

## UQ TIP SHEET FOR 2011 ARC GRANT APPLICATIONS

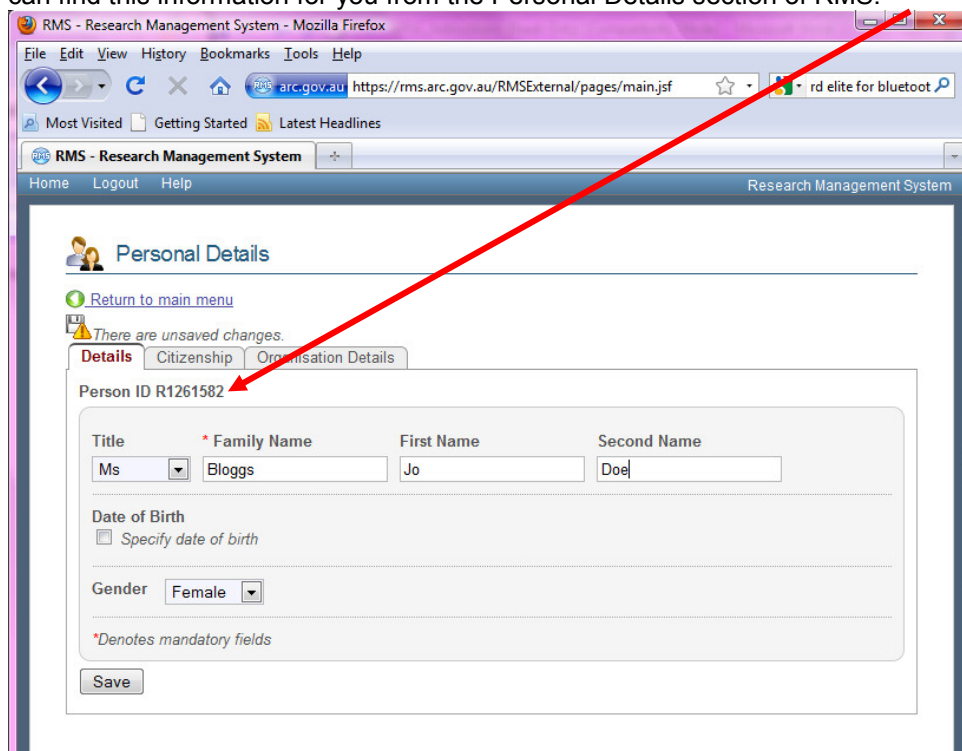
### QUICK TIPS FOR USING THE ARC RESEARCH MANAGEMENT SYSTEM (RMS)

#### GENERAL

- The system functions best in Firefox Version 3.0 or above;
- You must have Adobe flash player installed. It can be downloaded from <http://get.adobe.com/flashplayer/> ;
- After 30 minutes of inactivity RMS will timeout and any unsaved data will be lost. A warning is provided at 15 minutes;
- Proposal forms should be completed sequentially where possible to assist with pre-population of subsequent sections. (Note: Project Cost can be completed last);
- Where information is being entered in textboxes directly within RMS the formatting (e.g. underlined headings and bold font) will not be preserved;
- Save the Proposal Form regularly.

#### PARTICIPANTS

- All intended Proposal Participants must have a login for RMS;
- You will need to know the Person ID for Participants you wish to add. This is not their RMS Username. They can find this information for you from the Personal Details section of RMS:



The screenshot shows a web browser window titled 'RMS - Research Management System - Mozilla Firefox'. The address bar shows 'https://rms.arc.gov.au/RMSEExternal/pages/main.jsf'. The page content includes a navigation bar with 'Home', 'Logout', and 'Help'. Below this is a 'Personal Details' section with a 'Return to main menu' link and a warning 'There are unsaved changes.' The form has three tabs: 'Details', 'Citizenship', and 'Organisation Details'. The 'Details' tab is active, showing a form with the following fields: 'Person ID R1261582' (highlighted by a red arrow), 'Title' (dropdown menu with 'Ms' selected), 'Family Name' (text box with 'Bloggs'), 'First Name' (text box with 'Jo'), and 'Second Name' (text box with 'Doe'). Below these are 'Date of Birth' (checkbox for 'Specify date of birth'), 'Gender' (dropdown menu with 'Female' selected), and a 'Save' button. A note at the bottom states '\*Denotes mandatory fields'.

- Multiple participants on your proposal are able to be provided with access to edit. Remember however if multiple people are accessing and editing simultaneously only the information entered by the last person to save that section will be retained.

#### BUDGET

- In the Project Cost (Part D – *Discovery Projects 2012*) you should not have any funding showing in the 'Unspecified Funding' lines. The unspecified rows are not displayed in the collated PDF.

#### PDF FORMAT

- You need to ensure the uploaded PDF documents adhere to the relevant Funding Rules Format requirements. For *Discovery Projects 2012* this is:
  - Black Type;
  - Single Column;
  - White A4 paper with at least 0.5cm margins on each side and at the top and bottom;
  - 12 point highly legible font type. Times New Roman is recommended. (References in Part C1 may be in 10 point);
  - Adhere strictly to page limits designated for each Part of the Proposal;
  - Preferably the PDFs should be directly generated rather than scanned;
  - Colour graphs/images are allowed, however the application may be printed in black and white for assessment purposes.