



Charles Sturt
University

Research Master User Manual: Research Project Request Form

Office of Research Services and Graduate Studies
Charles Sturt University

Executive Summary

The Research Project Request Form (RPR) is used to obtain internal Charles Sturt University approval for all research funding applications submitted to any external funding organisation.

The e-form replaces the need to direct and track individual emails throughout the approval process, improving visibility of approval workflows within one location.

This guide enables Investigators, Approvers, Research Centre Directors and Associate Deans Research to complete and approve the RPR, prior to it being lodged with the Office of Research Services and Graduate Studies (ORGS), the Director Research and Deputy Vice-Chancellor (Research).

The table of contents enables each user to review the action and approval required relative to your role.

For assistance in completing the RPR form or navigating this User Manual please call the Research Grants Team on 02 6933 2578 or email: research@csu.edu.au

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1. Information for Investigators

The Research Project Request (RPR) form is required for all external research applications (including EOs/proposals/applications/tenders) and should be submitted to the Office of Research Services and Graduate Studies (ORGS) 10 working days prior to the funding body closing date with the required supporting documentation.

All Charles Sturt researchers listed on the grant application will need to sign the RPR form and have their Approver sign the form.

An Approver is usually the HOS of a researcher or the direct supervisor of the names researcher.

For grants administered by a Research Centre, the [Centre Director](#) is the final signatory on the RPR once all Approvers have been obtained.

For grants administered by a Faculty, the [Associate Dean \(Research\)](#) is the final signatory on the RPR after all Approvers has been obtained.

The RPR form facilitates the following research management practices within the University:

- School/Centre level approval to commit Charles Sturt University researchers', facilities and resources to participate in an externally funded research project;
- Deputy Vice-Chancellor (Research) institutional approval to submit the application on behalf of the University;
- Research data capture that informs institutional reporting requirements;
- Research performance data for academic staff which informs the EDRS annual review process.

Research Codes

Charles Sturt University uses [FOR and SEO Codes](#) as well as [Sustainable Development Goals](#) in various institutional reporting to demonstrate the University's research capacity. For research grants data collection, FOR, SEO and SDG codes are collected via the RPR form at the time an application is submitted to Research Services. FOR and SEO codes listed on the RPR should be at the 6-digit level only.

If you require additional assistance in completing the RPR form please telephone ORSGS on 02 6933 2578.

The Research Master User Manual: Research Project Request Form can be accessed <https://research.csu.edu.au/research-support/data-methods-and-tools/tools/myresearch>

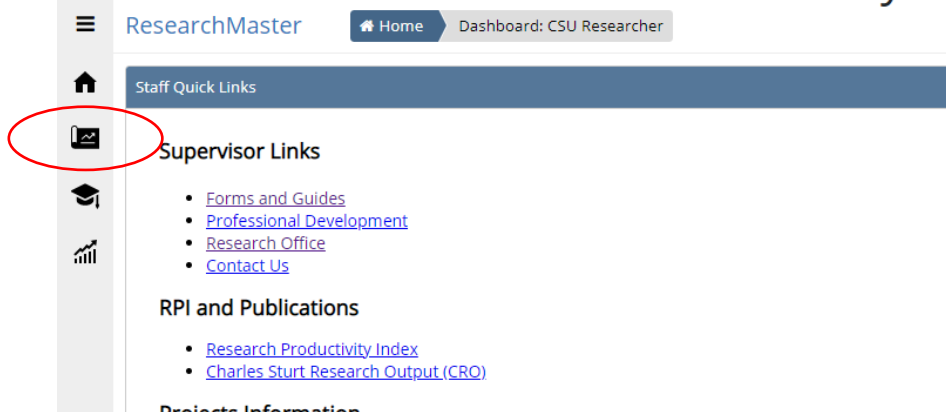
2. Accessing the Research Project Request Form

Login to Research Master <https://myresearch.csu.edu.au/rme>

Enter your CSU User name and password.

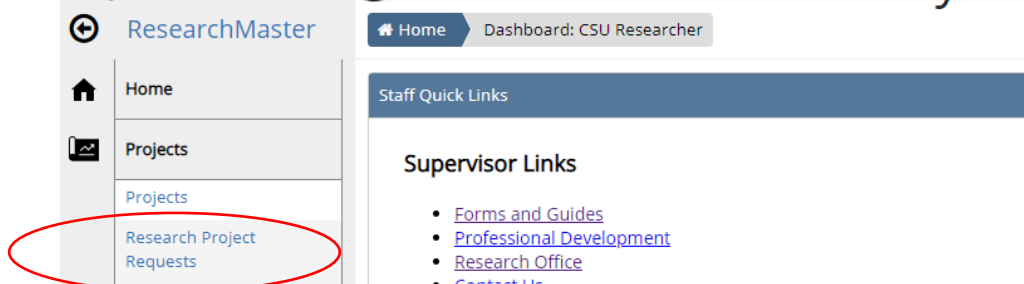
Locate the **Projects Icon** on the left hand side menu and click the icon to open the menu

MyResearch @ Charles Sturt University

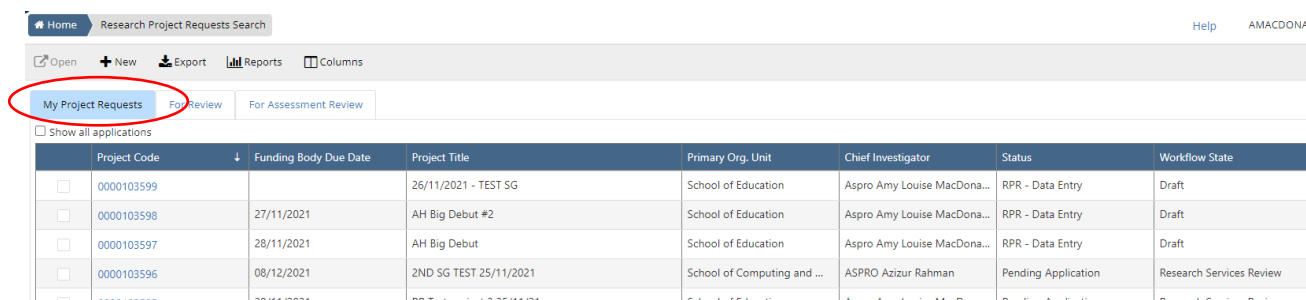


Select – **Research Project Requests** Form from the Projects Menu

MyResearch @ Charles Sturt University



You will first enter the Research Project Requests dashboard page. On this page you will see under the **My Project Requests** tab a listing all your RPR forms in progress or that have been approved.



Project Code	Funding Body Due Date	Project Title	Primary Org. Unit	Chief Investigator	Status	Workflow State
0000103599		26/11/2021 - TEST SG	School of Education	Aspro Amy Louise MacDona...	RPR - Data Entry	Draft
0000103598	27/11/2021	AH Big Debut #2	School of Education	Aspro Amy Louise MacDona...	RPR - Data Entry	Draft
0000103597	28/11/2021	AH Big Debut	School of Education	Aspro Amy Louise MacDona...	RPR - Data Entry	Draft
0000103596	08/12/2021	2ND SG TEST 25/11/2021	School of Computing and ...	ASPRO Azizur Rahman	Pending Application	Research Services Review
0000103595	28/11/2021	RR Test project 2 25/11/21	School of Education	Aspro Amy Louise MacDona...	Pending Application	Research Services Review

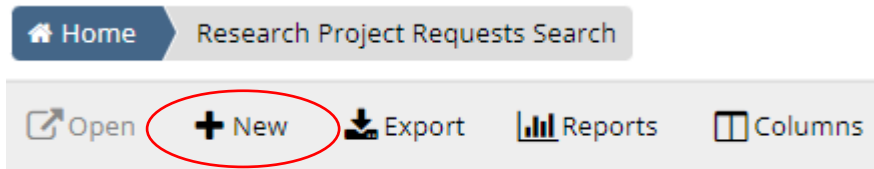
Key fields within this table are the explained below.

Project Code	This code is autogenerated by Research Master when a new PRP form is created. It will be the RM reference code in all correspondence relating to the project.
Funding Body Due Date	The funding body closing date. Or date which the Chief Investigator expects to submit an application to the funding body if a set due date does not exist.
Project Title	Project Title nominated in the RPR form.
Primary Org Unit	The CSU Organisational Unit responsible for the project.
Chief Investigator	The CSU Chief Investigator nominated on the RPR form.
Status	This column will be updated each time a workflow state is completed and is linked to the workflow status.
Workflow State	This column indicates the current workflow status and location of the RPR form.
Number of Days	The number of days the RPR form has been sitting in its current workflow state.

To **open an RPR form** click on the **blue hyperlink** in the **Project Code** column

Project Code	↑
0000103528	

To **initiate a new Research Project Request** – select NEW from the header row



The eForm Template box will open and display like this

Create eForm

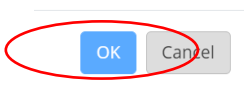
eForm Templates			
Abbreviation	Template Name	Description	Date Modified
Q	Q	Q	Q
RPR Form 3.11_Test	Research Proposal Request Form v3.11 Test	Use this form to create a Research Proposal Request	03/11/2021

Select – **RPR Form** from the eForm Templates by **clicking on the row or template name** – the form will then appear highlighted in blue

Create eForm

eForm Templates			
Abbreviation	Template Name	Description	Date Modified
Q	Q	Q	Q
RPR Form 3.11_Test	Research Proposal Request Form v3.11 Test	Use this form to create a Research Proposal Request	03/11/2021

Click on Ok to initiate a new RPR form.



The Page will appear like this – **Your Research Project Request will be allocated a reference number in the top header row.**

You should take note of the **Information Page**, and location of the **Research Master User Manual: Research Project Request Form**.

The screenshot displays the 'MyResearch @ Charles Sturt University' web application. The top navigation bar includes 'Home', 'Research Project Requests', and a breadcrumb trail: 'Home > Research Project Requests > 0000103179: New Project'. Below this, a sub-header reads 'Template: Research Proposal Request Form v3.4 Test 1 of 3 - Page: Information'. The main content area is titled 'Information' and contains text explaining the RPR form, its requirements, and the roles of the Research Office and the Associate Dean (Research). A red box highlights a link to the 'Research Master User Manual: Research Project Request Form' at the bottom of the page. The left sidebar shows a menu with 'Home', 'Projects', 'Research Project Requests', 'HQR', and 'Reports'. The right sidebar contains a 'Toolbar' with buttons for 'Save', 'Email Application', 'Initiate Investigator Signoff', 'Delete Report', and 'Reports'. A 'Next page : Research Project Details >>' button is located at the bottom right of the main content area.

Select **Next page : Research Project Details >>** in the bottom right corner to complete the Research Project Details

3. Completing the Research Project Request Form

The Chief Investigator is responsible for completing the Project information within the RPR form.

Each section of the form needs to be completed. To move to the next section click on each heading in the pages menu or use the blue 'Next Page' button in the bottom right hand of the screen.

MyResearch @ Charles Sturt University

ResearchMaster

Home | Research Project Requests | 0000103180: New Project

Help | AMACDONA

Template Name: Research Proposal Request Form v3.4 Test | eForm Page: Information

Status: RPR - Data Entry | Workflow State: Draft

Pages

- Project
- Information
- Research Project Details
- Research Codes
- Investigator Details
- Documentation
- Leverage Funding

Information

The Research Project Request (RPR) form is required for all external research applications (including EOs/proposals/applications/tenders) and should be submitted to the Research Office 10 working days before the funding body closing date with the required supporting documentation.

All Charles Sturt University researchers listed on the grant application will need to sign the RPR form and have their Approver sign the form.

For grants administered by a Research Centre, the Centre Director is the final sign off on the RPR once all Approvers have been obtained.

For grants administered by a Faculty, the Associate Dean (Research) is the final signatory on the RPR after all Approvers have been obtained.

The RPR form facilitates the following research management practices within Charles Sturt University:

- School/Centre level approval to commit Charles Sturt University researchers, facilities and resources to participate in an externally funded research project;
- Deputy Vice-Chancellor (Research and Engagement) institutional approval to submit the application on behalf of the University;
- Research data capture that informs institutional reporting requirements;
- Research performance data for academic staff which informs the EDRS annual review process.

FOR and SEO Codes

Charles Sturt University uses FOR and SEO Codes in various institutional reporting to demonstrate the University's research capacity. For research grants data collection, FOR and SEO codes are collected via the RPR form at the time an application is submitted to the Research Office. FOR and SEO codes listed on the RPR should be at the 6-digit level only.

If you require additional assistance in completing the RPR form please telephone the Research Office on 02 6933 2578.

The Research Master User Manual: Research Project Request Form can be accessed <https://research.csu.edu.au/research-support/data-methods-and-tools/tools/myresearch>

Toolbar

- Save
- Email Application
- Initiate Investigator Signoff
- Delete Report
- Reports

Next page: Research Project Details >>

Complete the Research Project Details menu - **NOTE fields marked with an * are mandatory**

- * CSU Administering School / Centre Name – **this will default to the Administering Unit of the Chief Investigator.**

CSU Administering School/Centre Name

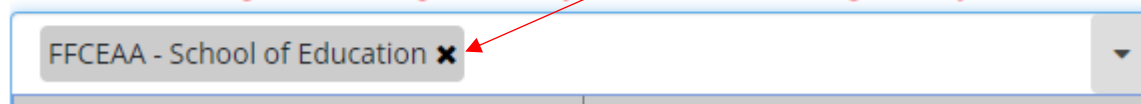
If the Administering Unit for this grant is not your own Administering School you will need to amend this default field. Refer to Manual Section 3. *

- If the Administering Unit is different**, follow these steps to allocate the correct Administering Unit for this project.

Click in the text box and select the “x” to delete the existing text

CSU Administering School/Centre Name

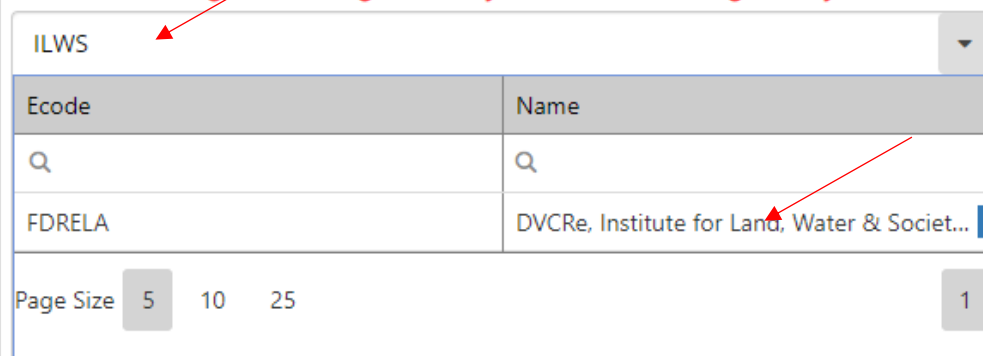
If the Administering Unit for this grant is not your own Administering School you will need to amend



Type the name of the Administering School / Research Centre in the box to bring up the selection in the list. **Click on the name in the table to make the selection.**

CSU Administering School/Centre Name

If the Administering Unit for this grant is not your own Administering School you will need to amend this default field. Re



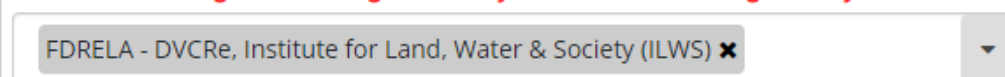
Ecode	Name
FDRELA	DVCRE, Institute for Land, Water & Societ...

The nominated CSU Administering School or Research Centre will then populate into the RPR form.

Research Project Details

CSU Administering School/Centre Name

If the Administering Unit for this grant is not your own Administering School you will need to amend this default field.



Funding Body Name *

Complete the following items on the Research Project Details page (Note: all fields marked with an * are mandatory)

- *** Funding Body Name** = name of the external funding organisation providing funds
- **Funding Body Scheme Name** = where known, indicate the name of the scheme to which you are applying from the funding body. For example, ARC – Linkage Project
- *** Start Date** – enter the Project Start Date either by selecting the calendar icon or typing directly into the box Date/Month/Year – e.g. 01/06/2021
- *** End Date** – Project End Date - enter the Project End Date either by selecting the calendar icon or typing directly into the box Date/Month/Year – e.g. 01/06/2021
- **Funding Body Contact name** = where known, list the contact name at the funding organisation
- **Funding Body Contact Number or email address** = list the telephone number or email address relevant to your funding body contact
- *** Funding Body Due Date** = funding body closing date for the submission of the application or the date expected to be submitted to the funding body by the Chief Investigator
- *** Project Title** – click in the box and enter the project title
- *** Lead Institution** submitting the application to the funding Body
- *** Total Funding Requested (GST exclusive)** = total amount of funds requested in the project budget (enter numeric value only e.g \$50,000 should be entered as 50000). Note this excludes in-kind contributions.
- *** Is the total grant funding requested over \$1m? – select Yes or No**
- *** Funding administered by CSU (GST exclusive)** – total amount of grant funding to be retained by CSU for CSU led projects / Share of grant income to be received by CSU for non-CSU led projects
- *** Defence Trade Controls** – Does this proposal fall within the Defence Trade Controls Act 2012? - **select Yes or No**
- *** Type of Research** – click in the box and **enter 100** against the correct research category
- *** Ethics Approval** – Do you require Ethics Approval to conduct this research project? – **select Yes or No**

An example of a populated Research Project Details page is below

Research Project Details

CSU Administering School/Centre Name

If the Administering Unit for this grant is not your own Administering School you will need to amend this default field. Refer to Manual Section 3. *

FDRELA - DVCRE, Institute for Land, Water & Society (ILWS) x

Funding Body Name *

RM Test Lab

Funding Body Scheme Name

Go Live Manual

Start Date *

28/11/2021



End Date *

31/12/2021



Funding Body Contact Name

Lucy Smith

Funding Body Contact Details (telephone or email address)

lsmith@rmlab.com

Funding Body Due Date *

21/11/2021



Lead Institution submitting the application to the Funding Body *

Charles Sturt

Total Funding Requested (GST exclusive) *

60000

Is the total grant funding requested over \$1m? *

☐ Yes

☒ No

Funding administered by CSU (GST exclusive) *

50000

Does this proposal fall within the [Defence Trade Controls Act 2012](#)? *

☒ Yes

☐ No

Type of Research *

Strategic Basic

0

Pure Basic

0

Experiment Dev

0

Applied

100

Total %

100

Do you require Ethics approval to conduct this research project? *

☒ Yes ☐ No

PRESS SAVE before moving to the next Menu Item. You will note the green tick now validates the section as completed.

Charles Sturt University

Home Research Project Requests 0000103181: Manual Testing - RM7 Go Live Help AMACDONA

Template Name: Research Proposal Request Form v3.4 Test | eForm Page: Research Project Details

Status: RPR - Data Entry Workflow State: Draft

Pages

- Project
- Information
- Research Project Details
- Research Codes

Research Project Details

CSU Administering School/Centre Name

If the Administering Unit for this grant is not your own Administering School you will need to amend this default field. Refer to Manual Section 1. *

FFCEAA - School of Education

Toolbar

- Save
- Email Application
- Initiate Investigator Signoff

To move to Research Codes – use the Next Page in the bottom right hand corner

Next page : Research Codes >>

Complete the Research Codes

On this page you will be required to enter data for Field of Research (FOR), Socio-Economic (SEO) and Sustainable Development Goals (DSG) codes.

A **minimum of one** and a **maximum of 3 codes** should be selected in each category and **totals for each category must equal 100%**.

FOR and SEO Codes must be 6 digits and not end in 00. ORSGS will return the RPR form to the Chief Investigator for correction if incorrect FOR and SEO codes are entered in the RPR form.

NOTE: If you know the FOR and SEO codes relevant to your project you can directly add the codes into the form.

We recommend you view the full 2020 [FOR/SEO code list](#) to select an appropriate code classification relevant to your area of research and then enter the correct codes directly into the RPR form.

Adding Field of Research Codes

Select the Add Button

Home > Research Project Requests > 0000103181: Manual Testing - RM7 Go Live

Template Name: Research Proposal Request Form v3.4 Test | eForm Page: Research Codes

Status: RPR - Data Entry Workflow State: Draft

Pages

- Project
 - Information
 - Research Project Details
 - Research Codes**
 - Investigator Details
 - Documentation
 - Leverage Funding

Research Codes

Field of Research Codes - (Codes must be 6 digits and not end in 00. The RPR form will be returned to the Chief Investigator for correction if incorrect FOR codes are entered in the RPR form)

Add

Classification Ty...	Classification Code	Percentage
No Items		

The form will open to the FOR search screen as per below. **If the FOR code/name is known you can type directly into the search text box – narrowing your search to select the applicable FOR code/name.**

Add Classification

Search ...

Type	Code	Name
Q	Q	Q
FOR-20	300101	Agricultural biotechnology diagnostics (incl. biosensors)
FOR-20	300102	Agricultural marine biotechnology
FOR-20	300103	Agricultural molecular engineering of nucleic acids and proteins

Add Classification

300205

Type	Code	Name
Q	Q	Q
FOR-20	300205	Agricultural production systems simulation

Click on the code to highlight your selection (it will highlight in blue) and appear below the add Classifications box as a selected item.

Press the Add Selected box to add the selected FOR code to the RPR form.

Add Classification

300205

Type	Code	Name
Q	Q	Q
FOR-20	300205	Agricultural production systems simulation

Page Size 5 10 25

Page 1 of 1 (1 i

1 item(s) selected

300205 - Agricultural production systems simulation ✕

Add Selected Cancel

You need to complete three actions:

Primary - select Yes or No.

Enter % out of 100.

Select ok.

Add Classification

Classification Type *

2020 - Field Of Research Codes

Classification Code *

300205 - Agricultural production systems simulation

Classification Name

Agricultural production systems simulation

Primary?

☒ Yes ☐ No

Percentage

0

OK Cancel

The FOR code will then be added to the form.

	Classification Type	↑	Classification Code	Percentage
▼	Classification Type: 2020 - Field Of Research Codes (Total: 100)			
	▶ 2020 - Field Of Research Codes		300205	100

To add additional FOR codes (maximum of 3 codes – total 100%)- repeat the above steps.

Note: If you save your RPR form record and you have not populated mandatory questions you will see error messages appear on the screen – highlighted with an ! and in pink

This error message is telling you the SEO and SDG questions have not been completed

Research Codes

- ❗ Question grid [Socioeconomic Codes - (Codes must be 6 digits and...)] requires mandatory information [Go to question](#)
- ❗ Question grid [Sustainable Development Goals] requires mandatory information [Go to question](#)

Field of Research Codes - (Codes must be 6 digits and not end in 00. The RPR form will be returned to the Chief Investigator for correction if incorrect FOR codes are entered in the RPR form)

[Review full codes here](#) *

Add

	Classification Type	↑	Classification Code	Percentage
▼	Classification Type: 2020 - Field Of Research Codes (Total: 100)			
	▶ 2020 - Field Of Research Codes		300205	100

Page Size 5 10 25 Page 1 of 1 (1 items) 1

Socioeconomic Codes - (Codes must be 6 digits and not end in 00. The RPR form will be returned to the Chief Investigator for correction if incorrect SEO codes are entered in the RPR form)

[Review full codes here](#) *

Add

	Classification Type	↑	Classification Code	Percentage
No Items				

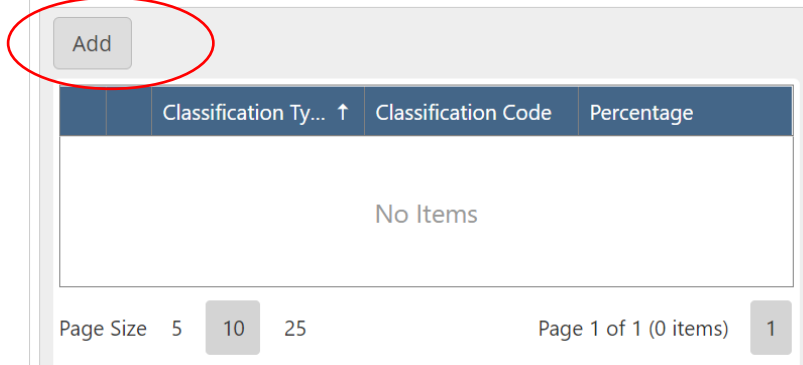
Page Size 5 10 25 Page 1 of 1 (0 items) 1

❗ Question grid requires mandatory information

Adding Socio Economic Codes

Select the Add Button

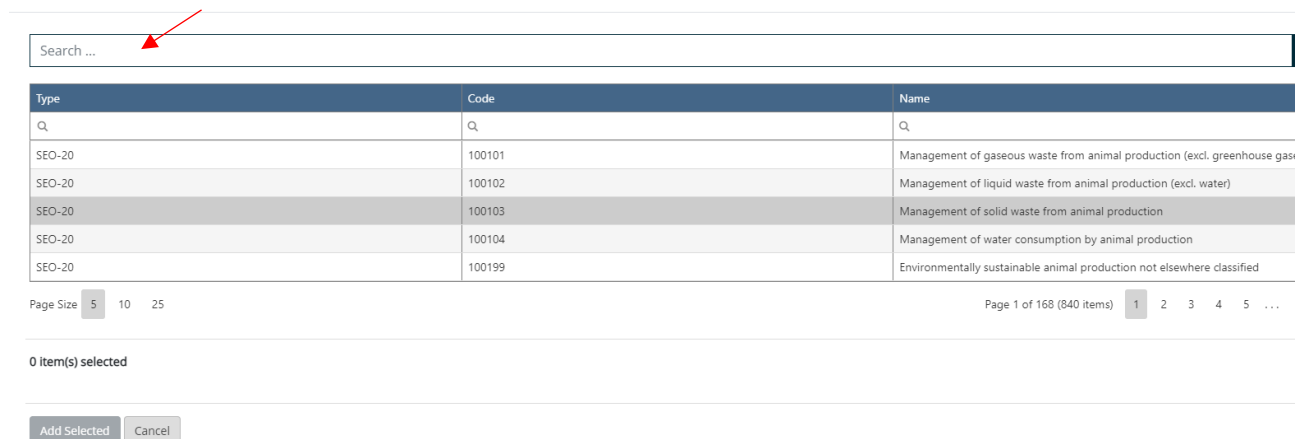
Socioeconomic Codes - (Codes must be 6 digits and not end in 00. The RPR form will be returned to the Chief Investigator for correction if incorrect SEO codes are entered in the RPR form)



The screenshot shows a web interface for adding socioeconomic codes. At the top, there is a red text warning: "Socioeconomic Codes - (Codes must be 6 digits and not end in 00. The RPR form will be returned to the Chief Investigator for correction if incorrect SEO codes are entered in the RPR form)". Below this, there is a grey button labeled "Add" which is circled in red. Underneath the button is a table with three columns: "Classification Ty..." (with an upward arrow), "Classification Code", and "Percentage". The table is currently empty and displays "No Items" in the center. At the bottom of the interface, there is a pagination bar showing "Page Size" with options 5, 10, and 25; "Page 1 of 1 (0 items)"; and a page number "1" inside a grey box.

The form will open to the SEO search screen as per below. **If the SEO code/name is known you can type directly into the search text box – narrowing your search to select the applicable SEO code/name.**

Add Classification



The screenshot shows the "Add Classification" screen. At the top, there is a search bar with the placeholder text "Search ...". A red arrow points to the search bar. Below the search bar is a table with three columns: "Type", "Code", and "Name". The table lists several SEO codes and their descriptions. The "Add Selected" button is highlighted.

Type	Code	Name
Q	Q	Q
SEO-20	100101	Management of gaseous waste from animal production (excl. greenhouse gas)
SEO-20	100102	Management of liquid waste from animal production (excl. water)
SEO-20	100103	Management of solid waste from animal production
SEO-20	100104	Management of water consumption by animal production
SEO-20	100199	Environmentally sustainable animal production not elsewhere classified

Page Size 5 10 25 Page 1 of 168 (840 items) 1 2 3 4 5 ...

0 Item(s) selected

Add Selected Cancel

Add Classification

Type	Code	Name
Q	Q	Q
SEO-20	100307	Wild caught rock lobster

Page Size 5 10 25

0 item(s) selected

Add Selected

Cancel

Click on the code to highlight your selection (it will highlight in blue) and appear below the add Classifications box as a selected item.

Press the Add Selected box to add the selected SEO code to the RPR form.

Add Classification

Type	Code	Name
Q	Q	Q
SEO-20	100307	Wild caught rock lobster

Page Size 5 10 25

1 item(s) selected

100307 - Wild caught rock lobster ✕

Add Selected

Cancel

You need to complete three actions:

Primary - select Yes or No.

Enter % out of 100.

Select ok.

Add Classification

Classification Type *
2020 - Socio-Economic Objective Codes

Classification Code *
100307 - Wild caught rock lobster

Classification Name
Wild caught rock lobster

Primary?
☒ Yes ☐ No

Percentage
100

OK Cancel

The SEO code will then be added to the form.

	Classification Type	Classification Code	Percentage
▼	Classification Type: 2020 - Socio-Economic Objective Codes (Total: 100)		
▶	2020 - Socio-Economic Objective Codes	100307	100

Page Size 5 10 25

To add additional SEO codes (maximum of 3 codes – total 100%)- repeat the above steps. The example below shows two SEO codes added at 50% each.

Socioeconomic Codes - (Codes must be 6 digits and not end in 00. The RPR form will be returned to the Chief Investigator for correction if incorrect SEO codes are entered in the RPR form)

Add

	Classification ...	Classification Code	Percentage	
▼	Classification Type: Socio-Economic Objective Codes (Total: 100)			
▶	Socio-Economic ...	970101	50	🗑
▶	Socio-Economic ...	970120	50	🗑

Page Size 5 10 25 Page 1 of 1 (2 items) 1

Adding Sustainable Development Goals (SDG)

Select the Add Button

Sustainable Development Goals

Add

	Classification Ty... ↑	Classification Code	Percentage
No Items			

Page Size 5 10 25 Page 1 of 1 (0 items) 1

The form will open to the SDG search screen as per below. **If the SDG code/name is known you can type directly into the search text box – narrowing your search to select the applicable SDG code/name.**

We encourage you to view the list of SDGs and their impact via <https://www.csu.edu.au/sustainability/about-us/sdgs> - you will be able to **identify which SDG code is applicable to your project.**

Add Classification

×

Search ...

Q

Type	Code	Name
Q	Q	Q
SDG	2	Zero Hunger
SDG	3	Good Health and Well-Being
SDG	5	Gender Equality
SDG	1	No Poverty

Type your SDG code into the classifications field

Add Classification

Type	Code	Name
Q	Q	Q
SDG	SDG 13	Climate Action

Page Size 5 10 25

0 item(s) selected

Add Selected Cancel

Click on the code to highlight your selection (it will highlight in blue) and appear below the add Classifications box as a selected item.

Press the Add Selected box to add the selected SEO code to the RPR form.

Add Classification

Type	Code	Name
Q	Q	Q
SDG	SDG 13	Climate Action

Page Size 5 10 25

1 item(s) selected

SDG 13 - Climate Action ✕

Add Selected Cancel

You need to complete three actions:

Primary - select Yes or No.

Enter % out of 100.

Select ok.

The screenshot shows a form titled "Add Classification". It contains the following fields and controls:

- Classification Type ***: A dropdown menu with the selected value "Sustainable Development Goals".
- Classification Code ***: A dropdown menu with the selected value "SDG 13 - Climate Action".
- Classification Name**: A text input field containing "Climate Action".
- Primary?**: Radio buttons for "Yes" (selected) and "No". A red arrow points to this label.
- Percentage**: A text input field containing "100". A red arrow points to this field.
- Buttons**: "OK" and "Cancel" buttons at the bottom. A red arrow points to the "OK" button.

The SDG code will then be added to the form.

	Classification Type	Classification Code	Percentage
▼	Classification Type: Sustainable Development Goals (Total: 100)		
▶	Sustainable Development Goals	SDG 13	100

To add additional SDG codes (maximum of 3 codes – total 100%) - repeat the above steps.

Press Save before moving to the next Menu Item. You will note the green tick now validates the section as completed.

Template Name: Research Proposal Request Form v3.4 Test | eForm Page: Research Codes
Status: RPR - Data Entry Workflow State: Draft

Pages

- Project
- ✓ Information
- ✓ Research Project Details
- ✓ **Research Codes**
- ! Investigator Details
- Documentation
- Leverage Funding

Socio-Economic ... 970101 50

Page Size 5 10 25 Page 1 of 1 (2 items) 1

Sustainable Development Goals

Add

Classification ...	Classification Code	Percentage
Classification Type: Sustainable Development Goals (Total: 100)		
Sustainable Deve...	3	100

Page Size 5 10 25 Page 1 of 1 (1 items) 1

Previous page : Research Project Details << Return to Top Next page : Investigator Details >>

Toolbar

Save

Email Application

Initiate Investigator Signoff

Delete Report

Reports

To move to Investigator Details – use the Next Page in the bottom right hand corner.

**Next page : Investigator
Details >>**

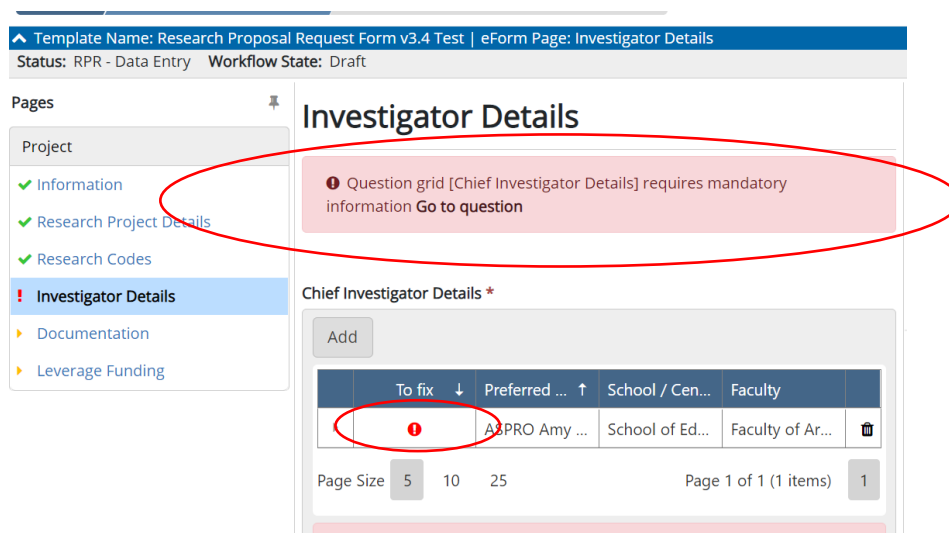
Investigator Details

Step 1 – Finalising the Chief Investigator Record

The Investigator details page will open showing an error message. This error message is requesting the Chief Investigator to finalise their information.

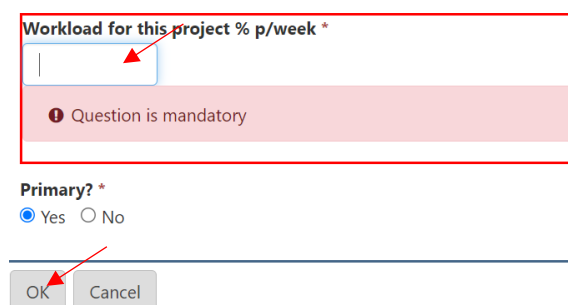
The **Chief Investigator** needs to add their **% time** to the RPR form.

Open the **Chief Investigator** page by clicking on the **!** icon .



The screenshot shows the 'Investigator Details' page. On the left, a sidebar lists pages: Project, Information, Research Project Details, Research Codes, Investigator Details (highlighted with a red exclamation mark), Documentation, and Leverage Funding. The main content area has a title 'Investigator Details' and a red error message box: 'Question grid [Chief Investigator Details] requires mandatory information Go to question'. Below this is a section titled 'Chief Investigator Details *' with an 'Add' button and a table. The table has columns: To fix, Preferred..., School / Cen..., Faculty, and an action icon. The first row has a red exclamation mark in the 'To fix' column, followed by 'ASPRO Amy ...', 'School of Ed...', 'Faculty of Ar...', and a trash icon. At the bottom, there are 'Page Size' options (5, 10, 25) and 'Page 1 of 1 (1 items)'.

Locate the error message in the red box **Workload for this project % per week and enter the %**. For example 50% enter as 50. **Select OK**.



The screenshot shows a dialog box titled 'Workload for this project % p/week *'. It has a text input field with a red arrow pointing to it. Below the input field is a red error message box: 'Question is mandatory'. At the bottom, there is a 'Primary? *' section with radio buttons for 'Yes' (selected) and 'No'. At the very bottom, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

Press **Save** to update the record and remove the error notification.

Investigator Details

Chief Investigator Details *

Add

	Preferred Full N... ↑	School / Centre	Faculty	
▶	ASPRO Amy Louis...	School of Education	Faculty of Arts and...	🗑️

Toolbar

Save

Email Application

Initiate Investigator Signoff

Delete Report

Reports

Step 2 - Adding Co Investigators (CSU researchers only)

Select the **Add** button under Co-Investigator Details

Co-Investigator Details

Add

	Preferred Full Name ↑	Position
--	-----------------------	----------

- To search by surname - Type the **Surname** of the CSU Co-investigator into the **search box**

Add Personnel

Search ... 🔍

A text box will open listing the personnel

Add Personnel ×

Rahman Q

Filter by

Organisation Org. Unit Admin Unit Classification Type

Ecode	Name
Q	Q
██████	Mr Md Anisur Rahman
██████	DR Gea Rahman
██████	ASPRO Azizur Rahman
██████	DR Ashfaque Rahman
██████	Azizah Abdul Abdul Rahman

Use the Org Unit filter to narrow the search. Click on Org Unit field.

Filter by

Organisation Org. Unit... Admin Unit Classification Type

The search box will open as per the image below. Type the name or keyword of the School / Org Unit to narrow your search. Click preferred selection from the list in the Name column.

Org. Unit... Admin Unit Classification Type

Ecode	Name
Q	Q Computing
FITIPA	IT, Infr & Client Svces, Personal Computing
FFHCAA	School of Computing and Mathematics

The search looks like this

Add Personnel

Rahman

Filter by

Organisation Org. Unit FFHCAA - School of Computing and Mathematics Admin Unit Classification Type

Ecode	Name
Q	Q
[REDACTED]	Mr Md Anisur Rahman
[REDACTED]	DR Gea Rahman
[REDACTED]	ASPRO Azizur Rahman
[REDACTED]	DR Ashfaque Rahman

Select the correct Co-Investigator by clicking on the blue text in the Name column. The Investigator will then be listed as selected. Press the Add Selected button to bring the Co Investigator into your RPR Form.

Filter by

Organisation Org. Unit FFHCAA - School of Computing and Mathematics Admin Unit C

Ecode	Name
Q	Q
[REDACTED]	Mr Md Anisur Rahman
[REDACTED]	DR Gea Rahman
[REDACTED]	ASPRO Azizur Rahman
[REDACTED]	DR Ashfaque Rahman

Page Size 5 10 25

1 item(s) selected

[REDACTED] - ASPRO Azizur Rahman x

Add Selected

Cancel

The Co-Investigator Screen will open.

Note: Check the School or Centre box and Faculty box to ensure you have selected the correct Co-Investigator. If the wrong person has been added press cancel to remove, and search again.

School or Centre

FFHCAA - School of Computing and Mathematics

Faculty

FFH - Faculty of Business, Justice & Behavioural Science

Enter workload details for this project % p/week. Select OK.

Workload for this project % p/week *

OK Cancel

Once completed you will see the Co Investigator has been added to your RPR form.

Co-Investigator Details

Add

Preferred Full Name	Position
ASPRO Azizur Rahman	Co-Investigator

Page Size 5 10 25

Page 1 of 1 (1 items) 1

To add additional Co-Investigators repeat the steps above.

Step 3 - Adding External Investigators

The University is required to report to various government departments on projects undertaken with external Australian and International organisations. For this purpose the RPR form is used to capture external investigator and organisation details.

In this section there are two actions to follow:

- Action 1 - searching for an existing external investigator,
- Action 2 - if one does not exist then you create a record for a new external investigator.

Action 1 - searching for an existing external investigator

Select Add under External Investigator Details

External Investigator Details

Position	Preferred Full Name
----------	---------------------

Use the Search Box and Filter by Organisation tools to find a person

Add Personnel

Search ...

Filter by

Organisation Type

You can type the name of your external investigator in the search box, then Select the Organisation filter and type the organisation name in the Name column

Add Personnel×

Q

Filter by

Organisation...

Type

Code	Name	Abbreviation
<input type="text" value="Q"/>	<input type="text" value="Q MSM Milling"/>	<input type="text" value="Q"/>
11481120	MSM Milling	MSM Milling

Using both the name search and organisation narrows down the search to check existing external investigators. Click the **name of the external investigator in the name column to select the correct person. The record will then appear as a blue highlight as per the example below.**

Click the **Add Selected** Button to add the external investigator to the record.

Filter by

Organisation

11481120 - MSM Milling

×

Type

Ecode	Name
<input type="text" value="Q"/>	<input type="text" value="Q"/>
<div></div>	Professor <u>Nicolau V Nicolau</u>

Page Size

5 10 25

1 item(s) selected

Professor Nicolau V Nicolau

×

Add Selected

Add External Person

Cancel

The organisation will be added and appear like the image below.

You need to use the drop down list under Country and click on the country of origin of the external investigator.

Add Personnel

Position *

External Investigator

Preferred First Name *

Nicolau

Preferred Last Name

Nicolau

Preferred Full Name *

Professor Nicolau V Nicolau

Australian Organization Name

11481120 - MSM Milling

Australian Organization Name (If cannot be searched from above)

McGill University

International Organization name

Country

-- Please select --

Approved?

☐ Yes ☐ No

OK

Cancel

NOTE – the Yes / No buttons at the Approved? question do not need to be completed. Research Services validate the external investigators upon receipt of the RPR form.

Press the Ok button to update the external investigator record

OK

Cancel

When the above steps have been completed you will see the External Investigator added to the RPR form as per below.

External Investigator Details

Add

	Position	Preferred Full Name
▶	External Investigator	Professor Nicolau V Nicolau

Page Size

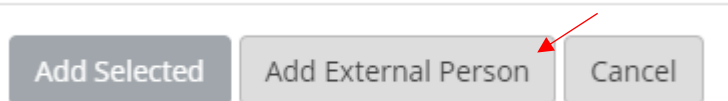
5

1025

Page 1 of 1 (1 items)

Action 2 - only to be completed if existing external investigator needs to be created

Action 1 to be completed first to search for existing external investigator. If cannot be located select the **Add External Person** tab to create new external investigator record.



The External Investigator page will open to populate the information.

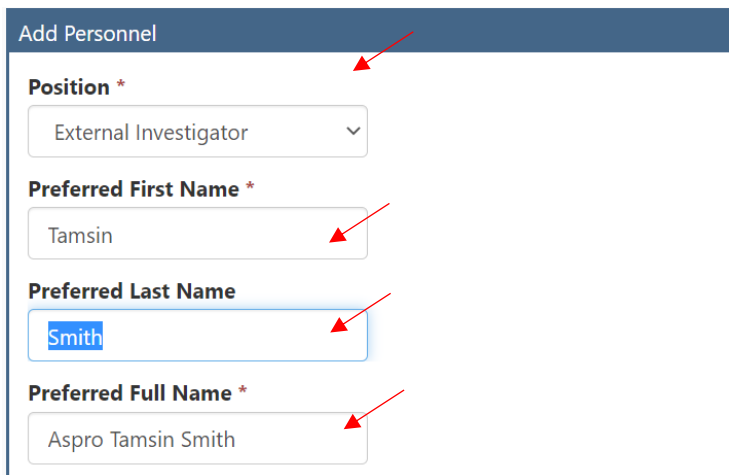
Select External Investigator under the **Position** heading

Enter the Preferred First Name

Enter the Preferred Last Name

The Preferred Full Name will auto-fill.

(See Screen shot below)

A screenshot of a web form titled 'Add Personnel' in a dark blue header. The form contains four fields, each with a red arrow pointing to it. The first field is 'Position *' with a dropdown menu showing 'External Investigator'. The second field is 'Preferred First Name *' with a text box containing 'Tamsin'. The third field is 'Preferred Last Name' with a text box containing 'Smith'. The fourth field is 'Preferred Full Name *' with a text box containing 'Aspro Tamsin Smith'.

The Australian or International Organisation Name and Country need to be populated.

Australian Organization Name

Australian Organization Name (If cannot be searched from above)

International Organization name

Country

-- Please select --

Approved?

☐ Yes

☐ No

OK

Cancel

For Australian Organisations - type the name of the organisation in the search field. Click on the blue text to select the correct organisation.

Australian Organization Name

University of Sydney

Code	Name	Abbrev...
<div></div>	<div></div>	<div></div>
111239...	Univers...	UTS
111239...	Univers...	UWS
111239...	Univers...	USyd

Australian Organization Name

11123909B - Univers...

If the Australian organisation cannot be located in the list. Type the full organisation name directly into this text box.

Australian Organization Name (If cannot be searched from above)

For International Organisations – type the full organisation name directly into this text box.

International Organization name

Select the Country from the drop down list.



Country

Select OK

NOTE – the Yes / No buttons at the Approved? question do not need to be completed. Research Services validate the external investigators upon receipt of the RPR form.

You can see the external investigators will appear like this. Note the + symbol indicates this is a new external investigator being added to the record.

External Investigator Details

Add				
	Position	↑	Preferred Full Name	N..
▶	External Investigator		Aspro Terrence Smith	+ 
▶	External Investigator		Professor Nicolau V Nicolau	

Note: Research Services will validate the external organisation details once the form is submitted for Research Services Review.

Adding Additional Personnel

The RPR form has the following three additional personnel roles available which can be updated in the RM record once a pending application has made successful/funded.

The options available will be:

- **Project Administrator** – research assistant directly funded from this project or a direct appointment reporting to the lead CI for research administration support
- **Post Doc** – personnel appointment directly funded from this project
- **HDR Student** – HDR candidate directly funded from this project

These additional personnel are not added via the RPR form at approval stage. If your RPR moves to a funded successful project, the Chief Investigator can email research@csu.edu.au requesting additional personnel be added to the project record.

Press Save before moving to the next Menu Item. You will note the green tick now validates the section as completed.

Status: RPR - Data Entry Workflow State: Draft

Pages

- Project
- ✓ Information
- ✓ Research Project Details
- ✓ Research Codes
- ✓ **Investigator Details**
- ▶ Documentation
- ▶ Leverage Funding

Investigator Details

Chief Investigator Details *

Add

Preferred Full N...	School / Centre	Faculty
▶ ASPRO Amy Louis...	School of Education	Faculty of Arts and...

Co-Investigator Details

Add

Preferred Full Name	Position
▶ ASPRO Azizur Rahman	Co-Investigator

Toolbar

Save

Email Application

Initiate Investigator Signoff

Delete Report

Reports

To move to Documentation – use the Next Page in the bottom right hand corner.

Next page :
Documentation >>

Documentation

In this section you need to upload all proposal, budget and supporting documentation. This includes:

- Proposal – the final draft version
- Budget – upload your draft BAF or budget spreadsheet to support any figures contained within the proposal
- Support Letters - either a draft CSU support letter or copies of support letters from project collaborators
- Scheme Guidelines – either upload the PDF of the scheme guidelines or provide a Web Link to the Funding Guidelines

Documentation

Please upload supporting documents below:

Proposal: *

No file

Select file or Drop file here

Budget: (budget spreadsheet/budget working should be attached here if separate to the application form)

No file

Select file or Drop file here

Support Letters:

No file

Select file or Drop file here

Scheme Guidelines:

No file

Select file or Drop file here

Link to Funding Guidelines

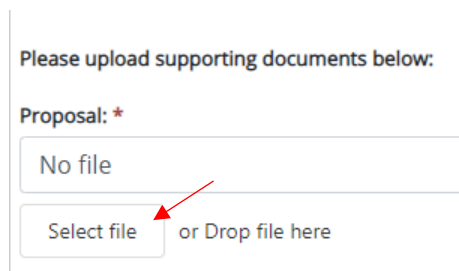
NOTE: Leverage confirmation is included within the next section.

**Supporting Documentation marked with an * is mandatory to enable the application to proceed.
Research Services will contact you if the documentation attached is insufficient.**

Documents can be added either by uploading 'Select File' or using the drag and drop functionality.

To **upload** a document under the relevant headings (Proposal, Budget, Support Letters, Scheme Guidelines)

Click the **Select File** button to access your document location.



Please upload supporting documents below:

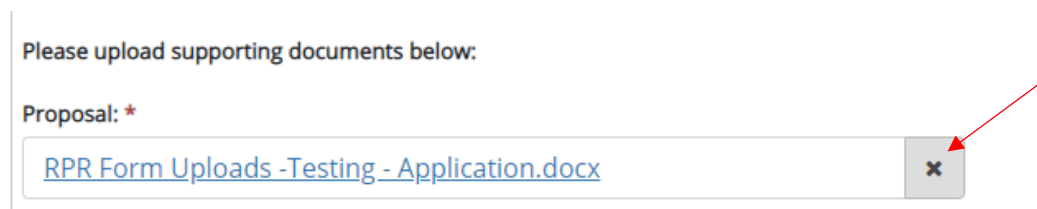
Proposal: *

No file

Select file or Drop file here

A red arrow points to the 'Select file' button.

Select the **Document name** from the saved location and **Open**. The document will then appear like this. If you need to **delete** the attachment – select the X to remove.



Please upload supporting documents below:

Proposal: *

RPR Form Uploads -Testing - Application.docx

A red arrow points to the 'X' button.

To add files using the Drag and Drop method highlight the document in the saved location you are wanting to upload. Click on the document and drag over the 'Drop file here' location and release the mouse.

Repeat steps against each document type to add all supporting documents to this form.

You can only add one document to each upload. Additional documents can be added under '**Other Supporting Documentation**'.

To add other supporting documentation – click the add button

Please upload any other supporting document(s) by clicking on Add below:

The screenshot shows a light gray bar with an 'Add' button circled in red. Below it is a table with three columns: 'Document type', 'Name', and 'Filename'. The table is currently empty, displaying 'No Items' in the center.

Type the **name of document** into the **Name Field**. **Document Type** defaults to soft copy.

Other Supporting Documentation:

Please upload any other supporting document(s) by clicking on Add below:

The screenshot shows the 'Add Document' modal form. It has a title bar 'Add Document' and three main sections: 'Name *' with a text input field, 'Document type *' with a dropdown menu showing 'Soft copy', and 'Document' with a 'No file' button and a 'Select file' button. Red arrows point to the 'Name' and 'Document type' fields. At the bottom are 'OK' and 'Cancel' buttons.

Repeat the upload or drag and drop method above to attach your additional documentation.

The screenshot shows the 'Add Document' modal form with the 'Name' field filled with 'Proposal Appendix' and the 'Document' field containing the file path 'RPR Form Uploads -Testing - Proposal Appendix.docx'. A red arrow points to the 'OK' button at the bottom.

Select **OK** to finalise the upload.

Repeat these steps for each additional supporting document that needs to be uploaded.

Press Save before moving to the next Menu Item.

Status: RPR - Data Entry Workflow State: Draft

Pages

- Project
- ✓ Information
- ✓ Research Project Details
- ✓ Research Codes
- ✓ Investigator Details
- ✓ Documentation
- Leverage Funding

Proposal: *

RPR Form Uploads -Testing - Application.docx

Budget: (budget spreadsheet/budget working should be attached here if separate to the application form)

RPR Form Uploads -Testing -Budget.docx

Support Letters:

No file

Select file or Drop file here

Scheme Guidelines:

No file

Toolbar

Save

Email Application

Initiate Investigator Signoff

Delete Report

Reports

After pressing save you will note the Documentation tab is now validated with a green tick

Pages

Project

- ✓ Information
- ✓ Research Project Details
- ✓ Research Codes
- ✓ Investigator Details
- ✓ Documentation
- ✓ Leverage Funding

To move to Leverage Funding – use the Next Page in the bottom right hand corner.

Next page : Leverage Funding >>

Leverage Funding

On this page you will be asked to **select Yes or No to the question**. Leverage funding is any funding Charles Sturt cash contribution committed to an external research project that supports project expenses over and above what is being requested from the Funding Organisation or through collaborator contributions.

Leverage funding is generally committed from University strategic funds or via the Faculty or Research Centre. You will need to make sure you have written evidence of any leverage committed to the project.

Click on the Yes button if you have obtained leverage funding to support your project.

Leverage Funding

Have you been approved for any Charles Sturt strategic leverage funding for this proposal? *

- ☐ Yes
☐ No

The Leverage Funding page will open like this and **you will be requested to attach evidence of approved leverage. This is usually an email from the funding source confirming the amount of funding and use.**

Leverage Funding

Have you been approved for any Charles Sturt strategic leverage funding for this proposal? *

- ☒ Yes
☐ No

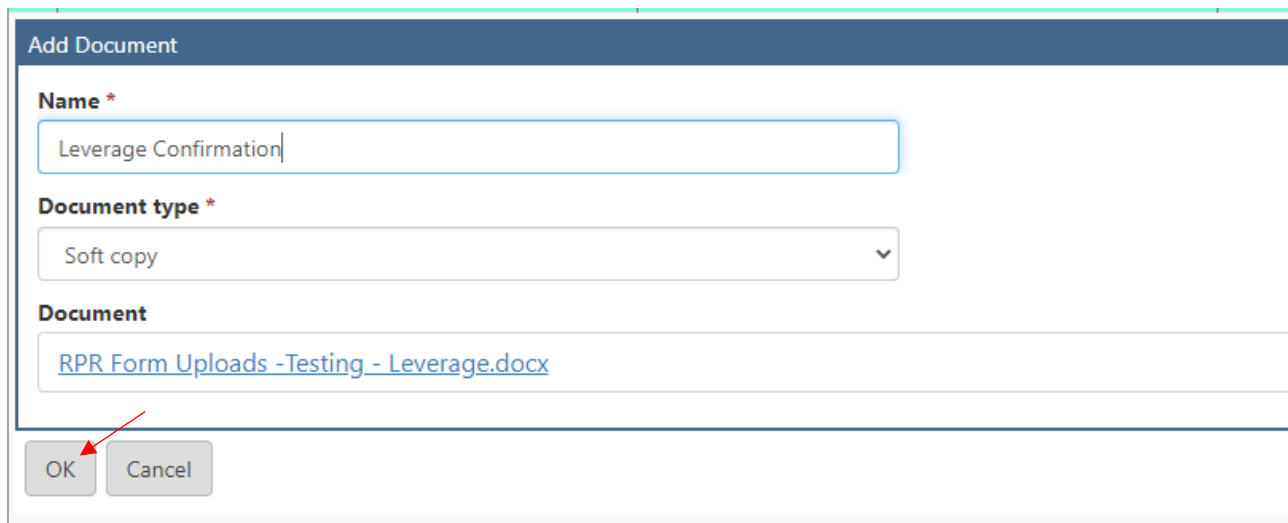
Please attach evidence of approved leverage from these sources.

The screenshot shows a form titled 'Leverage Funding'. Below the title is a question: 'Have you been approved for any Charles Sturt strategic leverage funding for this proposal? *'. There are two radio buttons: 'Yes' (selected) and 'No'. Below this is a blue instruction: 'Please attach evidence of approved leverage from these sources.' Below the instruction is a table with columns 'Document type', 'Name', and 'File'. An 'Add' button is to the left of the table. A modal window titled 'Add Document' is open, showing a 'Name *' text field, a 'Document type *' dropdown menu (set to 'Soft copy'), and a 'Document' section with a 'No file' button and a 'Select file' button. A red arrow points to the 'Add' button, and another red arrow points to the 'Select file' button. A third red arrow points to the 'Drop file here' text.

To attach evidence click the Add Button. Repeat the process (similar to uploading documentation).

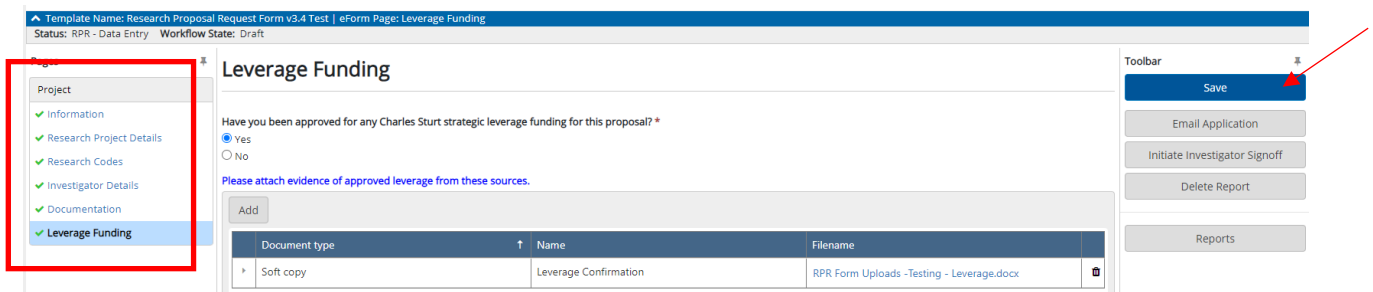
Type the document name. Either upload by clicking on Select File or Drag your file to the Drop File Here heading and release.

Click the **OK button** to finalise the upload.



Press Save. At this stage you will see all sections in the Pages menu are validated with a green tick.

The Chief Investigator should review the form and its content to ensure all information is correct.



To move backward through the form to review previous sections – use the Previous Page button in the bottom left hand corner of the page. **IMPORTANT NOTE** – if all fields are not showing a green tick – you will see a **red !** indicating incomplete details. The form can not progress to Investigator Sign Off until the errors have been resolved.

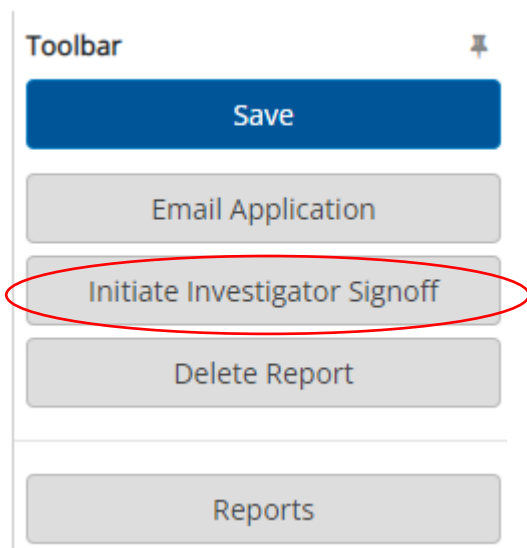
NEXT ACTION - The Form is now complete and the Chief Investigator needs to move the form to Investigator Sign-Off – see Section 4.

WORKFLOW STATUS - Project Request Status: **RPR - Data Entry** Workflow State: **Draft**

4. Initiating Investigator Sign-Off (action required by the Chief Investigator)

This action can be completed by the Chief Investigator once they are satisfied the form is ready to be sent to other project investigators.

Click the **Initiate Investigator Signoff** button on the right hand tool bar menu.



Onscreen prompts will appear - Select Ok.



An on screen confirmation box will appear – confirming the Research Proposal Request has been forwarded to investigator(s) for sign-off. **Select Ok** to clear this box.

Confirmation

×

Research Proposal Request has been forwarded to investigator(s) for sign-off.

OK

When the form is sent for Investigator Sign-Off - you will **note the onscreen updates to the form's status and message bar indicating the form has been sent for Investigator Sign Off and the change in Workflow state.**

▲ Template Name: Research Proposal Request Form v3.4 Test | Form: Page: Leverage Funding

Status: Pending Application Workflow State: Investigator Sign-off

Pages

Project

Information

Research Project Details

Research Codes

Investigator Details

Documentation

Leverage Funding

Leverage Funding

Research Proposal Request has been forwarded to investigator(s) for sign-off.

Have you been approved for any Charles Sturt strategic leverage funding for this proposal? *

☒ Yes

☐ No

Please attach evidence of approved leverage from these sources.

An email will be sent to each Charles Sturt Investigator requesting they add their Approver (Supervisor who can endorse their participation in the project) and sign the Investigator Declaration.

You will now see an Investigator Declaration page in the left hand Page's Tool Bar.

Template Name: Research Proposal Request Form v3.4 Test | eForm Page: Leverage Funding

Status: Pending Application Workflow State: Investigator Sign-off

Pages

- Project
- ✓ Information
- ✓ Research Project Details
- ✓ Research Codes
- ✓ Investigator Details
- ✓ Documentation
- ✓ Leverage Funding
- ▶ Investigator Declaration

Leverage Funding

Research Proposal Request has been forwarded to investigator(s) for sign-off.

Have you been approved for any Charles Sturt strategic leverage funding for this proposal?

☒ Yes
☐ No

Please attach evidence of approved leverage from these sources.

Document type	Name
Soft copy	Leverage Confirmation

Page Size 5 10 25

Review Section 5 – Adding your Approver and then completing the Investigator Declaration

NEXT ACTION - The RPR is now ready for all Investigator's to:

- (1) Add their Approver and then
- (2) Complete their Investigator Sign-Off. **(Must be in this order only)**

WORKFLOW STATUS - Project Request Status: **Pending Application** Workflow State: **Investigator Sign-off**

5. Adding your Approver and Completing the Investigator Declaration (action required by all CSU investigators)

All Investigators (Chief Investigators and Co-Investigators) listed on the RPR form will receive an email inviting them to access the RPR form, preview its content, add their Approver and sign their Investigator Declaration.

An 'Approver' is the immediate Supervisor who can sign-off on the Investigator's involvement in the research project. In most part this is the Head of School / line manager.

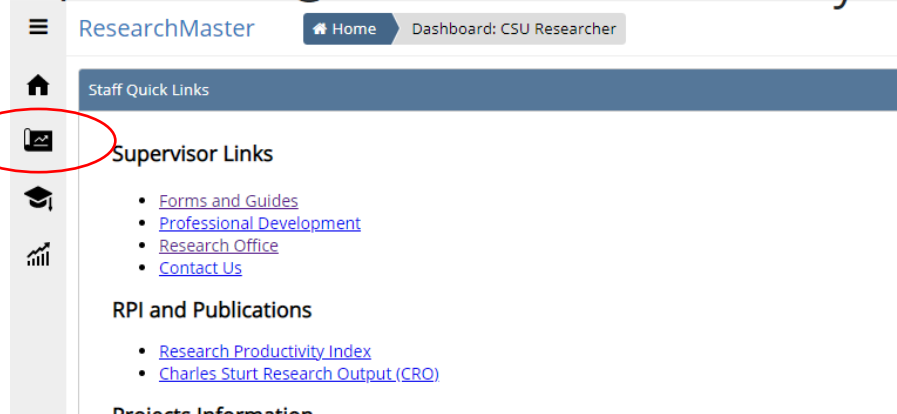
To access the RPR form

Login to Research Master <https://myresearch.csu.edu.au/RME>

Enter your Charles Sturt user name and password.

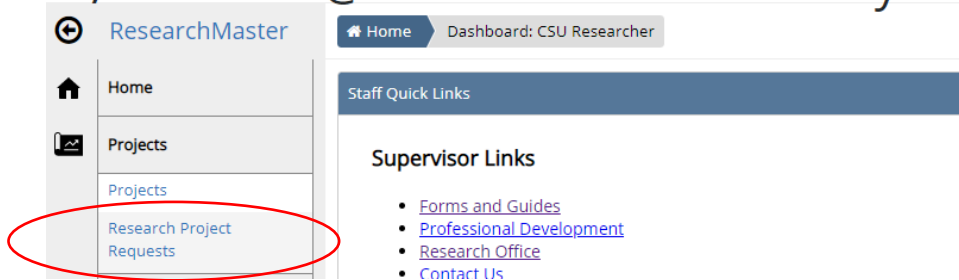
Locate the **Projects Icon** on the left hand side menu and **click the icon to open the menu**

MyResearch @ Charles Sturt University

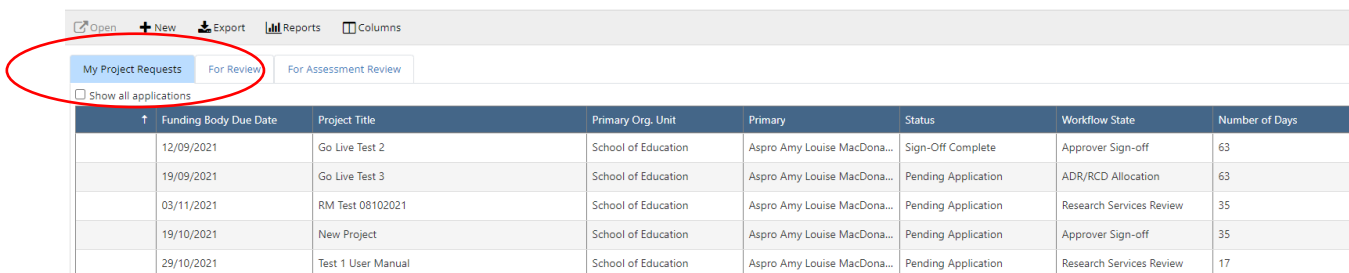


Click the blue hyperlink word – **Research Project Requests** - from the Projects Menu

MyResearch @ Charles Sturt University



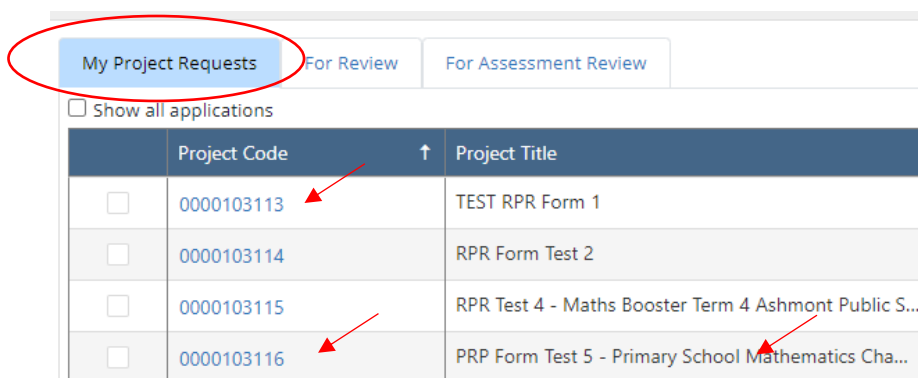
The screen will open and display **a list of Research Project Requests you are named on under the My Project Requests tab**. Review the Project Code and Project Title columns to ensure you are selecting the correct form. **See example below of the RPR form dashboard and locate the Projects Tab.**



Funding Body Due Date	Project Title	Primary Org. Unit	Primary	Status	Workflow State	Number of Days
12/09/2021	Go Live Test 2	School of Education	Aspro Amy Louise MacDona...	Sign-Off Complete	Approver Sign-off	63
19/09/2021	Go Live Test 3	School of Education	Aspro Amy Louise MacDona...	Pending Application	ADR/RCD Allocation	63
03/11/2021	RM Test 08102021	School of Education	Aspro Amy Louise MacDona...	Pending Application	Research Services Review	35
19/10/2021	New Project	School of Education	Aspro Amy Louise MacDona...	Pending Application	Approver Sign-off	35
29/10/2021	Test 1 User Manual	School of Education	Aspro Amy Louise MacDona...	Pending Application	Research Services Review	17

You will note in the Primary column the name of the project Chief Investigator. For any project you are listed on as a Chief or Co Investigator that RPR form will appear in your RPR form dashboard under the My Project Requests tab when you log in.

To open an RPR record - Select the correct Project Code by clicking on the blue text in the Project Code column. The form will open in a new window.

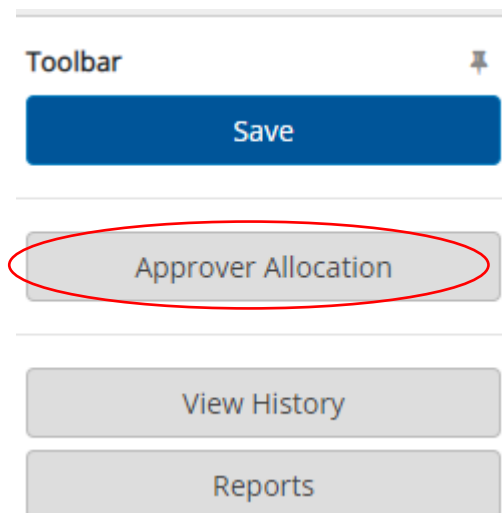


Project Code	Project Title
0000103113	TEST RPR Form 1
0000103114	RPR Form Test 2
0000103115	RPR Test 4 - Maths Booster Term 4 Ashmont Public S...
0000103116	PRP Form Test 5 - Primary School Mathematics Cha...

NOTE – It is extremely crucial for the workflow of the RPR form for you to ensure you have followed these instructions carefully and **added your Approver to the Form**. This action enables the RPR form to be received by your Approver for action.

Step 1 - Add your approver

Click the **Approver Allocation** button in the right hand Toolbar.



(Note: Toolbar may look a little different when you log in to the RPR form depending in what role you hold in the project).

Click the drop down list under **Add Panel**. A list will display.

This list contains role – for example – HOS (Head of School), ADR (Associate Dean Research), ED (Executive Dean), RCD (Research Centre Director). You will need to find your appropriate role person in the list for example FOAE-SIAS-HOS from the panel drop down list – this will be the role who can sign off on your involvement in this project.

To select your approver click on the Panel member either in the Code or Panel columns – this automatically adds them to the record.

You can use the Page Size Icons at the bottom left of the Panel listing to increase the size of the list you can view in full, and the Page function in the bottom right to move through the list.

The below example displays the steps mentioned above.

Approver Allocation

Select Reviewer

Add Panel

Code	Panel
Q	Q
FoAE-SCCI-HOS	HOS - School of Communication & Creative Industries
FoAE-SHSS-HOS	HOS - School of Humanities & Social Sciences
FoAE-SIAS-HOS	HOS - School of Indigenous Australian Studies
FoAE-SIS-HOS	HOS - School of Information Studies
FoAE-CISC-HOS	HOS - Centre for Islamic Studies & Civilisation

Page Size 5 10 25 Page 1 of 7 (33 items) 1 2 3 4 5 6 7

	Full Name	Details	Executive	Due Date
	Group: HOS - School of Education			
<input type="checkbox"/>	ASPRODavidJohnSmith	Not Specified	<input type="checkbox"/>	<input type="text"/>

Page Size 5 10 25

Page 1 of 1 (1 items) 1

Delete Selected

Close

Once you have selected the Approver they will be automatically added to the Approver Allocation List as per example below. You just need to select close at this stage.

If you need to remove the approver use this bin icon to delete.

Approver Allocation

Select Reviewer

Add Panel

	Full Name	Details	Executive	Due Date
	Group: HOS - School of Computing, Mathematics and Engineering (SoCME)			
<input type="checkbox"/>	ASPRO Irfan Altas	Not Specified	<input type="checkbox"/>	<input type="text"/>
	Group: HOS - School of Education (SOE)			
<input type="checkbox"/>	ASPRO Will Joseph L...	Not Specified	<input type="checkbox"/>	<input type="text"/>

Page Size 5 10 25

Page 1 of 1 (2 items) 1

Delete Selected

Close

Note: If your Approver does not appear in the Panel List you need to search for the person in the Select Reviewer function.

Type the name of your Approver in the Select Reviewer box. A list of people will appear.

Click the check box next to the eCode column to highlight your approver. Then click the Add button.

Approver Allocation ×

Select Reviewer

Jason White

	Ecode	Name
<input type="checkbox"/>	[REDACTED]	ASPRO Jason David White

Page Size 5 10 25 Page 1 of 1 (1 items) 1

Add

Step 2 - complete your Investigator Declaration

Click on the Investigator Declaration heading located in the Pages Tool Bar on the left hand side of the page.

Status: Pending Application Workflow State: Investigator Sign-off

Pages

- Project
- ✓ Information
- ✓ Research Project Details
- ✓ Research Codes
- ✓ Investigator Details
- ✓ Documentation
- ✓ Leverage Funding
- ▶ Investigator Declaration

Information

The Research Project Request (RPR) form is required for all external research applications (including EOIs/proposals/applications/tenders) and should be submitted to the Research Office 10 working days before the funding body closing date with the required supporting documentation.

All Charles Sturt University researchers listed on the grant application will need to sign the RPR form and have their Approver sign the form.

For grants administered by a Research Centre, the Centre Director is the final sign off on the RPR once all Approvers have been obtained.

For grants administered by a Faculty, the Associate Dean (Research) is the final signatory on the RPR after all Approvers has been obtained.

The RPR form facilitates the following research management practices within Charles Sturt University:

- School/Centre level approval to commit Charles Sturt University researchers, facilities and resources to participate in an externally funded research project;
- Deputy Vice-Chancellor (Research and Engagement) institutional approval to submit the application on behalf of the University;
- Research data capture that informs institutional reporting requirements;
- Research performance data for academic staff which informs the EDRS annual review process.

FOR and SEO Codes

Charles Sturt University uses FOR and SEO Codes in various institutional reporting to demonstrate the University's research capacity. For research grants data collection, FOR and SEO codes are collected via the RPR form at the time an application is submitted to the Research Office. FOR and SEO codes listed on the RPR should be at the 6-digit level only.

If you require additional assistance in completing the RPR form please telephone the Research Office on 02 6933 2578.

The Research Master User Manual: Research Project Request Form can be accessed <https://research.csu.edu.au/research-support/data-methods-and-tools/tools/myresearch>

Click on your name from the available list under the Declaration page

Investigator Declaration

Declaration

	Full Name	↑	Position
▶	ASPRO Amy Louise MacDonald		Project Personnel Position -> Chief Investigator
▶	ASPRO Azizur Rahman		Project Personnel Position -> Co-Investigator

Page Size ☐ 5 ☐ 10 ☐ 25

Tick the I Accept box – I have linked the approver for my Faculty / Centre under Approver Allocation button Declaration signed?

A date field will then appear. **Click Ok to finalise.**

Investigator Declaration

Declaration *

Full Name	↑	Position	Declaration signed?
▼ ASPRO Azizur Rahman		Project Personnel Position -> Co-Investigator	

Full Name *

Position *

I have linked the approver applicable for my Faculty/Centre under 'Approver Allocation' button Declaration signed? *

☒ Accept

Signoff Date *

Toolbar

Save

Press the Save Button on the right hand tool bar

Once each Investigator has accepted their declaration, you will then see an **updated listing with a tick indicating who has completed the declaration.**

Example – RPR single investigator only

Investigator Declaration

Declaration *

Full Name *
[Redacted] - Aspro Amy Louise MacDonald

Position *
Project Personnel Position -> Chief Investigator

I have linked the approver applicable for my Faculty/Centre under 'Approver Allocation' button
Declaration signed? *
☒ Accept

Signoff Date *
26/11/2021

Toolbar

- Save
- Email Application
- Initiate Approver Sign-off
- Approver Allocation
- View History
- Reports

Example – two or multiple investigators have signed

Investigator Declaration

Declaration *

	Full Name	Position	Declaration signed?
▶	ASPRO Azizur Rahman	Project Personnel Position -> Co-Investigator	✓
▶	Aspro Amy Louise MacDonald	Project Personnel Position -> Chief Investigator	✓

The Investigator Declaration page will validate with a green tick in the left hand Pages Menu once you have completed your declaration and added your Approver.

Status: Pending Application Workflow State: Investigator Sign-off

Pages

- Project
- Information
- Research Project Details
- Research Codes
- Investigator Details
- Documentation
- Leverage Funding
- Investigator Declaration

Investigator Declaration

Declaration

	Full Name	Position	Declaration signed?
▶	ASPRO Amy Louise MacDonald	Project Personnel Position -> Chief Investigator	✓
▶	ASPRO Azizur Rahman	Project Personnel Position -> Co-Investigator	

Page Size 5 10 25

A tick will validate Declaration Signed when all Investigators have signed their Declaration and added their Approver. The Chief Investigator can initiate Approver Sign-Off – See Section 6.

Investigator Declaration

Declaration

	Full Name	↑	Position	Declaration signed?
▶	ASPRO Amy Louise MacDonald		Project Personnel Position -> Chief Investigator	✓
▶	ASPRO Azizur Rahman		Project Personnel Position -> Co-Investigator	✓

ACTION - The RPR is now ready for the Chief Investigator to Initiate Approver Sign-Off.

WORKFLOW STATUS - Project Request Status: **Pending Application** Workflow State: **Investigator Sign-off**

6. Initiating Approver Sign-Off (action required by the Chief Investigator)

The Chief Investigator is required to initiate Approver Sign Off – this can only occur once all investigators have allocated their approvers and completed their declaration.

The Declaration page will show all investigators have completed their declaration when a tick appears next to each investigator in the Declaration signed column.

Investigator Declaration

Declaration

	Full Name ↑	Position	Declaration signed?
▶	ASPRO Amy Louise MacDonald	Project Personnel Position -> Chief Investigator	✓
▶	ASPRO Azizur Rahman	Project Personnel Position -> Co-Investigator	✓

To initiate Approver sign off the Chief Investigators needs to do the following steps.

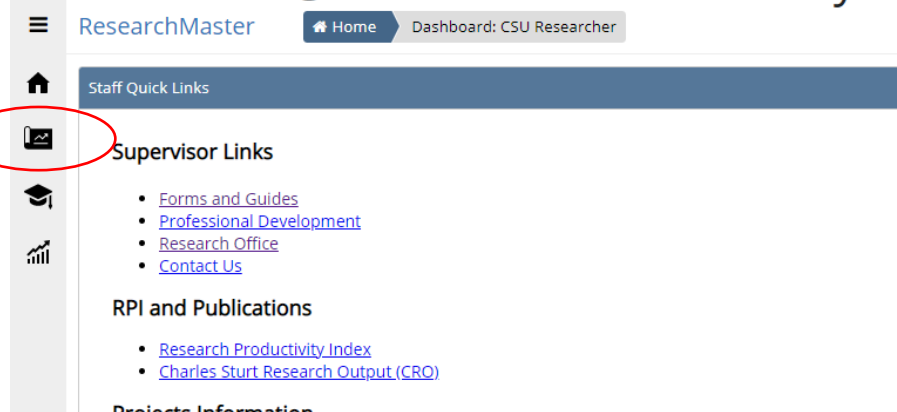
Access the RPR form

Login to Research Master <https://myresearch.csu.edu.au/RME>

Enter your Charles Sturt username and password.

Locate the **Projects Icon** on the left hand side menu and click the icon to open the menu

MyResearch @ Charles Sturt University



ResearchMaster Home Dashboard: CSU Researcher

Staff Quick Links

Supervisor Links

- [Forms and Guides](#)
- [Professional Development](#)
- [Research Office](#)
- [Contact Us](#)

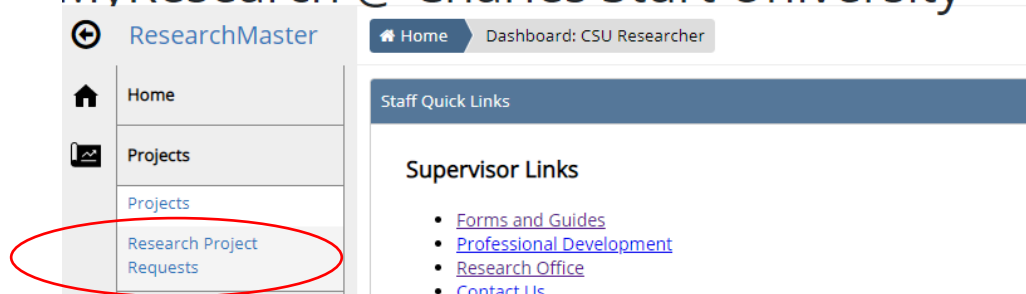
RPI and Publications

- [Research Productivity Index](#)
- [Charles Sturt Research Output \(CRO\)](#)

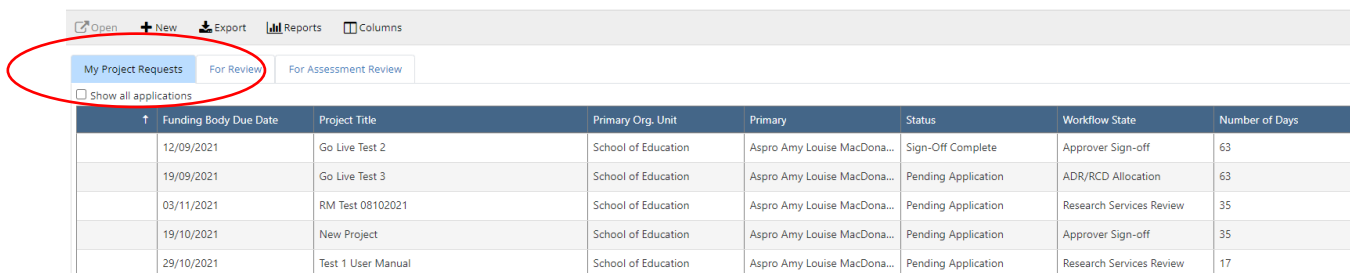
Projects Information

Select – **Research Project Requests** Form from the Projects Menu

MyResearch @ Charles Sturt University



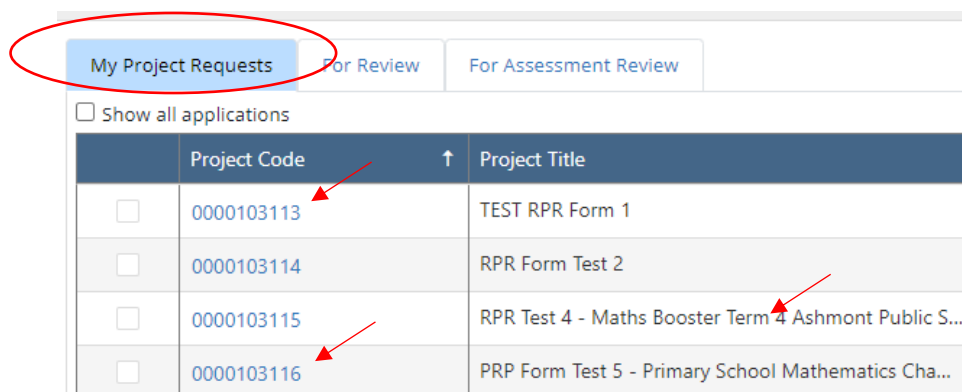
The screen will open and display a **list of Research Project Requests** you are named on under the **My Project Requests** tab. Review the Project Code and Project Title columns to ensure you are selecting the correct form. **See example below of the RPR form dashboard and locate the Projects Tab.**



↑	Funding Body Due Date	Project Title	Primary Org. Unit	Primary	Status	Workflow State	Number of Days
	12/09/2021	Go Live Test 2	School of Education	Aspro Amy Louise MacDona...	Sign-Off Complete	Approver Sign-off	63
	19/09/2021	Go Live Test 3	School of Education	Aspro Amy Louise MacDona...	Pending Application	ADR/RCD Allocation	63
	03/11/2021	RM Test 08102021	School of Education	Aspro Amy Louise MacDona...	Pending Application	Research Services Review	35
	19/10/2021	New Project	School of Education	Aspro Amy Louise MacDona...	Pending Application	Approver Sign-off	35
	29/10/2021	Test 1 User Manual	School of Education	Aspro Amy Louise MacDona...	Pending Application	Research Services Review	17

You will note in the Primary column the name of the project Chief Investigator. For any project you are listed on as a Chief or Co Investigator that RPR form will appear in your RPR form dashboard under the My Project Requests tab when you log in.

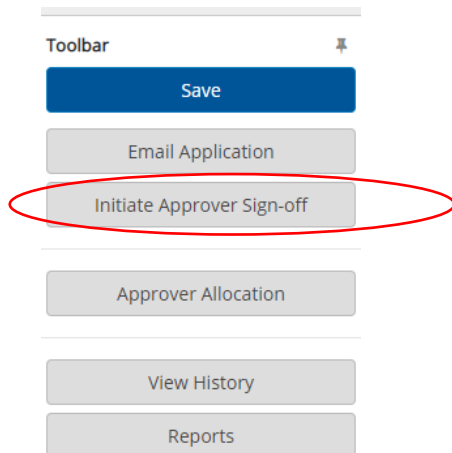
Select the correct RPR form by clicking on the blue text in the **Project Code** column. The form will open in a new window.



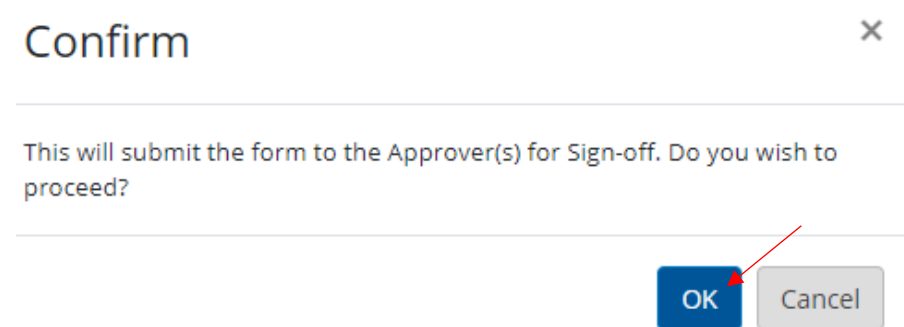
	Project Code	↑	Project Title
<input type="checkbox"/>	0000103113		TEST RPR Form 1
<input type="checkbox"/>	0000103114		RPR Form Test 2
<input type="checkbox"/>	0000103115		RPR Test 4 - Maths Booster Term 4 Ashmont Public S...
<input type="checkbox"/>	0000103116		PRP Form Test 5 - Primary School Mathematics Cha...

To initiate Approver Sign-Off

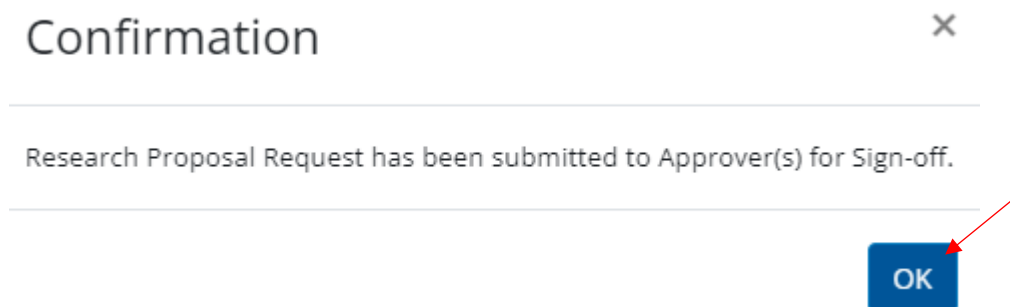
Click the **Initiate Approver Sign-Off** located in the right hand Toolbar.



Note on Screen Message – **Select OK**



An onscreen Confirmation Box will appear – Research Proposal Request has been submitted to Approver(s) for Sign-off. **Select OK.**



IMPORTANT NOTE - Be aware of error messages which block the form moving to Initiate Approver Sign-Off. Any messages will appear as on screen status updates – error message usually appear with pink highlight.

This status update indicates the RPR has been submitted to Approver for Sign-Off.

Status: Pending Application Workflow State: Approver Sign-off

Pages

- Project
- ✓ Information
- ✓ Research Project Details
- ✓ Research Codes
- ✓ Investigator Details
- ✓ Documentation
- ✓ Leverage Funding
- ✓ Investigator Declaration

Information

Research Proposal Request has been submitted to Approver(s) for Sign-off.

The Research Project Request (RPR) form is required for all external research applications (including EOLs/proposals/applications/tenders) and should be submitted to the Research Office 10 working days before the funding body closing date with the required supporting documentation.

All Charles Sturt University researchers listed on the grant application will need to sign the RPR form and have their Approver sign the form.

For grants administered by a Research Centre, the Centre Director is the final sign off on the RPR once all Approvers have been obtained.

For grants administered by a Faculty, the Associate Dean (Research) is the final signatory on the RPR after all Approvers has been obtained.

The RPR form facilitates the following research management practices within Charles Sturt University:

- School/Centre level approval to commit Charles Sturt University researchers, facilities and resources to participate in an externally funded research project;
- Deputy Vice-Chancellor (Research and Engagement) institutional approval to submit the application on behalf of the University;

The Chief Investigator can now logout.

NEXT ACTION - The RPR is now ready for Approver Sign-Off. All Approvers will receive an email requesting they sign the RPR form.

WORKFLOW STATUS - Project Request Status: **Pending Application** Workflow State: **Approver Sign-off.**

7. Information for Approvers

The role of 'Approver' in the RPR Form is allocated to the immediate line managers (supervisors) who have delegation to endorse their researcher's involvement in the proposed research project.

All allocated approvers for each Investigator listed on the RPR form will receive an email inviting them to access the RPR form, preview its content, and approve the involvement of their named Investigator.

An Approver's acceptance of the RPR form confirms approval of the following:

- the researcher's time commitment within the proposal;
- the researcher's capacity to undertake the project within their research workload allocation;
- any funding / or in-kind resources committed from the School's budget to support the project;
- for the administering organisation unit (School or Research Centre) to accept administration of this project, noting the project is viable within the administering unit's resources, personnel and funding requested to support the project is appropriate, as well as sufficient office space and infrastructure availability to support the project.

8. Completing the Approver Sign-Off

All Approvers listed on the RPR form will receive an email inviting them to access the RPR form, preview its content, and approve the involvement of their named Investigator.

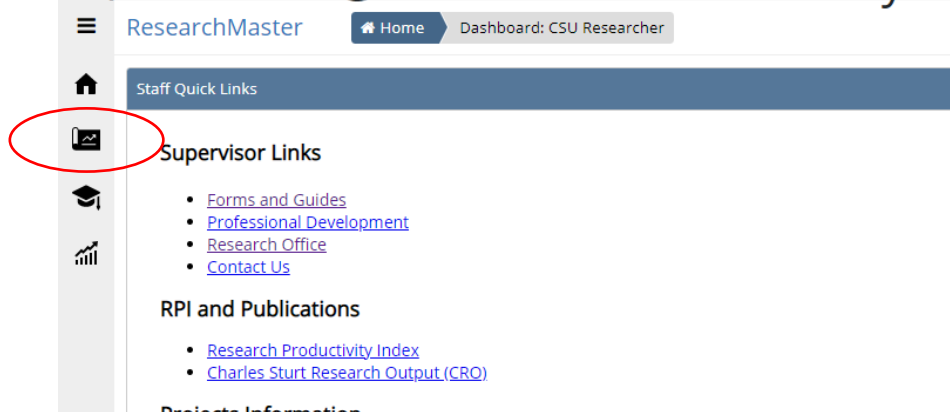
To access the RPR form

Login to Research Master <https://myresearch.csu.edu.au/RME>

Enter your Charles Sturt username and password.

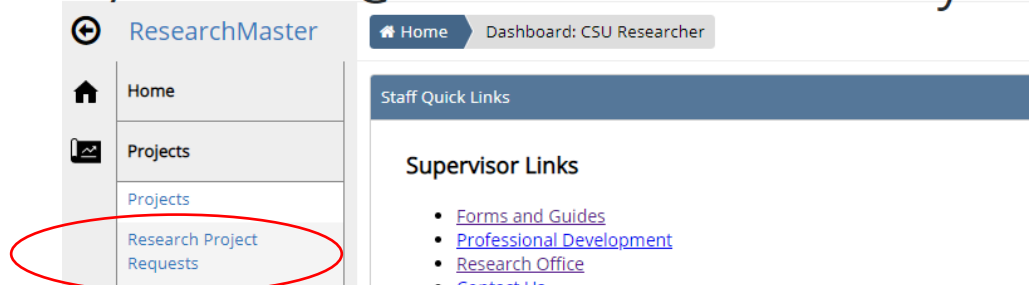
Locate the **Projects Icon** on the left hand side menu and click the icon to open the menu

MyResearch @ Charles Sturt University



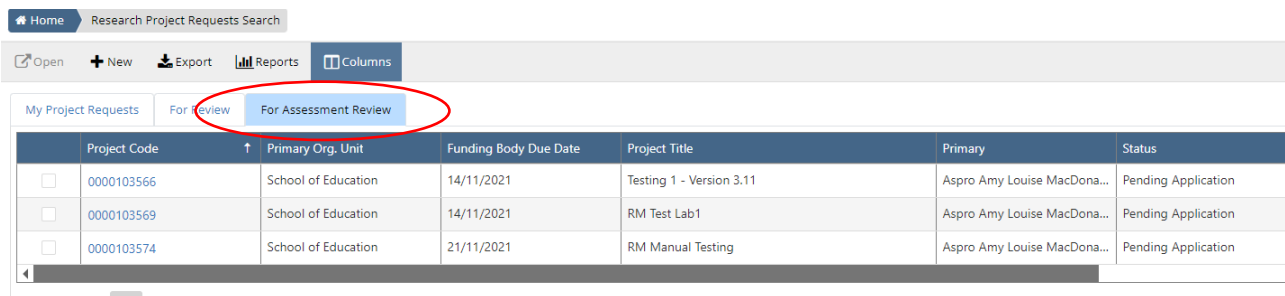
Select – **Research Project Requests** Form from the Projects Menu

MyResearch @ Charles Sturt University



The screen will open to the RPR dashboard page – **Click on the For Assessment Review tab to see a list of Research Project Requests under your delegation that require Approver Sign off.**

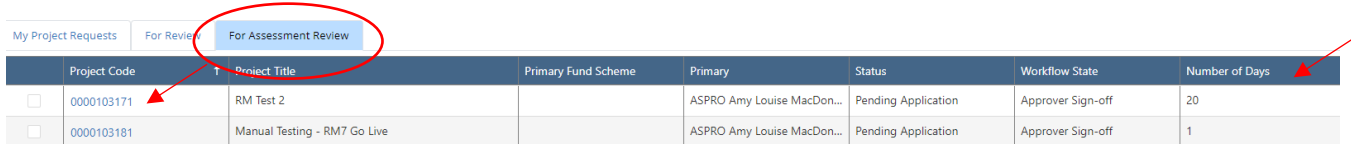
See example below.



	Project Code	Primary Org. Unit	Funding Body Due Date	Project Title	Primary	Status
<input type="checkbox"/>	0000103566	School of Education	14/11/2021	Testing 1 - Version 3.11	Aspro Amy Louise MacDona...	Pending Application
<input type="checkbox"/>	0000103569	School of Education	14/11/2021	RM Test Lab1	Aspro Amy Louise MacDona...	Pending Application
<input type="checkbox"/>	0000103574	School of Education	21/11/2021	RM Manual Testing	Aspro Amy Louise MacDona...	Pending Application

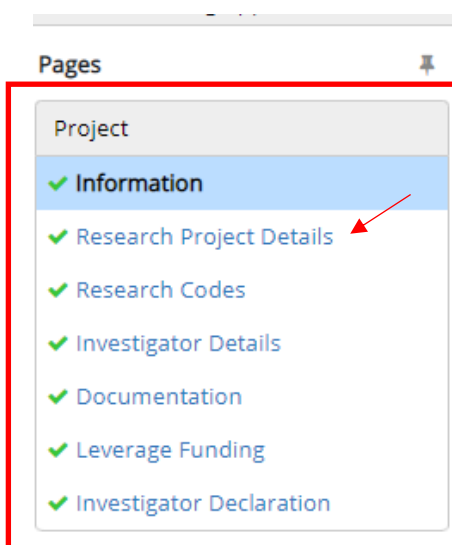
Review the Project Code and Project Title columns to ensure you are selecting the correct form. If you use the scroll bar to move the columns in the grid left to right, you will notice the Number of Days column – this indicates how long the RPR form has been awaiting your action.

To select the correct RPR form click on the blue text in the Project Code column. The form will open in a new window.



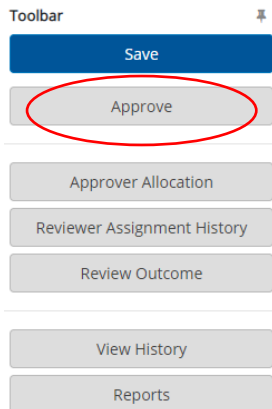
	Project Code	Project Title	Primary Fund Scheme	Primary	Status	Workflow State	Number of Days
<input type="checkbox"/>	0000103171	RM Test 2		ASPRO Amy Louise MacDon...	Pending Application	Approver Sign-off	20
<input type="checkbox"/>	0000103181	Manual Testing - RM7 Go Live		ASPRO Amy Louise MacDon...	Pending Application	Approver Sign-off	1

To review the project details use the Pages Menu on the left hand side. Move through the pages by clicking on each blue heading. The green ticks indicate the information on each page is complete.



Pages
Project
✓ Information
✓ Research Project Details
✓ Research Codes
✓ Investigator Details
✓ Documentation
✓ Leverage Funding
✓ Investigator Declaration

To approve the RPR form click **Approve** tab in the right hand Toolbar menu



In the Enter Outcome box select **Approved from the drop-down menu, then OK.**

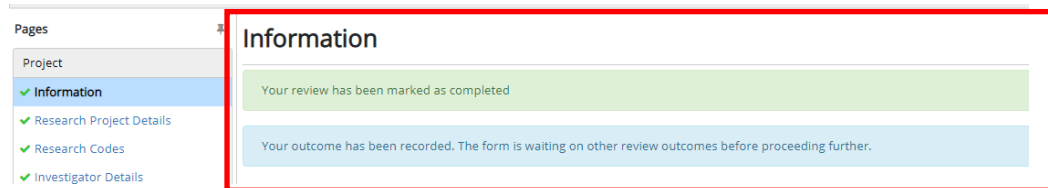
A screenshot of a dialog box titled 'Enter Outcome'. It features a drop-down menu with 'Approved' selected. A red arrow points to the 'Approved' text. Below the menu are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

***** NOTE:** Approvers who have concerns with any of the content of the RPR form should contact the Investigator reporting directly to them, or the project Chief Investigator to seek clarification. This should be done via email or telephone outside the RPR form.

An onscreen confirmation box will appear – Your outcome has been recorded. The form is waiting on other review outcomes before proceeding further. **Select OK** to clear the confirmation box.

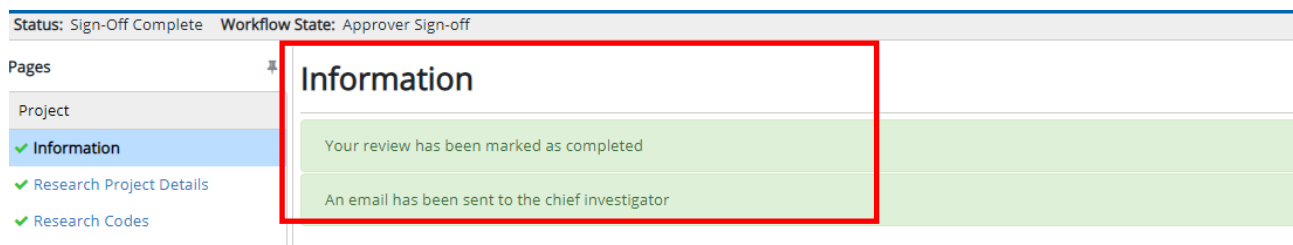
A screenshot of a dialog box titled 'Confirmation'. It contains the text: 'Your outcome has been recorded. The form is waiting on other review outcomes before proceeding further.' Below the text is an 'OK' button. Red arrows point to the text and the 'OK' button.

Completed approvals will be displayed in the message bar as per below.

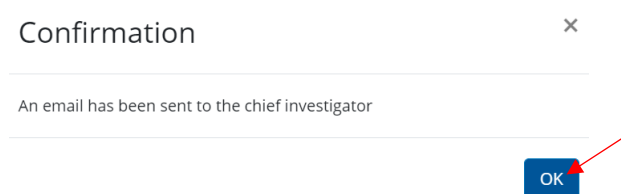


When all APPROVERS have signed the RPR form the following changes will appear on screen.

Message Bar – **email sent to the Chief Investigator to advise review has been completed.**



An on screen message box will appear – **click Ok.**



ACTION - The RPR is now ready for the Chief Investigator to initiate – ADR or RCD Sign-Off.

WORKFLOW STATUS - Project Request Status: **Sign-off Complete** Workflow State: **Approver Sign-off.**


9. Initiating ADR / RCD Review (action required by the Chief Investigator)

This section can only be undertaken once all Approvers have signed the form.

The **ADR or RCD allocated to approve this RPR** form is determined by the CSU Administering School or Research Centre allocated at Project Details. **For example in the image below** ILWS is allocated on the form as the Administering School / Center – this is a Research Centre, therefore the Research Centre Director will receive an email to approve the RPR form.

CSU Administering School/Centre Name

FDRELA

 DVCRE, Institute for Land, Water & Society (ILWS)

Note: only one ADR or RCD will receive an email inviting them to access the RPR form, preview its content, and add their approval to the form. Where a project is administered via a Research Centre the ADR is not required to sign the RPR form.

Complete the following steps to initiate the ADR / RCD Review

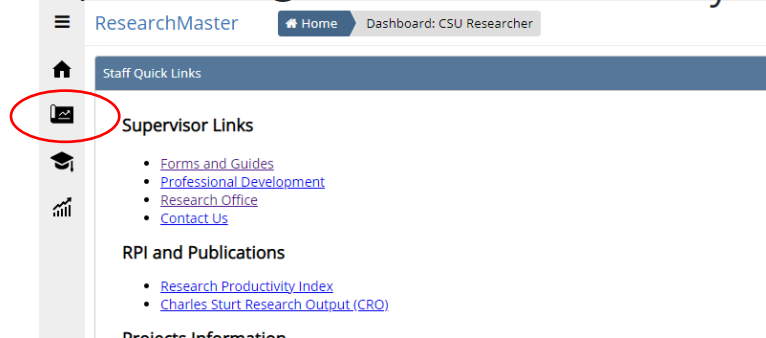
Access the RPR form

Log in to Research Master <https://myresearch.csu.edu.au/RME>

Enter your Charles Sturt username and password.

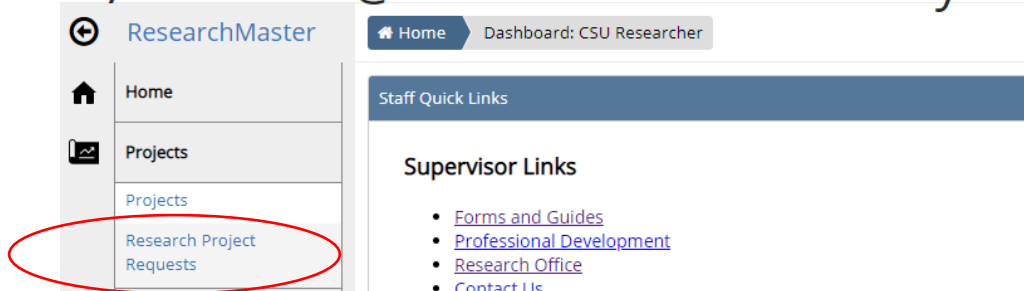
Locate the **Projects Icon** on the left hand side menu and click the icon to open the menu

MyResearch @ Charles Sturt University



Select – **Research Project Requests** from the Projects Menu

MyResearch @ Charles Sturt University

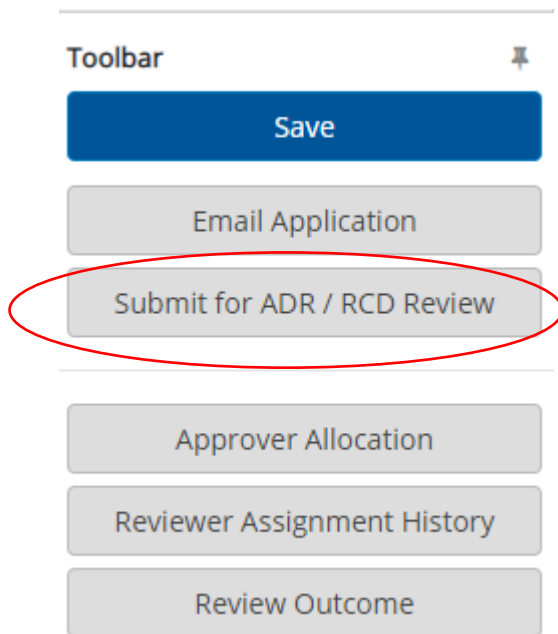


The screen will open and display **a list of Research Project Requests you are named on under the My Project Requests tab**. Review the Project Code and Project Title columns to ensure you are selecting the correct form.

Select the correct RPR form by clicking on the blue text in the **Project Code column**. The form will open in a new window.

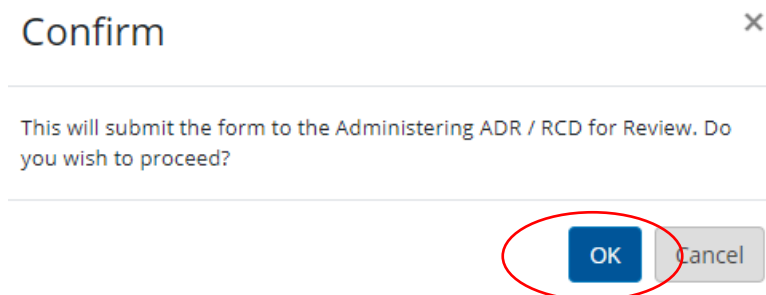
My Project Requests		
For Review		
For Assessment Review		
<input type="checkbox"/> Show all applications		
	Project Code	Project Title
<input type="checkbox"/>	0000103113	TEST RPR Form 1
<input type="checkbox"/>	0000103114	RPR Form Test 2
<input type="checkbox"/>	0000103115	RPR Test 4 - Maths Booster Term 4 Ashmont Public S...
<input type="checkbox"/>	0000103116	PRP Form Test 5 - Primary School Mathematics Cha...

To submit the form for ADR / RCD review. Access the **right-hand Tool bar menu and select Submit for ADR/RCD Review**



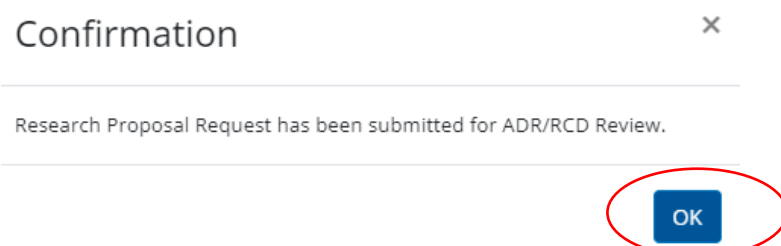
The screenshot shows a vertical toolbar with the following buttons from top to bottom: 'Save' (blue), 'Email Application' (grey), 'Submit for ADR / RCD Review' (grey, circled in red), 'Approver Allocation' (grey), 'Reviewer Assignment History' (grey), and 'Review Outcome' (grey). The toolbar is titled 'Toolbar' and has a pin icon in the top right corner.

An onscreen prompt will appear – **select OK**



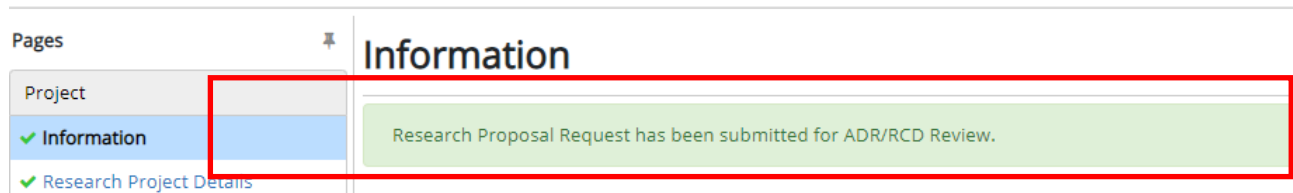
The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside reads: 'This will submit the form to the Administering ADR / RCD for Review. Do you wish to proceed?'. At the bottom, there are two buttons: 'OK' (blue, circled in red) and 'Cancel' (grey).

An onscreen Confirmation box will appear – Research Proposal Request has been submitted for ADR/RCD Review. **Click Ok to clear the message.**



The screenshot shows a 'Confirmation' dialog box with a close button (X) in the top right corner. The text inside reads: 'Research Proposal Request has been submitted for ADR/RCD Review.'. At the bottom, there is a single button: 'OK' (blue, circled in red).

The system will automatically **send an email to appropriate ADR or RCD**. NOTE on screen message RPR Submitted for ADR/RCD Review.



The Chief Investigator should press SAVE in the right hand menu and now logout.

*** Note: If the RPR form does not progress to ADR/RCD review it means there is some error in the person allocated to that role. Research Services will be notified to undertake corrective action via email if this occurs.

NEXT ACTION - The RPR form has been sent to the ADR or RCD for Review .

WORKFLOW STATUS - Project Request Status: **Pending Application** Workflow State: **ADR / RCD Review**.

10. Information for ADR or RCD

The **ADR or RCD allocated to approve this RPR** form is determined by the Administering School or Research Centre allocated at Project Details. For example, ILWS – is a Research Centre, therefore the Research Centre Director has final sign off on the RPR form.

The **RCD or ADR** will receive an email inviting them to access the RPR form, preview its content, and add their approval to the form.

An **RCD or ADR** acceptance of the RPR form confirms approval of the following:

- the quality review and completeness of the application has been undertaken;
- the application is complete, with supporting documentation as required;
- the Research Centre or Faculty resource commitments are appropriate and available;
- the proposed project fits within the research priority areas of the Research Centre or Faculty;
- all leverage commitments have been confirmed and evidence is attached in the RPR form;
- the ROI is appropriate for the staff involved and project; and
- any risks have been measured and considered.

N.B. The Research Centre Director approval also indicates approval for the administering organisation unit (Research Centre) to accept administration of this project, noting the project is viable within the administering Centre resources, personnel and funding requested to support the project, accepting also the financial management and mentoring associated with the project.

11. ADR /RCD Review – Submit to Research Services

The **ADR / RCD allocated to approve this RPR** form is determined by the CSU Administering School or Research Centre allocated at Project Details.

If a Research Centre is nominated as the CSU Administering Unit, the Research Centre Director will receive the email requesting they review and approve the RPR form.

If the nominated CSU Administering Unit is a School, the Faculty ADR will receive the email requesting they review and approve the RPR form.

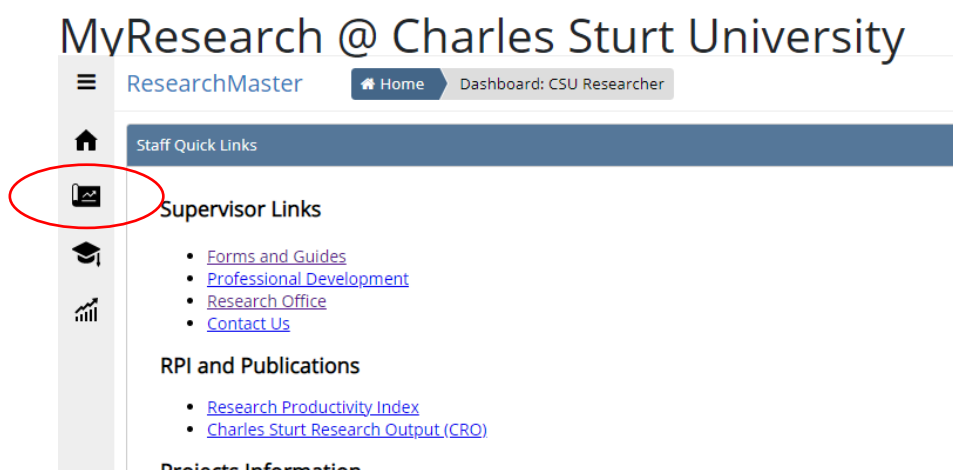
To complete the ADR / RCD Review and Submit the RPR form to Research Services complete the following steps.

Access the RPR form

Login to Research Master <https://myresearch.csu.edu.au/RME>

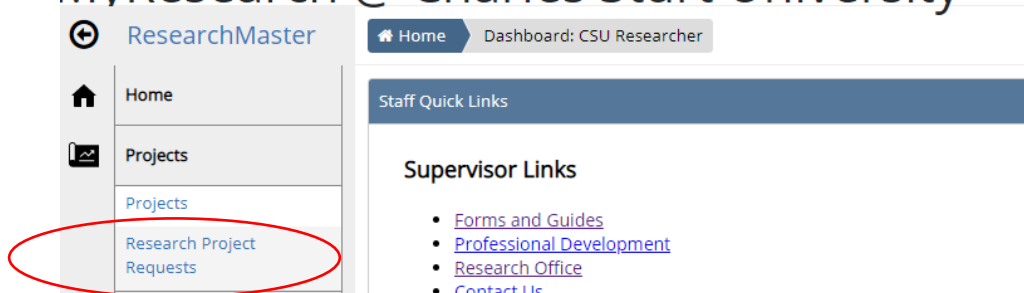
Enter your Charles Sturt username and password.

Locate the **Projects Icon** on the left hand side menu and click the icon to open the menu



Select – **Research Project Requests** Form from the Projects Menu

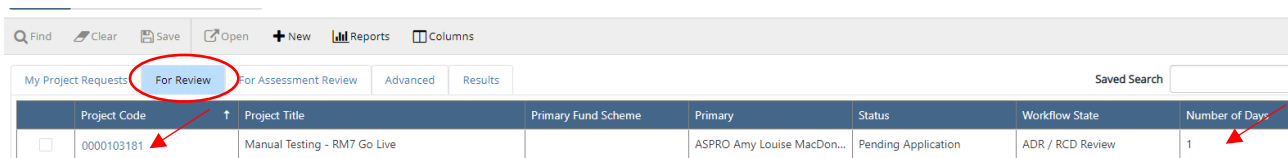
MyResearch @ Charles Sturt University



The screen will open – Click on the **For Review** tab. A list of Research Project Requests under your delegation that require ADR / RCD Sign off will be displayed.

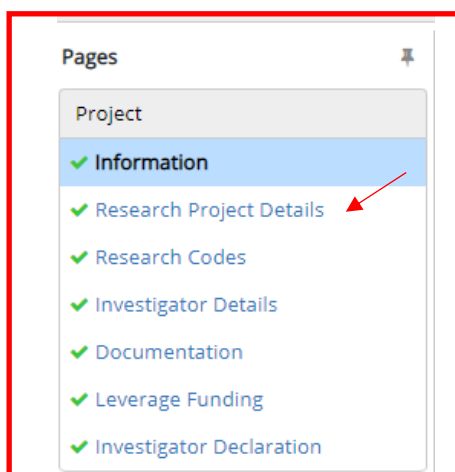
Review the Project Code and Project Title columns to ensure you are selecting the correct form. You will notice in the Number of Days column how long the RPR form has been awaiting your action. The Workflow State column indicates the RPR form is currently with the ADR / RCD for review.

Select the correct RPR form by clicking on the blue text in the **Project Code** column. The form will open in a new window.



Project Code	Project Title	Primary Fund Scheme	Primary	Status	Workflow State	Number of Days
0000103181	Manual Testing - RM7 Go Live		ASPRO Amy Louise MacDon...	Pending Application	ADR / RCD Review	1

To review the project details use the Pages Menu on the left hand side. Move through the pages by clicking on each blue heading. The green ticks indicate the information on each page is complete.



***** IMPORTANT NOTE:** Any ADR or RCD who has concerns with any of the content of the RPR form should contact the Investigator reporting directly to them, or the project Chief Investigator to seek clarification. This should be done via email or telephone outside the RPR form.


To approve the application – Click on the Associate Dean Research (ADR) / Research Centre Director (RCD) Sign-Off from the left hand pages menu as per below.



Answer the question – Do you endorse the project? Click Yes if you endorse – the date will appear.


Associate Dean Research (ADR) / Research Centre Director (RCD) :

Do you endorse the project? *

☒ Yes 

☐ No

Date


26/04/2021 


Previous page : Reviewer Feedback <<

If you do not endorse this application you can select No – a comments box will appear. Enter your reasons why in the comments box. **This RPR form should still be submitted to Research Services with your non-approval and comments.**


Associate Dean Research (ADR) / Research Centre Director (RCD) Sign-off

Do you endorse the project? *


☐ Yes 

☒ No 


Comment: *



Date

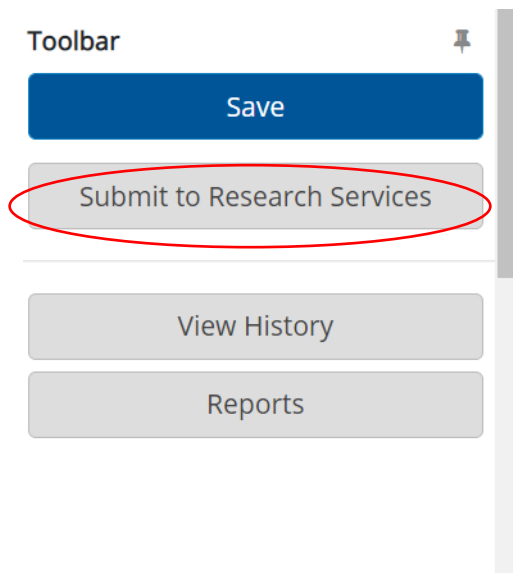
26/04/2021 

Previous page : Reviewer Feedback <<

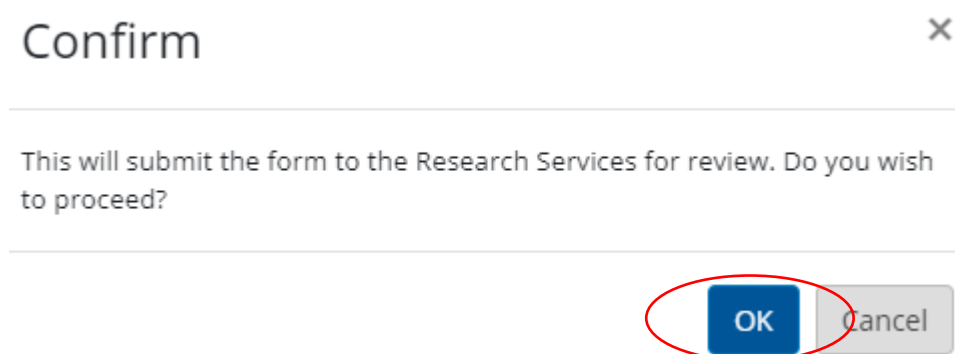
Next page : 

To submit the application to Research Services

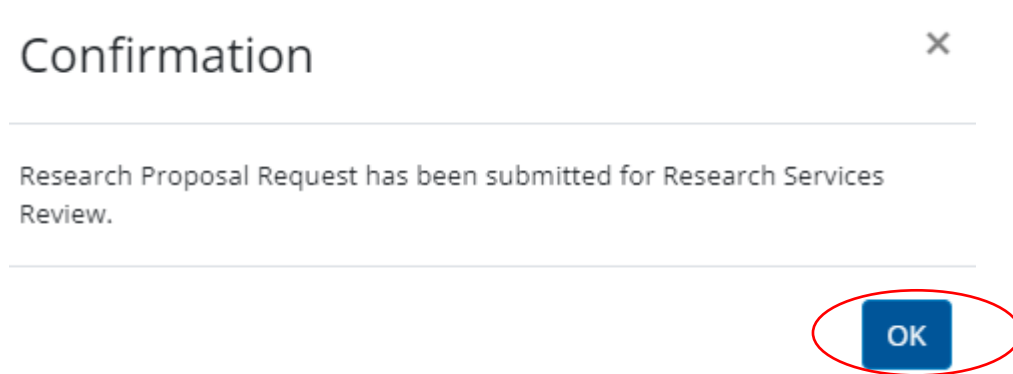
Click the **Submit to Research Services** tab on the right hand toolbar menu



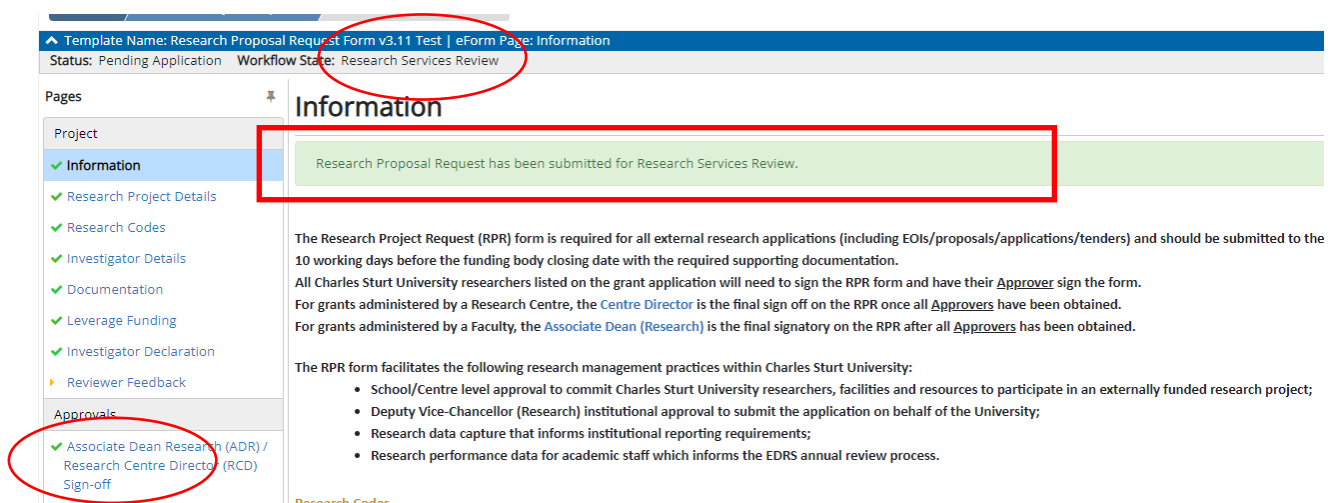
An onscreen message will appear, **select OK**



A secondary onscreen message appears confirming the action



Research Services will be notified the RPR form is **ready for review**. Note status messages on screen, Workflow update is now Research Services Review, Approvals has validated with a green tick.



The ADR / RCD should now log out.

NEXT ACTION - The RPR form has been sent to Research Services for Review.

WORKFLOW STATUS - Project Request Status: **Pending Application** Workflow State: **Research Office Review**.