



Australian Government
National Health and Medical Research Council

NHMRC



Research Grants Management System
Assigner Processes Quick Reference Guide
Part 1. Initial Tasks
Target Audience – Assigners Academy
Version 1- 9 February 2017

ASSIGNER PROCESSES

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1. Introduction

IMPORTANT NOTE:

The material in this Quick Reference Guide (QRG) is intended to complement other QRGs for Assigners and the *RGMS User Guide – Assigner Processes 2017*, available under the *Assigner Resources* section on the [RGMS Training Program](#) page of the NHMRC Website.

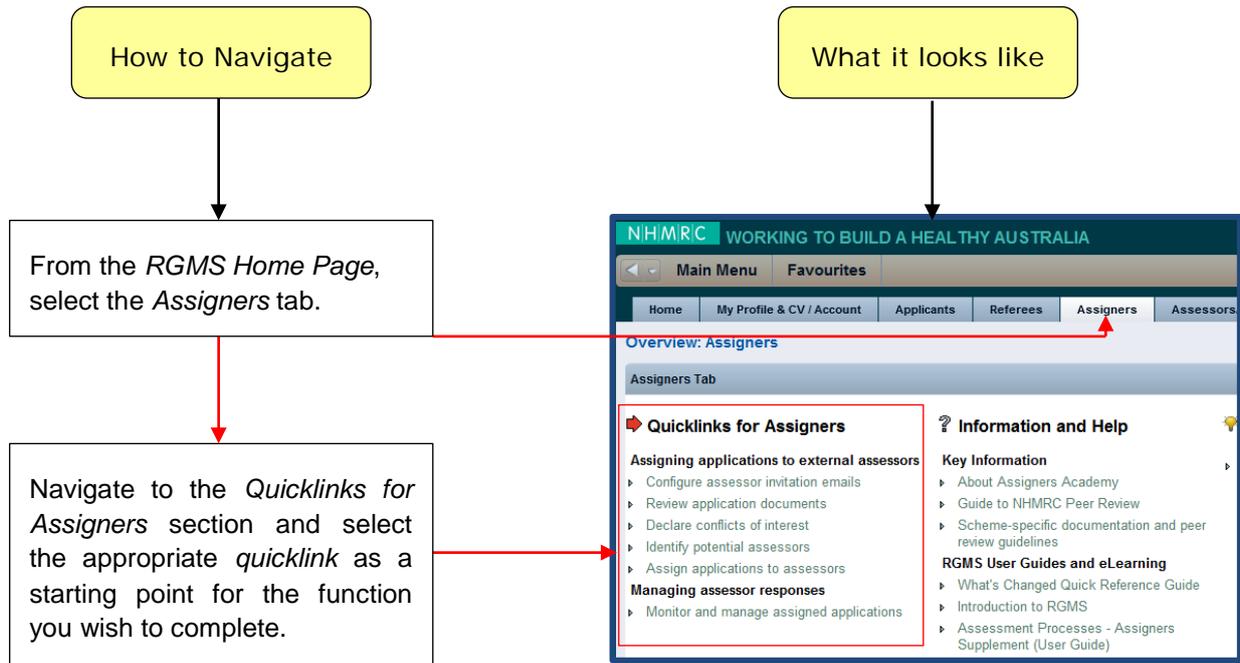
Support:

Further information and assistance with Assigner processes is available from the Assigners Academy Team via email or from NHMRC's Research Help Centre (RHC) by phone between 9am and 5pm AEST/AEDT Monday to Friday.

Email	academy@nhmrc.gov.au
Phone	1800 500 983 (or +61 2 6217 9451 for international callers)

2. Getting Started

2.1. Assigners Area in RGMS



IMPORTANT NOTE:

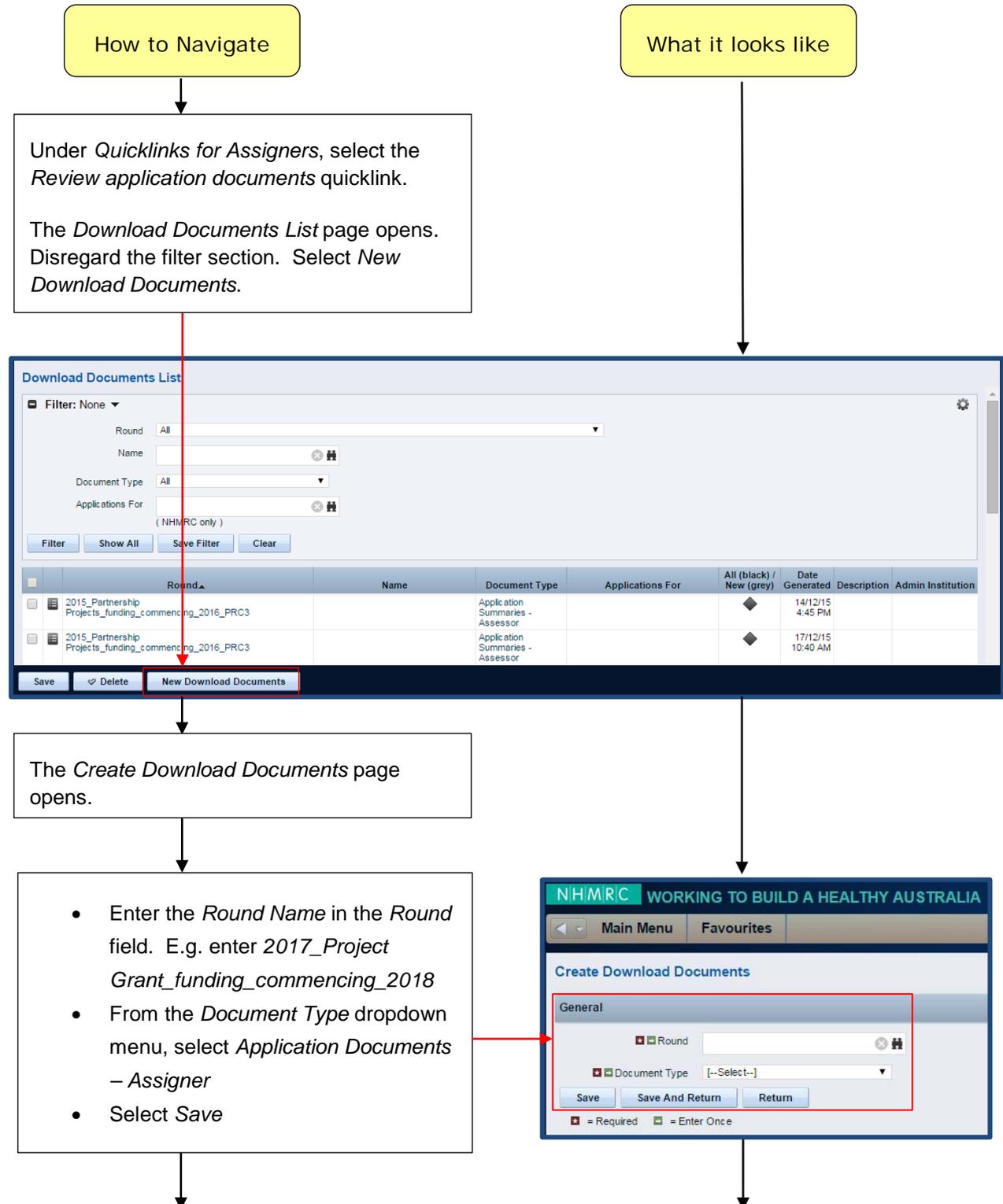
All subsequent instructions in this guide use *Quicklinks for Assigners* as a starting point.

2.2. Downloading Application Documents

This process provides you with a Zip file containing Application Summaries you will use later, in [Section 2.3 - Declaring Conflicts of Interest \(Col\) and Assigner Suitability](#) of this guide.

IMPORTANT NOTE:

Mac users may experience difficulties opening zip files. Apple's default Archive Utility program is known to have compatibility issues with password protected zip files. An alternative zip expander, such as Stuffit Expander, is recommended.



How to Navigate

The *Download Documents: download - Properties* page opens.

Use the *Properties* dropdown menu to select *Documents - Assigner*.

What it looks like



The *Download Documents: download - Properties* page changes the display to reveal additional fields. Complete the following prior to selecting *Save*:

- *Name* field – Enter your name
- *Download Purpose* dropdown menu – Select *Determine Col*
- Enter a password in the *Password* field. You may create any password you wish under 20 characters in length.
- *Generate Zip File* dropdown menu - *Yes*

A screenshot of the 'Download Documents: download - Properties' form. The form is divided into sections: 'Hints & Instructions', 'Assigner', 'Details', and 'Generated File'. The 'Assigner' section has a 'Name' field with a red box around it. The 'Details' section has fields for 'Round' (2017_Project Grant_funding_comencing_2018), 'Password' (Not4U2Know), and 'Generate Zip File' (Yes). The 'Download Purpose' dropdown menu is open, showing options: 'Allocate Assessors' and 'Determine Col'. A red box highlights the 'Download Purpose' dropdown. At the bottom, there are 'Save', 'Save And Return', and 'Return' buttons. A red arrow points from the 'Save' button to the text box below.

When finished, select *Save*.

Refresh the page (F5 on a PC/Command-R on a Mac).

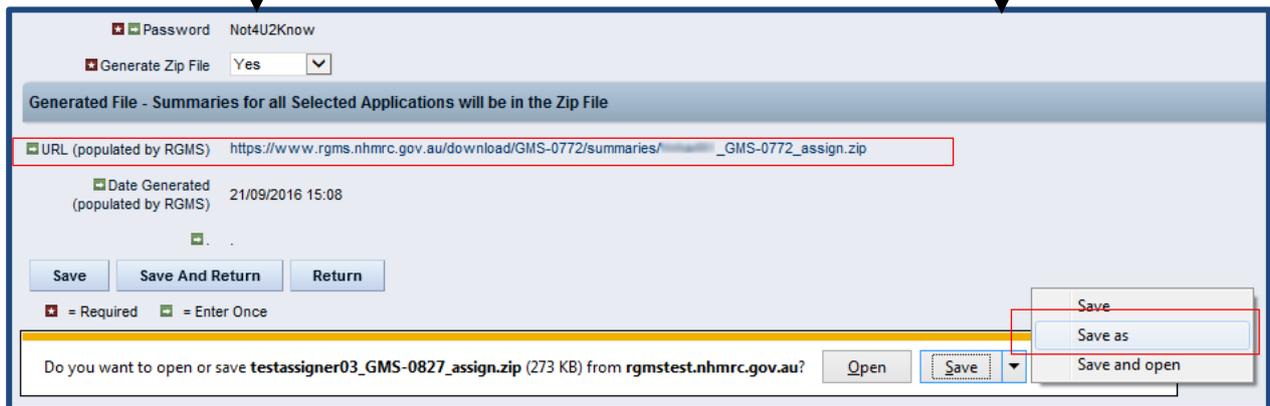
How to Navigate

What it looks like

After refreshing the page, a *URL hyperlink* appears. However, clicking the link before the zip file is fully assembled results in an error message. Waiting two minutes before clicking the link is recommended.

After selecting the *hyperlink*, follow the prompts. Use the 'Save As' option to select a location on your computer's hard drive for the download. You have 120 hours (five days) to complete the download before the link is made inactive.

Once the zip file downloads to your computer, open the zip file and extract all folders. You will need the password you created earlier in this process to extract files.



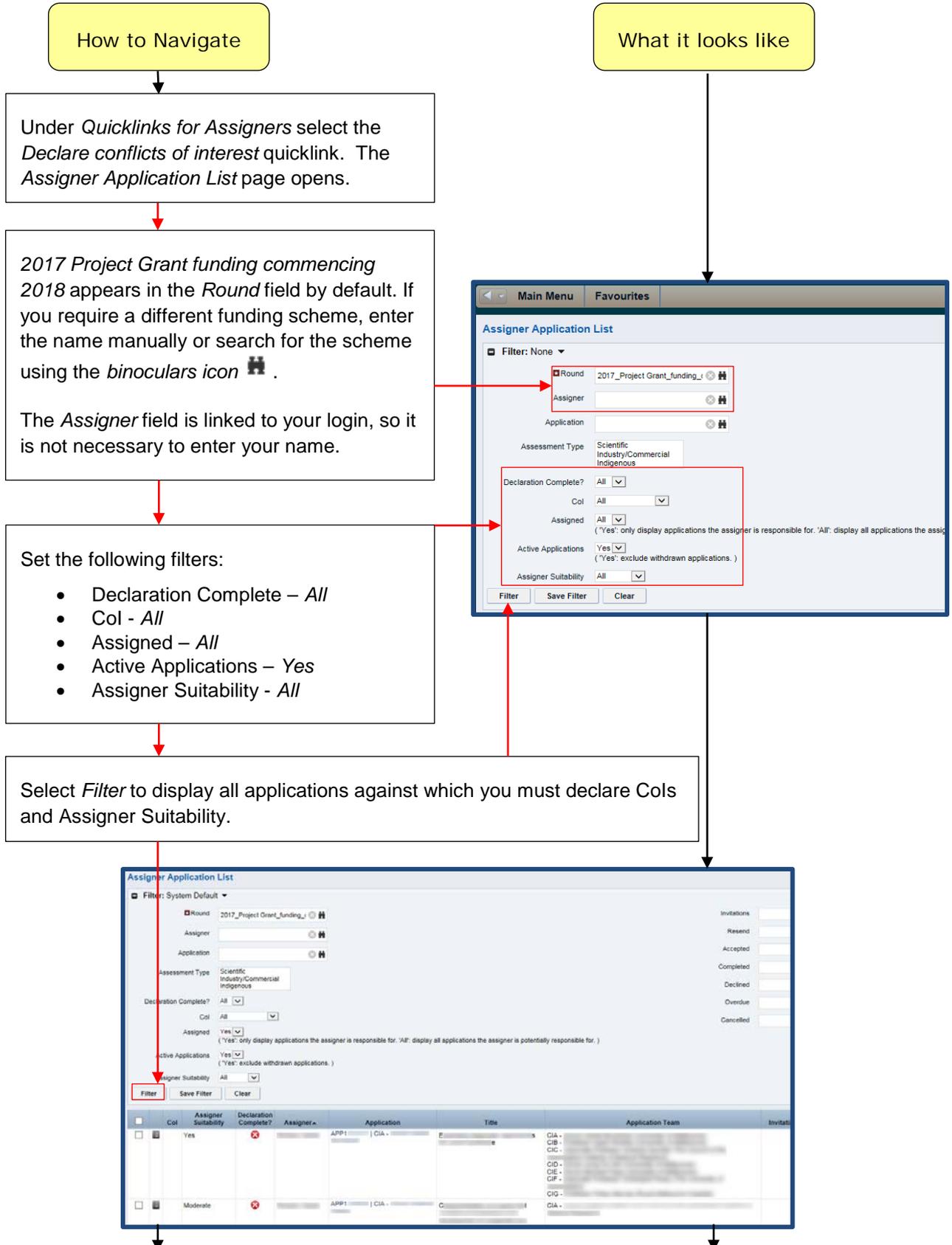
As an Assigner, you may need to run the *Download All* process more than once. The instructions above describe running the *Download All* process when producing documents to help determine your Conflicts of Interest (CoI) and Assigner Suitability.

The *Allocate Assessors* function will be described later, in the *Assigners QRG Part 2 – Select Potential Assessors*, available under the *Assigner Resources* section on the [RGMS Training Program](#) page of the NHMRC Website.

2.3. Declaring Conflicts of Interest (Col) and Assigner Suitability

IMPORTANT NOTE:

Save your work frequently and *always* save before moving between pages in RGMS. RGMS times out after 30 minutes of inactivity and RGMS *does not* recognise typing as an activity. If RGMS times out or if you change pages without saving, you will lose any unsaved data.



How to Navigate

What it looks like

Clicking into the Col column gives you three options:

- [--Select--] – No Col. This is the default setting and displays a *Blank* until the Col column is clicked. To declare *No Col*, no entry is necessary. Leave the setting as [--Select--].
- Ruling Required – You are associated with the application, team or administering institution, but are unsure if your conflict level is *None*, *Low* or *High*. NHMRC will provide a ruling.
- Yes – You feel certain your circumstances warrant a *High Col* ruling and you cannot act as an Assigner for this application.

If you select either *Yes* or *Ruling Required*, you must also provide Col details by clicking into the *Note* column. A free-text field opens. Enter sufficient details for NHMRC staff to review your conflict and rule on or confirm the conflict level. Specifically, include details regarding:

- Dates related to any associations with research team members or institutions
- Publications with research team member(s);
 - More or less than 5 years ago
 - More than or fewer than 20 co-authors
 - You are or a team member is first or last author
- Collaborations, publications and associations with:
 - Chief Investigator (CI) – usually High Col
 - Associate Investigator (AI) – usually Low Col

For more details, please refer to [Section 2.4 - Conflict of Interest Matrix](#) in this guide.



The screenshot shows a table with the following columns: Assigner, Declaration Suitability, Complete?, Application, Title, Application Team, Completed, Declined, Overdue, Cancelled, Note, and Type. A dropdown menu is open over the 'Declaration Suitability' column, showing the options: [--Select--], Ruling Required, and Yes. The 'Note' column contains the text 'Was on a GRP with CIB last year' and the 'Type' column contains 'Scientific'.

Assigner	Declaration Suitability	Complete?	Application	Title	Application Team	Completed	Declined	Overdue	Cancelled	Note	Type
	Yes		APP1 CIA -	C	CIA -	0	0	0	0	Was on a GRP with CIB last year	Scientific

How to Navigate

What it looks like

Click into the *Assigner Suitability* column to open the dropdown menu. Indicate your suitability to act as Assigner for each application by selecting:

- **Yes** – (default for this field) - This is within my area of expertise and I am confident I can assign external assessors to this application
- **Moderate** – I work broadly within this research field and can identify external assessors qualified to review this application;
- **Limited** - I have limited knowledge of this research field but could act as an Assigner if required; or
- **No** - This application falls outside my area of expertise and I do not feel I could act as an Assigner for this application.

The screenshot shows a table with columns: Col, Assigner Suitability, Declaration Complete?, Assigner, Application, Title, Application Team, and Invitatio. The 'Assigner Suitability' dropdown menu is open, showing options: Yes (selected), Moderate, Limited, and No. Red arrows point from the text above to the dropdown menu and the 'Declaration Complete?' column.

Col	Assigner Suitability	Declaration Complete?	Assigner	Application	Title	Application Team	Invitatio
	Yes	⊗		APP1 CIA -	G	CIA - CIB - CIC - CID - CIE -	
	Yes						
	Moderate						
	Limited						
	No	⊗		APP1 CIA -	T	CIA - CIB - CIC -	

When the Assigner Suitability and Col declaration is complete, click into the *Declaration Complete* column to open the dropdown menu and change the field from *No* to *Yes*.

The screenshot shows the same table as above. The 'Declaration Complete?' dropdown menu is open for the row where 'Assigner Suitability' is 'No', showing options: No (selected), Yes, and No. A red arrow points from the text above to the dropdown menu. Another red arrow points from the text below to a red triangle icon in the 'Col' column of the same row.

Col	Assigner Suitability	Declaration Complete?	Assigner	Application	Title	Application Team	Invitatio
	Yes	⊗		APP1 CIA -	G	CIA - CIB - CIC - CID - CIE -	
	Yes						
	Moderate						
	Limited	✓		APP1 CIA -	L	CIA - CIB -	

IMPORTANT NOTE:

A red triangle in the top-left corner of any field indicates data in that field has not yet been saved. To prevent loss of data, select Save at the bottom-left of the page.

2.4. Conflict of Interest Matrix

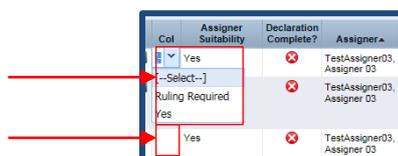
The matrix below covers most common conflict situations. Notice that associations you have with Associate Investigators are almost always considered Low-level conflicts.

Col Category	Col Details	Col Level when association involves CI(s)	Col Level when association involves AI(s)
Application	You are a named investigator on the application (CI/AI)	High	High
Publications/Co-author (You and a team member)	You are on the same publication less than 5 years ago and less than 20 authors	High	Low
	You are on the same publication less than 5 years ago, more than 20 authors, neither is first or last author, no direct collaboration	Low	Low
	You are on the same publication less than 5 years ago, more than 20 authors, either you or a team member is first or last author	High	Low
	You are on the same publication more than 5 years ago / any number of authors / either can be first or last author	Low	Low
Collaboration Application/Grant	Collaborated more than 5 years ago	Low	Low
	Collaborated less than 5 years ago	High	Low
Mentoring	Mentoring relationship more than 5 years ago	Low	Low
	Mentoring relationship less than 5 years ago	High	Low
	Mentoring relationship with colleague of team member	Low	Low
	Team member mentored colleague of yours	Low	Low
Institutional Association	Same school/faculty/department	High	Low

IMPORTANT NOTE:

Being associated with the same institution does not necessarily create a high Col.

NHMRC policy allows Assigner participation with a Col level of 'low' or 'no' Col. If you determine you have a 'low' Col, leave the Col dropdown menu in the *blank* default setting, or choose *[--Select--]* if you have already opened the dropdown menu. *[--Select--]* will return the dropdown menu to the default *blank* setting.



If you encounter difficulty with a Col ruling, please contact NHMRC at Academy@nhmrc.gov.au.

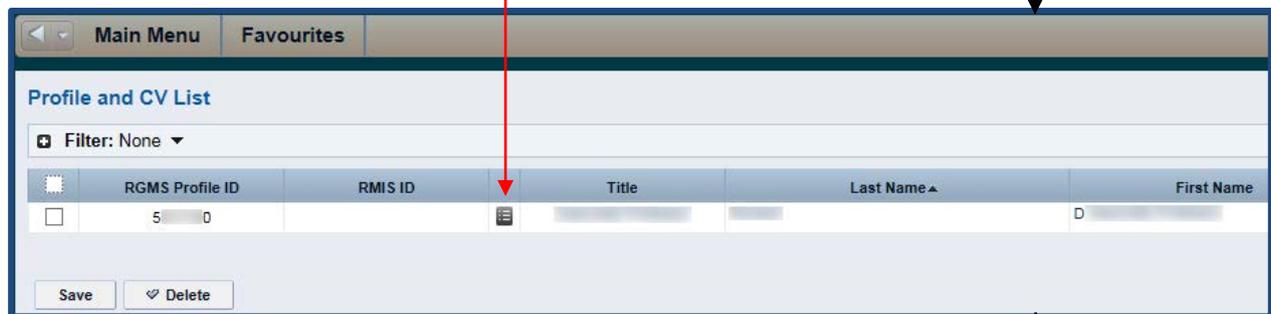
2.5. Formatting and Creating Assigner Email Stationery

This process provides you with text for your invitations and cancellation emails to potential External Assessors, as well as adding your personalised signature block to these emails.

How to Navigate

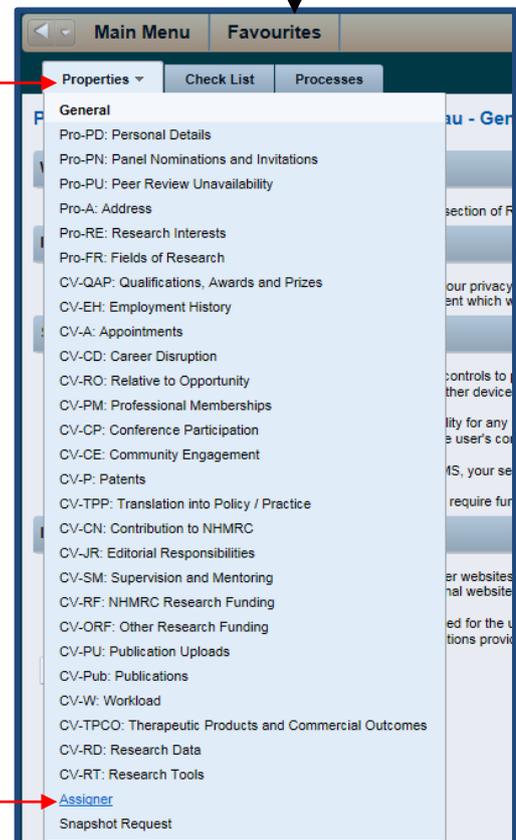
Under *Quicklinks for Assigners*, select the *Configure assessor invitation emails* quicklink to open the *Profile and CV List* page. Select the *Properties* icon to open your profile.

What it looks like



The *Profile and CV: General – Properties* page opens. At the top-left of the page, open the dropdown menu under the *Properties* tab. Select the *Assigner* link.

The *Profile and CV: Assigner - Properties* page opens, allowing access to Assigner stationary and associated options.



How to Navigate

Begin by ticking the *Initialise email address and text* box and then select **Save**. **Refresh the page** to populate the *Invitation* and *Cancellation* fields with default text. Additionally, the email address you have on file with RGMS appears in the *Email address* field. This address will be used for Assigner-related emails generated by RGMS, unless you enter an alternate email address.

You can edit stationary text or change your Assigner email address by clicking into the appropriate field and typing over existing text.

You can implement the following options by ticking the appropriate box and selecting **Save**:

- *CC addressee on emails you generate* - You are copied into your RGMS-generated emails.
- *Generate sample invitation email* - Send a sample invitation to your *Email address*
- *Generate sample cancellation email* - Send a sample cancellation to your *Email address*.

Enter text you prefer to appear on your RGMS-generated emails in the *Sign off and Signature block*.

Select **Save** to action changes made on this page. You are now able to send, and if necessary, cancel invitations to potential External Assessors.

What it looks like

The screenshot shows the 'Assigner - Properties' form. The 'Email settings' section is expanded. The 'Initialise email address and text' checkbox is checked. The 'Email address' field contains 'N.E.Body@LargeUniversity.edu.au'. The 'Default invitation text' and 'Default text for cancellation emails' fields contain default text. The 'Sign off and signature block' field is empty. The 'Processes' section has 'Initialise email address and text', 'Generate sample invitation email', and 'Generate sample cancellation email' checkboxes checked. The 'Save' button is highlighted.

The screenshot shows the 'Assigner - Properties' form. The 'Email settings' section is expanded. The 'CC addressee on emails you generate' checkbox is checked. The 'Default invitation text' and 'Default text for cancellation emails' fields contain default text. The 'Sign off and signature block' field contains the text 'Kind regards, Professor N.E.Body, Head - Research Department, Large University, Murrumbidgee NSW 2580'. The 'Processes' section has 'Initialise email address and text', 'Generate sample invitation email', and 'Generate sample cancellation email' checkboxes checked. The 'Save' button is highlighted.



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