

Research Hub

QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

CREATE AND SUBMIT A GRANT APPLICATION



OVERVIEW

This guide explains how to create and submit a grant application as a Researcher within the Pure Research Management System (Pure RMS).



PROCESS



STEPS

1. Go to <https://goto.mq.edu.au/myresearch> and log in with your **OneID** and **password**.

Macquarie University OneID Federated Access

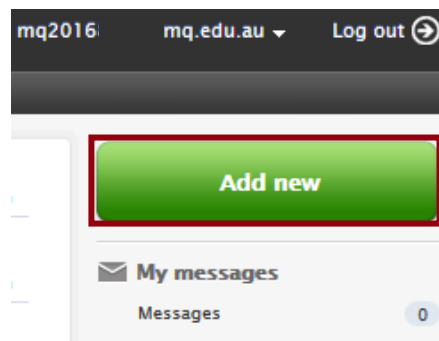
You are here: [Macquarie Home](#) » [SignIn](#)

Welcome to the Authentication Service where your **OneID** provides access across the university and research sectors via the Australian Access Federation. Authentication is provided securely while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members.

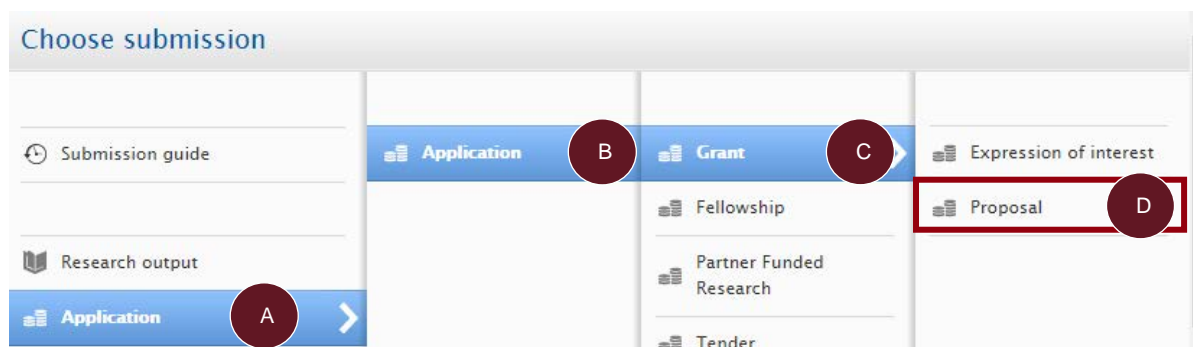
To learn more about OneID, check or change your password, and find out which systems use OneID authentication, visit <https://oneid.mq.edu.au>.

OneID	<input type="text" value="mq20168388"/>
Password	<input type="password" value="....."/>
<input type="button" value="Log Me In Now!"/>	

2. Click **Add new** to create a new application.



3. Follow the steps below to choose the **Proposal** template.
- A. Click **Application**.
 - B. Click **Application**.
 - C. Click **Grant**.
 - D. Click **Proposal**.



4. Provide a title and a description for the application in the **Identification** section.

Identification ⓘ

Title *

Short title **Acronym**


Description




NOTE

The description should be a proposal summary of no more than 750 characters (approximately 100 words).


5. Your details are automatically populated. If you want to add additional applicants, click **Add person**.

Applicants 

Related funding applicants *

 **Test Researcher**, Primary Chief Investigator Edit

Internal person

 **Department of Biomedical Sciences**

Organisational unit: Department


Add person... Add organisational unit...



NOTE

Refer to the QRG “Add a co-applicant to a grant application” for the steps.

6. If you have collaboratives from other institutes, click **Yes**.


Collaborative partners 

Collaborative application *


☒ Yes ☐ No

Follow these steps to add collaborators:

- Click **Add collaborator**.
- Search for an institution and select the option with “Research Services Verified”.
- Check that the appropriate institution is marked as **Lead**.

Collaborative partners 

Collaborators

 **Macquarie University**

Add collaborator...

Collaborative application *

☒ Yes ☐ No

B


Add collaborator

Search Create external organisation


University of Sydney


1 - 10 / 100-

University of Sydney
2006, Camperdown, New South Wales, Australia
External organisation: Research Services Verified

Collaborative partners 

Collaborators

 **Macquarie University**

 **University of Sydney**

Add collaborator...

Collaborative application *

☒ Yes ☐ No

No value **C** Lead Mark as lead —

7. Add funding details (e.g. funding opportunity, funding organisations and applied amount) to your application by clicking on the **plus sign** under the **Funding Opportunity** section.

Funding opportunity

Funding opportunity



NOTE

If the Funding Opportunity is not listed in the dropdown menu, please contact the Research Services (RS) Pre Award Team to add it.

8. Search and link your **primary** Funding Opportunity to your application.

Funding opportunity

Funding opportunity

+ RIBG

MQ Research Infrastructure Block Grants (RIBG)
Funding opportunity: Unknown

Fu

9. Click on **Add funding** under **Funding organisations** to search or add the funding details of the organisation.

Funding organisations

Funding organisations *

Add funding...

10. Search for the **Funding organisation**.

Funding organisation

+ macquarie university

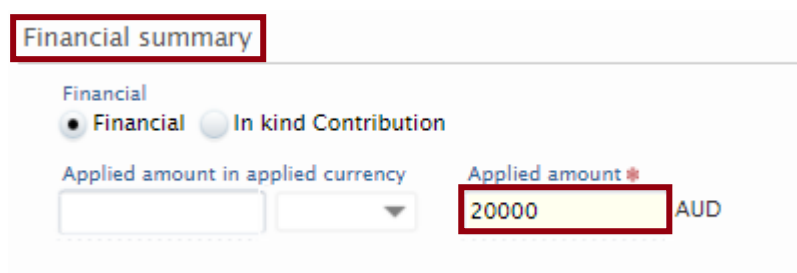
1 - 10 / 66	Create new external organisation...
Macquarie University Balacava Road, 2109, North Ryde, New South Wales, Australia External organisation: Academic Institute	
Macquarie University Canada External organisation: Unknown	
Macquarie University Central, Hong Kong External organisation: Unknown	
Macquarie University South Africa External organisation: Unknown	
Macquarie University Philippines External organisation: Unknown	
Macquarie University Ho chi Minh city, Viet Nam External organisation: Unknown	
Macquarie University Research Office E11A, 2109, North Ryde, New South Wales, Australia External organisation: Research Services Verified	



NOTE

The funding organisations that show “Research Services Verified” are the ones that are valid and correct. If your funding organisation choice does not state “Research Services Verified”, contact the RS.

11. Scroll down to **Financial summary** and select **Financial** to provide the **Applied amount** then click **Create**.



Financial summary

Financial
☒ Financial ☐ In kind Contribution

Applied amount in applied currency

Applied amount * AUD

12. For a collaborative application, enter the **institutional part** to show the split of the applied amount between the collaborators.



Split between the collaborative partners

Macquarie University
Organisational unit: University
Institutional part
 AUD

The University of Sydney
External organisation: Research Office Verified
Institutional part
 AUD



NOTE

- The institutional parts in total must equal the applied amount.
- Do not use the dollar (\$), sign or spacing when entering an amount. In this example, the format of the applied amount is either 20000.00 or 20,000.00.
- If applicable, multiple funding organisations may be added to the application by repeating Steps 9-12.



Funding organisation/s ⓘ

Funding organisation/s *

Macquarie Faculties Funding Opportunities + -
Applied amount: AUD17,500.00

Macquarie Faculties Funding Opportunities Edit + -
Applied amount: AUD12,500.00

Australian Research Council Edit + -
Estimated value: AUD10,000.00

- To edit or delete a funding organisation, click **Edit** or the **minus sign**.
- When there are multiple funding organisations, they should be listed according to the applied amount from highest to lowest.
- To change the order of the funding organisations, use the **arrows** on the right side.

13. To add the lifecycle, expected start and expected end date for the project, use the calendar or enter the dates for **Expected start date** and **Expected end date**.

14. To upload relevant **documents** to your application, follow the steps below:

- Click **Add documents**.
- Browse and attach the document.
- Give the file a name.
- Choose the file type.
- Click **Create** to attach the file.
- The document is attached.



NOTE

- Make sure you click **Create** every time you attach a document.
- You are required to include a budget document listing all the components along with your detailed application for submission. The screenshot below shows an example.

15. You can use the **Related project** section to search and link any other previous or current projects related to **this proposed application only**. Click on the **plus sign (+)** and type in the project name and select from the available options.

Related project ⓘ

Related project

+ ⓘ

Start typing to begin the search.
Search results will be updated while you type.

Related applications

Related project ⓘ

Related project

Dissecting the Epithelial Cancer Metastasome

Project: Research

Change project...

16. To add keywords:

- A. Click the relevant button.
- B. A pop-up will be enabled.
Search for the keyword
using the search bar or use
the expanding list and click
on the small arrows on the
left ▶.

A

Keywords ⓘ

MQ RESEARCH THEMES ⓘ

There are no associations

Add MQ research themes...

IP AND CONTRACTS INFORMATION ⓘ

There are no associations

Add IP and Contracts Information...

B

Add MQ research themes

1 Healthy people

2 Resilient societies

3 Prosperous economies

4 Secure planet

5 Innovative technologies

6. Not Applicable



NOTE

- To delete a keyword, click on the **minus sign**.

MANDATORY RESPONSE: WILL NEW STAFF (TO BE RECRUITED) BE EMPLOYED ON THIS GRANT IF SUCCESSFUL? (Y/N)

YES



Free keywords:

- You may enter information into the Free keywords field relevant to the keyword.
- The IP and Contracts Information section will be completed by the RS Contracts Team.
- Make sure that you answer all 10 (ten) **MANDATORY RESPONSE** fields.

MANDATORY RESPONSE: WILL NEW STAFF (TO BE RECRUITED) BE EMPLOYED ON THIS GRANT IF SUCCESSFUL? (Y/N)

NO

Free keywords:

Add MANDATORY RESPONSE: Will new staff (to be recruited) be employed on this grant if successful? (Y/N)...

MANDATORY RESPONSE: DO AUTONOMOUS SANCTIONS APPLY TO THIS WORK? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Do autonomous sanctions apply to this work? (Y/N)...

MANDATORY RESPONSE: DOES THE DEFENCE TRADE CONTROL ACT (DTCA) APPLY TO THIS WORK? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Does the Defence Trade Control Act (DTCA) apply to this work? (Y/N)...

MANDATORY RESPONSE: DOES THIS WORK HAVE ADDITIONAL SPACE IMPLICATIONS? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Does this work have additional space implications? (Y/N)...

MANDATORY RESPONSE: WILL THIS WORK REQUIRE ADDITIONAL IT FACILITIES? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Will this work require additional IT Facilities? (Y/N)...

MANDATORY RESPONSE: DOES THIS PROPOSAL INCLUDE A REQUEST FOR TEACHING RELIEF? (Y/N)

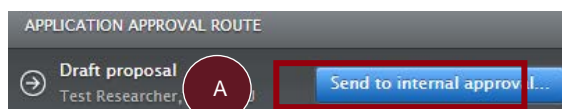
There are no associations

Add MANDATORY RESPONSE: Does this proposal include a request for teaching relief? (Y/N)...

- Once your application details are entered and your documents are uploaded you are ready to submit your application.

Send to internal approval

- Select **Send to internal approval**. A pop-up will appear.
- Tick the checkbox "Agree to the above terms and conditions".



- C. Enter a comment if required and click **Send to internal approval**.

You are about to submit your draft application for strategic ('grantsmanship') review by your Faculty' Research Office (FRO). By doing so you are confirming that you have:

- Attached the latest draft of your entire application to this record for review, or, for ARC or NHMRC applications, your draft application ready in RMS or RGMS for the FRO to review.
- Initiated any formal investigator or institutional certifications required by the funding body (e.g. the ARC and NHMRC). Note that those certifications should be uploaded with the next draft of the application that you submit (after FRO feedback) to the Macquarie Research Office for compliance checking.

☒ Agree to the above terms and conditions

Comment

B

C Cancel Send to internal approval



DECLARE CONFLICT OF INTEREST

When a person who is involved in a funding application (either as an applicant and/or an approver) has a conflict of interest of any type (e.g., including but not limited to being both an applicant and approver, having a familial relationship with an applicant, having a financial interest in an organisation associated with the application or outcome, etc), the individual must declare that conflict of interest in the application.

- Using the text “I have a conflict of interest with this application because...” and adding an explanation of the conflict of interest.
- For an applicant, this is declared in the History and Comments field before sending the application for approval.
- For an approver (HoD and ADR), the conflict of interest is recorded in the comment field appearing in the approving/returning pop-up window of the application. This comment will later be automatically saved and logged in the History and Comment section. (Note that the HoDs and ADRs can only add this when the application is currently with them in the approval workflow. If the application is approved or returned to the applicant, the comment field will disappear and the HoD/ADR will need to wait until it is resent to them for approval before they can add more comments).
- The HoD/ADR then approves or returns the application for further editing and the application progresses through the workflow process as usual.



HANDY HINTS & TIPS

- The system will not allow you to make changes once you have submitted the application. You can only make changes when it is returned to you by any of the associated users from the workflow.
- If you click “Save” at any stage, it will close the window with changes being saved. You will need to open the record again to complete other tasks.
- Always save your entered data. There is no automatic saving in the system.
- Enable pop-ups within your preferred internet browser.
- Close all pop-ups and your web browser when your session is finished.

For additional help:



+61 2 9850-HELP (4357)



rms.support@mq.edu.au



Log a OneHelp ticket