Part 4. Inviting Overseas External Assessors (OSEA)

Target Audience – Assigners Academy

Version 1.0 – 10 February 2017
OVERSEAS EXTERNAL ASSESSOR (OSEA) 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.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:academy@nhmrc.gov.au">academy@nhmrc.gov.au</a></th>
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<tbody>
<tr>
<td>Phone</td>
<td>1800 500 983 (or +61 2 6217 9451 for international callers)</td>
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**IMPORTANT NOTE:**
NHMRC encourages inviting Overseas External Assessors (OSEA) to review an application. Before inviting assessors residing overseas – including New Zealand – please note that conditions applying to an OSEA are different from conditions that apply to an assessor residing in Australia:

- An OSEA **DOES NOT** use RGMS to complete an assessment, instead completing an offline assessment template which is then emailed to nhmrc.overseasassessments@nhmrc.gov.au
- NHMRC staff will upload completed OSEA assessments into RGMS.
- Please do not instruct an OSEA to open an account in RGMS. An OSEA should not open an RGMS account for the sole purpose of submitting an assessment. An OSEA will not be granted a new account in RGMS.
- Even if an OSEA appears to have an RGMS account, it cannot be used to complete an external assessment. An OSEA profile in RGMS is incompatible with the external assessment process.
- Assigners **CANNOT** accept an invitation on behalf of an OSEA in RGMS. Forward all OSEA correspondence indicating acceptance to nhmrc.overseasassessments@nhmrc.gov.au
- For clarification on matters regarding an OSEA, see the *RGMS User Guide – Assigner Processes 2017* on the RGMS Training Program page of the NHMRC Website, or contact nhmrc.overseasassessments@nhmrc.gov.au
2. Assigning an OSEA to an Application

**How to Navigate**

From the RGMS Home Page, complete the following:

- Select Assigners tab>Quicklinks for Assigners >One of the last three links (all three open the same page).
- The Assigner Application List page opens.
- Open the required application by selecting either the Properties icon or the Application hyperlink.
- The Assigner Application: General – Properties page opens.
- Under the Properties tab, select the Assignments link to open the Assigner Application: Assignments Properties page. The Assigner Application: Assignments Properties page is the starting point for all subsequent instructions in this guide.

**What it looks like**
IMPORTANT NOTE:
You may assign any number of potential EAs/OSEAs to an application, but there can only be two active invitations per application at any given time.

How to Navigate

To initiate the process of assigning an EA to an application, select the Assignments link under the Properties tab.

The Assigner Application: Assignments Properties page opens.

At the bottom of the display, click the New button.

The Assigner Application: Create Assignment page opens.
DO NOT use the Candidate With RGMS Profile field to assign an OSEA to an application. Although some OSEAs have RGMS accounts, their profiles are not compatible with entering data into RGMS Assessment fields. Using this field will cause difficulties.

Use the Candidate Without RGMS Profile fields for OSEAs residing outside Australia (or for Australian researchers without an RGMS account). Select Save and Return when finished.

The Assigner Application: Assignments – Properties page opens. You will see the potential OSEA is assigned to the application. Even if the potential OSEA has an RGMS account, it is essential to ensure that a red and white ‘X’ appears in the RGMS Profile? column.

You are now able to invite the potential OSEA to review the application.
3. Sending an Invitation to an OSEA

How to Navigate

On the Assigner Application: Assignments Properties page, initiate the invitation process by clicking on the Last Name of the potential OSEA.

What it looks like

The Assigner Application: Assigner Properties page opens.

Under the Properties tab, select the Invitation link.
How to Navigate

The Assigner Application: Assigner Properties page now displays the Email Text and Actions banners.

Invitation Text – To amend default text, click into the Invitation field and apply standard text editing techniques. Changes you make will apply to this invitation only. If field is empty, no invitation can be sent.

Is candidate an OSEA? Ensure Yes is selected.

An OSEA cannot be invited if a Red X appears here.

RGMS will not send the invitation if a Red X appears here.

Select Yes from the dropdown if you are ready to send the invitation.

Select Yes from the dropdown to cancel Automatic Resend after four days with no reply, if desired.

When you are satisfied the Invitation text is as you prefer and the Actions menus are correct, select Save and Return. RGMS generates an invitation email to the potential OSEA.

Selecting Save and Return re-opens the Assigner Application: Assignments Properties page. Note the Status Arrow corresponding to the OSEA you just invited has changed to yellow. You may have to refresh your browser for the arrow to display correctly.
4. Cancelling an Invitation to an OSEA

The procedure to cancel an invitation to an OSEA is the same procedure used to cancel an invitation to a standard Australian EA. This process is described in Section 3.2 Cancel an Invitation to an External Assessor in the Quick Reference Guide – Assigner Processes Part 3. Sending Invitations to Potential External Assessors. You can find this Guide on the RGMS Training Program page of the NHMRC Website.

5. Accepting or Declining an Invitation on behalf of an OSEA

An OSEA may reply directly to you, rather than following instructions contained in the invitation. While RGMS provides a function to accept or decline an invitation on behalf of a standard Australian EA, RGMS does not provide this function for OSEAs. If an OSEA replies directly to you, DO NOTHING IN RGMS. Instead, please forward replies regarding OSEA acceptance to: nhmrc.overseasassessments@nhmrc.gov.au

6. Potential OSEA Conflicts of Interest (CoI)

Unlike the invitation to a standard Australian EA, OSEA invitations do not provide a link for the OSEA to declare a potential CoI. If contacted by an OSEA regarding a potential CoI, please forward the communication to: nhmrc.overseasassessments@nhmrc.gov.au