



Charles Sturt  
University

# Research Master Projects Module

## Quick Reference User Guide for Researchers

Office of Research Services and Graduate Studies  
Charles Sturt University

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# 1. Access to the MyResearch Database

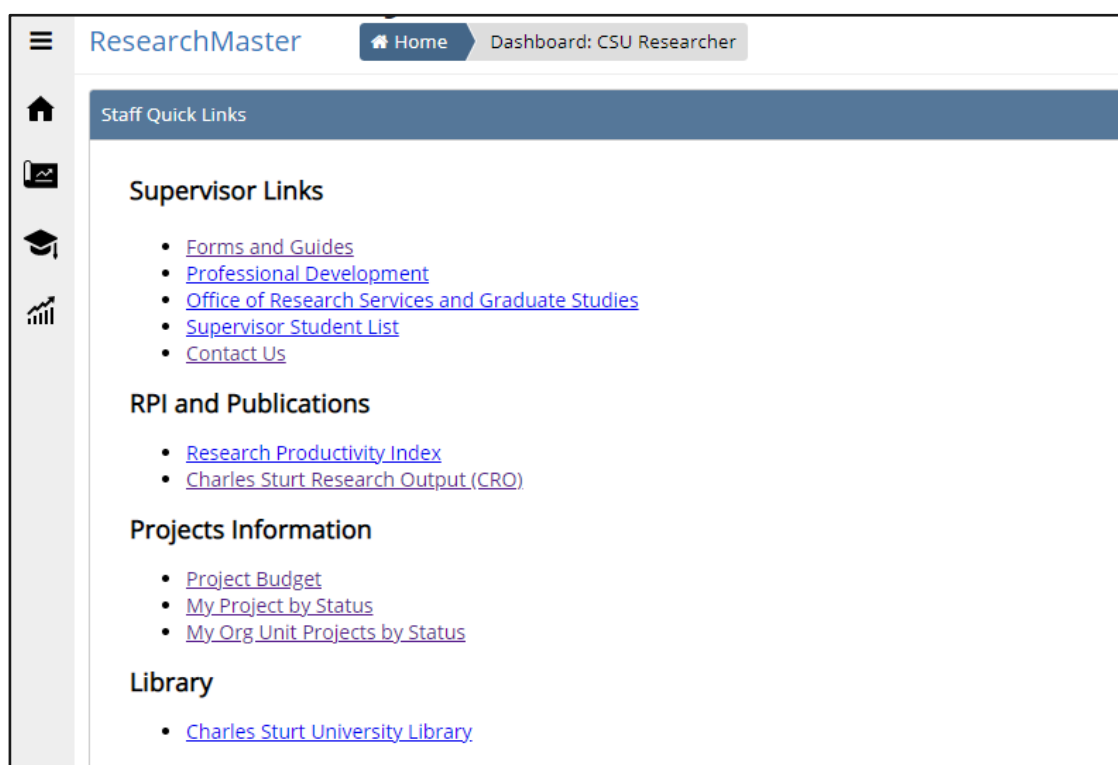
Use your CSU User Name and password to log into the MyResearch site.

<https://myresearch.csu.edu.au/>

**Please note:**

Approved Charles Sturt staff have access to the researcher and student profiles in MyResearch.

MyResearch will open on the user dashboard page.

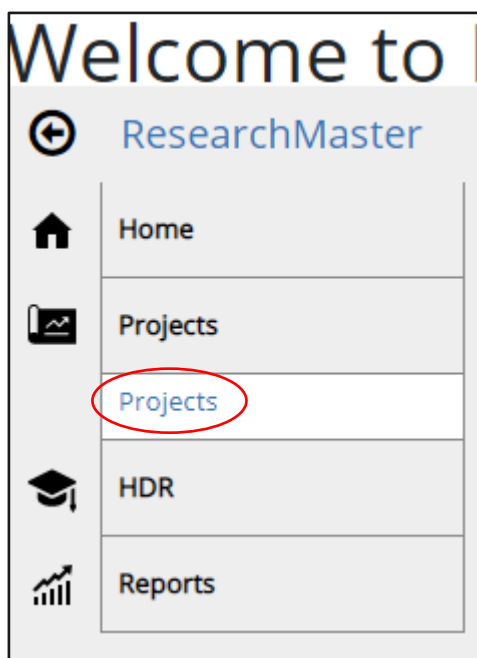


## To access your Projects

From the left hand menu bar on your dashboard, click on the icon



This will open the menu – select **Projects** from the menu.



## 2. View Project List

The screen will default to the Basic tab with no information in the fields. This is where you can start a search or move to full project listing.

Welcome to MyResearch

ResearchMaster [Home](#) [Projects Search](#)

[Find](#) [Clear](#) [Save](#) [Open](#) [Export](#) [Reports](#) [Columns](#)

[Basic](#) [Advanced](#) [Results](#)

Project Code  Project Title

Project Type  [Current](#) [Only Current](#)

Primary Contact

Primary Investigator

Primary Org Unit  Keyword  [Closed](#) [Any](#)

To show all projects where you are listed as either a Chief investigator or a Co-investigator, click on the **results** button. Alternatively, you can use the **find** button.

Home Projects Search [Help](#) [AMACDONA](#)

[Find](#) [Clear](#) [Save](#) [Open](#) [Export](#) [Reports](#) [Columns](#)

[Basic](#) [Advanced](#) [Results](#) Saved Search

	Project Code	Administering Org Unit	Chief Investigator	Project Title	Status	Date Applied	Start Date
<input type="checkbox"/>	0000102002	School of Education	Aspro Amy Louise MacDonald	Evaluation of the Little Scientists Program: Research ...	Successful Grant	23/08/2016	02/01/2017
<input type="checkbox"/>	0000102143	School of Education	Aspro Noella Maree Mackenzie	Working Above Standard Project (WASP): A St Mary's ...	Successful Grant	07/03/2017	09/03/2017
<input type="checkbox"/>	0000102164	School of Education	Aspro Amy Louise MacDonald	DE180100399 What is mathematics education for ba...	Successful Grant	22/03/2017	01/01/2017
<input type="checkbox"/>	0000102431	School of Education	Aspro Amy Louise MacDonald	DP190100996 A Best Practice Framework for early c...	Unsuccessful Application		01/01/2017
<input type="checkbox"/>	0000102541	School of Education	Aspro Amy Louise MacDonald	Let's Count Online Evaluation	Successful Grant	07/05/2018	06/03/2017
<input type="checkbox"/>	0000102762	PVCGe. Research & Researc...	MS Annette Louise Harris	Test Project	Pending Application		
<input type="checkbox"/>	0000102793	School of Education	Aspro Amy Louise MacDonald	Evaluating Junee High School's Empower Project	Unsuccessful Application	27/02/2019	01/07/2017
<input type="checkbox"/>	0000102941	School of Communication ...	DR Dominique Sweeney	Think Big - Multi-national digital platforms enabling ...	Successful Grant	18/09/2019	21/07/2020
<input type="checkbox"/>	0000102987	School of Education	Aspro Amy Louise MacDonald	Little Scientists Evaluation - Toyota Community Trust	Successful Grant	20/11/2019	01/01/2020
<input type="checkbox"/>	0000103062	School of Education	Aspro Amy Louise MacDonald	DP210100500 Teaching early mathematics concepts ...	Unsuccessful Application	25/02/2020	
<input type="checkbox"/>	0000103105	A&E Faculty Office	Aspro Amy Louise MacDonald	Implementing "mathematics through measurement"...	Unsuccessful Application	03/03/2020	01/10/2020
<input type="checkbox"/>	0000103151	School of Teacher Education	Aspro Lena Joel Danaia	An international study of COVID-19 pandemic's imp...	Unsuccessful Application	27/05/2020	01/08/2020
<input type="checkbox"/>	0000103375	School of Education	Aspro Amy Louise MacDonald	DP220101891 Mathematics in Preschool: A longitudi...	Pending Application	04/02/2021	01/01/2021
<input type="checkbox"/>	0000103378	School of Education	Aspro Amy Louise MacDonald	DP220100788 Promoting imagination in mathematic...	Pending Application	11/02/2021	01/01/2021

Page Size 10 25 50 Page 1 of 1 (14 items) 1

The list shows all of your pending, successful and unsuccessful projects.

The listing of projects may carry over to more than one page. Page numbers will be listed at the bottom of the screen and you can navigate back and forth through the listing by clicking on the next page number.

You can also select page size to expand the listed projects view using

Page Size 10 25 50 .

## Search Function

- If you want to sort by **Successful** project or by **End Date** or **Administering Org Unit** you can do this by clicking on the blue table headings on the column you wish to sort.

Basic	Advanced	Results		
	Project Code	↓	Administering Org Unit	Chief Investigator

- You can use the slide bar at the bottom of the table listing to move backwards and forwards eg. to see the start date and end date of each project (according to the agreement).
- If you wish to search for a particular project, click on the **Basic** button where you can enter the project code or the project title to find your project. Click on **Results** or **Find** for the result.

Q Find Clear Save Open Export Reports Columns

Basic Advanced Results

Project Code 102987 Project Title

Project Type -- Please select -- Current Only Current

Primary Contact

Primary Investigator

Primary Org Unit Keyword Closed Any

### 3. Navigating the Projects Module

Each project listed in the Projects Module has its own unique identifier known as a project code. This number is generated when the record is created.

Each project code listed in the column below is an active hyperlink which will take you into the project record. Click on the record to select.

Basic Advanced Results <span>Save Search</span> <span>Select from</span>									
<input type="checkbox"/>	Project Code	Administering Org Unit	Chief Investigator	Project Title	Status	Date Applied	Start Date	End Date	
<input type="checkbox"/>	0000102764	School of Education	Aspro Amy Louise MacDonald	DE180100999 What is mathematics education for ba...	Successful Grant	22/03/2017	01/01/2018	31/12/2020	
<input checked="" type="checkbox"/>	0000102541	School of Education	Aspro Amy Louise MacDonald	Let's Count Online Evaluation	Successful Grant	07/05/2018	06/03/2018	31/03/2019	
<input type="checkbox"/>	0000102004	School of Education	Aspro Amy Louise MacDonald	Evaluation of the Little Scientists Program Research ...	Successful Grant	23/06/2016	02/01/2017	30/03/2019	
<input type="checkbox"/>	0000102431	School of Education	Aspro Amy Louise MacDonald	DP190100996 A Best Practice Framework for early L...	Pending Application		01/01/2019	31/12/2021	
<input type="checkbox"/>	0000102783	School of Education	Aspro Amy Louise MacDonald	Evaluating Junee High School's Empower Project	Unsuccessful Application	27/02/2019	01/07/2019	30/06/2020	
<input type="checkbox"/>	0000102879	School of Animal and Veteri...	Aspro Amy Louise MacDonald	Equine Quality of Life: Developing robust indicators ...	Successful Grant	13/11/2019	15/05/2021	14/05/2023	
<input type="checkbox"/>	0000102867	School of Education	Aspro Amy Louise MacDonald	Little Scientists Evaluation - Toyota Community Trust	Successful Grant	20/11/2019	01/01/2020	31/12/2022	
<input type="checkbox"/>	0000102062	School of Education	Aspro Amy Louise MacDonald	DP210100500 Teaching early mathematics concepts ...	Pending Application				
<input type="checkbox"/>	0000103095	School of Education	Aspro Amy Louise MacDonald	Sustainable Agricultural Education in Australia and ...	Successful Grant	25/03/2020	01/07/2020	30/06/2021	
<input type="checkbox"/>	0000103105	A&E Faculty Office	Aspro Amy Louise MacDonald	Implementing "mathematics through measurement" ...	Pending Application	09/03/2020	01/10/2020	30/06/2022	
<input type="checkbox"/>	0000103119	DVCle, Graham Centre for ...	Aspro Amy Louise MacDonald	Hoorsy Annette is Coming Back Project	Pending Application	16/11/2020	23/11/2020	23/01/2021	
<input type="checkbox"/>	0000103110	School of Computing and ...	Aspro Amy Louise MacDonald	Privacy Preserving Data Sharing through Data Integr...	Pending Application	13/11/2020	01/03/2021	01/03/2024	
<input type="checkbox"/>	0000102143	School of Education	Aspro Nisella Marie Macdonald	Working Above Standard Project (WASP) A St Mary ...	Successful Grant	07/03/2017	09/03/2017	07/06/2018	
<input type="checkbox"/>	0000102762	PVICe, Research & Researc...	MS Annette Louise Harris	Test Project	Pending Application				

Page Size 10 25 50 Page 1 of 1 (14 items)

The project record will open up in one long page and to access all the information you will need to scroll down the screen.

Core project details are located on this screen.

Home Projects Search Projects Help

Save New Copy Previous Next

Project Code

0000102541

Type \*

Grant

Status

Successful Grant

Current?

Yes

Project Title \*

Let's Count Online Evaluation

Start Date

06/03/2018

End Date

31/03/2019

Confidential?

No

Progress Status

Project Completed - Closure pending

Entry Status

Continuing Entry

Category

Research

Funded?

Yes

Available for Public

Yes

Chief Investigator

ASPRO Amy Louise MacDonald

Date Applied

07/05/2018

Date Approved

06/05/2019

Date Rejected

Administering Org Unit

School of Education

Date Withdrawn

[Date Archived]

Primary Fund Scheme

Monash University - Lead Institution in Contract Research with CSU as a Collaborator

Date Closed Off

Closed?

No

Tot. Applied Amt

\$ 9,300

Tot. Approved Amt

\$ 9,300

Tot. Received Amt

\$

## Core Project Details

Home Projects Search Projects Help

Save + New Copy Previous Next

Project Code 0000102143 Type \* Grant Status Successful Grant Current? Yes

Project Title \* Working Above Standard Project (WASP): A St Mary's School, Myrtleford and CSU Research Collaboration Start Date 09/03/2017 End Date 07/06/2018 Confidential? No

Progress Status Project Active Entry Status Initial Entry Category Research Funded? Yes Available for Public Po Yes

Chief Investigator Aspro Noella Maree Mackenzie Date Applied 07/03/2017 Date Approved 10/04/2017 Date Rejected

Administering Org Unit School of Education Date Withdrawn [Date Archived]

Primary Fund Scheme St Marys School Myrtleford - Research Contract Date Closed Off Closed? No

Tot. Applied Amt \$ Tot. Approved Amt \$ Tot. Received Amt \$

Project Code	RM generated unique project identifier
Status	This will change from pending to either successful or unsuccessful
Project Title	As per executed agreement
Progress Status	This will change depending on the process moving from pending to successful eg. request for BAF
Start Date	The start date of the project as per executed agreement
End Date	The end date of the project as per executed agreement
Date Applied	Date the NTS form was approved by the DVC-R
Date Approved	Date fully executed agreement was signed
Date Rejected	Unsuccessful notification date
Primary Fund Scheme	Primary funding body invoiced for project income
Administering Org Unit	Charles Sturt Org Unit administering the project funding



Scroll down the page, the headings below contain further project details and can be accessed by clicking the down arrow to open the detail. You can condense the details again by clicking the up arrow.

Details ▾

Extension/Transfer ▾

Ethics Clearance Details ▾

Timeline ▲

Details ▲

Funding Reference

Description

Collaborator Details

St Mary's Primary School

Weighted Score

0

Strategic%

0

Pure%

0

Experimental%

0

Applied%

100

Total %

100

Extension/Transfer ▾

Ethics Clearance Details ▾

The blue tabs at the bottom of the page are called **Related Items** and within each tab you can access detailed information.

Investigators

Org. Units

Fund Schemes

Classifications

Budget Financials

Transaction Financials

Documents

Linked Projects

## Related Items Categories

The blue headings at the bottom of the page are called Related Items. These fields come from what was entered on the NTS form.

To access the information in each field click on the heading to expand each section.

## Investigators

This section displays the list of current and non-current Charles Sturt researchers on each project.

Investigators	Org. Units	Fund Schemes	Classifications	Budget Financials	Transaction Financials	Documents	Linked Projects
Add Delete Export							
	Order	Primary?	Person Code	Preferred Full Name	Primary Contact?	Position	
<input type="checkbox"/>	1	✓	██████	ASPRO Amy Louise MacDonald	✓	Chief Investigator	
<input type="checkbox"/>	2		██████	MRS Fiona Louise Collins		Co-Investigator	
<input type="checkbox"/>	3		██████	Mr Steve Paul Murphy		Co-Investigator	
<input type="checkbox"/>	4		██████	Aspro Lena Joel Danaia		Co-Investigator	
Page Size 10 25 50							
Page 1 of 1 (4 items) 1							

Each line is an active record, you can access further information regarding position, FTE (which is drawn from the NTS form) and Org Unit (drawn from HR) by clicking on the blue number in the Order column.

Home Projects Search Projects - Evaluating Junee High School's Emp... Investigators Help AMACDONA

Save + New < Previous > Next Audit Details

Person Code \*  
██████ ASPRO Amy Louise MacDonald

Order \* 1 Primary? Yes Primary Contact? Yes Current? Yes

Preferred Title  
Aspro

Preferred Full Name  
ASPRO Amy Louise MacDonald

Preferred First Name  
Amy

Preferred Middle Name  
Louise

Preferred Last Name  
MacDonald

Gender  
Female

Type  
CSU Internal

Position  
Chief Investigator

Workload Details

Involved From

Involved To

Internal Weighting

FTE/EFTS on this Project  
0.02

Days on this Project

FTE/EFTS on other Project  
0.98

Days on other Project

Investigators Org. Units

Investigators's Contact Details

Add Delete Export					
	Code	Name	Percentage	Current?	Primary?
<input type="checkbox"/>	FFCEAA	School of Education	0	✓	✓

Page Size 10 25 50

Page 1 of 1 (1 items) 1

## Org Unit

This will show the administering org unit location of each researcher. The data is a direct feed from the HR system. The administering org unit for a project is nominated on the NTS form. Where multiple admin org's are listed, the lead administering org unit will be allocated 100% and marked as Current and Primary.

Investigations

Org. Units

Classifications

Budget Financials

Transaction Financials

Documents

Linked Projects

## Fund schemes

A fund scheme is created for each Project to manage internal University reporting and to identify the source of income for the project. Where a fund scheme appears as Primary and current you will see the boxes ticked. This is the organisation primarily being invoiced for project funding.

Investigations

Org. Units

Fund Schemes

Classifications

Budget Financials

Transaction Financials

Documents

Linked Projects

Add

Delete

Export

	Order	Fund Scheme code	Fund Scheme Name	Primary Fund Scheme	Current?
<input type="checkbox"/>	1	MONCLEAD2	Monash University - Lead Institution in ...	✓	✓

Page Size

10

25

50

Page 1 of 1 (1 items)

1

## Classifications

Displays the FOR and SEO codes that have been nominated in the NTS form. The codes are collected at a 6 digits level. You will note one FOR and SEO code is ticked primary and will display the highest %.

Investigations

Org. Units

Classifications

Budget Financials

Transaction Financials

Documents

Linked Projects

</

## Budget Financials

Will be visible for a successful project that has been allocated a fund code. The figures are taken from the approved Budget Approval Form (BAF) and will show the fund code linked to the project in the Account Code column.

Investigations

Org. Units

Fund Schemes

Classifications

Budget Financials

Transaction Financials

Documents

Linked Projects

Add

Delete

Export

	Year	↑ Finance Category	Account Code	Applied	Approved	Comments	Currency
<input type="checkbox"/>	2021	Grants Income		\$24,789			Australian Dollar
<input type="checkbox"/>	2021	Fees for Services Rendered	R0964-156-0000		-\$3,000		Australian Dollar
<input type="checkbox"/>	2022	Academic Salaries & Oncosts	R0964-156-0000		\$1,000		Australian Dollar
<input type="checkbox"/>	2022	Academic Salaries & Oncosts	R0964-156-0000		\$100		Australian Dollar
<input type="checkbox"/>	2022	Academic Salaries & Oncosts	R0964-156-0000		\$50		Australian Dollar
<input type="checkbox"/>	2022	Scholarships/Prizes	R0964-156-0000		\$1,000		Australian Dollar

◀

▶

Page Size

10

25

50

Page 1 of 1 (6 items)

1

## Transaction Financials

- Visible for a funded project
- The income or expense category will be listed under the Finance Category column
- Income will be shown as credit figures and excludes GST
- Expenses will be shown in the debit column
- Comments feed from transaction information from Unimarket and Banner Finance

Investigators

Org. Units

Fund Schemes

Classifications

Budget Financials

Transaction Financials

Documents

Linked Projects

Add

	Date	↑	Finance Category	Account Code	Debit excl. GST	Credit excl. GST	GST?	Comments	Fu
<input type="checkbox"/>	26/05/2017		Grants Income	R0535-156-0000	\$227.27	\$		11554077 AE28 ARTERM RE...	St
<input type="checkbox"/>	26/05/2017		Grants Income	R0535-156-0000	\$	\$227.27		11554077 AE28 ARTERM RE...	St
<input type="checkbox"/>	07/07/2017		Grants Income	R0535-156-0000	\$	\$4,697.1		11139679 AE28 ARTERM RE...	St
<input type="checkbox"/>	13/10/2017		Competitive Neutrality Levy	R0535-156-0000	\$427.01	\$		CNL Q2&Q3 2017 SMSM - ...	St
<input type="checkbox"/>	02/11/2017		Grants Income	R0535-156-0000	\$	\$4,697.1		11139679 AE28 ARTERM RE...	St
<input type="checkbox"/>	14/12/2017		Competitive Neutrality Levy	R0535-156-0000	\$427.01	\$		CNL Sept-Nov 2017 SMSM ...	St
<input type="checkbox"/>	09/01/2018		Grants Income	R0535-156-0000	\$	\$4,697.1		11139679 AE28 ARTERM RE...	St
<input type="checkbox"/>	21/03/2018		Academic Salaries & Oncosts	R0535-156-0000	\$2,761.3	\$		SRec Mackenzie 102143 R0...	St
<input type="checkbox"/>	21/03/2018		Academic Salaries & Oncosts	R0535-156-0000	\$2,121.84	\$		Srec Danaia 102143 R0535 ...	St
<input type="checkbox"/>	21/03/2018		Academic Salaries & Oncosts	R0535-156-0000	\$1,408.05	\$		SRec MacDonald 102143 R0...	St

Page Size

10

25

50

Page 1 of 2 (1 items)

Select one of the transaction lines by clicking on the blue date link. This screen has the transaction information as seen below.

Home
Projects Search
Projects - Let's Count Online Evaluation
Transaction Financials
Help
AMACDONA

Save
New
Audit Details

Date \* 27/06/2019
Finance Category Grants Income
Type \* Income
Fund Scheme Monash University - Lead Institution in Contract Research with CSU
Confidential? No
Account Code \* R0787-156-0000 - Fund-Org-Program
Currency Not Specified
Debit excl. GST \$
Credit excl. GST \$ 3,600
GST? No
Comments 11122935 AH62 ARTERM RES03231 594
Status

Date	↑	Finance Category	Account Code	Debit excl. GST	Credit excl. GST	GST?	Comments	Fund Scheme
27/06/2019		Grants Income	R0787-156-0000	\$	\$3,600		11122935 AH62 ARTERM RE...	Monash Un
27/06/2019		Grants Income	R0787-156-0000	\$	\$5,700		11122935 AH62 ARTERM RE...	Monash Un

Page Size 10 25 50 Page 1 of 1 (2 items) 1

The transactions screen has an export function. Click export to extract transaction data into an excel spreadsheet. This is useful for you to keep track of income and expenditure transactions on your project.

Investigators	Org. Units	Fund Schemes	Classifications	Budget Financials	Transaction Financials	Documents	Linked Projects			
								Add	Delete	Export
	Date	↑	Finance Category	Account Code	Debit excl. GST	Credit excl. GST	GST?	Comments	Fund Scheme	
<input type="checkbox"/>	26/05/2017		Grants Income	R0535-156-0000	\$227.27	\$		11554077 AE28 ARTERM RE...	St Marys School Myrtlet	
<input type="checkbox"/>	26/05/2017		Grants Income	R0535-156-0000	\$	\$227.27		11554077 AE28 ARTERM RE...	St Marys School Myrtlet	

## Documents

This section shows core project documents: BAF, Application, Research Agreements etc. Document access is restricted to the Chief Investigator.

Investigators	Org. Units	Fund Schemes	Classifications	Budget Financials	Transaction Financials	Documents	Linked Projects
							Add Delete Export
	Name	Description	Document link	Document type			
<input type="checkbox"/>	180417 Monash PO 47431039 - Amy MacDonald S...	Purchase Order	\\csumain\csushared\Applications\Research Master...	Path			
<input type="checkbox"/>	180507 NTS Form - Amy MACDONALD Smith Famil...	NTS Form	\\csumain\csushared\Applications\Research Master...	Path			
<input type="checkbox"/>	1900920 Final Report - Amy MACDONALD SF 1025...	Final Report	\\csumain\csushared\Applications\Research Master...	Path			
<input type="checkbox"/>	190321 BAF - Amy MacDonald Smith Family 10254...	BAF	\\csumain\csushared\Applications\Research Master...	Path			
<input type="checkbox"/>	190506 Executed subcontract - Amy MacDonald S...	Executed Subcontract	\\csumain\csushared\Applications\Research Master...	Path			

Page Size 10 25 50 Page 1 of 1 (5 items) 1

Click on a document to access the hyperlink screen. Click on blue hyperlink to open and view the document.

Home Projects Search Projects - Let's Count Online Evaluation Documents Help AMACDONA

Save New

Audit Details

Document type \* Path Restricted Access? No

Document \\csumain\csushared\Applications\Research Master\Prod\RM Project Documents\SchEd\102541\180507 NTS Form - Amy MACDONALD Smith Family 102541.pdf

Name \* 180507 NTS Form - Amy MACDONALD Smith Family 102541 Description NTS Form

Document link \\csumain\csushared\Applications\Research Master\Prod\RM Project Documents\SchEd\102541\180507 NTS Form - Amy MACDONALD Smith Family 102541.pdf

Name	Description	Document link	Document type
180417 Monash PO 47431039 - Amy MacDonald Smith ...	Purchase Order	\\csumain\csushared\Applications\Research Master\Pro...	Path
180507 NTS Form - Amy MACDONALD Smith Family 10...	NTS Form	\\csumain\csushared\Applications\Research Master\Pro...	Path
1900920 Final Report - Amy MACDONALD SF 102541.p...	Final Report	\\csumain\csushared\Applications\Research Master\Pro...	Path
190321 BAF - Amy MacDonald Smith Family 102541.pdf	BAF	\\csumain\csushared\Applications\Research Master\Pro...	Path
190506 Executed subcontract - Amy MacDonald Smith ...	Executed Subcontract	\\csumain\csushared\Applications\Research Master\Pro...	Path

Page Size 10 25 50 Page 1 of 1 (5 items) 1

If the link is not working contact Research Services extension 32578 for assistance.

## Linked Projects

Where there is a parent/child project under a Head Agreement and/or a funding link or the project has been split into phases or parts, project records may be linked. You will see if a project is linked to another utilising 'Linked Projects' in the example below.

Select a project that is the head agreement or one you know should be linked to another project.

	Project Code	† Administering Org Unit	Chief Investigator	Project Title	Status	Date Applied
<input type="checkbox"/>	0000102422	DVCRe, National Wine & Gr...	ASPRO Leigh Mervyn Schmidtke	CSU 1702: NWGIC Bilateral Projects 2018-2022	Successful Grant	21/12/2017

Go to **Related Items** and choose **Linked Projects**. This is where you will see the projects linked to the head agreement.

Investigators	Org. Units	Fund Schemes	Significant Events	Classifications	Budget Financials	Transaction Financials	Documents	Linked Projects	Notes
									Add Delete Export
	Project Code	†	Relationship Type	Project Title					
<input type="checkbox"/>	0000102585		Parent/Child	CSU 1702-1: SmartWine					
<input type="checkbox"/>	0000102586		Parent/Child	CSU 1702-2: Determining thresholds for bunch rot tolerance in wine a...					
<input type="checkbox"/>	0000102587		Parent/Child	CSU 1702-3: Vine Nutrition					
<input type="checkbox"/>	0000102588		Parent/Child	CSU 1702-4: The impact of metal speciation on the development, shelf...					
<input type="checkbox"/>	0000102589		Parent/Child	CSU 1702-5: Managing wine pH in a changing climate					
Page Size 10 25 50									Page 1 of 1 (5 items) 1

## 4. Generating Project Reports

### Crystal Reports

Basic reports that can help the researcher managed a project or query records in Research Master are located on the dashboard under Projects Information. The main two reports utilised are called **Project Budget** and **My Project by Status**.

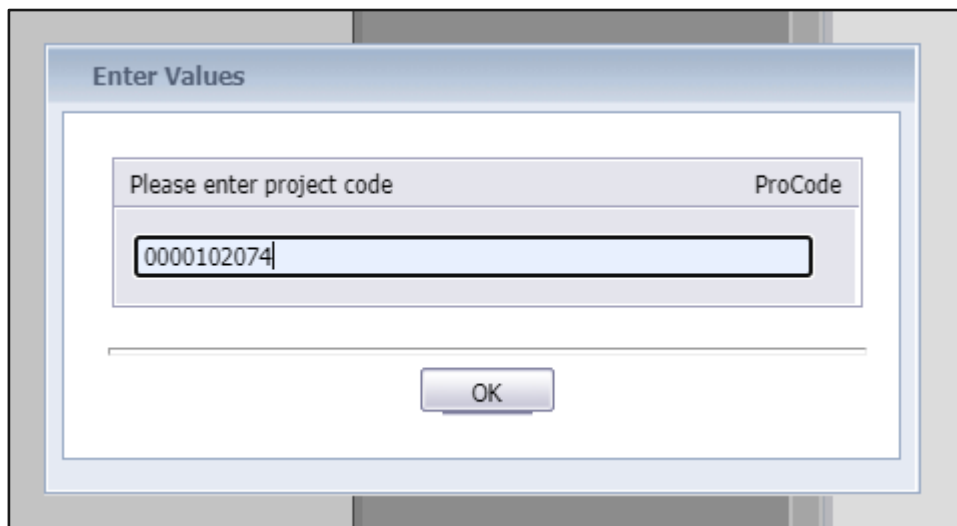
**Note:** The report – My Org Unit Projects by Status – is available for RM users with a designated role only, for example Head of School, or Executive Dean and will display all records at a School or Faculty level. Advice on how to access this report is not contained in this general guide for researchers.

#### Projects Information

- [Project Budget](#)
- [My Project by Status](#)
- [My Org Unit Projects by Status](#)

### Project Budget Report

- Access the Project Budget hyperlink on your dashboard. This will open a new browser tab.
- Enter the project reference number into the Enter Values dialogue box (after the zeros) and select OK

The image shows a screenshot of a web-based application window titled "Enter Values". Inside the window, there is a sub-dialogue box with the text "Please enter project code" and a label "ProCode". Below this text is a text input field containing the value "0000102074". At the bottom of the sub-dialogue box is an "OK" button.

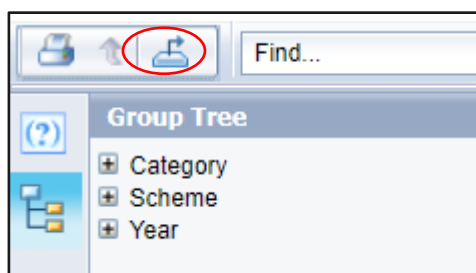
The Project Budget Report will be generated onscreen. The report is viewable in this format using the slide bars to access all the information (size of the report screen is restricted).

Category	Applied Budget	Approved Budget	Income
Academic Salaries & Oncosts	\$0.00	\$911,219.00	\$0.00
Communications	\$0.00	\$0.00	\$0.00
Fees for Services Rendered	\$0.00	\$0.00	\$0.00
General Salaries & Oncosts	\$0.00	\$0.00	\$0.00
Grants Income	\$0.00	\$0.00	\$555,694.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Not Specified	\$0.00	\$0.00	\$0.00
Scholarships/Prizes	\$0.00	\$367,500.00	\$0.00
Stores & Provisions	\$0.00	\$221,000.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$1,499,719.00</b>	<b>\$555,694.00</b>

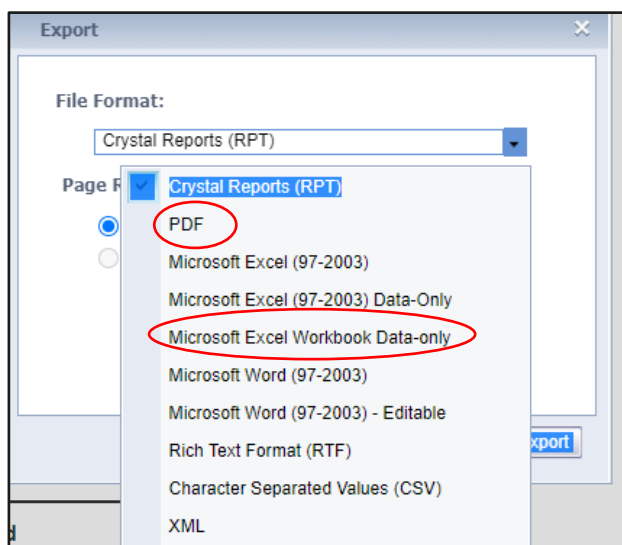
Scheme	Applied Budget	Approved Budget	Income

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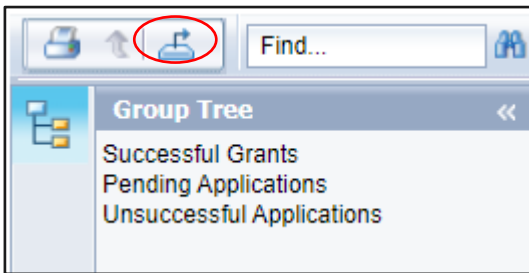
## Project by Status Report

Access the Project by Status hyperlink from the dashboard. It will open up in a new browser tab.

Project by Status report will be generated on-screen. The report is viewable in this format using the slide bars to access all the information (size of the report screen is restricted).

PROJECT CODE	TITLE	ROLE
<b>Successful Grants (9)</b>		
0000100361	Archive Box 225: Global Alliance Scheme 2012: Pedagogies of Educational Transition (POET)	Co-Investigator
0000101518	Archive Box 319: Evaluation of a newly developed strengths-based, recovery-focussed program for parents with mental health issues	Not Specified
0000102002	Evaluation of the Little Scientists Program: Research in practice	Primary Investigator
0000102143	Working Above Standard Project (WASP): A St Mary's School, Myrtleford and CSU Research Collaboration	Co-Investigator
0000102164	DE180100399 What is mathematics education for babies and toddlers?	Primary Investigator
0000102541	Let's Count Online Evaluation	Primary Investigator

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