

InfoEd Quick Start Guide

Access:

InfoEd is accessible to users on the UNSW Network.

Sites and users that are not on the UNSW Network will need to set up and use the [UNSW VPN \(Virtual Private Network\)](#).

Researchers: access all records on which you are a named investigator by logging into [InfoEd](#) with your **zID and zPass** (no access request is required).

Login to InfoEd:

1. Open your Internet Browser & enter the following URL: <https://research.unsw.edu.au/research-systems>
2. Type your User name (zID) & Password (zPass), *both are case sensitive* 3. Click Login.

Username (zID):

Password (zPass):

For access assistance please contact systems.radar@unsw.edu.au [Search](#)

Functions:

 Remember your access level determines what you can see (for eg, your access may allow a particular project, school or faculty access).

Under My Proposals select a search option, as below

- **Show List:** This option displays results only if you are identified as the Primary CI on proposals.



- **Search For:** This option will display a list of all proposals your InfoEd access level permits you to see, leave all search fields blank & click on locate



- If you are a researcher results display proposals on which you are the Primary CI and/or a named investigator.
- If you are a Dept. Administrator results display all proposals your access level permits you to see.

- **Search Criteria:** To narrow a search you can enter in one or more search fields. Some search fields are listed below;

*Note: In free-text fields the * wildcard can be used to replace text and/or digits when an exact match is not known.*

1. **Proposal number** - This is the unique ID generated by InfoEd when a new record is created.

Proposals - Search For	
Use * for wildcard	
Property	Value
Proposal number	RG*

2. **Sponsor/Scheme** - To select all grants for a specific sponsor and scheme.

Sponsor/Scheme
Australian Research Council / Discovery Project

3. **CI** - To search for all grants for a specific 'Lead' Chief Investigator.

CI
Director, RGC - - DVCRES - DVC Research Control - DVCRES

4. **Investigator** - To search for all grants where an investigator is listed in the project. The results will display proposals where the CI is listed as a named investigator & Lead investigator.

Investigator
Director, RGC - - DVCRES - DVC Research Control - DVCRES

After entering the search criteria click on 'locate' to generate the search results & 'Clear All' (top right) to commence a new search

Open a Record:

From the search results, place the mouse pointer over the folder icon



1. The record opens in a new window if you click on the view logo



2. The summary screen displays by default and the Current projects status displays at the top of this page

Navigating through a Record:

On the left-hand side there is a list of tabs that you can use to access the information by clicking on the tab or click on the '+' to drop down further information.

Summary:

The summary page contains high level detail of the project.

The Acceptance form (AOG) information can be founded under '**Post Award Data**' midway down the summary page. Here you are able to see the date that the AOG was sent/received and any reasons that the AOG is incomplete. This information is populated from the completed AOG.

Please note: RGC is unable to release the project funds if the AOG is not received or incomplete

Scrolling to the bottom of this page you will find a section named **Agreement Review** – this is where you will find information relating to any agreements being drafted, reviewed, negotiated (including comments on the status).

Awards Tab:

The awards tab contains the total awarded amount in AUD for the project in calendar years (without GST). Where applicable, the totals at the top of the page include subprojects amounts.

* Foreign currency amount (if applicable) can be found in the Foreign Currency table towards the bottom of this tab

The **variations table** is also located at the bottom of the awards tab & contains a list of all pending, submitted & approved variations

Approvals Tab:

The approvals tab lists all ethics approvals and the dates of the approval periods.

Attachments Tab:

The attachments tab contains documents associated with the project, including application, award information, ethics approval, agreements & budget release. The documents can be filtered by hitting the column header & viewed by clicking on the 'view' hyperlink

View	Name	Category	Versions	Last Updated
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Deliverables Tab:

The Deliverables tab displays all schedule or milestone deliverables required by the sponsor over the duration of the project and includes the due dates & status of the deliverables.

Please note: This tab also contains RGC internal and financial deliverables that are not sponsor requirements.

Personnel Tab:

The personnel tab lists all named personnel included in the project and their associated department/organisation

Scheduled Payments Tab:

The scheduled payments tab contains all invoice details including the invoice due date, invoice number (GRP), payment amount & status

Due Date	Payment Number	Payment Amount	Open	Delete	Completed Date	Account	Status
01-Jul-2012	GRP007	\$20.00				RG113272	Send Invoice to RFO

Maintaining your InfoEd Records:

- All personal data in InfoEd is obtained from the HR system. If you note any errors in your personal data including your Faculty, School or Centre, please contact HR to correct it. The corrected data will flow to InfoEd within a week of it being updated by HR.
- If you believe there is an issue in the InfoEd record for your application or grant, please contact operations.rgc@unsw.edu.au.
- For any technical issues with InfoEd, contact the UNSW Service Desk. servicedesk@unsw.edu.au or call 51333.