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
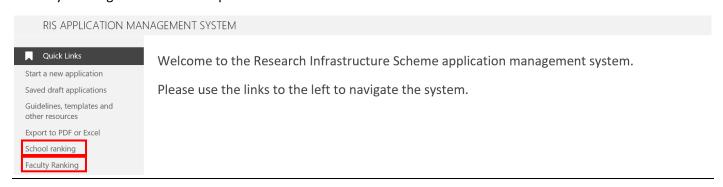
Instructions for Approvers

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

View list of applications submitted for your school/faculty approval

You can view a list of applications that have been submitted for your approval by clicking the "School Ranking" or "Faculty Ranking" links on the left panel.

The school/faculty ranking page contains a brief summary of instructions for the approval process, together with a list of applications submitted for your approval and ranking[1].

Note: If you are reviewing at the faculty level, or are reviewing cross-faculty applications, you will also be able to view any comments/ranks/approvals that were made to that application before you on the table below[2]. *(If applicable, see section on **cross-faculty applications** for more information).*

[1]The columns you see will depend on whether or not you are a school-level approver or a faculty-level approver)

[2]Comments made previously

Reviewing applications

The application list will contain some basic information about each application. To view the full application, you can:

Option 1 – (for a quick single-application review) - View application directly on the AMS application site:

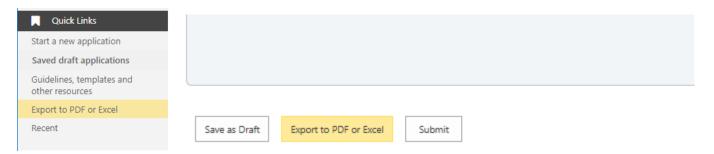Click the "View Details" link for the application that you would like to view.

This will direct you to the application in the AMS. You can navigate the sections using the tabs at the top.
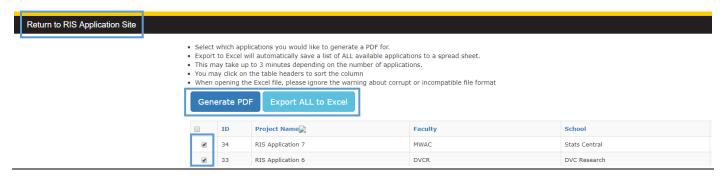

Option 2 – Export full application(s) to PDF, or a summary of all applications to Excel

You may export all applications that have been submitted for your approval to PDF by clicking the "Export to PDF or Excel" link on either the left links panel, or the button at the bottom of an application that you are viewing.
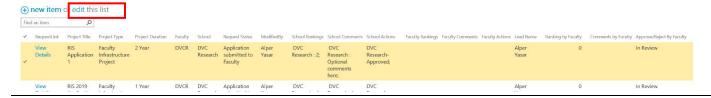

This will bring up a list of all applications that have been submitted for your review. To export ***individual full applications to PDF***, select the applications that you would like to export as PDF and then click "Generate PDF". For an ***excel summary*** of all applications, click "Export All to Excel". Click "Return to RIS Application Site" to go back.

Ranking and Approving/Rejecting Applications

Once you have finished reviewing your applications and have decided on those you would like to approve or reject, you may comment on, rank and approve each application. To begin, click "**Edit** this list" on the top left of the list:

You will then be able to populate to table with comments (optional) and ranks (optional for schools-level approvals, mandatory for faculties). The editable columns will be highlighted by a yellow border.

We recommend that you enter any comments and ranks for all the applications you intend to approve/reject, *before* selecting "Approve" or "Reject" from the dropdown menu[3].

[3]Once you select "Approve" or "Reject" and click on the next row, that applications record will be removed from view.

If you would like to change your rank/approval after selecting "Approve" or "Reject", please email pvcresin@unsw.edu.au with details of the change you would like to make.
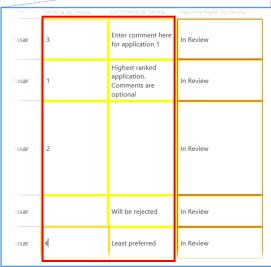
Note: do not enter any comments or ranks on applications you do not intend to "Approve" or "Reject" during your session, as you will not be able to save these fields.

Once you have entered in all comments and ranks (if applicable), you can select **"Approve"** or **"Reject"** from the drop-down list for all applications.

As you do this, *each approved/rejected row will disappear from view as you move onto the next item.*

Once you have finished with our approvals, click **"Stop editing this list"** on the top left of the table. All approved/rejected applications will be removed from your list and forwarded to the next approval level.

Cross-Faculty Applications

Approvals for cross-Faculty Infrastructure Project applications (cFIPs) work in a similar way to other applications, with the exception that all schools and faculties involved will have a chance to review and approve the application "in-parallel"

General notes on approving cross-Faculty Infrastructure Projects

- Once an application is submitted, it is available for review by *all* school/units selected in the application
- As each school enters comments, ranks and approves an application, the application is forwarded to the faculty of the approving school. *Rejected applications **do not** get forwarded to the faculty.* All schools must complete their approval
  - Note: This involves a *~10 minute delay*, during which time the application is not visible for anyone.
- Faculties can comment/rank/approve applications as they arrive, however we recommend doing so after the school-approval deadline (October 2nd) to ensure your ranking takes into account all proposals for your faculty.
- Each school/faculty will be able to see comments made by previous schools/faculties in their application list. Ranks, comments and approval actions will be prefixed by the corresponding school/faculties name:

In the following **example**, this **test** application was previously reviewed by the School of CSE and SoMS. The third school reviewing the application hence can see the comments, ranks and approvals left by the other two schools under the respective columns:

	School Rankings	School Comments	School Actions	Ranking by Head of School	Comments by Head of School	Approve/Reject By School
HoS	School of Computer Science and Engineering : 1; School of Medical Sciences : 55;	School of Computer Science and Engineering : HOS401 says yes.; School of Medical Sciences : HOS403 Commenting on this, but will rank and comment Test9 (cfip) before approving this, and rejecting Test9...;	School of Computer Science and Engineering-Approved;School of Medical Sciences-Approved;	0		In Review
Researcher						In Review

Support

If you have any questions or require any assistance, please do not hesitate to contact:

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Alper Yasar on pvcresin@unsw.edu.au or x57785

Useful Links

RIS website: https://research.unsw.edu.au/unsw-research-infrastructure-scheme

Application Management System: https://unsw.sharepoint.com/sites/ris-application