

# 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:



## 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](mailto: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.

RIS APPLICATION MANAGEMENT SYSTEM

Quick Links

Start a new application

Saved draft applications

Guidelines, templates and other resources

Export to PDF or Excel

School ranking

Faculty Ranking

Welcome to the Research Infrastructure Scheme application management system.

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

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<sup>1</sup>.

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<sup>2</sup>. (If applicable, see section on **cross-faculty applications** for more information).

Quick Links

Start a new application

Saved draft applications

Guidelines, templates and other resources

Export to PDF or Excel

School ranking

Faculty Ranking

Once you "Approve" or "Reject" an application and click on the next row, that applications record will disappear from view. For your convenience, we recommend you that you review/rank all applications on the below list before approving.

1. Review Applications

For a quick review of a single application, click "View Details" in the first column, or

You may export all applications to PDF or Excel by clicking "Export to PDF or Excel" on the right tab;

PDF format - contains all field data in an easy-to-read format similar to previous years' applications, or

Excel format - summary list of all applications that are submitted to your Faculty.

You will be able to see any comments/ranks that the school/unit has attached to the application (prefixed by the school/unit name).

2. Annotate application with comments (optional) and rank (mandatory).

Once you have finished reviewing the applications, you may annotate the entry with a comment and rank by clicking the "Edit this list" link below.

For your ranking, please enter integers ranging from 1 - n, where n is the total number of applications submitted to your Faculty.

We recommend that you review and rank all the applications you intend to action, before selecting "approve" or "reject" from the dropdown list.

3. Approve or Reject applications

You can "Reject" an application at any time, with or without entering a comment or rank.

For applications that you intend to "Approve", please enter a rank (and optionally a comment) before selecting "Approve"

Note: Your selection becomes final once you click on the next row or click "stop editing". (The approved/rejected application record will be removed from view)

You may click "stop editing this list" to exit the edit view and return to the read-only list.

Approved applications will be forwarded the PVCRI along with your comments and rankings, and will be shortlisted for funding according to your ranking.

Rejected applications will NOT be considered for funding.

If you would like to make a change to the approval or ranking of an application, please contact the PVCRI on [pvcri@unsw.edu.au](mailto:pvcri@unsw.edu.au) (please include the title of the application in your email).

If you have any questions about this process, please contact Dr Alper Yasar at the PVCRI on [pvcri@unsw.edu.au](mailto:pvcri@unsw.edu.au) or 557785.

new item or edit this list

Find an item

Request no.	Project Title	Project Type	Project Duration	Faculty	School	Request Status	Modified by	Short Reviews	Short Comments	Short Actions	Faculty Ranking	Faculty Comments	Faculty Actions	Name	Ranking by Faculty	Comments by Faculty	Approve/Reject by Faculty
View Details	RIS Application 1	Faculty Infrastructure Project	2 Year	DVCRI	DVC Research	Application submitted to Faculty	Alper Yasar	DVC Research : 2	DVC Research : Optional comments here:	DVC Research-Approved	0			Alper Yasar	0		In Review
View Details	RIS Application 1	Faculty Infrastructure Project	1 Year	DVCRI	DVC Research	Application submitted to Faculty	Alper Yasar	DVC Research : 4	DVC Research : Low priority, but approved	DVC Research-Approved	0			Alper Yasar	0		In Review
View Details	RIS Application 6	Cross-Faculty Infrastructure Project (involves funding from more than one Faculty or joint Faculty/ MWAC proposal)	1 Year	DVCRI	DVC Research	Processing with Faculties	Alper Yasar	DVC Education : 1; DVC Research : 1	DVC Education : Application fully supported by school; DVC Research : Application fully supported by school;	DVC Education-Approved/DVC Research-Approved	0			Alper Yasar	0		In Review
View Details	RIS Application 3	Faculty Infrastructure Project	2 Year	DVCRI	DVC Research	Application submitted to Faculty	Alper Yasar	DVC Research : 3	DVC Research : 1	DVC Research-Approved	0			Alper Yasar	0		In Review
View Details	RIS Application 5	Faculty Infrastructure Project	1 Year	DVCRI	DVC Research	Application submitted to Faculty	Alper Yasar	DVC Research : 5	DVC Research : low priority	DVC Research-Approved	0			Alper Yasar	0		In Review

<sup>1</sup>The columns you see will depend on whether or not you are a school-level approver or a faculty-level approver)

<sup>2</sup>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.

+ new item or edit this list

Find an item

RequestLink	Project Title	Project Type	Project Duration	Faculty	School	Request Status	ModifiedBy	School Rankings	School Comments	School Actions	Faculty Rankings	Faculty Comments	Faculty Actions	Lead Name
<a href="#">View Details</a>	RIS Application 1	Faculty Infrastructure Project	2 Year	DVCR	DVC Research	Application submitted to Faculty	Alper Yasar	DVC Research : 2;	DVC Research : Optional comments here;	DVC Research-Approved;				Alper Yasar
<a href="#">View Details</a>	RIS 2019 Application 1	Faculty Infrastructure Project	1 Year	DVCR	DVC Research	Application submitted to Faculty	Alper Yasar	DVC Research : 4;	DVC Research : Low priority, but approved;	DVC Research-Approved;				Alper Yasar
<a href="#">View Details</a>	RIS Application 6	Cross-Faculty Infrastructure Project (involves funding from more than one Faculty	1 Year	DVCR	DVC Research	Processing with Faculties	Alper Yasar	DVC Education : 1; DVC Research : 1;	DVC Education : Application fully supported by school; DVC Research :	DVC Education-Approved;DVC Research-Approved;				Alper Yasar

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

**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 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.
  - A single quote for items \$3,000 - \$50,000 in value
  - Three quotes\* for items greater than \$50,000 in value

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

**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.

**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

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.

**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 spread sheet.
- 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

## 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:

[+ new item](#) or [edit this list](#)

Find an item

RequestLink	Project Title	Project Type	Project Duration	Faculty	School	Request Status	ModifiedBy	School Rankings	School Comments	School Actions	Faculty Rankings	Faculty Comments	Faculty Actions	Lead Name	Ranking by Faculty	Comments by Faculty	Approve/Reject By Faculty
<a href="#">View Details</a>	RIS Application 1	Faculty Infrastructure Project	2 Year	DVCR	DVC Research	Application submitted to Faculty	Alper Yasar	DVC Research : 2;	DVC Research : Optional comments here;	DVC Research-Approved;				Alper Yasar	0		In Review
<a href="#">View</a>	RIS 2019	Faculty	1 Year	DVCR	DVC	Application	Alper	DVC	DVC	DVC				Alper	0		In Review

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.

stop editing this list

Find an item

RequestLink	Project Title	Project Type	Project Duration	Faculty	School	Request Status	ModifiedBy	School Rankings	School Comments	School Actions	Faculty Rankings	Faculty Comments	Faculty Actions	Lead Name	Ranking by Faculty	Comments by Faculty	Approve/Reject By Faculty
<a href="#">View Details</a>	RIS Application 1	Faculty Infrastructure Project	2 Year	DVCR	DVC Research	Application submitted to Faculty	Alper Yasar	&nbsp;DVC Research : 2;	&nbsp;DVC Research : Optional comments here;	DVC Research-Approved;				Alper Yasar	3	Enter comment here for application 1	In Review
<a href="#">View Details</a>	RIS 2019 Application 1	Faculty Infrastructure Project	1 Year	DVCR	DVC Research	Application submitted to Faculty	Alper Yasar	&nbsp;DVC Research : 4;	&nbsp;DVC Research : Low priority, but approved;	DVC Research-Approved;				Alper Yasar	0		In Review
<a href="#">View Details</a>	RIS Application 6	Cross-Faculty Infrastructure Project (involves funding from more than one Faculty or joint MWAC proposals)	1 Year	DVCR	DVC Research	Processing with Faculties	Alper Yasar	&nbsp;DVC Education : 1; DVC Research : 1;	&nbsp;DVC Education : Application fully supported by school; DVC Research : Application fully supported by school;	DVC Education-Approved;DVC Research-Approved;				Alper Yasar	0		In Review
<a href="#">View Details</a>	RIS Application 3	Faculty Infrastructure Project	2 Year	DVCR	DVC Research	Application submitted to Faculty	Alper Yasar	&nbsp;DVC Research : 3;	&nbsp;DVC Research : 3;	DVC Research-Approved;				Alper Yasar	0		In Review
<a href="#">View Details</a>	RIS Application 5	Faculty Infrastructure Project	1 Year	DVCR	DVC Research	Application submitted to Faculty	Alper Yasar	&nbsp;DVC Research : 5;	&nbsp;DVC Research : low priority;	DVC Research-Approved;				Alper Yasar	0		In Review

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<sup>3</sup>.

<sup>3</sup>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 [pvresin@unsw.edu.au](mailto:pvresin@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.

Ranking by Faculty	Comments by Faculty	Approve/Reject By Faculty
3	Enter comment here for application 1	In Review
1	Highest ranked application. Comments are optional	In Review
2		In Review
	Will be rejected	In Review
4	Least preferred	In Review

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.

Stop editing this list

Find an item

Ranking by Faculty	Comments by Faculty	Approve/Reject By Faculty
1	Highest ranked application. Comments are optional	In Review
2		Approve Reject In Review In Review
	Will be rejected	In Review
4	Least preferred	In Review

## 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 2<sup>nd</sup>) 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:***

Alper Yasar on [pvcresin@unsw.edu.au](mailto: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>