

Instructions for DP27 Partner Investigators (PIs):

The Lead CI on the application will add your name and email address in the ARC RMS. After you have been added to the EOI you will receive an automated email invitation and will be required to accept this invitation to participate on the EOI:



To accept the invitation, follow the RMS link and log in to RMS.

If you already have an RMS account, please enter your email address that is associated with the RMS account and your password. Click on the Login button. Enter the Multi-factor Authentication (MFA) code if you have set this up.

If you do not have an RMS account and have been invited to participate, please use the link in the email to create an RMS account:

Research Management System - Login (RMS)


Email Address	<input type="text" value="Email Address"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Login"/>

[Request New Account](#) [Reset Password](#)

The *Register New User* screen has two sections, Personal Details and Current Employment details. Please see <https://www.arc.gov.au/manage-your-grant/research-management-system-rms-information> for the detailed instructions.

Details of the application you are being asked to participate in will appear under 'Invitations to Participate' under Draft Proposals in the Action Centre. Click on the Accept or Reject button under Actions.

RMS | Action Centre

 Australian Government
Australian Research Council

Search

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Invitations To Participate On Draft Proposals

Proposal	Title	Investigators	Scheme Round	Actions
TS150100001		Prof Test Sample	TS15 round 1	Accept Reject

Once accepted you can access the application in the Applicant Proposals section by clicking on the Edit button under Actions:

Applicant Proposals

Eligibility Exemptions

Create Draft Proposal

All Scheme Rounds

Draft Proposals
Proposals
Rejoinders

Proposal	Title	Investigators	Scheme Round	Status	Actions
TS150100001	Prof	Test Sample	TS15 round 1	Draft	Edit Details

Showing 1 of 1 proposals.

You will need to provide the answers to Questions B1 to B9 in the 'Research Opportunity, Performance and Evidence' (ROPE) section, and provide a one-page CV in question B16. For detailed instructions on how to provide answers to these questions, please refer to the DP27 EOI Instructions to Applicants.

Questions B1, B2, B7 and B8 (personal details, qualifications and employment) will be automatically populated into the EOI from your RMS profile and must be current at the time of submitting the EOI. To add or update these details, click on the 'Manage Personal Details' link in Part B of the form in RMS.

To update any qualifications, you must amend your profile in RMS by clicking the 'Manage Qualifications' link in the EOI. This will open a new browser tab. When returning to the form, ensure to 'Refresh' the page to capture the changes made to your profile.

At question B16, you must upload a 1-page CV relevant to the project.

- The CV should describe how your experience, skills and expertise will contribute to the success of this Discovery Project
- The PDF should not include qualifications, current and previous appointments(s)/positions(s), employment or career interruptions as this will be automatically populated from your profile at questions B2, B8 and B9.

B17. Certification by the participant

You must review and confirm the accuracy of all information contained in the application, including information entered within your RMS profile. You must also advise your institution that you are participating in this grant.

If the DP27 EOI you are participating in is shortlisted for the Full application, your answers to the Research Opportunity and Performance Evidence (ROPE) questions will auto-populate into the full application and cannot be edited after submission of the EOI. Any significant changes will be managed after award, should the application be successful.