

Instructions for LP25 Partner Investigators

The Lead CI on the LP25 application will add the **Partner Investigator's** (PI) name and email address in A2 Person Participant Summary in the ARC RMS. (it is important that all participants should be added to applications using their **registered account email address**).

After a participant has been added to the application, they will receive an automated email invitation and will be required to accept this invitation to participate in the project:



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

The screenshot shows the 'Action Centre' in the RMS system. At the top, there is a search bar and a user profile for 'Capt Test McTester'. Below this, a tab labeled 'Invitations To Participate On Draft Proposals' is active. A table lists the invitation details:

Proposal	Title	Investigators	Scheme Round	Actions
TS150100001	Prof Test Sample	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:

The screenshot shows the 'Applicant Proposals' section. It includes a 'Create Draft Proposal' button and a dropdown menu for 'All Scheme Rounds'. Below this, a table lists the draft proposal details:

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 LP25 applications will need to provide the answers to Questions C1 to C10 and provide a one-page CV in question C17. Questions C1-C9 (personal details, qualifications and employment) will be automatically populated into the application from the person's RMS profile and must be current at the time of submitting the application. 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 application. 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.

C10. Research Opportunity and Performance Evidence (ROPE) – Career Interruptions

To include career interruptions, please say Yes and add the periods of interruption. Please read the [ROPE Statement](#) on the ARC website before filling out this section. This question does not relate to the participant's eligibility for the scheme.

For the detailed instructions on how to provide answers to these questions, please refer to LP25 [Instructions to Applicants](#).

C17. Partner Investigator must upload a 1-page CV relevant to the project.

Partner Investigators are not required to complete Research Opportunity and Performance Evidence (ROPE) questions C11 to C15.

- The CV should describe how their experience, skills and expertise will contribute to the success of this Linkage Project
- The CV should not include qualifications, current and previous appointment(s) / position(s) or career interruptions as this is included at questions C2, C9 and C10.

C18. 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.