

## Pre-Award – Grant Announcement

This guide shows Pre-Award Services Team (Research Operations and Support) how to update the Project within Research Master when the outcome of an application is received.

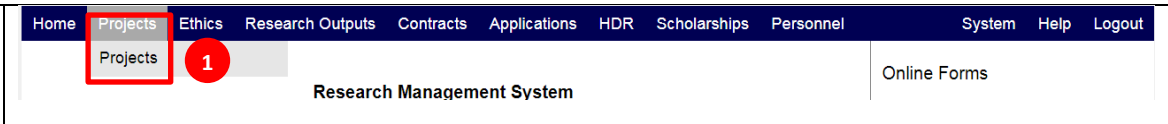
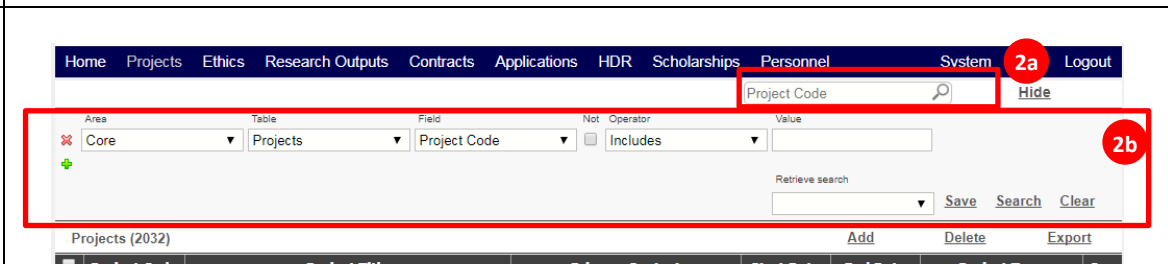
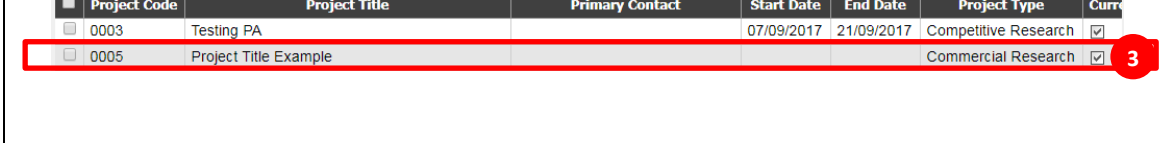
### Guidelines and rules

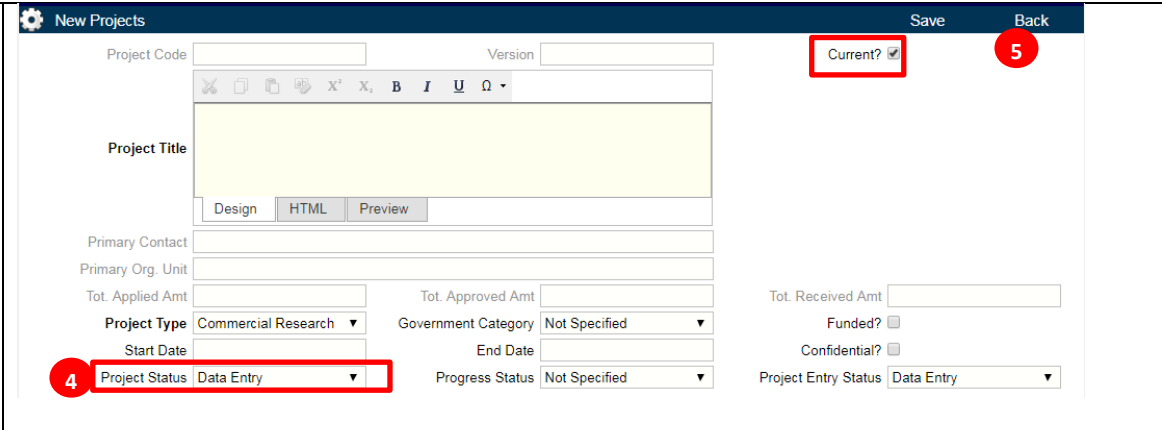
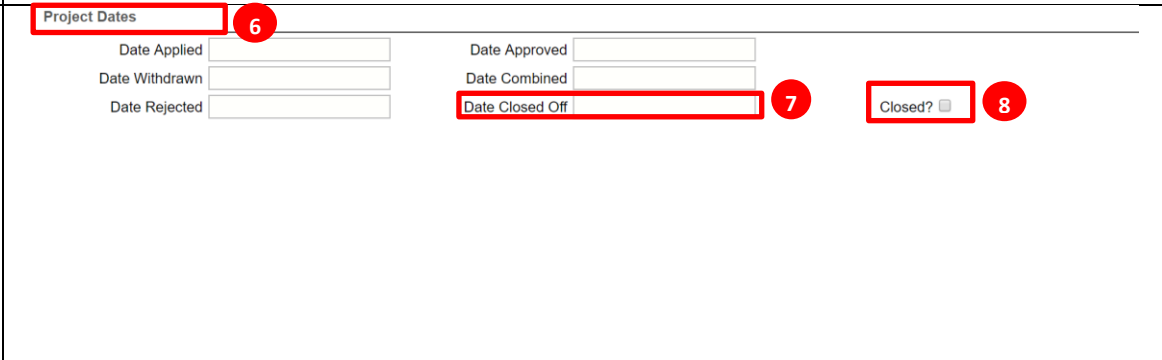
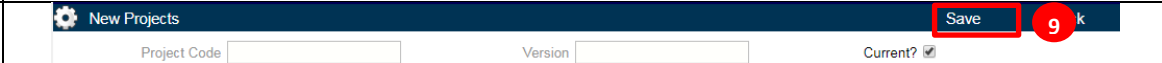
- A Research Master login and access to the networked shared drive are required to complete this task.
- The following actions are required when the Pre-Award Services Team at Research and Innovation has submitted the application for a Competitive Research project to the funding body.
- All documents 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:/'

### Who is involved in this process?


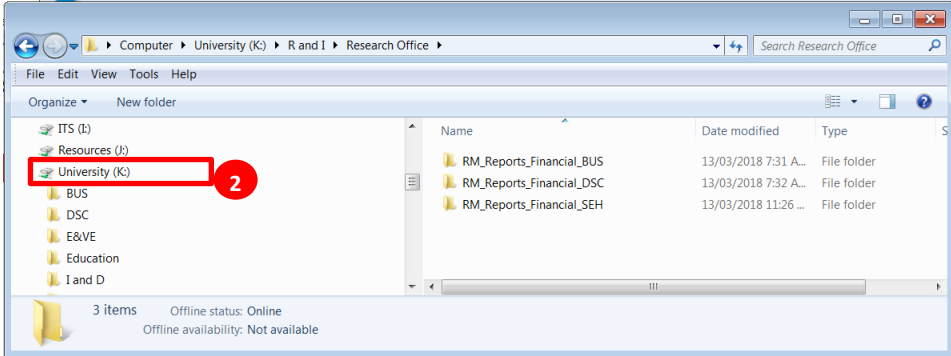
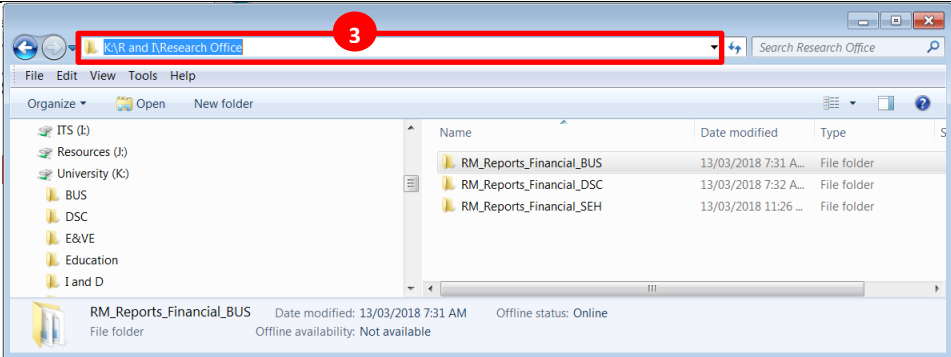
- **Grants Officers:** Responsible for performing the tasks set out in the instruction steps and actions.
- **Grants Coordinator:** Responsible for performing and assisting with the tasks set out in the instruction steps and actions.
- **Senior Grants Coordinator:** Responsible for performing and assisting with the tasks set out in the instruction steps and actions.
- **Senior Manager, Grants Development:** Responsible for overseeing and assisting with this procedure when required.

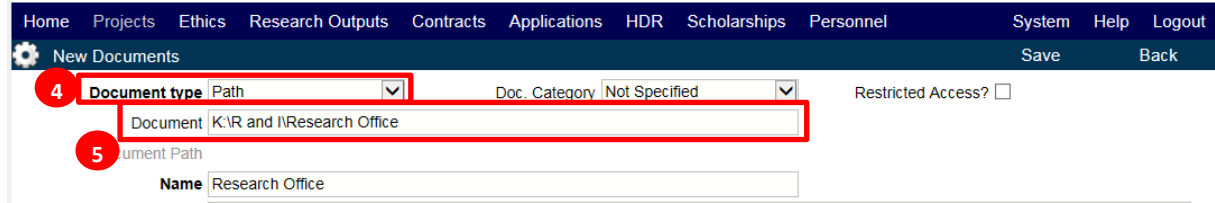
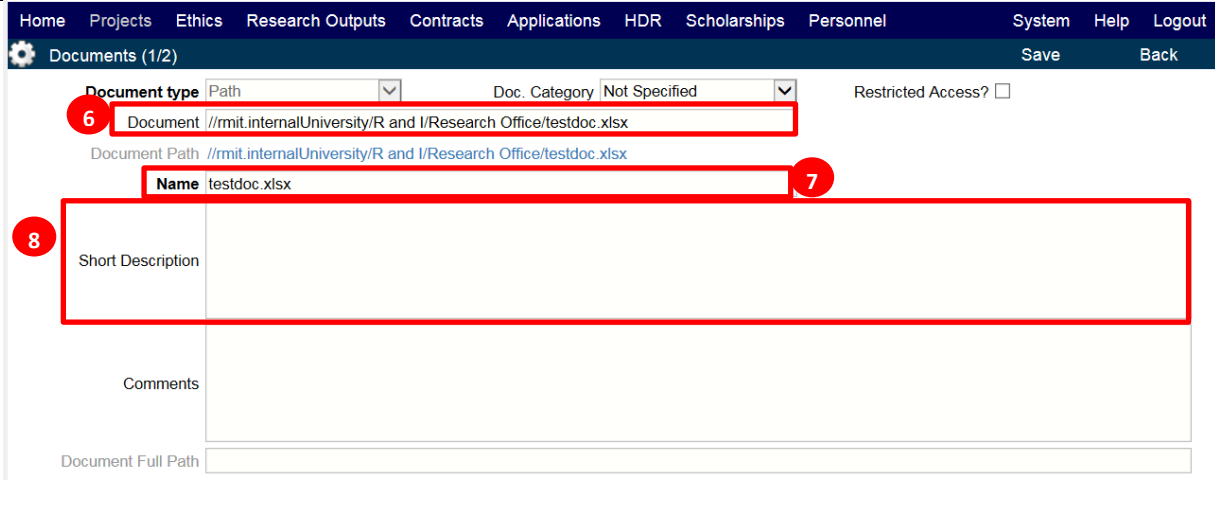
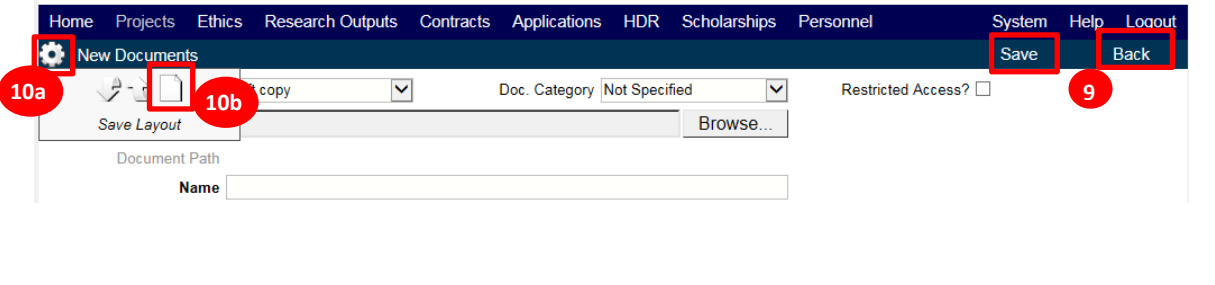
## Unsuccessful Application

<p>1. From the home screen, mouse over <b>Projects</b> from the top menu and then select <b>Projects</b> again from the drop down menu</p>																						
<p>2. Search for the project record you would like to update</p> <ol style="list-style-type: none"> <li>Use the <b>Basic</b> search field by entering the <b>Project Code</b> and click Search</li> <li>Use the <b>Advanced</b> search fields to extend your search criteria</li> </ol>																						
<p>3. Select the project you want to update, by clicking on the row</p>	 <table border="1"> <thead> <tr> <th>Project Code</th> <th>Project Title</th> <th>Primary Contact</th> <th>Start Date</th> <th>End Date</th> <th>Project Type</th> <th>Current</th> </tr> </thead> <tbody> <tr> <td>0003</td> <td>Testing PA</td> <td></td> <td>07/09/2017</td> <td>21/09/2017</td> <td>Competitive Research</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>0005</td> <td>Project Title Example</td> <td></td> <td></td> <td></td> <td>Commercial Research</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Project Code	Project Title	Primary Contact	Start Date	End Date	Project Type	Current	0003	Testing PA		07/09/2017	21/09/2017	Competitive Research	<input checked="" type="checkbox"/>	0005	Project Title Example				Commercial Research	<input checked="" type="checkbox"/>
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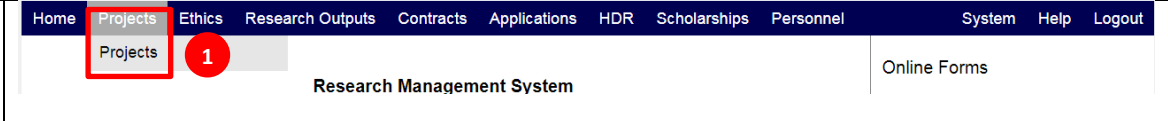
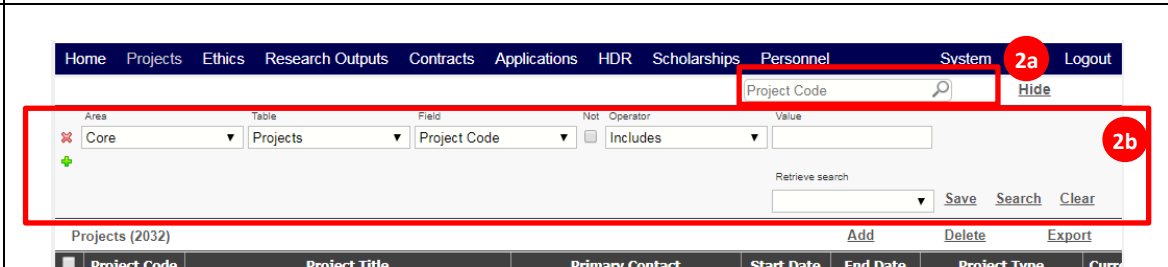
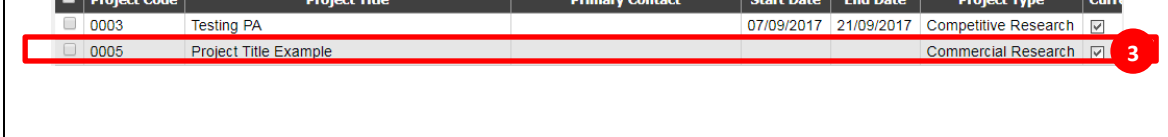
<p>4. Select 'Unsuccessful' from the <b>Project status</b> dropdown list</p> <p>5. Un-tick the <b>Current</b> checkbox</p>	
<p>6. Click on the 'Project Dates' to open the <b>Project Dates</b> subsection</p> <p>7. Enter the <b>Date Closed Off</b> by clicking in the field and selecting the date using the date picker. This is the date displayed on the Unsuccessful letter</p> <p>8. Tick the <b>Closed</b> checkbox to close off the record</p>	
<p>9. Click on the <b>Save</b> link to save the core Details</p>	

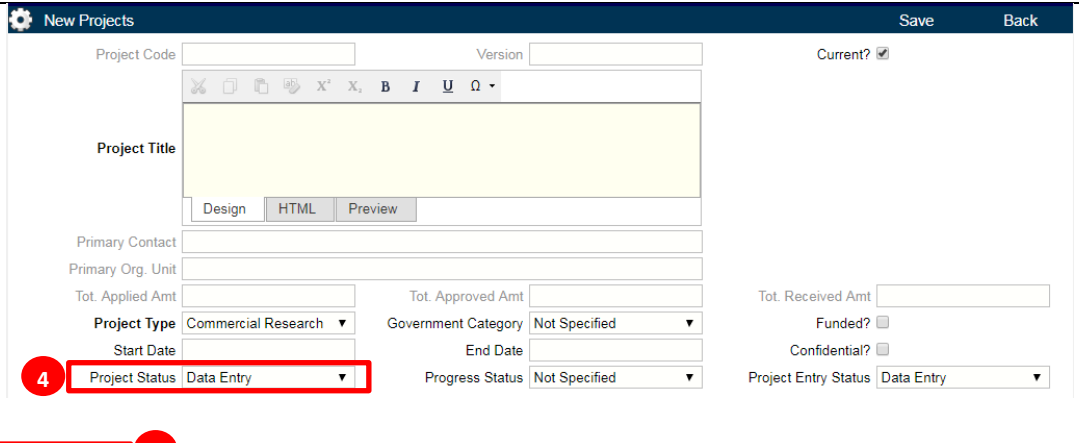
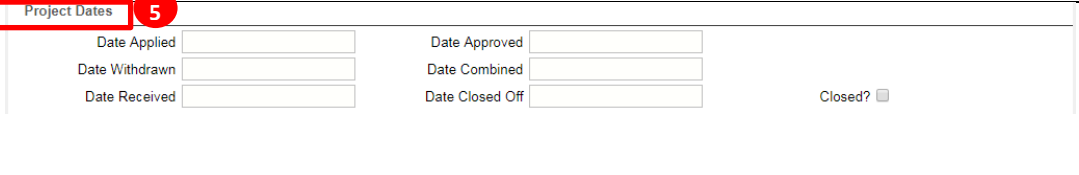

### Enter Project Details – Subsection - Documents

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

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

Successful Application

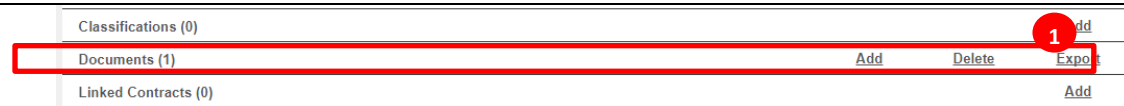
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<p>4. Select 'Pending Agreement Negotiation' from the <b>Project status</b> dropdown list</p>	
<p>5. Click on the 'Project Dates' to open the <b>Project Dates</b> subsection.</p>	
<p>6. Click on the <b>Save</b> link to save the details</p>	

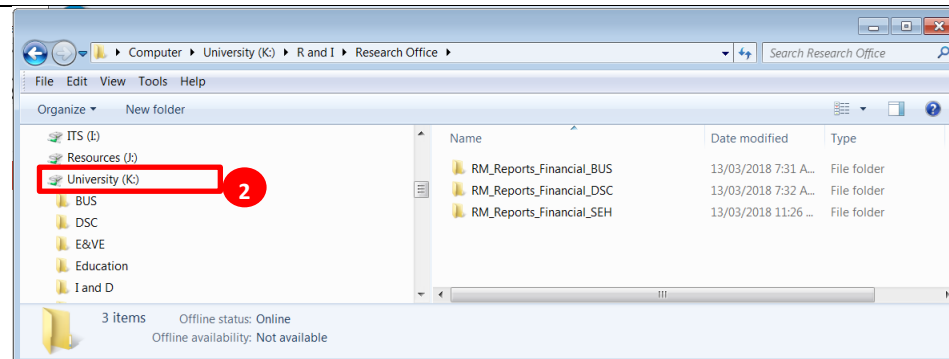
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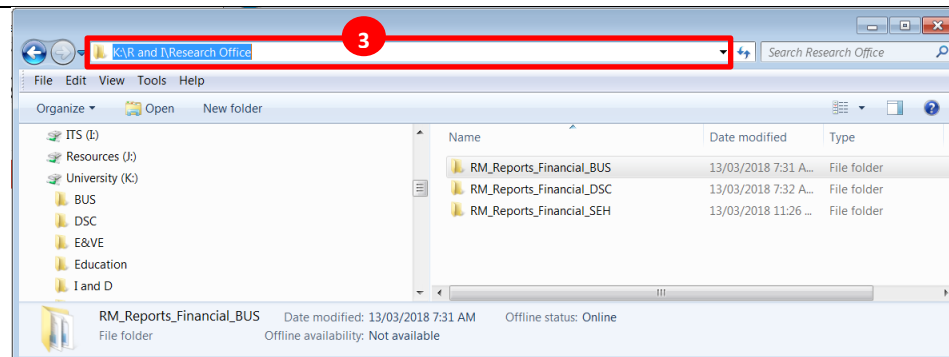
Do not attach 'Agreement letter' before signoff. Follow 'Agreement Executed' process for Post-award after the 'Agreement letter' is signed by both RMIT and the funding organisation.



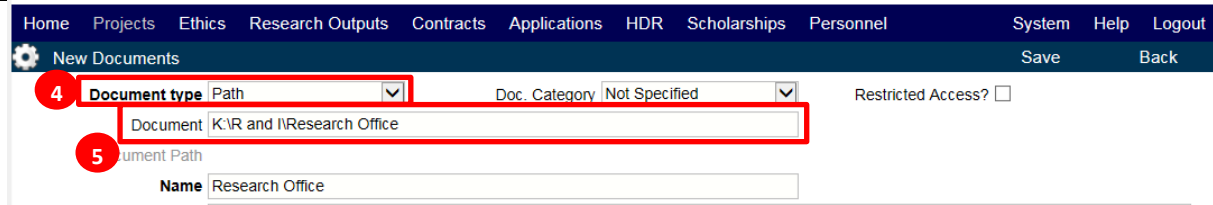
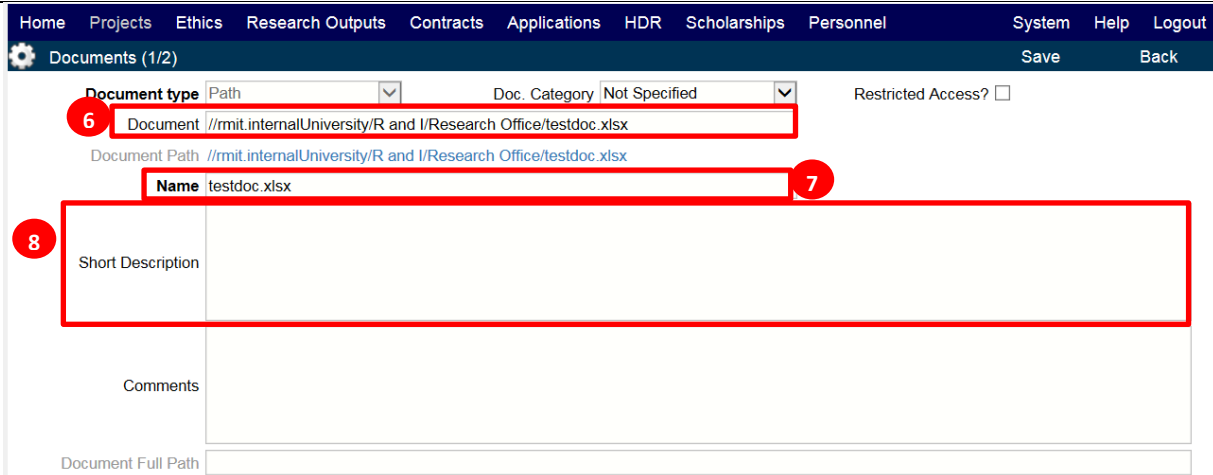
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