Creating a RIMS Coversheet

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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.
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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.

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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.

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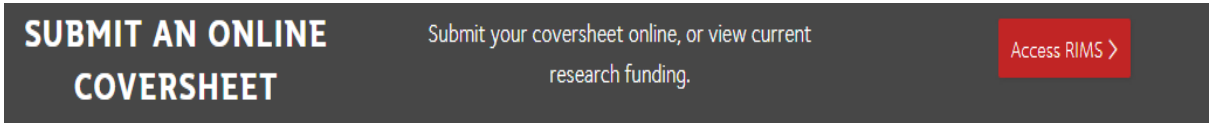
Getting started…

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



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

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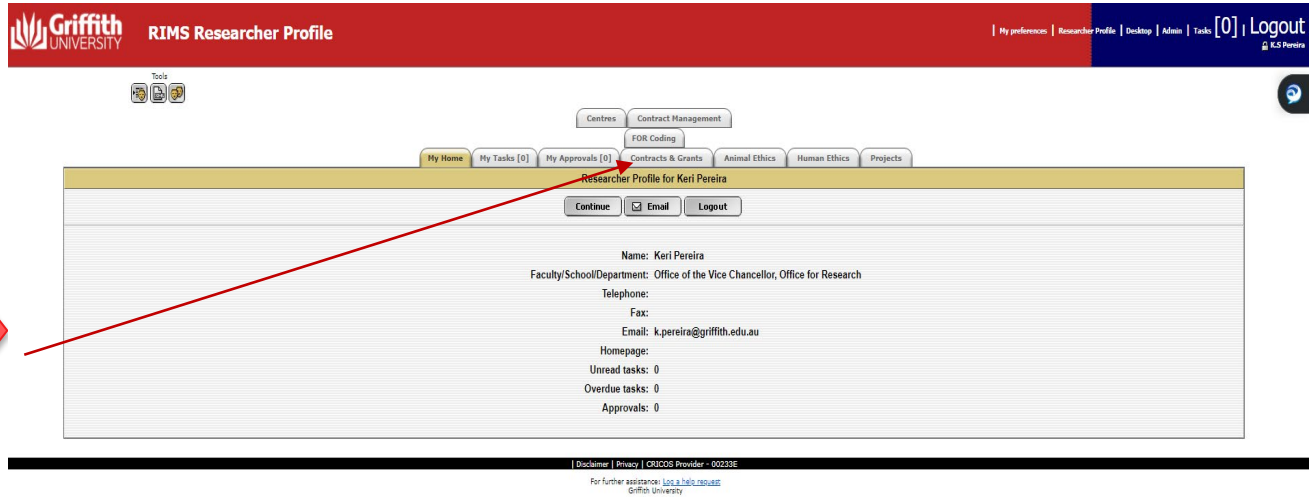
In the Researcher Profile Homepage, click on the ‘Contracts & Grants’ tab.



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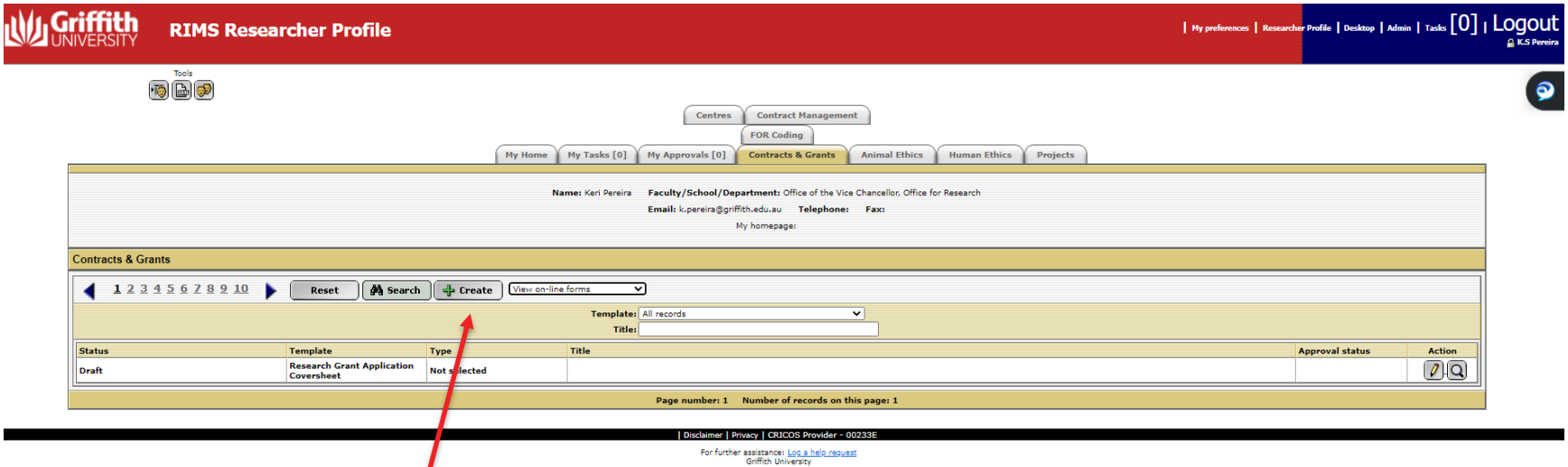
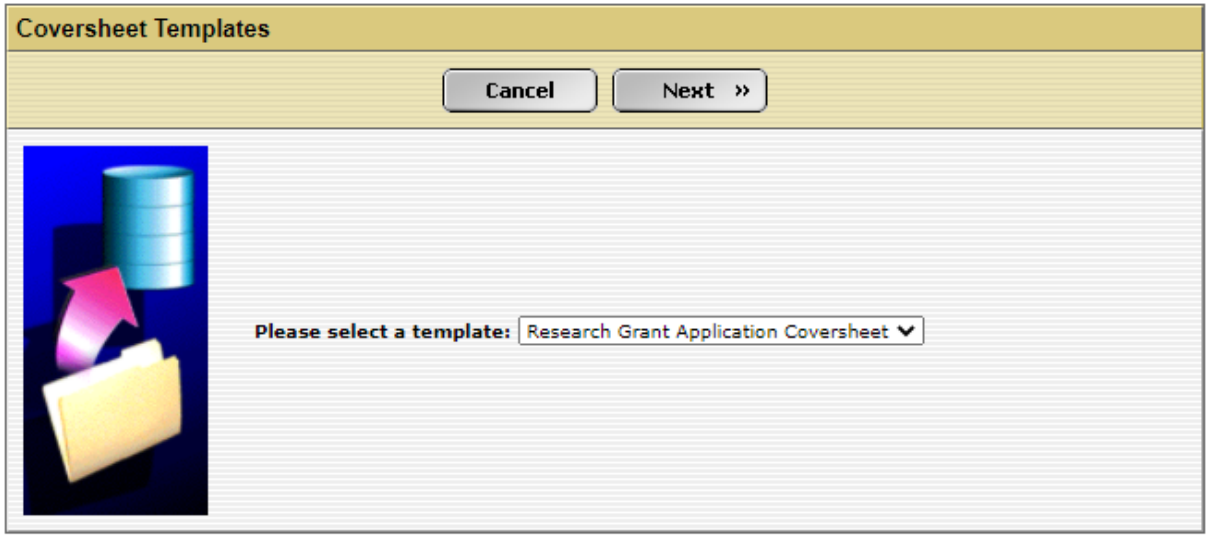
Click the ‘Create’ button – this will then open the coversheet templates available to use.



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



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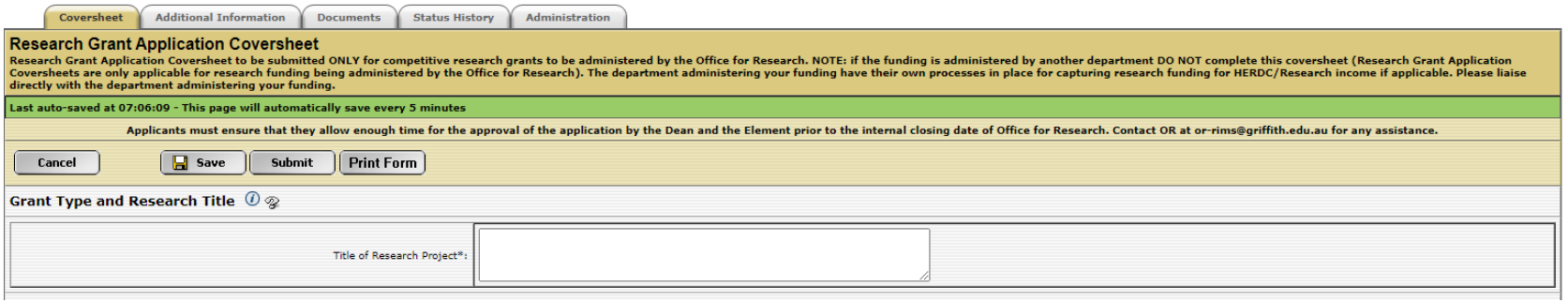
There are three tabs within the coversheet you must complete:
Coversheet; Additional Information and Documents.

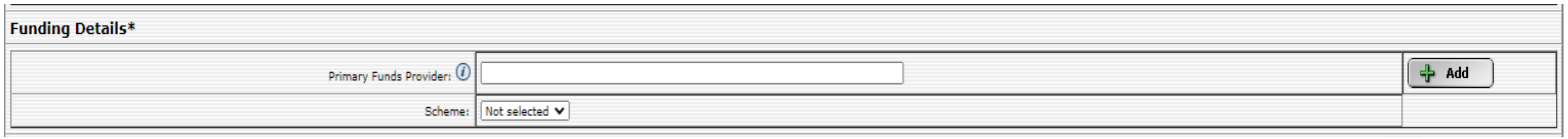
Throughout the tabs you will notice these two icons (additional information) and (links to our RIMS Coversheet resources page). Please use these if you are unsure as they are very helpful guides.
Note: Any field with a * is a compulsory field and requires you to complete

Coversheet tab

Enter your project title (as per your application)



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



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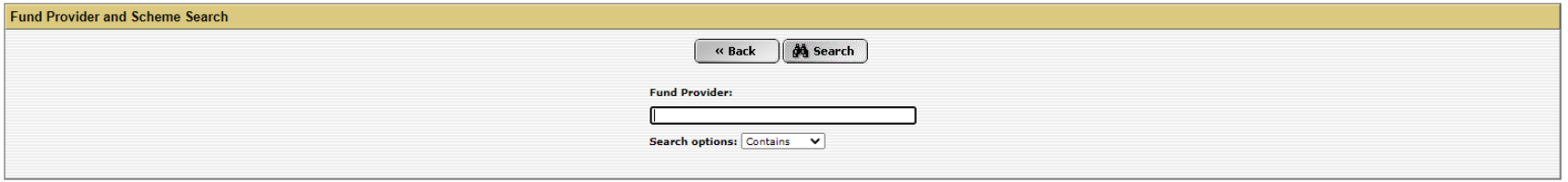
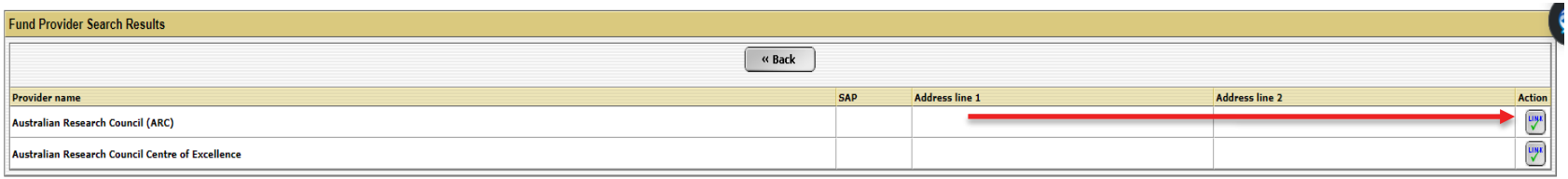
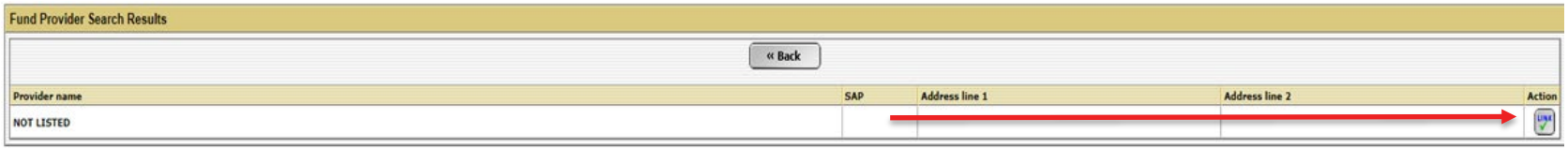
You are now in the ‘Fund Provider and Scheme Search’ page. Enter part of the Primary Funds Provider name then click ‘Search’ *eg: Australian Research*



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



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



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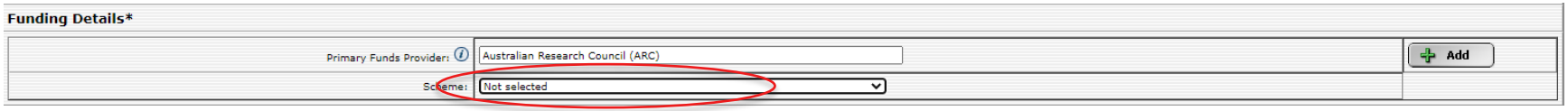
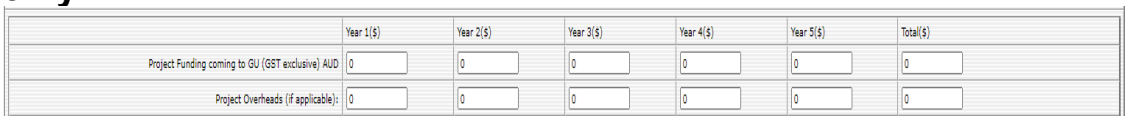
Now select the relevant Scheme from the picklist.
If the scheme does not appear, go back to the Funds Provider search and follow rules for entering 'Not Listed'.
Then come back to Scheme picklist and select 'Not Listed'



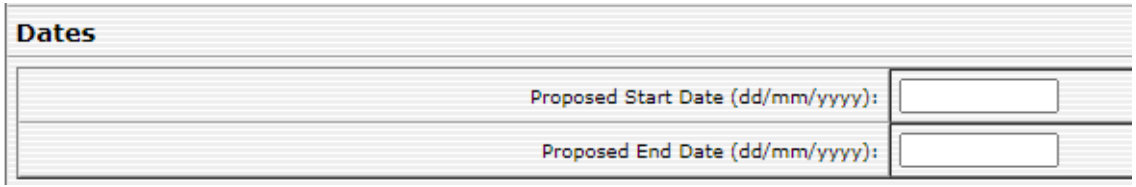
If you selected 'Not Listed', please ensure to add the Provider and Scheme name in comments to approvers box, at bottom of the 'Coversheet' tab. (once coversheet approved, our team will add the provider and scheme details to RIMS).

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	0	0	0	0	0	0
Project Overheads (if applicable):	0	0	0	0	0	0

Enter the proposed start and end dates for the project



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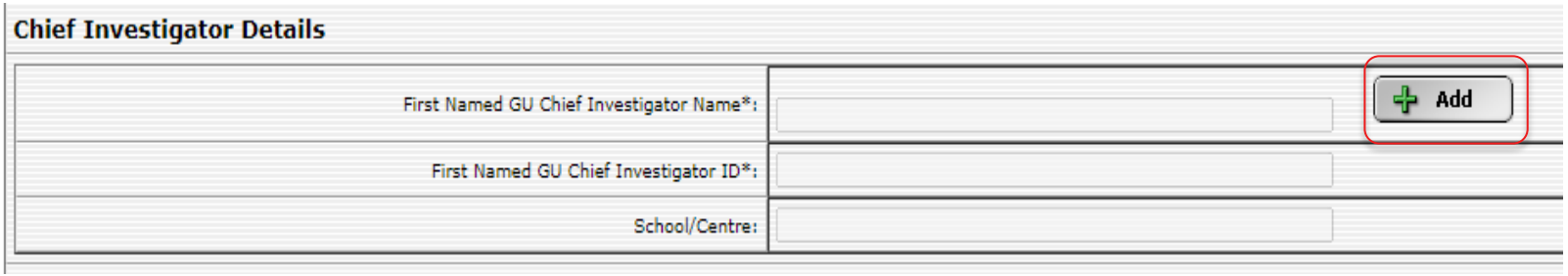
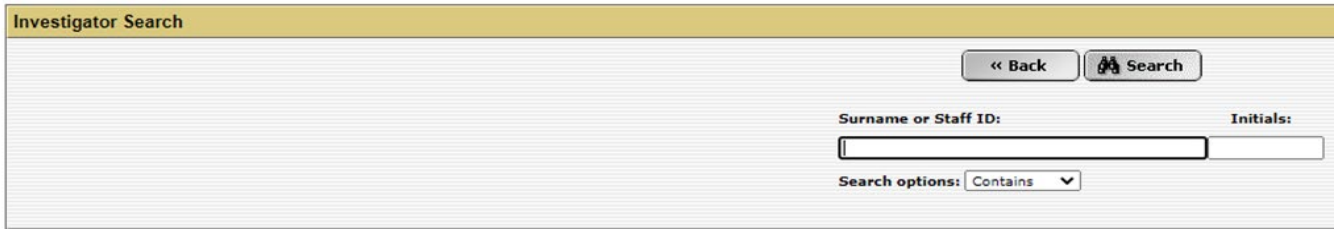
To add the first named GU Chief Investigator, click ‘Add’ button



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.



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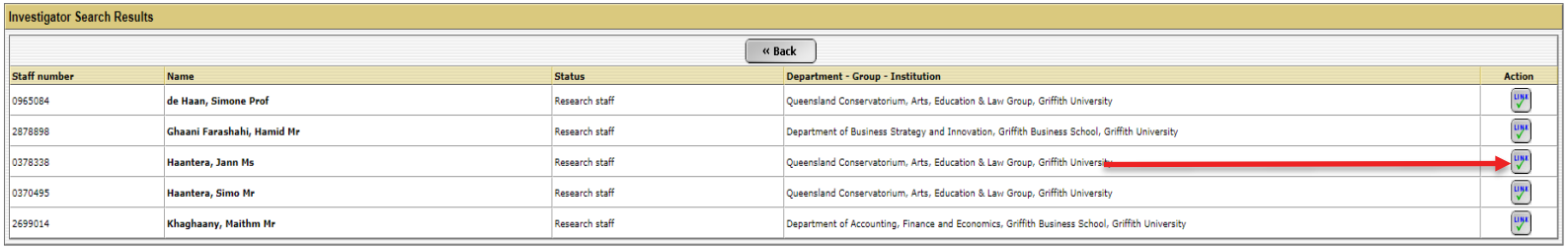
From the list of investigators, with the surname you entered, click the 'Link' button against the correct person. Details have now been uploaded into the Chief Investigator Details section.

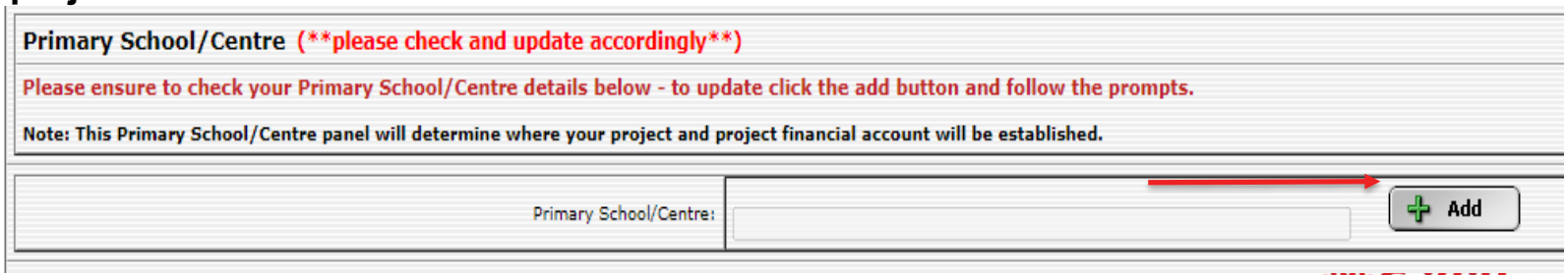
NOTE: details of School/Centre in this section is pulled directly from the HR system.



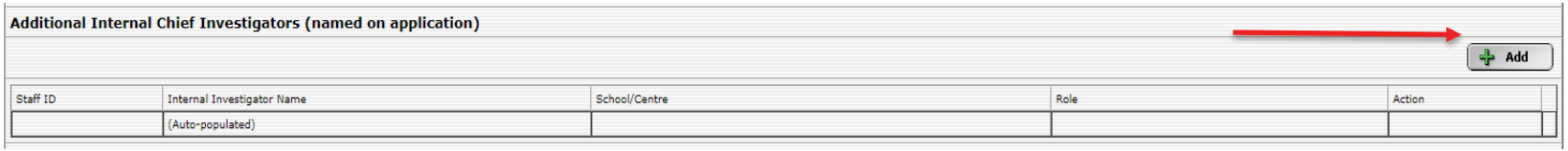
Primary School/Centre: This is very important.

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.

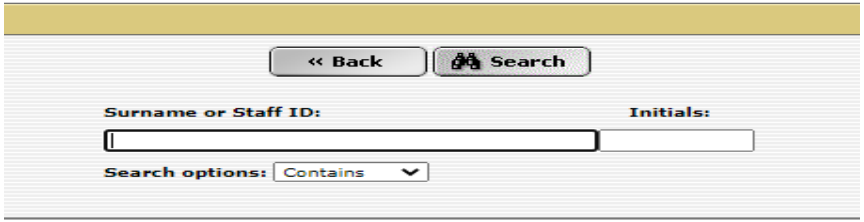
Click 'Add' button, from the picklists, select the School/Centre/Institute which this project will be conducted. Click 'Save'.



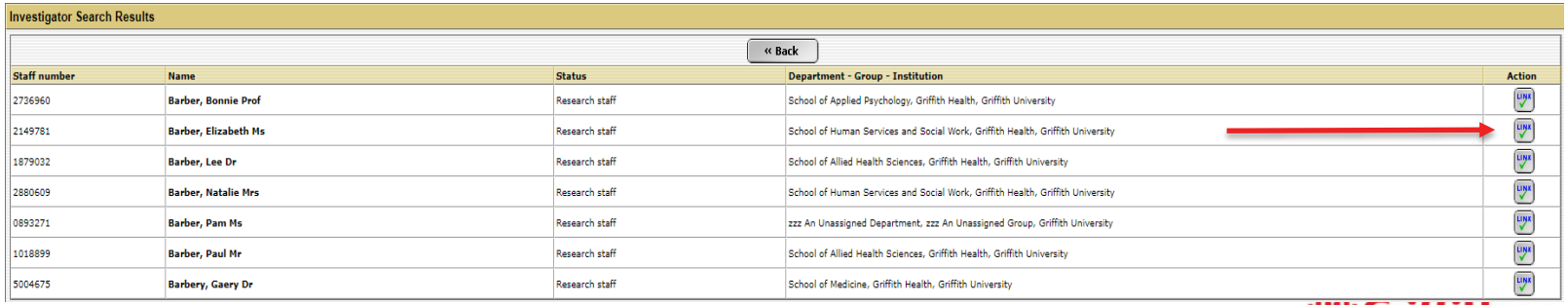
Internal “Chief Investigators” – to add names of each additional GU researcher “named” on your project only, click ‘Add’ button (only GU staff members are to be added here, note HDR students are not recorded)



Enter surname and click ‘Search’ button



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



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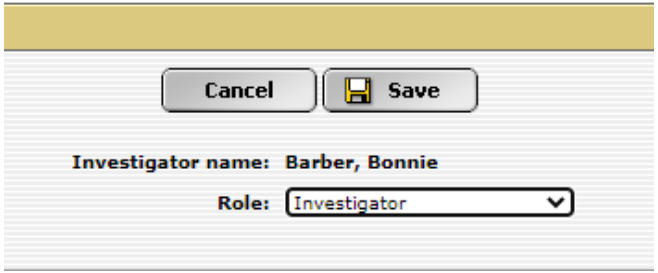
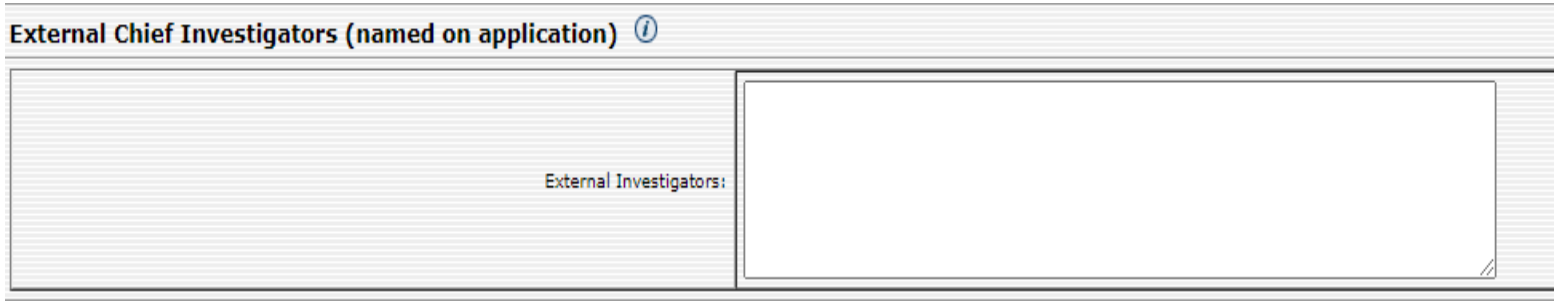
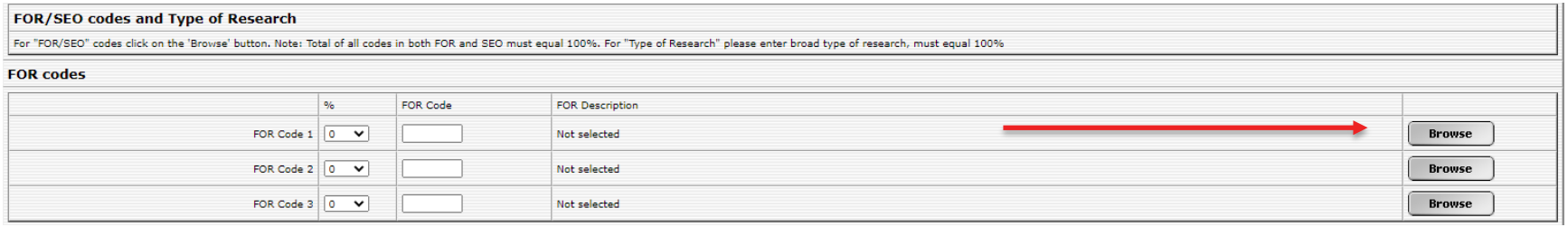
Set the ‘Role’ of the investigator as ‘Investigator’, click ‘Save’.
Repeat steps to add each additional GU Chief Investigator.



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



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



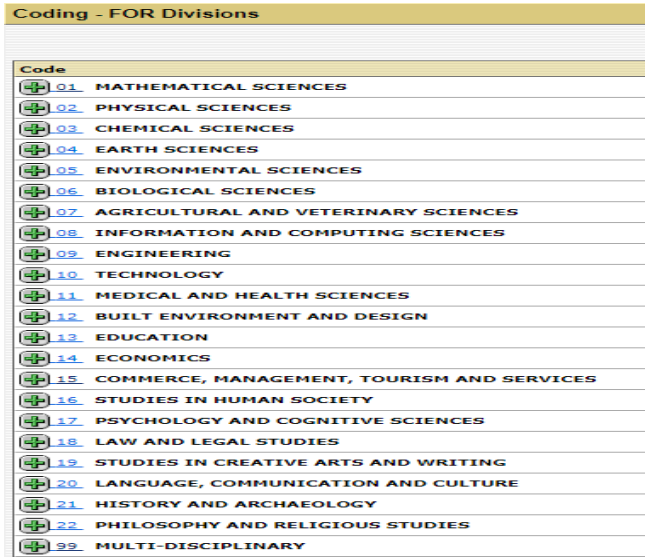
FOR/SEO codes and Type of Research

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		Not selected	Browse
FOR Code 2	0		Not selected	Browse
FOR Code 3	0		Not selected	Browse

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
14	ECONOMICS
15	COMMERCE, MANAGEMENT, TOURISM AND SERVICES
16	STUDIES IN HUMAN SOCIETY
17	PSYCHOLOGY AND COGNITIVE SCIENCES
18	LAW AND LEGAL STUDIES
19	STUDIES IN CREATIVE ARTS AND WRITING
20	LANGUAGE, COMMUNICATION AND CULTURE
21	HISTORY AND ARCHAEOLOGY
22	PHILOSOPHY AND RELIGIOUS STUDIES
99	MULTI-DISCIPLINARY

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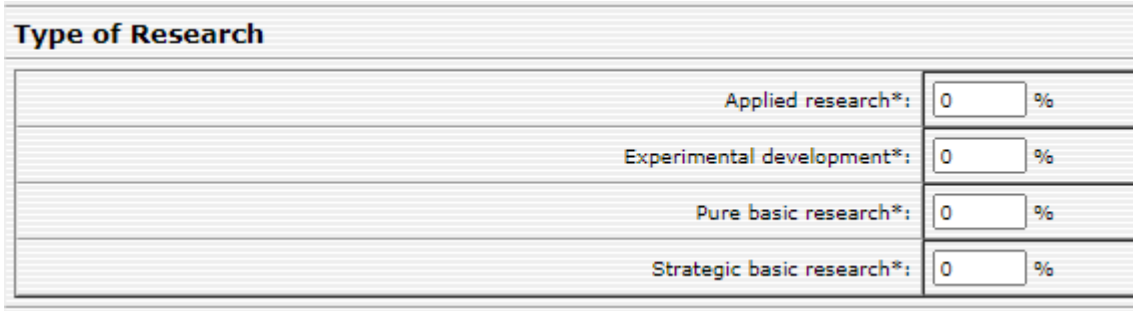
Select the percentage which your research relates to the selected FoR code.
NOTE: up to 3 FoR codes can be added – must total 100%

FOR codes

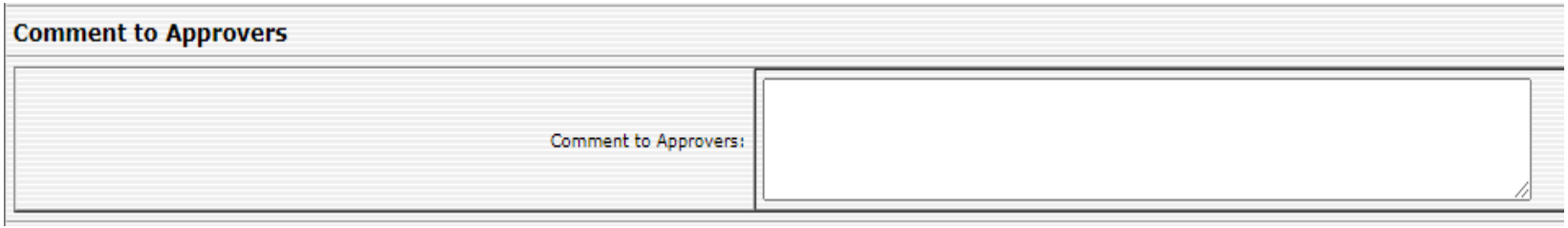
	%	FOR Code	FOR Description
FOR Code 1	50	090703	Environmental Technologies
FOR Code 2	30	130103	Higher Education
FOR Code 3	20	140205	Environment and Resource Economics

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

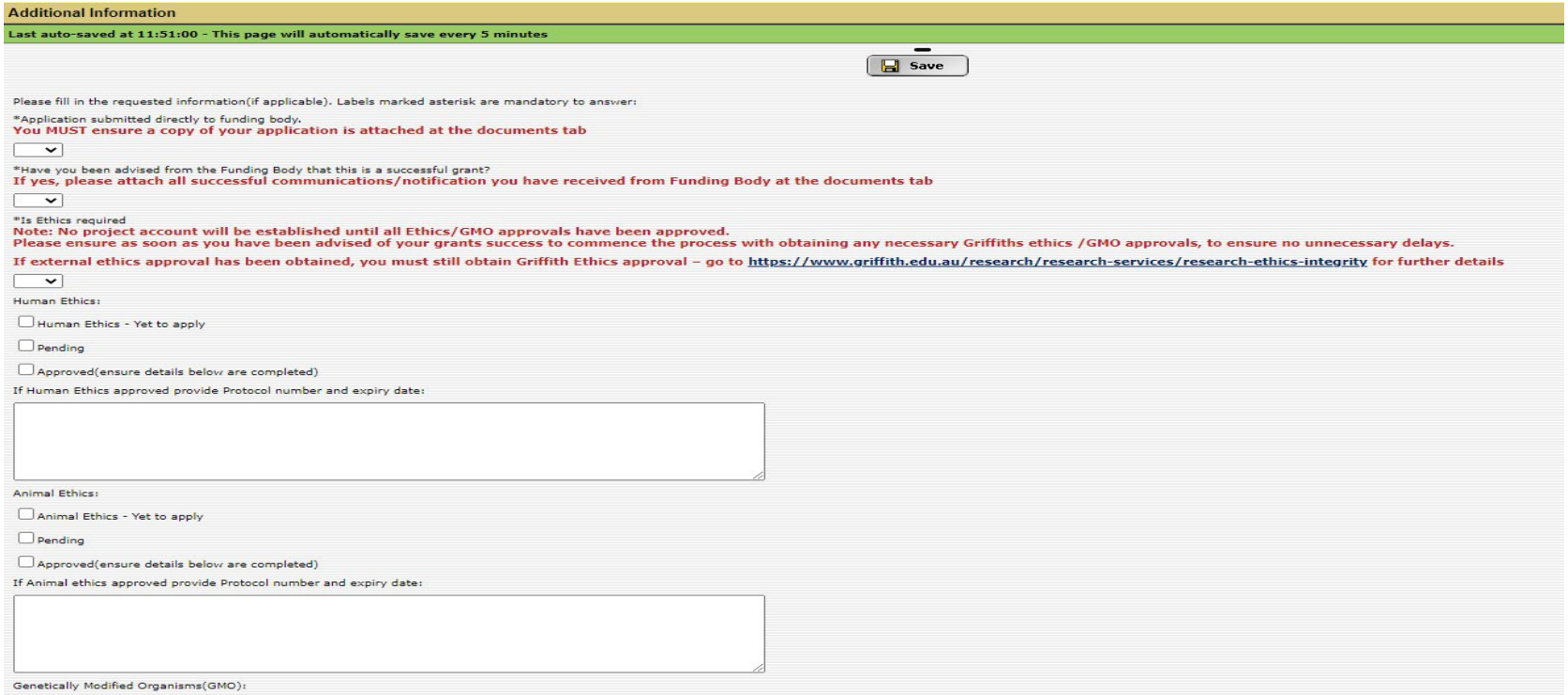


Add any additional comments/details you deem necessary for the Approvers.
This is also where you would add the Funds Provider/Scheme if was not available in selection list above.



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'.



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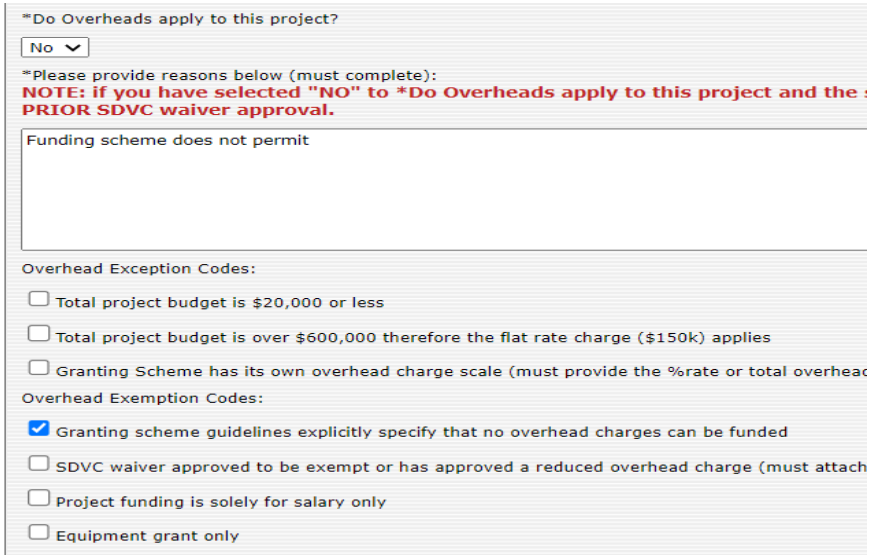
Overhead Exception and Exemption Codes

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 who will coordinate the request with the DVCR .

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



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- **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 Acet (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 Acet (2020)

Conflicts of Interest

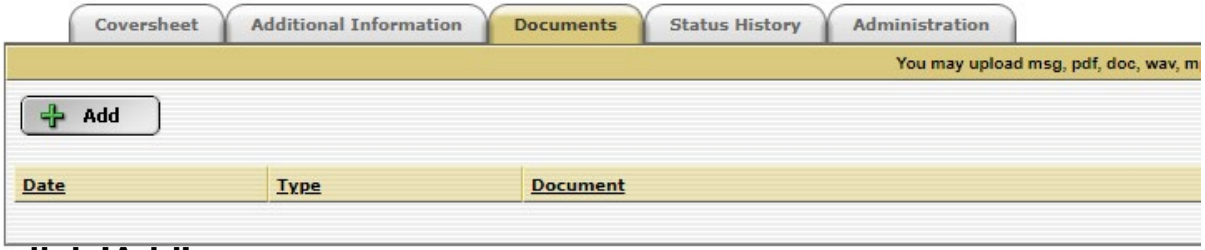
*Do you or your project team members have any potential, perceived, or actual conflicts of interest in relation to this project?

No

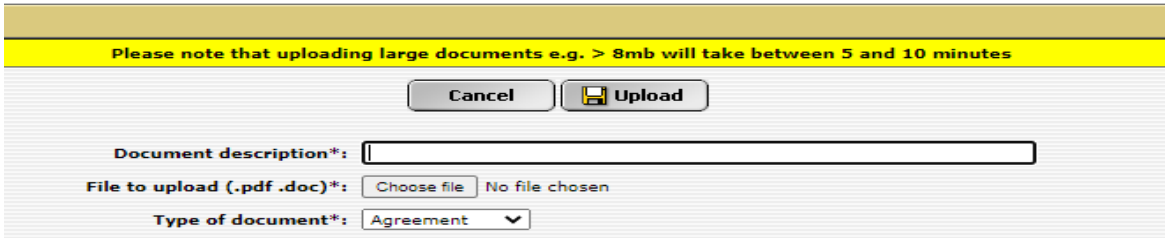
If you answered YES, please see Griffith Conflict of Interest Policy and Conflict of Interest Disclosure process.
Please refer to the Conflict of Interest Policy and make disclosures of any actual, perceived or potential conflicts as per section 3 of the Policy.

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



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.



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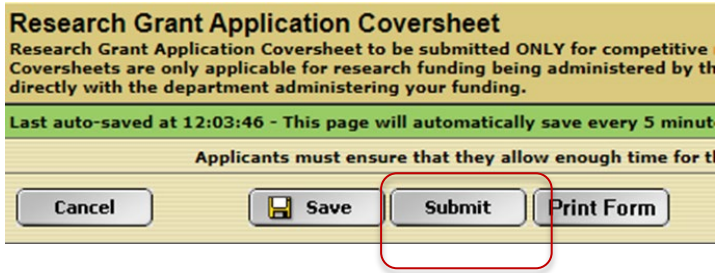
Final Step

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



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

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.

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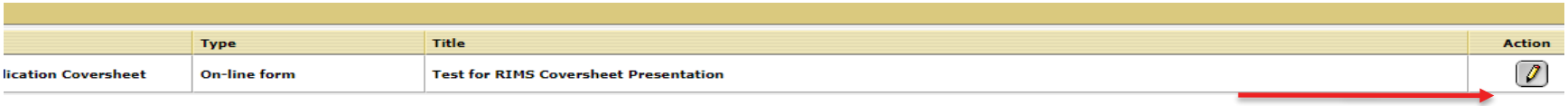
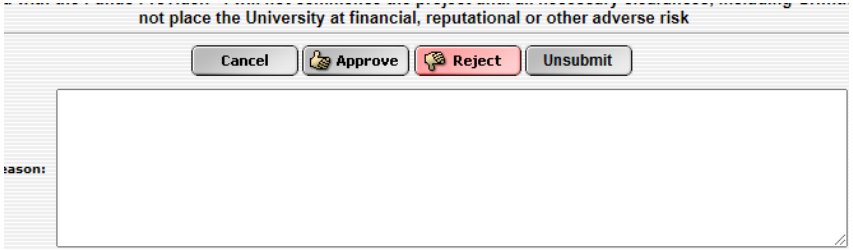
Click the ‘action’ button to open the relevant coversheet approval screen.



Click 'Approve' button.



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
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