



# Creating a RIMS Coversheet



## ACKNOWLEDGEMENT OF COUNTRY

*Griffith University acknowledges the Traditional Custodians of the land on which we are meeting and pays respect to the Elders, past and present, and extends that respect to all Aboriginal and Torres Strait Islander people.*



# Why, oh why....you may ask

- An important first step in getting your research activities recorded by the University.
- Allows your Head of Element and Dean Research to approve your participation in a project at application stage.
- If your external application is successful, having a RIMS coversheet already on the system speeds up the grant establishment process.
- Note: RIMS Research Grant Application Coversheet is only required for externally funded research applications which the Office for Research is administering. For grant funding administered by other Offices (e.g. Advancement Office, Griffith International) please forward your enquiry direct to the Office looking after the grant for assistance with their process and what is required.



# Why, oh why....you may ask

- Successful grant information automatically populates your Griffith Experts profile.
- Data is used to report to Federal Gov't (HERDC) and affects the total research block funding the University receives to help fund research, the majority of which goes back to academic groups to allocate Group research activities.
- You can use the data on your applications submitted and grants awarded in your promotion applications.

# Getting started...

- Navigate to:
  - <https://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/research-grant-application-coversheet>

**SUBMIT AN ONLINE  
COVERSHEET**

Submit your coversheet online, or view current  
research funding.

Access RIMS >

- alternatively RIMS can be accessed via
  - Staff portal
  - Key Services (right hand side of screen)
  - More services and applications
  - RIMS



- Centres
- Contract Management
- FOR Coding
- My Home
- My Tasks [0]
- My Approvals [0]
- Contracts & Grants
- Animal Ethics
- Human Ethics
- Projects

Researcher Profile for Keri Pereira

[Continue](#) [Email](#) [Logout](#)

Name: Keri Pereira  
Faculty/School/Department: Office of the Vice Chancellor, Office for Research  
Telephone:  
Fax:  
Email: [k.pereira@griffith.edu.au](mailto:k.pereira@griffith.edu.au)  
Homepage:  
Unread tasks: 0  
Overdue tasks: 0  
Approvals: 0



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

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

Griffith UNIVERSITY RIMS Researcher Profile | My preferences | Researcher Profile | Desktop | Admin | Tasks [0] | Logout

Tools

Centres Contract Management  
FOR Coding  
My Home My Tasks [0] My Approvals [0] **Contracts & Grants** Animal Ethics Human Ethics Projects

Name: Keri Pereira Faculty/School/Department: Office of the Vice Chancellor, Office for Research  
Email: k.pereira@griffith.edu.au Telephone: Fax:  
My homepage:

**Contracts & Grants**

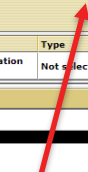
◀ 1 2 3 4 5 6 7 8 9 10 ▶

Template: All records  
Title:

Status	Template	Type	Title	Approval status	Action
Draft	Research Grant Application Coversheet	Not selected			<input type="button" value="Edit"/> <input type="button" value="View"/>

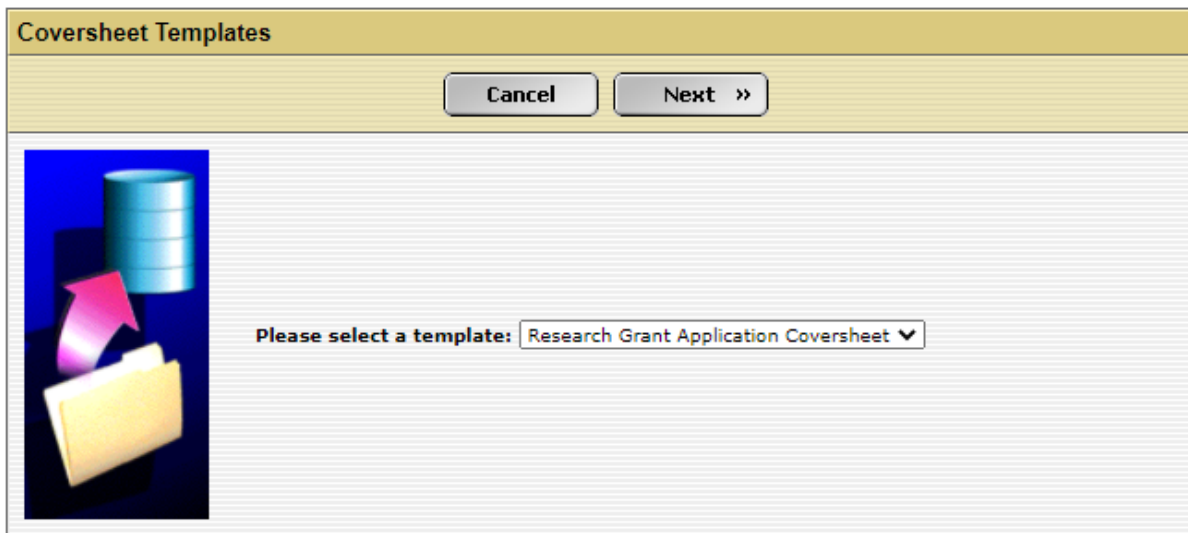
Page number: 1 Number of records on this page: 1

| Disclaimer | Privacy | CRICOS Provider - 00233E  
For further assistance: [Log a help request](#)  
Griffith University



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

**Note: Do not use the two CCR coversheet templates listed – these are for 'Contracts & Consultancy' projects managed by the Commercial Research team**





The screenshot shows a web interface titled "Coversheet Templates". At the top, there are two buttons: "Cancel" and "Next >>". Below the buttons is a large area with a light gray background. On the left side of this area is a graphic showing a blue database cylinder, a yellow folder, and a pink arrow pointing from the folder to the cylinder. To the right of the graphic, the text "Please select a template:" is followed by a dropdown menu that currently displays "Research Grant Application Coversheet" with a downward-pointing arrow.



There are three tabs within the coversheet you must complete:

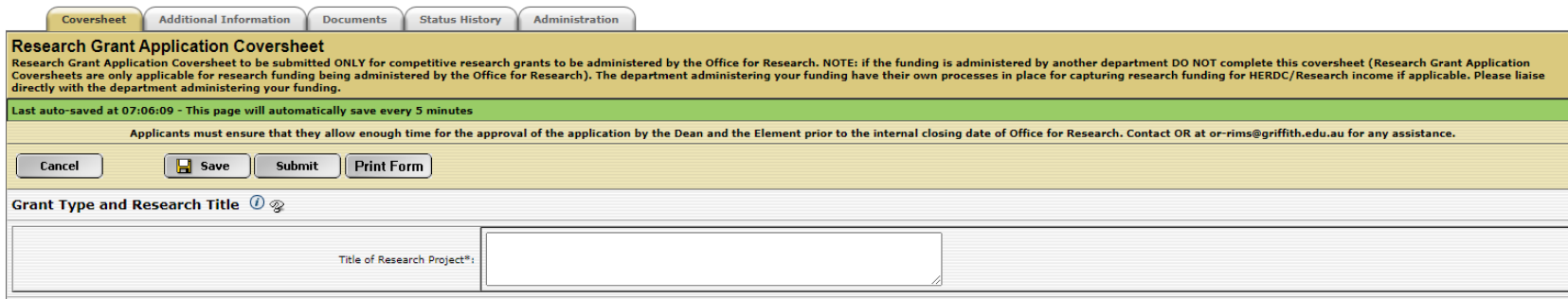
**Coversheet; Additional Information and Documents.**

Throughout the tabs you will notice these two icons  (additional information) and  (links to our RIMS Coversheet resources page). Please use these if you are unsure as they are very helpful guides.

Note: Any field with a \* is a compulsory field and requires you to complete

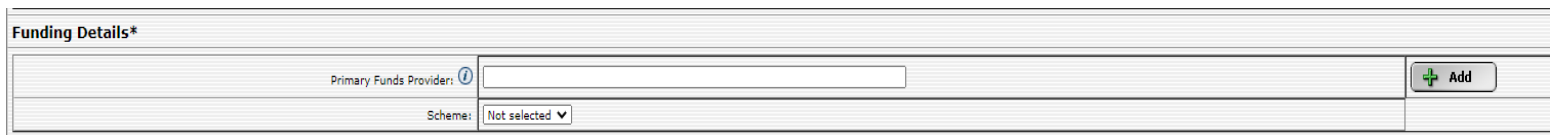
## Coversheet tab

Enter your project title (as per your application)



The screenshot shows the 'Coversheet' tab of a web application. At the top, there are five tabs: 'Coversheet', 'Additional Information', 'Documents', 'Status History', and 'Administration'. Below the tabs is a yellow header section titled 'Research Grant Application Coversheet' with a note: 'Research Grant Application Coversheet to be submitted ONLY for competitive research grants to be administered by the Office for Research. NOTE: if the funding is administered by another department DO NOT complete this coversheet (Research Grant Application Coversheets are only applicable for research funding being administered by the Office for Research). The department administering your funding have their own processes in place for capturing research funding for HERDC/ Research income if applicable. Please liaise directly with the department administering your funding.' Below this is a green status bar: 'Last auto-saved at 07:06:09 - This page will automatically save every 5 minutes'. A yellow instruction bar follows: 'Applicants must ensure that they allow enough time for the approval of the application by the Dean and the Element prior to the internal closing date of Office for Research. Contact OR at or-rims@griffith.edu.au for any assistance.' Below the instruction bar are four buttons: 'Cancel', 'Save', 'Submit', and 'Print Form'. The main form area is titled 'Grant Type and Research Title' and contains a single text input field with the label 'Title of Research Project\*:' and a small icon to its right.

To add the Primary Funds Provider, click 'Add' button



The screenshot shows the 'Funding Details\*' section of the form. It contains two rows of input fields. The first row has a label 'Primary Funds Provider:' followed by a text input field and an 'Add' button with a green plus icon. The second row has a label 'Scheme:' followed by a dropdown menu showing 'Not selected'.

You are now in the 'Fund Provider and Scheme Search' page. Enter part of the Primary Funds Provider name then click 'Search' eg: *Australian Research*

Fund Provider and Scheme Search

[« Back](#) [Search](#)

Fund Provider:

Search options: Contains ▼

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

Fund Provider Search Results

[« Back](#)

Provider name	SAP	Address line 1	Address line 2	Action
Australian Research Council (ARC)				<a href="#">Link</a>
Australian Research Council Centre of Excellence				<a href="#">Link</a>

If the Provider does not appear, click 'Back' button. Enter, 'Not Listed', click Search, then click the Link button.

Fund Provider Search Results

[« Back](#)


Provider name	SAP	Address line 1	Address line 2	Action
NOT LISTED				<a href="#">Link</a>

Now select the relevant Scheme from the picklist.

If the scheme does not appear, go back to the Funds Provider search and follow rules for entering 'Not Listed'.

Then come back to Scheme picklist and select 'Not Listed'

Funding Details\*

Primary Funds Provider: ⓘ	Australian Research Council (ARC)	
Scheme:	Not selected	

*If you selected 'Not Listed', please ensure to add the Provider and Scheme name in comments to approvers box, at bottom of the 'Coversheet' tab. (once coversheet approved, our team will add the provider and scheme details to RIMS).*

Enter the project funding, for each year, coming to GU only. Must be in Australian Dollars only


	Year 1(\$)	Year 2(\$)	Year 3(\$)	Year 4(\$)	Year 5(\$)	Total(\$)
Project Funding coming to GU (GST exclusive) AUD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Overheads (if applicable):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the proposed start and end dates for the project

**Dates**

Proposed Start Date (dd/mm/yyyy):	<input type="text"/>
Proposed End Date (dd/mm/yyyy):	<input type="text"/>

To add the first named GU Chief Investigator, click 'Add' button






Chief Investigator Details	
First Named GU Chief Investigator Name*:	<input type="text"/> 
First Named GU Chief Investigator ID*:	<input type="text"/>
School/Centre:	<input type="text"/>

Add surname (don't add an initial), click 'Search' button.

Alternatively if you know the staff ID number you can add it (without the s) and system will pull the details back to the Coversheet tab screen.

Investigator Search	
<input type="button" value="« Back"/> <input type="button" value="🔍 Search"/>	
Surname or Staff ID:	Initials:
<input type="text"/>	<input type="text"/>
Search options:	<input type="button" value="Contains"/> ▾

From the list of investigators, with the surname you entered, click the 'Link' button against the correct person. Details have now been uploaded into the Chief Investigator Details section.  
NOTE: details of School/Centre in this section is pulled directly from the HR system.

Investigator Search Results				
Staff number	Name	Status	Department - Group - Institution	Action
0965084	de Haan, Simone Prof	Research staff	Queensland Conservatorium, Arts, Education & Law Group, Griffith University	
2878898	Ghaani Farashahi, Hamid Mr	Research staff	Department of Business Strategy and Innovation, Griffith Business School, Griffith University	
0378338	Haantera, Jann Ms	Research staff	Queensland Conservatorium, Arts, Education & Law Group, Griffith University	
0370495	Haantera, Simo Mr	Research staff	Queensland Conservatorium, Arts, Education & Law Group, Griffith University	
2699014	Khaghaany, Maithm Mr	Research staff	Department of Accounting, Finance and Economics, Griffith Business School, Griffith University	

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


Please ensure to update your Primary School/Centre/Institute here. This panel determines where your project and project financial account will be established. The coversheet approval path is also based on this section.

Click 'Add' button, from the picklists, select the School/Centre/Institute which this project will be conducted. Click 'Save'.

**Primary School/Centre (\*\*please check and update accordingly\*\*)**



Please ensure to check your Primary School/Centre details below - to update click the add button and follow the prompts.

Note: This Primary School/Centre panel will determine where your project and project financial account will be established.

Primary School/Centre:  



**Internal “Chief Investigators” – to add names of each additional GU researcher “named” on your project only, click ‘Add’ button (only GU staff members are to be added here, note HDR students are not recorded)**

**Additional Internal Chief Investigators (named on application)**


Staff ID	Internal Investigator Name	School/Centre	Role	Action
	(Auto-populated)			

**Enter surname and click ‘Search’ button**


**Surname or Staff ID:**









**Initials:**

**Search options:** Contains 

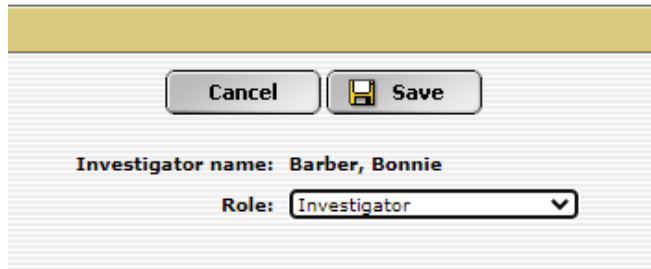
**From the list of investigators, select the correct person by clicking on ‘Link’ button.**

**Investigator Search Results**



Staff number	Name	Status	Department - Group - Institution	Action
2736960	Barber, Bonnie Prof	Research staff	School of Applied Psychology, Griffith Health, Griffith University	
2149781	Barber, Elizabeth Ms	Research staff	School of Human Services and Social Work, Griffith Health, Griffith University	 
1879032	Barber, Lee Dr	Research staff	School of Allied Health Sciences, Griffith Health, Griffith University	
2880609	Barber, Natalie Mrs	Research staff	School of Human Services and Social Work, Griffith Health, Griffith University	
0893271	Barber, Pam Ms	Research staff	zzz An Unassigned Department, zzz An Unassigned Group, Griffith University	
1018899	Barber, Paul Mr	Research staff	School of Allied Health Sciences, Griffith Health, Griffith University	
5004675	Barbery, Gaery Dr	Research staff	School of Medicine, Griffith Health, Griffith University	

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




A screenshot of a web form. At the top, there are two buttons: 'Cancel' and 'Save' (with a floppy disk icon). Below the buttons, the text 'Investigator name: Barber, Bonnie' is displayed. Underneath that, there is a label 'Role:' followed by a dropdown menu showing 'Investigator' with a downward arrow.

**If External Chief Investigators are named on the proposal, add manually in the 'External Investigators' box. (please include title, first/last name and institution)**

External Chief Investigators (named on application) ⓘ

External Investigators:

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

FOR/SEO codes and Type of Research				
For "FOR/SEO" codes click on the 'Browse' button. Note: Total of all codes in both FOR and SEO must equal 100%. For "Type of Research" please enter broad type of research, must equal 100%				
FOR codes				
	%	FOR Code	FOR Description	
FOR Code 1	0 ▾	<input type="text"/>	Not selected	 <input type="button" value="Browse"/>
FOR Code 2	0 ▾	<input type="text"/>	Not selected	<input type="button" value="Browse"/>
FOR Code 3	0 ▾	<input type="text"/>	Not selected	<input type="button" value="Browse"/>

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

Coding - FOR Divisions	
Code	
<a href="#">01</a>	MATHEMATICAL SCIENCES
<a href="#">02</a>	PHYSICAL SCIENCES
<a href="#">03</a>	CHEMICAL SCIENCES
<a href="#">04</a>	EARTH SCIENCES
<a href="#">05</a>	ENVIRONMENTAL SCIENCES
<a href="#">06</a>	BIOLOGICAL SCIENCES
<a href="#">07</a>	AGRICULTURAL AND VETERINARY SCIENCES
<a href="#">08</a>	INFORMATION AND COMPUTING SCIENCES
<a href="#">09</a>	ENGINEERING
<a href="#">10</a>	TECHNOLOGY
<a href="#">11</a>	MEDICAL AND HEALTH SCIENCES
<a href="#">12</a>	BUILT ENVIRONMENT AND DESIGN
<a href="#">13</a>	EDUCATION
<a href="#">14</a>	ECONOMICS
<a href="#">15</a>	COMMERCE, MANAGEMENT, TOURISM AND SERVICES
<a href="#">16</a>	STUDIES IN HUMAN SOCIETY
<a href="#">17</a>	PSYCHOLOGY AND COGNITIVE SCIENCES
<a href="#">18</a>	LAW AND LEGAL STUDIES
<a href="#">19</a>	STUDIES IN CREATIVE ARTS AND WRITING
<a href="#">20</a>	LANGUAGE, COMMUNICATION AND CULTURE
<a href="#">21</a>	HISTORY AND ARCHAEOLOGY
<a href="#">22</a>	PHILOSOPHY AND RELIGIOUS STUDIES
<a href="#">99</a>	MULTI-DISCIPLINARY



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

**NOTE: up to 3 FoR codes can be added – must total 100%**

#### FOR codes

	%	FOR Code	FOR Description
FOR Code 1	50 ▼	090703	Environmental Technologies
FOR Code 2	30 ▼	130103	Higher Education
FOR Code 3	20 ▼	140205	Environment and Resource Economics

Follow the previous steps for FoR code to enter the relevant SEO (Socio-Economic Objective) code/s.

**NOTE: up to 3 SEO codes can be added – must total 100%**

**Enter the percentage portion of your project that is Applied Research, Experimental Research, Pure Basic Research and/or Strategic Research. Must total 100%**  
**It can be 100% applied or combination eg 50% applied and 50% pure basic**

Type of Research	
Applied research*:	<input type="text" value="0"/> %
Experimental development*:	<input type="text" value="0"/> %
Pure basic research*:	<input type="text" value="0"/> %
Strategic basic research*:	<input type="text" value="0"/> %

**Add any additional comments/details 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:	<input type="text"/>

## Additional Information tab

this tab records details regarding submission of application; ethical requirements; overheads & overhead exceptions/ exemptions; Secure Engagement with International Parties and Conflicts of Interest  
Must complete all questions on this page.

Sections marked with \* are compulsory. Once completed, click 'Save'.

### Additional Information

Last auto-saved at 11:51:00 - This page will automatically save every 5 minutes



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

\*Application submitted directly to funding body.

**You MUST ensure a copy of your application is attached at the documents tab**

\*Have you been advised from the Funding Body that this is a successful grant?

**If yes, please attach all successful communications/notification you have received from Funding Body at the documents tab**

\*Is Ethics required

**Note: No project account will be established until all Ethics/GMO approvals have been approved.**

**Please ensure as soon as you have been advised of your grants success to commence the process with obtaining any necessary Griffiths ethics /GMO approvals, to ensure no unnecessary delays.**

**If external ethics approval has been obtained, you must still obtain Griffith Ethics approval – go to <https://www.griffith.edu.au/research/research-services/research-ethics-integrity> for further details**

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:

Genetically Modified Organisms(GMO):

## Overhead Exception and Exemption Codes

Wherever possible, overheads/indirect costs must be included in your budget. These costs allow the University to recover the full costs of conducting the research. The funder will generally provide guidance on whether overheads/indirect costs can be included in the budget. If they permit a certain amount then this must be included. If they do not specify the amount, please refer to the [Research Grant Overheads Charge Guidelines](#) to ensure the appropriate costs are included. On occasion, a researcher may need to request an overheads/indirect cost waiver from the Deputy Vice Chancellor (Research) (DVCR). Please send all waiver requests to [preaward@griffith.edu.au](mailto:preaward@griffith.edu.au) who will coordinate the request with the DVCR .

If overheads are not permitted by the scheme please complete as below

\*Do Overheads apply to this project?

No ▾

\*Please provide reasons below (must complete):  
**NOTE: if you have selected "NO" to \*Do Overheads apply to this project and the :  
PRIOR SDVC waiver approval.**

Funding scheme does not permit

Overhead Exception Codes:

Total project budget is \$20,000 or less

Total project budget is over \$600,000 therefore the flat rate charge (\$150k) applies

Granting Scheme has its own overhead charge scale (must provide the %rate or total overhead)

Overhead Exemption Codes:

Granting scheme guidelines explicitly specify that no overhead charges can be funded

SDVC waiver approved to be exempt or has approved a reduced overhead charge (must attach)

Project funding is solely for salary only

Equipment grant only

- **Secure Engagement with International Parties / Conflicts of Interest**

- Please answer the questions below and attach supporting documentation as required at documents tab

(Further Information can be found at the below links)

- [International Engagement Checking Tool](#)  
[Foreign Influence Transparency Scheme Act](#)  
[Foreign Relations Act \(2020\)](#)
- [Conflict of Interest Policy and Conflict of Interest Disclosure process.](#)

#### Secure Engagement with International Parties

\* Are you working with a foreign organisation or person (a party outside of Australia)?

Yes ▾

If you answered YES please complete the "International Engagement Checking Tool" (link below) - a simple risk assessment instrument for Griffith personnel engaging with international parties. Utilising the Checking Tool will help identify where we have a legislated obligation to report activities under the Foreign Influence Transparency Scheme Act (2018) or the Foreign Relations Act (2020).

Please save a copy of your responses for the Checking Tool to the Documents Tab

[International Engagement Checking Tool](#)  
[Foreign Influence Transparency Scheme Act](#)  
[Foreign Relations Act \(2020\)](#)

#### Conflicts of Interest

\*Do you or your project team members have any potential, perceived, or actual conflicts of interest in relation to this project?

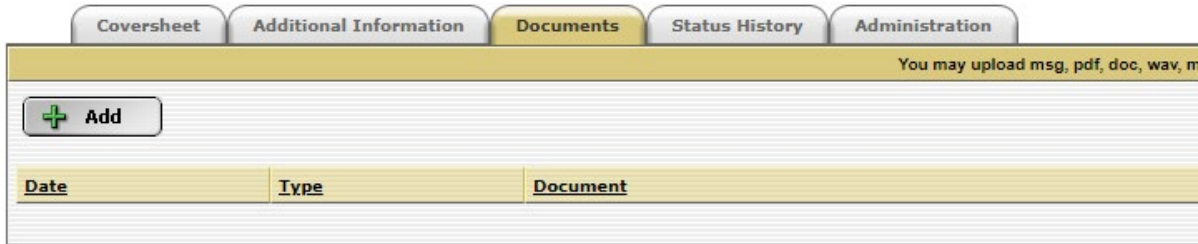
No ▾

If you answered YES, please see Griffith [Conflict of Interest Policy and Conflict of Interest Disclosure process.](#)

Please refer to the [Conflict of Interest Policy](#) and make disclosures of any actual, perceived or potential conflicts as per section 3 of the Policy.

## Documents Tab

this tab is where you add all your supporting documents eg: Application must be added!/ if you have been advised successful all successful communications/notification you have received from funder



Coversheet Additional Information **Documents** Status History Administration

You may upload msg, pdf, doc, wav, m

+ Add

Date	Type	Document
------	------	----------

click 'Add'

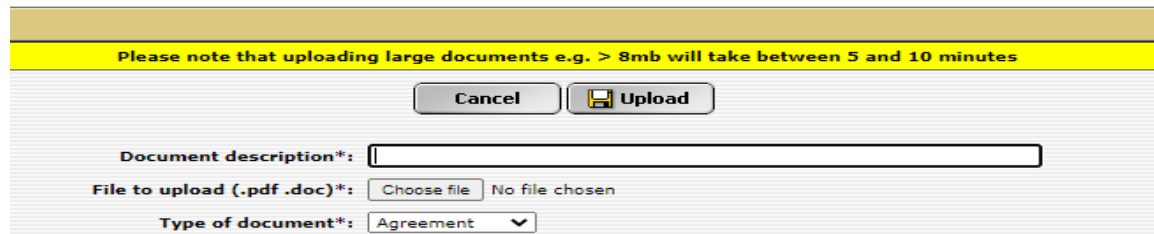
Enter a description of the document eg: ARC Discovery Application\_Haan.

Click Choose file button to locate and add your document.

Select Type of document ie: Application, Award letter etc

Click 'Upload' button to upload document into the coversheet.

Repeat this process for each additional document.



Please note that uploading large documents e.g. > 8mb will take between 5 and 10 minutes

Cancel Upload

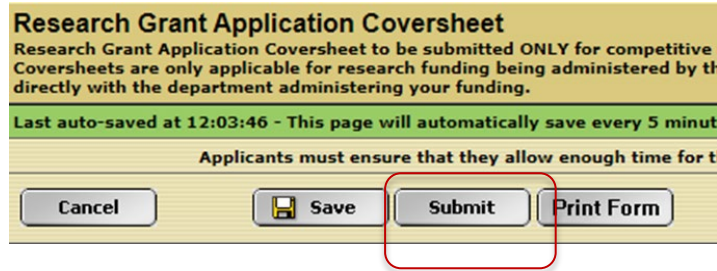
Document description\*:

File to upload (.pdf .doc)\*:  No file chosen

Type of document\*: Agreement ▾

## Final Step

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



**Research Grant Application Coversheet**  
Research Grant Application Coversheet to be submitted **ONLY** for competitive Coversheets are only applicable for research funding being administered by the department directly with the department administering your funding.

Last auto-saved at 12:03:46 - This page will automatically save every 5 minutes

Applicants must ensure that they allow enough time for t

Cancel Save Submit Print Form

**Remember:** completing/submitting the coversheet is a **two-step process**.

1. Completing the actual coversheet and submitting
2. Approving the coversheet to commence the workflow approval path.

To start the workflow approval path, the first named CI must approve their submitted coversheet.

Return to your Researcher Profile page. Click on 'My Approvals' tab.

Your recently submitted coversheet should be listed here.




My Home My Tasks [0] My Approvals [1] Contracts & Grants Animal I

Researcher Profile for Tina Anderson

Continue Email Logout

Click the 'action' button to open the relevant coversheet approval screen.

	Type	Title	Action
Application Coversheet	On-line form	Test for RIMS Coversheet Presentation	

Click 'Approve' button.

not place the University at financial, reputational or other adverse risk

Reason:

Workflow has now commenced to your HoS/Ctr Director/Institute Director. Once approved the workflow will be sent to your Group Dean Research for final approval before coming to our team to confirm the coversheet will be approved and uploaded into our RIMS Grants Module.

Quick reference Guides for RIMS can also be found at <https://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/research-grant-application-coversheet>

which will assist you with completing Research Grant Application Coversheet



**THANK YOU**