

## Pre-Award – Application Submitted

This guide shows Pre-Award Services Team (Research Operations and Support) how to update the Project within Research Master for submitted applications.

### 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:/'

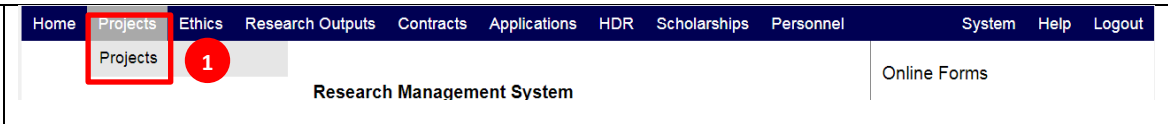
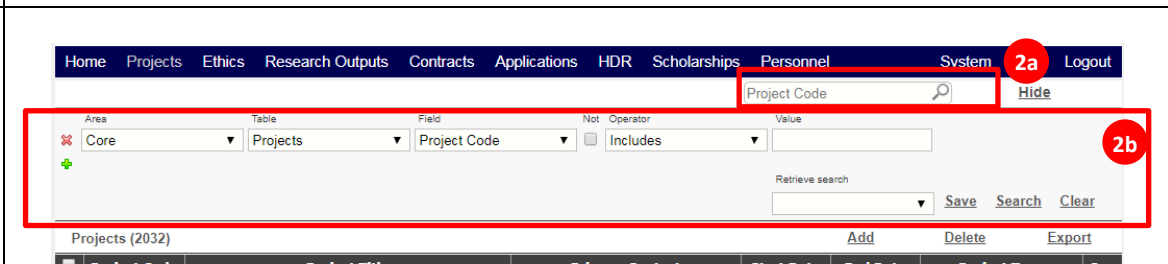
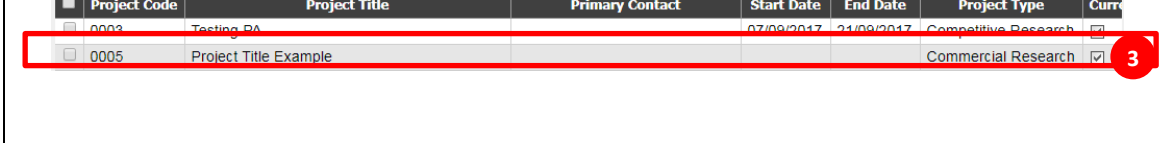
### Exclusion

These instructions do not include how to update and make variations to the RM record after the application has been submitted, e.g. adding details and files once an outcome has been announced, or adding agreements or contracts.

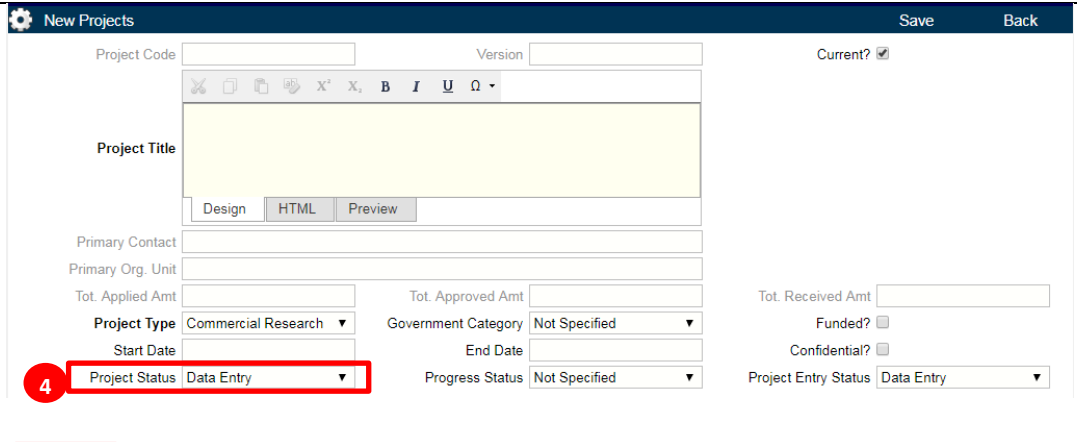
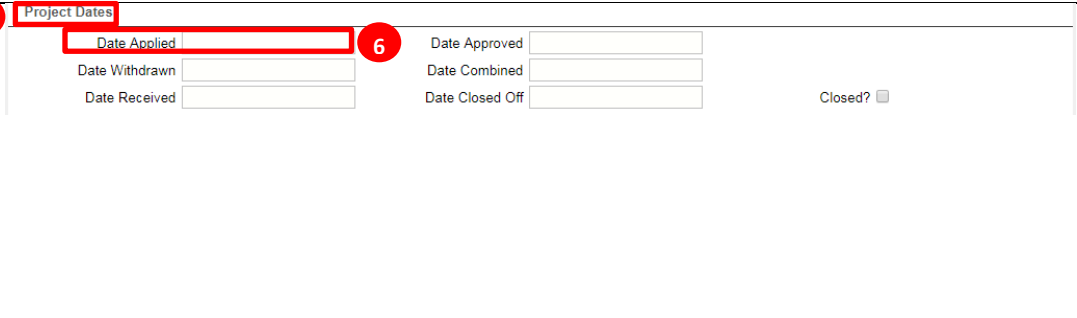

### Who is involved in this process?

- **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.

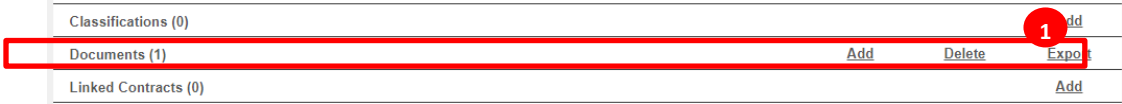
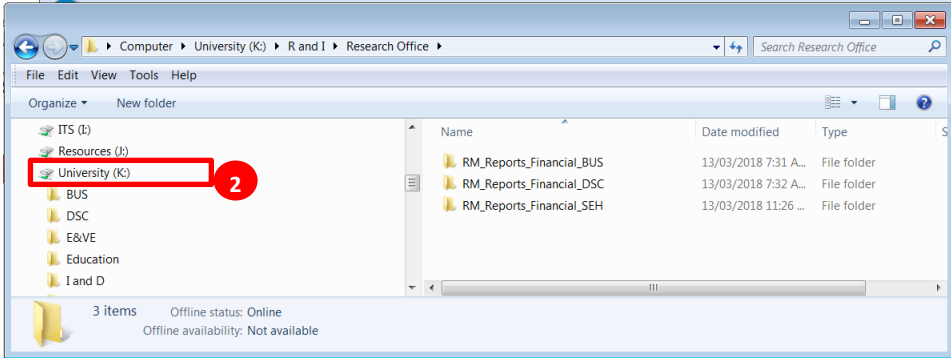
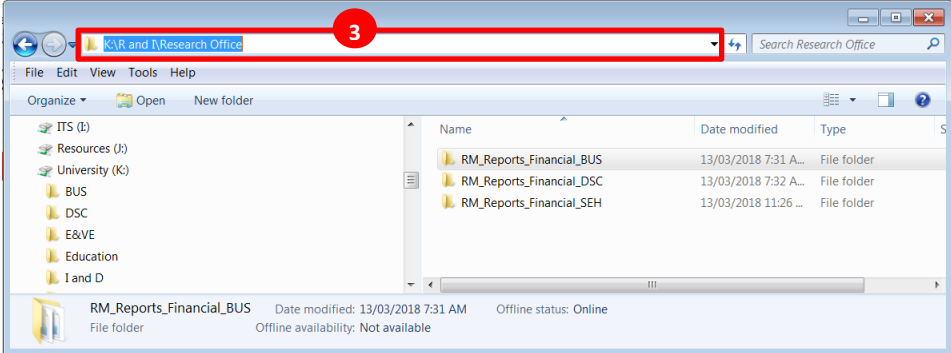
## Find the Project

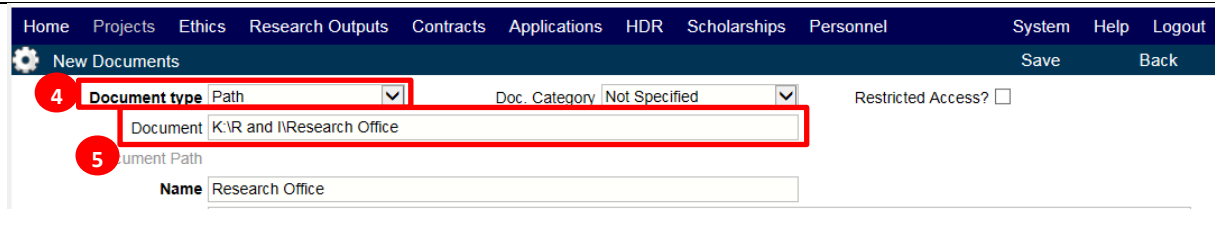
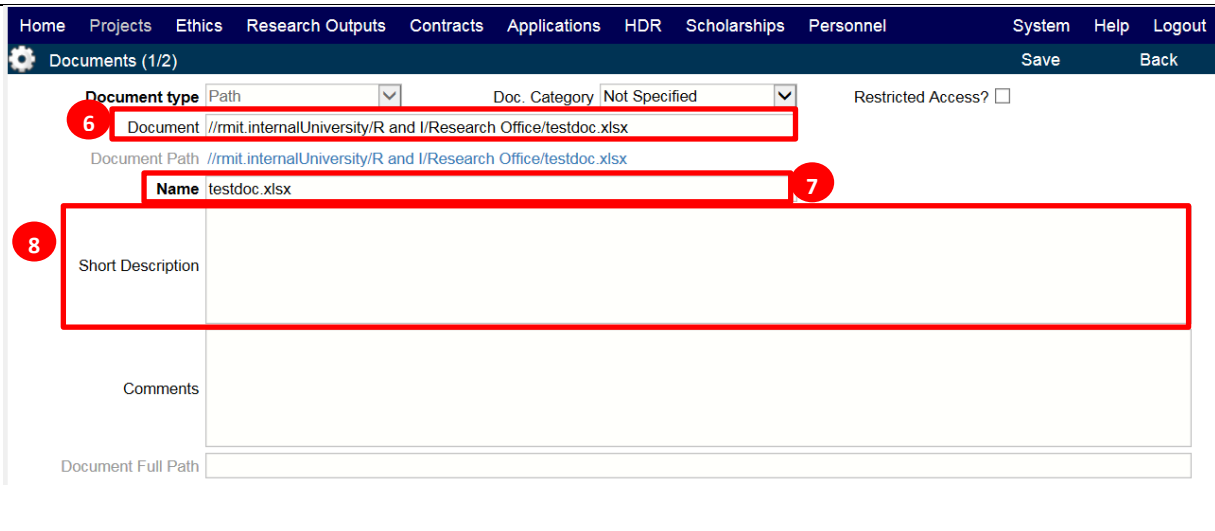
<p>1. From the home screen, mouse over <b>Projects</b> from the top menu and then select <b>Projects</b> again from the drop down menu</p>																						
<p>2. Search for the project record you would like to update</p> <ol style="list-style-type: none"> <li>Use the <b>Basic</b> search field by 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>21/03/2017</td> <td>Competitive Research</td> <td><input 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	21/03/2017	Competitive Research	<input type="checkbox"/>	0005	Project Title Example				Commercial Research	<input checked="" type="checkbox"/>
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## Enter Project Details

<p>4. Select 'Application Submitted' 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. Enter the <b>Date applied</b> by clicking in the field and selecting the date using the date picker. This is the date the grant application was submitted to the funding body</p>	
<p>7. Click on the <b>Save</b> link to save the 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 'Application' document to update it if required</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>	