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National Health and Medical Research Council

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Research Grants Management System (RGMS)  
2018 Assigner Processes Quick Reference Guide  
Part 1. Initial Tasks

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# 2018 ASSIGNER PROCESSES QUICK REFERENCE GUIDE

## PART 1. INITIAL TASKS

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# 1. Introduction

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**IMPORTANT NOTE:**

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

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.

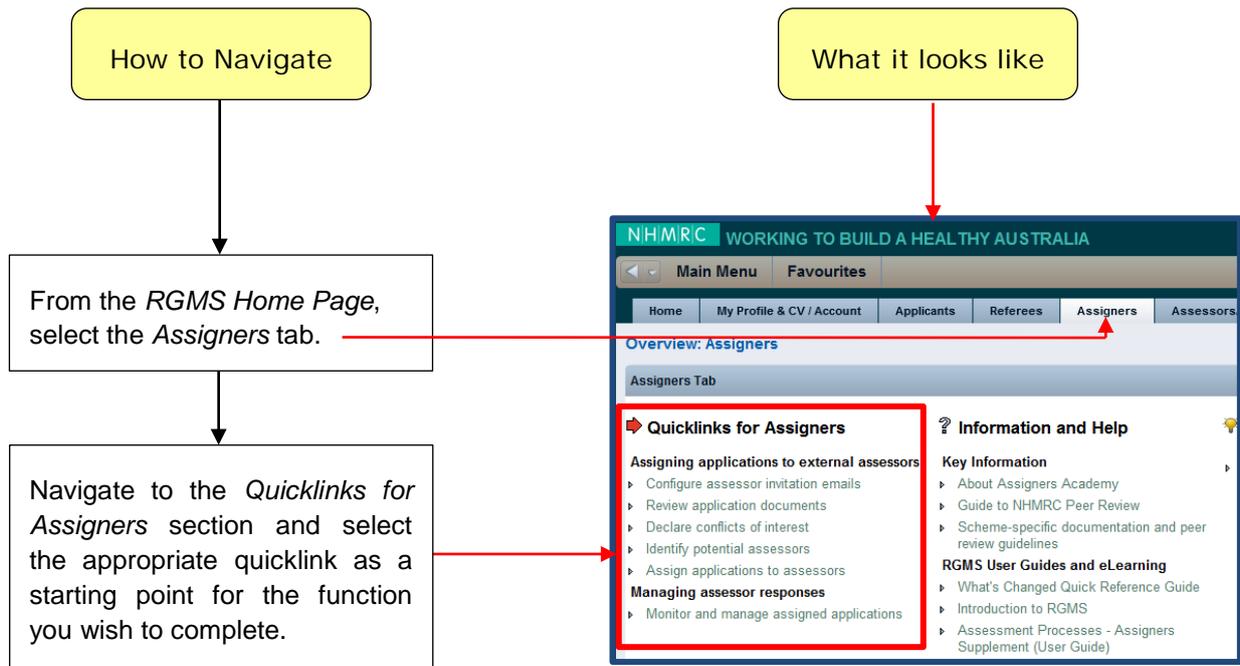
<b>Email</b>	<a href="mailto:academy@nhmrc.gov.au">academy@nhmrc.gov.au</a>
<b>Phone</b>	1800 500 983 (or +61 2 6217 9451 for international callers)

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## 2. Getting Started

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### 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 Summaries

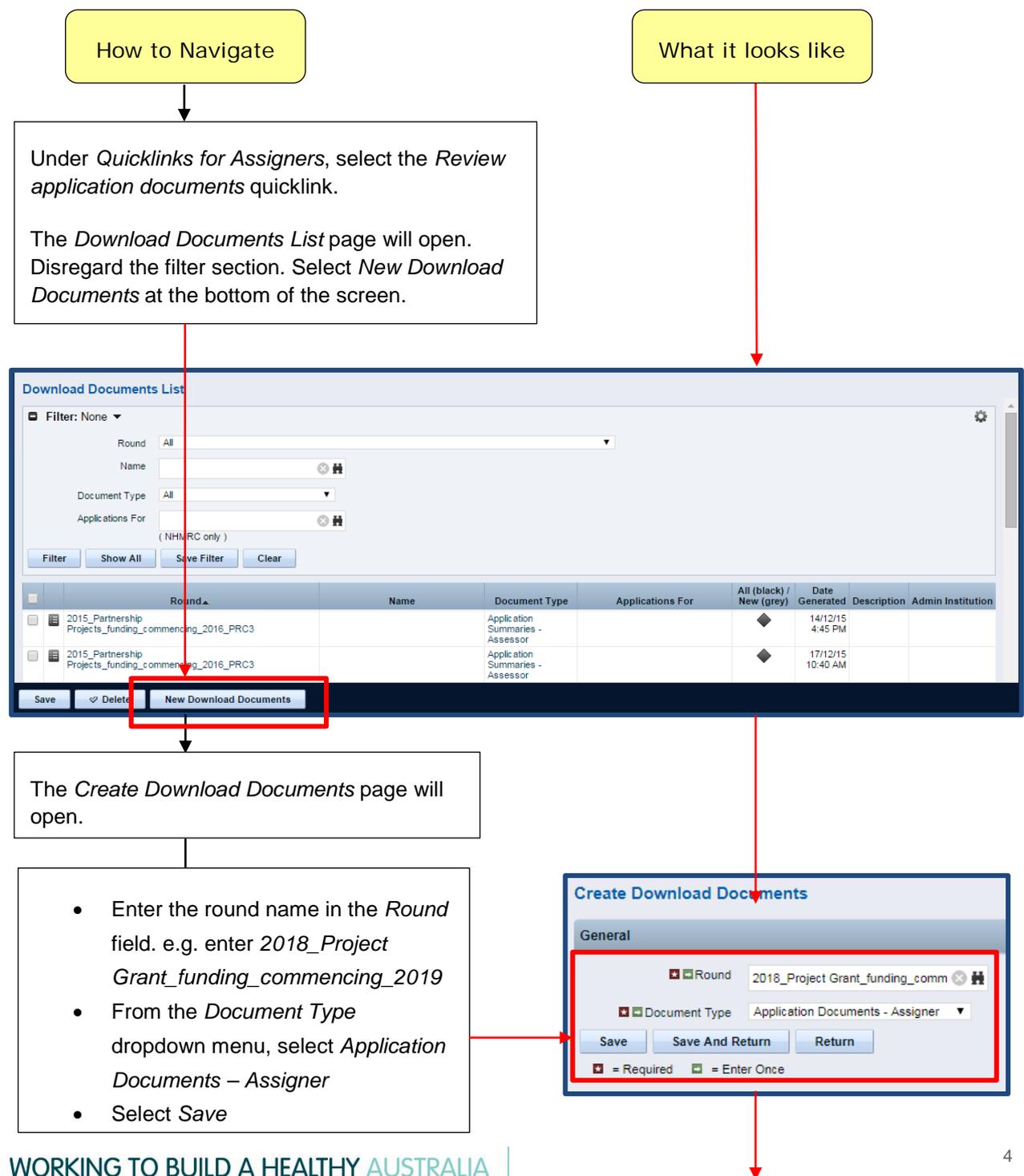
This process generates a zip file containing application summaries that will help you declare Conflicts of Interest (CoI) and Assigner Suitability.

### IMPORTANT NOTE:

The instructions below should only be followed to download application summaries for Conflict of Interest (CoI) and Assigner Suitability declarations.

The process for downloading the full documentation for each application assigned to you (for securing external assessments) is described in *Quick Reference Guide Part 2. Selecting Potential External Assessors*.

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 – Instructions - Properties* page opens.

Hover over the *Properties* dropdown menu and select *Documents - Assigner*.

## What it looks like



The *Download Documents: download – Documents – Assigner - Properties* page changes the display to reveal additional fields. Enter the following:

- *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 fewer than 20 characters in length.
- *Generate Zip File* dropdown menu – Yes
- When finished, select *Save*.
- **Wait a few seconds and then refresh the page** (F5 on a PC/Command+R on a Mac).

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 'Round', 'Password', and 'Generate Zip File' fields, all with red boxes around them. The 'Download Purpose' dropdown menu is also highlighted with a red box, showing options 'Allocate Assessors' and 'Determine Col'. At the bottom, the 'Save' button is highlighted with a red box. A red arrow points from the 'Download Purpose' dropdown in the list above to this dropdown in the form. A black arrow points from the 'Save' button in the form down to the footer.

## How to Navigate

## What it looks like

After refreshing the page, a hyperlink will appear in the *URL* field. **Wait one minute before clicking the link** to allow time for the zip file to assemble fully.

After selecting the hyperlink, follow the prompts. Use the 'Save As' option to download the zip file to your computer's hard drive. You have 120 hours (five days) to do this before the link is made inactive, after which you will have to generate a new link.

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

The screenshot displays a web application interface. At the top, there is a 'Password' field with the value 'Not4U2Know' and a 'Generate Zip File' dropdown menu set to 'Yes'. Below this, a message states: 'Generated File - Summaries for all Selected Applications will be in the Zip File'. A red box highlights the 'URL (populated by RGMS)' field, which contains the link: 'https://www.rgms.nhmrc.gov.au/download/GMS-0772/summaries/...\_GMS-0772\_assign.zip'. Below the URL, the 'Date Generated (populated by RGMS)' is shown as '21/09/2016 15:08'. There are three buttons: 'Save', 'Save And Return', and 'Return'. A legend indicates that a red square means 'Required' and a green square means 'Enter Once'. At the bottom, a dialog box asks: 'Do you want to open or save testassigner03\_GMS-0827\_assign.zip (273 KB) from rgmstest.nhmrc.gov.au?'. The dialog has 'Open', 'Save', and 'Save and open' buttons. A red box highlights the 'Save as' option in the dialog.

## 2.3. Declaring Conflicts of Interest (Cols) and Assigner Suitability

### IMPORTANT NOTE:

Scroll to the bottom of the page and *Save* your work frequently. Always save before moving between pages in RGMS. RGMS times out after 30 minutes of inactivity and *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

Under *Quicklinks for Assigners* select the *Declare conflicts of interest* quicklink. The *Assignments – Assigners and Applications List* page will open.

*2018\_Project Grant\_funding\_commmencing\_2019* appears in the *Round* field by default. If you require a different funding scheme, enter the name manually or search for the scheme using the binoculars icon  .

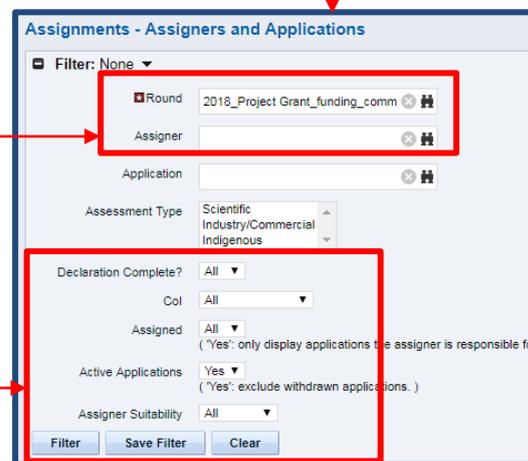
The *Assigner* field is linked to your login, so it is not necessary to enter your name.

Set the following filters:

- Declaration Complete – *All*
- Col - *All*
- Assigned – *All*
- Active Applications – *Yes*
- Assigner Suitability – *All*

Select *Filter* to display all applications against which you must declare Cols and Assigner Suitability.

#### What it looks like



Assignments - Assigners and Applications

Filter: None

Round: 2018\_Project Grant\_funding\_commmencing\_2019

Assigner: [Search]

Application: [Search]

Assessment Type: Scientific, Industry/Commercial, Indigenous

Declaration Complete?: All

Col: All

Assigned: All  
(\*Yes\* only display applications the assigner is responsible for)

Active Applications: Yes  
(\*Yes\*: exclude withdrawn applications.)

Assigner Suitability: All

Filter Save Filter Clear

## How to Navigate

## What it looks like

When declaring conflicts of interest in the *Col* column, you have three options: *[--Select--]*, *Ruling Required*, and *Yes*.

- To declare **no conflict**: Leave the setting as *[--Select--]*. No further changes are required.
- To **request a ruling** on a potential conflict: Use the drop down menu to select ***Ruling Required***. Enter the details of the nature and extent to the potential Col in the *Note* column. NHMRC will use this information to provide a ruling.
- To declare a **conflict**: Use the drop down menu to select ***Yes*** and enter the details of the nature and extent to the Col in the *Note* column.

### IMPORTANT NOTE:

You must provide sufficient detail for NHMRC to review all declared conflicts. This includes dates related to any collaborations or associations with research team members or institutions, including publications.

For further guidance on conflicts of interest, please refer to [Section 2.4 - Conflict of Interest Matrix](#) in this guide.

Col	Assigner	Declaration	Complete?	Assigner	Application	Title	Application Team	Completed	Declined	Overdue	Cancelled	Note	Type
[--Select--] Ruling Required Yes					APP1 CIA -		CIA - CIB -	0	0	0		Was on a GRP with CIB last year	Scientific

### 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, scroll to the bottom of the page and select **Save**. You must save your changes before navigating to the next page in RGMS. If you move pages without saving you will lose your unsaved data.

How to Navigate

What it looks like

When declaring suitability in the *Assigner Suitability* column, you have four options:

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

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

When the Col and Assigner Suitability declarations are complete, click the *Declaration Complete?* column to open the dropdown menu and change the field from *No* to *Yes*. You must do this for each application. The icon in the *Declaration Complete?* field will change from  to . You may have to refresh the page (**F5** for PC, or **⌘ + R** for Mac) to see the change. Scroll to the bottom of the page and press *Save* regularly to avoid loss of data.

Col	Assigner Suitability	Declaration Complete?	Assigner	Application	Title	Application Team	Invitation
	Yes	Yes		APP1   CIA -	G	CIA - CIB - CIC - CID - CIE -	
	Yes						
	Moderate						
	Limited						
	No	✓		APP1   CIA -	L	CIA - CIB - CIC - CID - CIE -	

## 2.4. Conflict of Interest Matrix

The matrix below covers most common conflict situations.

If you encounter difficulty with a Col ruling, please contact NHMRC at [academy@nhmrc.gov.au](mailto:academy@nhmrc.gov.au).

Situation	Explanations and examples	Conflict level*
Application under review	You are a named participant on the application under review.	High
	You have had discussions/input into the study design or research proposal of this application.	High
Collaborations	You have actively collaborated re publications (co-authorship), pending applications, existing NHMRC or other grants.	High
	You have an indirect collaboration e.g. collaborating co-worker, member of a research or discussion group, co-author of a large multi-author paper where involvement was minimal, provided cells/animals etc. to applicants without financial gain or exchange.	Obtain a ruling from NHMRC
	You are planning, or have been approached to be involved in a future grant application or other future collaborative relationship with this applicant(s).	Obtain a ruling from NHMRC
Working relationship	Please refer to Additional Guidance table below.	
Professional relationships and interests	Please refer to Additional Guidance table below.	
Social relationship and/or interests	There is a personal/social relationship between you, your partner or other member of your family and the applicant.	Usually High, may need a ruling from NHMRC
	You have a personal / social relationship with the applicant's partner or other member of their family.	Usually High, may need a ruling from NHMRC

Teaching or supervisory relationship	For either undergraduate or postgraduate studies, you have taught or supervised the applicant; you co-supervised the applicant; your own research was supervised by the applicant.	High
Financial interest in the application	You have an associated patent pending; supply goods and services; improved access to facilities; provide cells/animals or similar to the applicant.	Usually High, may need a ruling from NHMRC
	You receive research funding or other support from a company and the research to be reviewed may impact upon the company.	Usually High, may need a ruling from NHMRC
Other interests or situations	You have a previous or pending dispute (may require consideration of events earlier than the last five years).	High

\* Indicative only. Experienced NHMRC staff will exercise judgement when deciding the level of conflict and, in doing so, will consider the particular circumstance of each potential conflict.

#### Additional Guidance for Work and Professional Col

Situation	Explanations and examples	Conflict level*
Working Relationship	You have the same employer or are part of the same organisation	Where an assessor and an applicant work at the same independent Medical Research Institute (e.g. Baker IDI Heart and Diabetes Institute, The Garvan Institute of Medical Research etc.) or in the same University/ Hospital Department.
		Where an assessor or applicant holds a position of influence within an organisation, or has a pecuniary interest, e.g. Dean of Faculty or School/ Institute Directors.
		Where an assessor and an applicant work for the same institution but at different campuses and do not know each other.

	Where an assessor and an applicant work in the same faculty but in different schools/departments and do not know each other.	Low
You are working in the same department (or equivalent) within an organisation		High - in most situations due to perceived CoI relating to potential financial benefit from showing favour towards application, and the likelihood that the assessor and applicant know each other.
You work in the same locality but for a different organisation, i.e. Where an assessor works for a University and an applicant works for an affiliated Medical Research Institute (or vice versa), such as relationships between: -The University of Melbourne and Walter and Eliza Hall Institute of Medical Research (WEHI); or -The University of New South Wales and The George Institute for Global Health.	When there is a direct association/collaboration between the assessor and applicant, where the assessor may have or may be perceived to have a vested interest in this research.	High
	Where two organisations are affiliated but there is no direct association/collaboration between the assessor and applicant (e.g. researchers located at the University of Melbourne faculty that has no direct association/collaboration with applicant at WEHI).	Low

Professional relationships and interests	You are also a member of the same scientific advisory committee, review board, exam board, trial committee etc.	Where you hold a membership in which you may be perceived to have a vested interest, i.e. pecuniary or other direct interests with the proposed research, e.g. when another board/committee member is associated with the grant application (a member of the CI team or is Faculty/Department Head where the research is to be conducted.)	High
		You are a member of the same advisory board or committee but otherwise have no links or association that would constitute a High ruling.	Low
	You or your organisation are affiliated with the applicant's organisation, i.e. where an assessor and an applicant work for different organisations that have active/ongoing collaborations or affiliations, such as affiliations between: -The University of Melbourne and Walter and Eliza Hall Institute of Medical Research (WEHI), or -The University of New South Wales and The George Institute for Global Health, or -The Schools of Health Sciences at two or more different universities, as part of a research or teaching collaboration.	Where there is a direct link/collaboration between the applicant and assessor, in which the assessor may have or may be perceived to have a vested interest in this research.	High
		Where two organisations are affiliated but there is no direct association/collaboration between applicant and assessor (e.g. researcher located at the University of Melbourne and has no direct link/collaboration with individual at WEHI).	Low
	You or your organisation is affiliated or associated with organisations such as pharmaceutical companies, tobacco companies etc.	When you or your institution has an affiliation/association with the organisation(s) that may have or may be perceived to have vested interest in this research e.g. a pharmaceutical company that has provided drugs to the applicants for testing.	High

		When you or your institution has an indirect affiliation/ association with the organisation(s) that may have or may be perceived to have a vested interest in this research, e.g. you are employed at a large institution in an area distant from the organisation(s) in question.	Low
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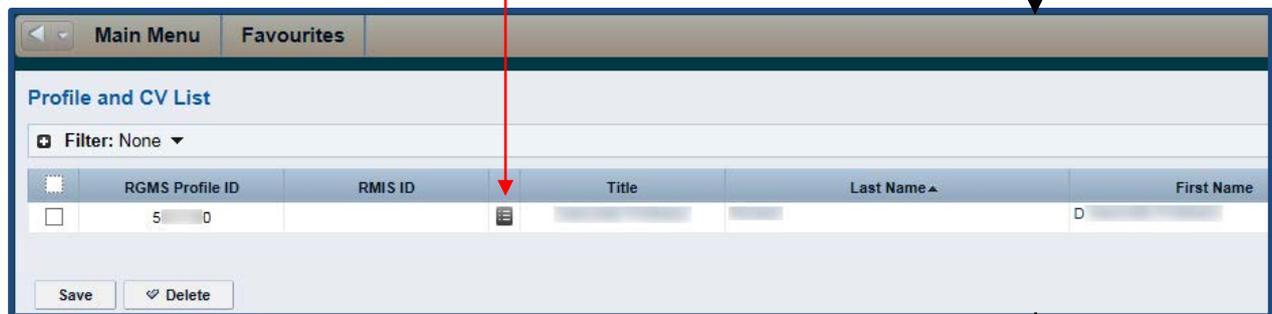
## 2.5. Creating Assigner Email Stationery

This process provides you with text for your invitation and cancellation emails to potential External Assessors.

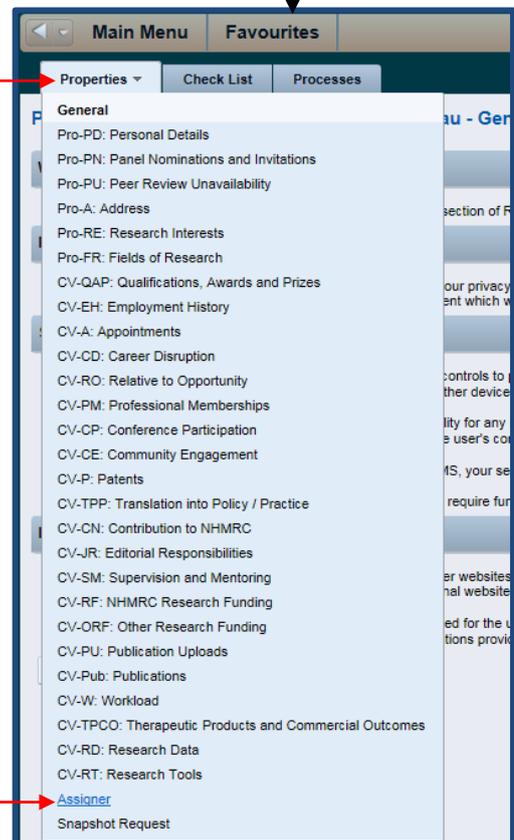
How to Navigate

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

What it looks like



The *Profile and CV: General – Properties* page opens. At the top-left of the page, hover over the *Properties* tab. Select the *Assigner* link from the drop down menu.



## How to Navigate

## What it looks like

Begin by ticking the *Initialise email address and text* box (in the **Processes** section) and then select **Save**. **Refresh the page** (F5 on a PC, Command+R on a Mac) to populate the *Invitation* and *Cancellation* fields with default text.

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.

Enter your preferred text in the *Sign off and Signature block* field.

You can edit other text fields 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:

- *CC addressee on emails you generate* - You will be copied into RGMS-generated emails.
- *Generate sample invitation email* - This will send a sample (test) invitation to your *Email address*.
- *Generate sample cancellation email* - This will send a sample (test) cancellation to your *Email address*.

The screenshot shows the 'Properties' page for an Assigner. The page is titled '.edu.au - Assigner - Properties'. It contains several sections with checkboxes and text fields. Three red boxes highlight specific options:

- CC addressee on emails you generate?** (checked)
- Generate sample invitation email** (checked)
- Generate sample cancellation email** (checked)

The 'Processes' section at the bottom has a heading 'Processes - select the appropriate field and click "Save"'. It contains three rows of options, each with a checked checkbox and a description of what happens when the option is selected:

- Initialise email address and text** (checked): Checking this box and clicking "Save" will load default values into relevant fields above. Wait a few moments and then refresh this page to verify the changes.
- Generate sample invitation email** (checked): Checking this box and clicking "Save" will generate a sample email with the same text and layout as you will send to potential assessors.
- Generate sample cancellation email** (checked): Checking this box and clicking "Save" will generate a sample email with the same text and layout as you will send to potential assessors.

At the bottom of the page are buttons for 'Save', 'Save And Return', and 'Return'. A legend indicates that a checked box means 'Required'.

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

