

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 Within each of these groups, projects/grants are listed according to their Status (Approved, Pending, Rejected or Withdrawn etc.).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.

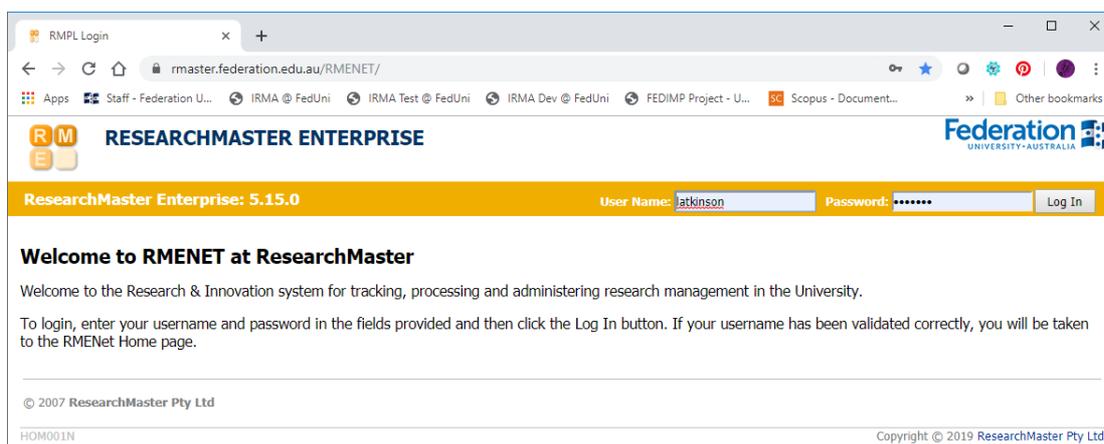
RM Web Portal Access

Researchers must submit a [Service Desk Request](#) 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/>



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

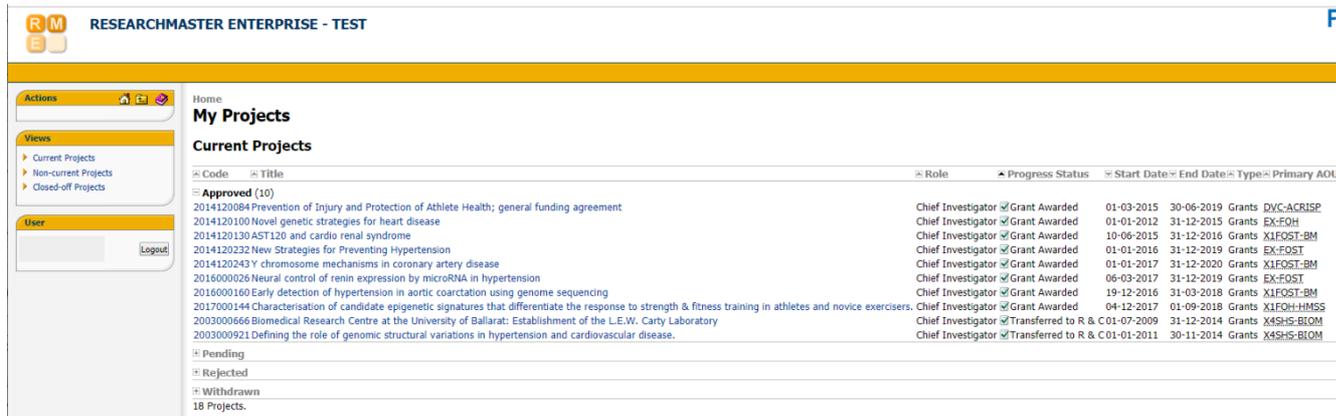
The Researcher Home Screen is displayed after logging into the RM Web Portal:



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**.

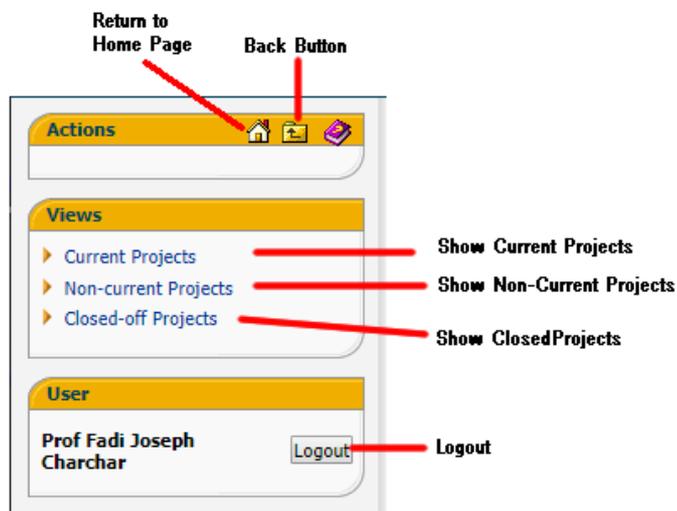
A list of your Projects/Grants will be displayed:



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.

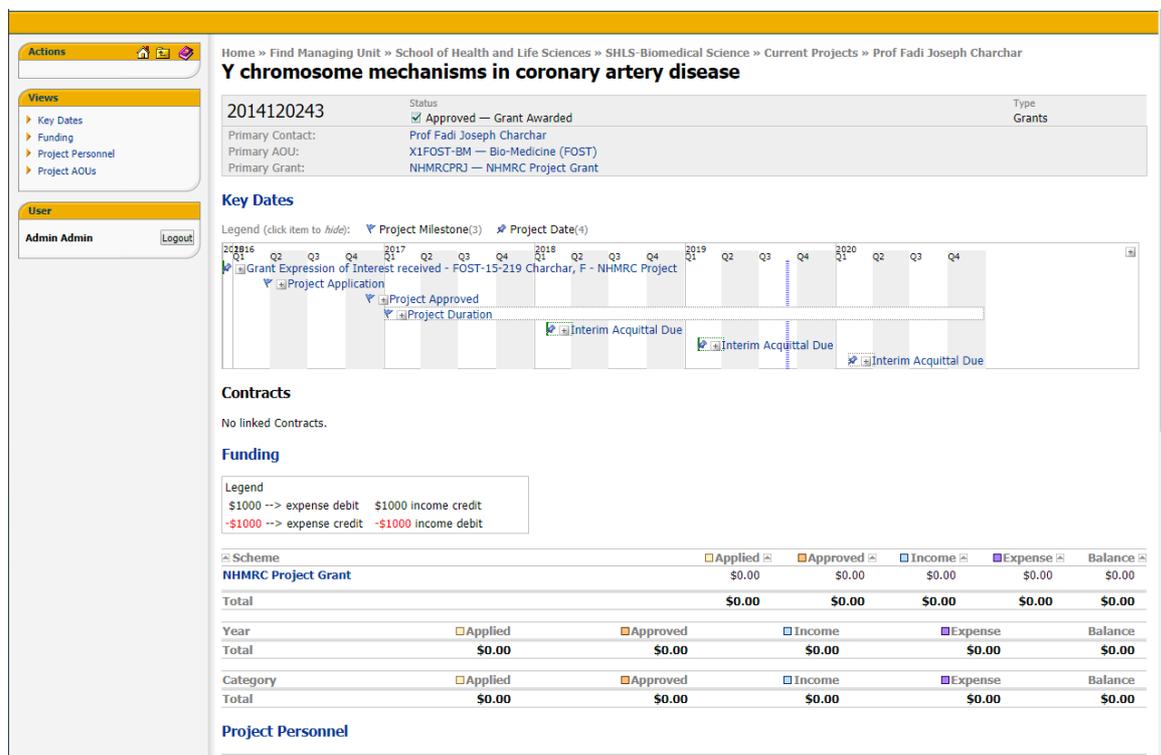
RM Web Portal Navigation from Project List:



To View a single project/grant:

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

Details of your Project/Grant will be displayed:



Home » Find Managing Unit » School of Health and Life Sciences » SHLS-Biomedical Science » Current Projects » Prof Fadi Joseph Charchar

Y chromosome mechanisms in coronary artery disease

2014120243 Status: Approved — Grant Awarded Type: Grants

Primary Contact: Prof Fadi Joseph Charchar
 Primary AOU: X1FOST-BM — Bio-Medicine (FOST)
 Primary Grant: NHMRCPRJ — NHMRC Project Grant

Key Dates

Legend (click item to Hide): Project Milestone(3) Project Date(4)

2016 Q1 Q2 Q3 Q4 2017 Q1 Q2 Q3 Q4 2018 Q1 Q2 Q3 Q4 2019 Q1 Q2 Q3 Q4 2020 Q1 Q2 Q3 Q4

- Grant Expression of Interest received - FOST-15-219 Charchar, F - NHMRC Project
- Project Application
- Project Approved
- Project Duration
- Interim Acquittal Due
- Interim Acquittal Due
- Interim Acquittal Due

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
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Year	Applied	Approved	Income	Expense	Balance
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Category	Applied	Approved	Income	Expense	Balance
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

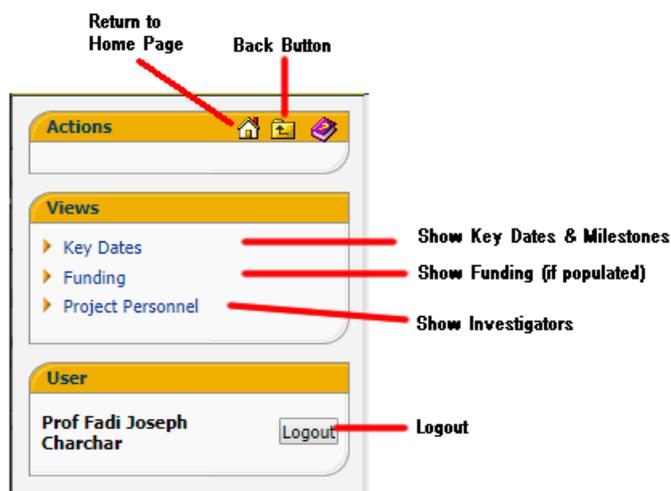
Project Personnel

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.

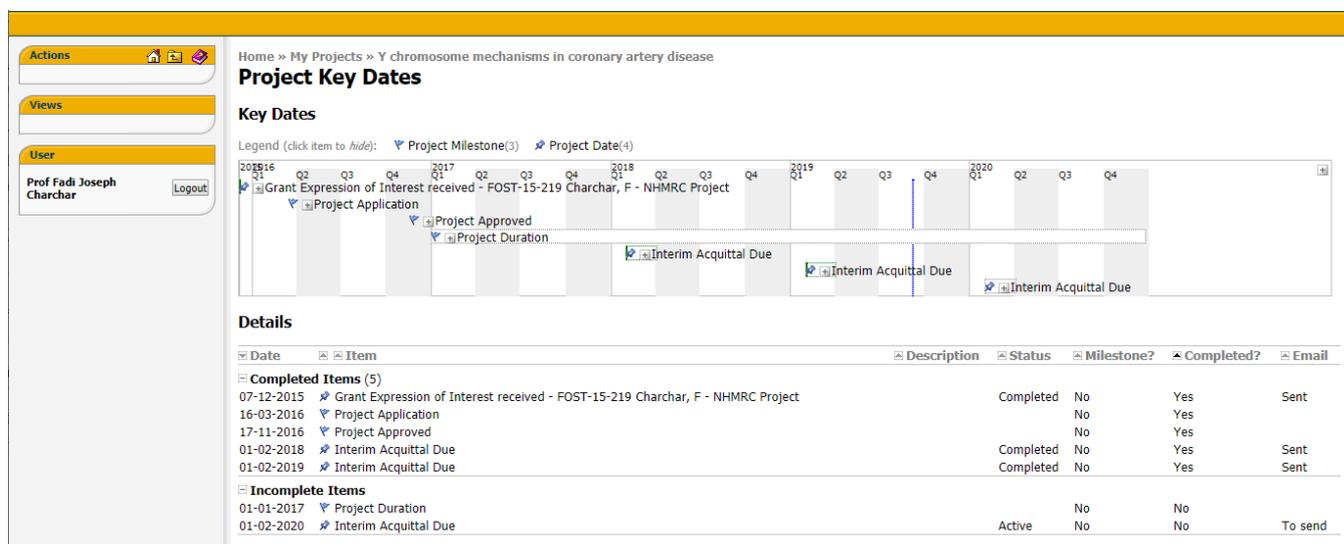
Note: Financial data is not populated for all projects; these are managed within the Finance systems.

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:



Date	Item	Description	Status	Milestone?	Completed?	Email
Completed Items (5)						
07-12-2015	Grant Expression of Interest received - FOST-15-219 Charchar, F - NHMRC Project		Completed	No	Yes	Sent
16-03-2016	Project Application			No	Yes	
17-11-2016	Project Approved			No	Yes	
01-02-2018	Interim Acquittal Due		Completed	No	Yes	Sent
01-02-2019	Interim Acquittal Due		Completed	No	Yes	Sent
Incomplete Items						
01-01-2017	Project Duration		Active	No	No	To send
01-02-2020	Interim Acquittal Due			No	No	

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
Data/Content

[RM Web Page](#)
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Phone: 03 5122 6872

Access & System Faults [Service Desk Request](#)