Research Partnership Manager Review
User Guide

APLI Instructions
Version 1.1
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ResearchMaster Online Forms

RPM Review User Guide is for all Research Partnership Managers’ who'll be reviewing all APLI (Application and Project Lifecycle Information) forms for their faculty.

Getting Help

In addition to this instructional guide, there are several ways to get help or find information to assist you:

- Applying for Grants:  

- Pre-Award Team:  
  [http://www.research.mq.edu.au/research_funding/pre-award_team_and_faculty_contacts](http://www.research.mq.edu.au/research_funding/pre-award_team_and_faculty_contacts)

- Post-Award Team  
  [http://www.research.mq.edu.au/contact_us#postaward](http://www.research.mq.edu.au/contact_us#postaward)

- For all technical issues, please contact IRIS Help on 9850.4455 or report the issue via OneHelp  

How to access APLI Form to review:

**Step 1:** Log in to IRIS.

**Step 2:** Click *Projects → Manage Project Requests*.

**Step 3:** Search for the Project Application (e.g., IRIS Code, Title).

**Step 4:** Click on the APLI Form name link to open for review.

Once you review the APLI Form you’ll be able to:

- Approve and submit to the next approval level.
- Request amendments and add comments.
- Approve the amendments (Action Comments) you have previously requested and action (Approve, Reject, Amend Request) it.
Approving and Submitting

**Step 1:** Go to the Action tab on the left panel and click **Approve & Submit.**

![Approve & Submit image]

Requesting an Amendment

**Step 1:** Click and go to the subsection that you require to be amended by the applicant.

![Subsection image]

**Step 2:** Once you are in the subsection where the amendments required, Click Ⓟ (Page Comments Icon) on your top right hand corner of the screen. Page Comments pop up will appear.

![Page Comments pop up]

**Step 3:** Click on the New Comment to make your comments.

![New Comment]

**Step 4:** Select the **Type** as **Action Note** (Applicant requires actions) to make your comments. Type your comment and click ✅ to save your comment.
You will now see 🟢 on the Section/Subsection where amendments are required.

**Step 5:** Go to the Action tab on the left panel on the page and click on “Request Amendment " to send the project APLI Form back to the applicant.

Approving amendments (Action Comments) you have requested

If you request amendments from the applicant, the applicant will respond to those comments and resubmit the APLI Form. The APLI Form will be then available to you to review again. If you are satisfied with the amendments you will need to approve the action comments before you send the APLI Form to the next level of approval. Below are the steps that you need to follow to ensure to approve the action comments.

**Step 1:** Log in to IRIS.

**Step 2:** Click Projects → My Projects Requests.

**Step 3:** Search for the Project Application (Eg: IRIS Code, Title).

**Step 4:** You’ll now see the 🟢 (yellow flag) next to the Section/Subsection
Step 5: Click and go to the relevant subsection (as above).

Step 6: Once you are in the sub section where the amendments requested, Click (Page Comments Icon) on your top right hand corner of the screen. Page Comments pop up will appear.

Step 7: Click on the tick box next to the Action Note and then click on the Mark Selected Comments as Resolved to resolve the action comment.
You’ll now see the (green flag) next to the Section/Subsection

**Step 8:** You can now action the application by going to the Action tab on the left panel on the page by clicking the appropriate action.

Browser Compatibility

IRIS eForms are compatible and supported with Mozilla, Firefox (any version), Chrome (any version) and some versions of Internet Explorer.