

Application and Project Lifecycle Information (APLI) Researcher User Guide

Post-Award

APLI Instructions
Version 1.1



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ResearchMaster Online Forms

Before You Start Please Note

- This is the post-award process of the APLI, which is after you got awarded your grant or partner funded research project.

Getting Help

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

- Research Post-Award Email Address:
research.postaward@mq.edu.au
- [RO Phone Contacts](#):
Research Post-Award Team
- For all technical issues, please contact IRIS Help on 9850.4455 or report the issue via OneHelp
<http://help.mq.edu.au/>

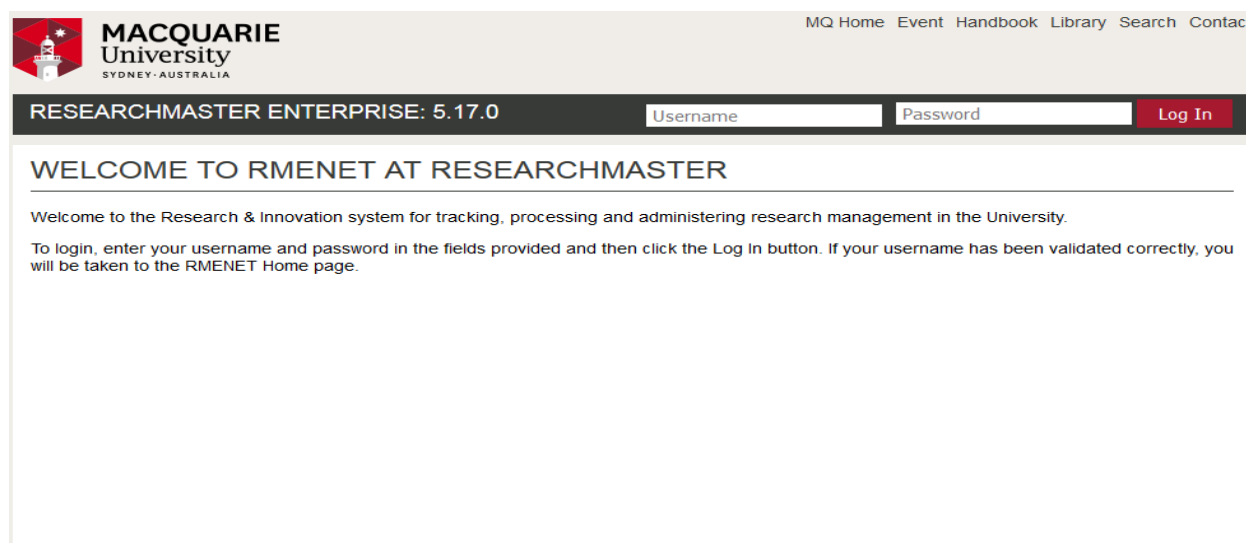
Browser Compatibility

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

How to Log In

STEP 1: Clicking on the following URL: <https://iris.mq.edu.au/rmenet/> will take you to the following screen where you can login.

Your User Name and Password will be your OneID.



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MQ Home Event Handbook Library Search Contact

RESEARCHMASTER ENTERPRISE: 5.17.0

Username Password Log In

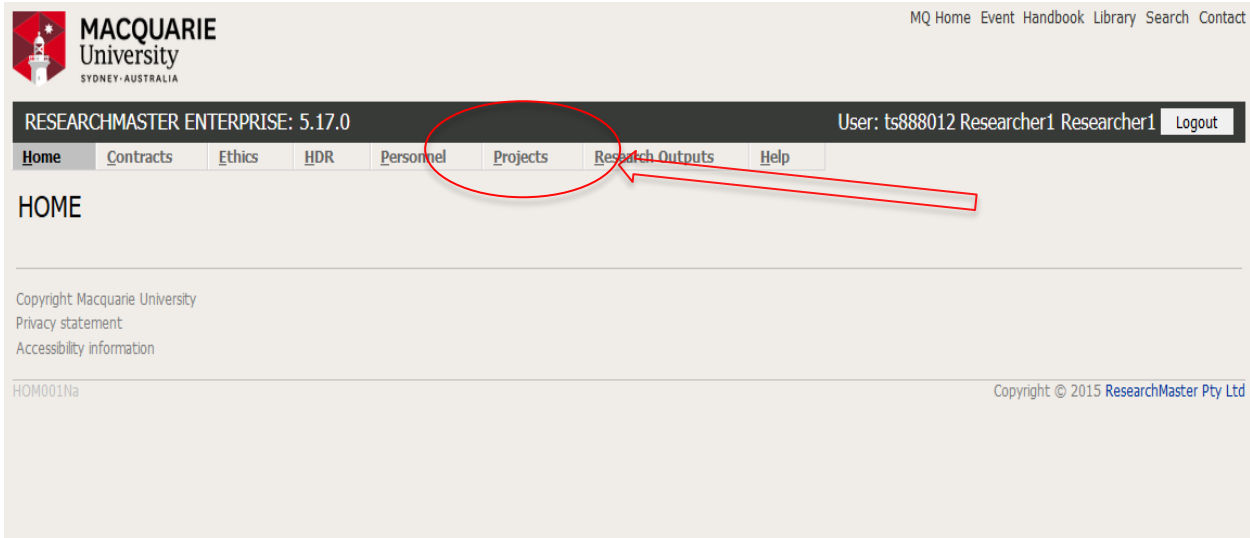
WELCOME TO RMENET AT RESEARCHMASTER

Welcome to the Research & Innovation system for tracking, processing and administering research management in the University.

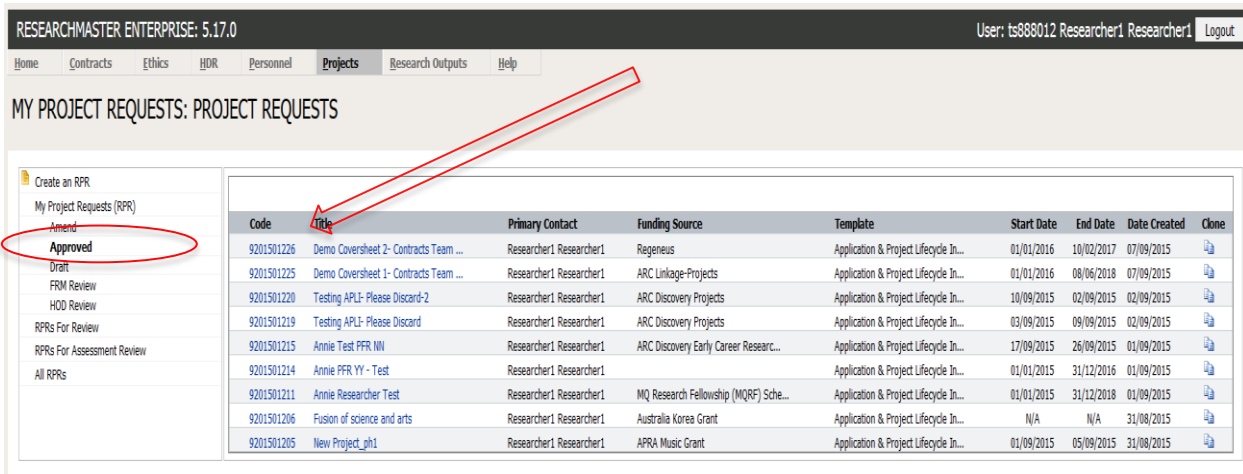
To login, enter your username and password in the fields provided and then click the Log In button. If your username has been validated correctly, you will be taken to the RMENET Home page.

Accessing an APLI Form

STEP 1: Once you have logged in, you will see the Home screen as shown below. Select **Projects >> My Project Requests** from the main commands across the top as shown below:



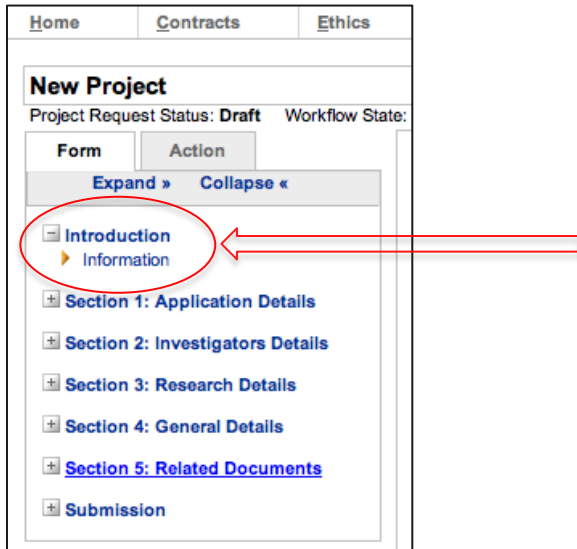
STEP 2: Click on **'Approved'** on the right hand panel and then click on the relevant **'Title'** or the **'Code'** to open the APLI



System Navigation

Navigation for Each Section

New Project Pane

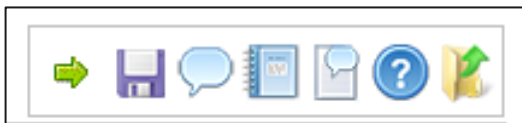


Information Only.

There are two tabs visible from every section: 1) Form, 2) Action. There are simple hyperlinked commands for Expanding and Collapsing the tree in this pane as you progress through your APLI.

As soon as you click on Section 1: APLI Details to proceed, the yellow triangle (as shown here) automatically becomes a green tick.

Command & Help Icons

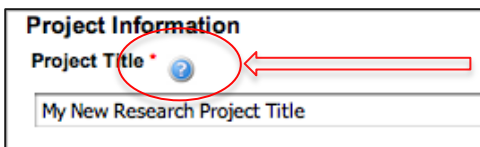


Help and Navigational Icons

Help and Navigational Icons are grouped at the top right of the window. These are called (from left to right):

- Next Page
- Save
- APLI Comments
- Reports
- Page Comments
- Help
- Exit

Help Icon



Context-sensitive Help

Context-sensitive help is available for every question in each section throughout the APLI by moving your mouse key over this blue question mark.

Next Page Icon



Note!



Navigation and Confirmation

Selecting this icon takes you to the next section.

Throughout your APLI, you'll be entering data into the various forms. Once you have confirmed that everything is correct, you simply confirm by selecting the green tick mark at the bottom right of this dialog box (or Cancel by hitting the red cross icon).

Navigating away from a page automatically saves information that you have filled in. It's still a good idea to use the **Save** icon in the top right Commands.

Search (Include text on the box next to it)

Post-Award Section

Note: Section 1-5 is read-only. In the Post-Award section, you need to review details that have been entered by the research office and enter any missing information before submitting the form.

My New Project Title

Project Request Status: **Approved** Workflow State: **Draft_PA**

Form Action

Expand » Collapse «

- Introduction
 - Information
- Section 1: Application Details
 - Project Information
- Section 2: Investigators Details
 - Investigators
 - Certifications
- Section 3: Ethics Details
 - Ethics
- Section 4: Resources & Commitments
 - HDR Students
 - Teaching Relief
 - Resources
- Section 5: Related Documents
 - Attachments
- Lead CI Certifications & Submission
 - Pre-Award Submission
- Post-Award**
 - Research Classifications
 - Research Type
 - Ethics Requirements
 - Budget Details & Dates
 - Terms & Conditions
 - Acceptance
 - Post-Award Submission
- Sign Off

Information

Please note: you have to complete Projects Coversheet in the order of sections one-five (ie complete section one

The coversheet will help you to gather the information needed for your grant-funded or partner-funded research proposal to be supported and approved by the funding body.

The coversheet has been simplified to gather minimal information at the pre-award/application stage. If your research proposal is successful then additional on the options that you select. Example options include grant or partner-funded research and lead institution Macquarie University or other organisation. A your next application.

The faculties and Research Office require the coversheet to be submitted two weeks before the final deadline for the scheme. After submission, your covers A coversheet is not required at the "expression of interest" stage that precedes full applications to some funding bodies; a coversheet is only needed if you

WHY DO WE NEED A COVERSHEET?

The coversheet is an essential part of submitting any proposal for grant-funded or partner-funded research because it:

- (1) Allows the Research Office to create a record in IRIS (Macquarie's Integrated Research Information System) for your proposal to track its progress and,
- (2) Enables your Head of Department, Faculty Research Manager or Research Partnership Manager, and Executive Dean to formally approve the project, p resource implications. While the coversheet formalises this process, it should not discourage offline discussions about your proposal with the relevant peop
- (3) Deals with the investigator certifications required by funding bodies at the pre-award (application) stage.
- (4) Collects essential information about your application (e.g. FoR codes, ABS categories) that is required for Macquarie's reporting to Government in proce

If you have any queries about completing the coversheet (pre-award or post-award), please view the help embedded in the form (as shown by the "question

Resources

User Manuals/ Guides and Training (http://www.research.mq.edu.au/about/research_office/online_forms_project/User_Manuals_and_Training)

Applying for Grants Page (http://www.research.mq.edu.au/for/researchers/applying_for_grants)

Contacts

[Pre-Award Team](#)

[Post-Award Team](#)

[Systems Support/ Help](#)

Research Classifications

This first section allows you to select Field of Research (FOR) and Socio-Economic Objective (SEO) Codes for your research project request. You can enter multiple codes for each Classification Type, and assign percentages in multiples of 10%.

Research Classifications

Please list from highest to lowest percentage, to the nearest multiple of 10%. For a full list of FOR and SEO codes, please click the links below.

If you select more than one FOR or SEO Codes, please make sure you mark one as primary.

- [Field of Research Codes \(FOR\)](#)
- [Socio-Economic Objective Codes \(SEO\)](#)

Field of Research Codes (FOR)

Enter one or more words from the code (or the relevant code) and click the magnifying glass to search (e.g. Algebra and Number Theory or 010101) *

Classification Type:	Field Of Research Code		
Classification Name/ Code:	<input style="width: 80%;" type="text"/>		
Classification Code	Percentage	Primary Code Of This Type?	
No records to display.			

Socio-Economic Objective Codes (SEO)

Enter one or more words from the code (or the relevant code) and click the magnifying glass to search (e.g. Forestry or 8201) *

Classification Type:	Socio Economic Objective Codes		
Classification Name/ Code:	<input style="width: 80%;" type="text"/>		
Classification Code	Percentage	Primary Code Of This Type?	
No records to display.			

Instructions

Codes Hyperlinks

Research Classifications

Please list from highest to lowest percentage, to the nearest multiple of 10%.

- **Field of Research Codes**
- **Socio-Economic Objective Codes**

Contents >> Fields of Research >> DIVISION 04 EARTH SCIENCES >> GROUP 0403 GEOLOGY

This group covers geology. It includes palaeontology, including palaeozoology, that associated with palaeoecological studies. This group has fifteen fields:

- 040301 Basin Analysis
- 040302 Extraterrestrial Geology
- 040303 Geochronology
- 040304 Igneous and Metamorphic Petrology
- 040305 Marine Geoscience
- 040306 Mineralogy and Crystallography
- 040307 Ore Deposit Petrology
- 040308 Palaeontology (incl. Palynology)
- 040309 Petroleum and Coal Geology
- 040310 Sedimentology
- 040311 Stratigraphy (incl. Biostratigraphy and Sequence Stratigraphy)
- 040312 Structural Geology
- 040313 Tectonics
- 040314 Volcanology
- 040399 Geology not elsewhere classified

Field of Research Code Search

Classification Name/ Code: 



Code	Name
040302	Extraterrestrial Geology
040303	Geochronology
040305	Marine Geoscience
040309	Petroleum and Coal Geology
040312	Structural Geology
040399	Geology not elsewhere classif...
040401	Electrical and Electromagneti...
040402	Geodynamics
040403	Geophysical Fluid Dynamics
040404	Geothermics and Radiometrics
040499	Geophysics not elsewhere clas...
040601	Geomorphology and Regolith an...
040603	Hydrogeology
090501	Civil Geotechnical Engineering
010102	Algebraic and Differential Ge...

Change page: < 1 2 3 > | Displaying page 1 of 3, items 1 to 15 of 37.

Optional - when you don't know what your Field of Research Code is.

These links take you to the Australian Bureau of Statistics website for a full listing of FOR/SEO Codes.

Here we are using 'Geology' as an example, and showing all of the Field of Research Codes available when searching under the Group 'Geology'. We see that the code we want for **Extraterrestrial Geology** is **040302**.

Entering in some simple search criteria will allow you to also search for your Field of Research Code directly without having to use the hyperlink. Simply enter your criteria and then use the magnifying glass icon shown here (to the right of the **Classification Name/ Code** box).

A result set will be returned of everything matching your search criteria.

Selecting the code you want from the list will automatically add it to your Field of Research Code list.

Field of Research Code Form

Classification Code	Percentage	Primary Code Of This Type?
Type: FOR-08 ; Total: 0		
Classification Type * Field Of Research Code		
Classification Code * 040302 Extraterrestrial Geology		
Percentage * 100		
Primary * <input checked="" type="radio"/> Yes <input type="radio"/> No		

Required.

The Field of Research Code Form (shown here) will appear once you select a code. Enter the percentage and indicate if it is the Primary Code by selecting 'Yes' or 'No'.

Add further codes as necessary. The codes must be added in increments of 10% and the sum must total to 100%.

You must enter at least one code for both Field of Research and Socio-Economic Objective Codes!

Socio-Economic Objective Code Form

Required.

Your form will look similar to the form below once you've correctly entered everything in.

This part of the form is filled out in exactly the same way as you did for the Field of Research Codes.

Field of Research Codes (FOR)
Enter one or more words from the code (or the relevant code) and click the magnifying glass to search *

Classification Type:

Classification Name/ Code:

Classification Code	Percentage	Primary Code Of This Type?
Type: FOR-08 ; Total: 100		
040302	100	Yes

Socio-Economic Objective Codes (SEO)
Enter one or more words from the code (or the relevant code) and click the magnifying glass to search *

Classification Type:

Classification Name/ Code:


Classification Code	Percentage	Primary Code Of This Type?
Type: SEO-08 ; Total: 100		
850202	70	Yes
850102	30	No

Research Type

This section of the form allows you to indicate the type of research that best describes your project.

Research Type

Indicate percentage(s) for the types of research that best describe the project.

Research % (Strategic Basic, Experimental Dev, Pure Basic, Applied) * 

Strategic Basic	<input type="text" value="0.00"/>	Pure Basic	<input type="text" value="0.00"/>
Experimental Dev.	<input type="text" value="0.00"/>	Applied	<input type="text" value="0.00"/>
Total %			<input type="text" value="0.00"/>

The total % must be 100

The total percentage (%) across all categories must total to 100%. The blue help icon to the top right of these entry fields will bring up general guidelines and definitions for each of the categories if you are unsure of what type of research you are conducting.

Research Type

Indicate percentage(s) for the types of research that best describe the project.

Research % (Strategic Basic, Experimental Dev, Pure Basic, Applied) *

Strategic Basic	<input type="text" value="50.00"/>	Pure Basic	<input type="text" value="0.00"/>
Experimental Dev.	<input type="text" value="0.00"/>	Applied	<input type="text" value="50.00"/>
Total %			<input type="text" value="100.00"/>

Saving this form either by selecting the Save icon in the top right command icons or navigating away from this page will automatically save your data and tabulate that it adds up to 100%. If it does not, you will receive an error message until you resolve this.

Ethics Requirements

Ethics Requirements

Type/s of Approval Required *

- Animal
- Human
- Biosafety
- Not Required

Next.....tick the appropriate box or boxes

Required

Tick the relevant box/s to indicate the types of approvals required.

Here we are using 'Animal' Ethics as an example

Ethics Requirements

Type/s of Approval Required *

- Animal
- Human
- Biosafety
- Not Required

Is the Animal Ethics Approval Number/s available? *

- Yes
- No

Required

Tick to indicate whether the ethics approval is available.

Is the Animal Ethics Approval Number/s available? *

- Yes
- No

Please enter the Animal Ethics Approval Number/s at the footer of this page *

Human/Animal/Biosafety Ethics Approval Number/s *

Search Title/Code: <input type="text"/>		More Criteria
Ethics Application Code	Ethics Title	
No records to display.		

Required

If 'Yes'

Then you will need to search and select the approval #, You can type text or numbers and click on the magnifying glass to display a list of ethics applications.

Is the Animal Ethics Approval Number/s available? *

- Yes
- No

Animal Ethics Date Approval Required *

Required

If 'No'

Then you will need to input the 'Date Approval Required'.

Note: Research activities that require ethics approval must not commence until the necessary approval is obtained.

Budget Details & Dates

Note: This sub-section is greyed out, Review all details and notify the research office of any errors.

Terms & Conditions

Note: This sub-section is greyed out, Review all details and notify the research office of any errors.

Acceptance

Click on 'I Agree' and ensure that the tick appears.

Acceptance

As Chief investigator, I hereby accept:

The offer and concur with the arrangements made for management of the project as detailed above. I acknowledge that Chief Investigat

I Agree

Post-Award Submission

When you press '**Submit Application**' button, your APLI will commence the two-stage approval process by (1) Head of Department and (2) Executive Dean. You will not be able to edit your APLI unless you were requested to make amendments by one of the approvers, in which case only the relevant part(s) of the form will be released. However, you will be able to view and track progress of the APLI through the approval stages.

Submitting your project APLI

Submit

Submit Application

Required.

Action Tab: Email APLI

New Project

Project Request Status: **Draft** Workflow State: **Draft**

Form Action **Submit**

Submit Application

Email Application

Submit Application

Optional.

In the Action tab, there is an **Email Application** command that you can select if you wish to email a copy of your APLI. When you select this menu item, a popup screen called Recipients and Document List opens up (as shown here).

Recipients and Document List

Recipient List

Enter Name:

Full Name	Email Address
<input type="checkbox"/> Researcher1 Researcher1	heron.jaywardena@mq.edu.au

Document List

Document Description	Reference (Document Title)
<input type="checkbox"/> Application PDF	Project Request.pdf

Zip and Send Send Cancel

This dialog lets you search for people to receive you're a copy of your APLI as well as sending you're a copy of your APLI as a PDF.

on please follow the steps below.

Award)

Attachments

Attachments are found in Section 5: Related Document

Instructions

Adding your documents

Attachments
Documents
 Please use the "Add New Document" link to attach necessary documents to the coversheet. These may include, for example, a draft of your application, approvals from the DVC(R) for requested scholarships, etc. Please note that the max size limit is 40MB for an attachment.

Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
No records to display.				

[Add New Document](#)

Optional.

The **Add New Document** hyperlink shown here will let you attach necessary documents such as certification emails. Please note that there is a 40MB limit for all attachments. Once you have selecting **Add New Document**, another form appears and lets you enter a Document Description, whether you have a soft copy, a Reference or Title, and then confirm it.

You will not be able to move out of this view until you have either Confirmed or Deleted your attachments using the green tick or red cross as shown here.

Attachments
Documents
 Please use the "Add New Document" link to attach necessary documents to the coversheet. These may include, for example, a draft of your application, approvals from the DVC(R) for requested scholarships, etc. Please note that the size limit is 30MB for all attachments.

Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

[Add New Document](#)

Accidental submission of your Project APLI

If you have accidentally submitted your form, or need to correct a mistake in a submitted APLI, you can do so by logging a OneHelp ticket and directing it to the Research Office as soon as possible.