

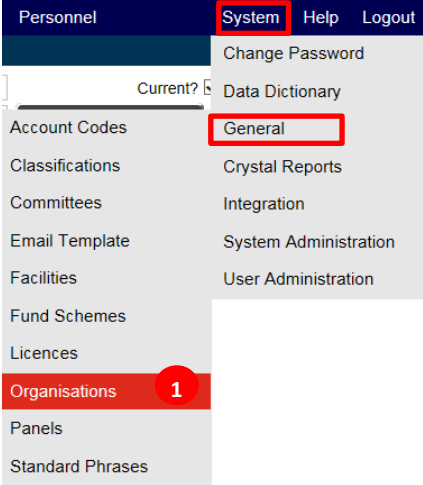

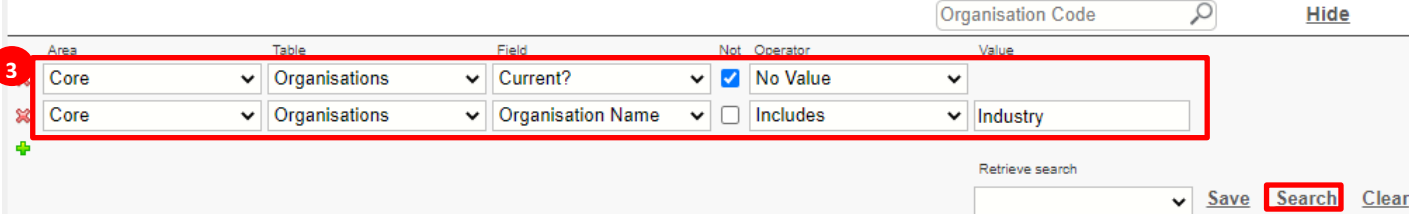
Organisations

This guide shows staff how to set up a new organisation record for the ResearchMaster (RM) database. Organisation records are created by staff in the Research and Innovation Portfolio (R&I).

Guidelines and rules

- A ResearchMaster login with applicable access is required to complete this task.
- Organisation records are linked to fund schemes and records of Personnel external to RMIT University. These Organisation records contain the basic information about an organisation, such as name, entity type, Website (alternative identifier) and country (collaboration indicator). For Australian organisations we also try to identify the relevant Australian Business Number (ABN).
- This information allows RMIT University to analyse which organisations we are collaborating with on research projects and publications as well as those organisations that sponsor research through funding schemes.
- Each organisation may have multiple instances, one per country and ABN, which link to the same Parent Organisation. E.g BOEING The Boeing Company as the Parent Organisation for BOEINGDA Boeing Defence Australia Ltd
- Each Organisation can have numerous different fund schemes linked to it to show the different pathway in which RMIT receives funding from a particular organisation. These fund schemes, and the organisation records attached to them, are also used to report the source of the universities funding to the Federal Government. It is therefore necessary to maintain these records to ensure the accuracy of the data being reported.
- Multiple teams in the Research Strategy and Services area are responsible for:
 - Creating new Organisation records in ResearchMaster
 - Updating existing Organisation records in ResearchMaster to maintain accuracy within the database.

Create a new Organisation

<p>1. Navigate to System > General > Organisations</p>																			
<p>2. Check if an Organisation record already exists for Australian organisations by searching for an existing Organisation record. Click on Advanced link to display the advance search feature.</p>																			
<p>3. Update the search criteria to check if the record exists</p> <ul style="list-style-type: none"> • Include both current and not current) • Pick various key words to search (e.g. "industry") • Click Search 	 <table border="1" data-bbox="656 1150 1861 1252"> <thead> <tr> <th>Area</th> <th>Table</th> <th>Field</th> <th>Not</th> <th>Operator</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Core</td> <td>Organisations</td> <td>Current?</td> <td><input checked="" type="checkbox"/></td> <td>No Value</td> <td></td> </tr> <tr> <td>Core</td> <td>Organisations</td> <td>Organisation Name</td> <td><input type="checkbox"/></td> <td>Includes</td> <td>Industry</td> </tr> </tbody> </table>	Area	Table	Field	Not	Operator	Value	Core	Organisations	Current?	<input checked="" type="checkbox"/>	No Value		Core	Organisations	Organisation Name	<input type="checkbox"/>	Includes	Industry
Area	Table	Field	Not	Operator	Value														
Core	Organisations	Current?	<input checked="" type="checkbox"/>	No Value															
Core	Organisations	Organisation Name	<input type="checkbox"/>	Includes	Industry														

4. If the record is found, click on the row to modify the record. Otherwise, click **Add** to create a new record.

Information about an Organisation can be sourced from many different places. The primary source should be any research agreements between RMIT and the organisation. The 'contact' page of an organisations website is also a good place to find address and contact details.

Organisations (48) Add [Delete](#) [Export](#)

<input type="checkbox"/>	Organisation Code	Organisation Name	Abbreviation	
<input type="checkbox"/>	0000023611	Research Connections (Department of Industry)	NOTSPECIFY	Not Specified
<input type="checkbox"/>	ACCI	Australian Chamber of Commerce and Industry	NOTSPECIFY	For-profit Orga
<input type="checkbox"/>	AIIA	Australian Information Industry Association Limited	AIIA	For-profit Orga
<input type="checkbox"/>	AMINDRA	Australian Mining Industry Research Association	NOTSPECIFY	Not Specified

5. Enter/Create an **Organisation Code**

This is a unique alpha numeric that will be used to link the organisation record to various tables within the database. Typically, an acronym, contraction or key word from the Organisations name works best. Note – RME6 will not allow you to select a code that already exists and you will need to revise the code if this happens.

6. Enter the official **Organisation Name**

New Organisations Save Back

5 6

7 6

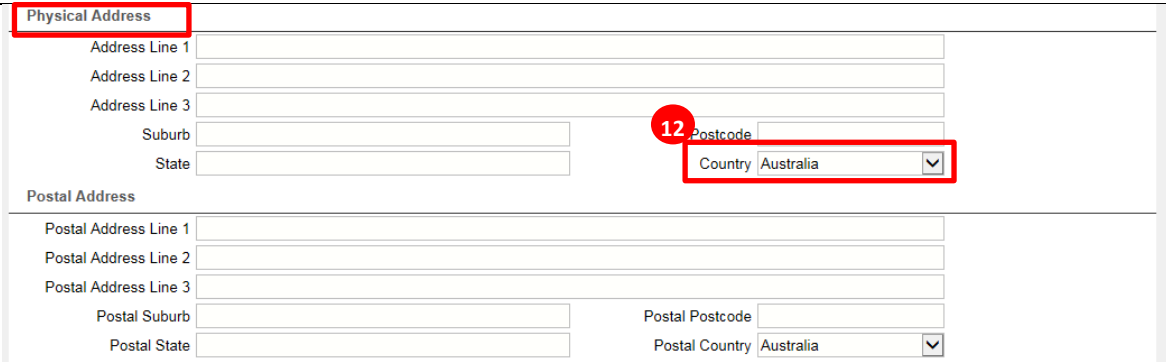
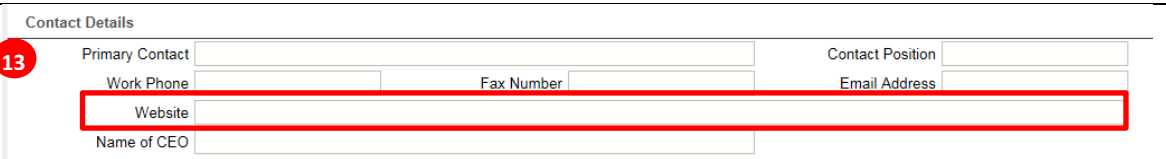
9

ARC#

- 7. Enter the **Abbreviation** (e.g. 'CRC SI' for 'CRC for Spatial Information')
- 8. Link to any **Parent Organisation** (e.g. BOEING The Boeing Company as the Parent Organisation for BOEINGDA Boeing Defence Australia Ltd)
- 9. Enter **Organisation Type**
This is a required field for [HERDC](#) and ERA government reporting. Refer to the latest [Specifications](#) document for the category definitions. See <https://abr.business.gov.au> for Australian organisation types and the respective organisation Web sites for International ones. (Note: Australian organisations registered with [Australian Charities and Not-for-profits Commission \(ACNC\)](#) are categorised as 'not-for-profit')

10. Copy and paste the **ABN** for Australian organisations (with spaces).
The ABN for an organisation can be found on the research agreement or by going to the Australian government's ABN

Details			
Registration Number	<input type="text"/>	ABN/ACN <input data-bbox="1254 1157 1601 1197" style="border: 2px solid red;" type="text" value="15 103 165 466"/>	Tax File Number <input type="text"/>
Annual Turnover	<input type="text" value="0"/>	Number of Employees <input type="text" value="0"/>	Number of Offices <input type="text" value="0"/>
Individual/Company	<input type="text"/>	Funding Type <input type="text" value="Not Specified"/>	Folio <input type="text"/>
Date Incorporated	<input type="text"/>	<input data-bbox="1209 1268 1601 1308" style="border: 2px solid red;" type="text" value="grid.473919.1"/>	Salesforce ID <input type="text" value="0017F000011oayc"/>

<p>homepage and searching for the required organisation by keyword: www.abr.business.gov.au. Ensure the same formatting/spacing is used on ResearchMaster.</p> <p>11. Add any GRID ID by searching for keyword at https://www.grid.ac/institutes. This is a unique ID for integration with the library Repository System Exploro.</p>	
<p>12. Enter the Physical Address Please record the country where the organisation is located, for collaboration analysis. Further details of the address are optional. If the country is not available in the drop-down list, contact research.analytics@rmit.edu.au.</p>	 <p>The screenshot shows the 'Physical Address' section of a form. It includes fields for Address Line 1, 2, and 3, Suburb, State, Postcode, and Country. The Country dropdown is set to 'Australia'. Below this is the 'Postal Address' section with fields for Postal Address Line 1, 2, 3, Postal Suburb, Postal Postcode, and Postal Country (set to 'Australia').</p>
<p>13. Enter the Website, as an identifier, especially for organisations without an ABN or GRID ID. Further contact details are optional.</p>	 <p>The screenshot shows the 'Contact Details' section of a form. It includes fields for Primary Contact, Work Phone, Fax Number, Contact Position, Email Address, Website, and Name of CEO. The Website field is highlighted with a red box.</p>

14. Enter any prominent alliance/group the organisation belongs to in **Primary Function** (e.g. CRC, [Go8](#), [ATN](#), [Rural R&D](#), and [cOALition S](#))

15. Enter any organisation change history in **Comments**
If the name of the organisation has changed, record the former name here with a date of data change. e.g. updated name from xxxxxx dd/mm/yyyy

If the organisation has a trading name that appears on funding agreements, add the trading name here. e.g. for Northern Territory of Australia, add “Trading as Northern Territory Government”.

<p>14</p> <p>Primary Function</p>	
<p>Available Facilities</p>	
<p>Summary</p>	
<p>15</p> <p>Comments</p>	

Organisations (1/123)

Organisation Code
 Organisation Name

16 Save Back