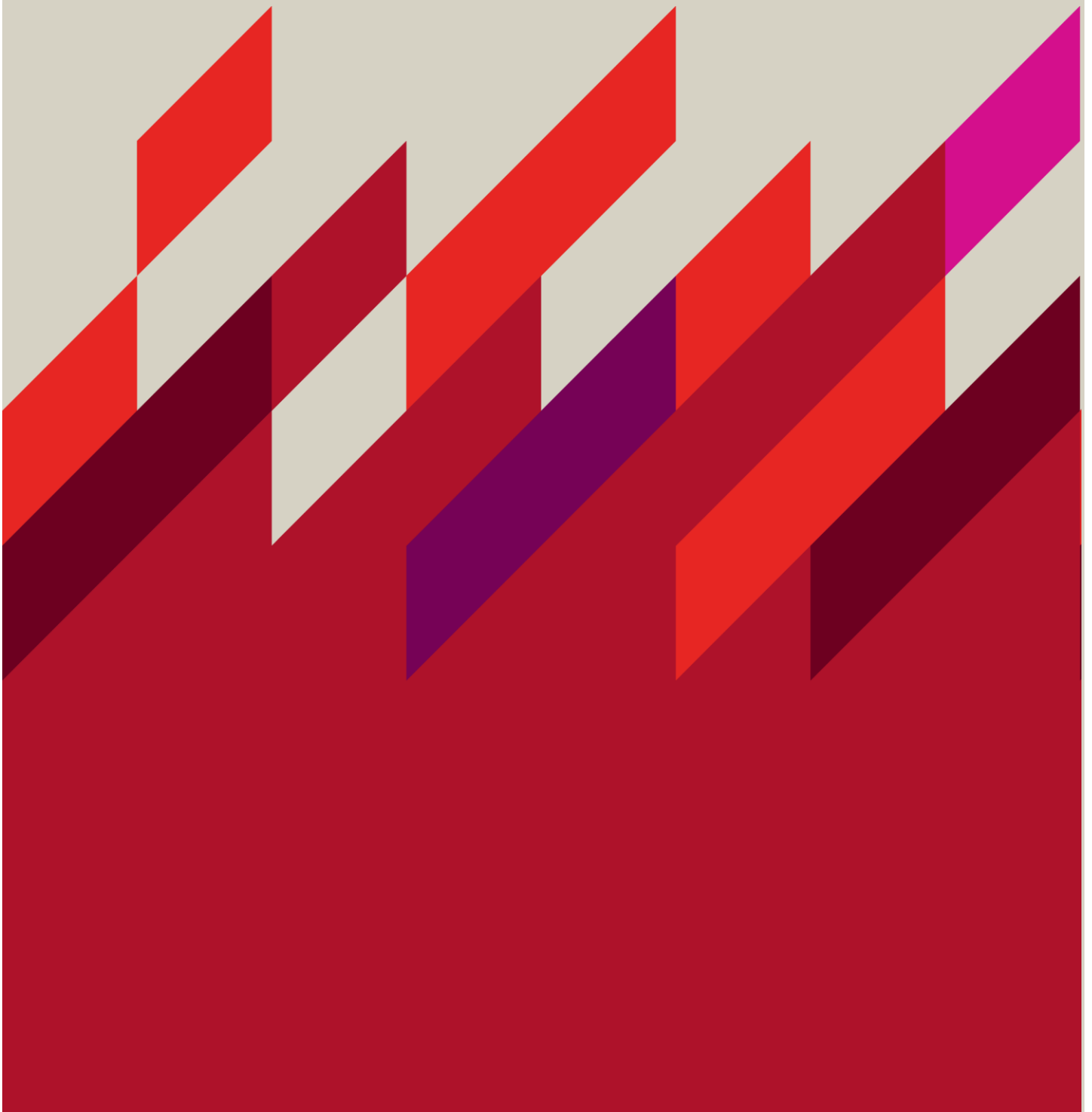


Head of Department (HoD) Review User Guide

APLI Instructions
Version 1.1



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ResearchMaster Online Forms

The Head of Department (HOD) Review User Guide is for all HOD's who'll be reviewing all APLI (Application and Project Lifecycle Information) Forms for their department.

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
- Pre-Award Team:
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
- 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 Project APLI 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).

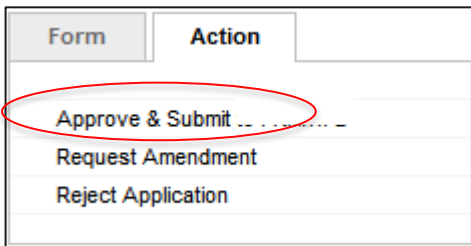
Step 4: Click on the APLI name link to open for review.

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

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

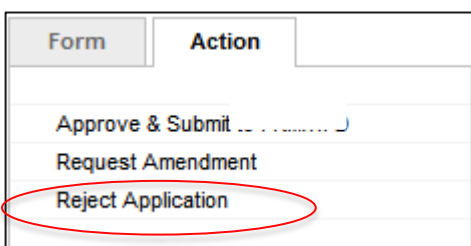
Approving and Submitting

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



Rejecting an Application


Step 1: Go to the Action tab on the left panel and click **Reject Application**.



Requesting an Amendment

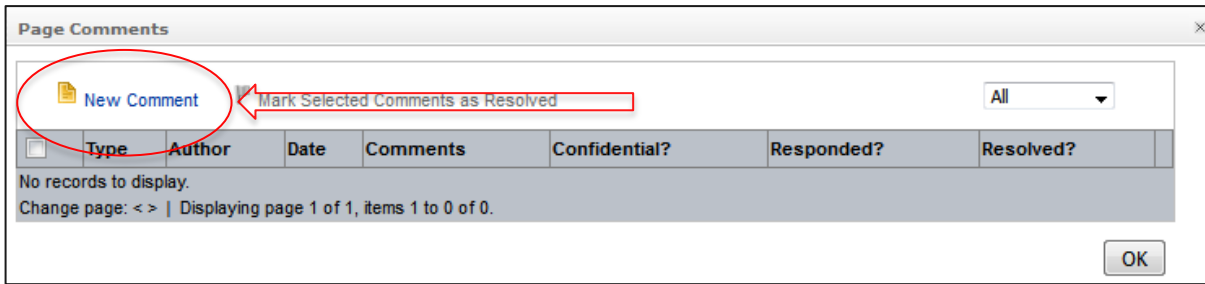
Step 1: Click and go to the subsection that you require to be amended by the applicant.




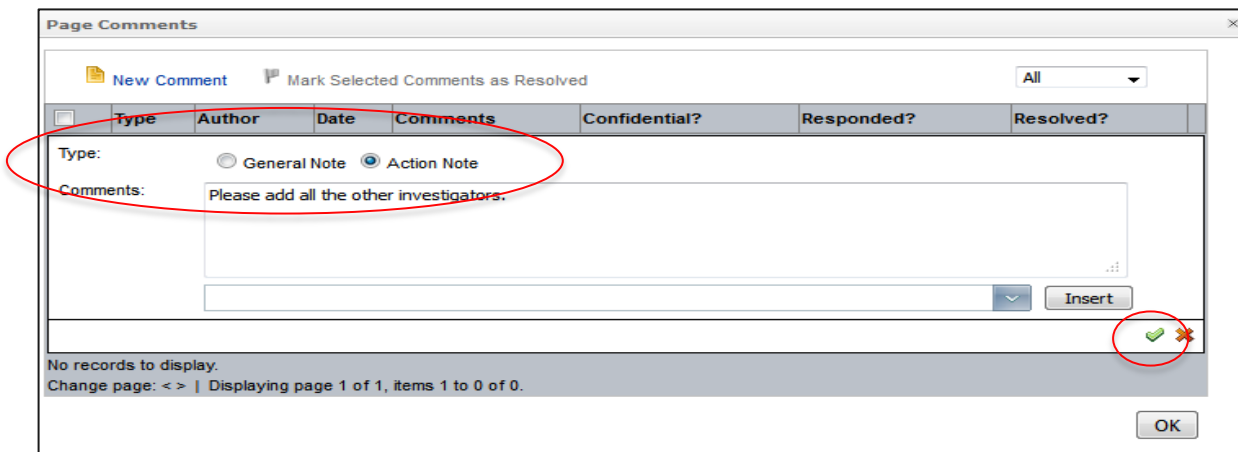
Step 2: Once you are in the sub section where the amendments required, Click  (Page Comments Icon) on your top right hand corner of the screen. Page Comments pop up will appear.




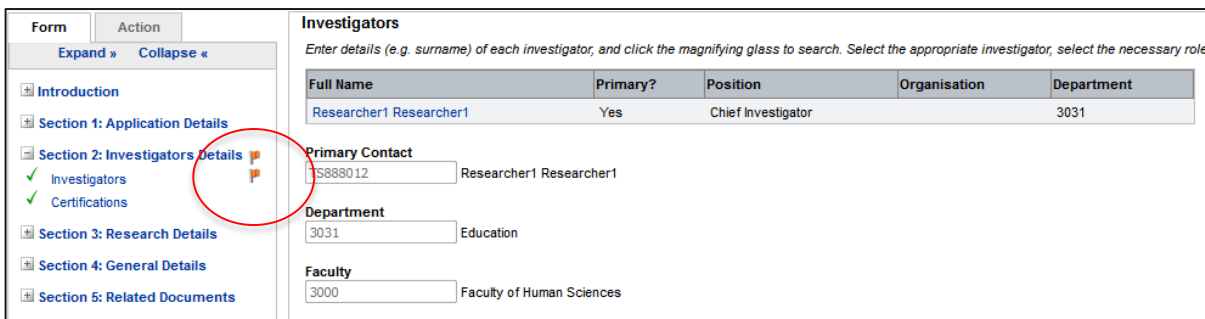
Step3: Click on the New Comment to make your comments.



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



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



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




Approving amendments (Action Comments) you have requested

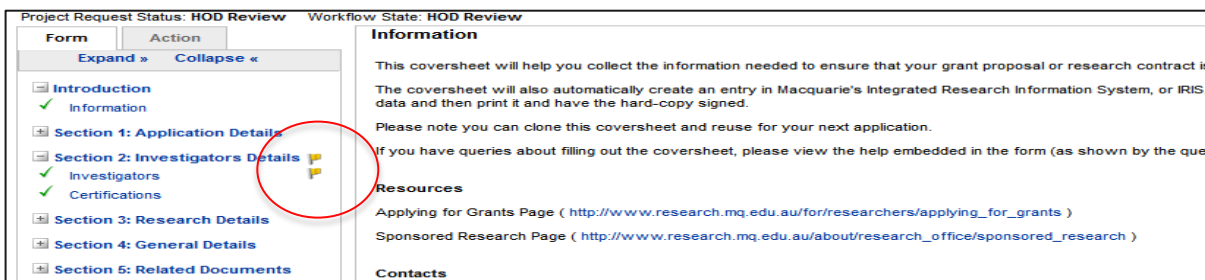
If you request amendments from the applicant, the applicant will respond to those comments and resubmit the APLI. The APLI will be then available to you to review again. If you are satisfied with the amendments you will need to approve the action comments before you send the APLI to the next level of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

Step 1: Log in to IRIS.

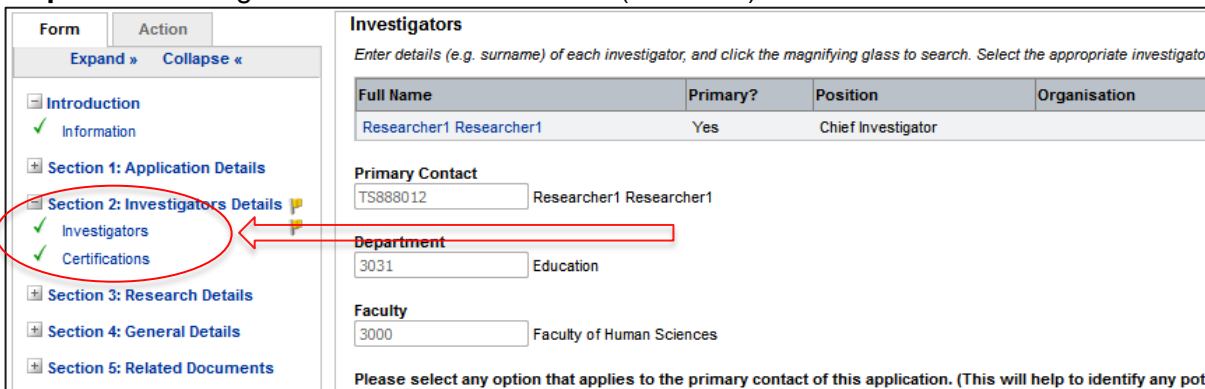
Step 2: Click Projects → My Projects Requests.


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



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



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.

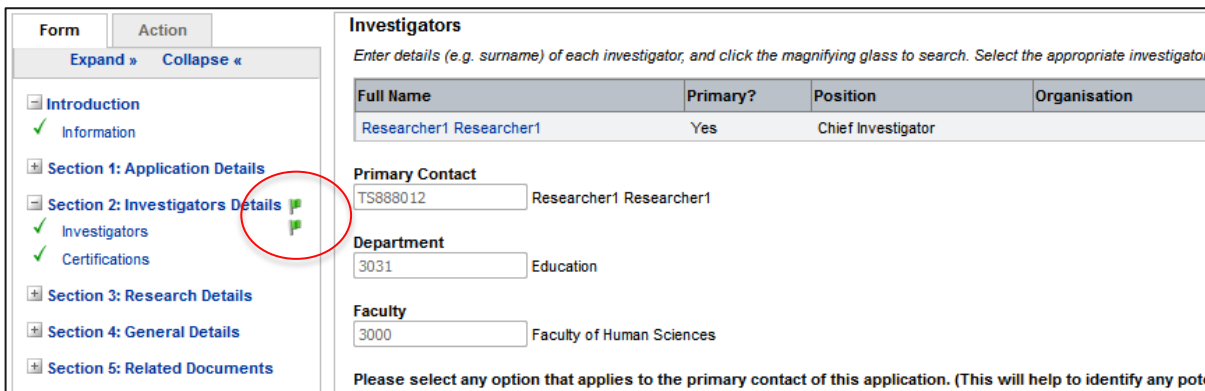




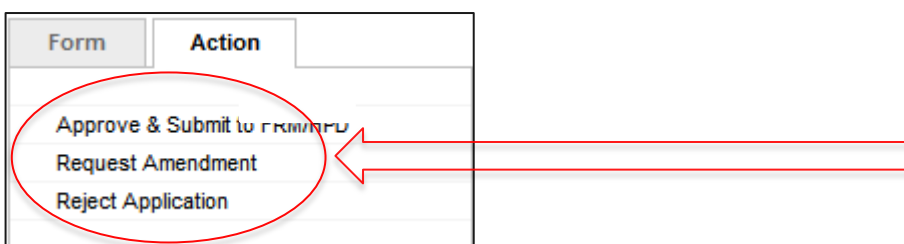
Step 7: Click on the tick box next to the Action Note and then click on the **Mark Selected Comments as Resolved** to resolve the action comment.



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.