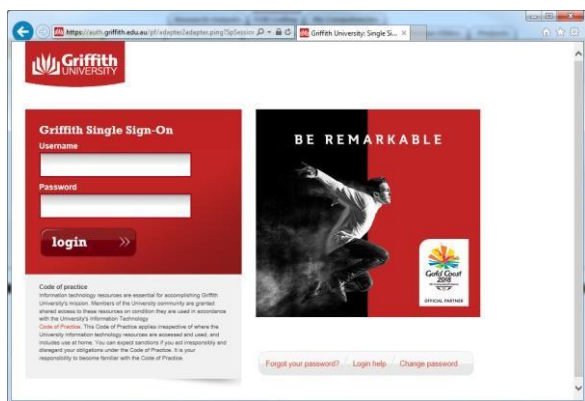


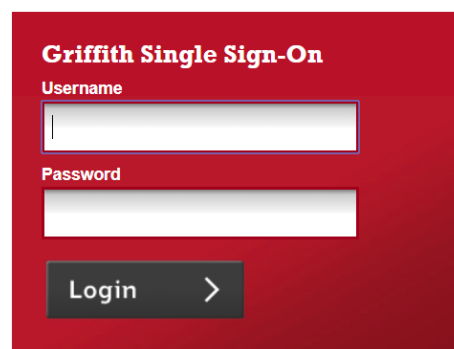
# Create a New Research Grant Application Coversheet



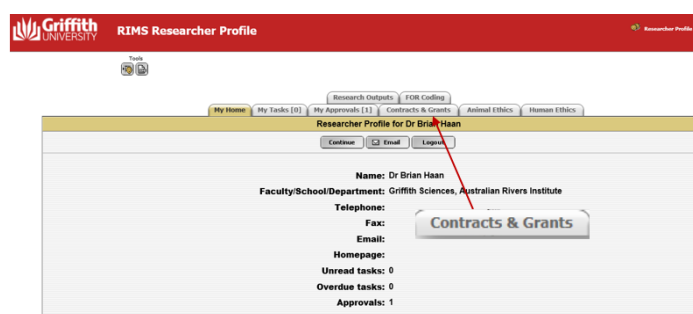
**Step 1.** Open a new browser session and go to the RIMS website:  
<https://www150.griffith.edu.au>



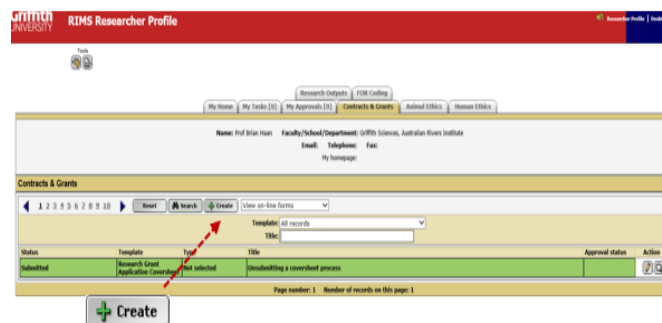
**Step 2.** Enter your Griffith login details and click on the Login button.



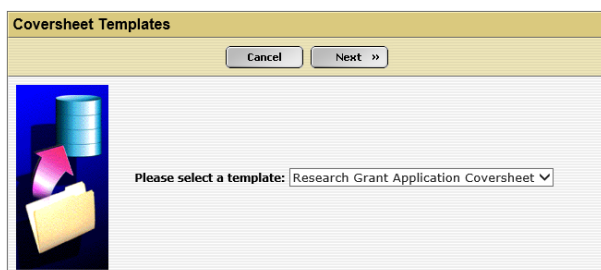
**Step 3.** In the Researcher Profile Homepage, click on the 'Contracts & Grants' tab.



**Step 4.** Click the 'Create' button – this will then open the coversheet templates available to use.



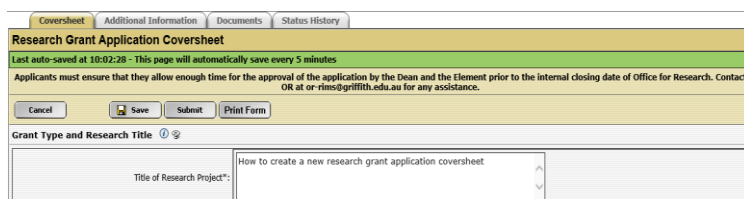
**Step 5.** From the Coversheet Templates page, select 'Research Grant Application Coversheet', then click 'Next'



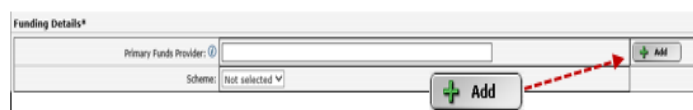
There are three tabs within the coversheet which you need to complete: Coversheet; Additional Information and Documents.

## Coversheet Tab

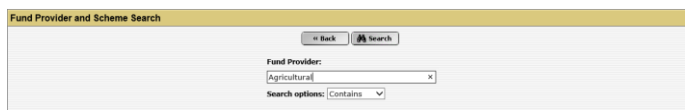
**Step 6.** Enter your project title



**Step 7.** To add the Primary Funds Provider, click 'Add' button



**Step 8.** You are now in the "Fund Provider and Scheme Search" page. Enter part of the Primary Funds Provider name then click 'Search'.



# Create a New Research Grant Application Coversheet



**Step 9.** Locate the Funds Provider in the list then click the Link button against it.

**If you cannot find the Provider go back to Step 8 and type in: NOT LISTED, click Search and select the link for it. Then add the Provider and Scheme name in comments box at bottom of this tab!**

**Step 11.** Enter the project funding, for each year, coming to GU.

	Year 1(\$)	Year 2(\$)	Year 3(\$)	Year 4(\$)	Year 5(\$)	Total(\$)
Project Funding coming to GU (GST exclusive):	90000	55000	70000	0	0	0
Project Overheads (if applicable):	0	0	0	0	0	0

**Step 13.** To add the first named GU Chief Investigator, click 'Add' button

**Step 15.** From the list of investigators with the surname you entered, select the correct person by clicking on 'Link' button.

**Step 17.** Internal Investigators – to add names of each additional GU researcher named on your project, click 'Add' button

Enter surname and click 'Search' button.

**Step 10.** Once you select the Funds Provider, select the relevant Scheme from the picklist.

**If you cannot find the Scheme name – go back to Step 8 and type in: NOT LISTED, click Search and select the link for it. Then add the Provider and Scheme name in comments box at bottom of this tab!**

**Step 12.** Enter the proposed start and end dates for the project

**Step 14.** Add surname then click 'Search' button.

(can also add staff ID number (without the s) which will pull the details back to the main screen).

**Step 16 a.** Details have now been uploaded into the Chief Investigator Details section.

**16 b. Primary School/Centre:** This is very important.

Click the 'Add' button to add the Primary School/Centre under which this project will be conducted. This will also determine where the project account will be established and will also be reflected on all reports.

**Step 18 a.** From the list of investigators, select the correct person by clicking on 'Link' button.

**18 b.** Set the 'Role' of the investigator as 'Investigator', click 'Save'. Repeat steps 15 to 16.b to add each additional GU investigator.

# Create a New Research Grant Application Coversheet



**Step 19.** If external investigators are named on the proposal, add manually in the 'External Investigators' box.

External Investigators ⓘ

External Investigators:

Prof Sonia Smithson

**Step 20.** Click 'Browse' button to find the FoR (Field of Research) code/s.

FOR codes

	%	FOR Code	FOR Description
FOR Code 1	0		Not selected
FOR Code 2	0		Not selected
FOR Code 3	0		Not selected

Browse

**Step 21.** Click on the relevant blue FoR Division, Group and Objective to obtain the FoR code/s.

Coding - FOR Divisions

Code
01. MATHEMATICAL SCIENCES
02. PHYSICAL SCIENCES
03. CHEMICAL SCIENCES
04. EARTH SCIENCES
05. ENVIRONMENTAL SCIENCES
06. BIOLOGICAL SCIENCES
07. AGRICULTURAL AND VETERINARY SCIENCES
08. INFORMATION AND COMPUTING SCIENCES
09. ENGINEERING
10. TECHNOLOGY
11. MEDICAL AND HEALTH SCIENCES
12. BUILT ENVIRONMENT AND DESIGN
13. EDUCATION

**Step 22.** Select the percentage which your research relates to the selected FoR code.

*NOTE: up to 3 FoR codes can be added totally 100%*

FOR codes

	%	FOR Code	FOR Description
FOR Code 1	100	020203	Particle Physics
FOR Code 2	0		Not selected
FOR Code 3	0		Not selected

**Step 23.** Follow the previous steps to enter the relevant SEO (Socio-Economic Objective) code/s.

SEO codes

	%	SEO Code	SEO Description
SEO Code 1	75	889803	Management of Liquid Waste from Transport Activities (excl. Water)
SEO Code 2	25	920410	Mental Health
SEO Code 3	0		Not selected

**Step 24.** Enter the percentage portion of your project that is Applied Research, Experimental Research, Pure Basic Research and/or Strategic Research.

Type of Research

Applied research*	50	%
Experimental development*	50	%
Pure basic research*	0	%
Strategic basic research*	0	%

**Step 25.** Add any additional comments you deem necessary for the Approvers. This is also where you would add the Funds Provider/Scheme if was not available in selection list above.

Comment to Approvers

Comment to Approvers:

**Additional Information Tab** – this tab records details regarding submission of application; ethics requirements; Overheads & Overhead exceptions/exemptions are added.

**Step 26.** Complete each of the questions on this page. Sections marked with \* must be completed. Once completed, click 'Save' button.

Coversheet Additional Information Documents Status History

Additional Information

Last auto-saved at 15:59:06 - This page will automatically save every 5 minutes

Save

Please fill in the requested information (if applicable). Labels marked asterisk are mandatory to answer:

\*Application submitted directly to funding body.

☐

\*Have you been advised from the Funding Body that this is a successful grant? If yes, please attach successful notification from Funding Body and Submitted i

☐

\*Is Ethics required? (Please note: No project account will be established until all Ethics approvals have been approved.)

☐

Human Ethics:

☐ Human Ethics - Yet to apply

☐ Pending

☐ Approved (ensure details below are completed)

If Human Ethics approved provide Protocol number and expiry date:

Animal Ethics:

☐ Animal Ethics - Yet to apply

☐ Pending

☐ Approved (ensure details below are completed)

If Animal ethics approved provide Protocol number and expiry date:

# Create a New Research Grant Application Coversheet



**Documents Tab** – this is where supporting documents for the project are added (eg: submitted Application).

**Step 27.** To attach a document, click 'Add' button.

**Step 28.**

Add document description eg: ACIAR Application\_Haan.  
Click Browse button to locate and add your document.  
Select Type of document ie: Application  
Click 'Upload' button to upload document.  
Repeat this process for each additional document.

## Final Step

Once all the details are completed, return to the 'Coversheet Tab' and click 'Submit'.

**Note:** To start the workflow approval path, you as the first named CI must approve this coversheet to trigger the workflow. Please refer to the Quick Reference Guide 'Approve a Grants Coversheet'.