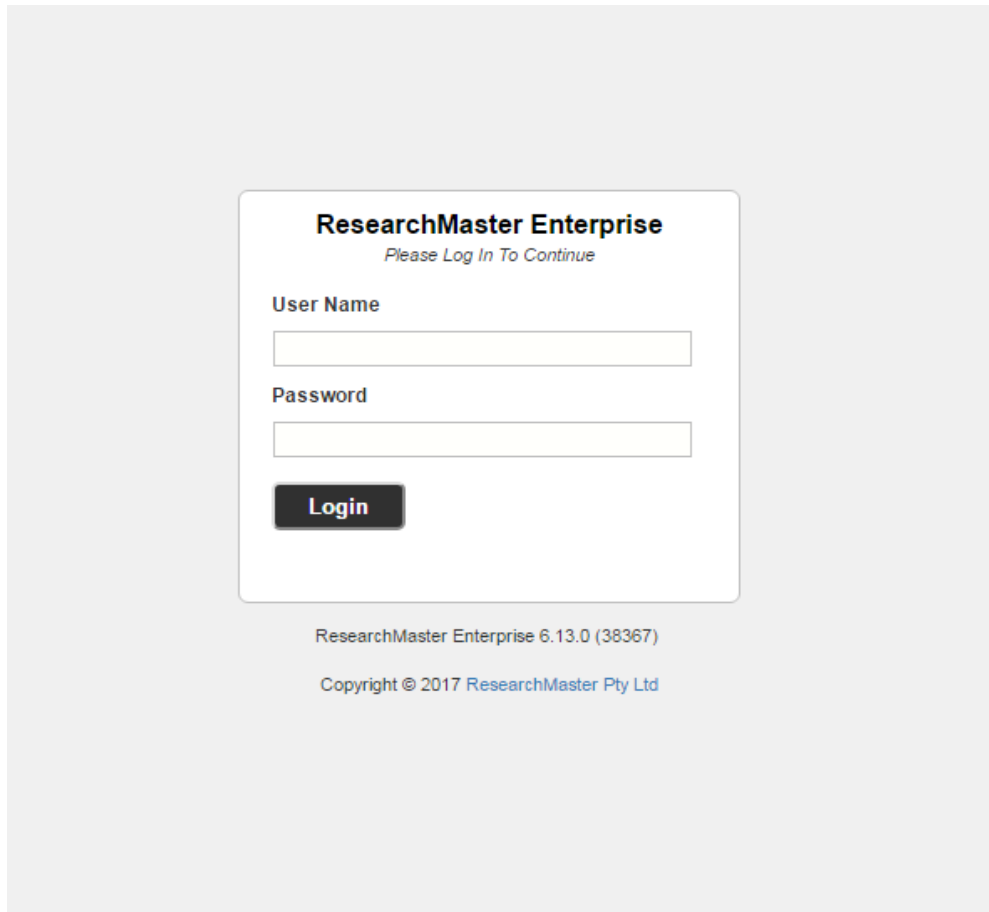


Research Master

Quick Guide

<https://rme.unisa.edu.au/RME6/Login.aspx?ReturnUrl=%2fRME6>

Log in using your normal University log in.



ResearchMaster Enterprise
Please Log In To Continue

User Name

Password

Login

ResearchMaster Enterprise 6.13.0 (38367)
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Getting Started

Click on 'Project Forms'

Home Projects Help Logout

Research Management System - Development Environment

Home Page

This section can be modified to accommodate your own items such as links to other relevant information, systems and resources.

Resources

- [Click here to access the ResearchMaster home page](#)

News

- [Click here to access the Products page](#)

Online Forms

Project Forms

Project Forms

Click on 'Create Project Form'

Home Ethics Projects System Administration Logout

Project Forms

Create Project Form My Project Forms For Review For Assessment Review All Project Forms

Project Forms (6) [Delete](#)

	Project Code	Project Title	Primary Fund Scheme	Primary Investigator	Status	Workflow State	Number of Da
<input type="checkbox"/>	1000003	Sally's new project	BHP Billiton	Prof William Skinner	Pending	Approval	6

Click on 'New Project V4'

Abbreviation	Template Name	Description	Date Modified
New Project V4	New Project V4	Create a new project.	28/04/2017

First Prev **1** of 1 Next Last

Records per page: 10

Project Details

Details are entered via the form on the right.

1. **Project Title ***

New Project

2. **Project Description**

Please provide a lay description for the project, if available.

3. **External Reference**

If available, please provide the funding body ID for the project.

4. **Project Start Date ***

5. **Project End Date ***


 

6. **Date Approved**

Do not enter a date for a proposal. Only enter the date when the project has been approved by the funder.

7. **Funding Type ***

8. **Ethics Clearance**

Does this project require ethics clearance?

Yes No



Complete the details then click on the **'Green Arrow'**

Notes:

1. The **'Date Approved'** is not required if you are entering a proposal.
2. If 'Yes' is selected for **'Ethics Clearance'** you will be asked to select the clearances applicable to the project.

8.1 Please select the ethics clearances applicable to the project. *

- Animal Ethics
- Human Ethics
- Chemical Hazard
- Biosafety (infectious dealing, biohazard or gene technology)


Investigator Details

Enter the name of the first named Chief Investigator and click on the magnifying glass:

Chief Investigator

9. Chief Investigator

Please identify the first named Chief Investigator for the project. *

Name/ID:  [More Criteria](#)

Person Code	Full Name	Position	School Name	Email Address
No records to display.				

Select the correct Chief Investigator by clicking on their name.

Preferred Name	ID	Org. Unit	Administrative Unit	Type
Capt Robert Charles Carpenter	9400461T	School Geoinfo Plan & Build	Div: Info Tech Eng & Env	Student
K.B Carpenter	CARPENTERK			External
Ms Sally Carpenter	002055	Research and Innovation Servi...	Portfolio: Research & Innov	Internal

Verify that you have the correct person then click 'Primary? = Yes'.

Person Code

Full Name *

Position *

Preferred First Name *

Preferred Last Name *

School Name
 Research and Innovation Services

Division Name
 Portfolio: Research & Innov

Email Address

Primary?
 Yes No




Click 'OK' then Click on the 'Green Arrow'

Project Funding

Enter the client/fund scheme name or key word and click on the magnifying glass:

Project Funding

10. Funding Details

Select Fund Scheme  [More Criteria](#)

Fund Scheme code	Organisation Name
No records to display.	

Select the correct client/fund scheme.

Add the amounts applied and awarded (if project has been successful) for each year.

Project Funding

10. Funding Details


Fund Scheme code	Organisation Name
LINKPROJ	Australian Research Council



Fund Scheme code *
 ARC - Linkage Project

Fund Scheme Name
ARC - Linkage Project

Organisation Name
Australian Research Council

Fund Scheme Amounts

 [Add Row](#)


Year	Applied	Received	
2017	50,000.00	0.00	
2018	50,000.00	0.00	
Total	100,000.00	0.00	




If you are entering an Approved project click 'OK' then click the 'Green Arrow'

If you are entering a proposal the system will stop here. Click the 'Save' icon then click 'Exit'

Project Funding
10. Funding Details

Select Fund Scheme  [More Criteria](#)

Fund Scheme code	Organisation Name
ACTHEA	ACT Health



Project Budget

Enter the Project Income and Project Expenditure by clicking on the 'Add Budget Record'.


Select the appropriate year and enter the amounts in the 'Income' and 'Expense' fields.

Note:





Ignore the 'Applied' column – this is not required.

Project Budget

11. Income

Add Budget Record				
Year	Finance Category	Applied	Income	
2017 ▼	6399 - International Competitive Grants - Cat3 (Levy Exempt) ▼	0.00	50,000.00	
2018 ▼	6399 - International Competitive Grants - Cat3 (Levy Exempt) ▼	0.00	50,000.00	
Total		0.00	100,000.00	

12. Expense

Add Budget Record				
Year	Finance Category	Applied	Expense	
2017 ▼	0404 - Salaries (16.5% On-costs) Acad ▼	0.00	25,000.00	
2017 ▼	1702 - Travel Accom & Meals - International ▼	0.00	10,000.00	
2017 ▼	0301 - Research Degree Scholarships ▼	0.00	15,000.00	
2018 ▼	0404 - Salaries (16.5% On-costs) Acad ▼	0.00	50,000.00	
Total		0.00	100,000.00	



Click on the 'Green Arrow'

Project Risk

Select the appropriate outcome of the project risk assessment.

Project Risk

13. Project Risk

Please provide an overall risk assessment of the research project. Guidance on risk assessment is provided [here](#). The overall risk assessment must include consideration of the following seven risk criteria:

- Client
- Type of Contract
- Intellectual Property
- Political and commercial sensitivity
- Capacity to meet contractual commitments
- Legal risk exposure
- Realisation of expected benefits

*

- Low Risk
- Medium Risk
- High Risk

14. Explanation

Please provide any comments on the risk assessment. Justification must be provided for high risk projects.



Click the **'Green Arrow'**

Levy Waiver Process

The levy waiver process will now be outside of the system. The system will default of a Levy Weight of '1' (12%).

You only need to email the Director RIS if you require a levy waiver on commercial projects. The Director RIS will decide whether it needs to be forwarded to Finance for further approval.

For philanthropic and other levy exempt projects ie, industry partner contributions to Category 1 grants email research.information@unisa.edu.au for pre-approval.

Finance Administration

This page is for the details to be completed to enable the project to be transferred to Finance One. The fields on this page are not mandatory. Any details that are not known will be completed by Finance Unit staff.

Note:

Sub-line of Business Description:

- * Sponsored Research = Non-Commercial Research
- * Contract Research = Commercial Research
- * Consultancy = Consultancy
- * Other = Research Management and Administration

Finance Administration

15. Sub-line of Business


Sponsored Research ▾


16. Business Development Manager

Name/ID:  [More Criteria](#)

Person Code	Preferred Full Name	Email Address	Position	School Name	Division Name	
126528	Mr Sebastien Hebert	sebastien.hebert@unisa.edu.au	Business Development Manager	Inf Tech Eng & Env Div Office	Div: Info Tech Eng & Env	

17. Cost Centre Manager

Name/ID:  [More Criteria](#)



Person Code	Preferred Full Name	Email Address	Position	School Name	Division Name	
135258	Dr Ross McLennan	Ross.McLennan@unisa.edu.au	Cost Centre Manager	Research and Innovation Services	Portfolio: Research & Innov	

18. Levy Weight

Set to 1. If a levy waiver has been approved, email the approval to research.information@unisa.edu.au.

19. FINREP 4

Please select primary ORG unit and add a single FINREP4 code (if known).

Org Unit/FinRep4 Code	Primary ORG2	
Research and Innovation Services	<input checked="" type="radio"/>	
Inf Tech Eng & Env Div Office	<input type="radio"/>	
CNTR ENV. RISK ASSES	<input type="radio"/>	

Org Unit/FinRep4 Code *
 CNTR ENV. RISK ASSES



One limitation in the current RME6 is that the form adds ORG units for every person who is listed in the form in any capacity.

To ensure that details are correctly transferred to Finance One you will need to delete **ALL** ORGs except for the first named Chief Investigator's and the FinRep4.

To delete an ORG select the Trash icon. Click on OK to delete the Div Office ORG.

18. **Levy Weight**
 Set to 1. If a levy waiver is applied, the levy weight must be 1.

19. **FINREP 4**
 Please select primary ORG

dev.rme.unisa.edu.au says:
 Are you sure you want to delete this record?

Org Unit/FinRep4 Code	ORG2
Research and Innovation Services	<input checked="" type="radio"/>
Inf Tech Eng & Env Div Office	<input type="radio"/>
CNTR ENV. RISK ASSES	<input type="radio"/>

Click on 'OK' and the 'Green Arrow'.

Project Approval

Once all of the details above are completed you can now send the project to the appropriate person for approval.

Project Approval

To select an approver for this project, follow the steps below:

- Select the 'Review' page on the tab menu on the left.
- Click on 'Project Approver' and use the search function next to 'Select Reviewer' to find and select an approver.
- Select the 'Action' page on the tab menu and click on 'Submit to Project Approver'.

Note: To search for an approver, you may type their staff ID or their last name.

To assign the project to an approver select the 'Review' tab on the left hand menu:

Form	Review	Action
Expand » Collapse «		
[-] Project Information		
✓		Project Details
✓		Chief Investigator
✓		Project Funding
✓		Project Budget
✓		Project Risk
✓		Finance Administration
▶		Project Approval
[-] Project Approval		
▶		Project Approval

Select 'Project Approver'

Form | **Review** | Action

Project Approver
Reviewer Assignment History

Enter the Approver's name and click on the Magnifying Glass

Reviewer Group
Select Reviewer 

Full Name	Details	Executive	Due Date	Review Status
No records to display.				

Select the correct person:

Reviewer Group
Select Reviewer

Full Name	Details	Executive	Due Date	Review Status
<input type="checkbox"/> Individual Reviewer				
<input checked="" type="checkbox"/> Mr Glynn Stringer		<input type="checkbox"/>		Not Completed

Click on the Action tab

Form | Review | **Action**

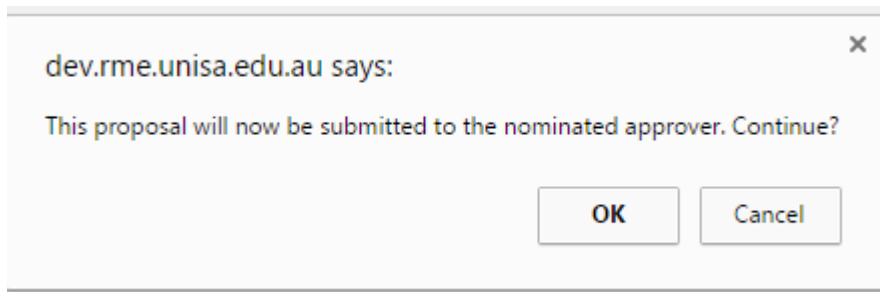
Project Approver
Reviewer Assignment History

Then click on Submit to Project Approver

Form | Review | **Action**

Go to Holding State
E-mail Project
Submit to Project Approver
Delete Project?

You will receive a confirmation message – click OK



When the Project Approver has approved the project all left menu items will have a 'Green Tick'.

A confirmation email will be sent to you and a notification to RIS that the Cost Centre now needs to be set up.