

# Research Hub

## QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

### GUIDE FOR ARC APPLICANTS ON THE MACQUARIE APPROVALS PROCESS THROUGH PURE



#### OVERVIEW

This guide explains how to create a Pure record associated with an Australian Research Council (ARC) application. Pure records are an essential part of the application process, as they are used to obtain the required Macquarie approvals; they allow Research Offices to track and support your application; and are at later stages required to allow funds to be released if the application is successful.



#### NOTE

Refer to the research funding and grant opportunities webpage (<https://goto.mq.edu.au/funding-opportunities>) for details of the various funding schemes, funding rules, application deadlines and other resources.

Also refer to the Quick Reference Guide “*Create and submit a grant application*” for general details on creating and submitting an application for internal review.



#### STEPS

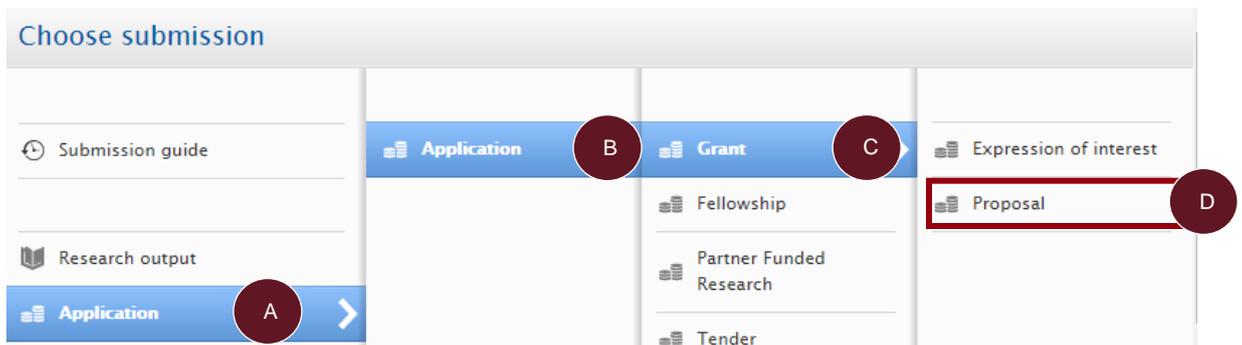
##### 1. Notification of Intent to apply to an ARC scheme:

To ensure that the faculties and Research Office can track and support expected applications, you need to lodge a notification of intention (NOI) to apply by creating an application record in Pure.

*Important: This is also where requests for the inclusion of Macquarie funded HDR scholarships need to be made in advance of application submission (see step 3 below).*

##### 2. Follow the steps below to create a Pure record.

- A. Click **Application**.
- B. Click **Application**.
- C. Click **Grant**.
- D. Click **Proposal**.



### 3. Enter basic information in the Pure record

At this point you must include the following information in the Pure record:

- draft Project Summary (100 words);
- the specific ARC scheme to which you intend to apply;
- the approximate amount of funding to be requested from the ARC; and
- requirements and support from MQ (such as MQ-funded scholarships).

### 4. Request approval for MQ-funded scholarships:

If you intend to include a Macquarie-funded HDR scholarship in the ARC application, you should first make sure that [minimum eligibility requirements are met](#). To ensure your request is considered in time to be included as an MQ contribution in your budget, follow the steps below to 'tag' the Pure record for approval:

- (i): after entering the basic information in the Pure record, click on the 'Add Requirements and Support from MQ University' tag;

#### REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY

*There are no associations*

[Add Requirements and Support from MQ University...](#)

- (ii): From the pop-up, select the appropriate scholarship(s) you want to request as part of your budget;

- (iii): A 'Free keywords' field will appear. Add the total number of scholarships required (again ensuring this meets MQ eligibility requirements);

#### REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY

[New HDR students required for project](#) > [MQRTP \(MQRES\) Domestic PhD Scholarship stipends](#) > **Approval not yet received**

Free keywords:

The University has set two dates for the major grants round in 2018 after which the DVCR will receive a list of the NOIs which have requested scholarships, for consideration. These dates are:

**Close of business, Wednesday 6<sup>th</sup> December 2017; and**  
**Close of business, Wednesday 7<sup>th</sup> February 2018.**

This concludes the process of starting a Pure record to lodge the NOI and request scholarships. You can now prepare your draft application in the ARC RMS.

### 5. Faculty Research Office strategic feedback on draft application:

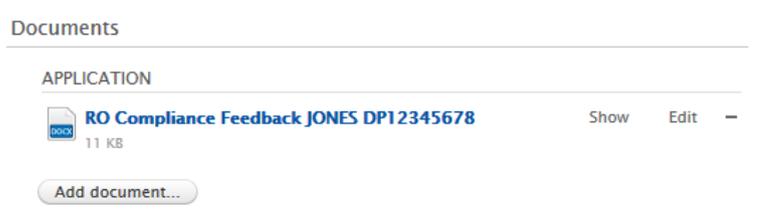
Your Faculty Research Office (FRO) will advise on whether they will provide strategic advice (as distinct from Research Office compliance check) through Pure or via email. In either case you will need to provide a draft application to the specifications and deadline stipulated by your FRO.

**6. Research Office Compliance Check on full draft application:**

After you have addressed the strategic feedback from your FRO, you must submit a full draft to the Research Office proposals team by the compliance check deadline (see table on page 3). Submission is via the 'Submit to Research Office' button in the ARC RMS.

**7. Access your Research Office compliance feedback:**

The Research Office will download your application from the ARC RMS, and mark up any changes required. You will then receive an email notification that your compliance feedback is ready. This email will include a link to the Pure record. The marked-up PDF will be in the 'Documents' section of the record, and will be saved with the naming convention 'RO Compliance Feedback [date/application ID]'



**8. Revise your application in the ARC RMS**

Once compliance advice has been provided to you, the Research Office will release the application back to you in the ARC RMS, so that you can make the recommended compliance changes. The Research Office will email you further instructions for the final submission process, including the deadline for resubmission.

**9. Finalise your application for submission to the ARC**

When you have addressed the Research Office compliance changes in the ARC RMS application, you must resubmit it to the Research Office via the 'Submit to Research Office' button.

**Note:** It is vital that you resubmit your application via the ARC RMS by the Research Office deadline so that it can be submitted in time to meet the ARC deadline. Only the Research Office can submit your application to the ARC.

**10. Submit the application for sign-off in Pure**

As soon as you have resubmitted your final application to the Research Office, you must revisit the Pure record so that your application can be approved by your department and faculty. Download a PDF of your final application from the ARC RMS and upload it to the 'Documents' section of the Pure record. This ensures your Head of Department and Associate Dean Research will base their sign off decisions on the final application. Submit the application for sign-off by your department and faculty via the 'Application and Approval Route' section at the bottom of the screen.

| ARC scheme  | Research Office Compliance Check Deadline | Final ARC Submission Deadline  |
|---|---|--------------------------------|
| ARC Discovery Projects                              | 7 <sup>th</sup> February 2018             | 21 <sup>st</sup> February 2018 |
| ARC Discovery Indigenous                            | 14 <sup>th</sup> March 2018               | 28 <sup>th</sup> March 2018    |
| ARC DECRA Fellowships                               | 28 <sup>th</sup> February 2018            | 14 <sup>th</sup> March 2018    |
| ARC Infrastructure, Equipment and Facilities (LIEF) | 14 <sup>th</sup> March 2018               | 28 <sup>th</sup> March 2018    |

**Deadlines for consideration of HDR scholarship requests for inclusion into applications:**

Close of business, Wednesday 6<sup>th</sup> December 2017; and  
Close of business, Wednesday 7<sup>th</sup> February 2018.

**For additional help:**



+61 2 9850-HELP  
(4357)



[rms.support@mq.edu.au](mailto:rms.support@mq.edu.au)



Log a OneHelp ticket

