Research Grants Management System
User Guide – Awarding Grants
Version: 1.4– 10 April 2015
## VERSION CONTROL

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## DOCUMENT CONTROL

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## CONTINUOUS IMPROVEMENT

NHMRC endeavours to provide the best training to the Australian medical and health research community through a continuous improvement practice. Your feedback and recommendations will be used to review and update the training materials in the future. Any feedback can be sent to the RGMS training team at rgmstraining@nhmrc.gov.au.
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1. Introduction

This is the fourth in a series of RGMS user guides for members of the research community. The focus of this guide is the award phase of the NHMRC grant lifecycle (see Figure 1).

Topics covered in this guide include:

- accessing application results (Section 2); and
- for successful applications, how to provide and certify additional information that NHMRC needs to administer the grant, before payments begin (Section 3).

It is expected that anyone referring to this guide is familiar with the content in the RGMS User Guide – Introduction to RGMS (Research Community).

1.1. Target Audience

This guide is targeted at chief investigators (CIAs) and research administration officers (RAOs). Section 3 applies to successful applications only.

1.2. RGMS Training Program

Training is structured around the four phases of the NHMRC grant lifecycle as illustrated in Figure 1 (below). The training program aims to provide the skills and knowledge needed to perform common tasks.

Target audiences for the program include:

- Applicants
- Assigners
- Assessors
- Grantees
- Research Administration Officers
- Finance Officers.

![Figure 1 – NHMRC Grants Lifecycle](image)

**IMPORTANT NOTE**

While this diagram summarises the typical steps in the process, the unique requirements of each NHMRC funding scheme may introduce additional or fewer steps. Always refer to the scheme-specific funding rules for further information and clarification.
Figure 2 - RGMS Training Program for the research community
2. Accessing Assessment Results

When the peer review panel (PRP) has completed their assessment, outcomes will be formally announced by the portfolio minister or his/her representative and made available both on the NHMRC website and in RGMS. This section outlines how applicants and research administration officers (RAOs) can access outcome information in RGMS, including:

- result letters and feedback reports to individual applicants (CIAs);
- all result letters, feedback reports and grant schedules for an institution (RAOs); and
- summary results for an institution (RAOs).

2.1. Accessing result letters and feedback reports as an applicant (CIAs)

**IMPORTANT NOTE**

CIAs will receive a system-generated email as soon as results letters become available. Please do not attempt to access result letters before receiving this email.

1. From the RGMS home page, select the **Applicants** tab.

Figure 3 - Accessing the Applicants Tab
2. Select the **View my results letter** quicklink.

![Figure 5 - Accessing Results Letters](image-url)
3. Enter search criteria and filter. Refer to Section 3.5 Filtering in the RGMS User Guide – Introduction to RGMS (Research Community).

![Assessment Rebuttals List](image)

Figure 6 - Assessment Rebuttals List

4. Navigate to the Application ID link or click on the properties icon to open the Assessment Rebuttals: Results tab.

5. Under the Results tab, navigate to and click on the Letter of Result icon to open a Result Item (e.g. Assessor Comments).

![Assessment Rebuttals: Results](image)

Figure 7 - Assessment Rebuttals: Results

2.2. Downloading all results letters, feedback reports and grant schedules for an institution (RAOs)

**IMPORTANT NOTE**

This function is available to Research Administration Officers (RAOs) only. Please note there is a 24 hour delay after result letters are released before this function can be used. Refer to the next section (Viewing summary results for an institution (RAOs)) for instructions on viewing results in the interim. Results are also published on the NHMRC website.
RAOs can download outcome documentation for their institutions using the **Download Documents** function in the [RGMS User Guide - Assessment Processes](#). This is available for all schemes unless NHMRC advises otherwise.

The following documents are included in the download:

- result letters;
- feedback reports; and
- schedules for your institution.

Documentation for other schemes will be emailed to RAOs.

To download the outcome documentation, follow the steps below:

1. From the [RGMS Overview: Home page](#), navigate to and select the **RAO/Finance Officer** tab.
2. Navigate to the **Quicklinks for RAOs** section and select the **Download results documents** quicklink.

![Figure 8 - Accessing the RAO/Finance Officer tab](#)
3. Select the New Download Documents button at the bottom of the page.

![Download Documents List](image)

**Figure 9 - Download Documents List: new Downloaded Documents**

4. Select the appropriate round from the Round field dropdown menu (for example 20XX_Project Grants_funding_commencing_20XX).

![Create Download Documents](image)

**Figure 10 – Creating Download Documents: Selecting a Round**
5. From the **Document Type** field drop down menu, select the appropriate **Funding Round Results (RAO Only)**.

![Figure 11 - Document Type field dropdown menu](image)

6. Select the **Save** button.

7. From the **Properties** tab review the information and instructions on-screen,
8. Navigate to the Properties dropdown menu and select the Funding Round Results (RAO Only) link.

Figure 13 - Funding Round Results (RAO Only) link

9. Select the name of your Administering Institution from the Admin Institution drop down field.

Figure 14 - Download Documents page: details required

10. Choose a password (case sensitive with a maximum of 20 characters) and enter it in the Password field. This password will be used later to open the zip file.

IMPORTANT NOTE:
The password will be used to gain access to the downloaded zip file ONLY and must be no more than 20 characters in length. It will be recorded on this page for future reference and it will be visible to some NHMRC staff.
11. From the Generate Zip File drop down field select Yes to generate an accessible Zip file for documents.

12. Navigate to and select from the Result Type list which documents will be generated in the zip file. Clicking on the binoculars icon will open the Result Type list and will display multiple values which can be selected.

13. Select Add to lock-in the selection.

14. From the Generate Covering Schedule For Multiple Grants drop down field, select Yes if you would like this document emailed to you.

**IMPORTANT NOTE**

Selecting Yes from the Generate Covering Schedule For Multiple Grants drop down menu will enable your Administering Institution to accept multiple grants from the same funding round. The “Schedule for Multiple Grants” letter will not be included in the downloaded zip file and hence can be requested either in conjunction with, or independently of, your download.

*If No is selected, your Administering Institution must complete and submit to NHMRC the individual grant schedules that are downloaded in the zip file*

15. Select the Save button.

16. After a short wait, refresh the page using the Refresh icon at the top right of the page and the URL field will be populated. When the URL is populated you will need to wait a further five minutes for the file to be generated.

17. Click on the URL link to download the zip file to your computer.

   a. For Windows users, select Save when prompted to Open or Save the file.

   b. For Mac users, the file should automatically download to a default location (typically /Users/<userID>/downloads).

**Figure 15 - Accessing Generated File: URL link**

**IMPORTANT NOTE**

If an error message appears stating that the target item is not available, close the error message and wait five minutes before reselecting the URL. Files are available for download for 48 hours after creation. To download the files after that time, you will need to repeat the steps above.
18. Navigate to the downloaded zip file and double click to open. When opening the file, you may be asked to specify a save location and will be prompted to enter the password you defined at Step 10.

19. For Mac users, this password protected file may not be compatible with Apple’s default Archive Utility program. You will accordingly need to use an alternative utility such as Stuff IT Expander (freeware available on the web) or similar. To do this, highlight the zip file, select ‘Open With’ from the File menu in the Finder and choose an alternative utility to unzip the file. For additional information, refer to item 4.1.1. Additional details for Mac users in the RGMS User Guide - Assessment Processes.

The extracted files will now be available for viewing. These include all result letters, panel assessment summaries and schedules for your administering institution for the selected funding round. A file whose name starts with ‘AAA_Applications …’ is also included that lists each application and its result status.

2.3.  Viewing summary results for an institution (RAOs)

As an alternative to downloading your institution’s outcomes documentation, you can also view summary results via the Institutions Information page in RGMS.

To view your institution’s results, follow the steps below:

1. From the RGMS home page select the RAO/Finance Officer tab.

2. Select the Institution Information quicklink.
3. Select your institution and click on the **Results tab**.

![Figure 17 - Institutions: Results - Filter](image)

4. Filter by Application Round by typing directly into the look up field to display any matching results or by using the Look Up icon as outlined in Section 3.8 of *RGMS User Guide – Introduction to RGMS (Research Community)*.

The results are sorted into three categories:

- **Application results for your Administering Institution** – lists results for applications submitted by your administering institution.

- **Successful Applications Containing Participating Institutions** – lists participating institutions involved in successful applications administered by your institution.

- **Successful Applications Containing This Institution** - lists successful applications that involve your institution as a participating institution rather than the administering institution.
Figure 17b – Institution Results
3. Data Collection at Award

Chief Investigator As (CIAs) on successful applications are required to provide the following information, needed to administer grants, before payments begin:

- a plain English summary of the proposed research; and
- ethics details, where applicable.

This information must in turn be certified by the Administering Institution through its research administration officer (RAO).

This section covers:

- Data entry by successful CIAs (section 3.1), including:
  - data requirements where ethics committee approvals are not needed (section 3.1.1);
  - data requirements where ethics committee approvals are needed (section 3.1.2); and
- RAO certification (section 3.2).

These instructions assume that you know how to log in to RGMS. Refer to the RGMS User Guide – Introduction to RGMS if you are unsure how to do this or encounter difficulties logging in.

3.1. CIA Data Entry

IMPORTANT NOTE

The following steps should be completed by the successful Chief Investigator A (CIA).
Please allow up to 48 hours after receiving a results letter, before attempting to complete the steps below.

1. From the RGMS homepage, navigate to and select the Grantees tab.

Figure 18 - Accessing the Grantees tab
2. Navigate to the **Quicklinks for Grantees** section of the page and select the **View an existing grant** quicklink to view a list of your current grants.

![Figure 19 - Overview: Grantees page](image)

3. Select the relevant properties icon to open your newly awarded grant.

![Figure 20 - Grantee Administration list](image)

If ethics committee approval:

a. **is not** required for the funded research, follow the instructions in below.

b. **is** required for the funded research, proceed to [section 3.1.2](#) below.
3.1.1. Data requirements where ethics committee approvals are **not** needed

If, in Part A of your application, you answered ‘no’ to the questions relating to human and animal ethics clearances, the **Grantee Admin: Properties** page will display as follows:

You must complete the following steps:

1. **Enter your Plain English Summary** into the field. Describe the research in terms suitable for release to the media. Avoid the use of highly technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand. This information will be made available, if requested, to members of the public, journalists, etc. It may also be used for the purposes of reporting on grants to Parliament. **Note that this information plays an important part in relaying research outcomes to the public and, as such, should be written in a manner appropriate for the intended audience.**
2. Select Yes in the **All Required Fields have been populated** field

3. Select **Save and Return** to save your work and return to the **Grantee Administration - Properties** page.

Your RAO will be notified via automatic email that your data requires certification and a link to the **RAO Certification** sub-page will appear in the **Properties** dropdown menu.

### 3.1.2. Data requirements where ethics committee approvals are needed

If, in Part A of your application, you answered ‘Yes’ to the questions relating to human and/or animal ethics, the **Grantee Admin: Properties** page will display according to your response. For example, where a ‘Yes’ response was provided to human research ethics clearance and a ‘No’ response for animal ethics, additional questions related to human ethics will appear on an **Ethics - Human** sub-page in the **Properties** dropdown menu.
In the following example, both human and animal ethics sub-pages have been generated and information is required to be completed in both sub-pages before RAO certification can take place.

![Figure 24 - Grantee Admin: Properties page showing links to Animal and Human Ethics sub-pages](image)

*Figure 24* - Grantee Admin: Properties page showing links to Animal and Human Ethics sub-pages
1. Where applicable, complete all relevant information on the Ethics - Animal sub-page and click **Save**.

   ![Ethics - Animal sub-page](Image)

   **Figure 25** - Ethics – Animal sub-page

2. Where applicable, complete all relevant information on the **Ethics – Human** sub-page and select **Save**.
3. Once all ethics information has been entered, click Save.

4. Return to the Properties tab dropdown and select General from the menu.
5. Enter your **Plain English Summary** in the field provided. Describe the research in terms suitable for release to the media. Avoid the use of highly technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand. This information will be made available, if requested, to members of the public, journalists, etc. It may also be used for the purposes of reporting on grants to Parliament. **Note that this information plays an important part in relaying research outcomes to the public and, as such, should be written in a manner appropriate for the intended audience.**

![Required Information](image1)

**Figure 28 -Required Information**

6. Select **Yes** in the **All Required Fields Have Been Populated** field;

7. Select **Save** or **Save and Return** to save your work and return to the **Grantee Administration** list

Your RAO will be notified via automatic email that your data requires certification and a link to the RAO Certification sub-page will appear in the **Properties** dropdown menu.

![Properties](image2)

**Figure 30 – RAO Certification link**

### 3.2. **RAO Certification**

**IMPORTANT NOTE**

*Only an RAO can complete the following steps.*
1. From the **RGMS Home** page navigate to and select the **RAO/Finance Officers** tab.

2. Navigate to the **Quicklinks for RAO/Finance Officers** and select the **View existing grants** quicklink to view a list of your institutions’ current grants in the **Grantee Administration List** page.

3. Select the properties icon to open the relevant grant.

4. Navigate up to the **Properties** tab and select the **Properties** dropdown menu then select **RAO Certification** link.
5. From the **Certify RAO** field, select if the report is **Approved** or **Rejected**.

8. In the **Certify RAO Comments** text field, enter any additional comments you may have.

9. Select **Save and Return** to save the work and return to the **Grantee Administration List** page.

**IMPORTANT NOTE:**

Rejecting the data causes RGMS to generate an email to the chief investigator (CI) giving notice of the rejection and instructing the CI to log in to RGMS to edit their input.