

Research Infrastructure Scheme

Application Management System User Guide

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:



Instructions for Applicants

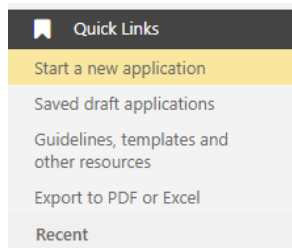
Accessing the RIS AMS

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



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:

Instructions for Applicants

Welcome to the 2021 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 **2021 RIS guidelines** and all other relevant information relating to this funding round on the official **2021 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:

- Completed 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 2021 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.

The screenshot shows the 'Project Summary' tab selected in the top navigation bar. Below the tabs, there are several form fields: a text input for 'Project title (Please choose a title descriptive of the infrastructure requested)', radio buttons for 'Project Type' (Faculty Infrastructure Project) and 'Project Duration' (1 Year), and two dropdown menus for 'Select the Faculty and School the application will be submitted to'.

All applicants, including the application creator (who may or may not be listed as an applicant), will have read, write and “submit” permissions.

The screenshot shows the 'Applicants' tab selected. It displays 'Lead Investigator Details' with a sub-header and a description: 'The Lead Investigator is the project lead and will be the key contact person for the application for all correspondence.' Below this are form fields for 'Name', 'Email Address', 'Faculty', 'School', and 'Contact Number'. There is also a link for 'Investigator Details' and a button for 'Add New Investigator'.

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

The screenshot shows the 'Project Description' tab selected. It features a large text area for 'EQUIPMENT, INFRASTRUCTURE OR SUPPORT REQUESTED' with a word count of 1000. Below this are four expandable sections: 'LOCATION OF THE EQUIPMENT/ INFRASTRUCTURE/ STAFF', 'STRATEGIC PURPOSE OF REQUEST', 'RESEARCH PROGRAMS/ GROUPS SUPPORTED', and 'OPERATIONAL PLAN AND COSTS'. Each section has a blue arrow pointing left, indicating it can be collapsed.

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.

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

BUDGET SUMMARY

For proposals involving equipment:

- At least three quotes must be **uploaded as supporting documents**(see Attachments and Certification tab) 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 below under Budget Justification. Quotes are not required for items under \$3,000 (excl. GST).
- When requesting quotes from suppliers, please use the "Request for Quotes" template provided".
 - *Exceptions apply, please refer to RFQ template for guidance. [Click here to view the template](#)
- For successful applications, Strategic Procurement will be providing advice and support

For proposals involving staff, please use the salary calculator provided by the Grants Management Office for budget calculations: [Click here to view salary calculator.](#)

If additional funding is being committed from other sources this must be clearly specified.

Year	Item Details / Staff	\$ Cost	\$ Requested Centrally (ex GST)	\$ Approved Contribution (if applicable) (ex GST)	Contributing Faculty(ies)(if applicable)	Contributing Unit or School(s)(if applicable)
2020	Item 1	140000.00	125000	15000	DVCR	DVC Research
2021	Item 2	75000.00	65000	10000	DVCR	DVC Research
2020 Total:		\$140000.00	\$125000.00	\$15000.00		
Total:		\$215000.00	\$190000.00	\$25000.00		

[Add row](#)

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

For all two-year projects, clearly identify the split of funds over two years

Year	Item Details / Staff	\$ Cost	\$ Requested Centrally (ex GST)	\$ Approved Contribution (if applicable) (ex GST)	Contributing Faculty(ies)(if applicable)	Contributing Unit or School(s)(if applicable)
2020	Item 1	140000.00	125000	15000	DVCR	DVC Research
2021	Item 2	75000.00	65000	10000	Science	School of Chemistry
2020 Total:		\$140000.00	\$125000.00	\$15000.00		
2021 Total:		\$75000.00	\$65000.00	\$10000.00		
Total:		\$215000.00	\$190000.00	\$25000.00		

[Add row](#)

For **cross-Faculty projects**, please detail how the above **centrally** requested funds are split across Faculties.

Faculty Name	Year 2020	Year 2021
DVCR	\$ <input type="text"/>	\$ <input type="text"/>
Science	\$ <input type="text"/>	\$ <input type="text"/>
Total Should be	\$ 125000.00	\$ 65000.00

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.

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

BUDGET SUMMARY

BUDGET JUSTIFICATION

COST RECOVERY MECHANISM FOR NETWORK LABS

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:

RESEARCH PROGRAMS/ GROUPS SUPPORTED

OPERATIONAL PLAN AND COSTS

Save as Draft Export to PDF or Excel Submit

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.

Quick Links

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

+ new item or edit this list

RequestLink	Project Title	Project Type	Project Duration	Modified	Modified By
View Details	RIS Test Application 2	Network Lab	2 Year	A few seconds ago	<input type="checkbox"/> SPTest301Researcher
View Details	RIS Test Application 1	Faculty Infrastructure Project	1 Year	About a minute ago	<input type="checkbox"/> SPTest301Researcher

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.***

Quick Links

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

Save as Draft Export to PDF or Excel Submit

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.

Return to RIS Application Site

- Select which applications you would like to generate a PDF for.
- Export to Excel will automatically save a list of ALL available applications to a spreadsheet.
- This may take up to 3 minutes depending on the number of applications.
- You may click on the table headers to sort the column
- When opening the Excel file, please ignore the warning about corrupt or incompatible file format

Generate PDF Export ALL to Excel

ID	Project Name	Faculty	School	
<input checked="" type="checkbox"/>	34	RIS Application 7	MWAC	Stats Central
<input checked="" type="checkbox"/>	33	RIS Application 6	DVCR	DVC Research

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.

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.

*

*** 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