

# New project eForms in Orion7

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# New project eForms in Orion7 – User Guide for Researchers and Reviewers

## Background

### Registering and approving research projects in Orion

Since 2016, the Office of Research Services has used the Research Approval Form (RAF) as the primary mechanism to collect information on externally funded research projects being undertaken by ACU researchers. RAFs are reviewed and endorsed by Faculty or Institutes before being approved by ORS for submission to funding bodies.

The RAF was not really designed to handle research projects beyond those relating to proposals seeking funding from external bodies. For instance, the RAF does not easily accommodate research proposals where there is no funding involved (but some form of research agreement is needed) as the RAF expects things like a Fund Scheme to be selected and Budget Approval Form to be attached. Furthermore, the workflow process underpinning the RAF stops at the point where the application is submitted to the external funding body. Most other processes such as establishing the project, contract negotiations and setting up the post-award arrangements were handled outside of Orion.

## New Research Project eForms

To overcome the above limitations, the RAF will be replaced by two new eForms, one to track the registration of proposals and a second to assist with the establishment and administrative tracking of projects that have been approved to proceed. These two forms are the:

- Project Registration Online Form (**PROF**) and;
- Project Management Form (**PMF**).

The PROF will be completed first and, provided the proposal is approved, it will then progress to the PMF.

### High level process description

The PROF is designed to register different types of research proposals so they can be reviewed and endorsed before proceeding. This is very similar to the previous RAF eForm, though the PROF is broader in scope and will also cater for proposals where no funding is being sought but other considerations, such as contracts/agreements, data management arrangements etc still need to be taken care of. The PROF has steps to cover:

- Collection of details about the proposal from the researcher
- Review and endorsement by the Faculty/Institute

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- PROF/PMF user guide for Researchers, HoS/ADR and Institute Managers/Directors –

- Review and approval to proceed by the ORS Director

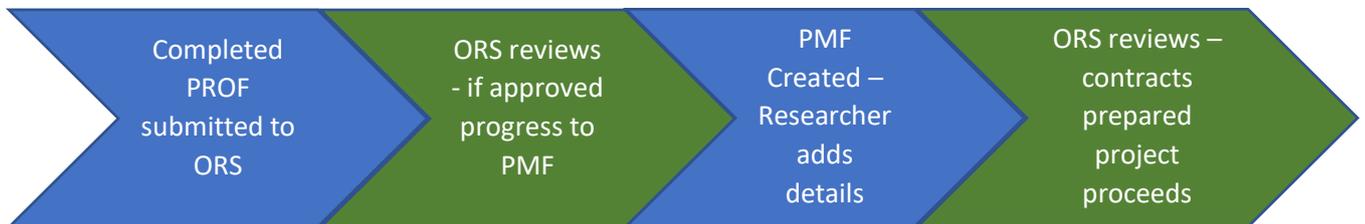
Once a proposal is approved to proceed (ie. the PROF is endorsed by relevant stakeholders and approved by the ORS Director) a Project Management Form is generated from the PROF. There is no need to re-enter the details already collected via the PROF, these will be automatically copied into the PMF.

The PMF is designed to support the establishment and management of a research project with a focus on the key administrative steps required for setting up the project.

The PMF has steps to cover:

- Collecting additional details from the researcher around compliance, IP and any other contractual matters
- Research Data Management Plan review (if required) and outcome;
- Confirming if ethics is required and assuring the correct Ethics application is linked to the Project;
- Budget review and approval (for funded projects);
- Collecting information for the creation of the Finance project code (for funded projects)
- Contract preparation

In overview, the process of moving from a PROF to a PMF looks like this:



## Overview of PROF & PMF

### PROF eForm

The PROF is broader in scope than the RAF and has been designed to allow researchers to submit proposals for:

- **externally funded** projects (eg grant applications to funding bodies; responses to requests for tender etc);
- projects that are **unfunded** but require some form of research contract or agreement;
- **internally funded** projects;
- for proposals where the researcher is **unsure** whether their project would be considered “research” and is seeking clarification from ORS on how to proceed

The contents of the PROF eForm will be dynamically altered to present only the questions relevant to the type of proposal being submitted. For example: proposals for externally funded projects will have questions about the project’s budget and require a breakdown of the Budget to be submitted to the funding body to be uploaded; Proposals for unfunded projects that require some form of agreement/contract will not have a section about the budget but will request a copy of any existing arrangements/collaborations to be uploaded.

## PROF Workflow

The workflow underpinning the PROF has different routes for review and approval depending on the type of proposal being submitted. Regardless of the type of proposal being submitted the PROF workflow sends email notifications to authorised “approvers” such as Heads of School, ADRs, Institute Directors and Institute Managers requesting they login to Orion, review the PROF and endorse it online.

### *Proposals seeking external funding:*

The steps for handling a research proposal seeking external funding are outlined below:

Researcher submits PROF >> HoS/Inst Manager reviews >> ADR/Institute Director reviews >> Research Grants Team (RGT) reviews >> ORS Director review >> If approved, proceed with submission to funding body >> If funding awarded, proceed to PMF



### *Unfunded proposals requiring a contract/agreement:*

The steps for handling a research proposal where no funding is being sought but some form of contract/agreement is required are outlined below:

Researcher submits PROF >> HoS/Inst Manager reviews >> ADR/Institute Director reviews >> >> ORS Director reviews >> if approved, proceed to PMF



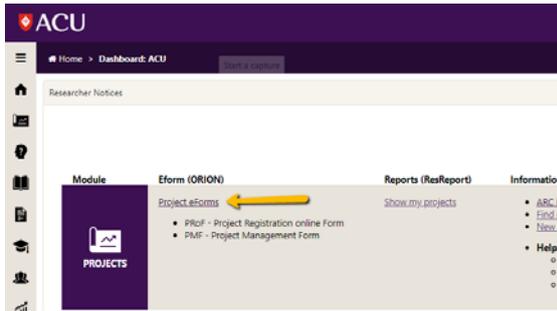
### *Proposals where applicant is unsure if it's research:*

Researcher completes preliminary questionnaire in PROF >> ORS Director reviews >> If deemed “research” then proceed with PROF, otherwise redirect researcher to OGC (or other avenue).

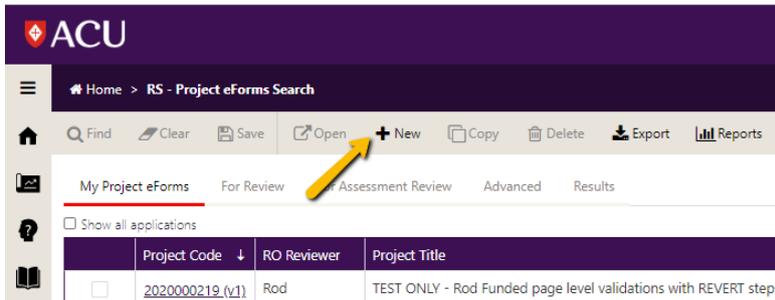
## How to use the Project Registration Online Form (PROF)

### To create a new PROF

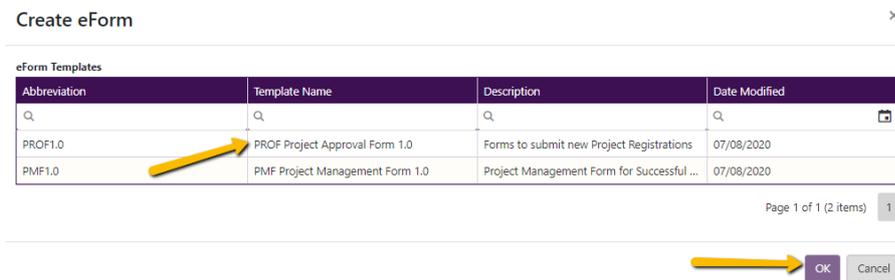
Login to Orion ([orion.acu.edu.au](http://orion.acu.edu.au)) and on the Home screen, click the ‘Project eForms’ link



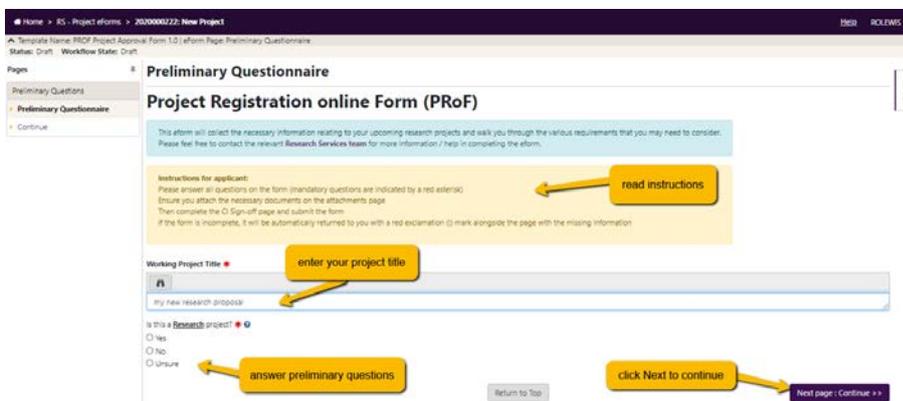
In the menu bar towards the top of screen, click the + New button



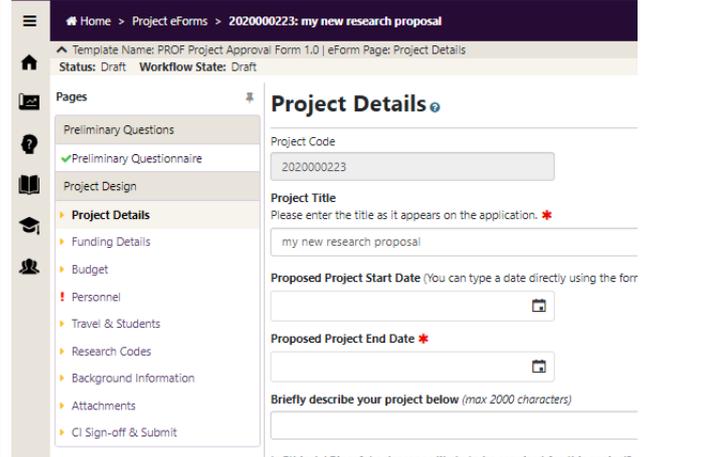
In the Create eForm window, select the PROF template then click OK



This will open a new PROF eForm where you can enter your Project Title, answer the preliminary questions and then click 'Next page: Continue' button:

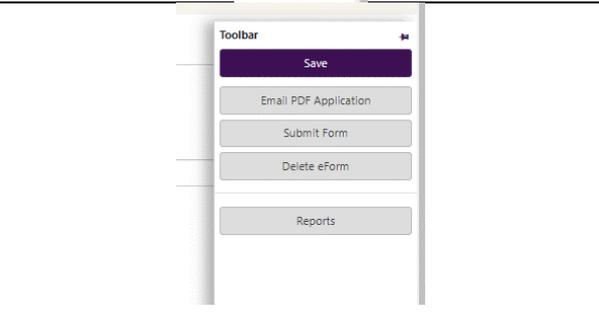


## Filling out the PROF eForm

<p>The PROF has sections for</p> <ul style="list-style-type: none"> <li>• Project Details</li> <li>• Funding Details (if applicable)</li> <li>• Budget (if applicable)</li> <li>• Personnel</li> <li>• Travel &amp; Students</li> <li>• Research Codes</li> <li>• Background information</li> <li>• Attachments</li> <li>• CI Sign-off</li> </ul>	
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It's easiest just to fill out the pages in the order which they appear, though you can "jump" to any page simply by clicking on the page name.

You can move from one page to the next by clicking on the buttons at the bottom of the page.

<p>You can save your PROF at any time by clicking on the floating Toolbar at the right hand side of the page, then clicking the 'Save' button.</p>	
<p>Once opened, the Toolbar provides buttons to Save, Delete, and generate a PDF copy of your PROF. You can also pin the toolbar to your screen to leave it open.</p>	
<p>Help is available by clicking the help icon</p>	

### Key points when filling out the PROF

Make sure you fill out the Preliminary Questionnaire before continuing to the next page(s). This will determine which pages and questions are displayed in the PROF.

If you are transferring an existing grant/project to ACU please make sure you answer "Yes" to the question 'Is this an existing grant or project that you are **transferring** to ACU?'. Transferred grants are not required to go through the usual review and approval process and the Workflow will instead route the PROF directly to the Research Office.

## Funding Source

Click "Add" to add a funding scheme.

Enter the acronym or part of the funding body name into the search box and the system will automatically start searching. Select the desired funding source by clicking on it. You then need to click the 'Add Selected' button and then click the OK button.

The screenshot shows the 'Add Fund Scheme' dialog box. At the top, there is a search box containing the text 'discover'. Below the search box, there is a 'Filter by' dropdown menu set to 'Organisation'. A table displays a list of funding schemes with the following columns: Ecode, Abbreviation, Name, Type, Source of Funds, and Funding Activity Type. The table contains several rows, including 'ARC DP', 'ARC IS', 'ARC DEGRA', 'ARC DE', and 'ARC IN'. The 'ARC DE' row is highlighted. Below the table, there is a 'Page Size' dropdown set to '5' and a 'Page 1 of 1 (5 items)' indicator. At the bottom of the dialog, there is a section labeled '0 item(s) selected' with an 'Add Selected' button and a 'Cancel' button.

If at all possible try to find the Funding Source in the search field and then select it. You can add more than one Funding Source if needed, eg for Linkage grants.

If you cannot find the Funding Source via the search, please just enter it as text into the next field (ie, 'Funding Source, if Not Above').

## Budget

To enter budget details, click on the 'Add' button on the budget page.

Please only enter a summary of your budget, ie the total amount being applied for in each year:

The screenshot shows a budget entry form. At the top left, there is an 'Add' button. Below it, there is a table with the following columns: Year, Category, Funding Source, Applied, GST?, and Applied w/ GST. The 'Year' field is set to '2020'. The 'Applied' field contains '0.00'. The 'GST?' field has a checkbox. Below the table, there is a section labeled 'Add Budget Financial' with an 'OK' button.

Please note: on the budget page you are required to enter the "% of total budget allocated to ACU". Previously we were able to calculate this value automatically via a minor customisation to Orion – unfortunately the vendor has removed our ability to do this so you will now need to enter this figure manually.

## Personnel

Entry of Personnel information in the PROF is spilt into two questions: 1. ACU staff and 2. External participants.

To enter **ACU personnel**:

Click the Add button then enter part of the person's name, select the desired row and click the Add Selected button:

## Add Personnel

Ecode	Name
Q	Q
0000016875	Assoc. Prof. Ken Smith
0000017492	Dr Melinda Smith
0000022798	Merren Smith
0000023618	Miss Kris Smith
0000023831	Kathryn Smith

(You might need to page through the search results window as it only displays five results at a time.)

Next indicate whether they're the Primary ACU investigator and enter their % Time Commitment for this project and then click OK:

Position  
For the purposes of this form a "chief investigator" is any ACU researcher listed on the grant application / proposal. To nominate a researcher as the primary or lead ACU against the Primary ACU Investigator question. \*

Chief Investigator

Primary ACU Investigator?  
Only Chief Investigator can be marked Primary

Yes  No

Primary Contact?  
 Yes  No

Org Unit  
182 - School of Physiotherapy (Brisbane)

% Time Commitment  
Please indicate the estimated time commitment of each investigator on THIS PROJECT expressed as a percentage of their entire workload (e.g., 1 day / week = 20%)

\*

OK

**NB – please remember to nominate one person as the Primary ACU Investigator.** This helps the system keep track of the PROF.

### *Students & Travel*

These questions identify projects that will involve students and any international travel. This helps with assessing potential risk before the project commences. Please note that projects proposing travel to countries listed as 'Do not travel' by the Australian Government

(<https://www.smartraveller.gov.au/destinations>) will require special consideration and may not be approved.

### Research Codes

To add Field of Research (FOR) Codes, click the Add button then:

The screenshot illustrates the process of adding Field of Research (FOR) codes. It shows a search bar with 'philosophy' entered, a table of results, and the 'Add Classification' form.

Type	Code	Name
FOR-08	160609	Political Theory and Political Philosophy
FOR-08	220202	History and Philosophy of Education
FOR-08	220203	History and Philosophy of Engineering and Technology
FOR-08	220204	History and Philosophy of Law and Justice
FOR-08	220205	History and Philosophy of Medicine

The 'Add Classification' form includes the following fields:

- Classification Type: Field Of Research Codes
- Classification Code: 220204 - History and Philosophy of Law and Justice
- Percentage: 100

Buttons shown include 'Add Selected', 'Cancel', 'click Add Selected button', 'enter the %', and 'Click OK button'.

### Socio-Economic Objective (SEO) codes

Follow the same procedure as the FOR codes to enter your SEO codes into the SEO question.

If you're not familiar with what options are available with FOR and SEO codes you can browse them by clicking the hyperlinks on the Research Codes page in the PROF to open the full set of codes. This will open a separate browser window where you can view the complete list of codes and their descriptions. Once you've browsed the list you still need to return to the PROF and enter the code(s) using the procedure described above.

### Background Information

The questions on this page are optional but provide information that may assist the Research Contracts Team in preparing any necessary contracts/agreements for your project. If you are applying for funds where there is a higher than normal chance of success (eg commissioned research or a targeted tender) or if you have an unfunded proposal requiring a contract and you have already been in discussion with the other parties, then providing details here may help expedite the processing of your Project Management Form once the PROF is approved.

If you don't have any information at this stage, it is OK to leave these questions blank and move to the next page, Attachments.

### Attachments

All PROFs for funded projects must have a copy of the funding application or research proposal attached and a completed Budget to be submitted to the funding body.

If you are seeking a reduction or waiver to the Infrastructure Levy you will also need to attach a copy of a completed Levy Waiver Form. You can download the Infrastructure Levy Waiver form by clicking on the hyperlink on the Budget page of the PROF.

For non-ARC/NHMRC applications please also upload a copy of the grant guidelines, tender document or any other conditions relating to the funding for which you are applying. This will aid in the review of your application.

For unfunded proposals, please attach any documents that might assist the Research Contracts Team in understanding what needs to be covered in a contract/agreement.

To upload an attachment:

1. Click the row of each document to expand the window.
2. Click "Select File" and select documents to be uploaded, then click OK.
3. Click "OK" to close the window.

	Name	Document type	Required?	Up
>	A. Grant application or research proposal	Soft copy	✓	
>	B. Budget Approval Form (BAF)			
>	C. Guidelines as a PDF or Word document (no hy...	Soft copy		
>	D. Infrastructure Levy Waiver form (if Waiver or r...	Soft copy		
>	E. Copy of Letter of Award or Contract (for Transf...	Soft copy		
>	F. Copy of existing Contract (for Transferred gran...	Soft copy		
>	G. Copy of any existing contract information or c...	Soft copy		

**Edit Document**

Document type \*  
Soft copy

Name \*  
B. Budget Approval Form (BAF)

Reference (Document Title)  
No file  
Select file or Drop file here

Description

OK

To add any extra documents not already covered in the attachments list, click on the "Add" button.

### *Sign-off & Submit*

The CI Sign-off page contains a check box that the Primary ACU investigator is required to confirm. Only the Primary ACU investigator needs to complete this page and no other investigator signatures are required. Please be aware that by ticking this checkbox you are confirming the conditions on the Sign-off page on behalf of all ACU investigators.

**NB** – a confirmation email will be CC'd to all ACU investigators listed on the PROF.

### *Submitting the PROF*

On the CI Sign-off page you can enter any additional comments about the proposal that you wish others to see. When ready, simply click the Submit button. This will send an email to your Head of School or Institute Manager notifying them the PROF has been submitted.

### Reviewing a PROF eForm

#### Head of School or Institute Manager

As a Head of School or Institute Manager a system generated email will be sent to you whenever someone in your unit submits a Project Registration Online Form (**PROF**).

This email will contain a hyperlink that will take you directly to the PROF you have been asked to review. Simply click the link and you will be prompted to login to Orion and the PROF will be opened for you:

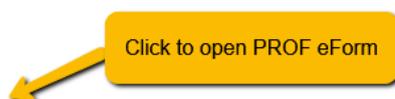
Dear Head of School,

The following Project Registration online Form request has been submitted for your review:

Project Title: my new research proposal  
CI: Rod Lewis  
OrionID: 2020000222

Instructions

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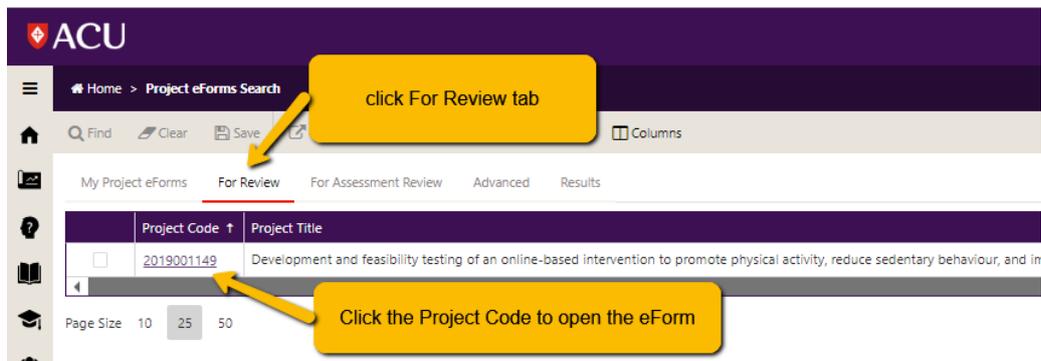


Please click this [Application](#) link and log on in ORION with your ACU username and password to review the eform.

If you have any questions about this Project Registration Online Form (PROF) or if there are any changes or updates to this application please contact the Grants Team [res.grants@acu.edu.au](mailto:res.grants@acu.edu.au).

Alternatively, you can login to Orion and click the 'Project eForms' link on the home screen.

Then click the For Review Tab and click the Orion Project ID of the PROF you need to review:



You need to review the contents of the PROF and look at the attachments on the Documents page. To view an attachment, go to the Documents page and simply click on the hyperlinked name of the file.

You then need to enter your outcome, that is, to either Endorse or Not Endorse the application.

Click on the 'HOS Sign-off' or 'Institute Sign-off' link to expand the menu.

Then click Sign-off link to open the sign-off page.

Select the outcome (Endorsed or Not Endorsed) and tick the relevant checkboxes.

If you Endorse the proposal you can then click the Submit button to send the proposal forward.

If you select Not Endorsed, you can only Revert the PROF back to the applicant. **You must enter a comment into the Comments box if you are going to revert the PROF to the applicant.** The applicant will be able to see these comments.

### Associate Dean Research or Institute Director

As Associate Dean - Research or Institute Director a system generated email will be sent to you once the Head of School or Institute Manager has endorsed a Project Registration Online Form (**PROF**)..

This email will contain a hyperlink that will take you directly to the PROF you have been asked to review. Simply click the link and you will be prompted to login to Orion and the PROF will be opened for you:

Dear [ADR](#),

The following Project Registration online Form request has been submitted for your review:

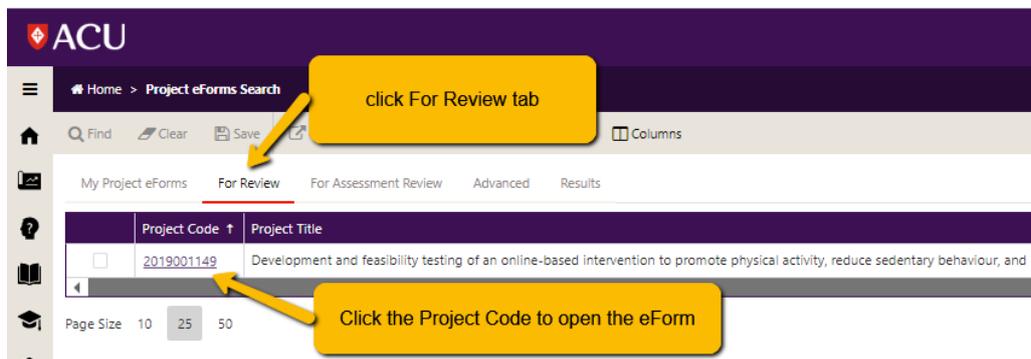
Project Title: my new research proposal  
 CI: Rod Lewis  
 OrionID: 202000222

Instructions  
 -----

Please click this [Application](#) link and log on in ORION with your [ACU](#) username and password to review the [eform](#).  
 If you have any questions about this Project Registration Online Form (PROF) or if there are any changes or updates to this application please contact the Grants Team [res.grants@acu.edu.au](mailto:res.grants@acu.edu.au).

click link to open PROF in Orion

Alternatively, you can login to Orion and click the 'Project eForms' link on the home screen. Then click the For Review Tab and click the Orion Project ID of the PROF you need to review:



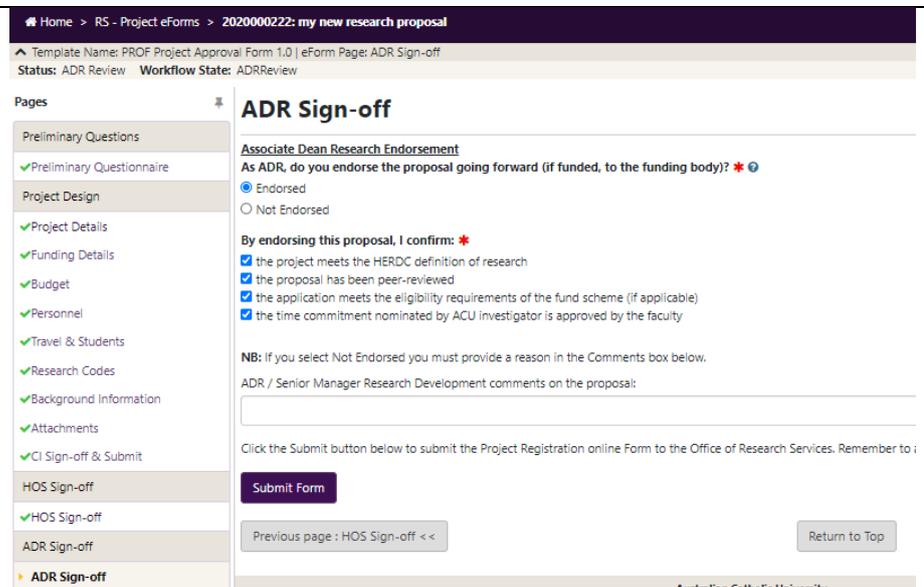
Click the Project Code to open the eForm

You need to review the contents of the PROF and look at the attachments on the Attachments page. To view an attachment, go to the Documents page and simply click on the hyperlinked name of the file. You then need to enter your outcome, that is, to either Endorse or Not Endorse the application.

Open 'ADR Signoff' or Institute Director' page

Then click Sign-off link to open the sign-off page.

Select the outcome (Endorsed or Not Endorsed) and tick the relevant checkboxes.



### What happens next?

Once your PROF has been reviewed and endorsed the CI will receive an email notification from the Office of Research Services advising whether the proposal can be submitted to the funding body (for funded proposals) or proceed immediately to Project Management Form creation (for unfunded proposals seeking a contract/agreement).

When a **proposal for funding** is approved for submission, it is the Chief Investigator's responsibility to ensure the application is lodged in accordance with grant body requirements and to notify the Research Grants Team (RGT) as soon as an outcome is known. If your application is successful/funded, you will be unable to proceed to Project Management Form creation until you advise the RGT of your success. Establishment and post-award setup of your project, including budget approval, contract completion, and Finance account code creation will require you to complete a Project Management Form.

For **unfunded** proposals that are approved to proceed, the CI will receive notification from the Research Office that their PROF has been approved and they can move straight away to generate their Project Management Form. The PMF for unfunded projects is used primarily to capture details required for preparation of the contract/agreement along with assuring research data management practices are in place and any necessary ethics or compliance needs have been met.

Use of the Project Management Form is described in the following section.

## How to Use the Project Management Form (PMF)

A Project Management Form (PMF) is only created for proposals that are going ahead. If a proposal that involved an external grant application was ultimately deemed unsuccessful by the funding body, then its PROF would be marked as “Unsuccessful” and a PMF would **not** be created. For funded projects that are proceeding, the Research Office will create the PMF once advised of the successful outcome. For unfunded proposals that are proceeding the Chief Investigator is responsible for creating the PMF once they receive advice their proposal is approved to proceed. In each case, the PMF is generated from its corresponding PROF and existing information already collected in the PROF is copied into the PMF.

The content of the PMF alters depending on the nature of the project being managed. For instance, funded projects have a budget section and require that an updated Budget Approval Form (BAF) is attached. Unfunded projects do not have the budget questions or requirement to upload a BAF.

### High level workflow

PROF review >> if project is approved >> PMF created >> PMF review >> once PMF requirements approved >> Project commences

### *Scenario: externally funded research project*

The sorts of projects covered in this scenario include grant applications to external funding bodies, submissions for tenders to undertake research work and any other request to an external body for funding to support a research project. In some cases the researcher may already have approached the funder who has indicated they will make funds available (or indeed the funder may have approached the researcher with an offer to fund a research project) and in these cases the move from PROF into PMF may take place very quickly.

The PMF workflow steps for an externally funded research project are show below:



The business process for taking a PROF for a funded project through to the PMF and establishing the project is described below:

Researcher submits PROF through internal review process>> Research Grants Team (RGT) reviews >> Research Director approves for submission >> application sent to Funder >> Researchers advises outcome >> if successful >> RGT generate PMF and enter details of award >> PMF sent to Researcher >> Researcher completes PMF and returns form to Research Office >> Ethics confirms if ethics clearance needed >> eResearch Team undertakes Research Data Management Plan (RDMP) review >> Post-award team undertakes post-award process (including review of updated BAF)>> Contract team undertakes contract process >> Research Director signs contract (contract executed) >> Research Finance undertakes financial process >> Ethics clearances checked >> Researcher advised of T1 account code >> Project commences

### *Scenario: unfunded research proposal with external collaborators*

The sorts of projects covered in this scenario include instances where the research project needs an agreement with another organisation for things like data transfer and sharing, research

collaboration arrangements, transfer of materials, access to resources/premises etc. Other examples of unfunded research projects might include research student projects where access to external resources or another organisation's facilities needs to be arranged. Although there is no funding involved, a contract or agreement is still required as is a review of Data Management arrangements, ethics clearance (if applicable) and any other compliance considerations.

Researcher submits PROF through internal review process >> ORS Director reviews >> if approved to proceed >> Research Office initiates PMF >> Researcher completes PMF and returns form to Research Office >> Ethics confirms whether ethics clearance needed or not >> eResearch Team undertakes Research Data Management Plan (RDMP) review >> Contracts team undertakes contract process >> Research Director signs contract (contract executed) >> Ethics clearances checked >> Project commences

*Scenario: internally funded research proposal with external collaborators*

Same as above.

How does it work -

#### Research Office initiates PMF for a Funded project

The Research Office is responsible for initiating the Project Management Form for a successful grant/project with external funding.

The Chief Investigator should contact the Grants Team ([res.grants@acu.edu.au](mailto:res.grants@acu.edu.au)) once they have received notification that their project will be funded so the PMF process can commence.

The Grants Team will then generate the PMF based on the previously submitted PROF.

Once the PMF is initiated, Orion sends the Chief Investigator an email containing a link to the PMF eForm. NB: the Orion identifier stays the same – it just has a “version” number appended to the end, ie (v1). So, for example, if the Orion ID allocated to your PROF was 2020001234 the Orion ID for your PMF will be 2020001234(v1).

#### Researcher Completes PMF for a Funded Project

Click on the link to the PMF in the Orion email. This will take directly to the new PMF eForm for you project.

The PMF for a funded project has the following sections:

Section	Details
---------	---------

<p>Section 1: Project Details</p> <ul style="list-style-type: none"> <li>✓ 1.1 Project Information <ul style="list-style-type: none"> <li>▶ 1.1.1 Funding Details</li> </ul> </li> <li>✓ 1.2 Investigators <ul style="list-style-type: none"> <li>▶ 1.3 Research Classifications &amp; ...</li> <li>▶ 1.4 Travel &amp; Students</li> <li>▶ 1.5 Background Information</li> </ul> </li> </ul>	<p>Information in Section <u>1 Project Details</u> is pre-populated from data previously supplied in the PROF.</p> <p>You can update as necessary if things have changed since the proposal was submitted and the award was made.</p> <p><b>NB</b> – page 1.2 Investigators has an additional question about ‘<b>Conflict of Interest</b>’ that must be answered.</p>
<p>Section 2: Project Elements</p> <ul style="list-style-type: none"> <li>▶ 2.1 Offer of Award &amp; Budget</li> <li>▶ 2.2 Ethics &amp; Compliance</li> <li>▶ 2.3 Research Regulatory Checks</li> <li>▶ 2.4 Data Management</li> <li>▶ 2.5 Intellectual Property</li> <li>▶ 2.6 Research Outputs &amp; Public...</li> </ul>	<p>Page <u>2.1 Offer of Award &amp; Budget</u> will display the <b>awarded</b> amounts, entered by the Grants Team if this information is available. An updated BAF will be required (in most cases) and this needs to be uploaded on Page 3.1 Attachments.</p> <p>Page <u>2.2 Ethics &amp; Compliance</u> allows you to link associated Ethics applications (if applicable). It is OK to leave the linked Ethics information blank.</p> <p>Page 2.3 <u>Research Regulatory Checks</u> contains a number of additional questions about the scope and nature of the project.</p> <p>Page <u>2.4 Data Management</u> asks for a Research Data Management Plan (RDMP) to be completed, if applicable. You can upload your completed RDMP on Page 3.1 Attachments.</p> <p>Page <u>2.5 Intellectual Property</u> has questions on background IP and IP that may be generated during the course of the project.</p> <p>Page <u>2.6 Research Outputs &amp; Publication Rights</u> provides the Contracts Team with information on how outputs arising from the research will be treated.</p>
<p>Section 3: Related Documents</p> <ul style="list-style-type: none"> <li>▶ <b>3.1 Attachments</b></li> </ul>	<p>On the Attachments you need to upload:</p> <ol style="list-style-type: none"> <li>1. Award Letter or other correspondence that confirms the awarding of the grant/project funds</li> <li>2. A completed Research Data Management Plan (if applicable)</li> <li>3. An updated Budget Approval Form (BAF)</li> </ol> <p>You can also upload other information/documents that will help the Contracts Team prepare the contract for your project. Click the ‘Add’ button to upload additional documents.</p>
<p>Section 4: ACCEPTANCE</p> <ul style="list-style-type: none"> <li>▶ <b>4.1 Terms &amp; Conditions</b></li> <li>▶ 4.2 Acceptance &amp; Post-Award ...</li> </ul>	<p>Page <u>4.1 Terms &amp; Conditions</u> contains information on relevant guidelines and policies related to research projects. Any specific fund schemes conditions entered by the Grants Team will appear here.</p> <p>Page <u>4.2 Acceptance &amp; Post-Award Submission</u> is where the Chief Investigator needs to tick the check-box to accept the project and then click the ‘Submit to RO’ button to return the PMF to the Research Office.</p>

## Notes on completing the PMF

For a funded research project, the researcher needs to:

- Check the details in Section 1 are correct and update as necessary
- Answer all the questions in Section 2
- Provide a link to any Ethics applications (if ethics clearance is required for your research) or it indicate the ethics application is yet to be lodged
- Attach a copy of the offer of award or other evidence of the offer being formally made
- Upload a revised Budget Approval Form (BAF)
- Complete and attach a separate Research Data Management Plan
- Answer the questions on any other compliance matters that need to be addressed
- Answer the question on IP and publications rights

Note: You do not have to complete your RDMP or ethics applications before submitting the PMF. You can come to the PMF at any time and add upload the RDMP or link your ethics approval to the PMF at a later stage.

## CI submits PMF back to Research Office - What happens next?

When your PMF is returned the Research Office it will:

- be reviewed by the Post-Award team who review the updated Budget Approval Form (BAF) and get the finalised BAF approved
- the eResearch Team who look at the Research Data Management Plan. Once the eResearch Team has endorsed the RDMP, they will update the status of the RDMP question on page 2.4 of the PMF to be "Approved" and will email you the outcome. The eResearch team will be in touch with you if there are any questions about the data management for your project.
- If your project requires Ethics approval, you will need to lodge a separate Ethics application in Orion for review by the Ethics committee.
- The Contracts Team will review the PMF and will be in touch with you for any other details needed to prepare the required contract(s) for your project. Once contract(s) are fully executed, you will receive email notification from Orion.
- The Research Finance team will then advise of you of the Finance T1 project code.

Project is approved

Your PMF will be marked as “Approved” and will be in the Workflow state: 08. Project in Progress upon completion of all the ORS Admin process above.

A new Section 5 then will be available to you.

<p>Section 5: Project Management</p> <ul style="list-style-type: none"><li>▶ 5.1 Milestones &amp; Deliverables</li><li>▶ 5.2 Variations &amp; Approved Modifications</li></ul>	<p>Section 5 will be available when the PMF has a status of “Approved” in Workflow 08. Project in Progress</p> <p>Page <a href="#">5.1 Milestones &amp; Deliverables</a> contains link to view all the current significant events set up for the projects. This may include financial invoice scheduling</p> <p>Page <a href="#">5.2 Variations &amp; Approved Modifications</a> is where CI or Admin contacts for the project can submit Variation request for the Project.</p>
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## Requesting a variation to project

You can request a variation to your project when your project is at Workflow state 08. Project in Progress.

Requests for Variations are handled in Section 5.2 of your PMF.

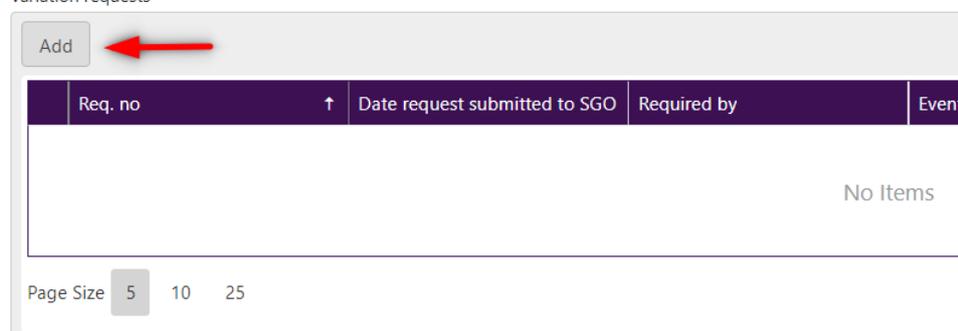
On section 5.2 Variations & Approved Modifications you will also find a link to a checklist document “Variations Checklist” that outlines the commonly required items/information needed to process variation requests for ARC and NHMRC grants.

To start a variation request click the “Add” button:

## 5.2 Variations & Approved Modifications

Please complete this page to request changes to the approved project.

Variation requests



The screenshot shows a web interface for requesting variations. At the top left, there is a grey button labeled 'Add' with a red arrow pointing to it. Below this is a table with a dark purple header and a white body. The header has four columns: 'Req. no', 'Date request submitted to SGO', 'Required by', and 'Event'. The table body is empty and contains the text 'No Items'. At the bottom left of the interface, there is a 'Page Size' dropdown menu with options '5', '10', and '25', where '5' is selected.

Upon clicking the button below, the PMF will be forwarded to the Res.Postaward@acu.edu.au with the change request.

[Submit Request](#)

Select the corresponding Variation type request, title your request appropriately, briefly describe the reason for the request and attach the relevant documents.

## Add Significant Event

Variation Request Number:

(if this is the first variation, enter 1, if it's the second enter 2 etc)

Event \*

Variation type request \*

- Add/update CI and/or organisation
- Budget variations only
- Time extension with no budget variations
- Time extension with budget variation
- Other

Save and click the "Submit Request" button when you are ready.

Upon submission of your request, the ORS will process your request.

You will be notified by your Senior Grants Officer of the outcome.



### Researcher completes PMF for an Unfunded project

For an unfunded research proposal, once the Director of Research Services has approved the PROF the PMF will be generated by the Research Office and an email will be sent to the Chief Investigator(s).

Researcher submits PROF through internal review process >> ORS Director reviews >> if approved to proceed >> Research Office initiates PMF >> Researcher completes PMF and returns form to Research Office >> Ethics confirms whether ethics clearance needed or not >> eResearch Team undertakes Research Data Management Plan review >> Contracts team undertakes contract process >> Research Director signs contract (contract executed) >> Ethics clearances checked >> Project commences

Once the PMF is initiated, Orion sends the Chief Investigator an email containing a link to the PMF eForm. NB: the Orion identifiers stays the same – it just has a “version” number appended to the end, ie (v1). So, for example, if the Orion ID allocated to your PROF was 2020001234 the Orion ID for your PMF will be 2020001234(v1).

To access the PMF, simply click on the link to the PMF in the Orion email. This will take directly to the new PMF eForm for your project.

## Notes on completing the PMF for Unfunded projects

It is advisable to fill out the pages in the PMF in sequential order as you may not need to answer all questions depending on preceding answers.

The PMF for an unfunded project has the following sections:

Section	Details
<p>Section 1: Project Details</p> <ul style="list-style-type: none"> <li>✔ 1.1 Project Information <ul style="list-style-type: none"> <li>▶ 1.1.1 Funding Details</li> </ul> </li> <li>✔ 1.2 Investigators</li> <li>▶ 1.3 Research Classifications &amp; ...</li> <li>▶ 1.4 Travel &amp; Students</li> <li>▶ 1.5 Background Information</li> </ul>	<p>Information in Section <u>1 Project Details</u> is pre-populated from data previously supplied in the PROF.</p> <p>You can update as necessary if things have changed since the proposal was submitted and the award was made.</p> <p><b>NB</b> – page <u>1.2 Investigators</u> has an additional question about ‘<b>Conflict of Interest</b>’ that must be answered.</p> <p>Page <u>1.5 Background Information</u> has several questions related to the development of any contract/agreement needed for your project.</p>
<p>Section 2: Project Elements</p> <ul style="list-style-type: none"> <li>▶ 2.2 Ethics &amp; Compliance</li> <li>▶ 2.3 Research Regulatory Checks</li> <li>▶ 2.4 Data Management</li> <li>▶ 2.5 Intellectual Property</li> <li>▶ 2.6 Research Outputs &amp; Publicatio...</li> </ul>	<p>Page <u>2.2 Ethics &amp; Compliance</u> allows you to link associated Ethics applications (if applicable). It is OK to leave the linked Ethics information blank.</p> <p>Page <u>2.3 Research Regulatory Checks</u> contains a number of additional questions about the scope and nature of the project.</p> <p>Page <u>2.4 Data Management</u> asks for a Research Data Management Plan (RDMP) to be completed, if applicable. You can upload your completed RDMP on Page 3.1 Attachments.</p> <p>Page <u>2.5 Intellectual Property</u> has questions on background IP and IP that may be generated during the course of the project.</p> <p>Page <u>2.6 Research Outputs &amp; Publication Rights</u> provides the Contracts Team with information on how outputs arising from the research will be treated.</p>
<p>Section 3: Related Documents</p> <ul style="list-style-type: none"> <li>▶ 3.1 Attachments</li> </ul>	<p>On the Attachments you need to upload:</p> <ol style="list-style-type: none"> <li>1. A completed Research Data Management Plan (if applicable)</li> <li>2. Any existing contracts/agreements for this project</li> </ol> <p>You can also upload other information/documents that will help the Contracts Team prepare the contract for your project. Click the ‘Add’ button to upload additional documents.</p>
<p>Section 4: ACCEPTANCE</p> <ul style="list-style-type: none"> <li>▶ 4.1 Terms &amp; Conditions</li> <li>▶ 4.2 Acceptance &amp; Post-Award ...</li> </ul>	<p>Page <u>4.1 Terms &amp; Conditions</u> contains information on relevant guidelines and policies related to research projects.</p> <p>Page <u>4.2 Acceptance &amp; Post-Award Submission</u> is where the Chief Investigator needs to tick the check-box to accept the project and then click the ‘Submit to RO’ button to return the PMF to the Research Office.</p>

## CI submits PMF back to Research Office - What happens next?

When your PMF for an unfunded project is returned the Research Office it will be reviewed by

- The Contracts Team who will review the PMF and will be in touch with you for any other details needed to prepare the required contract(s)/agreements for your project. Once these are fully executed, you will receive email notification from Orion.
- the eResearch Team who look at the Research Data Management Plan. Once the eResearch Team has endorsed the RDMP, they will update the status of the RDMP question on page 2.4 of the PMF to be “Approved” and will email you the outcome. The eResearch team will be in touch with you if there are any questions about the data management for your project.
- If your project requires Ethics approval, you will need to lodge a separate Ethics application in Orion for review by the Ethics committee.

## Help

Help text is embedded throughout the PROF and PMF eForms and can be accessed by clicking on the



help icon:

For help with	Contact
Any technical problems with accessing or using the PROF and PRMF eForms	<a href="mailto:Res.systems@acu.edu.au">Res.systems@acu.edu.au</a>
Questions about PROF/PMF eForms for funded projects; budget approval forms prior to submission	<a href="mailto:Res.grants@acu.edu.au">Res.grants@acu.edu.au</a>
Questions about PROF/PMF eForms for unfunded projects; IP, contract matters	<a href="mailto:Res.contracts@acu.edu.au">Res.contracts@acu.edu.au</a>
Questions about funded PMFs and budget approvals post-award	<a href="mailto:Res.postaward@acu.edu.au">Res.postaward@acu.edu.au</a>
Questions about Research Data Management Plans	<a href="mailto:e.research@acu.edu.au">e.research@acu.edu.au</a>