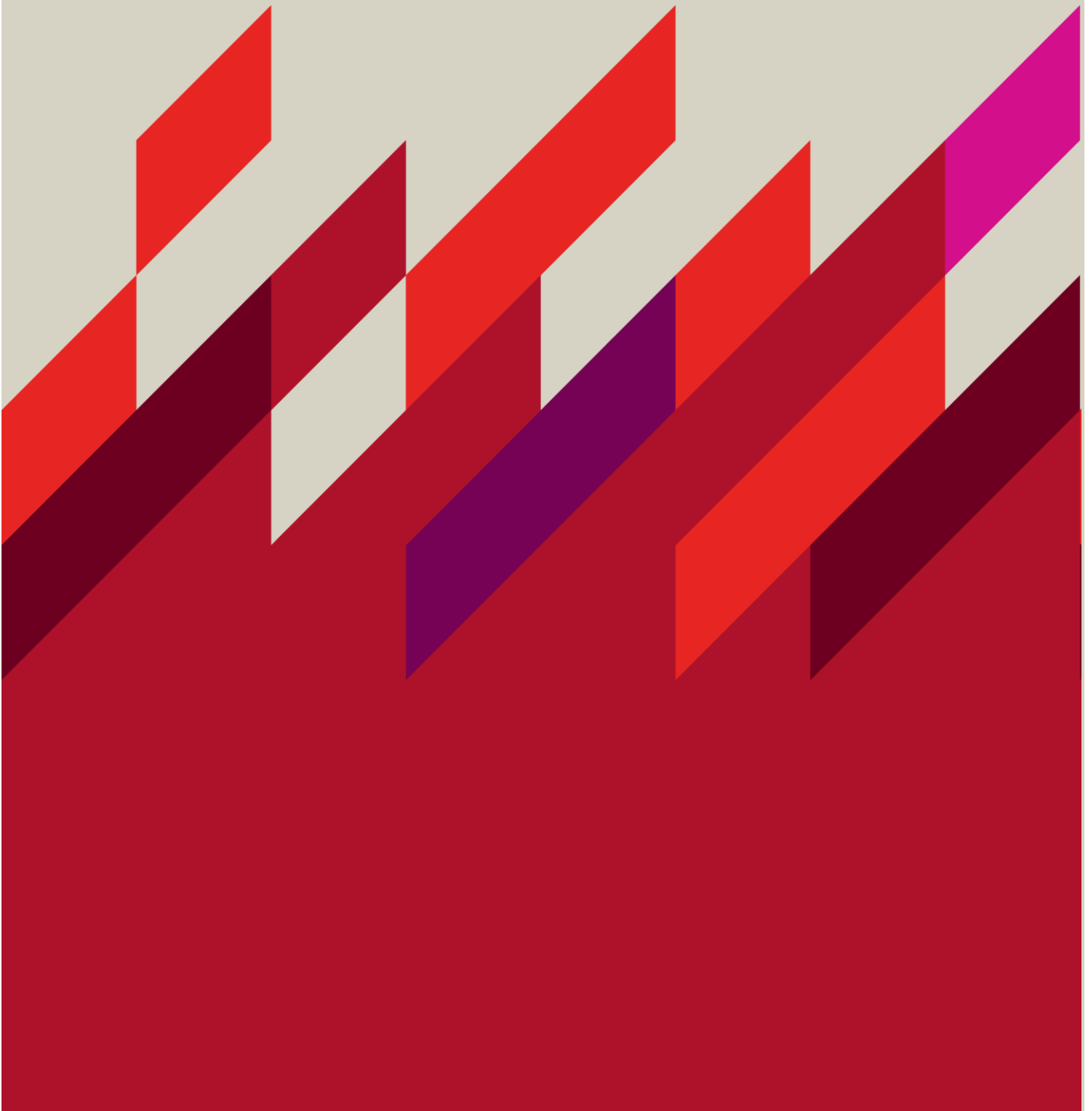


# Faculty Research Manger Review User Guide

APLI Instructions  
Version 1.1



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## ResearchMaster Online Forms

FRM Review User Guide is for all FRM's who'll be reviewing all APLI (Application and Project Lifecycle Information) forms for their faculty.

### Getting Help

In addition to this instructional guide, there are several ways to get help or find information to assist you:

- Applying for Grants:  
[http://www.research.mq.edu.au/for/researchers/applying\\_for\\_grants](http://www.research.mq.edu.au/for/researchers/applying_for_grants)
- Pre-Award Team:  
[http://www.research.mq.edu.au/research\\_funding/pre-award\\_team\\_and\\_faculty\\_contacts](http://www.research.mq.edu.au/research_funding/pre-award_team_and_faculty_contacts)
- Post-Award Team  
[http://www.research.mq.edu.au/contact\\_us#postaward](http://www.research.mq.edu.au/contact_us#postaward)
- For all technical issues, please contact IRIS Help on 9850.4455 or report the issue via OneHelp  
<http://help.mq.edu.au/>

### How to access APLI Form to review:

**Step 1:** Log in to IRIS.

**Step 2:** Click **Projects** → **Manage Project Requests**.

**Step 3:** Search for the Project Application (e.g., IRIS Code, Title).

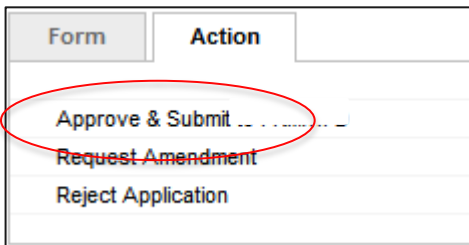
**Step 4:** Click on the APLI Form name link to open for review.

Once you review the APLI Form you'll be able to:

- Approve and submit to the next approval level.
- Request amendments and add comments.
- Approve the amendments (Action Comments) you have previously requested and action (Approve, Reject, Amend Request) it.

## Approving and Submitting

**Step 1:** Go to the Action tab on the left panel and click **Approve & Submit**.



The screenshot shows a menu with two tabs: 'Form' and 'Action'. Under the 'Action' tab, there are three options: 'Approve & Submit', 'Request Amendment', and 'Reject Application'. The 'Approve & Submit' option is circled in red.

## Requesting an Amendment


**Step 1:** Click and go to the subsection that you require to be amended by the applicant.



The screenshot shows the 'Investigators' section of the application form. The left sidebar has 'Section 2: Investigators Details' circled in red, with 'Investigators' and 'Certifications' sub-items. The main content area shows a table of investigators and form fields for 'Primary Contact', 'Department', and 'Faculty'.

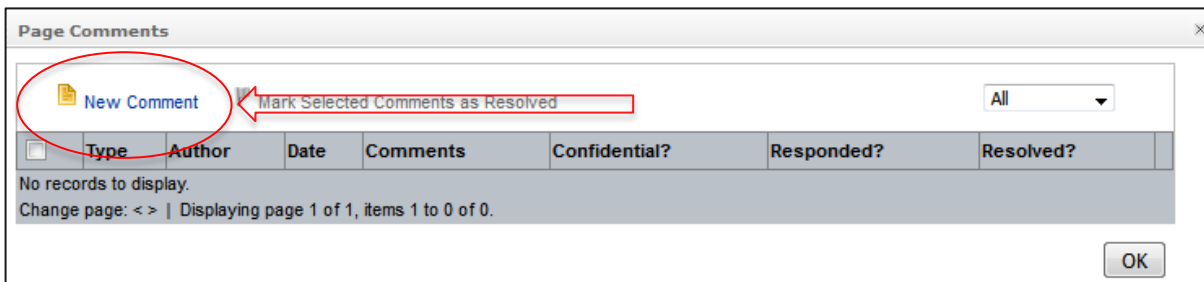
Full Name	Primary?	Position	Organisation	Department
Researcher1 Researcher1	Yes	Chief Investigator		3031

Primary Contact: TS888012 Researcher1 Researcher1  
Department: 3031 Education  
Faculty: 3000 Faculty of Human Sciences


**Step 2:** Once you are in the sub section where the amendments required, Click  (Page Comments Icon) on your top right hand corner of the screen. Page Comments pop up will appear.



**Step3:** Click on the New Comment to make your comments.



The screenshot shows the 'Page Comments' dialog box. The 'New Comment' button is circled in red. A red arrow points to the 'Mark Selected Comments as Resolved' button. The dialog box has a table with columns: Type, Author, Date, Comments, Confidential?, Responded?, and Resolved?. The table is currently empty, showing 'No records to display.' and 'Change page: < > | Displaying page 1 of 1, items 1 to 0 of 0.' There is an 'OK' button at the bottom right.

**Step 4:** Select the **Type** as **Action Note** (Applicant requires actions) to make your comments. Type your comment and click  to save your comment.

Page Comments

New Comment Mark Selected Comments as Resolved All

Type	Author	Date	Comments	Confidential?	Responded?	Resolved?
Type: <input type="radio"/> General Note <input checked="" type="radio"/> Action Note			Comments: Please add all the other investigators.			


No records to display.  
Change page: < > | Displaying page 1 of 1, items 1 to 0 of 0.

OK

You will now see  on the Section/ Subsection where amendments are required.

Form Action

Expand » Collapse «

- Introduction
- Section 1: Application Details
- Section 2: Investigators Details 
- Investigators
- Certifications
- Section 3: Research Details
- Section 4: General Details
- Section 5: Related Documents

Investigators

Enter details (e.g. surname) of each investigator, and click the magnifying glass to search. Select the appropriate investigator, select the necessary role

Full Name	Primary?	Position	Organisation	Department
Researcher1 Researcher1	Yes	Chief Investigator		3031

Primary Contact  
S888012 Researcher1 Researcher1

Department  
3031 Education

Faculty  
3000 Faculty of Human Sciences

**Step 5:** Go to the **Action** tab on the left panel on the page and click on “Request Amendment” to send the project APLI Form back to the applicant.

Form Action

Approve & Submit

Request Amendment

Reject Application

## Approving amendments (Action Comments) you have requested

If you request amendments from the applicant, the applicant will respond to those comments and resubmit the APLI Form. The APLI Form will be then available to you to review again. If you are satisfied with the amendments you will need to approve the action comments before you send the APLI Form to the next level of approval. Below are the steps that you need to follow to ensure to approve the action comments.

**Step 1:** Log in to IRIS.

**Step 2:** Click Projects → My Projects Requests.

**Step 3:** Search for the Project Application (Eg: IRIS Code, Title).

**Step 4:** You'll now see the  (yellow flag) next to the Section/Subsection

Project Request Status: HOD Review    Workflow State: HOD Review

Form    Action

Expand »    Collapse «

- [-] Introduction
  - ✓ Information
- [-] Section 1: Application Details
  - [-] Section 2: Investigators Details
    - ✓ Investigators
    - ✓ Certifications
- [-] Section 3: Research Details
- [-] Section 4: General Details
- [-] Section 5: Related Documents

**Information**

This coversheet will help you collect the information needed to ensure that your grant proposal or research contract is...

The coversheet will also automatically create an entry in Macquarie's Integrated Research Information System, or IRIS, data and then print it and have the hard-copy signed.

Please note you can clone this coversheet and reuse for your next application.

If you have queries about filling out the coversheet, please view the help embedded in the form (as shown by the ques...

**Resources**

Applying for Grants Page ( [http://www.research.mq.edu.au/for/researchers/applying\\_for\\_grants](http://www.research.mq.edu.au/for/researchers/applying_for_grants) )

Sponsored Research Page ( [http://www.research.mq.edu.au/about/research\\_office/sponsored\\_research](http://www.research.mq.edu.au/about/research_office/sponsored_research) )

**Contacts**

**Step 5:** Click and go to the relevant subsection (as above).

Form    Action

Expand »    Collapse «

- [-] Introduction
  - ✓ Information
- [-] Section 1: Application Details
  - [-] Section 2: Investigators Details
    - ✓ Investigators
    - ✓ Certifications
- [-] Section 3: Research Details
- [-] Section 4: General Details
- [-] Section 5: Related Documents

**Investigators**

Enter details (e.g. surname) of each investigator, and click the magnifying glass to search. Select the appropriate investigator

Full Name	Primary?	Position	Organisation
Researcher1 Researcher1	Yes	Chief Investigator	

**Primary Contact**

TS888012    Researcher1 Researcher1


**Department**

3031    Education

**Faculty**

3000    Faculty of Human Sciences

Please select any option that applies to the primary contact of this application. (This will help to identify any pote...

**Step 6:** Once you are in the sub section where the amendments requested, Click  (Page Comments Icon) on your top right hand corner of the screen. Page Comments pop up will appear.



**Page Comments**

New Comment    Mark Selected Comments as Resolved    All

<input type="checkbox"/>	Type	Author	Date	Comments	Confidential?	Responded?	Resolved?
<input type="checkbox"/>	Response	Researcher1 Researcher1	22/08/2013 16:15	I have added all the investigators.	No	N/A	N/A
<input type="checkbox"/>	Action Note	HOD1 HOD1	22/08/2013 16:14	Please add all the other investigators	No	Yes	No

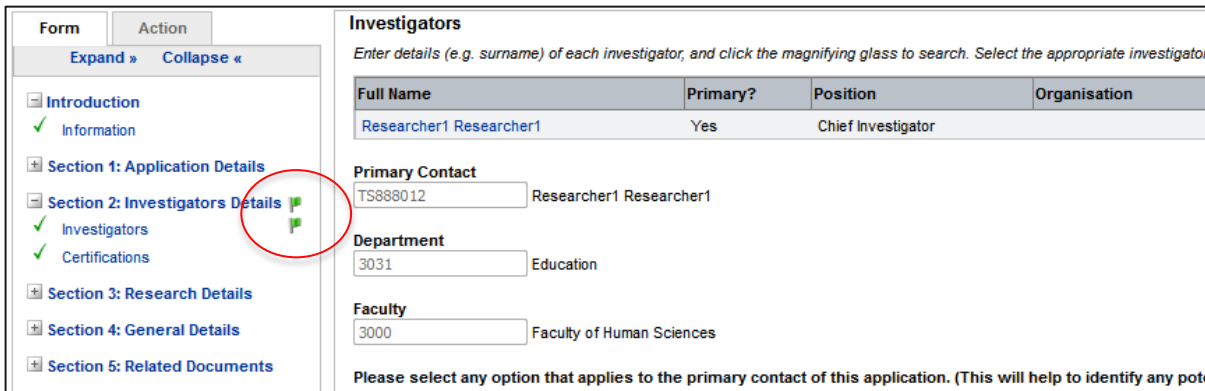
Change page: < > | Displaying page 1 of 1, items 1 to 2 of 2.

OK

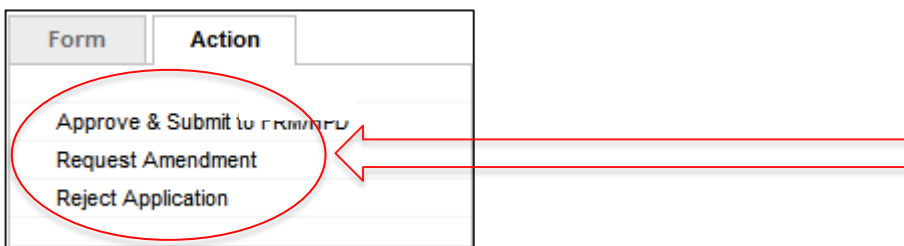
**Step 7:** Click on the tick box next to the Action Note and then click on the **Mark Selected Comments as Resolved** to resolve the action comment.



You'll now see the  (green flag) next to the Section/Subsection



**Step 8:** You can now action the application by going to the Action tab on the left panel on the page by clicking the appropriate action.



## Browser Compatibility

IRIS eForms are compatible and supported with Mozilla, Firefox (any version), Chrome (any version) and some versions of Internet Explorer.