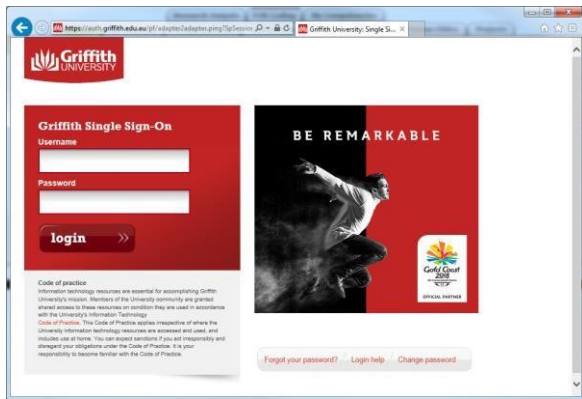


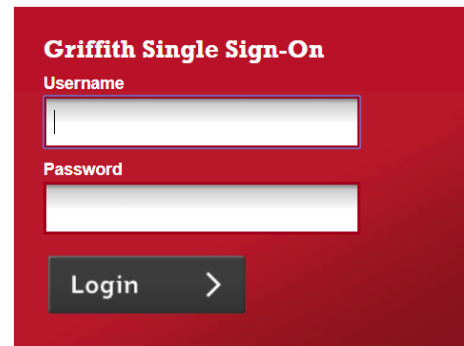
Check the Progress of my Research Grant Application Coversheet



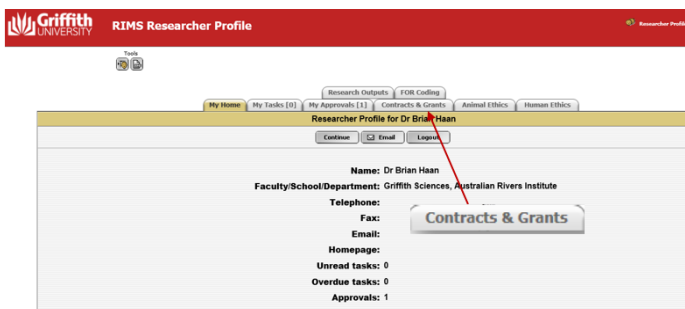
Step 1. Open a new browser session and go to the RIMS website:
<https://www150.griffith.edu.au>



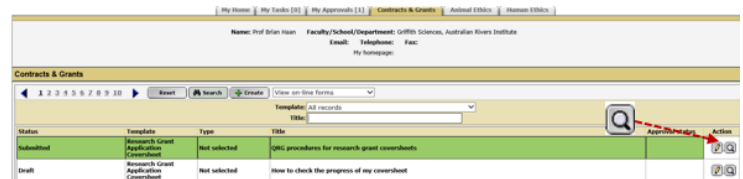
Step 2. Enter your Griffith login details and click on the Login button.



Step 3. In the Researcher Profile Homepage, click on the 'Contracts & Grants' tab.



Step 4. A list of your Coversheets appear in the screen below. To view the progress of a coversheet, click the magnifying glass icon.



Step 5. The Approvers page shows the names of each approver who will review and approve the coversheet. The orange highlight indicates this coversheet is currently with that Approver.

Administration				
Return				
Status: Submitted				
Approvers				
Approval date	Approval time	Order	Role	Approved by
21/03/2019	11:49:51	1	Chief Investigator	Haan, Brian
		2	Head of School (Grants)	Mellick, George
		3	Dean (Research)	Ford, Rebecca

Step 6. As each person approves the coversheet, the Approver is highlighted in green with the approval date and approval time added.

Click 'Return' button to exit out.

Administration				
Return				
Status: Submitted				
Approvers				
Approval date	Approval time	Order	Role	Approved by
21/03/2019	11:49:51	1	Chief Investigator	Haan, Brian
21/03/2019	11:55:18	2	Head of School (Grants)	Mellick, George
		3	Dean (Research)	Ford, Rebecca