

Contracts – Create New Contract – R&I

This guide shows the Contract Officer how to create a new contract within Research Master.

Guidelines and rules

- A new matter received by the Research Contracts Office 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.
- Ensure the contract record does not already exist
- Budget Financials is only used to record negative amounts. Eg. When entering a sub-contract enter the amount in Budget Financials as a negative amount ie. -\$25,000
- An e-file must be created and at least one document must be saved in the folder
- 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:/'

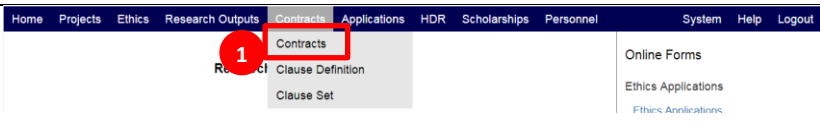
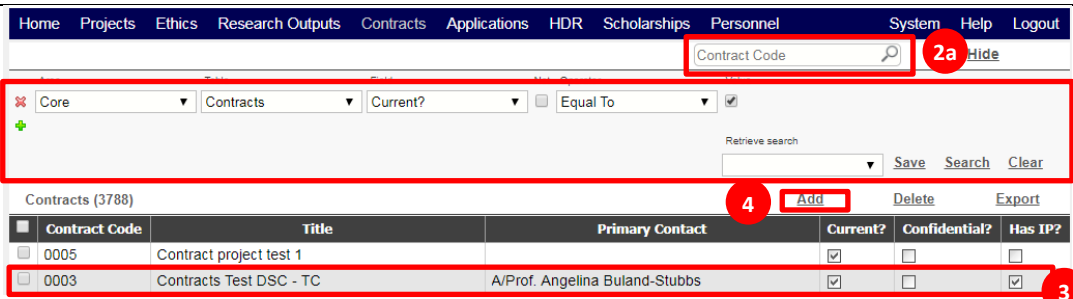
Exclusion

- These instructions do not include the managing of emails from the Research Contract Portal
- The creation of the e-file director and files

Who is involved in this process?

- **Contract Officer:** Responsible for performing the tasks set out in the instruction steps and actions.

Search for the Contract

<p>1. From the home screen, mouse over Contracts from the top menu and then select Contracts from the drop down menu</p>																			
<p>2. Search for the contract record you would like to update</p> <ol style="list-style-type: none"> Use the Basic search field by entering the contract CODE and click Search Use the Advanced search fields to extend your search criteria <p>3. If the contract record exist, then select the contract you want to update, by clicking on the row</p> <p>4. If the contract record does not exist, then click on the Add link. A new 'Contract' form will be displayed</p> <p>Write down any contract numbers, TRIM numbers that are related.</p>	 <table border="1"> <thead> <tr> <th>Contract Code</th> <th>Title</th> <th>Primary Contact</th> <th>Current?</th> <th>Confidential?</th> <th>Has IP?</th> </tr> </thead> <tbody> <tr> <td>0005</td> <td>Contract project test 1</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>0003</td> <td>Contracts Test DSC - TC</td> <td>A/Prof. Angelina Buland-Stubbs</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Contract Code	Title	Primary Contact	Current?	Confidential?	Has IP?	0005	Contract project test 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0003	Contracts Test DSC - TC	A/Prof. Angelina Buland-Stubbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Code	Title	Primary Contact	Current?	Confidential?	Has IP?														
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0003	Contracts Test DSC - TC	A/Prof. Angelina Buland-Stubbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>														

Enter Contract Details

1. Enter the **Title**

Format for title data is [External Party]: [Agreement Title] – [Project Title]

External Party: e.g.: Alphabet Pty Ltd

Agreement Title: e.g. Research Agreement, Student Participation Agreement; this will usually be on the front of the agreement.

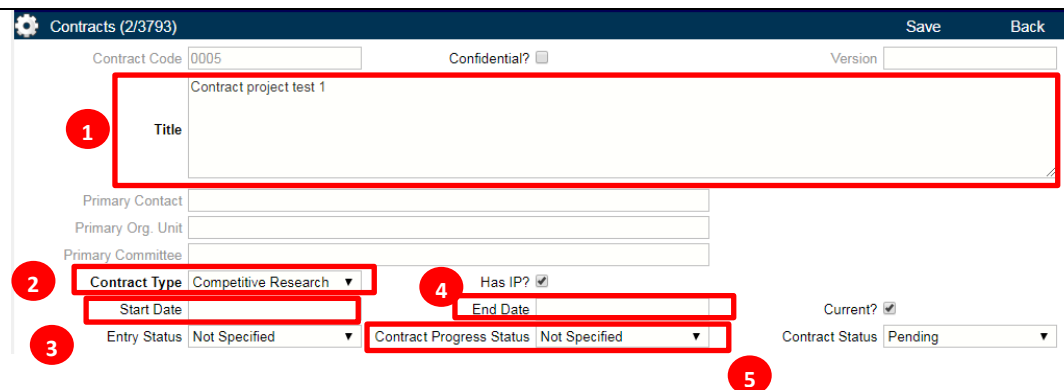
Project Title: If you have a copy of the agreement, the exact project title will usually be quoted in the schedule.

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

5. Enter the contract type from the **Contract Progress**



Contracts (2/3793) Save Back

Contract Code 0005 Confidential? Version

1 Title Contract project test 1

Primary Contact

Primary Org. Unit

Primary Committee

2 Contract Type Competitive Research

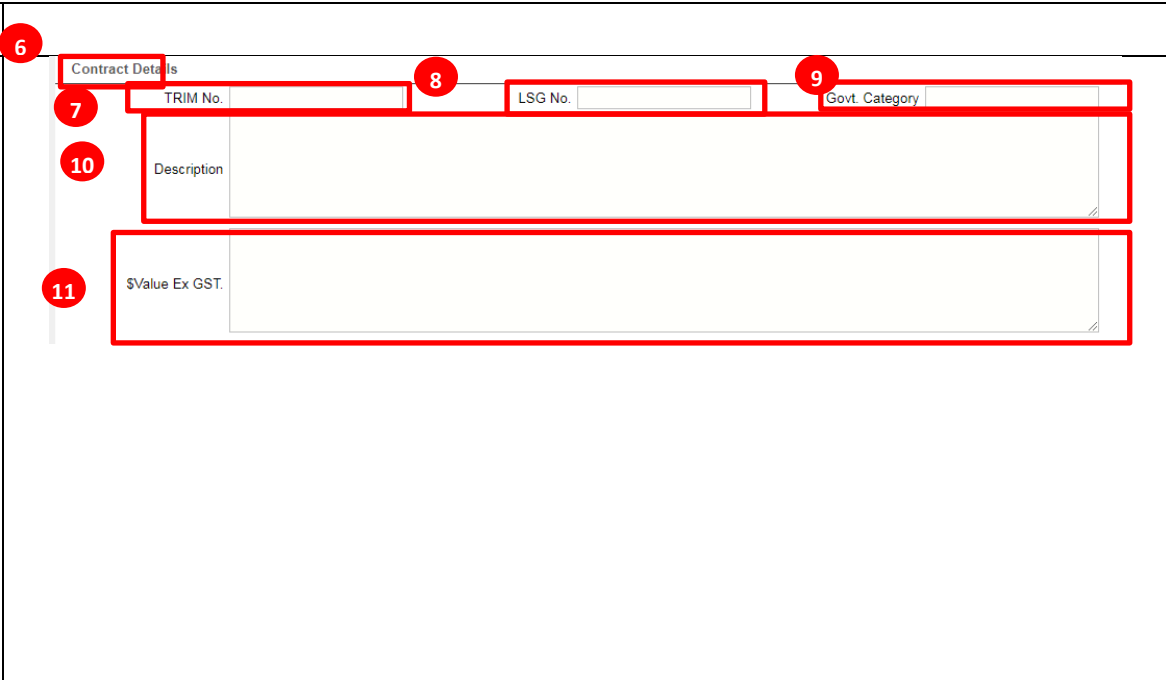
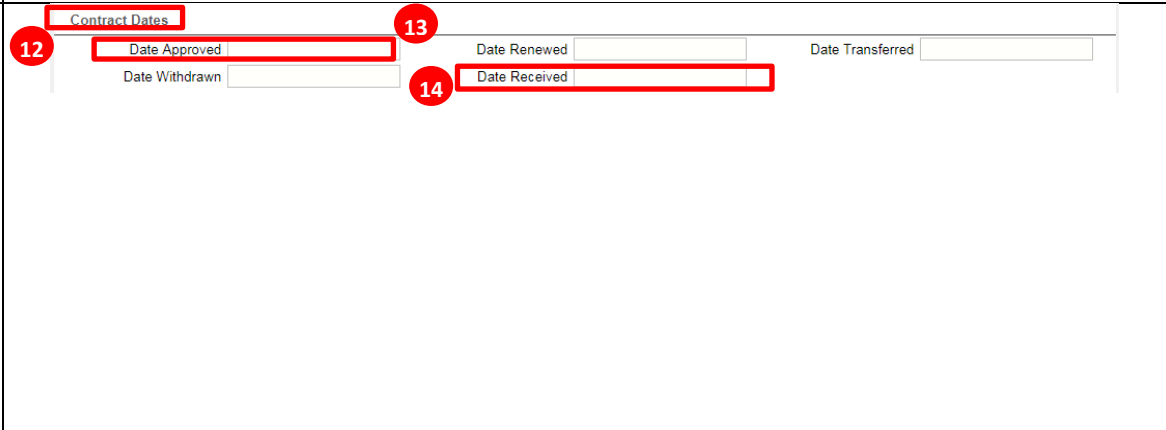
4 Has IP?

3 Start Date

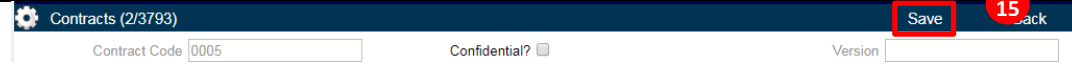
End Date

Current?

5 Entry Status Not Specified Contract Progress Status Not Specified Contract Status Pending

<p>Status dropdown field</p> <p>6. Scroll to 'Contract Details' to open the Contract Details subsection</p> <p>7. Enter TRIM No. if known</p> <p>8. Enter LSG No. (Legal Services Group) if known</p> <p>9. Enter the government category from the Govt. Category dropdown field</p> <p>10. 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>11. 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>12. Click on the 'Contract Dates' to open the Contract Dates subsection.</p> <p>13. Enter the Date Approved by clicking in the field and selecting the date using the date picker. This field is not populated until the Contract is fully executed. E.g. The date the last party signs the Contract</p> <p>14. Enter the Date Combined by clicking in the field and selecting the date using the date picker. This is the date the matter was received by the Research Contracts Team</p>	

15. 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)

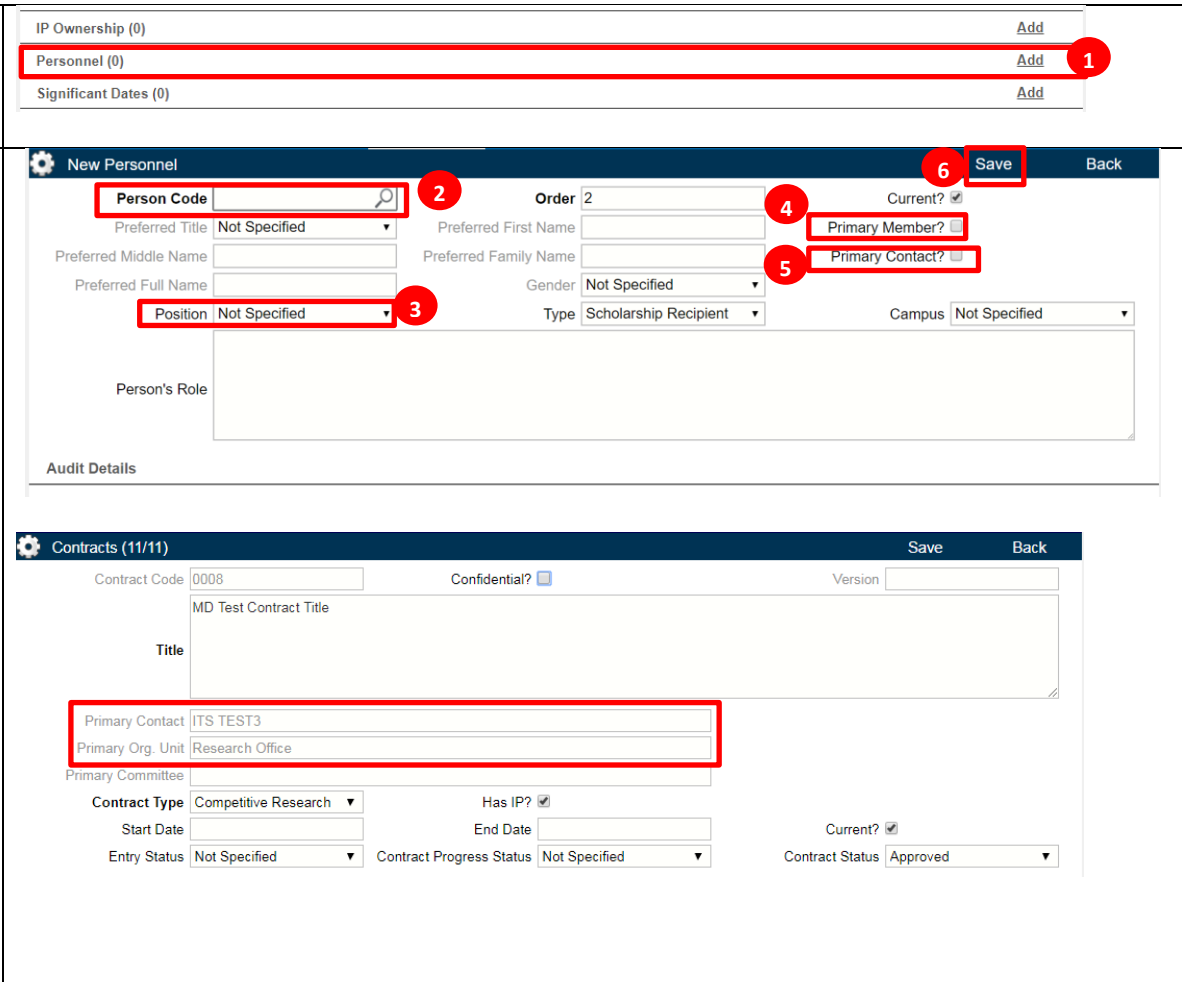
Contract Code Confidential? Version

Save **15** Back

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



The screenshot displays two forms from the RMIT system. The top form is titled 'New Personnel' and contains fields for 'Person Code', 'Order', 'Preferred Title', 'Preferred First Name', 'Preferred Middle Name', 'Preferred Full Name', 'Position', 'Gender', 'Type', 'Campus', 'Current?', 'Primary Member?', and 'Primary Contact?'. Red boxes and callouts highlight the 'Personnel (0)' link (1), the 'Person Code' field (2), the 'Position' dropdown (3), the 'Primary Member?' checkbox (4), the 'Primary Contact?' checkbox (5), and the 'Save' button (6). The bottom form is titled 'Contracts (11/11)' and contains fields for 'Contract Code', 'Confidential?', 'Version', 'MD Test Contract Title', 'Title', 'Primary Contact', 'Primary Org. Unit', 'Primary Committee', 'Contract Type', 'Has IP?', 'Start Date', 'End Date', 'Entry Status', 'Contract Progress Status', 'Current?', and 'Contract Status'. Red boxes highlight the 'Primary Contact' and 'Primary Org. Unit' fields.

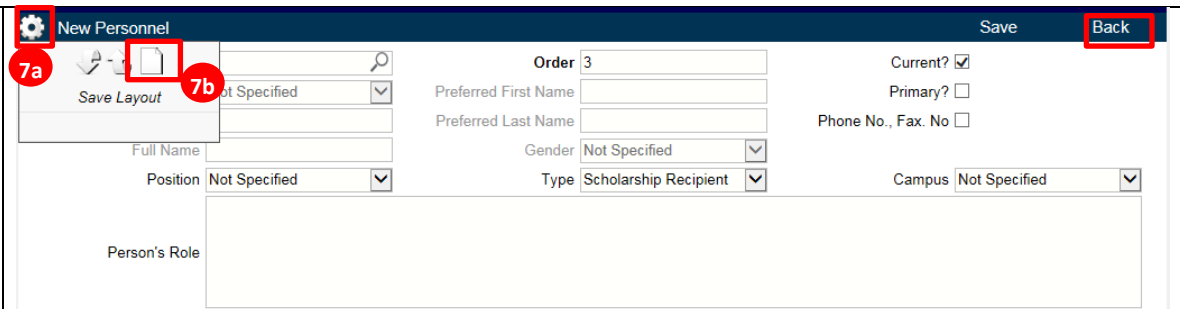
7. To add another personnel:

- 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

Besides the CI add the following:

- d. Any additional Researchers named in the Agreement or on the RFC (Research Funding Coversheet)
- e. R&I (Research and Innovation) Reviewer



The screenshot shows the 'New Personnel' form. At the top left, there is a gear icon (7a) and a copy icon (7b). The form includes the following fields and options:

- Order:** 3
- Current?:**
- Preferred First Name:** [Text Input]
- Preferred Last Name:** [Text Input]
- Phone No., Fax. No:** [Text Input]
- Gender:** Not Specified
- Type:** Scholarship Recipient
- Campus:** Not Specified
- Position:** Not Specified
- Person's Role:** [Text Area]

Buttons: Save, Back, Save Layout.

Enter Contract Details – Subsection – Budget Financials

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

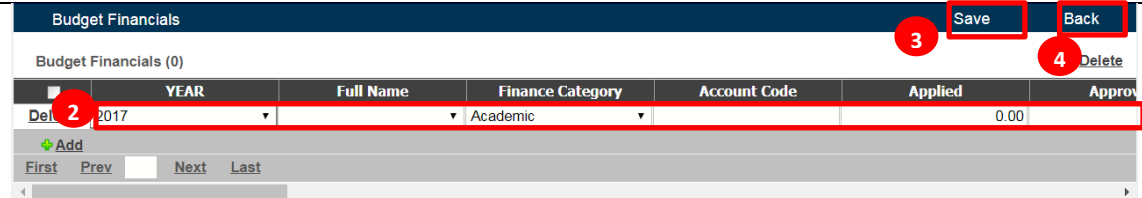
Budget Financials is only used to record negative amounts. Eg. When entering a sub-contract enter the amount in Budget Financials as a negative amount ie. -\$25,000



Budget Financials (0)	Add
Classifications (0)	Add
Contract Clauses (0)	Add

2. Enter the line items with negative figures
 - a. Select the **Year** from the dropdown list
 - b. Select Primary Contact (CI) from the **Person** dropdown list
 - c. Select the 'General Funding' from the **Finance Category** dropdown list
 - d. Enter the amount RMIT is paying out by entering the negative amount eg. -\$25,000 in the **Budgeted** field
 - e. The default **Currency** is AUD. Leave as is. All funding in Australian dollars

You may need to scroll horizontally to see the respective fields.



Budget Financials						
Budget Financials (0)						
	YEAR	Full Name	Finance Category	Account Code	Applied	Approv
Del	2017		Academic		0.00	

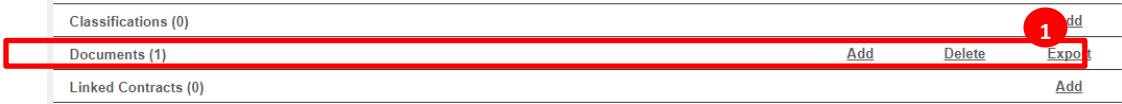
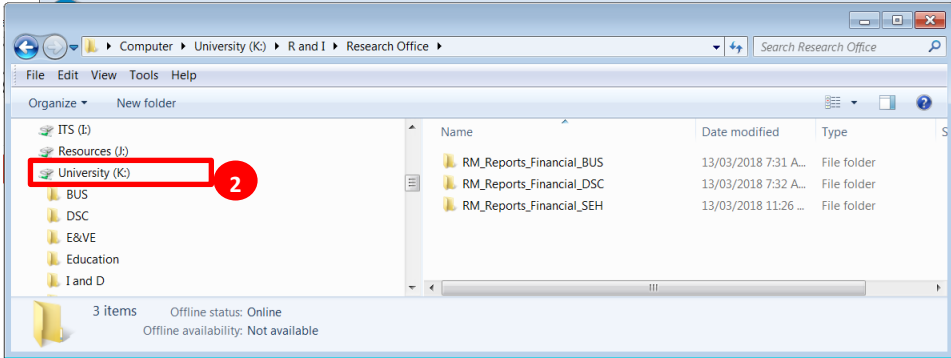
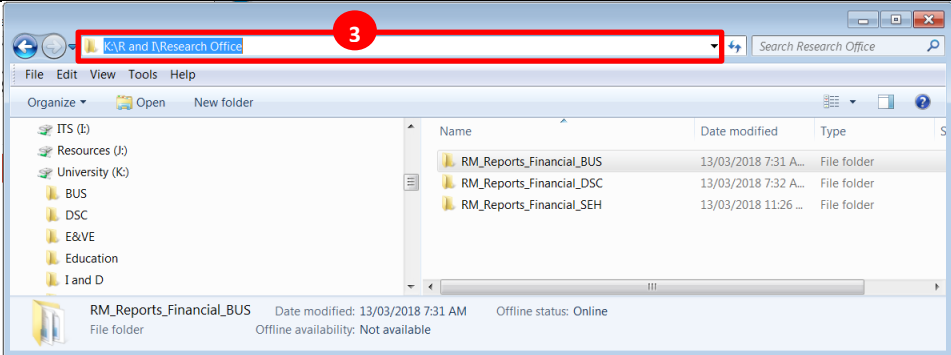
+ Add

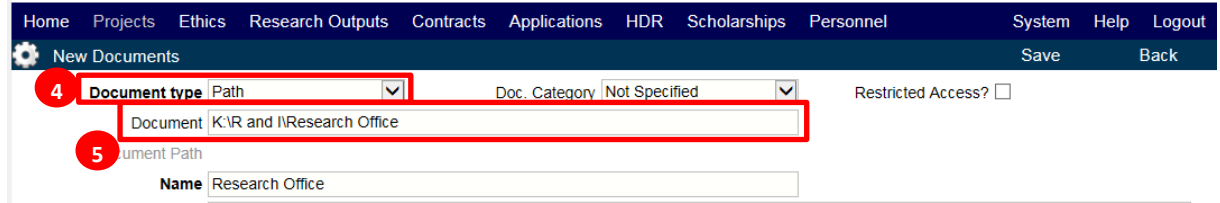
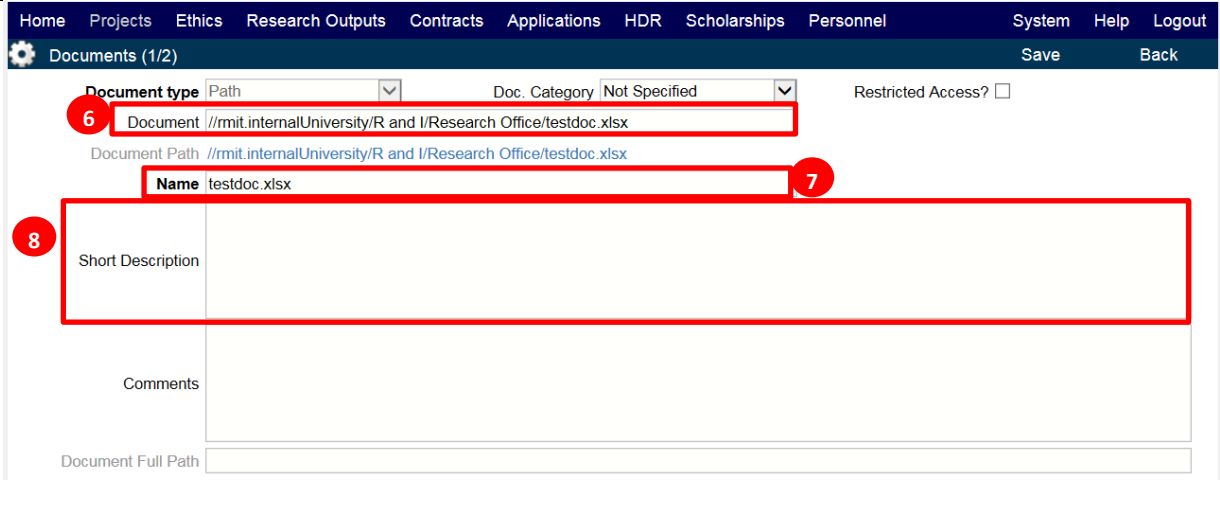
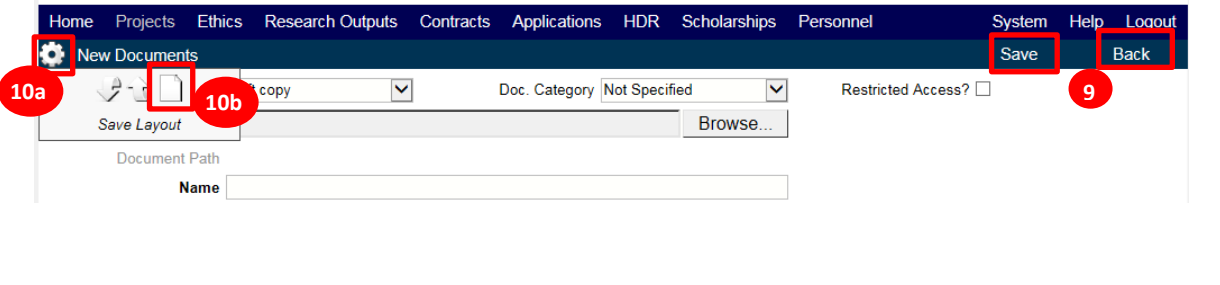
First Prev Next Last

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

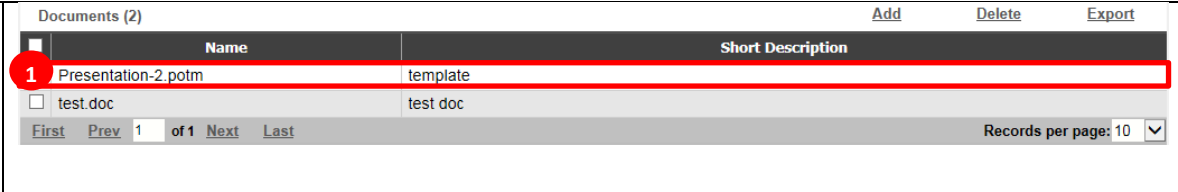
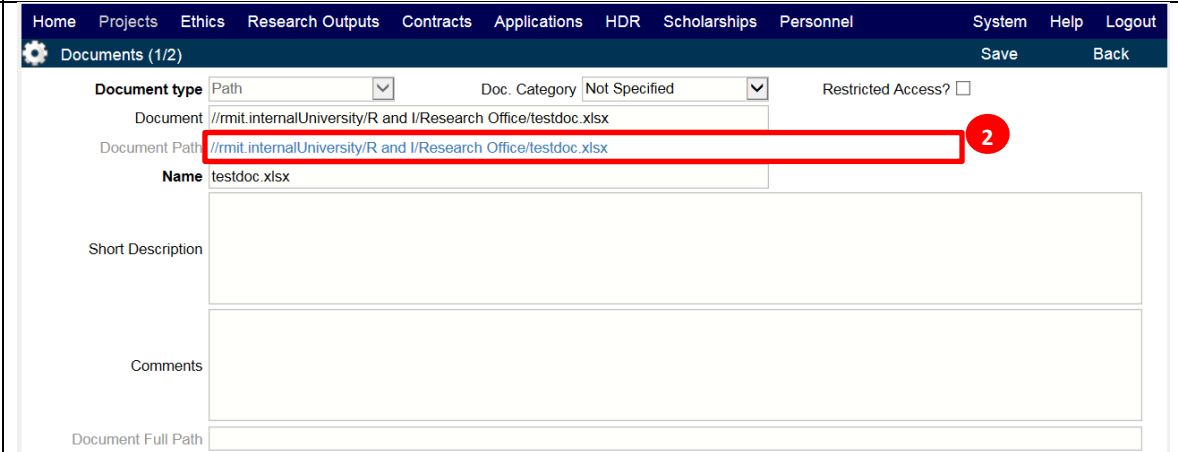
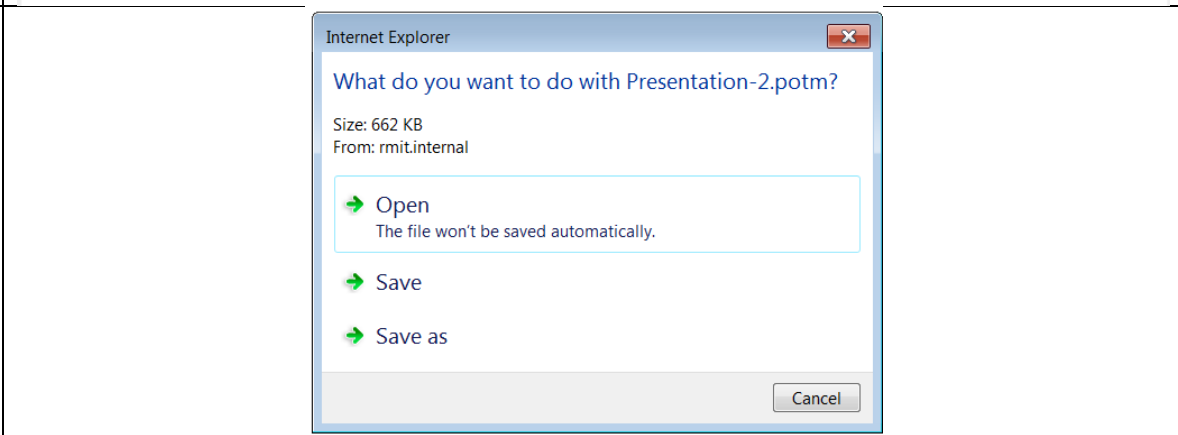
4. Click **Back** to go back to the previous page

Enter Contract Details – Subsection – Documents – saving a file path

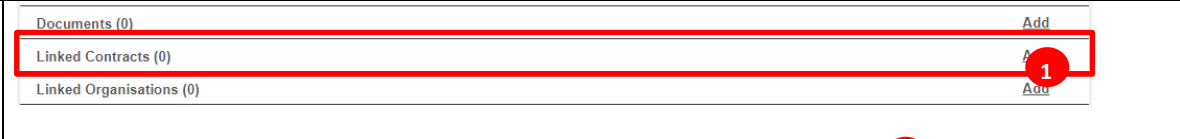
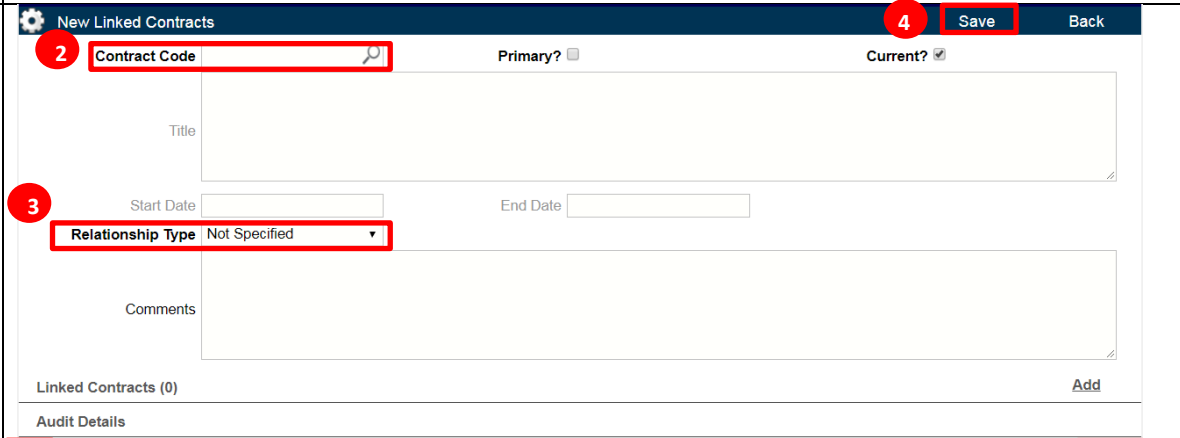
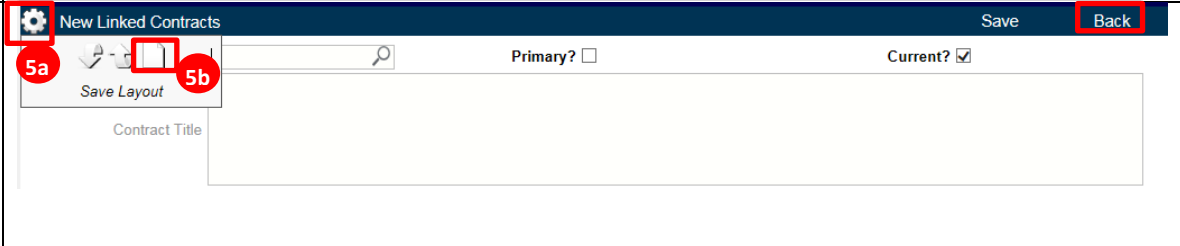
<p>1. Go to the Documents subsection and click the Add link. This will display the Documents subsection form</p>	
<p>2. Open Windows Explorer and locate the file or folder to link</p>	
<p>3. Click in the address field and copy the path</p>	

<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. Enter 'Documents' in the Short Description field</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 	

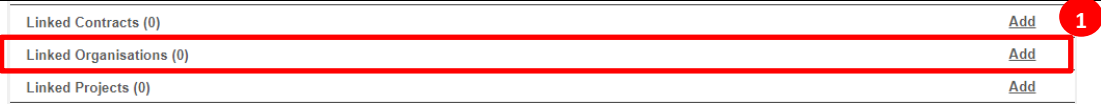
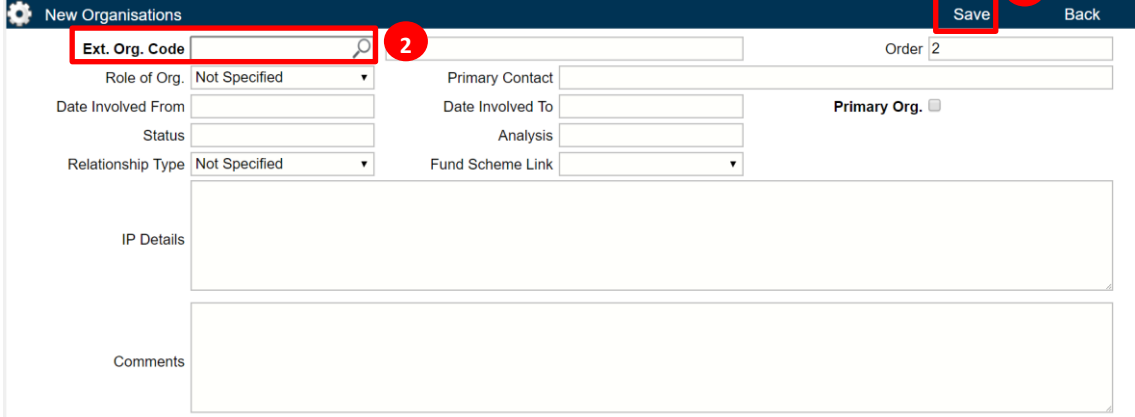
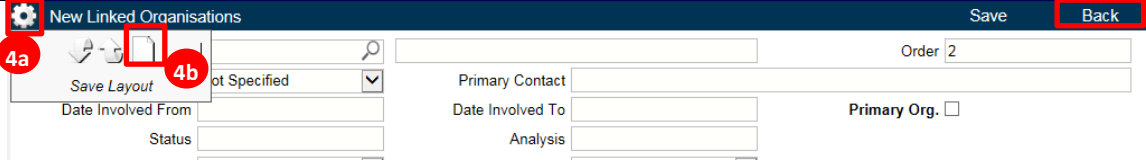
Enter Contract Details – Subsection – Documents – view a file

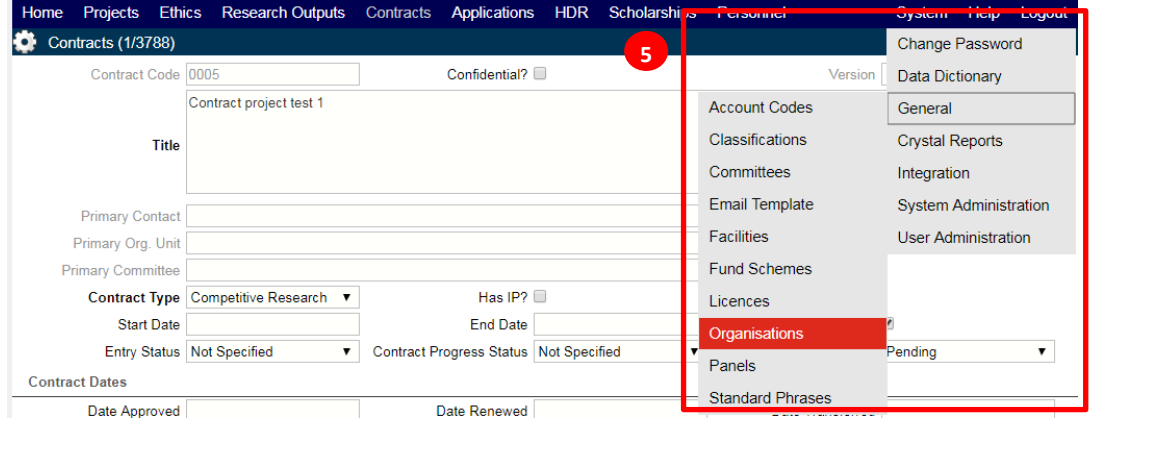
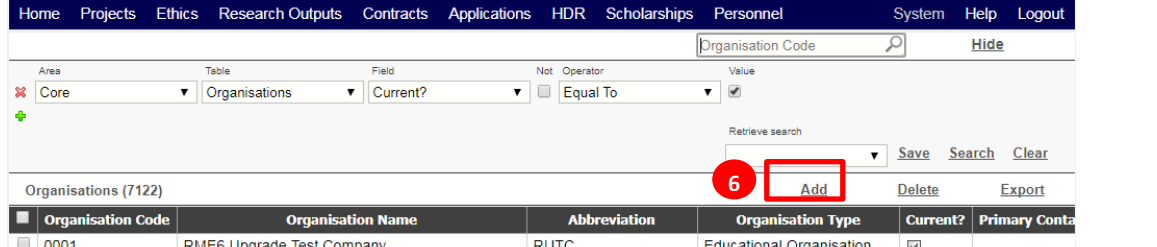
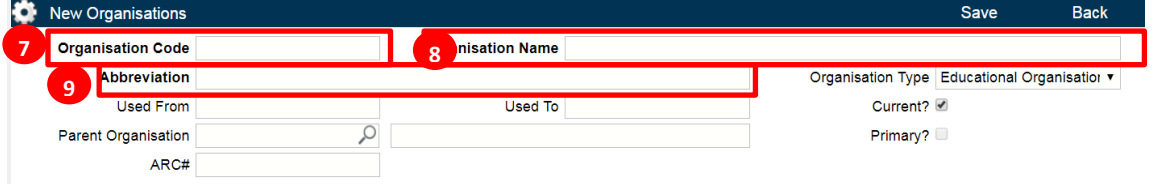

<p>1. Go to the Documents subsection and click on the document record to view. This will display the Documents subsection form with the document details.</p>	 <p>Documents (2) Add Delete Export</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>Presentation-2.potm</td> <td>template</td> </tr> <tr> <td>test.doc</td> <td>test doc</td> </tr> </tbody> </table> <p>First Prev 1 of 1 Next Last Records per page: 10</p>	Name	Short Description	Presentation-2.potm	template	test.doc	test doc
Name	Short Description						
Presentation-2.potm	template						
test.doc	test doc						
<p>2. Click on the Document Path link</p>	 <p>Home Projects Ethics Research Outputs Contracts Applications HDR Scholarships Personnel System Help Logout</p> <p>Documents (1/2) Save Back</p> <p>Document type: Path Doc. Category: Not Specified Restricted Access? <input type="checkbox"/></p> <p>Document: //rmit.internalUniversity/R and I/Research Office/testdoc.xlsx</p> <p>Document Path: //rmit.internalUniversity/R and I/Research Office/testdoc.xlsx</p> <p>Name: testdoc.xlsx</p> <p>Short Description:</p> <p>Comments:</p> <p>Document Full Path:</p>						
<p>3. A pop-up window will be displayed. Click to open or save the document.</p>	 <p>Internet Explorer</p> <p>What do you want to do with Presentation-2.potm?</p> <p>Size: 662 KB From: rmit.internal</p> <p>→ Open The file won't be saved automatically.</p> <p>→ Save</p> <p>→ Save as</p> <p>Cancel</p>						


Enter Contract Details – Subsection – Linked Contracts

<p>1. Go to the Linked Contracts subsection and click on it or click the Add link. This will display the Contracts subsection form</p>	
<p>2. Enter the contract code into the Contract Code, or use the search facility. Once you have entered a code, some sections will auto populate</p> <p>3. Select the Relationship Type</p> <p>4. Click Save to save the changes</p>	
<p>5. To link another contract:</p> <ol style="list-style-type: none"> Mouse-over the Cog icon Click on the Copy icon and Repeat steps 2 to 4 <p>Otherwise click Back to return to the previous page</p>	

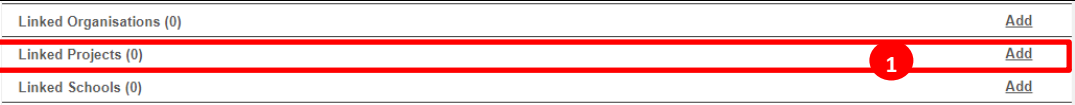
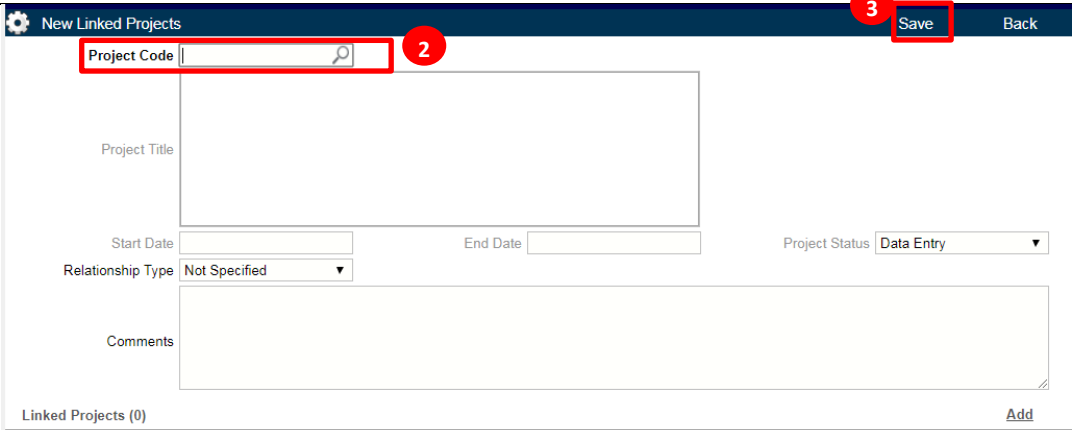

Enter Contract Details – Subsection – Organisations

<p>1. Go to the Organisations subsection and click on it or click the Add link. This will display the 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>	

<p>Organisation not found</p> <p>5. Go to System > General > Organisations</p>	 <p>The screenshot shows the system navigation menu. The 'Organisations' option is highlighted in red. A red circle with the number '5' is placed over the 'System' menu item.</p>
<p>6. Click on it or click the Add link. This will display the Organisations Add form</p>	 <p>The screenshot shows the 'Organisations (7122)' list. The 'Add' button is highlighted in red. A red circle with the number '6' is placed over the 'Add' button.</p>
<p>7. Enter/Invent an Organisation code</p> <p>8. Enter the Organisation Name</p> <p>9. Enter Abbreviation</p>	 <p>The screenshot shows the 'New Organisations' form. The 'Organisation Code' field (7), 'Organisation Name' field (8), and 'Abbreviation' field (9) are highlighted with red boxes. Red circles with numbers 7, 8, and 9 are placed over each respective field.</p>
<p>10. Enter Physical Address</p>	 <p>The screenshot shows the 'Physical Address' section of the form. The address fields (Address Line 1, 2, 3, Suburb, State, Postcode, Country) are highlighted with a red box. A red circle with the number '10' is placed over the 'Physical Address' label.</p>

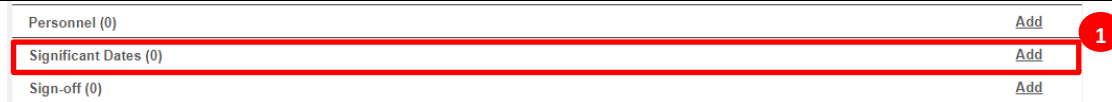
<p>11. Update the Postal Address if different from the physical address</p>	<div style="border: 2px solid red; padding: 5px;"> <p>Postal Address</p> <p>Postal Address Line 1 <input type="text"/></p> <p>Postal Address Line 2 <input type="text"/></p> <p>Postal Address Line 3 <input type="text"/></p> <p>Postal Suburb <input type="text"/> Postal Postcode <input type="text"/></p> <p>Postal State <input type="text"/> Postal Country <input type="text" value="Australia"/></p> </div>
<p>12. Enter the ABN</p>	<p>Details</p> <p>Registration Number <input type="text"/> 12 ABN <input style="border: 2px solid red;" type="text"/> Tax File Number <input type="text"/></p> <p>Annual Turnover <input type="text" value="0"/> Number of Employees <input type="text"/></p> <p>Individual/Company <input type="text"/> Funding Type <input type="text" value="Not Specified"/> Folio <input type="text"/></p> <p>Date Incorporated <input type="text"/> Analysis <input type="text"/> File Reference <input type="text"/></p> <p>Status <input type="text" value="Not Specified"/> Internal? <input checked="" type="checkbox"/></p>
<p>13. Click Save to save the changes</p> <p>14. Click Back to go back to previous page</p>	<div style="background-color: #004a7c; color: white; padding: 5px;"> <p> New Organisations 13 <input style="border: 2px solid red;" type="button" value="Save"/> <input style="border: 2px solid red;" type="button" value="Back"/> 14</p> <p>Organisation Code <input type="text"/> Organisation Name <input type="text"/></p> </div>

Enter Contract Details – Subsection – Linked Projects

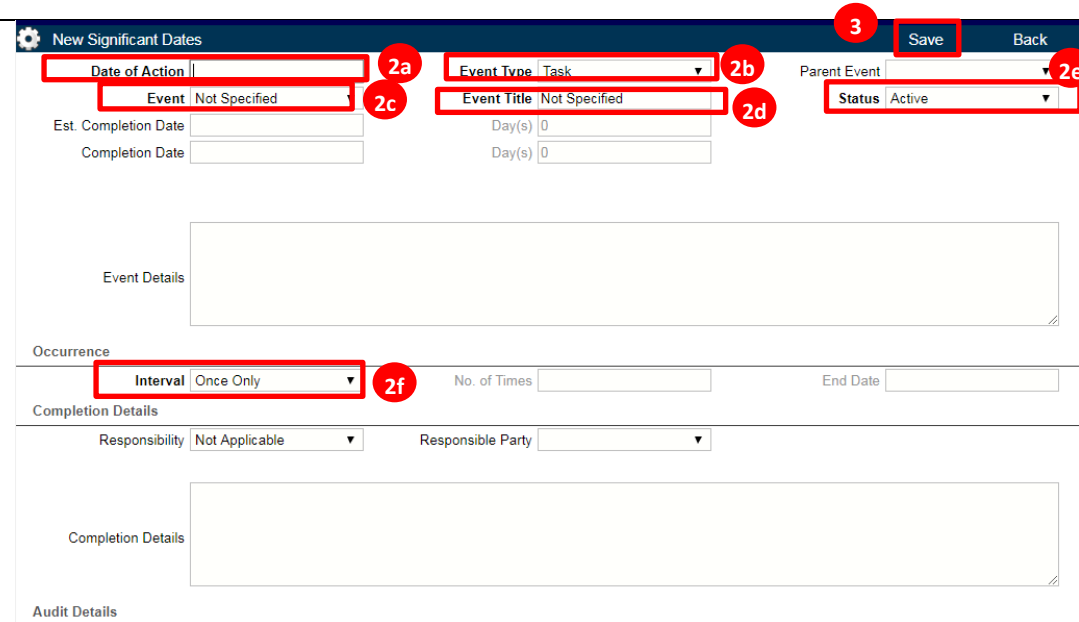
<p>1. Go to the Linked Projects subsection and click on it or click the Add link. This will display the Project subsection form</p>	
<p>2. Enter the project code into the Project Code, or use the search facility. Once you have entered a code, some sections will auto populate</p> <p>If the initial email has been received from Post Award the project number can be found in that email.</p> <p>3. Click Save to save the changes</p>	
<p>4. To link another project:</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>	

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



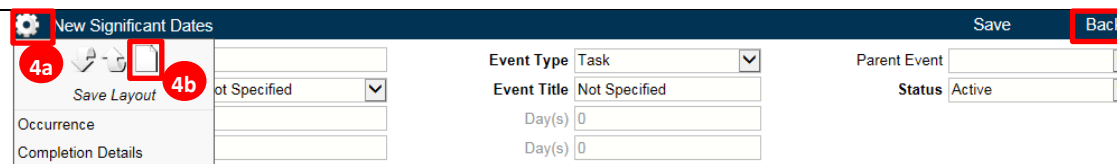
2. Enter the significant event:
 - a. Enter the **Date of Action** by clicking in the field and selecting the date using the date picker.
 - b. **Event Type** is set to 'Task' by default.
 - c. Select the **Event** from the dropdown list.
 - d. The **Event Title** will be pre-populated, but change it, if need be
 - e. Select the **Status** dropdown list
 - f. Select the frequency of the event from the **Interval** dropdown list



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

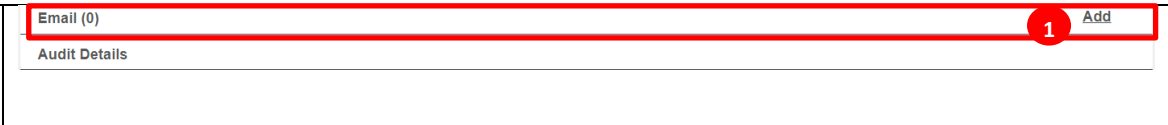
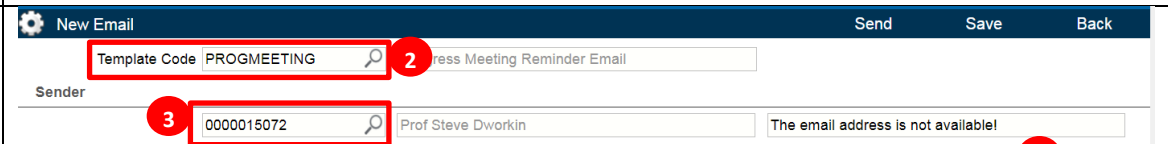

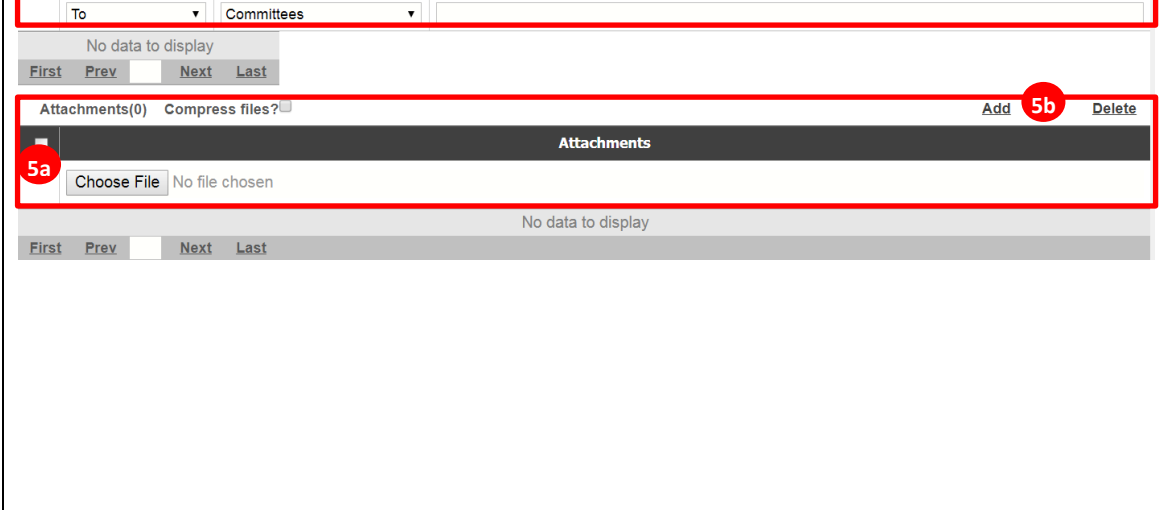

4. To add another significant date:
 - a. Mouse-over the **Cog** icon
 - b. Click on the **Copy** icon and
 - c. Repeat steps 2 to 3

Otherwise click **Back** to return to the previous page
The 'Request Logged and Acknowledged' and 'With



<p>R&I Res Contracts for review' significant dates are to be added to all new records when they are created</p>	
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Enter Contract Details – Subsection – Significant Date - Email

<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 'RLA' 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 to 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>	
<p>5. Add attachments if required:</p> <ol style="list-style-type: none"> Click on Choose File to find and select the file Click Add (in the Attachment section) to append your document to the email 	

6. Update the **Subject** if need be
7. Update the **Body** message if need be.
8. 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

PROGMEETING

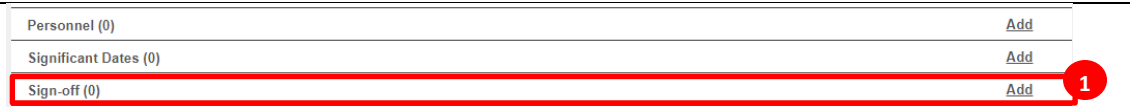
Progress Meeting Reminder Email

9
Send
Save
Back

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

Enter Contract Details – Subsection – Sign Off

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

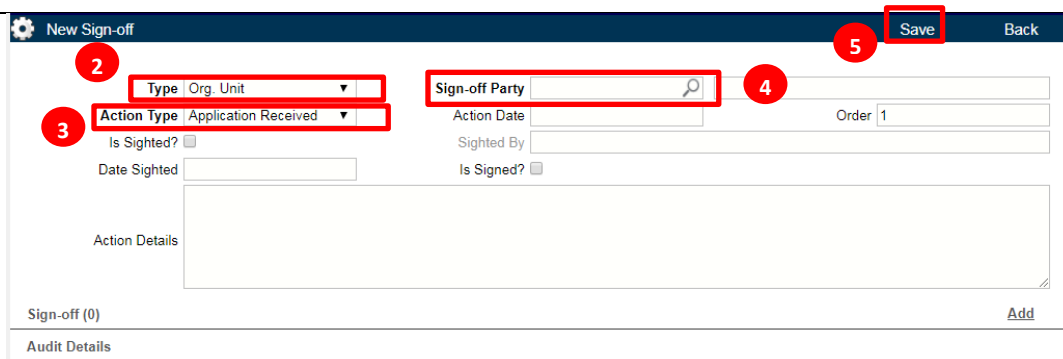


A screenshot of a web interface showing a list of subsections: Personnel (0), Significant Dates (0), and Sign-off (0). The 'Sign-off (0)' item is highlighted with a red box and a red circle with the number '1' next to it. Each item has an 'Add' link to its right.

2. Select the **Type** from the dropdown list. For example 'Researcher'

3. Select the **Action Type** from the dropdown list. For example 'Post-execution'

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.



A screenshot of the 'New Sign-off' form. The form has a dark blue header with a gear icon, the text 'New Sign-off', and buttons for 'Save' and 'Back'. The 'Save' button is highlighted with a red box and a red circle with the number '5'. Below the header, there are several fields: a dropdown for 'Type Org. Unit' (circled with a red box and '2'), a search field for 'Sign-off Party' (circled with a red box and '4'), a dropdown for 'Action Type' (circled with a red box and '3'), and a text field for 'Action Date'. There are also checkboxes for 'Is Sighted?' and 'Is Signed?' with corresponding text fields for 'Date Sighted' and 'Sighted By'. An 'Order' field is set to '1'. At the bottom, there is a large text area for 'Action Details' and a list of 'Sign-off (0)' items with an 'Add' link.

- Enter **Contract Manager** (SEH or DSC Contract Manager) or R&I Reviewer (Louise or Gabrielle) for the Pre-Execution stage.
- Enter **R&I Reviewer** (Louise or Gabrielle) for the Execution stage
- Enter **Primary Contact (Chief Investigator/Researcher)** for the Post-Execution stage

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

6. To add another sign off:
- Mouse-over the **Cog** icon
 - Click on the **Copy** icon and
 - Repeat steps 2 to 5

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



The screenshot shows the 'New Signoffs' form. At the top right, there are 'Save' and 'Back' buttons. The 'Back' button is highlighted with a red box. On the left side of the form, there are three icons: a gear icon (6a), a copy icon (6b), and a save icon. The gear icon is highlighted with a red box. Below the icons, there is a 'Save Layout' button. The form contains several fields: 'Org. Unit' (a dropdown menu), 'Action Type' (a dropdown menu set to 'Application Received'), 'Is Sighted?' (a checkbox), 'Sign-off Party' (a text input field with a search icon), 'Action Date' (a text input field), 'Sighted By' (a text input field), and 'Order' (a text input field set to '1').