

NHMRC Tracker – Special Edition – 4 December 2009

What is RGMS?

The **Research Grants Management System**, or **RGMS** is NHMRC's new online system for lodging grant applications, managing the assessment of applications, and managing grants once awarded.

RGMS is replacing Informed-Filler and NHMRC's current grants management system, RMIS (Research Management Information System).

Why is RGMS being implemented?

NHMRC's existing IT support arrangements for managing grant applications, and peer review are outdated and the technologically supporting RMIS has become difficult to maintain. It also does not provide the level of support and information that is now required in the management of research applications and grant funding.

RGMS will streamline our grant application process, including peer review and allow us to run more flexible schemes.

What will I use RGMS for?

Researchers will use RGMS to lodge applications for all NHMRC funding schemes except Australia Fellows* and NHMRC EU Collaborative Health Research Grants. Researchers who hold NHMRC grants will be able to manage their grants on-line using RGMS.

All researchers involved in NHMRC's peer-review processes will also do this through RGMS.

** Note: RGMS will not be used for Round Five of the Australia Fellowship Scheme. The application process for Australia Fellowships will be published on the NHMRC website on the opening date of 9 December 2009.*

What will be the benefits from implementing RGMS?

RGMS is a secure web-based system that will enable applications to be made on-line in real time. It is based on proprietary software and provides NHMRC with an integrated system for managing all aspects of the research funding cycle (from lodging applications through to acquittal of grants).

NHMRC used RGMS successfully during 2009 for two funding schemes (Development Grants and Centres of Research Excellence) it will now be used for all schemes (except for Australia Fellows* and NHMRC EU Collaborative Health Research Grants).

An important feature is the on-line CV tool. Researchers only need to enter their CV once (and can update it any time), and RGMS automatically extracts the information into research funding applications. The CV can also be exported for other uses.

Being web-based, RGMS automatically generates emails to advise applicants, external assessors and peer reviewers at appropriate times in the research application and funding process.

What impact will RGMS have on me?

Being a new IT system, it will take some time for researchers and Research Administration Officers (RAO) to become familiar with the functions of the system. The look and feel of RGMS is quite different to what you are used to.

Until now, NHMRC has provided specific application forms for each funding scheme. RGMS uses account-based access that looks dramatically different. However, it gives you access to a substantially greater amount of functionality.

When you open your account (see below), you will need to fill out your CV. While you may find that there is some work associated with filling out this information initially, keeping it up to date will not be difficult.

In addition, if you are nominated to be an external assessor or a grant review panel member, you can expect to receive emails at key stages of the peer review process advising you of what is being sought from you, and what you should do about it.

How will my CV be stored and used?

RGMS includes a 'Profile & CV' section for all users. The CV will be stored in RGMS on NHMRC's server. This means that once completed, all you will need to do for future applications is to keep your CV up to date – there is no need to re-enter information already in the system. You can update your CV information at any time.

Nobody but you will have access to your CV or be able to edit it. RGMS will automatically extract information from your CV into grant applications you are associated with. However you will be able to export your own CV for other uses.

You may find that some sections of the 'Profile & CV' are not applicable to you personally and you may choose to leave these blank. Additionally, different sections of the 'Profile & CV' may be used in different applications. Details of what sections of the 'Profile & CV' will be used in different applications will be available from a users home screen in RGMS.

We understand that it will be a little tedious to complete your 'Profile & CV' the first time, but once complete, it will simply be a matter of keeping your CV updated.

Will applications be different in RGMS?

There will be little difference in the information needed to complete an application compared to previous requirements. However, the look and functionality of RGMS is

completely different from your NHMRC grant application and management experience of the past. Any changes in the information required from last year will mainly be due to changes in the funding policy.

Note we are maintaining the research proposal as a separate PDF attachment that will be uploaded into RGMS. Whilst substantially the same as in previous years, some information previously included in the PDF attachment may be captured in other sections of the application and no longer needed. Check the guide to applicants (in RGMS) for what is required in the PDF attachment.

How do I get access to RGMS?

If you already hold an active grant with NHMRC, you will automatically be provided with an RGMS account. You will be sent an e-mail on 17 December, containing information telling you how to activate your account and:

- access the system;
- fill out the areas of the 'Profile and CV' relevant to your scheme (a list of these will be available in the system from users' home screen);
- start an application; and
- access the guide to applicants for the scheme you are applying for.

All RAOs will also automatically be provided with an RGMS account.

If you don't currently hold an active NHMRC grant, instructions on how to get an RGMS account will be available on the NHMRC website at <http://www.nhmrc.gov.au/grants/rgms> on 17 December 2009. You will be able to request a new RGMS account through RGMS's automated login/password function called 'RGMS Identity Manager'.

When will applications open and when will I get access to RGMS?

We anticipate that RGMS will go live on 17 December 2009, for all NHMRC funding schemes (except Australia Fellows and NHMRC EU Collaborative Health Research Grants). The relevant dates are as follows:

- **8 December 2009** - Project Grants Policy released.
- **14 December 2009** - Researcher Fellowship and Practitioner Fellowship Policy released.
- **17 December 2009** – Current NHMRC grant holders are emailed instructions detailing how to activate their pre-prepared RGMS accounts.
- **17 December 2009** – RGMS goes live. Researchers can log into RGMS.
- **17 December 2009** - Project Grant application forms open in RGMS.
- **17 December 2009** - Researcher Fellowship and Practitioner Fellowship application forms open in RGMS.
- **17 December 2009** – RGMS: Identity Manager is launched allowing new users to request new RGMS accounts.

Will training be provided?

RGMS includes a help system (CA Productivity Accelerator) that enables you read about each part of the RGMS you interact with, or to have the help system step you through what you have to do at each stage.

RAOs will have special access rights in RGMS, and we are working with them prior to the opening of RGMS to make sure they are familiar with its features. While we encourage you to contact NHMRC in the first instance if you encounter problems, you should also make your RAOs aware so they can help share learnings with your colleagues.

Who do I contact if I have any problems?

The introduction of RGMS is a significant change for NHMRC and the research community. Though we have thoroughly tested it through this year's Development Grants and Centres of Research Excellence schemes, we are prepared for new problems to arise over the coming months. In readiness we have increased our Help Teams to answer general inquiries and more detailed technical issues. We will also have a Blog available on NHMRC's website from January 2010.

We are keen to make RGMS as good as possible and we welcome your feedback so we can optimise it for future rounds. Feedback can be provided through the GrantNet Help team, the Blog, or the RGMS Help team.

Contact details for the Help teams are as follows:

GrantNet Help

For information regarding funding schemes, policies, help filling out application forms, and feedback or suggestions:

Ph: 1800 500 983

Email: grantnet.help@nhmrc.gov.au

RGMS Help

For technical errors, system failures, and feedback or suggestions:

Email: RGMS@nhmrc.gov.au

We anticipate, as with all new IT platforms, that there will be teething problems, and we will be working to quickly resolve any problems that might arise. We will keep you informed of any problems and solutions we develop to address the problems.

We appreciate the significance of this change and thank you for your understanding during this transition into RGMS.