



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

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

The screenshot shows the Griffith University RIMS Researcher Profile interface. The header is red with the Griffith University logo and the text 'RIMS Researcher Profile'. On the right, there are links for 'My preferences', 'Researcher Profile', 'Desktop', 'Admin', 'Tasks [0]', and 'Logout'. Below the header, there are several tabs: 'My Home', 'My Tasks [0]', 'My Approvals [0]', 'Contracts & Grants', 'Animal Ethics', 'Human Ethics', and 'Projects'. The 'Contracts & Grants' tab is highlighted, and a red arrow points from it to the 'Researcher Profile for Keri Pereira' section. This section contains buttons for 'Continue', 'Email', and 'Logout'. Below these buttons, the user's details are listed: Name: Keri Pereira, Faculty/School/Department: Office of the Vice Chancellor, Office for Research, Telephone:, Fax:, Email: k.pereira@griffith.edu.au, Homepage:, Unread tasks: 0, Overdue tasks: 0, and Approvals: 0. At the bottom, there is a footer with links for 'Disclaimer', 'Privacy', 'GRICOS Provider - 00223E', and 'For further assistance: [Look & Learn helpdesk](#) Griffith University'.

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 K.S. Pereira

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 Reset Search **Create** View on-line forms

Template: All records
Title:

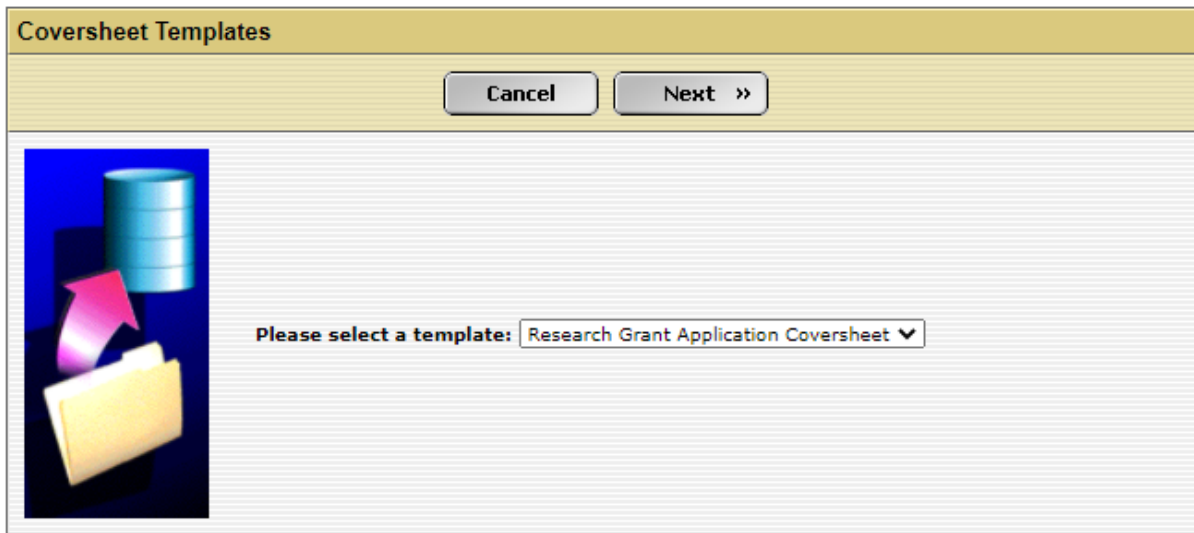
Status	Template	Type	Title	Approval status	Action
Draft	Research Grant Application Coversheet	Not selected			 

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 window titled "Coversheet Templates". At the top, there are two buttons: "Cancel" and "Next >>". Below the buttons is a large text area. On the left side of this area is an icon depicting a blue database cylinder, a yellow folder, and a pink arrow pointing from the folder to the cylinder. To the right of the icon, the text "Please select a template:" is followed by a dropdown menu. The dropdown menu currently displays "Research Grant Application Coversheet" with a downward-pointing arrow on its right side.

There are three tabs within the coversheet you must complete:

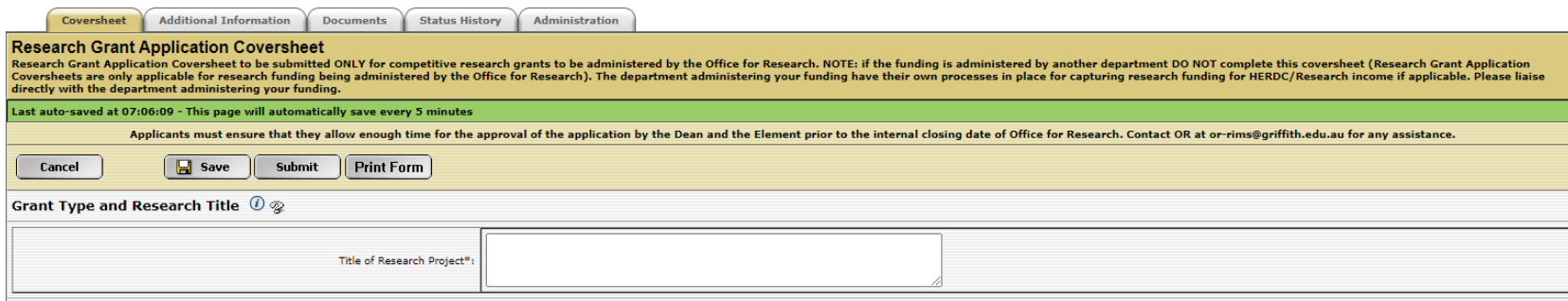
Coversheet; Additional Information and Documents.

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

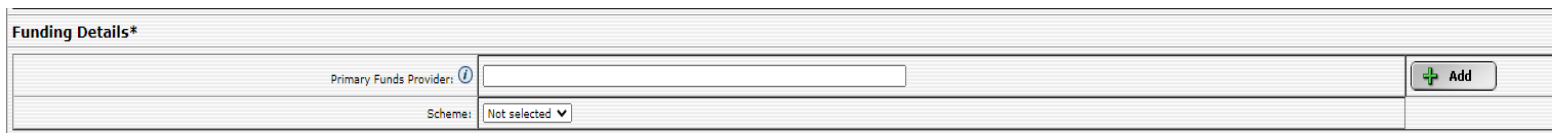
Coversheet tab

Enter your project title (as per your application)



The screenshot shows the 'Coversheet' tab of the Research Grant Application Coversheet form. At the top, there are five tabs: 'Coversheet' (selected), 'Additional Information', 'Documents', 'Status History', and 'Administration'. Below the tabs is a yellow header bar with the title 'Research Grant Application Coversheet' and 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 the header is a green bar with the text: 'Last auto-saved at 07:06:09 - This page will automatically save every 5 minutes'. Below the green bar is a yellow bar with the text: '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 yellow bar are four buttons: 'Cancel', 'Save', 'Submit', and 'Print Form'. Below the buttons is a section titled 'Grant Type and Research Title' with an information icon and a link icon. Below this section is a large text input field with the label 'Title of Research Project*:'.

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 an information icon, 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)				Link
Australian Research Council Centre of Excellence				Link

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				Link

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) + Add
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	
 	
Surname or Staff ID:	Initials:
<input type="text"/>	<input type="text"/>
Search options:	<input type="text" 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				
<div>« Back</div>				
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.

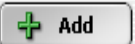
Click 'Add' button, from the picklists, select the School/Centre/Institute which this project will be conducted. Click 'Save'.

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 

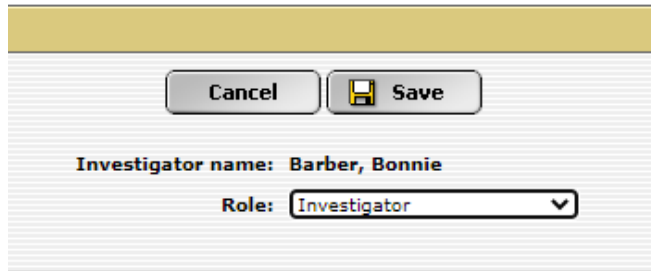
From the list of investigators, select the correct person by clicking on ‘Link’ button.

Investigator Search Results



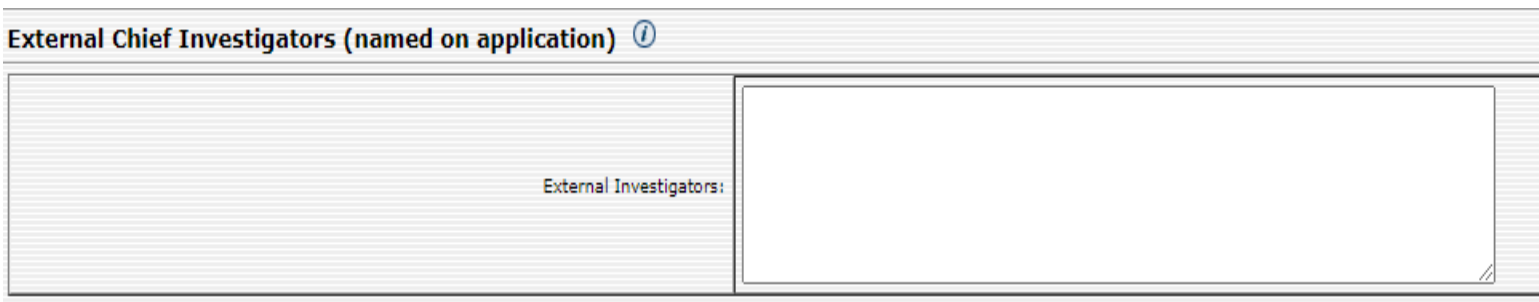
Staff number	Name	Status	Department - Group - Institution	Action
2736960	Barber, Bonnie Prof	Research staff	School of Applied Psychology, Griffith Health, Griffith University	
2149781	Barber, Elizabeth Ms	Research staff	School of Human Services and Social Work, Griffith Health, Griffith University	 
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 is a yellow header bar. Below it, there are two buttons: 'Cancel' and 'Save' (with a floppy disk icon). Under the buttons, the text 'Investigator name: Barber, Bonnie' is displayed. Below 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)**



A screenshot of a web form section titled 'External Chief Investigators (named on application)' with an information icon. Below the title is a large, empty rectangular box for text input. The text 'External Investigators:' is visible on the left side of the box.

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	
 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

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:	<div></div>

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

Save

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):

Overheads & Indirect Costs

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 [External Research Grants Procedure](#) 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

Overheads & Indirect Costs:

Refer to "Overheads & Indirect Costs" for further information (<https://griffith.edu.au/sites/OfficeforResearch/SitePages/Grant-Resources.aspx>)

*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 scheme permits the charging of overheads - you MUST address the Exception/Exemption criteria below/have PRIOR SDVC waiver approval.

Funding scheme does not permit

Overhead Exception Codes:

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

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 attached written evidence of the SDVC waiver/ reduced charge)

- **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, or funded by, 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

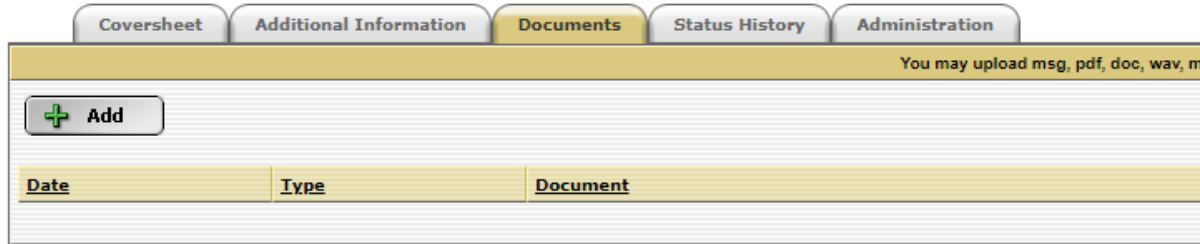
*Do you or your project team members have any potential, perceived, or actual conflicts of interest in relation to this project?

No ▼

If you answered YES, please see Griffith's [Declaration of Interest 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



The screenshot shows a web interface with five tabs: 'Coversheet', 'Additional Information', 'Documents' (which is highlighted), 'Status History', and 'Administration'. Below the tabs is a yellow banner that reads 'You may upload msg, pdf, doc, wav, m'. Underneath the banner is a '+ Add' button. Below the button is a table with three columns: 'Date', 'Type', and 'Document'.

click 'Add'

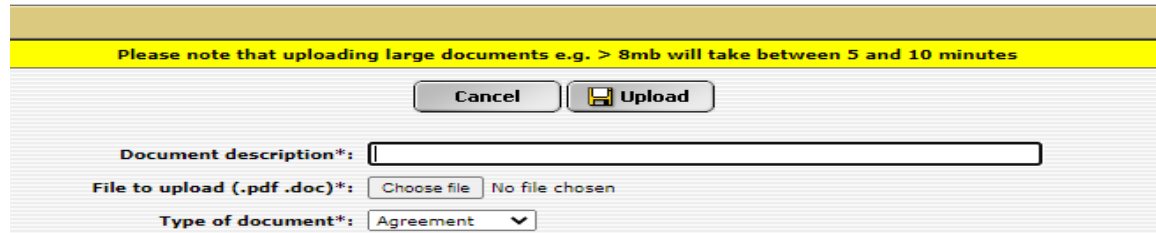
Enter a description of the document eg: ARC Discovery Application_Haan.

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.

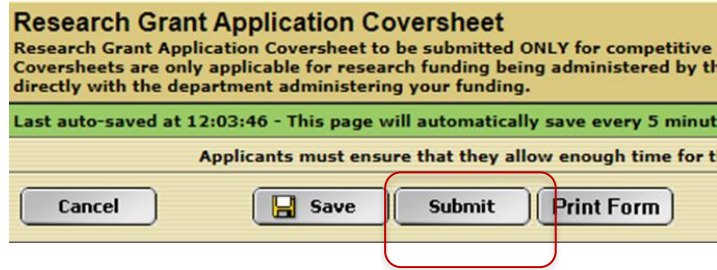
Repeat this process for each additional document.



The screenshot shows a document upload form. At the top, a yellow banner reads 'Please note that uploading large documents e.g. > 8mb will take between 5 and 10 minutes'. Below the banner are two buttons: 'Cancel' and 'Upload'. The form contains three fields: 'Document description*:' with a text input field, 'File to upload (.pdf .doc)*:' with a 'Choose file' button and the text 'No file chosen', and 'Type of document*:' with a dropdown menu showing 'Agreement'.

Final Step

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



The screenshot shows the 'Research Grant Application Coversheet' form. At the top, there is a title bar with the text 'Research Grant Application Coversheet' and a note: '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.' Below this is a green status bar indicating 'Last auto-saved at 12:03:46 - This page will automatically save every 5 minutes'. A warning message states 'Applicants must ensure that they allow enough time for the'. At the bottom, there are four buttons: 'Cancel', 'Save' (with a floppy disk icon), 'Submit', and 'Print Form'. The 'Submit' button is highlighted with a red rectangular box.

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.



The screenshot shows the 'Researcher Profile for Tina Anderson' page. At the top, there is a navigation bar with tabs: 'My Home', 'My Tasks [0]', 'My Approvals [1]', 'Contracts & Grants', and 'Animal'. The 'My Approvals [1]' tab is highlighted with a red rectangular box. Below the navigation bar, there are three buttons: 'Continue', 'Email' (with an envelope icon), and 'Logout'.

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

	Type	Title	Action
Research Grant 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