

Instructions for DP25 PIs:

The Lead CI on the application will add the participant's name and email address in the ARC RMS. After a participant has been added to the EOI they 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 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

Password

[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 on will appear under Invitations to Participate on Draft Proposals in the Action Centre. Click on the Accept or Reject button under Actions.

RMS | Action Centre

 Australian Government
Australian Research Council

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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.

Partner Investigators participating in the DP25 EOIs will need to provide the answers to Questions B1 to B9 and provide a one-page CV in question B16. Questions B1, B2, B7 and B8 (personal details, qualifications and employment) will be automatically populated into the EOI from the person's RMS profile and must be current at the time of submitting the EOI. It is important that each participant has updated their details in RMS before completing this question.

To update any qualifications, the participant must amend their 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 the participant's profile.

For the detailed instructions on how to provide answers to these questions, please refer to DP25 EOI Instructions to Applicants:

<https://www.grants.gov.au/Fo/Show?FoUuid=ac0ce025-45f2-47bb-ae1-da67495d2c93>

Please note that if the DP25 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 will be locked.

B16. Partner Investigator must upload a 1-page CV relevant to the project.

- The CV should describe how their 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

The participant must review and confirm the accuracy of all information contained in this application, including information entered within your RMS profile to be eligible to participate on this application.