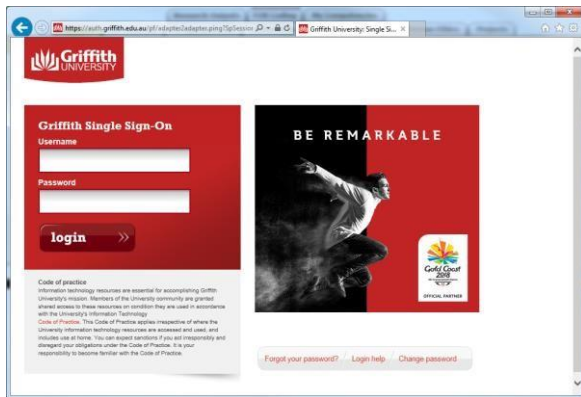


Review and Unsubmit a Research Grant Application Coversheet

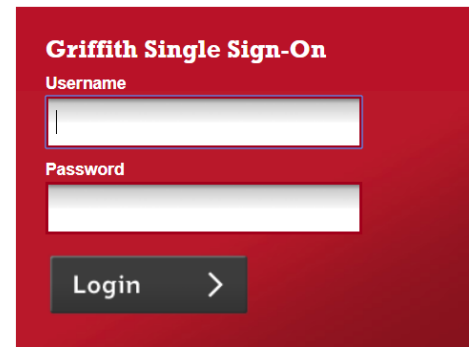


Definition: Unsubmit is a status in the RIMS Research Grant Application Coversheet. It withdraws a Coversheet from its review cycle (however far it may have progressed) and returns it back to the author to make the relevant change/s and/or provide further details as requested. The author resubmits the coversheet and the approval cycle restarts again.

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

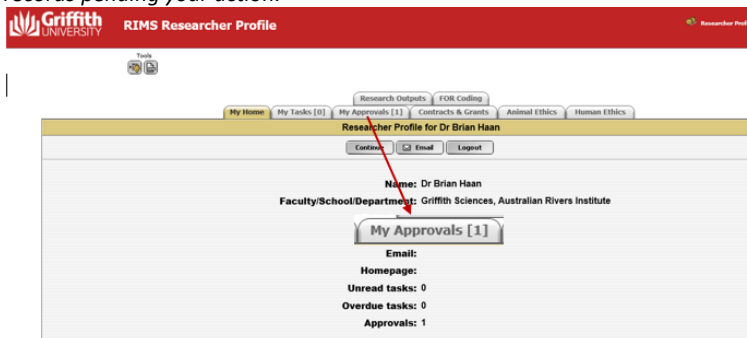


Step 2. Enter your Griffith login details and click on the Login button.

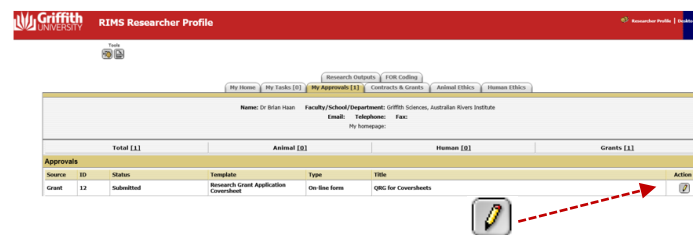


Step 3. In the Researcher Profile Homepage, click on the My Approvals Tab

NOTE: the number on your 'My Approvals tab' indicates the number of records pending your action.



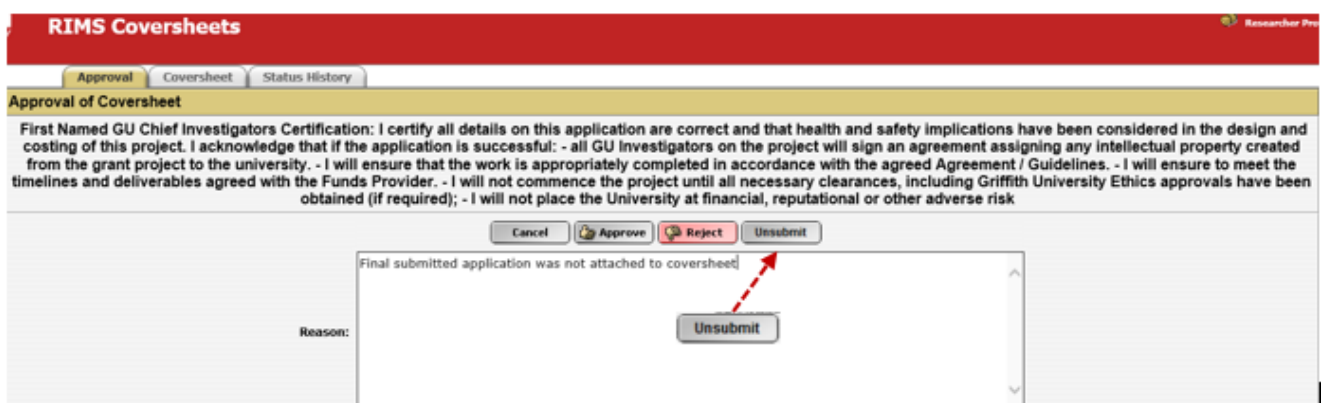
Step 4. Locate the Coversheet to review then click on the Edit icon to open it.



Step 5. For **1st named GU Chief Investigator only:**

The Approval tab contains details of your undertaking as first named GU CI.

This text is relative to your role as the first named GU CI in the approval path. If you, after initially submitting the coversheet, **need to add additional information** to it (eg: application was not attached to coversheet), then select the 'Unsubmit' button. You **MUST** provide a reason in the comments box.



Review and Unsubmit a Research Grant Application Coversheet

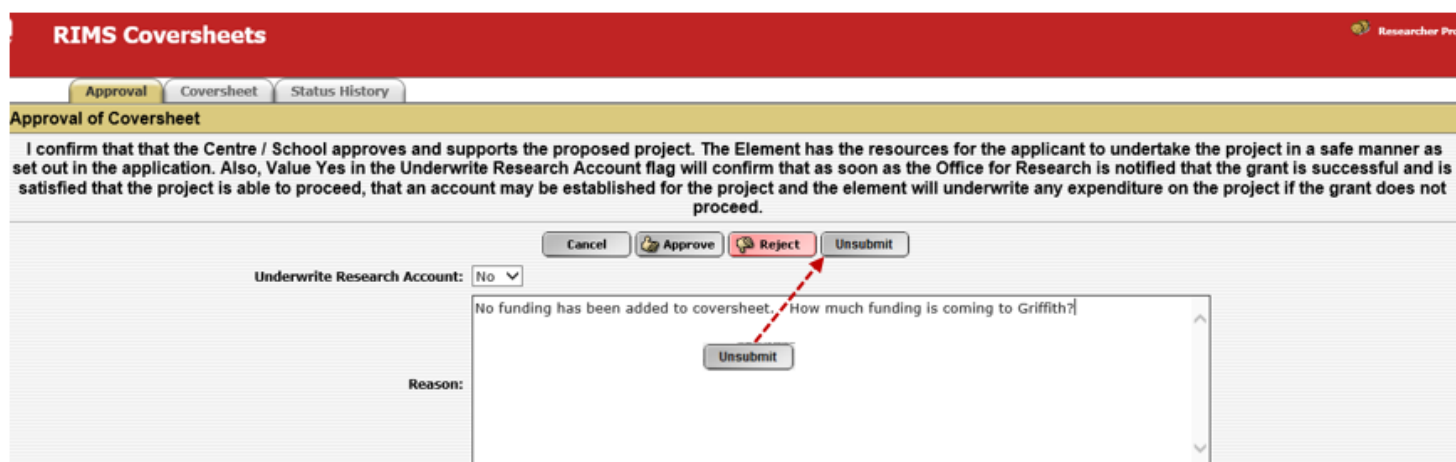


Step 6. For **Heads of Element only** reviewing a Research Coversheet, the screen below will appear.

To view the coversheet details, click on the 'Coversheet tab'. Once you have reviewed the coversheet, go back to the 'Approval tab', set the 'Underwrite Research Account' field to 'No'.

You **MUST** provide a reason for un-submitting the Coversheet to the 1st named GU CI (author), then select '**Unsubmit**'.

Once un-submitted, the coversheet is returned back to the author for editing.



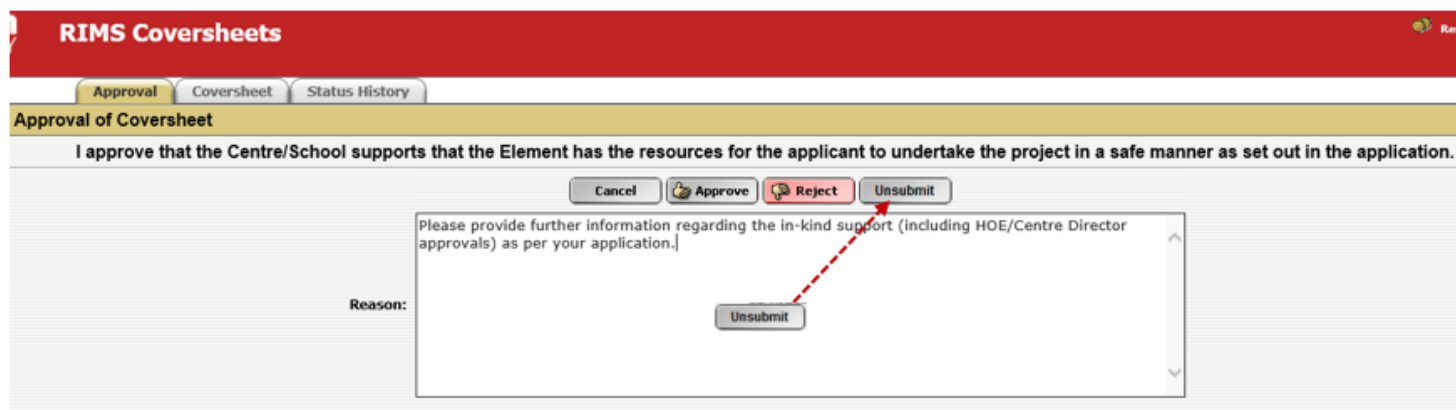
The screenshot shows the 'RIMS Coversheets' interface with the 'Approval' tab selected. The 'Approval of Coversheet' section contains a confirmation statement: 'I confirm that that the Centre / School approves and supports the proposed project. The Element has the resources for the applicant to undertake the project in a safe manner as set out in the application. Also, Value Yes in the Underwrite Research Account flag will confirm that as soon as the Office for Research is notified that the grant is successful and is satisfied that the project is able to proceed, that an account may be established for the project and the element will underwrite any expenditure on the project if the grant does not proceed.' Below this, there are buttons for 'Cancel', 'Approve', 'Reject', and 'Unsubmit'. The 'Underwrite Research Account' dropdown is set to 'No'. A text area for 'Reason:' contains the text 'No funding has been added to coversheet. How much funding is coming to Griffith?'. A red dashed arrow points from the 'Unsubmit' button in the text area to the 'Unsubmit' button in the top row.

Step 7. For **Deans Research only** reviewing a Research Coversheet, the screen below will appear.

To view the coversheet details, click on the 'Coversheet tab'. Once you have reviewed the coversheet, go back to the 'Approval tab'.

You **MUST** provide a reason for un-submitting the Coversheet to the 1st named GU CI (author) then select '**Unsubmit**'.

Once un-submitted, the coversheet is returned back to the author for editing.



The screenshot shows the 'RIMS Coversheets' interface with the 'Approval' tab selected. The 'Approval of Coversheet' section contains a confirmation statement: 'I approve that the Centre/School supports that the Element has the resources for the applicant to undertake the project in a safe manner as set out in the application.' Below this, there are buttons for 'Cancel', 'Approve', 'Reject', and 'Unsubmit'. The 'Reason:' text area contains the text 'Please provide further information regarding the in-kind support (including HOE/Centre Director approvals) as per your application.' A red dashed arrow points from the 'Unsubmit' button in the text area to the 'Unsubmit' button in the top row.