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:/'

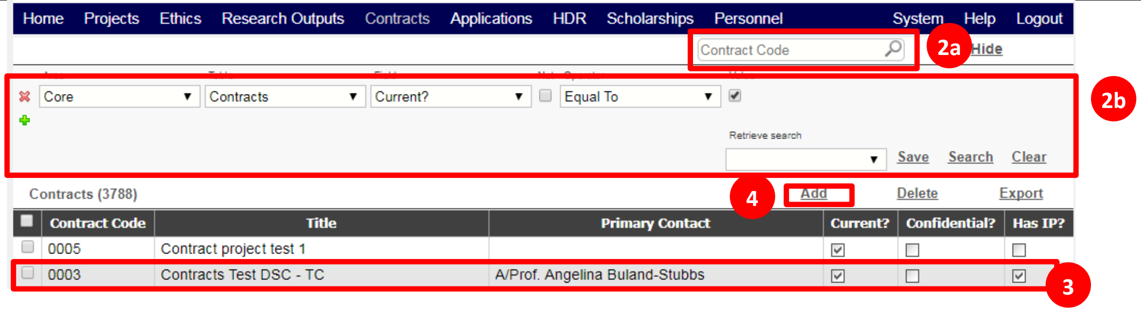
Exclusion

- 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

1. From the home screen, mouse over **Contracts** from the top menu and then select **Contracts** from the drop down menu	
2. Search for the contract record you would like to update a. Use the **Basic** search field by entering the **contract Code** and click Search b. Use the **Advanced** search fields to extend your search criteria 3. If the contract record exist, then select the contract you want to update, by clicking on the row 4. If the contract record does not exist, then click on the **Add** link. A new 'Contract' form will be displayed Write down any contract numbers, TRIM numbers that are related.	

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.

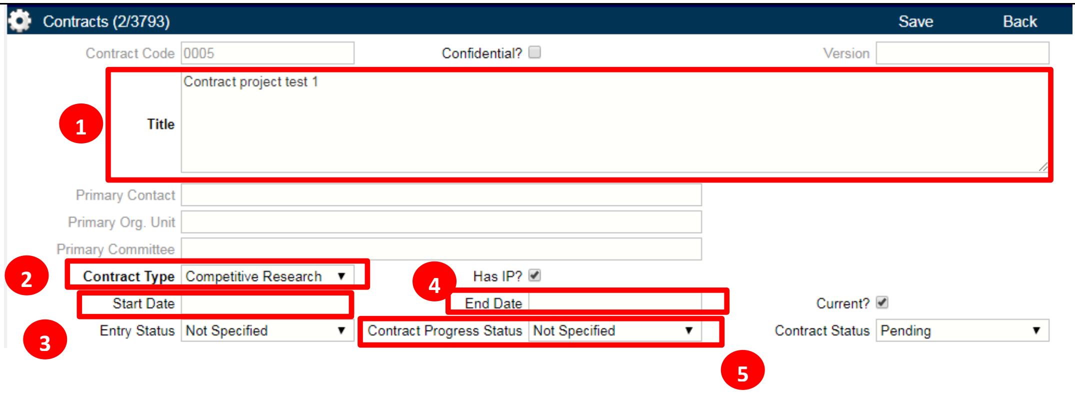
   Project Title: If you have a copy of the agreement, the exact project title will usually be quoted in the schedule.

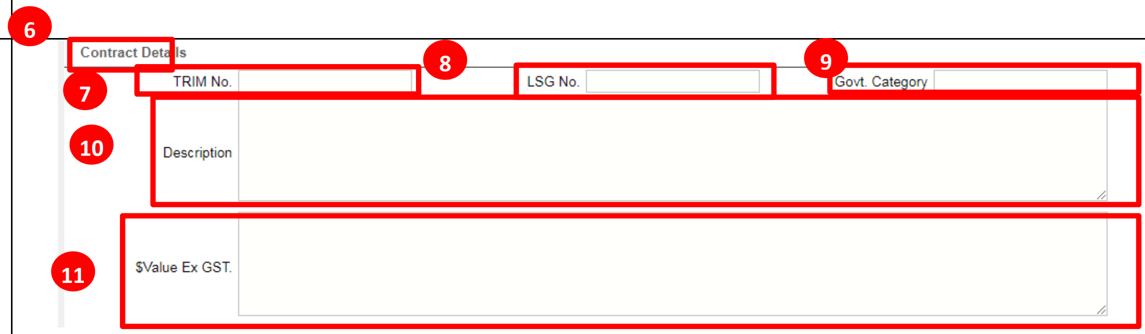
2. Select the type of research from the **Contract Type** dropdown field. Most of the matters received by the Research Contracts Team are 'Contract Research'

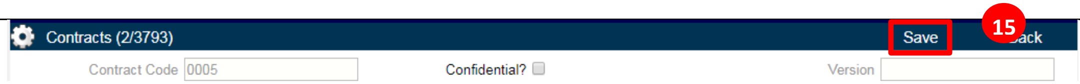
3. Enter the **Start date** by clicking in the field and selecting the date using the date picker. This is the commencement date as stated in the Agreement. If the project commences upon execution of the document enter the date you are creating the RM CM record.

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**



Status dropdown field	
6. Scroll to 'Contract Details' to open the **Contract Details** subsection 7. Enter **TRIM No.** if known 8. Enter **LSG No.** (Legal Services Group) if known 9. Enter the government category from the **Govt. Category** dropdown field 10. Enter the **Description**. Use for any additional notes e.g. if Agreement is in USD enter the date and conversion to AUD etc. 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	
12. Click on the 'Contract Dates to open the **Contract Dates** subsection. 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 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	

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)**	

Enter Contract Details – Subsection – Personnel

<table>
<tr>
<td>

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

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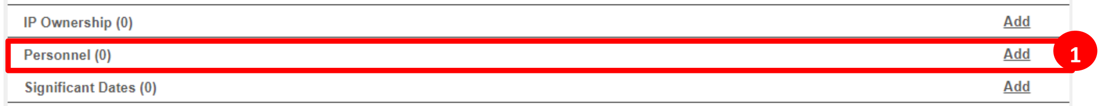

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2. Enter the employee number (excluding the letter prefix e.g. 'e') into the **Person Code,** or use the search facility. Once you have entered a code, some sections will auto populate, such as the school and college

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

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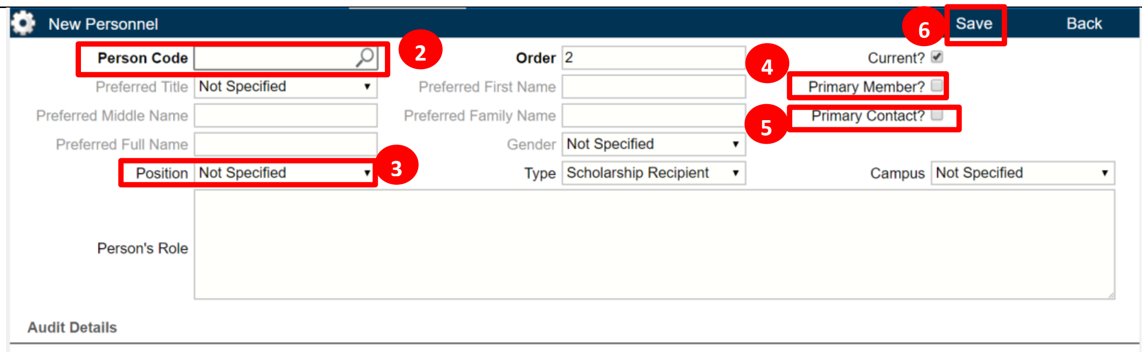
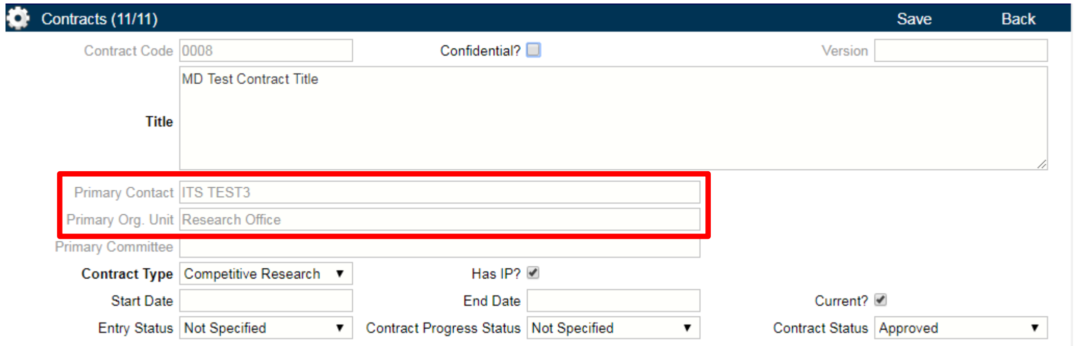


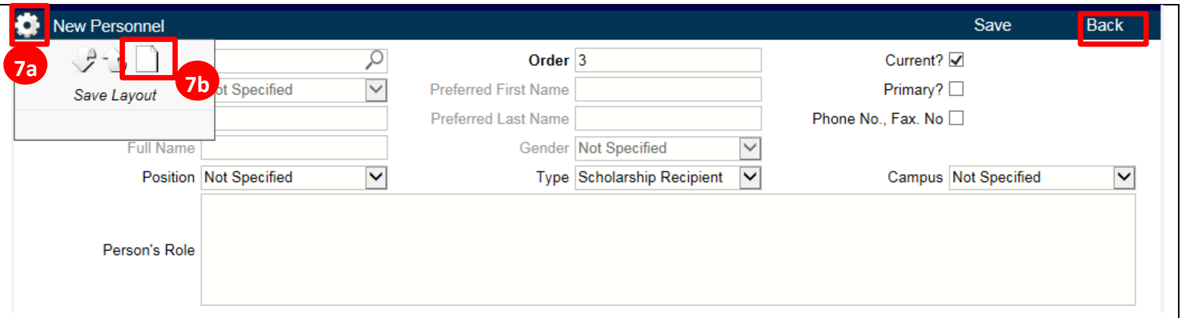


</td>
</tr>
</table>

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

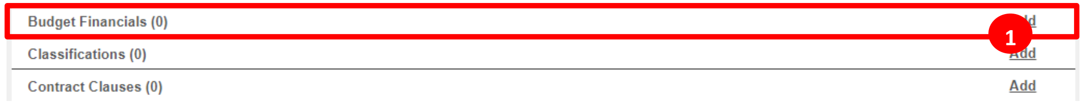
    Besides the CI add the following:
    d. Any additional Researchers named in the Agreement or on the RFC (Research Funding Coversheet)
    e. R&I (Research and Innovation) Reviewer



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

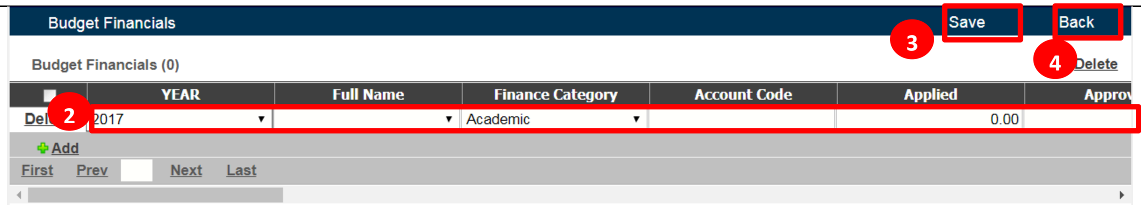


2. Enter the line items with negative figures
   a. Select the **Year** from the dropdown list
   b. Select Primary Contact (CI) from the **Person** dropdown list
   c. Select the 'General Funding' from the **Finance Category** dropdown list
   d. Enter the amount RMIT is paying out by entering the negative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

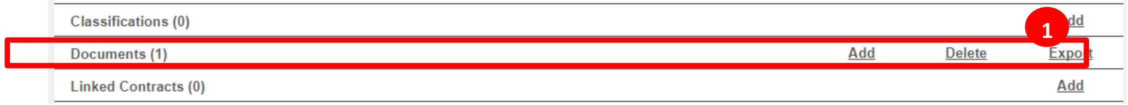
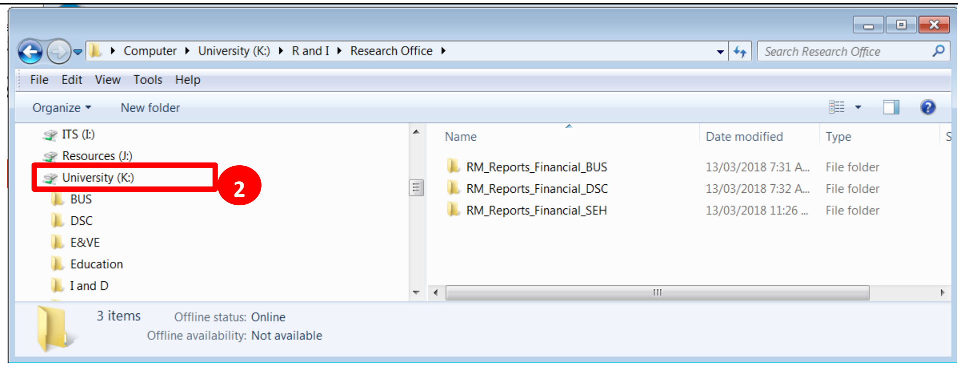
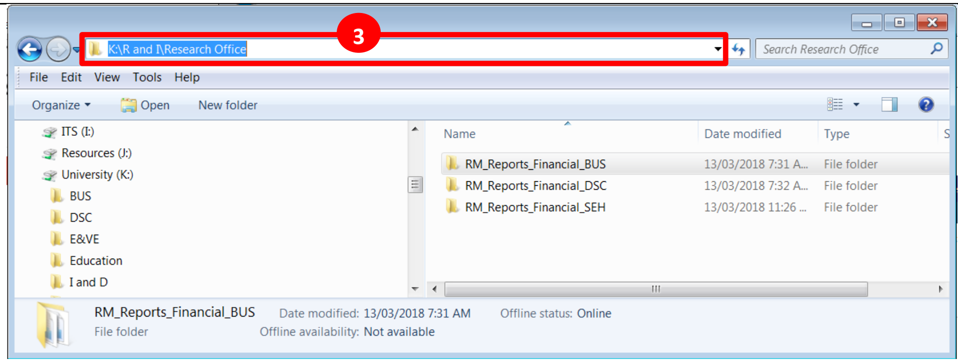
   You may need to scroll horizontally to see the respective fields.

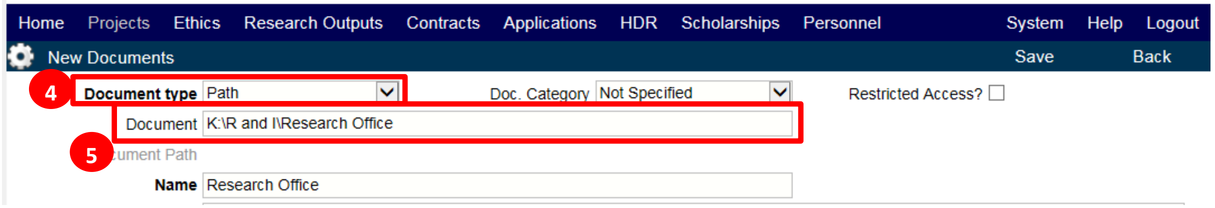
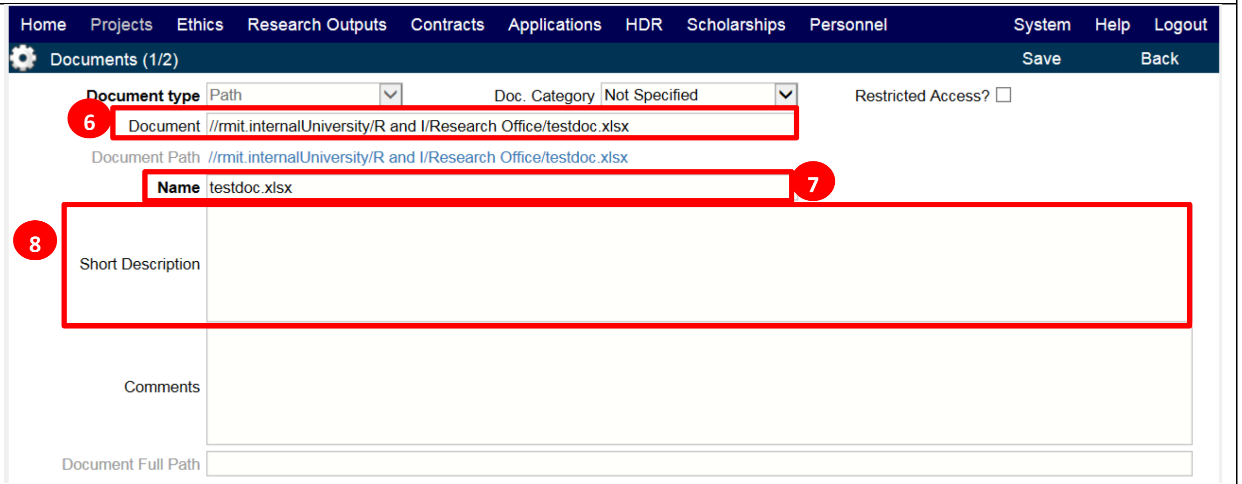
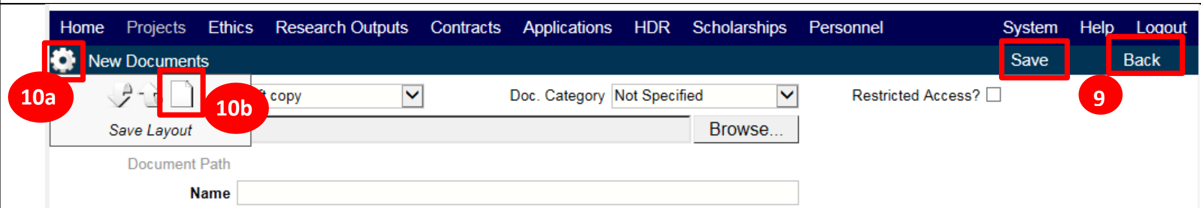
3. Click **Save** to save the changes

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

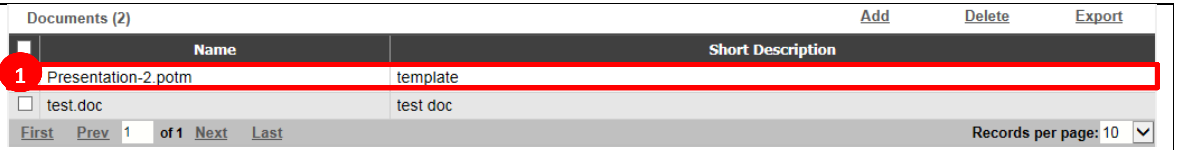
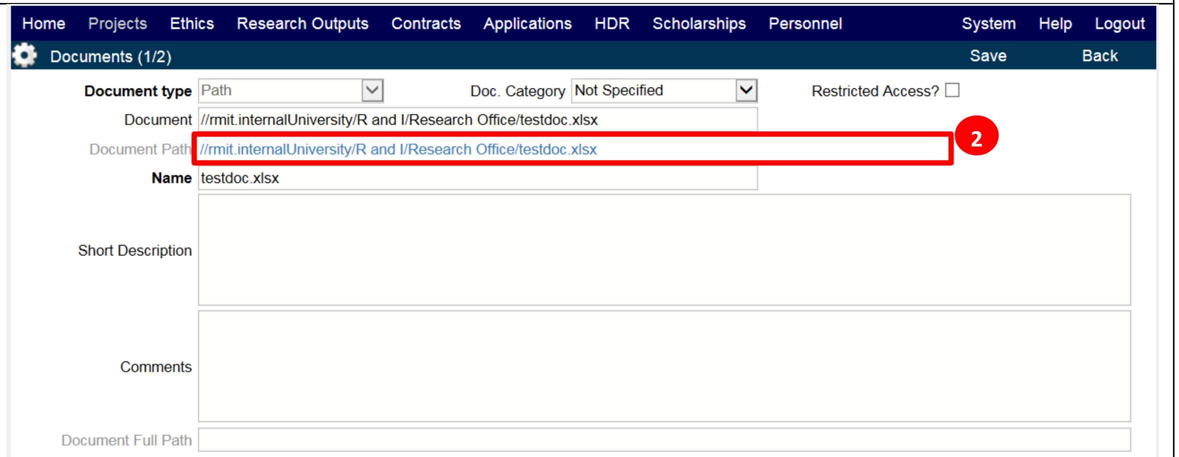
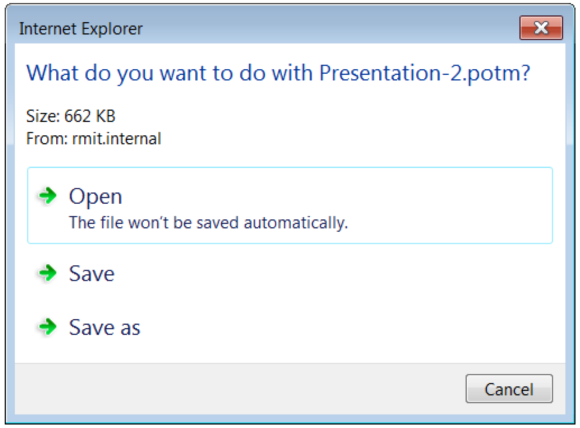


Enter Contract Details – Subsection – Documents – saving a file path

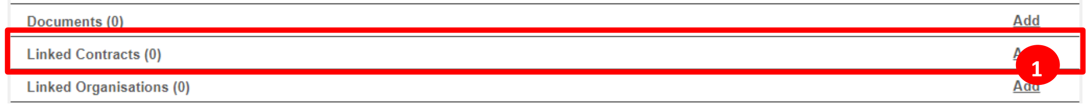
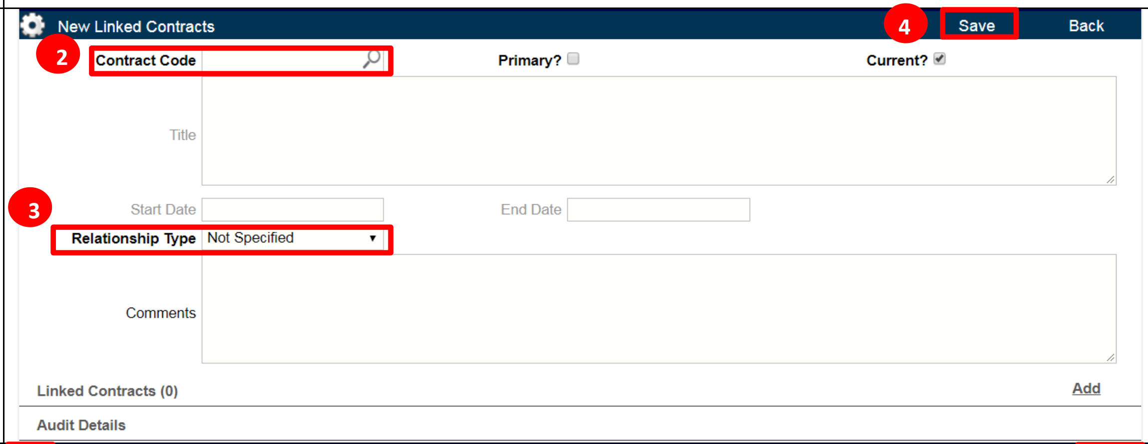
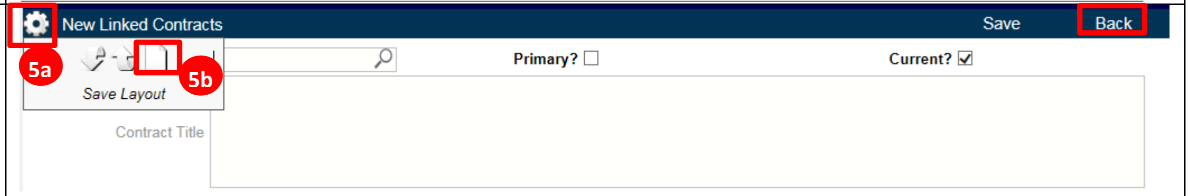
1. Go to the **Documents** subsection and click the **Add** link. This will display the Documents subsection form	
2. Open **Windows Explorer** and locate the file or folder to link	
3. Click in the address field and **copy** the path	

4. Select 'Path' from the **Document Type** dropdown list. 5. Paste the Windows Explorer path into the **Document** field	
6. If the path contains a mapped drive, then edit the drive reference in **Document** field to the server path. 7. The **Name** will be populated, but you can change it if need be 8. Enter 'Documents' in the **Short Description** field	
9. Click **Save** to save the changes. Otherwise click **Back** to return to the previous page 10. To add more documents: a. Mouse-over the **Cog** icon b. Click on the **Copy** icon and c. Repeat steps 2 to 9	

Enter Contract Details – Subsection – Documents – view a file

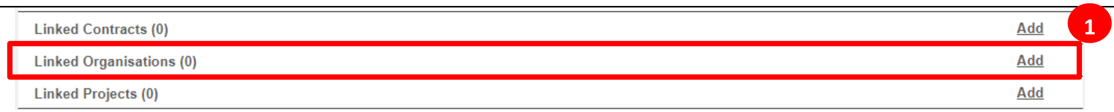
1. Go to the **Documents** subsection and click on the document record to view. This will display the Documents subsection form with the document details.	
2. Click on the **Document Path** link	
3. A pop-up window will be displayed. Click to open or save the document.	

Enter Contract Details – Subsection – Linked Contracts

1. Go to the **Linked Contracts** subsection and click on it or click the **Add** link. This will display the Contracts subsection form	
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 3. Select the **Relationship Type** 4. Click **Save** to save the changes	
5. To link another contract: a. Mouse-over the **Cog** icon b. Click on the **Copy** icon and c. Repeat steps 2 to 4 Otherwise click **Back** to return to the previous page	

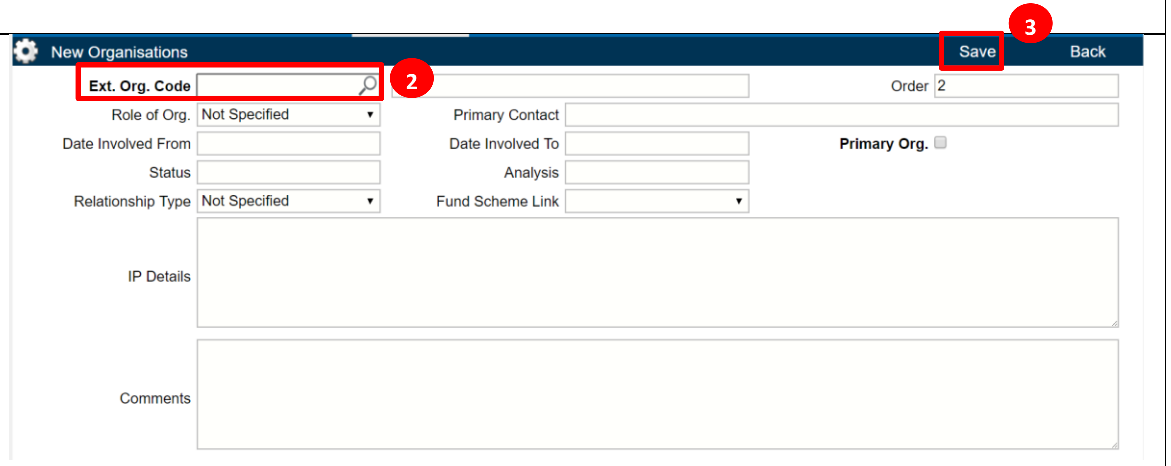
Enter Contract Details – Subsection – Organisations

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



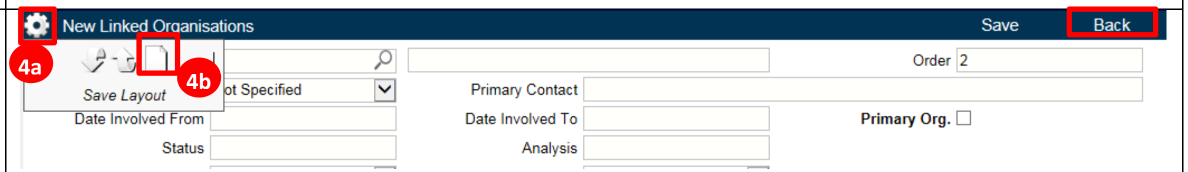
2. Enter the organisation Code into the **Organisation Code** field, or use the search facility. Once you have entered a code, some sections will auto populate

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



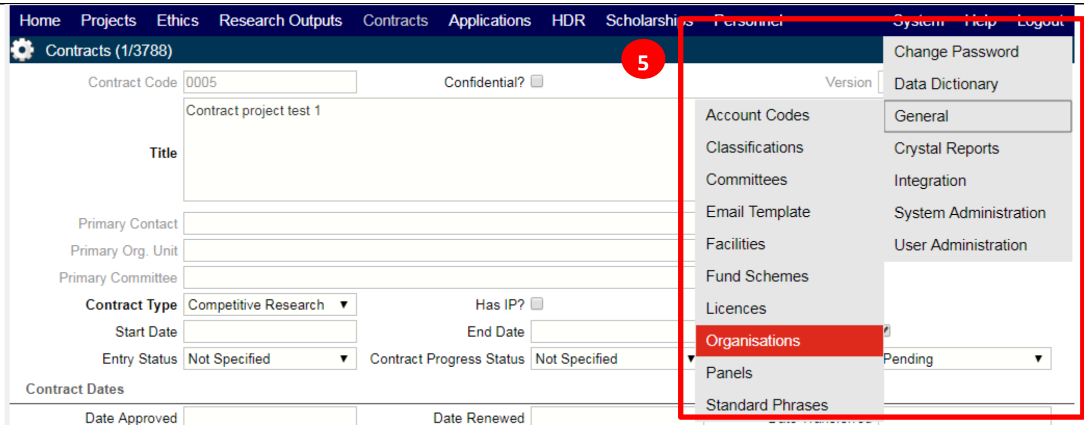
4. To add another organisation:
   a. Mouse-over the **Cog** icon
   b. Click on the **Copy** icon and
   c. Repeat steps 2 to 3

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

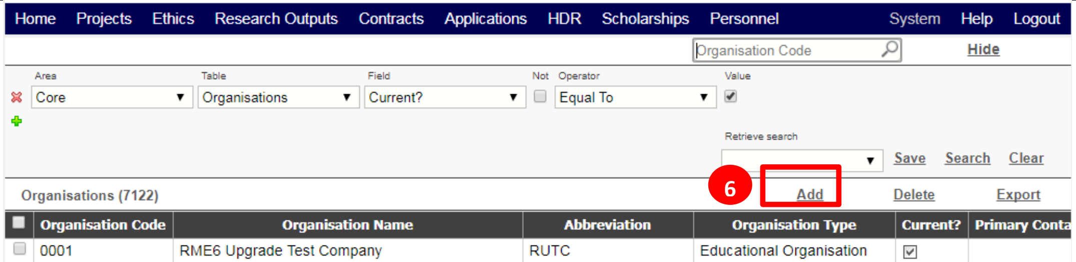


Organisation not found

5. Go to System > General > Organisations



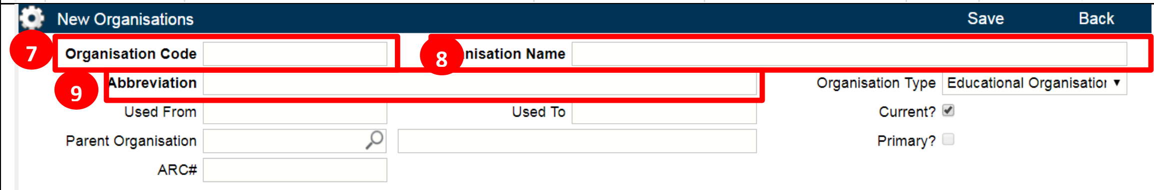
6. Click on it or click the **Add** link. This will display the Organisations Add form



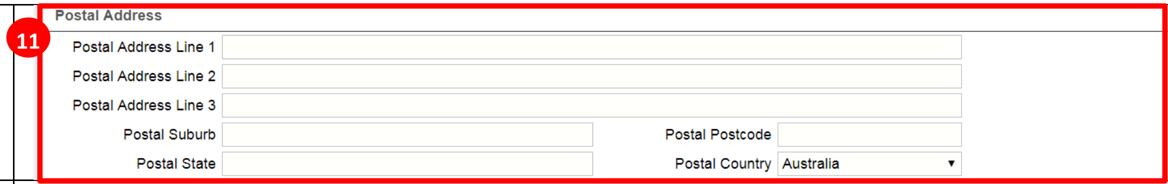
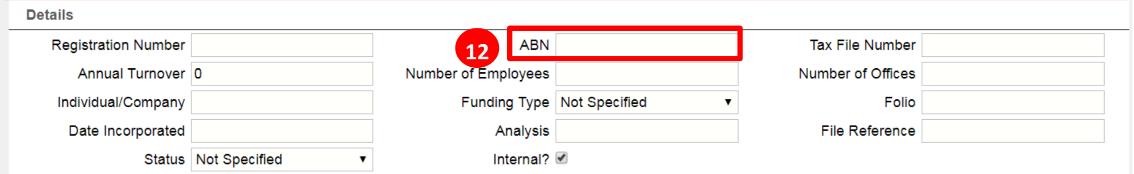
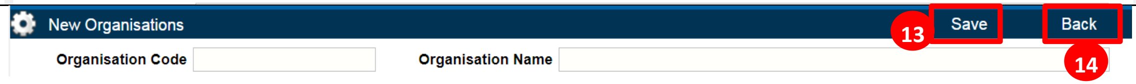
7. Enter/Invent an **Organisation code**

8. Enter the **Organisation Name**

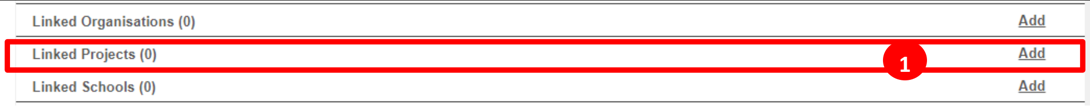
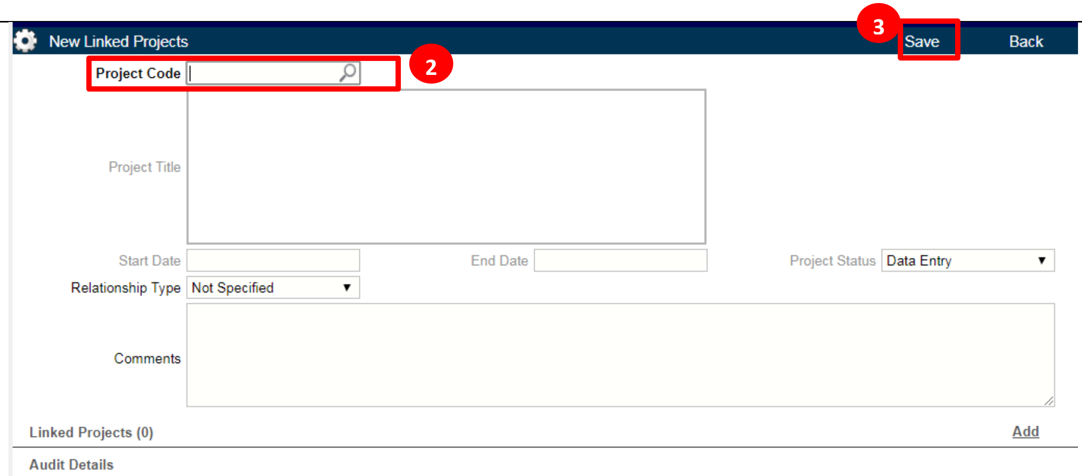
9. Enter **Abbreviation**



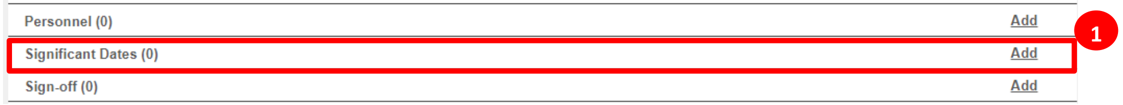
10. Enter **Physical Address**

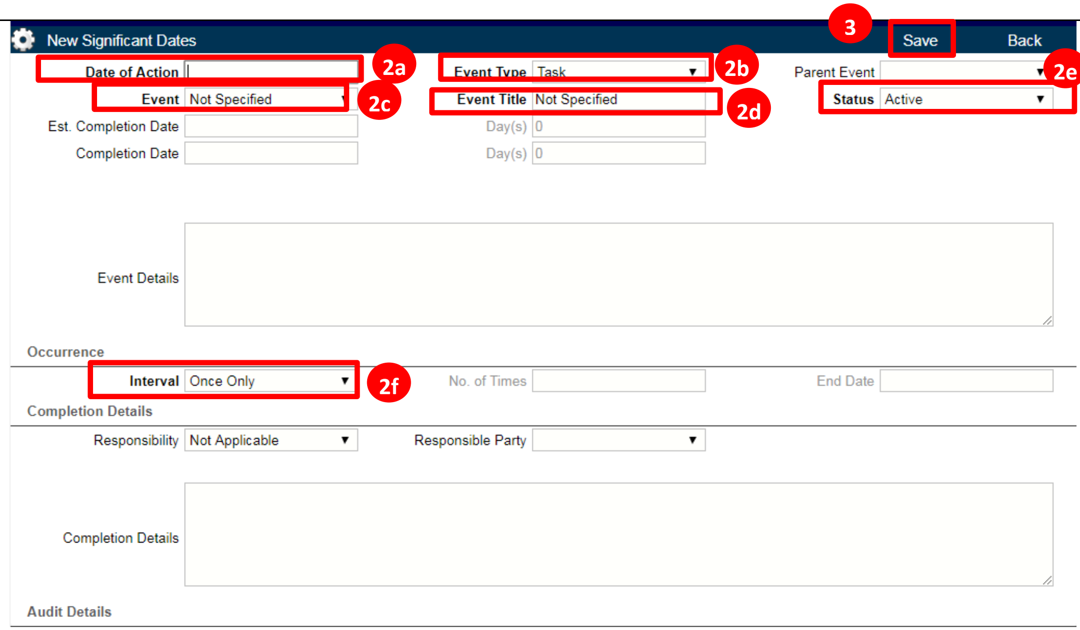
11. Update the **Postal Address** if different from the physical address	
12. Enter the **ABN**	
13. Click **Save** to save the changes 14. Click **Back** to go back to previous page	

Enter Contract Details – Subsection – Linked Projects

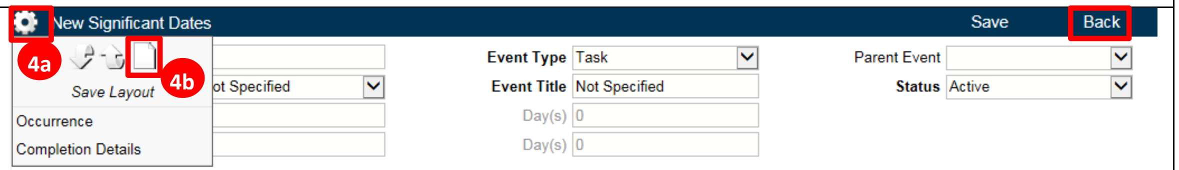
1. Go to the **Linked Projects** subsection and click on it or click the **Add** link. This will display the Project subsection form	
2. Enter the project code into the **Project Code,** or use the search facility. Once you have entered a code, some sections will auto populate If the initial email has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

Enter Contract Details – Subsection – Significant Dates

<table>
<tr>
<td>1. Go to the Significant Dates subsection and click on it or click the Add link. This will display the Significant Events subsection form</td>
<td>
</td>
</tr>
<tr>
<td>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</td>
<td>
</td>
</tr>
<tr>
<td>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</td>
<td>
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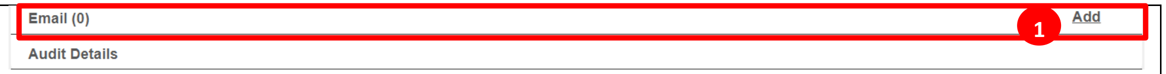
R&I Res Contracts for review' significant dates are to be added to all new records when they are created	

Enter Contract Details – Subsection – Significant Date - Email

1. Scroll down to the **Email** subsection and click on it or click the **Add** link. This will display the Significant Events subsection form



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

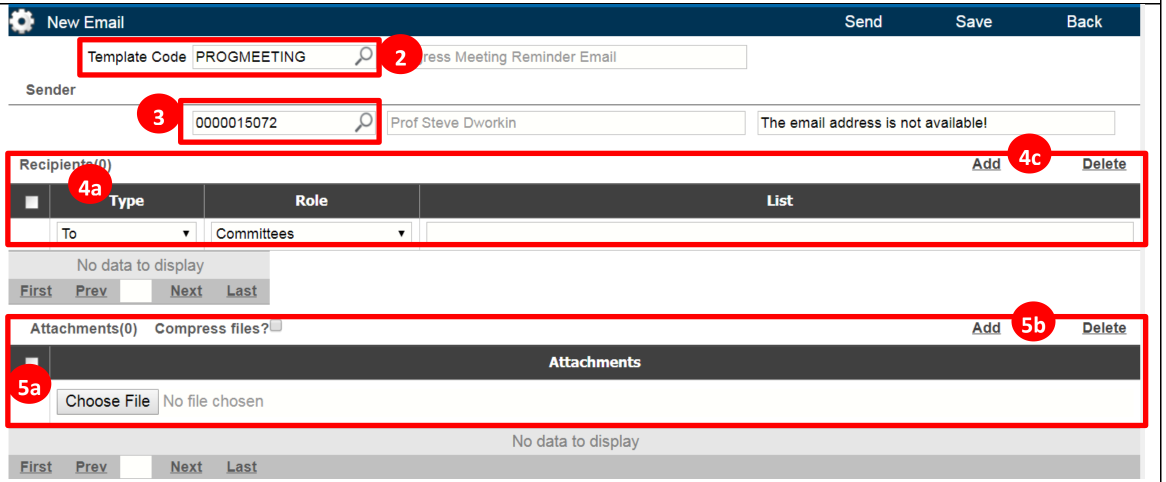
3. Search and select **Sender**

4. Enter recipient(s)
    a. Select **Type**; either ‘TO’, ‘CC’ or ‘BCC’
    b. Select the **Role** you wish to send the email
    c. Click **Add**
    d. Continue adding recipients as appropriate

    TO: This is the Researcher (Primary Personnel). This is the ‘Primary Contact’ role.

    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

5. Add attachments if required:
    a. Click on **Choose File** to find and select the file
    b. Click **Add** (in the Attachment section) to append your document to the email



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<td>

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

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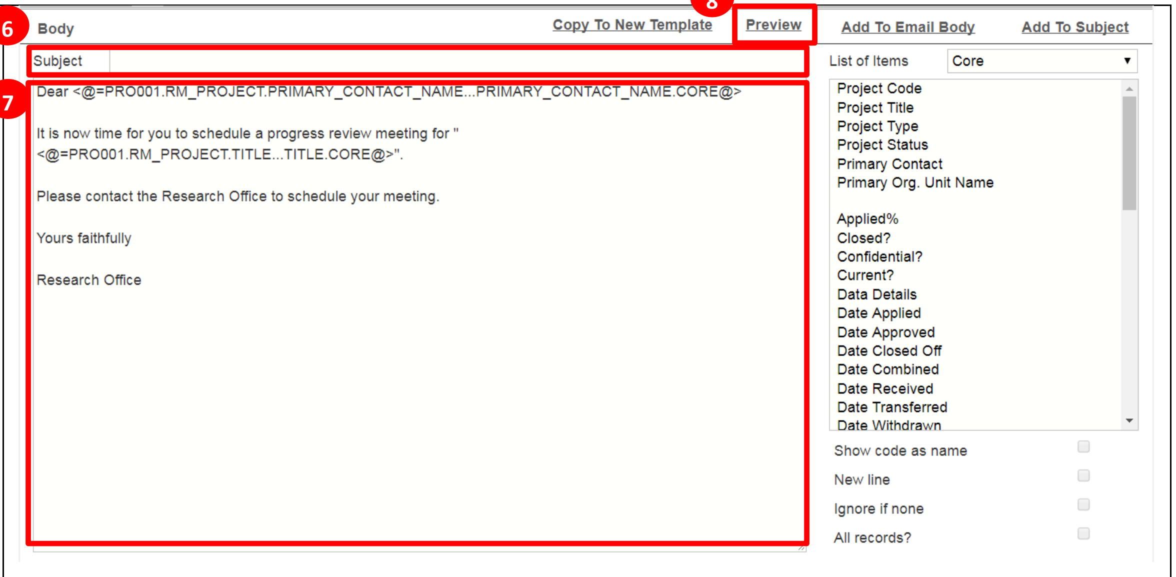
<td>


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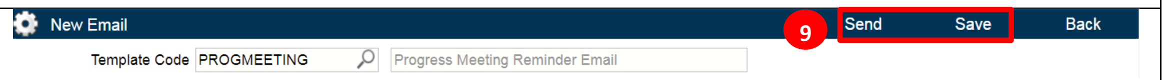
<td>

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

</td>
<td>


</td>
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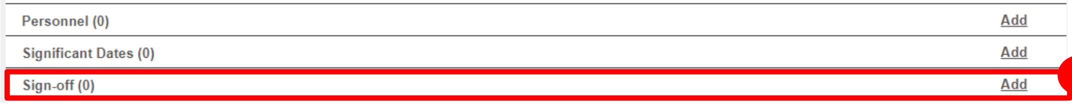
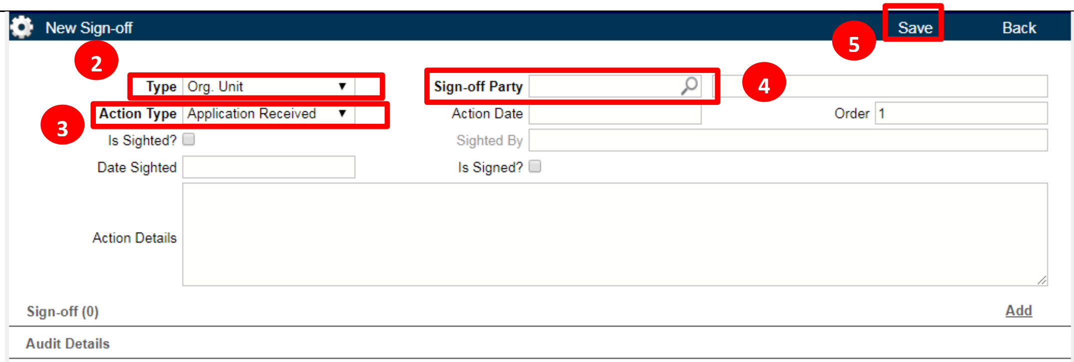
</table>

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	
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. Enter **Contract Manager** (SEH or DSC Contract Manager) or R&I Reviewer (Louise or Gabrielle) for the Pre-Execution stage. b. Enter **R&I Reviewer** (Louise or Gabrielle) for the Execution stage c. Enter **Primary Contact (Chief Investigator/Researcher)** for the Post-Execution stage 5. Click **Save** to save the changes	

6. To add another sign off: a. Mouse-over the **Cog** icon b. Click on the **Copy** icon and c. Repeat steps 2 to 5 Otherwise click **Back** to return to the previous page