

UQ TIP SHEET FOR ARC GRANT APPLICATIONS

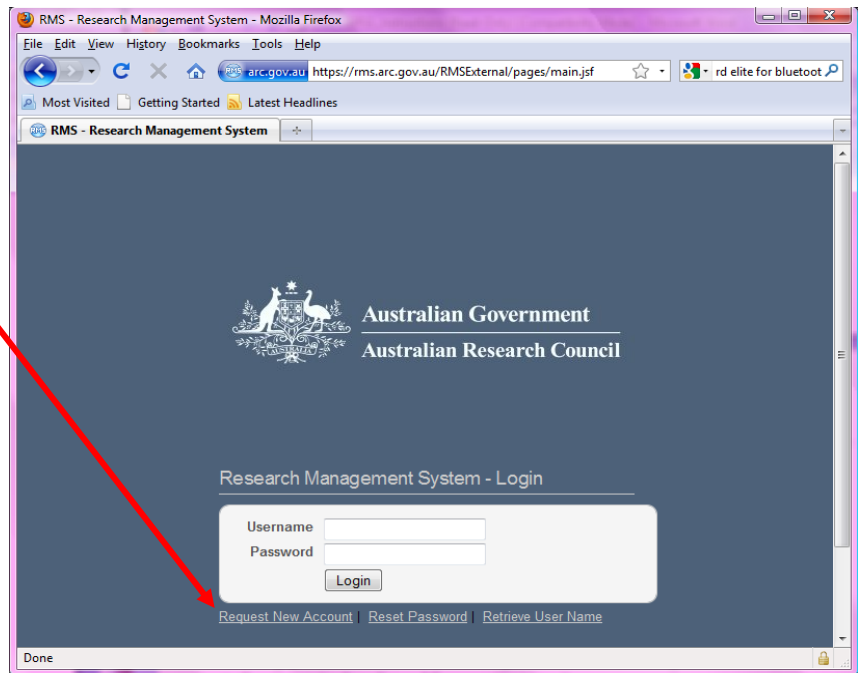
REQUESTING A NEW USER ACCOUNT IN THE ARC'S RESEARCH MANAGEMENT SYSTEM (RMS)

If you had an ARC 'GAMS' ID before January 2009, you do *not* need to follow this procedure.

1) Visit the ARC RMS Homepage:

<http://rms.arc.gov.au>

2) Select the 'Request New Account' link



3) Request New Account

A screenshot of the 'Request New Account' form in the ARC RMS system. The form is titled 'Request New Account' and includes several fields: 'Title' (dropdown menu with 'A/Prof' selected), 'Family Name', 'First Name', and 'Second Name' (text input fields). Below these is a field for '* RMS User Id' with a note 'Please enter a user id of your choice'. There is also a field for '* Email Address' with a note 'This address will be used in all RMS correspondence'. A 'Date of Birth' section includes a checkbox for 'Specify date of birth' (checked), a date picker showing '16 December 2009', and a note 'The date cannot be set to the current date.'. A 'Gender' dropdown menu is set to 'Unknown'. There are two dropdown menus for selecting an organisation: '* Organisation that will administer this RMS account' and 'Organisation that is this users current principal affiliation'. Both have a 'Select an organisation...' link below them. At the bottom, there are 'Request' and 'Cancel' buttons. A red arrow points from the text '3) Request New Account' to the 'Request' button. Another red arrow points from the text 'The RMS User ID is what you will use to login to RMS...' to the '* RMS User Id' field.

Help is also available from this page.

The **RMS User ID** is what you will use to login to RMS. Nominate an RMS User ID that will be easy for you to remember. Note: The RMS User ID is case sensitive and can have lower case, upper case, numbers, hyphens, underscores, full stops, but no other special characters.

UQ Staff/Adjuncts: select "The University of Queensland"
Staff from other Administering Organisations in Australia: select their own institution
Overseas Investigators: select "Australian Research Council" here *and then* list your home institution/organisation under "Organisation that is this user's current principal affiliation"

Note: Click the  for more information

4) An email will be sent to your email address (from RMS) asking you for a validation. Simply click on the link contained in the email to confirm your email address.

Please note, however, that if this link is not used within 7 days the RMS User ID request is deleted. Should this happen, you would need to reapply using the procedure above.

5) Once the email address is verified, your request will be reviewed by your administering organisation (e.g. UQ) and the ARC, to ensure you do not already have a user account, and that the administering organisation has been selected correctly.

6) You will then receive a notification email when you are approved as a RMS user, with a link to 'Set password'. The email link to 'Set your password' will remain active for 7 days. If, for any reason, you are unable to respond within this timeframe your username will still remain active. In this case, simply use the '[Reset password](#)' link on the RMS Login page to set your password.

Note:

- If you have not been successful in your RMS user ID application you will be notified by email.