

The implementation team continues to work on the roll out of the IRMA system, and will look to implement the Grants and Ethics modules in 2020. In the interim, researchers can access information pertaining to their current grants, including milestone and reporting details, via the Research Master Web Portal.

Projects are grouped by Current, Non-Current, and Closed. Within each of these groups, projects/grants are listed according to their Status (Approved, Pending, Rejected or Withdrawn etc.). Displayed information includes the Research Master (RM) project code, project title, the researcher's project role, the project start and end dates, the project type, the project primary department, and the project key contact.

Researchers can drill down on any project/grant in their list to view additional information including project key dates (milestones), project funding (where populated), project personnel, and project departments.

Please note: the word project and grant is used interchangeably throughout this document.

RM Web Portal Access

Researchers must submit a <u>Service Desk Request</u> for Read Only access to view any Project/Grant on which they are an investigator.

Key School personnel have been allocated Read Only access to the Research Master Web Portal and can view any Project/Grant on which a Researcher from their school is an investigator.

Logging into the RM Web Portal

Log into the RM Web Portal via the following URL: <u>https://rmaster.federation.edu.au/RMENET/</u>

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RESEARCHMASTER ENTERPRISE								
ResearchMaster Enterprise: 5.15.0	User Name: <mark>latkinson</mark>	Password: ••••••		Log In				
Welcome to RMENET at ResearchMaster								
welcome to the Research & Innovation system for tracking, processing and administering research management in the University.								
To login, enter your username and password in the fields provided and then click the Log In button. If your username has been validated correctly, you will be taken to the RMENet Home page.								
© 2007 ResearchMaster Pty Ltd					_			
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Tips:

- Authenticate your network username and password to log into the RM Web Portal.
- When working remotely, you must log into the VPN before logging into the RM Web Portal.

Researcher Home Screen

The Researcher Home Screen is displayed after logging into the RM Web Portal:

RESEARCHMASTER ENTERPRISE		ER ENTERPRISE					
Resear	chMaster En	terprise: 5	15.0 Use	r: fcharchar Prof Fadi Joseph Charchar Logout			
<u>H</u> ome	My Projects	<u>H</u> elp					
Home							
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To View a list of your projects/grants:

- 1. From the Home page, select the My Projects Menu.
- 2. From the My Projects Menu, select Show My Projects.

A list of your Projects/Grants will be displayed:

RESEARCHMASTER ENTERPRISE - TEST					
Actions A C O	Home My Projects Current Projects				
Non-current Projects Cosed off Projects Cosed off Projects Logetel	In Code # Title Approved Approved Support (s) Support (s)	Role Chief Investigato Chief Investigato Chief Investigato Chief Investigato Chief Investigato Chief Investigato Chief Investigato Chief Investigato Chief Investigato	▲ Progress Status ♥ Grant Awarded ♥ Grant Awarded	Start Date Start Date 01-03-2015 01-01-2012 10-06-2015 01-01-2017 06-03-2017 19-12-2016 04-12-2017 C 01-07-2009 C 01-01-2011	e= End Date# Type= Primary AOU 30-06-2019 Grants DXCACESE 31-12-2015 Grants DX:E04 31-12-2016 Grants XIE33T-BH 31-12-2016 Grants XIE33T-BH 31-12-2007 Grants XIE33T-BH 31-12-2007 Grants XIE33T-BH 31-03-2018 Grants XIE35T-BH 01-09-2018 Grants XIE35T-BH 01-09-2018 Grants XIE35T-BHOM 30-11-2014 Grants XISHS-BHOM 30-11-2014 Grants XISHS-BHOM

Note: Projects are displayed by Current, Non-Current and Closed-off categories.

Due to historical records some researchers have multiple Research Master accounts, so viewing just one of your accounts may not display a complete list of your projects/grants. This issue only relates to the Research Master data and will be resolved for display in IRMA.



RM Web Portal Navigation from Project List:



To View a single project/grant:

1. *Click* on any **Project/Grant** from your list.

Details of your Project/Grant will be displayed:

	2014120243	Status					Туре	
(ey Dates	2011120215	Approved — Grant Av	varded				Grants	
unding	Primary Contact:	Y1EOST-BM — Bio-Media	ine (EOST)					
roject AOUs	Primary Grant:	NHMRCPRJ — NHMRC P	roject Grant					
er	Key Dates							
nin Admin L	Legend (click item to hide):	ኛ Project Milestone(3) 🛛 📌 Proje	ct Date(4)					
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			🖉 ⊕Interim Acquittal Due	🖉 🛨 İnterim Acq	uittal Due 🖉 🖃 Int	erim Acquittal Du	e	
	Contracts							
	No linked Contracts.							
	Funding							
	Legend							
	\$1000> expense debit	\$1000 income credit						
	-\$1000> expense credit	-\$1000 income debit						
	Scheme			Applied 🖻	Approved 🖻	🛛 Income 🖻	Expense 🖻	Balance 🖻
	NHMRC Project Grant			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total				Income	Expe	nse	Balance
	Total Year	□Applied	Approved					
	Total Year Total	Applied \$0.00	Approved \$0.00		\$0.00	\$0	0.00	\$0.00
	Total Year Total Category	Applied \$0.00	Approved \$0.00		\$0.00	\$C Expe	0.00 Inse	\$0.00 Balance

<u>Key Dates</u> (including milestones) are displayed in a timeline at the top of the project. Clicking on the plus sign (+) next to the date will display further information about the event. Note: Financial data is not populated for all projects; these are managed within the Finance systems.



RM Web Portal Navigation from Single Project Display:



To View a list of Project Key Dates and Milestones:

 From the left-hand Views Navigation, *click* Key Dates. A screen similar to the following will be displayed:

Actions 👔 🖻 🧳	Home » My Projects » Y chromosome mechanisms in coronary artery disease Project Key Dates									
Views	Key Dates									
	Legend (click item to hide): 🌾 Project Milestone(3) 🔊 Project Date(4)									
User Prof Fadi Joseph Charchar	208916 Q2 Q3 Q4 Ž118 Q2 Q3 Q4 Ž119 Q2 Q3 Q4 Ž19 Q2 Q3 Q4 Ž19 Q2 Q3 Q4 Ž19 Q2 Q3 Q4 Ž19 Q2 Q3 Q4 Ž19 <td< th=""><th></th></td<>									
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	Details									
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	Completed items (a)									
	16-03-2016 V Project Application No Yes									
	17-11-2016 🖤 Project Approved No Yes									
	01-02-2018 🖉 Interim Acquittal Due Completed No Yes Sent									
	UI-U2-2019 77 Interim Acquittal Due Completed No Yes Sent									
	Concomplete Items									
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Dates are grouped by Completed and Incompleted Items.

2. *Click* the Actions - **Home** button to return to the Home page; or *Click* the Actions - **Back** button to return to the Project list.

Further assistance

 Instructions
 RM Web Page

 Data/Content
 Tina D'Urbano, Research Funding Team –Email: research.funding@federation.edu.au or Phone: 03 5122 6872

 Access & System Faults
 Service Desk Request