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 Within each of these groups, projects/grants are listed according to their Status (Approved, Pending, Rejected or Withdrawn etc.).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 [Service Desk Request](https://service.desk.com) 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: [https://rmaster.federation.edu.au/RMENET/](https://rmaster.federation.edu.au/RMENET/)

**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:

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:

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:

**Key Dates** (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:

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

![Project Key Dates](image)

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
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Phone: 03 5122 6872
Access & System Faults Service Desk Request