

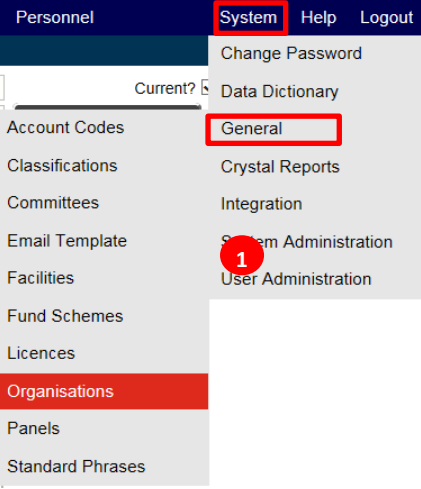

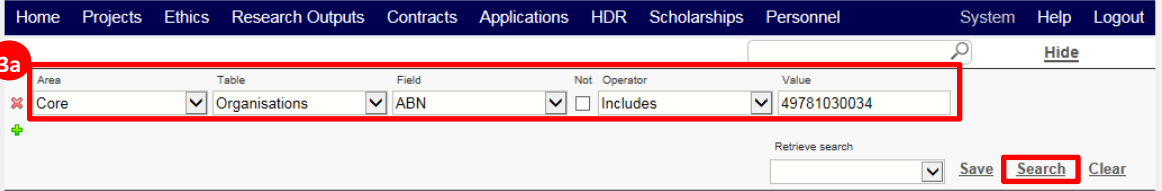
Organisations

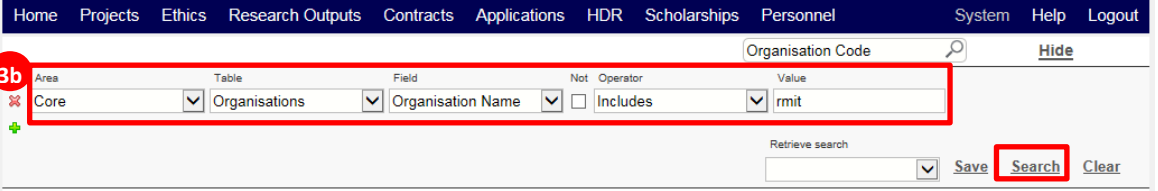
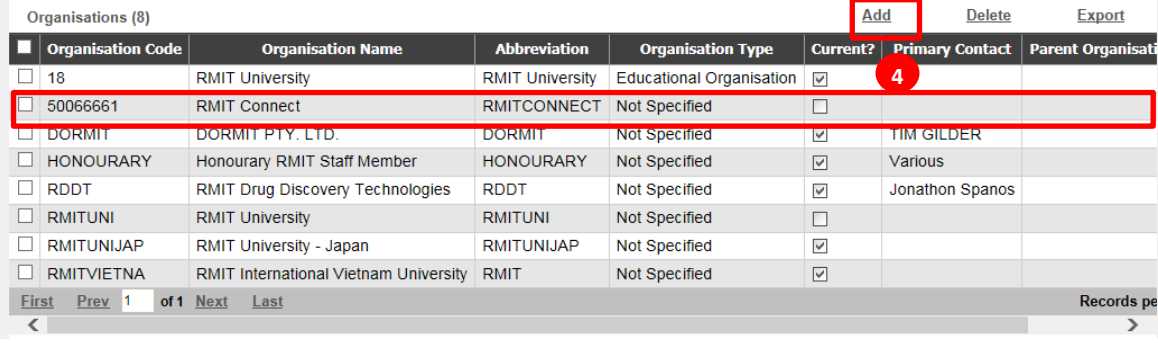
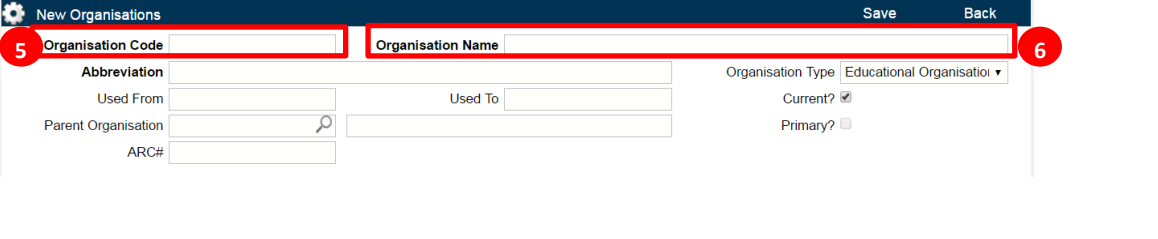
This guide shows staff how to set up a new organisation record for the ResearchMaster (RM) database. Organisation records are created by staff in the Research and Innovation Portfolio (R&I).

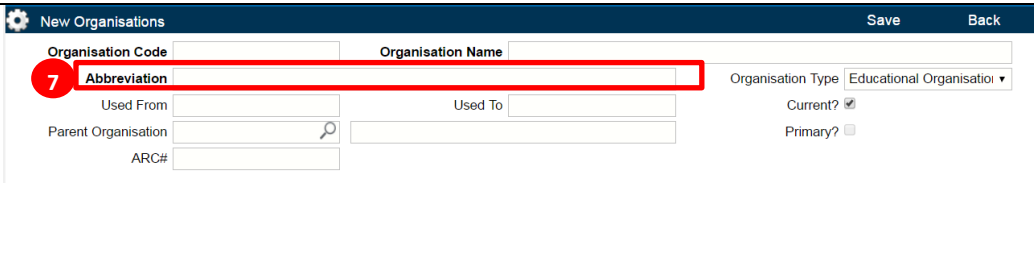
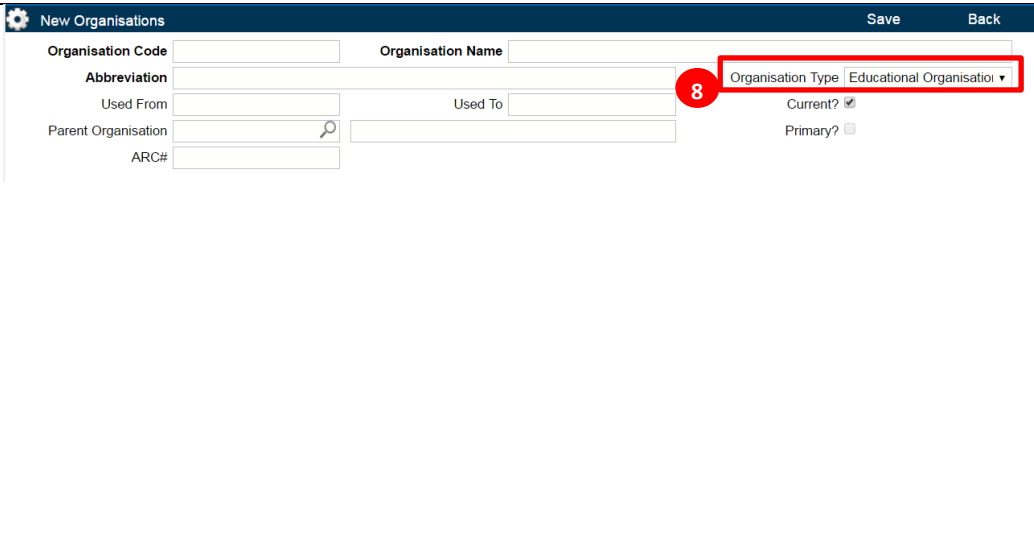
Guidelines and rules

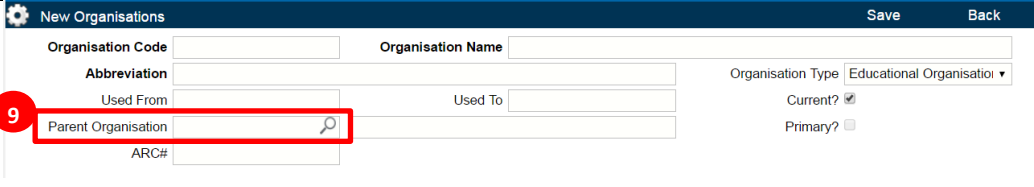
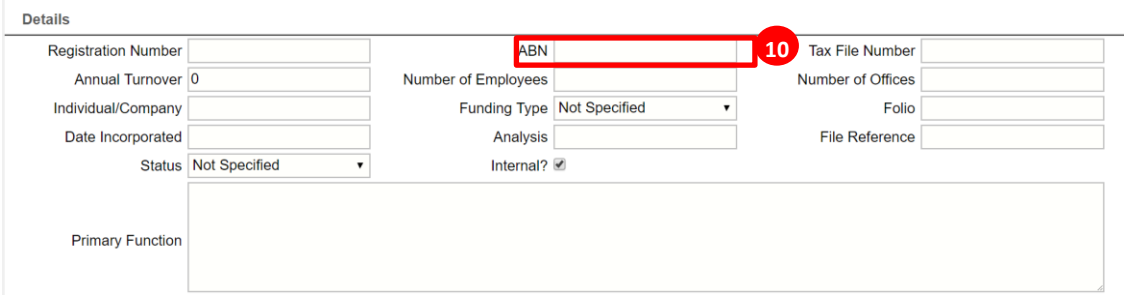
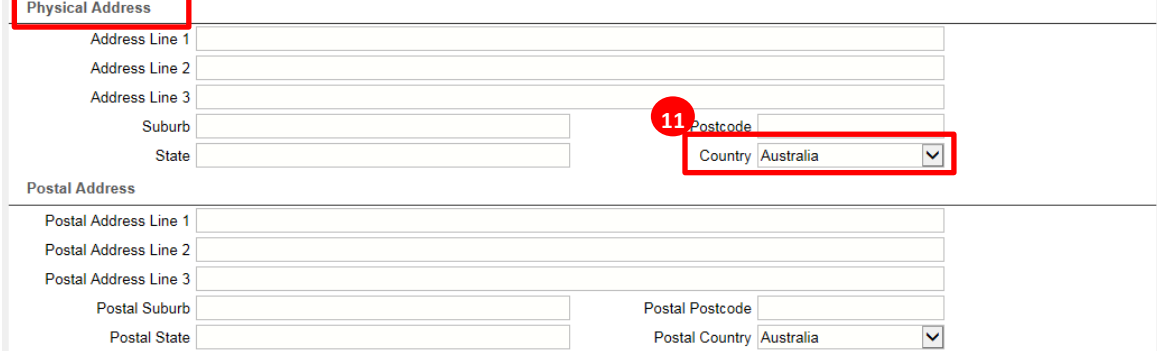
- A ResearchMaster login with applicable access is required to complete this task.
- Organisation records are linked to fund schemes and records of Personnel external to RMIT University. These Organisation records contain the basic information about an organisation, such as name, entity type and country. For Australian organisations we also try to identify the relevant Australian Business Number (ABN).
- This information allows RMIT University to analyse which organisations we are collaborating with on research projects and publications as well as those organisations that sponsor research through funding schemes.
- Each organisation may have multiple instances, one per country and ABN, which link to the same Parent Organisation. E.g BOEING The Boeing Company as the Parent Organisation for BOEINGDA Boeing Defence Australia Ltd
- Each Organisation can have numerous different fund schemes linked to it to show the different pathway in which RMIT receives funding from a particular organisation. These fund schemes, and the organisation records attached to them, are also used to report the source of the universities funding to the Federal Government. It is therefore necessary to maintain these records to ensure the accuracy of the data being reported.
- Multiple teams in the Research Office are responsible for:
 - Creating new Organisation records in ResearchMaster
 - Updating existing Organisation records in ResearchMaster to maintain accuracy within the database.

Create a new Organisation

<p>1. Navigate to System > General > Organisations</p>	
<p>2. Check if an Organisation record already exists for Australian organisations by searching for an existing Organisation record. Click on Advanced link to display the advance search feature.</p>	
<p>3. Update the search criteria to check if the record exists(current or not current)</p> <p>a. If the ABN is available, update the search criteria to search by ABN:</p> <ul style="list-style-type: none"> • The Area and Table will be preselected as 'Core' and 'Organisations' respectively by default • Change Field to 'ABN' • Change Operator to 'Includes' • Enter the ABN into the Value field as 	

<p>listed on https://abr.business.gov.au/, with the same spacing</p> <ul style="list-style-type: none"> Click Search 																																																																
<p>b. If the ABN is unavailable (as in the case of an international organisation), then search the organisation using the 'Organisation Name':</p> <ul style="list-style-type: none"> The Area and Table will be preselected as 'Core' and 'Organisations' respectively by default Change Field to 'Organisation Name' Change Operator to 'Includes' Enter one or two representative keywords into the Value field Click Search 																																																																
<p>4. If the record found, click on the row to modify the record. Otherwise, click Add to create a new record.</p> <p>Information about an Organisation can be sort from many different sources. The primary source should be any research agreements between RMIT and the organisation. The 'contact' page of an organisations website is also a good place to find address and contact details.</p>	 <table border="1"> <thead> <tr> <th>Organisation Code</th> <th>Organisation Name</th> <th>Abbreviation</th> <th>Organisation Type</th> <th>Current?</th> <th>Primary Contact</th> <th>Parent Organisation</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>RMIT University</td> <td>RMIT University</td> <td>Educational Organisation</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>50066661</td> <td>RMIT Connect</td> <td>RMITCONNECT</td> <td>Not Specified</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>DORMIT</td> <td>DORMIT PTY. LTD.</td> <td>DORMIT</td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td>TIM GILDER</td> <td></td> </tr> <tr> <td>HONOURARY</td> <td>Honourary RMIT Staff Member</td> <td>HONOURARY</td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td>Various</td> <td></td> </tr> <tr> <td>RDDT</td> <td>RMIT Drug Discovery Technologies</td> <td>RDDT</td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td>Jonathon Spanos</td> <td></td> </tr> <tr> <td>RMITUNI</td> <td>RMIT University</td> <td>RMITUNI</td> <td>Not Specified</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>RMITUNIJAP</td> <td>RMIT University - Japan</td> <td>RMITUNIJAP</td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>RMITVIETNA</td> <td>RMIT International Vietnam University</td> <td>RMIT</td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>	Organisation Code	Organisation Name	Abbreviation	Organisation Type	Current?	Primary Contact	Parent Organisation	18	RMIT University	RMIT University	Educational Organisation	<input checked="" type="checkbox"/>			50066661	RMIT Connect	RMITCONNECT	Not Specified	<input type="checkbox"/>			DORMIT	DORMIT PTY. LTD.	DORMIT	Not Specified	<input checked="" type="checkbox"/>	TIM GILDER		HONOURARY	Honourary RMIT Staff Member	HONOURARY	Not Specified	<input checked="" type="checkbox"/>	Various		RDDT	RMIT Drug Discovery Technologies	RDDT	Not Specified	<input checked="" type="checkbox"/>	Jonathon Spanos		RMITUNI	RMIT University	RMITUNI	Not Specified	<input type="checkbox"/>			RMITUNIJAP	RMIT University - Japan	RMITUNIJAP	Not Specified	<input checked="" type="checkbox"/>			RMITVIETNA	RMIT International Vietnam University	RMIT	Not Specified	<input checked="" type="checkbox"/>		
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<p>5. Enter/Create an Organisation Code</p> <p>This is a unique alpha numeric that will be used to link the organisation record to various tables within the database. Typically, an acronym, contraction or key word from the Organisations name works best. Note – RME6 will not allow you to select a code that already exists and you will</p>																																																																

<p>need to revise the code if this happens.</p> <p>6. Enter the Organisation Name Enter the official Organisation Name. (If the organisation has a parent organisation and shares the same ABN, clarify the relationship here. e.g. Centre of Excellence at the University of Melbourne)</p>	
<p>7. Enter Abbreviation Enter an abbreviation for the organisations name. Like the Organisation Code, descriptive acronyms, contractions and key words work well (it is also perfectly acceptable to use the same abbreviation as used for the Organisation Code here).</p>	
<p>8. Enter Organisation Type This is a required field for HERDC government reporting. Refer to the latest Specifications document for the category definitions. See https://abr.business.gov.au/ for Australian organisation types and the respective organisation Web sites for International ones. Pay special attention to the following organisation types, as they are excluded from the ERA Engagement and Impact End User category:</p> <ol style="list-style-type: none"> Higher Education Providers (HEP) (including international universities) HEP Affiliates/Controlled Entities/Subsidiaries Publicly Funded Research Organisations (e.g. CRCs, CSIRO, AIMS, ANSTO, NMI, DSTO etc.) 	

<p>d. Not for profit organisation: Australian ones must be registered with Australian Charities and Not-for-profits Commission (ACNC)</p>	
<p>9. Link to Parent Organisation Enter any Parent Organisation code here. E.g. BOEING The Boeing Company as the Parent Organisation for BOEINGDA Boeing Defence Australia Ltd</p>	
<p>10. Enter the ABN The ABN for an organisation can be found on the research agreement or by going to the Australian government's ABN homepage and searching for the required organisation (www.abr.business.gov.au). Ensure the same formatting/spacing is used on ResearchMaster.</p>	
<p>11. Enter the Physical Address Please record the country where the organisation is located. No further details of the address are necessary. If the country is not available in the drop-down list, contact research.info@rmit.edu.au.</p>	

<p>12. Entering Contact Details is optional. Only record contact details if you are specifically asked to do so by your Supervisor.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; border: 1px solid red; display: inline-block;">Contact Details</p></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> 12 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Primary Contact</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;">Contact Position</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Work Phone</td> <td style="border-bottom: 1px solid black;">Fax Number</td> <td style="border-bottom: 1px solid black;">Email Address</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;">Website</td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;">Name of CEO</td> </tr> </table> </div>	Primary Contact		Contact Position		Work Phone	Fax Number	Email Address		Website				Name of CEO			
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<p>13. Enter Comments</p> <p>If the name of the organisation has changed, record the former name here with a date of data change. e.g. updated name from xxxxxx dd/mm/yyyy</p> <p>If the organisation has a trading name that appears on funding agreements, add the trading name here. e.g. for Northern Territory of Australia, add "Trading as Northern Territory Government".</p>	<div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-right: 1px solid black; padding: 5px;">Primary Function</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">Available Facilities</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">Summary</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> 13 <div style="border: 1px solid red; padding: 5px; min-height: 40px;"> <p style="margin: 0;">Comments</p> </div> </td> <td style="padding: 5px;"></td> </tr> </table> </div>	Primary Function		Available Facilities		Summary		13 <div style="border: 1px solid red; padding: 5px; min-height: 40px;"> <p style="margin: 0;">Comments</p> </div>									
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<p>14. Click Save to save the changes.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #003366; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> Organisations (1/123) 14 Save Back </div> <div style="margin-top: 5px;"> <p>Organisation Code <input style="width: 100px;" type="text" value="00"/> Organisation Name <input style="width: 200px;" type="text" value="Other"/></p> </div> </div>																