Application and Project Lifecycle Information (APLI) Researcher User Guide

Post-Award

APLI Instructions
Version 1.1
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ResearchMaster Online Forms

Before You Start

- This is the post-award process of the APLI, which is after you got awarded your grant or partner funded research project.

Getting Help

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

- Research Post-Award Email Address: research.postaward@mq.edu.au
- RO Phone Contacts:
  Research Post-Award Team
- For all technical issues, please contact IRIS Help on 9850.4455 or report the issue via OneHelp
  http://help.mq.edu.au/

Browser Compatibility

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

How to Log In

**STEP 1:** Clicking on the following URL: [https://iris.mq.edu.au/rmenet/](https://iris.mq.edu.au/rmenet/) will take you to the following screen where you can login.

Your User Name and Password will be your OneID.
Accessing an APLI Form

**STEP 1:** Once you have logged in, you will see the Home screen as shown below. Select **Projects >> My Project Requests** from the main commands across the top as shown below:

**STEP 2:** Click on ‘Approved’ on the right hand panel and then click on the relevant ‘Title’ or the ‘Code’ to open the APLI
System Navigation

Navigation for Each Section

New Project Pane

There are two tabs visible from every section: 1) Form, 2) Action. There are simple hyperlinked commands for Expanding and Collapsing the tree in this pane as you progress through your APLI.

As soon as you click on Section 1: APLI Details to proceed, the yellow triangle (as shown here) automatically becomes a green tick.

Help and Navigational Icons

Help and Navigational Icons are grouped at the top right of the window. These are called (from left to right):

- Next Page
- Save
- APLI Comments
- Reports
- Page Comments
- Help
- Exit

Context-sensitive Help

Context-sensitive help is available for every question in each section throughout the APLI by moving your mouse key over this blue question mark.
Next Page Icon

Selecting this icon takes you to the next section.

Throughout your APLI, you’ll be entering data into the various forms. Once you have confirmed that everything is correct, you simply confirm by selecting the green tick mark at the bottom right of this dialog box (or Cancel by hitting the red cross icon).

Note!

Navigating away from a page automatically saves information that you have filled in. It’s still a good idea to use the Save icon in the top right Commands.

Search (Include text on the box next to it)
Post-Award Section

**Note:** Section 1-5 is read-only. In the Post-Award section, you need to review details that have been entered by the research office and enter any missing information before submitting the form.

**Research Classifications**

This first section allows you to select Field of Research (FOR) and Socio-Economic Objective (SEO) Codes for your research project request. You can enter multiple codes for each Classification Type, and assign percentages in multiples of 10%.

**Field of Research Codes (FOR)**

Enter one or more words from the code (or the relevant code) and click the magnifying glass to search (e.g. Algebra and Number Theory or 010101).

<table>
<thead>
<tr>
<th>Classification Type</th>
<th>Percentage</th>
<th>Primary Code of This Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Socio-Economic Objective Codes (SEO)**

Enter one or more words from the code (or the relevant code) and click the magnifying glass to search (e.g. Forestry or 0201).

<table>
<thead>
<tr>
<th>Classification Type</th>
<th>Percentage</th>
<th>Primary Code of This Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instructions

Codes Hyperlinks

These links take you to the Australian Bureau of Statistics website for a full listing of FOR/SEO Codes.

Here we are using ‘Geology’ as an example, and showing all of the Field of Research Codes available when searching under the Group ‘Geology’. We see that the code we want for Extraterrestrial Geology is 040302.

Optional - when you don’t know what your Field of Research Code is.

Entering in some simple search criteria will allow you to also search for your Field of Research Code directly without having to use the hyperlink. Simply enter your criteria and then use the magnifying glass icon shown here (to the right of the Classification Name/Code box).

A result set will be returned of everything matching your search criteria.

Selecting the code you want from the list will automatically add it to your Field of Research Code list.
Field of Research Code Form

You must enter at least one code for both Field of Research and Socio-Economic Objective Codes!

Required.
The Field of Research Code Form (shown here) will appear once you select a code. Enter the percentage and indicate if it is the Primary Code by selecting ‘Yes’ or ‘No’.

Add further codes as necessary. The codes must be added in increments of 10% and the sum must total to 100%.

Socio-Economic Objective Code Form

Your form will look similar to the form below once you’ve correctly entered everything in.

Required.
This part of the form is filled out in exactly the same way as you did for the Field of Research Codes.

<table>
<thead>
<tr>
<th>Classification Code</th>
<th>Percentage</th>
<th>Primary Code Of This Type?</th>
</tr>
</thead>
<tbody>
<tr>
<td>040302</td>
<td>100</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification Code</th>
<th>Percentage</th>
<th>Primary Code Of This Type?</th>
</tr>
</thead>
<tbody>
<tr>
<td>802202</td>
<td>70</td>
<td>Yes</td>
</tr>
<tr>
<td>802102</td>
<td>30</td>
<td>No</td>
</tr>
</tbody>
</table>
Research Type

This section of the form allows you to indicate the type of research that best describes your project.

The total percentage (%) across all categories must total to 100%. The blue help icon to the top right of these entry fields will bring up general guidelines and definitions for each of the categories if you are unsure of what type of research you are conducting.

Saving this form either by selecting the Save icon in the top right command icons or navigating away from this page will automatically save your data and tabulate that it adds up to 100%. If it does not, you will receive an error message until you resolve this.
Ethics Requirements

**Ethics Requirements**

*Type/s of Approval Required*

- Animal
- Human
- Biosafety
- Not Required

Next…..tick the appropriate box or boxes

**Ethics Requirements**

*Type/s of Approval Required*

- Animal
- Human
- Biosafety
- Not Required

Is the Animal Ethics Approval Number/s available? *

- Yes
- No

Is the Animal Ethics Approval Number/s available? *

- Yes
- No

Please enter the Animal Ethics Approval Number/s at the footer of this page *

**Ethics Application Code**

- **Ethics Title**

<table>
<thead>
<tr>
<th>Ethics Application Code</th>
<th>Ethics Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  *No records to display.*

**Note:** Research activities that require ethics approval must not commence until the necessary approval is obtained.
Budget Details & Dates

Note: This sub-section is greyed out, Review all details and notify the research office of any errors.

Terms & Conditions

Note: This sub-section is greyed out, Review all details and notify the research office of any errors.

Acceptance

Click on ‘I Agree’ and ensure that the tick appears.

Post-Award Submission

When you press ‘Submit Application’ button, your APLI will commence the two-stage approval process by (1) Head of Department and (2) Executive Dean. You will not be able to edit your APLI unless you were requested to make amendments by one of the approvers, in which case only the relevant part(s) of the form will be released. However, you will be able to view and track progress of the APLI through the approval stages.

Submit your project APLI

Required.

Action Tab: Email APLI

Optional.

In the Action tab, there is an Email Application command that you can select if you wish to email a copy of your APLI. When you select this menu item, a popup screen called Recipients and Document List opens up (as shown here).

This dialog lets you search for people to receive you’re a copy of your APLI as well as sending you’re a copy of your APLI as a PDF.

In order to email your APLI, please follow the steps below.
Attachments

Attachments are found in Section 5: Related Document

Instructions

Adding your documents

Optional.
The Add New Document hyperlink shown here will let you attach necessary documents such as certification emails. Please note that there is a 40MB limit for all attachments. Once you have selecting Add New Document, another form appears and lets you enter a Document Description, whether you have a soft copy, a Reference or Title, and then confirm it.

You will not be able to move out of this view until you have either Confirmed or Deleted your attachments using the green tick or red cross as shown here.

Accidental submission of your Project APLI

If you have accidentally submitted your form, or need to correct a mistake in a submitted APLI, you can do so by logging a OneHelp ticket and directing it to the Research Office as soon as possible.