Research Grants Management System
Assigner Processes Quick Reference Guide
Part 2. Selecting Potential External Assessors
Target Audience – Assigners Academy
Version 1.0 – 9 February 2017
SELECTING POTENTIAL EXTERNAL ASSESSOR PROCESSES

Contents

1. Introduction ........................................................................................................................................... 3
2. Getting Started ...................................................................................................................................... 4
  2.1. Accessing Your Applications ........................................................................................................... 4
  2.2. General Application Information from RGMS ............................................................................... 5
  2.3. Downloading Application Documents ........................................................................................... 7
  2.4. Conducting a Search for External Assessors ................................................................................. 10
  2.5. Final Steps .................................................................................................................................. 14
    2.5.1. Verifying Eligibility .................................................................................................................. 14
    2.5.2. Assigning Potential External Assessors to an Application .......................................................... 14
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.

The starting point for all subjects in this guide is the Assigner Application: General - Properties page. Refer to Section 2.1 - Access Your Applications in this guide for details.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>1800 500 983 (or +61 2 6217 9451 for international callers)</td>
</tr>
</tbody>
</table>

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 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 Assigner Processes Quick Reference Guide Part 4 – Inviting Overseas External Assessors (OSEA) or the RGMS User Guide – Assigner Processes 2017 under the Assigner Resources Section on the RGMS Training Program page of the NHMRC Website, or contact nhmrc.overseasassessments@nhmrc.gov.au.
2. Getting Started

2.1. Accessing Your Applications

How to Navigate

From the RGMS Home Page, select the Assigners tab.

What it looks like

Open the Assigner Application List page by selecting any one of the last three Quicklinks for Assigners.

If your default settings differ from the example, set the filters as shown:
- Declaration Complete – All
- Col - All
- Assigned – Yes
- Active Applications – Yes
- Assigner Suitability – All

Then, select Filter.
2.2. General Application Information from RGMS

**How to Navigate**

Before leaving the Assigner Application List page, notice the columns on the centre-right provide a status summary of your applications.

To begin searching for an EA, click on either the Properties icon or the hyperlink in the Application column for the application you wish to open.

**What it looks like**

The Assigner Application: General - Properties page opens.
The **Assigner Application: General - Properties** page has several tabs across the top, two of which contain background detail regarding the application and research team:

- **Application tab** – General application/team information and links to application snapshots
- **CI Publications tab** - All publications in the last five years recorded in RGMS by each CI on the application

Select either tab to display details.

The **Assigner Application: General - Properties** page also contains a summary of all Assigner actions and results to date regarding this application.
2.3. Downloading Application Documents

This process provides you with a Zip file containing all assessment documents for the applications to which you have been assigned. Use this detailed information to assist you in your search for potential EAs.

**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**

Under Quicklinks for Assigners, select the **Review application documents** quicklink.

The **Download Documents List** page opens. Disregard the filter section. Select **New Download Documents**.

---

**What it looks like**

The **Create Download Documents** page opens.

- Enter the **Round Name** in the **Round** field. E.g. enter `2017_Project Grant_funding_commencing_2018`
- From the **Document Type** dropdown menu, select **Application Documents – Assigner**.
- Select **Save**.
How to Navigate

The Download Documents: download - Properties page opens.

Use the Properties dropdown menu to select Documents - Assigner.

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 Allocate Assessors
- Create and 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

When finished, select Save.

**Refresh the page** (F5 on a PC/Command-R on a Mac).
How to Navigate

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. 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.
2.4. Conducting a Search for External Assessors

How to Navigate

The Assigner Application: General - Properties page offers two EA search options:
- Candidates Based on Keyword Matches
- Keyword Search

Select Candidates Based on Keyword Matches to match keywords common to both the application and RGMS account holders.

What it looks like

The fewer matches you require, the more matches RGMS returns in the results. You may choose potential EAs from the outcome of this search.
How to Navigate

By clicking on a potential EA’s Plus icon 🌟, you can ‘drill down’ into the EA’s data to examine exactly which keywords match, as well as any matches with Broad Research Area/Field of Research.

The second option, using the **Keyword Search** tab, compares RGMS account-holder keywords to a custom list of keywords you create. To open, select the **Keyword Search** tab.
The **Keyword Search** tab contains two independent search filters. Search results can be expanded or narrowed by employing the filters separately or together:

- Enter a search criterion in the **Keyword Name Contains** field only
- Enter search criteria in a combination of the **Keywords** fields, noting how fields are connected by the words *and* or *or*
- Enter search criteria in both the **Keyword Name Contains** field and the **Keywords** fields to return the simultaneous results of both searches, as in the example below.
How to Navigate

To use the **Keyword Search** function, enter a value in either the **Keyword Name Contains** field, the field directly below it, or both.

If using both the **Keyword Name Contains** field and the **Keywords** fields, vary the results of your search by selecting either **and** or **or** from the dropdown menu, which is located on the right side of the filter.

Narrow results further by entering search criteria to the **Broad Research Area**, **Field of Research** and **State** fields.

Choose potential EAs from the search results.

What it looks like

![Diagram showing keyword search function](image-url)
2.5. Final Steps

2.5.1. Verifying Eligibility

**How to Navigate**

To verify identified potential EAs are NOT on the *Ineligible Candidates* list, select the *Ineligible Candidates* tab.

**What it looks like**

Enter the potential EA's name in the *Name* field and select *Filter*, or scroll through the alphabetical list of ineligible candidates.

A researcher whose name appears on the list must NOT be invited to assess this application.

**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.

2.5.2. Assigning Potential External Assessors to an Application

**How to Navigate**

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

**What it looks like**

To verify identified potential EAs are NOT on the *Ineligible Candidates* list, select the *Ineligible Candidates* tab.
How to Navigate

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

The Assigner Application: Create Assignment page opens.

Enter the potential EA's name in the Candidate With RGMS Profile field for EAs residing in Australia.

Use the Candidate Without RGMS Profile field for OSEAs residing outside Australia or for Australian researchers without an RGMS account.

Select Save or Save and Return. The potential EA will appear on the Assigner Application: Assignments Properties page and can now be invited to review the application.

For more information regarding OSEAs, see the Assigner Processes Quick Reference Guide Part 4 - Inviting an Overseas External Assessor (OSEA), available under the Assigner Resources section on the RGMS Training Program page of the NHMRC Website. Additionally, please review the information at the bottom of page 3 in this guide.
**IMPORTANT NOTE:**
The RGMS profile of an OSEA is incompatible with the direct submission of an assessment into RGMS. It is important to understand how RGMS differentiates between an OSEA and a standard Australian EA.

RGMS defines a standard Australian EA as a researcher whose Administering Institution is located in Australia, while an OSEA is defined as a researcher whose Administering Institution is located outside Australia.

There are Australian researchers without RGMS accounts and OSEAs with RGMS accounts. Account ownership is not relevant when determining who is, or is not an OSEA. For more information, please refer to the Assigner Processes Quick Reference Guide Part 4. Inviting an Overseas External Assessor available under the Assigner Resources section on the RGMS Training Program page of the NHMRC Website.

**IMPORTANT NOTE:**
Grant Review Panels rely upon comments from OSEAs/EAs for guidance.

- OSEAs/EAs do not provide scores with their assessments.
- OSEAs/EAs have not provided scores since 2013.
- OSEAs/EAs must NOT make reference to scores within the text of their comments.
- As an Assigner, you must NOT instruct OSEAs/EAs to include to scores within the text of their comments.