

Contracts – Create New DSC or A&D Contract

This guide shows the DSC or A&D Contract Coordinator how to create a new contract within Research Master.

Guidelines and rules

- A new request received by the DSC or A&D Contract Coordinator requires a Contracts Module record to be created.
- A Research Master login and access to the networked shared drive are required to complete this task – For example: \\ntapprdfs01n01.rmit.internal\DSC_PVC\Staff\Research\Contracts for DSC
- Searching for existing contracts is primarily conducted via the refreshable reports
- All documents are linked via the RMIT network path (soft copies are not permitted to be attached)
- All file paths must have the full network path, not a mapped drive. For example, '//rmit.internal/University/' not 'K:/'


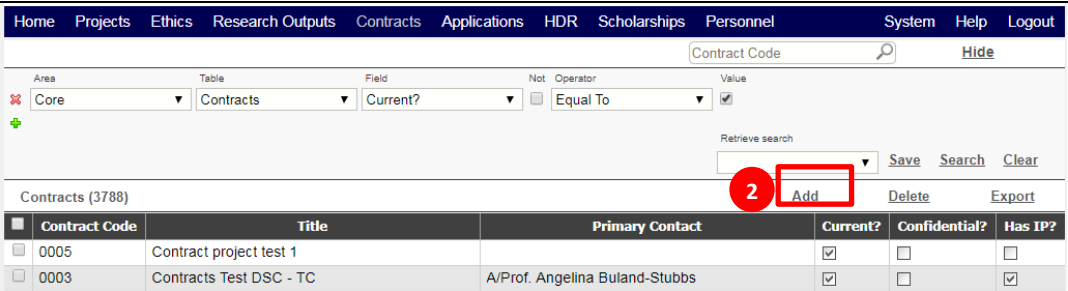
Exclusion

- These instructions does not include the creation of the eFile
- Searching the refreshable reports to check if a contract already exists

Who is involved in this process?

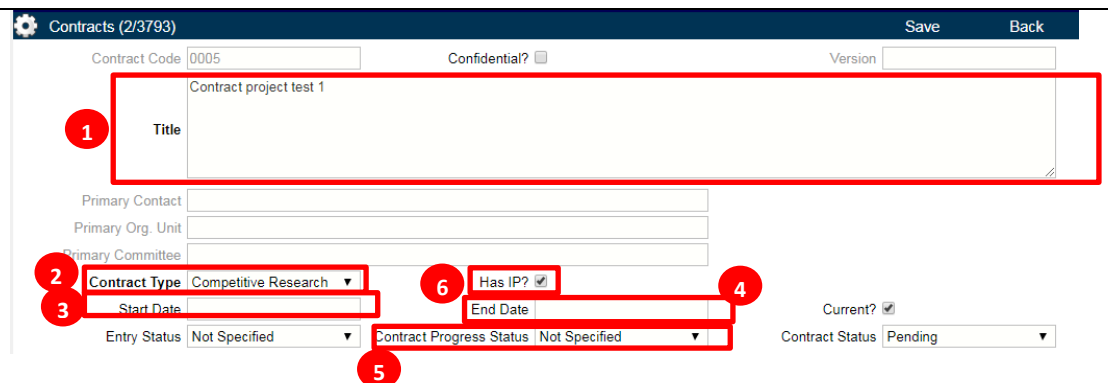
- **DSC Contract Coordinator:** Responsible for performing the tasks set out in the instruction steps and actions associate with DSC Contracts.
- **A&D Contract Coordinator:** Responsible for performing the tasks set out in the instruction steps and actions associate with A&D Contracts.

Add New Contract

<p>1. From the home screen, mouse over Contracts from the top menu and then select Contract from the drop down menu</p>	
<p>2. Click on the Add link A new 'Contract' form will be displayed. Enter the following details.</p>	

Enter Contract Details

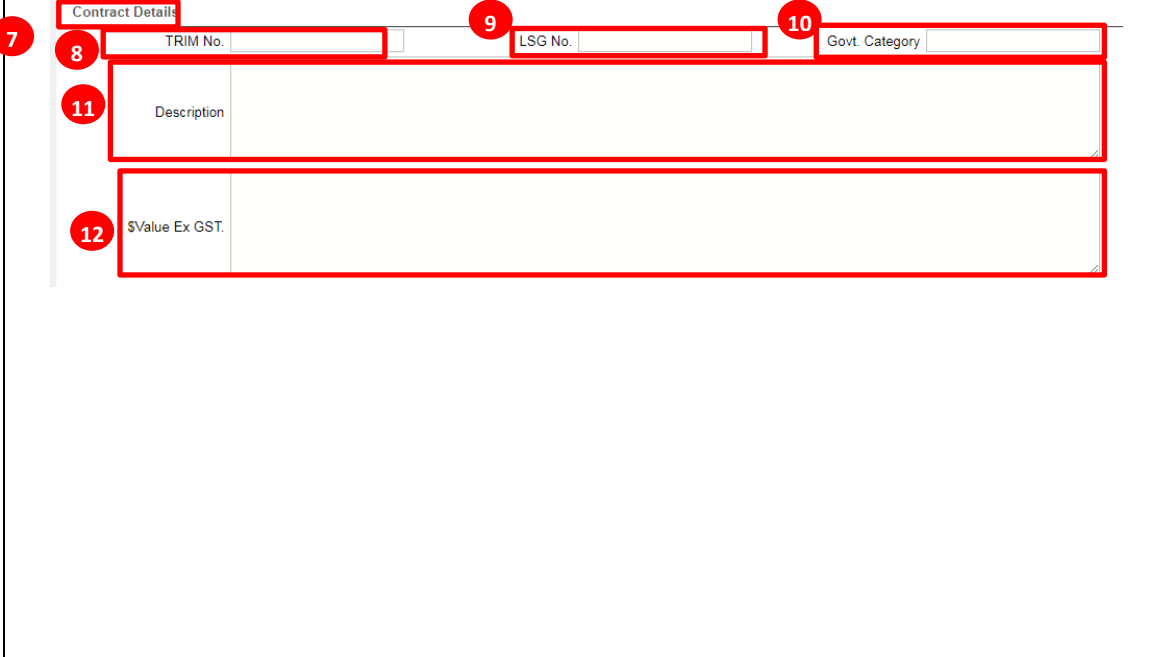
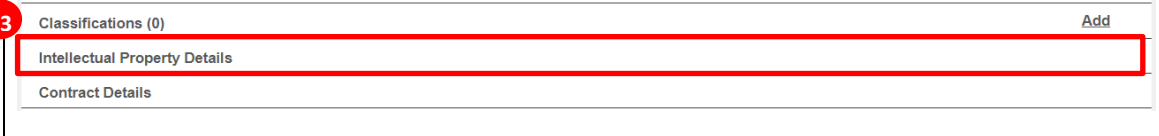
1. Enter the **Title**
2. Select the type of research from the **Contract Type** dropdown field. Most of the matters received by the Research Contracts Team are 'Contract Research'
3. Enter the **Start date** by clicking in the field and selecting the date using the date picker. This is the commencement date as stated in the Agreement. If the project commences upon execution of the document enter the date you are creating the RM CM record
4. Enter the **End date** by clicking in the field and selecting the date using the date picker. This is the completion date of the project or found on the agreement
5. Enter the contract type from the **Contract Progress Status** dropdown field
6. Tick **Has IP** if there is IP resulting from this project. This will also make the 'Intellectual Property Details' subsection fields available



The screenshot shows the 'Contracts (2/3793)' form with the following fields and callouts:

- 1**: Title field containing 'Contract project test 1'
- 2**: Contract Type dropdown menu showing 'Competitive Research'
- 3**: Start Date field
- 4**: End Date field
- 5**: Contract Progress Status dropdown menu showing 'Not Specified'
- 6**: Has IP? checkbox, which is checked

Other visible fields include Contract Code (0005), Confidential? (checkbox), Version, Primary Contact, Primary Org. Unit, Primary Committee, Current? (checkbox), and Contract Status (Pending).

<p>7. Scroll to 'Contract Details' to open the Contract Details subsection</p> <p>8. Enter TRIM No. when created</p> <p>9. Enter LSG No. (Legal Services Group) if matter referred to LSG</p> <p>10. Enter the government category in the Govt. Category field</p> <p>11. Enter the Description. Use for any additional notes e.g. if Agreement is in USD enter the date and conversion to AUD etc</p> <p>12. Enter the \$ Value Ex GST. This is the total amount of funding to be received by RMIT excluding GST and without the dollar sign. eg 15,000</p>	
<p>13. Click on the 'Intellectual Property Details' to open the Intellectual Property Details subsection.</p>	

14. Enter the **Restriction Details**. This is used to track who owns the IP (RMIT, External or Shared)
15. Enter the **Forecast Income**. This is used to track the % likelihood of contract being executed. DSC normally enters 100% whereas A&D (Architecture & Design) will enter variation. This field is used in the refreshable reports (Business model tool) for forecasting.

Intellectual Property Details

Intellectual Property

IP Type: Not Specified | IP Start Date: | IP End Date: |

Distribution Arrangements

Agreement Details

Date Agreement From: | Date Agreement To: | Central Register ID: |

14 Restriction Details: TBC

Restriction Start Date: | Restriction End Date: |

Account Code: | Royalty Rate: 0

15 Forecast Income: 40%

Comments

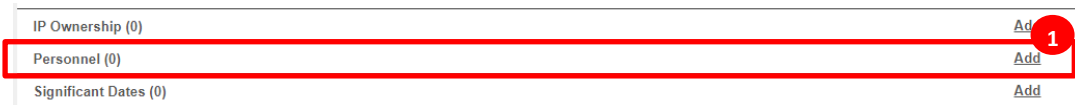
16. Click on the **Save** link to save the core Details. This will show other Related Items. It will also generate a **Contract Code (CM Number)**

Contracts (2/3793) Save 16 Back

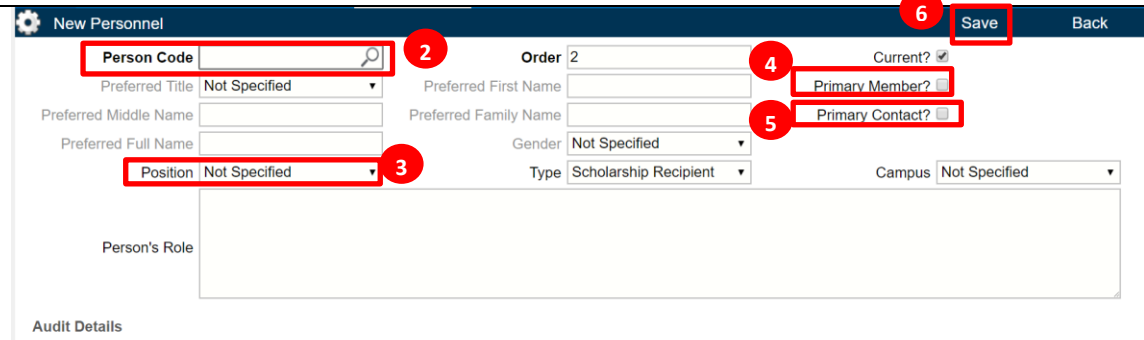
Contract Code: 0005 | Confidential? | Version: |

Enter Contract Details – Subsection – Personnel

1. Go to the **Personnel** subsection and click on it or click the **Add** link. This will display the Personnel subsection form



2. Enter the employee number (excluding the letter prefix e.g. 'e') into the **Person Code**, or use the search facility. Once you have entered a code, some sections will auto populate, such as the school and college

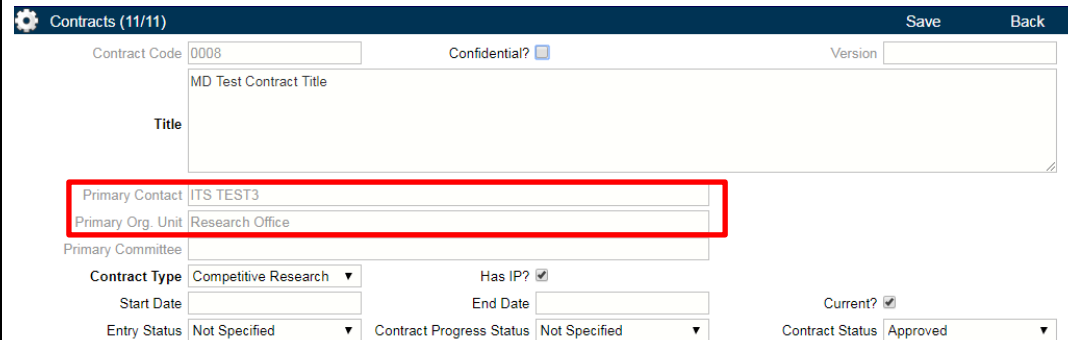


3. Select the 'Chief Investigator' from the **Position** field for nominated CI.

4. Tick **Primary Member** checkbox to link the person's school with the contract. This will also populate the Primary Org. Unit field in the cores details

If this is missed when first adding the person, then you can link the school manually and flag it as primary.

5. Tick **Primary Contact** if this person is the primary contact. This will also populate the Primary Contact field in the core details

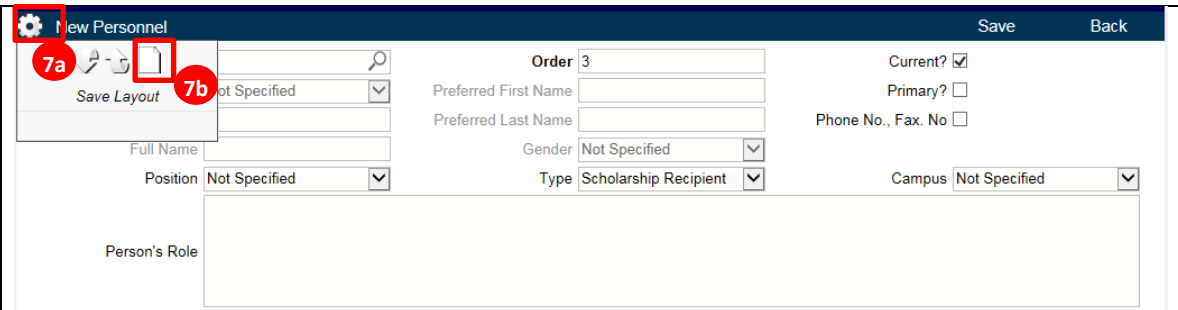


6. Click **Save** to save the changes

7. To add another personnel:

- a. Mouse-over the **Cog** icon
- b. Click on the **Copy** icon and
- c. Repeat steps 2 to 6

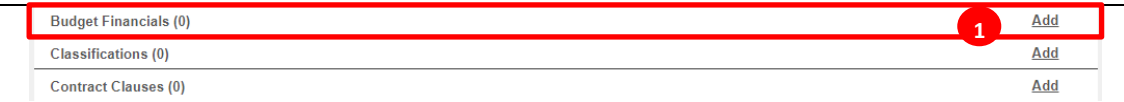
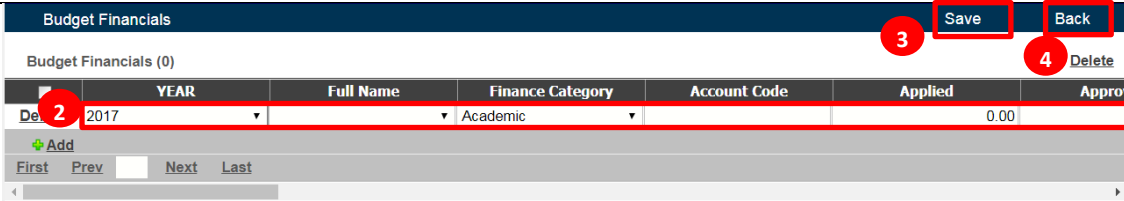
Otherwise click **Back** to return to the previous page




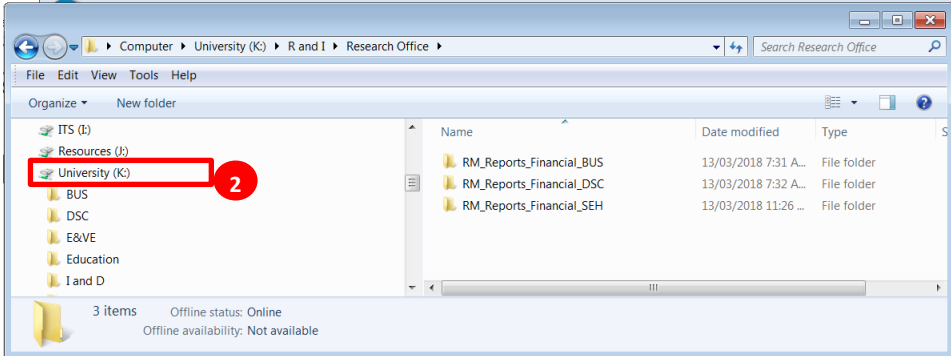
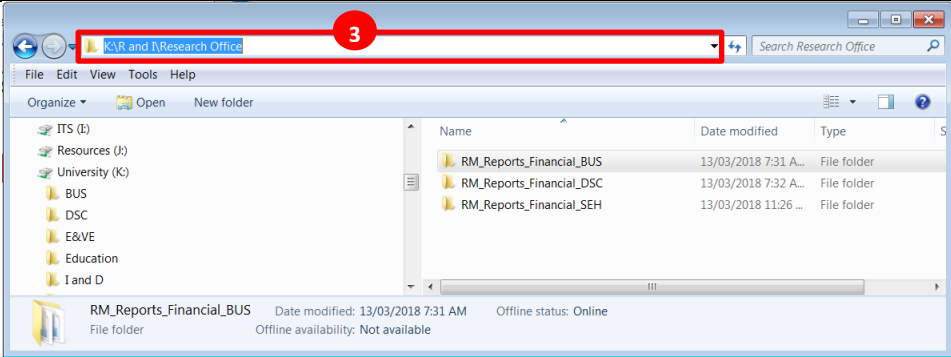
The screenshot shows the 'New Personnel' form with the following fields and annotations:

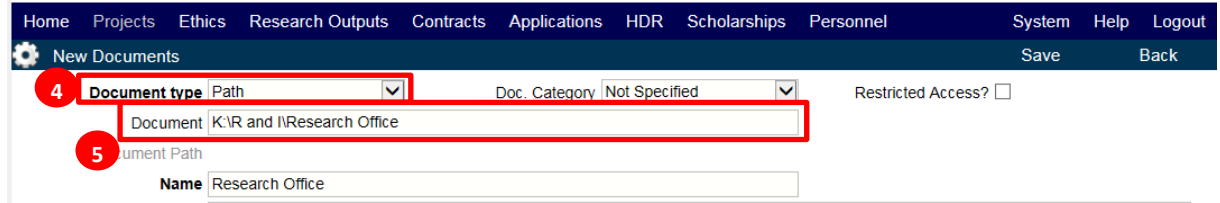
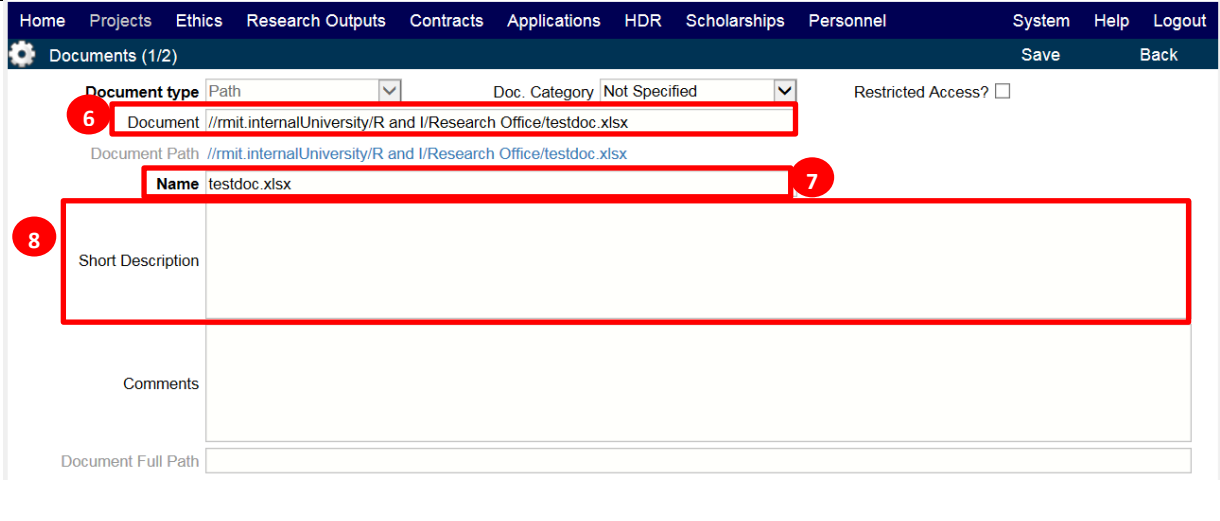
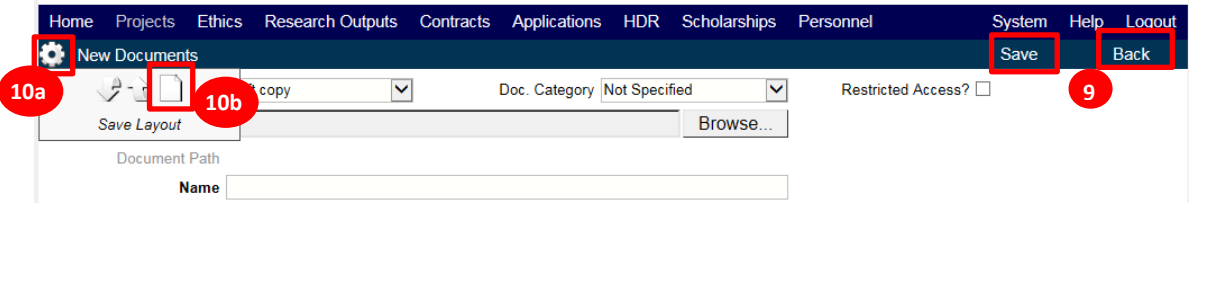
- 7a**: A red circle highlights the gear icon (Cog) in the top left corner of the form.
- 7b**: A red circle highlights the copy icon in the top left corner of the form.
- Save Layout**: A button located below the copy icon.
- Order**: A text input field containing the value '3'.
- Current?**: A checked checkbox.
- Primary?**: An unchecked checkbox.
- Phone No., Fax. No**: A text input field.
- Preferred First Name**: A text input field.
- Preferred Last Name**: A text input field.
- Gender**: A dropdown menu with 'Not Specified' selected.
- Type**: A dropdown menu with 'Scholarship Recipient' selected.
- Campus**: A dropdown menu with 'Not Specified' selected.
- Position**: A dropdown menu with 'Not Specified' selected.
- Full Name**: A text input field.
- Person's Role**: A large text area for entering the role.

Enter Contract Details – Subsection – Budget Financials

<p>1. Go to the Budget Financials subsection and click on it or click the Add link. This will display the Budget Financials subsection form</p>	
<p>2. Enter the line items with negative figures</p> <ol style="list-style-type: none"> Select the Year from the dropdown list Select Primary Contact (CI) from the Person dropdown list Select the 'General Funding' from the Finance Category dropdown list Enter the amount RMIT is receiving under the contract. If RMIT is to pay an external party under the contract the amount to be paid is recorded by entering the negative amount in the Budgeted field Select the Currency <p>You may need to scroll horizontally to see the respective fields.</p> <p>3. Click Save to save the changes</p> <p>4. Click Back to go back to the previous page</p>	

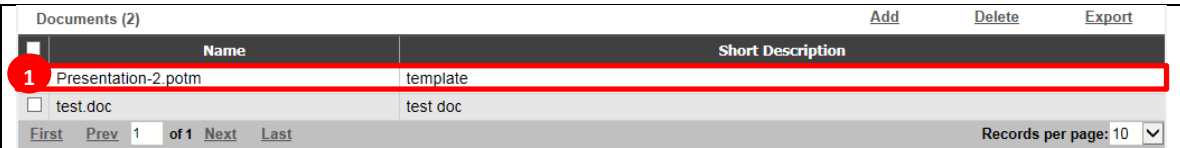
Enter Contract Details – Subsection – Documents

<p>1. Go to the Documents subsection and click the Add link. This will display the Documents subsection form</p>	
<p>2. Open Windows Explorer and locate the file or folder to link</p>	
<p>3. Click in the address field and copy the path</p>	

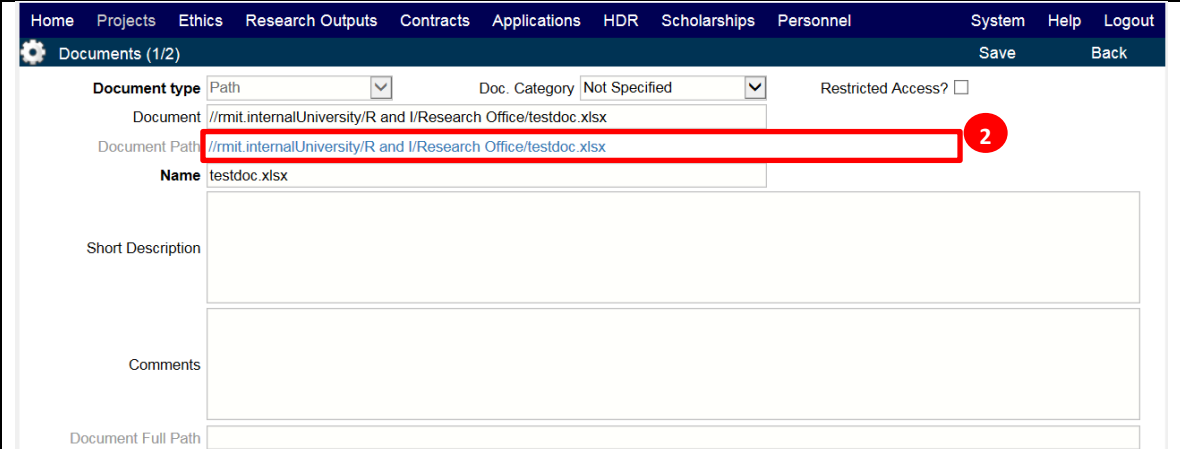
<p>4. Select 'Path' from the Document Type dropdown list.</p> <p>5. Paste the Windows Explorer path into the Document field</p>	
<p>6. If the path contains a mapped drive, then edit the drive reference in Document field to the server path.</p> <p>7. The Name will be populated, but you can change it if need be</p> <p>8. Add a Short Description if required</p>	
<p>9. Click Save to save the changes. Otherwise click Back to return to the previous page</p> <p>10. To add more documents:</p> <ol style="list-style-type: none"> Mouse-over the Cog icon Click on the Copy icon and Repeat steps 2 to 9 	

Enter Contract Details – Subsection – Documents – view a file

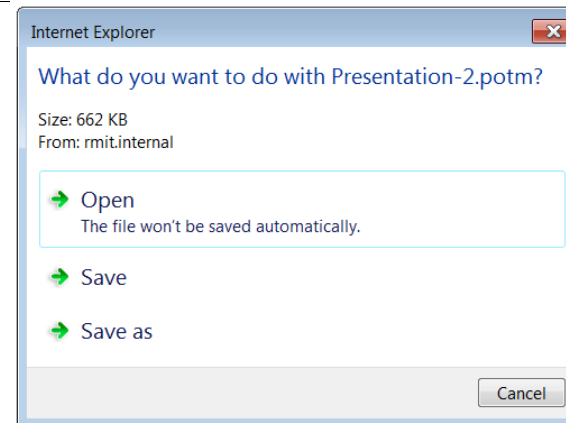
1. Go to the **Documents** subsection and click on the document record to view. This will display the Documents subsection form with the document details.



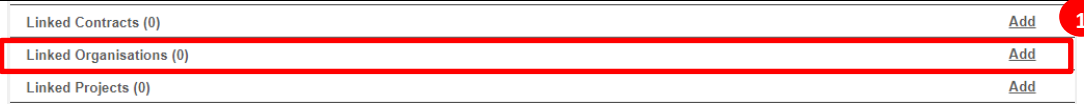
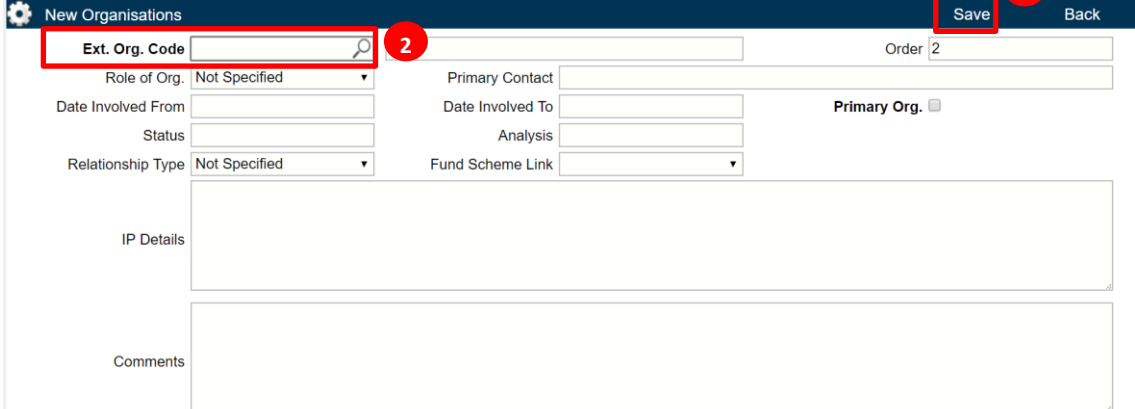
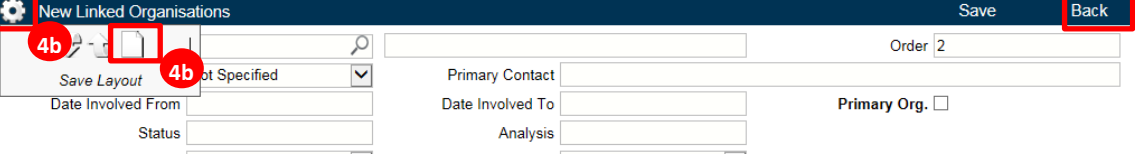
2. Click on the **Document Path** link



3. A pop-up window will be displayed. Click to open or save the document.

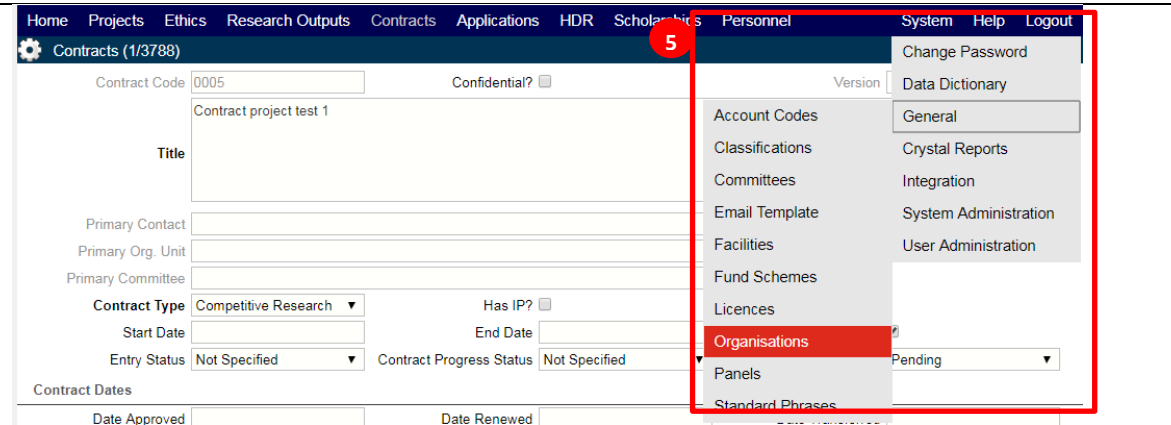


Enter Contract Details – Subsection – Linked Organisations

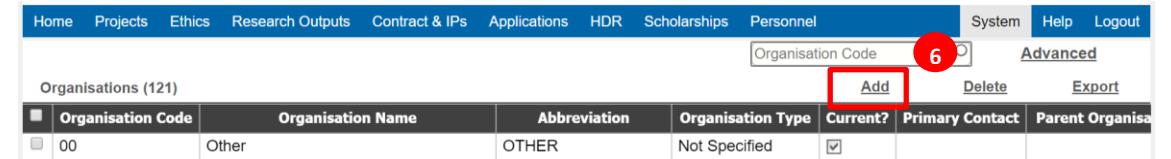
<p>1. Go to the Linked Organisations subsection and click on it or click the Add link. This will display the Linked Organisations subsection form</p>	
<p>2. Enter the organisation Code into the Organisation Code field, or use the search facility. Once you have entered a code, some sections will auto populate</p> <p>3. Click Save to save the changes</p>	
<p>4. To add another organisation:</p> <ol style="list-style-type: none"> Mouse-over the Cog icon Click on the Copy icon and Repeat steps 2 to 3 <p>Otherwise click Back to return to the previous page</p>	

Organisation not found

5. Go to System > General > Organisations
6. Click on it or click the **Add** link. This will display the Organisations Add form



The screenshot shows the top navigation bar with 'System' highlighted. A dropdown menu is open, listing various system functions. 'Organisations' is highlighted in red, and a red circle with the number '5' is placed over the 'System' menu item.



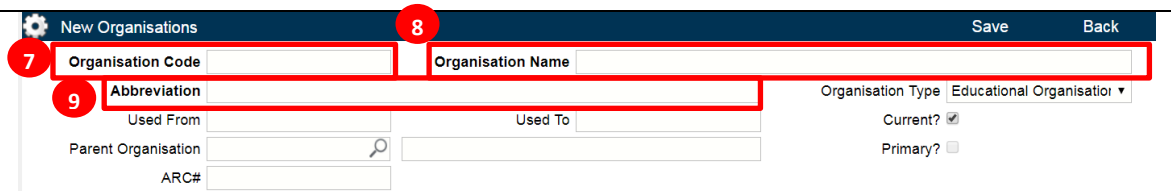
The screenshot shows the 'Organisations (121)' list page. The 'Add' button is highlighted with a red box and a red circle with the number '6'. Below the list is a table with the following data:

Organisation Code	Organisation Name	Abbreviation	Organisation Type	Current?	Primary Contact	Parent Organisation
00	Other	OTHER	Not Specified	<input checked="" type="checkbox"/>		

7. Enter/Invent an **Organisation code**

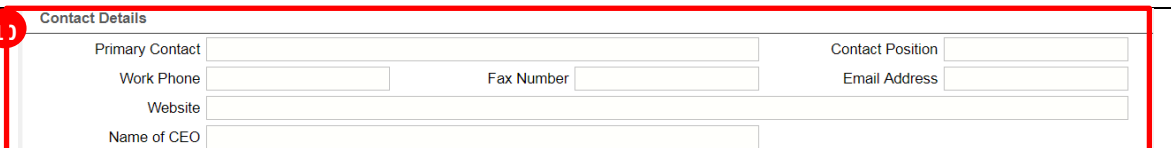
8. Enter the **Organisation Name**

9. Enter **Abbreviation**




The screenshot shows the 'New Organisations' form. The 'Organisation Code' field is highlighted with a red box and a red circle with the number '7'. The 'Organisation Name' field is highlighted with a red box and a red circle with the number '8'. The 'Abbreviation' field is highlighted with a red box and a red circle with the number '9'. Other fields include 'Used From', 'Used To', 'Parent Organisation', 'ARC#', 'Organisation Type' (set to Educational Organisation), 'Current?' (checked), and 'Primary?' (unchecked).

10. Enter **Contact Details**

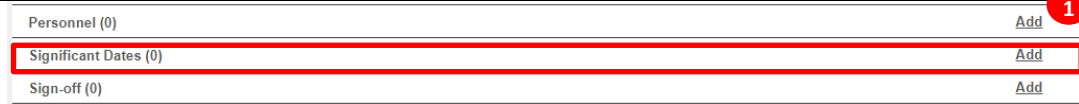


The screenshot shows the 'Contact Details' form. The 'Primary Contact' field is highlighted with a red box and a red circle with the number '10'. Other fields include 'Work Phone', 'Fax Number', 'Website', 'Email Address', and 'Name of CEO'.

<p>11. Enter Physical Address</p>	<div style="border: 2px solid red; padding: 5px;"> <p>Physical Address</p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>Suburb <input type="text"/> Postcode <input type="text"/></p> <p>State <input type="text"/> Country Australia <input type="text"/></p> </div>															
<p>12. Update the Postal Address if different from the physical address</p>	<div style="border: 2px solid red; padding: 5px;"> <p>Postal Address</p> <p>Postal Address Line 1 <input type="text"/></p> <p>Postal Address Line 2 <input type="text"/></p> <p>Postal Address Line 3 <input type="text"/></p> <p>Postal Suburb <input type="text"/> Postal Postcode <input type="text"/></p> <p>Postal State <input type="text"/> Postal Country Australia <input type="text"/></p> </div>															
<p>13. Enter the ABN</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Details</p> <table border="0"> <tr> <td>Registration Number <input type="text"/></td> <td style="border: 2px solid red; padding: 2px;">13 ABN <input type="text"/></td> <td>Tax File Number <input type="text"/></td> </tr> <tr> <td>Annual Turnover <input type="text" value="0"/></td> <td>Number of Employees <input type="text"/></td> <td>Number of Offices <input type="text"/></td> </tr> <tr> <td>Individual/Company <input type="text"/></td> <td>Funding Type <input type="text" value="Not Specified"/></td> <td>Folio <input type="text"/></td> </tr> <tr> <td>Date Incorporated <input type="text"/></td> <td>Analysis <input type="text"/></td> <td>File Reference <input type="text"/></td> </tr> <tr> <td>Status <input type="text" value="Not Specified"/></td> <td>Internal? <input checked="" type="checkbox"/></td> <td></td> </tr> </table> </div>	Registration Number <input type="text"/>	13 ABN <input type="text"/>	Tax File Number <input type="text"/>	Annual Turnover <input type="text" value="0"/>	Number of Employees <input type="text"/>	Number of Offices <input type="text"/>	Individual/Company <input type="text"/>	Funding Type <input type="text" value="Not Specified"/>	Folio <input type="text"/>	Date Incorporated <input type="text"/>	Analysis <input type="text"/>	File Reference <input type="text"/>	Status <input type="text" value="Not Specified"/>	Internal? <input checked="" type="checkbox"/>	
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Date Incorporated <input type="text"/>	Analysis <input type="text"/>	File Reference <input type="text"/>														
Status <input type="text" value="Not Specified"/>	Internal? <input checked="" type="checkbox"/>															
<p>14. Click Save to save the changes</p> <p>15. Click Back to go back to previous page</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p> New Organisations</p> <p>Organisation Code <input type="text"/> Organisation Name <input type="text"/></p> <p style="text-align: right;"> 14 Save 15 Back </p> </div>															

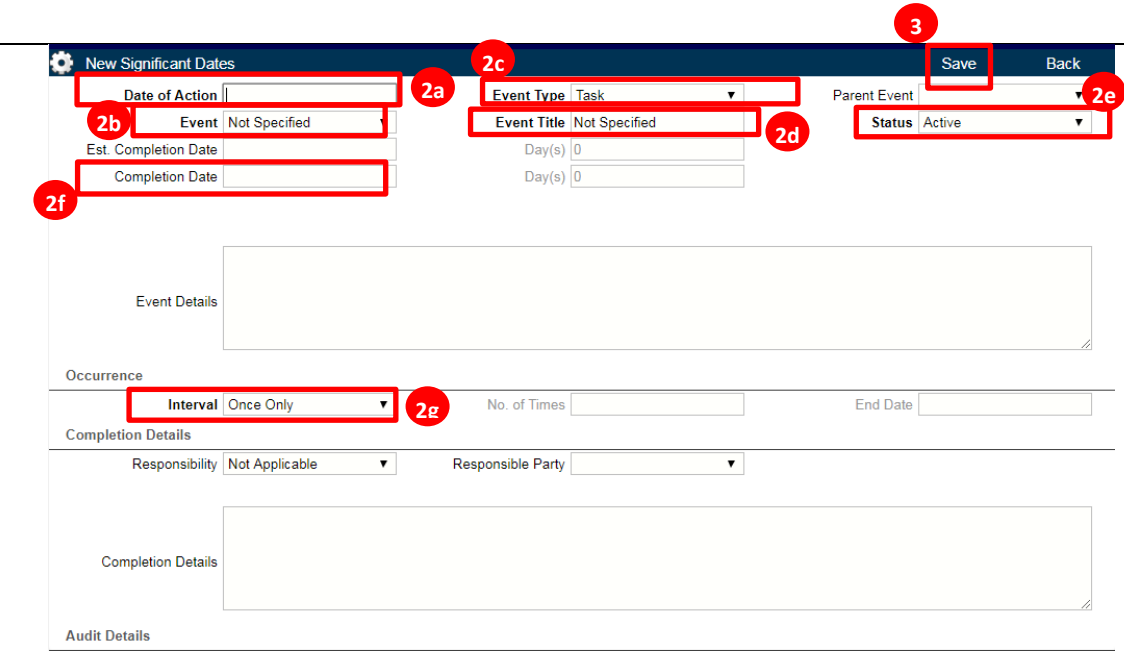
Enter Contract Details – Subsection – Significant Dates

1. Go to the **Significant Dates** subsection and click on it or click the **Add** link. This will display the Significant Events subsection form



2. Enter the significant event:

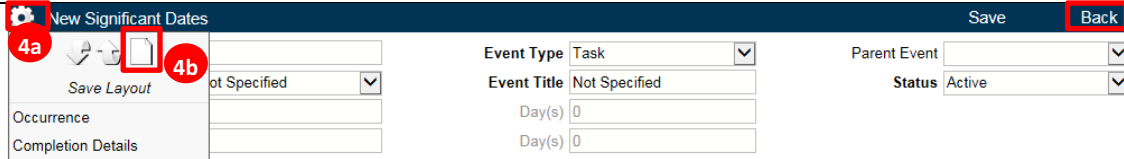
- Enter the **Date of Action** by clicking in the field and selecting the date using the date picker.
- Select the **Event** from the dropdown list.
- Event Type** is set to 'Task' by default.
- The **Event Title** will be pre-populated, but change it, if need be
- Select the **Status** dropdown list
- Enter **Completion Date** (when completed), by clicking in the field and selecting the date using the date picker.
- The **Interval** is defaulted to 'Once Off'. Leave as is.



3. Click **Save** to save the changes. This will display the Email related item subsection

4. To add another significant date:

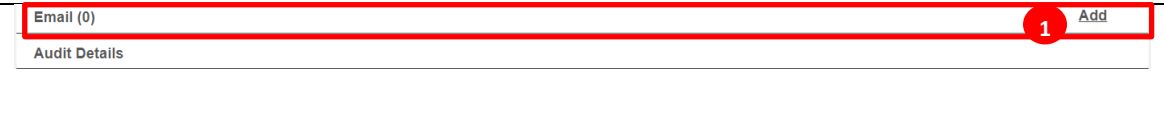
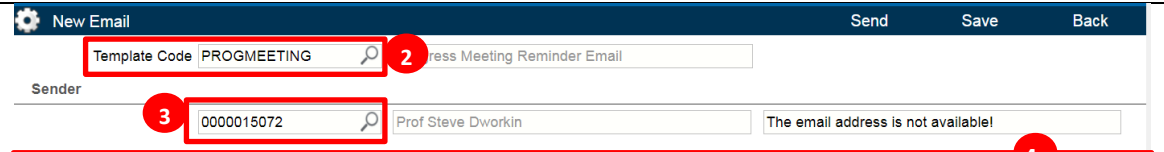

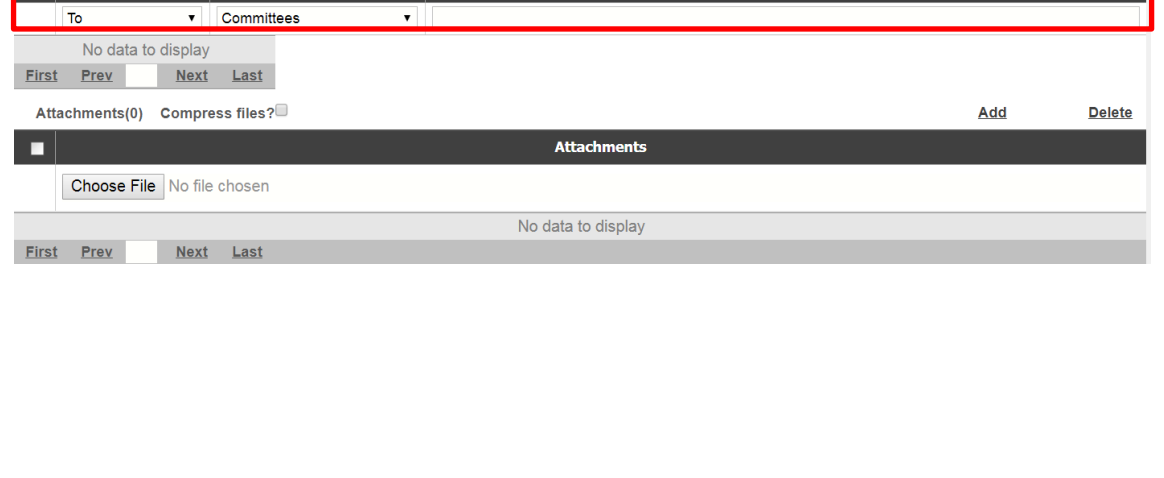
- Mouse-over the **Cog** icon
- Click on the **Copy** icon and
- Repeat steps 2 to 3



Otherwise click **Back** to return to the previous page

Enter Contract Details – Subsection – Significant Date – Email

Note: Not used by A&D

<p>1. Scroll down to the Email subsection and click on it or click the Add link. This will display the Significant Events subsection form</p>	
<p>2. Enter 'DSCRLA' Template Code into the Template Code field, or use the search facility. Once you have entered a code, some sections will auto populate</p>	
<p>3. Search and select Sender</p>	
<p>4. Enter recipient(s)</p> <ol style="list-style-type: none"> Select Type; either 'TO', 'CC' or 'BCC' Select the Role you wish to send the email Click Add Continue adding recipients as appropriate <p>TO: This is the Researcher (Primary Personnel). This is the 'Primary Contact' role.</p> <p>CC: This is used notify the Contract Manager or another internal person that should be aware of the matter being received and the unique identifier allocated to the matter. Select the 'RME Person' role</p>	

5. Update the **Subject** if need be
6. Update the **Body** message if need be.
7. Click **Preview** to view the email with merged data fields

Body
Copy To New Template
Preview
Add To Email Body
Add To Subject

Subject

Dear <@=PRO001.RM_PROJECT.PRIMARY_CONTACT_NAME...PRIMARY_CONTACT_NAME.CORE@>

It is now time for you to schedule a progress review meeting for "
<@=PRO001.RM_PROJECT.TITLE...TITLE.CORE@>".

Please contact the Research Office to schedule your meeting.

Yours faithfully

Research Office

List of Items

Core

- Project Code
- Project Title
- Project Type
- Project Status
- Primary Contact
- Primary Org. Unit Name
- Applied%
- Closed?
- Confidential?
- Current?
- Data Details
- Date Applied
- Date Approved
- Date Closed Off
- Date Combined
- Date Received
- Date Transferred
- Date Withdrawn

Show code as name

New line

Ignore if none

All records?

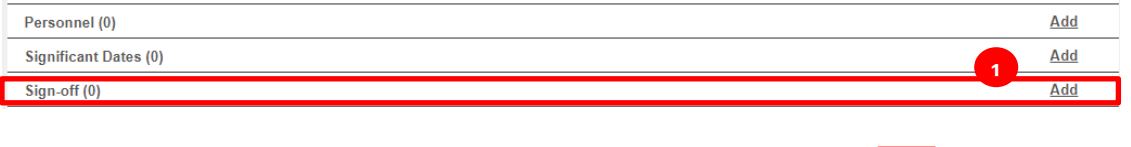
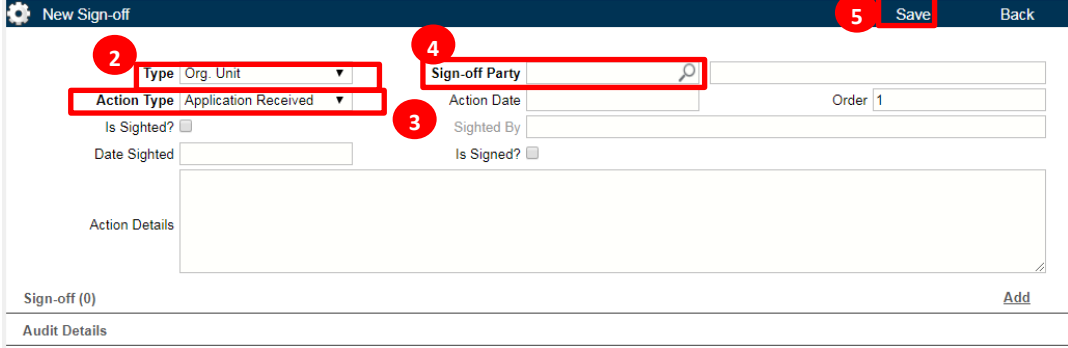
⚙️ New Email

Template Code

8 Send
Save
Back

8. Select **Send** to send immediately, or **Save** to be sent automatically overnight

Enter Contract Details – Subsection – Sign Offs

<p>1. Go to the Sign Offs subsection and click on it or click the Add link. This will display the Significant Events subsection form</p>	
<p>2. Select the Type from the dropdown list. For example 'Researcher'</p> <p>3. Select the Action Type from the dropdown list. For example 'Post-execution'</p> <p>4. Enter the Sign-off Party by entering the code (this will depend on the Type), or use the search facility. Once you have entered a person code, some sections will auto populate.</p> <p>5. Click Save to save the changes</p>	
<p>6. To add another sign off:</p> <ol style="list-style-type: none"> Mouse-over the Cog icon Click on the Copy icon and Repeat steps 2 to 5 <p>Otherwise click Back to return to the previous page</p>	