

ResearchMaster RME6 Quick Guide Organisations

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

1. Navigate to System > General > Organisations	Personnel System Help Logout
	Change Password
	Current? E Data Dictionary
	Account Codes General
	Classifications Crystal Reports
	Committees Integration
	Email Template Streem Administration
	Facilities User Administration
	Fund Schemes
	Licences
	Organisations
	Panels
	Standard Phrases
2 Check if an Organisation record already exists for	Home Projects Ethics Research Outputs Contracts Applications HDR Scholarshins Personnel System Heln Logout
Australian organisations by searching for an	Organisation Code Advanced
existing Organisation record. Click on Advanced	
link to display the advance search feature.	
3 Undate the search criteria to check if the record	
exists(current or not current)	Home Projects Ethics Research Outputs Contracts Applications HDR Scholarships Personnel System Help Logout
a. If the ABN is available, update the search	3a Area Table Field Not Operator Value
criteria to search by ABN:	Core Organisations ABN I Includes 49781030034
• The Area and Table will be preselected	Retrieve search
as 'Core' and 'Organisations' respectively	Save Search Clear
by default	
 Change Field to 'ABN' 	
 Change Operator to 'Includes' 	
• Enter the ABN into the Value field as	



 listed on <u>https://abr.business.gov.au/</u>, with the same spacing Click Search 							
 b. If the ABN is unavailable (as in the case of an international organisation), then search the organisation using the 'Organisation Name': 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 	Home Projects E	Table Field Table Field Organisations Organisations	Applications HI	DR Scholarships P Org Operator ncludes	ersonnel anisation Code Value rmit Retrieve search	System	Help Logout Hide earch <u>Clear</u>
 4. If the record found, click on the row to modify the record. Otherwise, click Add to create a new record. 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. 	Organisations (8) Organisation Cod 18 50066661 OORMIT HONOURARY RDDT RMITUNI RMITUNIJAP RMITUNIJAP RMITVIETNA <u>First Prey</u> 1 o	Organisation Name RMIT University RMIT Connect DORMIT PTY. LTD. Honourary RMIT Staff Member RMIT Drug Discovery Technologies RMIT University RMIT University - Japan RMIT International Vietnam University 1 Next	Abbreviation RMIT University RMITCONNECT DORMIT HONOURARY RDDT RMITUNI RMITUNIJAP ty RMIT	Organisation Type Educational Organisa Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified	Current	Add Delete Primary Contact Primary Contact TIM GILDER Various Jonathon Spanos	Export Parent Organisat Records p
5. Enter/Create an Organisation Code 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	New Organisations Corganisation Code Abbreviation Used From Parent Organisation ARC#	Crganisation	Jsed To	Organis	ation Type Edu Current?	Save Back ucational Organisation •	6



need to revise the code if this happens.				
 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) 				
7. Enter Abbreviation	New Organisations		Save Back	
Enter an abbreviation for the organisations name.	Organisation Code	Organisation Name	Organisation Type Educational Organisation	
Like the Organisation Code, descriptive acronyms,	Used From	Used To	Current?	
contractions and key words work well (it is also	Parent Organisation	Q	Primary?	
perfectly acceptable to use the same abbreviation	ARC#			
as used for the Organisation Code here).				
	454		Seve Besk	
8. Enter Organisation Type	New Organisations		Save Back	
8. Enter Organisation Type This is a required field for <u>HERDC</u> government	New Organisations Organisation Code	Organisation Name		
8. Enter Organisation Type This is a required field for <u>HERDC</u> government reporting. Refer to the latest <u>Specifications</u>	Organisations Organisation Code Abbreviation Used From	Organisation Name	8 Organisation Type Educational Organisation Current?	
8. Enter Organisation Type This is a required field for <u>HERDC</u> government reporting. Refer to the latest <u>Specifications</u> document for the category definitions. See	New Organisations Organisation Code Abbreviation Used From Parent Organisation	Organisation Name Used To	8 Organisation Type Educational Organisatiol ▼ Current? Ø Primary? □	
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d. Not for profit organisation: Australian ones must be registered with <u>Australian Charities</u> <u>and Not-for-profits Commission (ACNC)</u>		
 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 	New Organisations Save Back Organisation Code Organisation Name Abbreviation Organisation Type Used From Used To Used From Current? ? Parent Organisation Primary? ARC#	
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 (<u>www.abr.business.gov.au</u>). Ensure the same formatting/spacing is used on ResearchMaster.	Details ABN 10 Tax File Number Image: Status Status File Number of Employees Number of Employees Number of Offices Image: Status Status Status Status File Reference Image: Status Status Status Status Status Status File Reference Image: Status	
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 <u>research.info@rmit.edu.au</u> .	Physical Address Address Line 1 Address Line 2 Address Line 3 Suburb State Postal Address Postal Address Line 1 Postal Address Line 2 Postal Address Line 1 Postal Address Line 2 Postal Address Line 3 Postal Address Line 3 Postal State Postal State Postal Country Australia	



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12. Entering Contact Details is optional. Only record	Contact Details						
contact details if you are specifically asked to do	12 Primary Contact		л г		Contact Position		
so by your Supervisor.	Work Phone		Fax Number		Email Address		
	Website						
	Name of CEO						
13. Enter Comments							
If the name of the organisation has changed,	Primary Function						
record the former name here with a date of data							
change. e.g. updated name from xxxxxx							
dd/mm/yyyy							
	Available Facilities						
If the organisation has a trading name that							
appears on funding agreements add the trading							
name here, e.g. for Northern Territory of	Summary						
Australia, add "Trading as Northern Territory							
Australia, adu Trading as Northern Territory	13						
Government".							
	Comments						
14. Click Save to save the changes.	Organisations (1/123)				14	Save Back	
Ŭ	Organisation Code	0	Organisation Name Ot	ner			
		,					