The Research Management System (RMS) is a web-based system used to prepare and submit research proposals, assessments and rejoinders for ARC funding applications.

All named participants in an ARC funding application – CI, Partner Investigator, etc – **must** have an RMS user account in order to access the system, enter and maintain their personal information, create and edit applications and to be invited to participate in an application.

To log into RMS, a user needs an **RMS ID** and a password. The RMS ID is used only to login to RMS; it is **not** the Person ID.

RMS also assigns users a **Person ID**. This is used, for example, to invite a collaborator to participate in an application. All participants, therefore, must have a RMS account.

The Person ID is listed at the top of the Personal Details tab of My Details of the user's workspace in RMS.

### RMS Login page

To request a new account

Request a new RMS account directly from the ARC through the link on the RMS Login page (on the right hand side, below the log-in area – see red arrow above).

1. Click on ‘Request New Account’

2. Complete the on-line form:

Please note:
- you set your own RMS User ID;
- your email address should be ‘institutional’, not ‘generic’ eg xxx@gmail.com; requests with generic email addresses will be rejected initially, pending confirmation that the requester is a bona fide participant in a UniSA proposal;
- you should ensure that your Administering Institution is the University of South Australia; if UniSA is not your Administering Institution, please consult with the Research Office at your University.

3. “Submit” the form.

Your request is then checked for duplication etc by both the UniSA Research Office and the ARC. If your request is authorised, you should receive a ‘verification’ email from RMS. (If you do not receive this within 24 hours, check your ‘spam’ email box, otherwise please contact Craig Hill (craig.hill@unisa.edu.au))

Please monitor your email closely; for security reasons, the link in the verification email will expire in, currently, 10 hours.

4. Click on the link, taking you to RMS to set your password.

Please note:
- Research and Innovation Services does not record RMS login details, including passwords. If you cannot remember or have lost your user name click on “Retrieve User ID” and enter your email address. A reminder email will then be sent to the email address recorded in RMS.
- Research and Innovation Services cannot retrieve your password. If you have lost your password you will have to ‘Reset Password’ as below; this can take some time.

5. Set your password and submit form

You should be able to log-in to RMS.

If not, please contact Craig Hill (craig.hill@unisa.edu.au)
Adding/changing information into your ‘My Details’ profile

After logging into RMS for the first time and regularly thereafter it is important than you complete and update all information under “My Details”, including the Postal Address under “Contact Details”.

Much of this information will auto-populate various sections in applications. In particular:

- **Personal Details → Organisation Details**: This is your employment history. You should list all positions held for the past 10 years in reverse chronological order.
- **Classification Details → Qualifications**: This is the list of your qualifications. You should list all qualifications in reverse chronological order of date of award.

If you do not complete these sections of your ‘My Details’, it is possible that parts of the application will not validate and RIS will not be able to submit the application. It is your responsibility to ensure that these details are updated and comply with any requirements detailed in the relevant Funding Rules and/or Instructions to Applicants.

[ARC Instructions on how to update your detail on RMS.]

Transferring your RMS account to be administered by UniSA

If you have moved recently from another University but have not transferred your RMS account to UniSA as your Administering Institution or, if for any other reason you want to nominate UniSA as your Administering Organisation, please:

1. Log-on to RMS
2. From ‘My Details’, click on ‘Personal’, then ‘Organisation Details’
3. Click on ‘Request Transfer’
4. Select University of South Australia, then ‘Request Transfer’

If you no longer have access to your old email account, please contact Research and Innovation Services (see below) urgently.

To add a new Partner Organisation (not in RMS database) – Linkage Project only

For each Partner Organisation, the ARC advises:

A user/RO may request a PO to be added (or updated), but before requesting please search for the proposed PO using a text fragment and try all possible options including misspellings, abbreviations, common names, etc.

If the PO cannot be found or is in RMS but requires updates, please email rms@arc.gov.au and title the email: Request for new/update PO - [PO short name].
Please include as much information as possible, the following details are mandatory:

- Full name;
- Short name;
- Organisation Type; (Private Co, State Govt, not-for-profit, etc)
- Email address required for creation of new orgs, & Postal address is mandatory for partner orgs;
- ANZSIC code; and
- If Australian organisation, please also provide the organisation’s ABN.

The ARC will conduct a search for similar entries. If they find a duplicate, but with incorrect details, they will update the record and advise you. If the proposed PO is not found, they will create it.

**Resetting your password**

Click the "Reset password" link on the RMS login page and follow the prompts. You will be asked for your user name, (if you are converting from GAMS to RMS for the first time, this is the same as your GAMS ID with all letters capitalised). Once you have entered a valid user name you will receive an email with a link to reset your password. Follow the instructions in the email and you will be able to login; the link will remain active for, currently, two hours only.

If you do not receive your password reset email please check your spam email box, or contact rms@arc.gov.au for assistance.

**Lost user IDs/passwords and other complexities**

Research and Innovation Services does not record RMS login details, including passwords. If you cannot remember or have lost your user name you can request a reminder email be sent from the RMS login page. Simply click on "Retrieve User Name" and enter your email address. A reminder email will then be sent to the email address recorded in ARC systems.

If you no longer have access to your email address or have changed email addresses please contact rms@arc.gov.au for assistance.

If you have moved recently from another University but have not transferred your GAMS/RMS account to UniSA as your Administering Institution (and especially if you no longer have access to your old email account), please contact Research and Innovation Services (see below) urgently.

**To convert your account from a GAMS to RMS ‘log-in’**

If you had a GAMS user account prior to January 2009, your GAMS ID and profile have been copied to RMS. Your RMS User ID will be the same as your GAMS ID with all letters capitalised; your GAMS password will not work. Please follow the instructions above to reset your password and update your details. Do not attempt to log-in to RMS using your GAMS ID and password.

If your email address is not that registered in GAMS, please contact Research and Innovation Services (see below) urgently.

**Further assistance**

For further assistance with RMS accounts etc, please contact the appropriate Research Application Officer.