Research Infrastructure Scheme

Application Management System User Guide

The 2020 round of the Research Infrastructure Scheme (RIS), requires you to submit your applications online using our Application Management System (AMS). The system will also facilitate the approval and ranking process by schools and faculties:

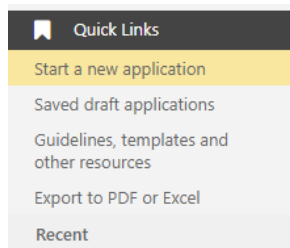| Draft Application | Submit Application | School/Unit Approval | Faculty/MWAC Approval | PVCRI |

Instructions for Applicants

Accessing the RIS AMS

You can access the RIS AMS by using the link: https://unsw.sharepoint.com/sites/ris-application

Login: zID@ad.unsw.edu.au; Password: zPass

Starting a new application

You can start a new application from anywhere within the AMS by clicking on the "Start a new application" link on the left quick-links panel

Quick Links

Start a new application
Saved draft applications
Guidelines, templates and other resources
Export to PDF or Excel
Recent

Welcome to the Research Infrastructure Scheme application management system.

Please use the links to the left to navigate the system.

The first tab of the application screen contains important information about the application process. Please take some time to read through this information before starting an application:

| Help | Project Summary | Applicants | Project Description | Budget | Space requirements | Attachments and Certification |

Instructions for Applicants

Welcome to the 2020 Research Infrastructure Scheme (RIS) online application portal. Before you begin the application process, please take note of the following compliance information:

☐ Please ensure that you have read the **2020 RIS guidelines** and all other relevant information relating to this funding round on the official **2020 RIS website.**

☐ **Important:** Once you submit the application, it will be forwarded to your school office and **you will no longer have access to it.** If you would like to keep a record of your application, you must ensure that you have **exported your application to PDF BEFORE** you submit. You can do this by first saving your application, then clicking the link "Export to PDF or Excel" button below.

Please attach the following supporting documents to your application:

☐ Complete d and signed the **Site and Services Checklist**

☐ Quotes(s) for budget items greater than $3,000 in value. We recommend that you use the **Request for Quote (RFQ)** template* when requesting pricing from vendors.

    o   A single quote for Items $3,000 - $50,000 in value

    o   Three quotes* for items greater than $50,000 in value

    *Exceptions apply, please see the **RFQ template** for instructions and further details

Instructions on completing the online application:

•   You may save your application at any time by clicking "Save Draft" button below. Saved applications can be accessed by clicking the "Saved draft applications" link on the left "Quick Links" panel.

•   You can move between the different sections of the application by selecting the tabs along the top row of the application screen. For ease of viewing, you can expand or collapse some sections within each tab.

•   You will need to fill in each mandatory section of the application before you are able to submit. These sections will be highlighted in **red** if you attempt to submit without completing them.

•   All investigators listed in an application have read/write access to the draft, and are able to submit on behalf of all other applicants.

•   Please ensure that you have exported your application for your own records to PDF **BEFORE** you submit. You can do this by saving your application, then clicking the link "Export to PDF or Excel" button below. **Once you submit, you will no longer be able to access your application.**
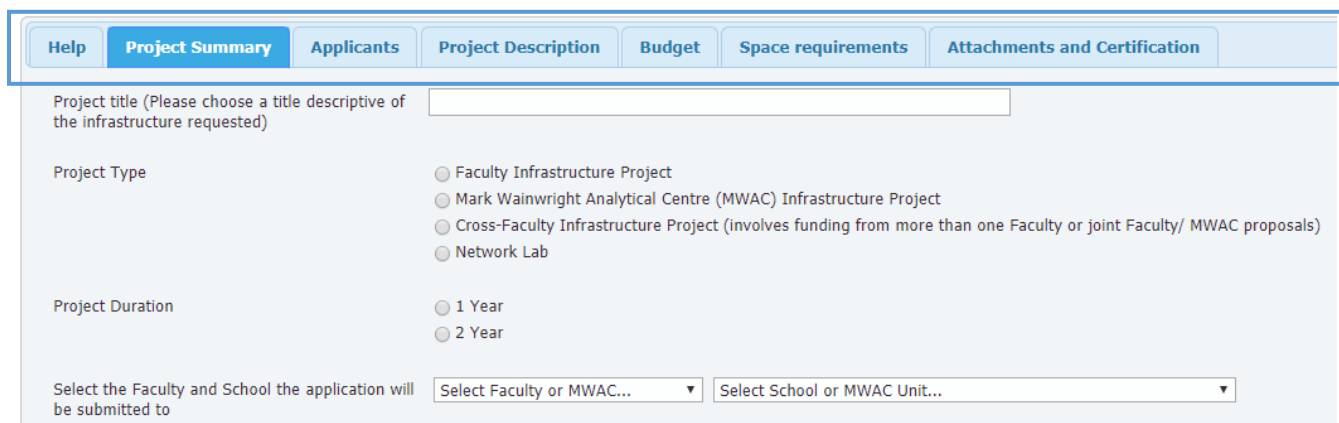
Information regarding the approval process:

•   Once your application is successfully submitted, you will receive a confirmation email and the application will be forwarded to your school.

•   Your school will have an opportunity to approve and comment on each of the applications within your school.

•   Applications approved by your school will then be forwarded to your faculty for approval and ranking at faculty level.

•   All approved and ranked applications from faculties will then be forwarded to the PVCRI who will review the applications and administer the award.

For any questions or comments regarding the 2020 RIS round, please contact the Office of the PVCRI (pvcresin@unsw.edu.au / x57785).
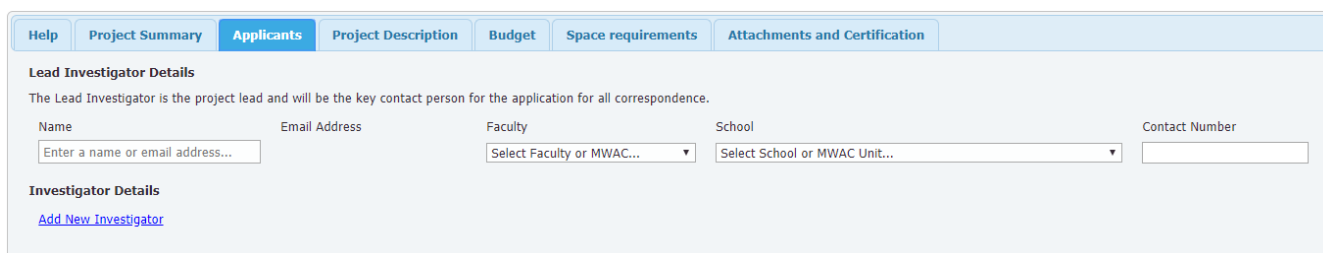
Drafting and Saving an Application

Please start your application by completing the Project Summary screen, as your selections here will activate project-type-specific fields in subsequent sections. You can then access each section of the application form by clicking the corresponding tab at the top bar. You do not need to fill in the subsequent sections in any particular order.

Help	Project Summary	Applicants	Project Description	Budget	Space requirements	Attachments and Certification

Project title (Please choose a title descriptive of the infrastructure requested)

Project Type
- ○ Faculty Infrastructure Project
- ○ Mark Wainwright Analytical Centre (MWAC) Infrastructure Project
- ○ Cross-Faculty Infrastructure Project (involves funding from more than one Faculty or joint Faculty/ MWAC proposals)
- ○ Network Lab

Project Duration
- ○ 1 Year
- ○ 2 Year

Select the Faculty and School the application will be submitted to   Select Faculty or MWAC... ▼   Select School or MWAC Unit... ▼
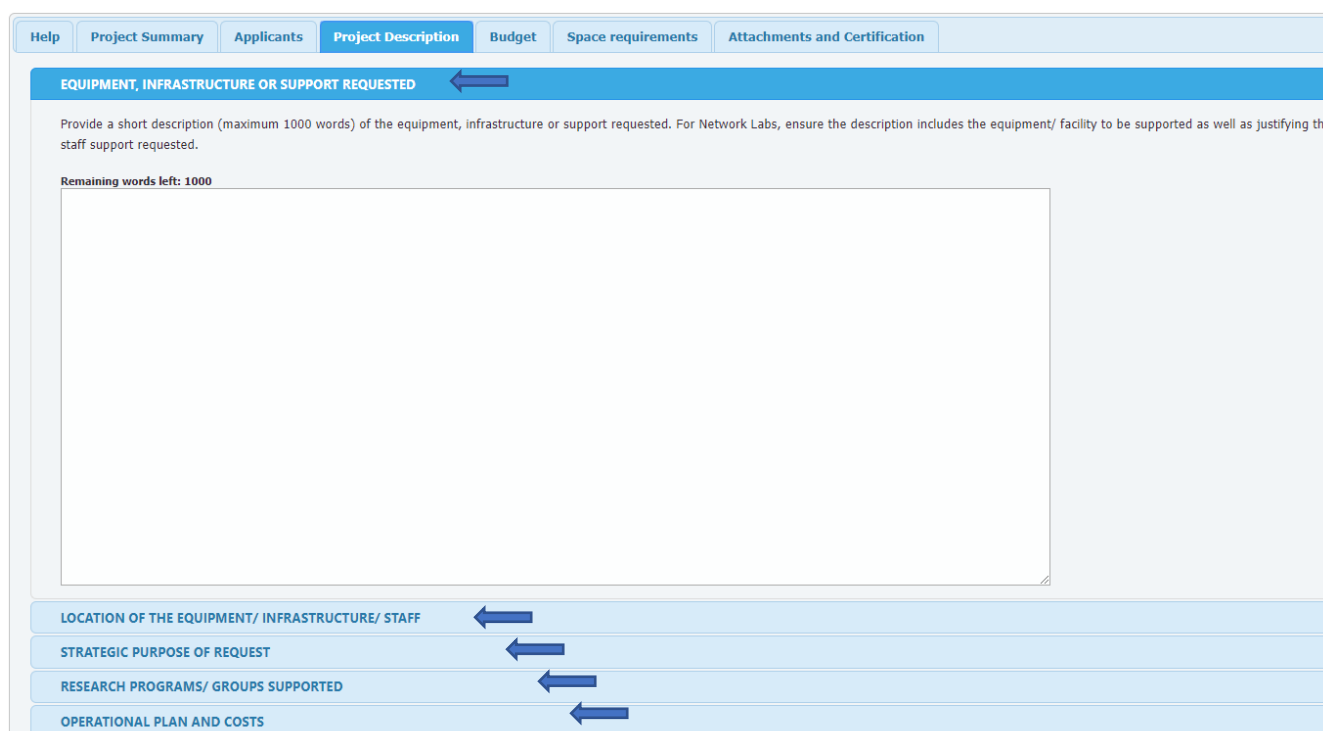
All applicants, including the application creator (who may or may not be listed as an applicant), will have read, write and "submit" permissions.

Help	Project Summary	Applicants	Project Description	Budget	Space requirements	Attachments and Certification

Lead Investigator Details
The Lead Investigator is the project lead and will be the key contact person for the application for all correspondence.

Name	Email Address	Faculty	School	Contact Number
Enter a name or email address...		Select Faculty or MWAC... ▼	Select School or MWAC Unit... ▼	

Investigator Details
Add New Investigator

Some tabs have several sections. Click on each section to expand and collapse as required.

Help	Project Summary	Applicants	Project Description	Budget	Space requirements	Attachments and Certification

EQUIPMENT, INFRASTRUCTURE OR SUPPORT REQUESTED ⟵

Provide a short description (maximum 1000 words) of the equipment, infrastructure or support requested. For Network Labs, ensure the description includes the equipment/ facility to be supported as well as justifying the staff support requested.

Remaining words left: 1000

LOCATION OF THE EQUIPMENT/ INFRASTRUCTURE/ STAFF ⟵

STRATEGIC PURPOSE OF REQUEST ⟵

RESEARCH PROGRAMS/ GROUPS SUPPORTED ⟵

OPERATIONAL PLAN AND COSTS ⟵

Completing the Budget

Enter the details of each budget item separately, including the year the funds are requested for, and any faculty contributions against each item.

For cross-faculty projects, please indicate the split of centrally requested funds between the faculties.

Please note that each budgetted item will need to be justified in the "Budget Justification" section. All corresponding quotes will need to be uploaded at the "Attachments and Certification" tab. For Network Lab applications, you will be asked for details of a proposed cost-recovery mechanism.

Saving and retrieving an application

Please save your application often to reduce the risk of losing data.

To save an application, click the "Save as Draft" button at the bottom of the application form at any time during application process:

To continue working on your saved draft applications, click on the "Saved Draft Applications" link on the left panel and select the application you would like to retrieve.

Exporting DRAFT to PDF/Excel

To export your SAVED DRAFT applications to PDF/Excel, click the "Export to PDF/Excel" on the left panel, or the button at the bottom of the application form. *note: you won't be able to view/export applications once they have been submitted. Please ensure that you save and export prior to submitting your application.*

To export *individual full applications to PDF*, select them which you would like to export as PDF. For an *excel summary* or click "Export All to Excel". Click "Return to RIS Application Site" to go back.

Uploading Attachments, Certification and Submitting

Ensure that you have read the supporting documentation requirements of the RIS award

Before submitting an application please ensure that you have:

- Attached a completed Site and Services Checklist
- Attached the appropriate number of quotes preferably sourced through the Request for Quote (RFQ) template:
    - Three quotes required* for purchases of over $50,000 ex GST
    - A single quote for items between $3,000 and $50,000 ex GST.
    - No quote required for items below $3,000 ex GST.
      *Exceptions apply, refer to RFQ template for further clarification.
- Certified that you are eligible to submit this application on behalf of all applicants listed.
- Read and agreed to the terms listed on the "Applicant Certification" section by clicking the checkbox.

Help	Project Summary	Applicants	Project Description	Budget	Space requirements	Attachments and Certification

SUPPORTING DOCUMENTS

Please upload the following supporting documents as pdf or Word document (.doc, .docx):

1. **A completed and signed Site and Services Checklist**
   The lead investigator is asked to complete the checklist, sign the document as 'Project Lead' and obtain sign-off by the relevant Head of School as 'Sponsor' (refer to the checklist for instructions).

2. **Quotes for items to be purchased**
   As summarised in the Budget tab, projects involving purchase of equipment or services are required to upload at least three quotes for each item over $50,000 (excl. GST) and one quote for each item under $50,000 (excl. GST)*. If fewer quotes are provided, this must be justified in the Budget Justification in the Budget tab. Quotes are not required for items under $3,000 (excl. GST).

   When requesting quotes from suppliers, please use the "Request for Quote" template provided*.

       *Exceptions apply, please refer to RFQ template (link below) for further guidance and information

   Note: For complex quotes, please provide a one page quote summary or clearly identify the relevant items (e.g. by highlighting).

The Site and Services Checklist, quote templates, guidelines and other resources for this scheme are available in this Link
Click on choose file button to upload the files.

[_____] Browse...

APPLICANT CERTIFICATION

The lead investigator is asked to certify the following on behalf of all applicants named on the application:

- I certify to the best of my knowledge that the details provided in this Application Form and any supporting documents are correct and complete.
- I confirm that none of the applicants are named on more than two proposals of any kind plus one MWAC Infrastructure Project in the same funding round.
- I agree to comply with the post-award reporting requirements of this scheme outlined in the funding guidelines.
- I have read and understand the University's purchasing policies.

☐ I agree to the above terms and conditions

Upon submission an automated email message will be sent to the Head of School and all applicants named on the application to notify them of the submission.

[Save as Draft] [Export to PDF or Excel] [Submit] *

* Reminder: you will not be able to view your application once it is successfully submitted. Please ensure that you have exported your application prior to submitting.

Upon submitting an application, you will be redirected to a very short voluntary survey about your experience with the online Application Management System.

If you have any questions about this process, or need help troubleshooting, please contact:
Dr Alper Yasar, Project Officer, Office of the PVC (Research Infrastructure)
pvcresin@unsw.edu.au or x57785