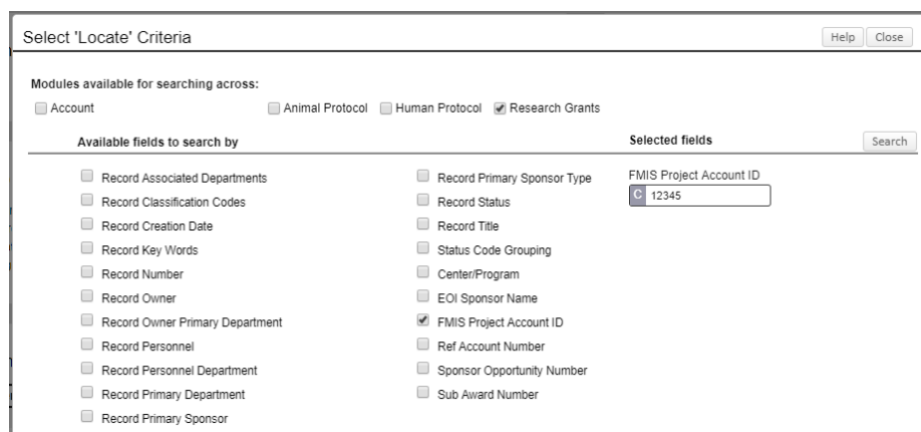


3. You can search using a number of different criteria:

- **'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

Available fields to search by

- Record Associated Departments
- Record Classification Codes
- Record Creation Date
- Record Key Words
- Record Number
- Record Owner
- Record Owner Primary Department
- Record Personnel
- Record Personnel Department
- Record Primary Department
- Record Primary Sponsor
- Record Primary Sponsor Type
- Record Status
- Record Title
- Status Code Grouping
- Center/Program
- EOI Sponsor Name
- FMIS Project Account ID
- Ref Account Number
- Sponsor Opportunity Number
- Sub Award Number

Selected fields Search

FMIS Project Account ID
12345

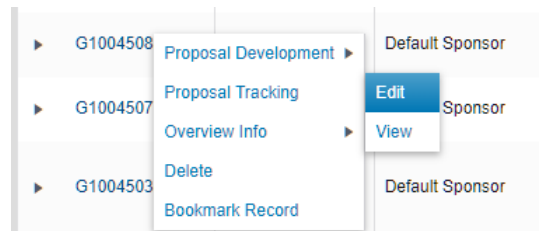
Once you have entered your criteria, **click 'Search'**.

Selected fields

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, hover over the proposal Number until the 'Proposal Development' and 'Proposal Tracking' options appear.



- 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 further assistance please contact researchsystemssupport@ecu.edu.au.