

Miscellaneous RMS Toolkit

Information to help you apply for a RMS account, add collaborators, Partner Investigators and Partner Organisations into an ARC application etc

The Essential:

- [What is RMS](#)
- [Existing GAMS Users](#)
- [Requesting an RMS Account](#)
- [RMS log-in](#)

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.

The very useful:

- [ARC presentation on RMS](#) [.pdf]

RMS Login page

The RMS Login page is here: <https://rms.arc.gov.au/RMSExternal/pages/main.jsf>



RMS - Research Management System - Microsoft Internet Explorer provided by UniSA - Research Services

File Edit View Favorites Tools Help

Convert Select

Google Search

Search

Bookmarks

AMS Check

AutoFill

Sign In

https://rms.arc.gov.au/RMSExternal/pages/main.jsf

RMS - Research Management System

Australian Government
Australian Research Council

Research Management System - Login

Username

Password

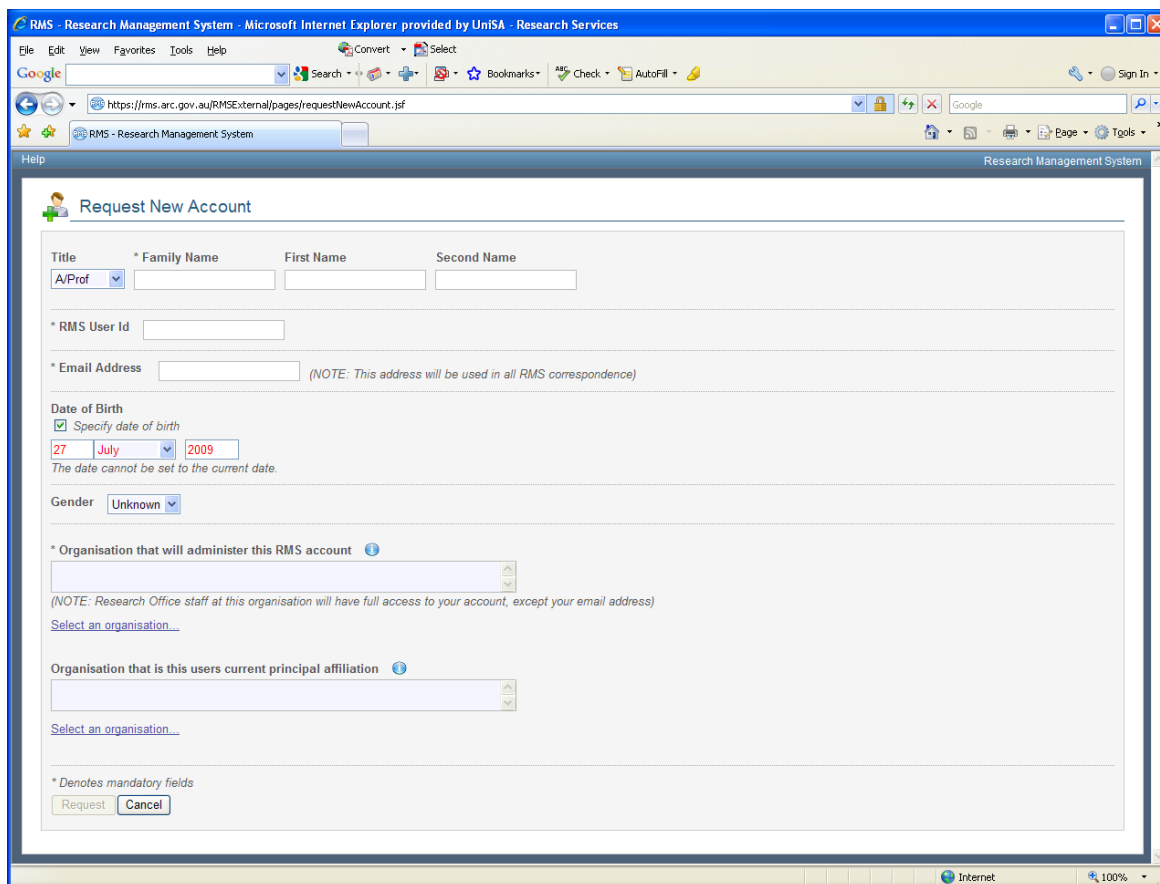
Login

[Request New Account](#) | [Reset Password](#) | [Retrieve User Name](#)

Internet 100%

To add a new user (no existing or GAMS ID)

Request a new RMS account *directly* from the ARC through [the link on the RMS Login page](#). Complete the on-line form:



The screenshot shows a web browser window titled "RMS - Research Management System - Microsoft Internet Explorer provided by UniSA - Research Services". The address bar shows the URL "https://rms.arc.gov.au/RMSExternal/pages/requestNewAccount.jsf". The page content is a form titled "Request New Account".

The form fields include:

- Title: A dropdown menu with "A/Prof" selected.
- * Family Name: A text input field.
- First Name: A text input field.
- Second Name: A text input field.
- * RMS User Id: A text input field.
- * Email Address: A text input field with a note: "(NOTE: This address will be used in all RMS correspondence)".
- Date of Birth: A checkbox labeled "Specify date of birth" is checked. Below it are input fields for "27", "July", and "2009". A note below reads: "The date cannot be set to the current date."
- Gender: A dropdown menu with "Unknown" selected.
- * Organisation that will administer this RMS account: A dropdown menu with a note: "(NOTE: Research Office staff at this organisation will have full access to your account, except your email address)". Below it is a link: "Select an organisation...".
- Organisation that is this users current principal affiliation: A dropdown menu with a link: "Select an organisation...".

At the bottom of the form, there is a note: "* Denotes mandatory fields". Below this are two buttons: "Request" and "Cancel".

Note that you set your own RMS User ID.

Please 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.

If required, please contact your local RMS support person (see below) or [Research Capacity and Compliance](#) for assistance.

To convert 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**, and the password reset. Please follow the instructions below to change your password and update your details.

Do not attempt to log-in to RMS using your GAMS ID and password. For security reasons, you will first need to change/reset your password, as below.

Changing your password

Click the ["Reset password" link](#) on the RMS login page and follow the prompts. You will be asked for your user name, 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 log in; for security reasons, **the link will remain active for 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.

Once you are logged in you can change your password through the “RMS User Account Details” link on your home page.

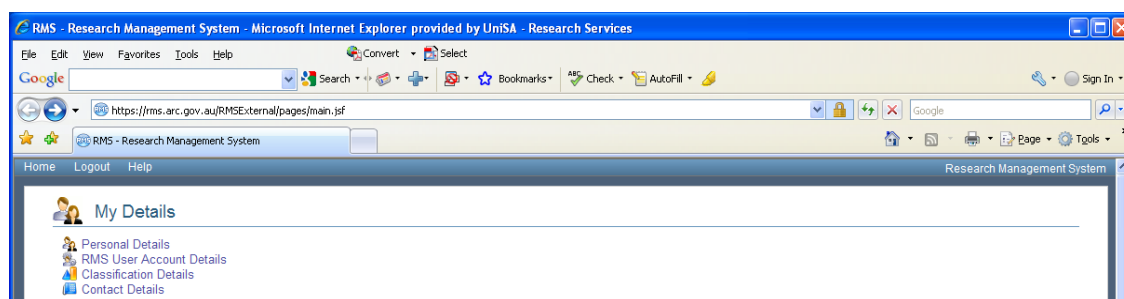
Lost user Ids/passwords and other complexities

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*.

Adding information into your ‘My Details’ profile



New users should add information at all sections and tabs of My Details **as soon as possible**. 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*. Research and Innovation Services or Divisional staff do not have access to your personal details in RMS.

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

For **each** Partner Organisation, the ARC instructs:

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.

List of Divisional RMS contacts (2009):

Division of BUE:

Sarah Surnam – email sarah.surman@unisa.edu.au

Division of EAS:

Lyn Browning – email Lyn.Browning@unisa.edu.au

Louise Barnes – email Louise.Barnes@unisa.edu.au

Division of ITEE:

Janet Bonython – email janet.bonython@unisa.edu.au

Division of HSC:

Chris Moylan – email Chris.Moylan@unisa.edu.au

Madeleine Mallee- email Madeleine.Mallee@unisa.edu.au

Ian Wark Research Institute:

Terry Wilks – email Terry.Wilks@unisa.edu.au

Institute for Telecommunications Research:

Sandy Sherry – email Sandy.Sherry@unisa.edu.au

Research and Innovation Services:

RMS enquiries can also be directed to hannah.wilson@unisa.edu.au