

Contract Repository User Manual

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Important Links and Contacts

- [MyRM Link](#)
- [Research Contracts Webpage Link](#)
- [Research Request Form](#)
- Research Systems Team contact: research.information@unisa.edu.au
- Research Contracts Team contact: research.contracts@unisa.edu.au

Stage 1: Create a Contract Record when a contract request is received

Step 1 Log into MyRM

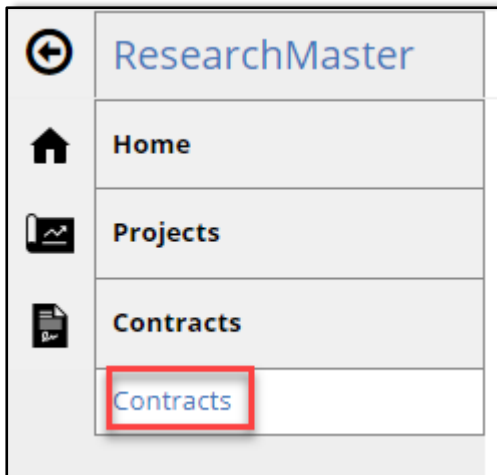
- Log into MyRM using the [link](#) below with your university credential



The image shows a login interface for 'research master enterprise'. At the top is a logo consisting of the letters 'rmq' in a stylized font, with 'r' and 'q' in light blue and 'm' in dark blue. Below the logo, the text 'research master enterprise' is displayed in a sans-serif font. Underneath, there are two input fields: 'Username' and 'Password'. The 'Username' field has a blurred text entry, and the 'Password' field has a series of dots. A 'Login' button is positioned below the password field.

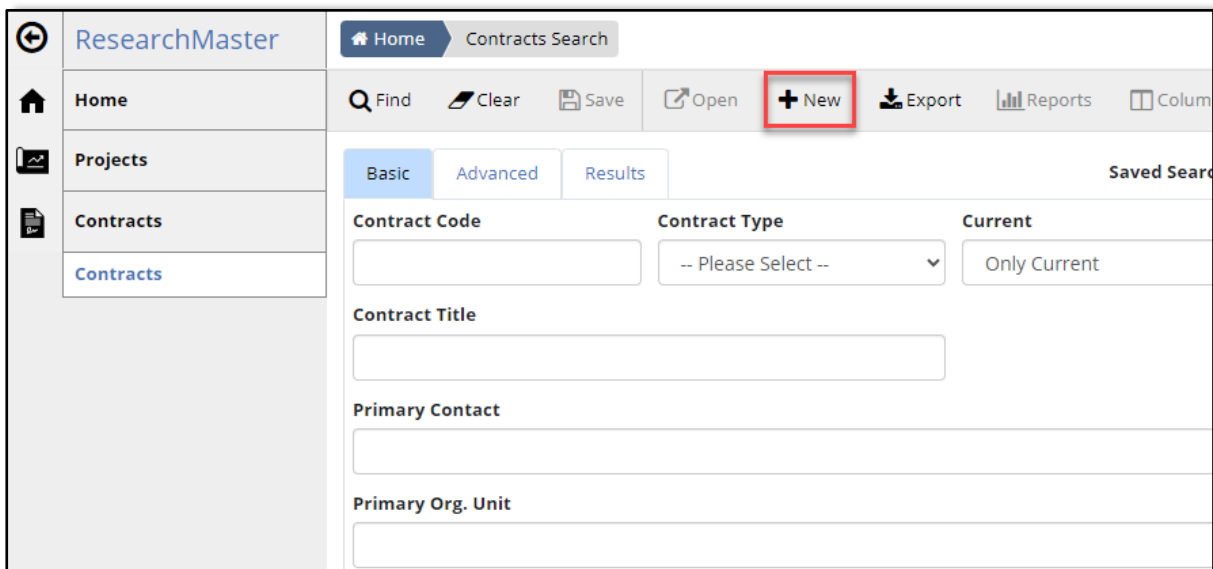
Step 2 Navigate to Contracts Module

- After logging in, Click on “Contracts” under the “Contracts” heading on the left-hand menu



Step 3 Create a New Contract

- Click on "New" to create a new contract.



Result: A new Contract page appears

[Home](#) > [Contracts Search](#) > [Contracts](#)
Help HOSNY003

Save + New Previous Next
Audit Details

Contract Code
 Current? Yes
 Allocation Code (RO Use only)

Contract Security Type *
 Contract Status *
 Contract Type *
 Governing Law and Jurisdiction *

Title *

Lead UniSA Investigator
 Primary Org. Unit

Funding Awarded/Notified Date
 Contract Start Date
 Contract End Date

Legal Review Required? Yes
 LMID

Financial Value (eg. \$50000USD or -\$50000USD, a positive value indicates in-coming funding while a negative value indicates out-going funding)

Comments

Personnel Org. Units Partner Organisation Documents Linked Projects Linked Contracts Notes

Add Delete Export

Step 4 Enter the Title and Save

- 1) Enter the title of the contract or the title of the project if the contract is associated with an existing research project/Expression of Interest form
- 2) Click "Save"

ResearchMaster Home Contracts Search Contracts

Save + New < Previous > Next

Contract Code Current?
 Yes

Contract Security Type * Contract Status * Contract Type *
General In Negotiation Not Specified

Title *
 Demo Purpose - CRA to age analysis with Monash University

Lead UniSA Investigator Primary Org. Unit

Funding Awarded/Notified Date Contract Start Date Contract End Date

Legal Review Required? LMID

Result: The Contract is saved, and the Contract Code is generated.

ResearchMaster Home Contracts Search Contracts

Save + New < Previous > Next

Saved successfully.

Contract Code Current? Allocation Code (RO Use only)
900553

Contract Security Type * Contract Status * Contract Type * Governing Law and Jurisdiction *
General In Negotiation Not Specified South Australia

Title *
 Demo Purpose - CRA to age analysis with Monash University

Lead UniSA Investigator Primary Org. Unit

Funding Awarded/Notified Date Contract Start Date Contract End Date

Legal Review Required? LMID

Step 5 Enter Lead UniSA Investigator and their Primary Org.Unit

Note: the Lead UniSA Investigator field is used to capture the lead researcher that is listed on the contract. However, the Lead UniSA Investigator and the Primary Org. Unit fields are always grayed out and you cannot directly enter into these two fields.

Follow these steps to populate them:

- 1) Under the "Personnel" tab, click "Add" at the far right

Note: if the "Add" button is not activated, Click the "Save" button on the top to activate the "Add" button

The screenshot shows the 'Contract Details' page in ResearchMaster. The 'Title' field contains 'Demo Purpose - CRA to age analysis with Monash University'. Below it, the 'Lead UniSA Investigator' and 'Primary Org. Unit' fields are highlighted in yellow. There are also fields for 'Funding Awarded/Notified Date', 'Contract Start Date', and 'Contract End Date'. A 'Legal Review Required?' checkbox is set to 'Yes'. Below that is an 'LMID' field and a 'Financial Value' field. A 'Comments' field is also present. At the bottom, there are tabs for 'Personnel', 'Org. Units', 'Partner Organisation', 'Documents', 'Linked Projects', 'Linked Contracts', and 'Notes'. The 'Personnel' tab is selected, and an 'Add' button is highlighted with a red box. Below the tabs is a table with columns: 'Order', 'Person Code', 'Preferred Full Name', 'Position', and 'Current?'. The table is currently empty, showing 'No Items'.

- 2) Use the "Person Code" field to search for the lead researcher by clicking the adjacent arrow.

The screenshot shows the 'Personnel' form in ResearchMaster. The 'Person Code' field has a dropdown arrow highlighted with a red box. The 'Order' field is set to 1. The 'Current?' checkbox is set to 'Yes'. There are also fields for 'Preferred Title', 'Preferred Full Name', 'Gender', 'Position', 'Type', 'Campus', and 'Primary Contact?'. Below these are fields for 'Person's Role' and 'External Affiliations'. At the bottom, there are tabs for 'Contract Personnel Org. Unit' and 'Contract Personnel Contact Details'.

- 3) Change the "Search On" dropdown list to "Full Name" and enter the part or full name of the lead researcher

Person Code * Order * 1 Current? Yes

Including
 Area Personnel
Search On Full Name
Operator Includes
Value vicky l

Code	Title

Page Size 5 10 25 Page 1 of 10256 (51277 items) 1 2 3 4 5 ... 10256

4) Click Search and select the appropriate researcher

Person Code * Order * 1 Current? Yes

Including
 Area Personnel
Search On Full Name
Operator Includes
Value vicky l

Code	Title
126197	Miss Vicky Liao

Page Size 5 10 25 Page 1 of 1 (5 items) 1

Result: the selected researcher information has populated the fields in the personnel page

ResearchMaster [Home](#) [Contracts Search](#) [Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University](#) [Personnel](#)

Save + New < Previous > Next

Person Code * Order * Current? Yes

Preferred Title Preferred Full Name Gender Primary Contact? Yes

Position Type Campus Primary Member? Yes

Person's Role

External Affiliations ▾

Ext. Org. Code Organisation

[Contract Personnel Org. Unit](#) [Contract Personnel Contact Details](#)

5) Click "Save"

ResearchMaster [Home](#) [Contracts Search](#) [Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University](#) [Personnel](#)

Save + New < Previous > Next

Saved successfully.

Person Code * Order * Current? Yes

Preferred Title Preferred Full Name Gender Primary Contact? Yes

Position Type Campus Primary Member? Yes

Person's Role

External Affiliations ▾

Ext. Org. Code Organisation

[Contract Personnel Org. Unit](#) [Contract Personnel Contact Details](#)

	Code	Name	Percentage	Primary?
<input type="checkbox"/>	ORC	Research Office	100	<input checked="" type="checkbox"/>

Page Size

6) Return to the previous page using the breadcrumb trail – Click the part that starts with Contract:900553)

ResearchMaster Home Contracts Search **Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University** Personnel

Save + New Previous Next

Saved successfully.

Person Code * 126197 - Miss Vicky Liao Order * 1 Current? Yes

Preferred Title Miss Preferred Full Name Miss Vicky Liao Gender Female Primary Contact? Yes

Position Not Specified Type Internal Campus Not Specified Primary Member? Yes

Person's Role

External Affiliations -

Ext. Org. Code * 0001 - Australian Catholic University Limited Organisation Vicky Test

Contract Personnel Org. Unit Contract Personnel Contact Details

	Code	Name	Percentage	Primary?
<input type="checkbox"/>	ORC	Research Office	100	<input checked="" type="checkbox"/>

Page Size 10 25 50

Result: The Lead UniSA Investigator and the Primary Org. Unit fields have been populated

ResearchMaster Home Contracts Search Contracts Help HOSNY003

Save + New Previous Next Audit Details

Contract Code 900553 Current? Yes Allocation Code (RO Use only)

Contract Security Type * General Contract Status * In Negotiation Contract Type * Not Specified Governing Law and Jurisdiction * South Australia

Title * Demo Purpose - CRA to age analysis with Monash University

Lead UniSA Investigator Miss Vicky Liao Primary Org. Unit Research Office

Funding Awarded/Notified Date Contract Start Date Contract End Date

Legal Review Required? Yes LMID

Financial Value (eg. \$50000USD or -\$50000USD, a positive value indicates in-coming funding while a negative value indicates out-going funding)

Comments

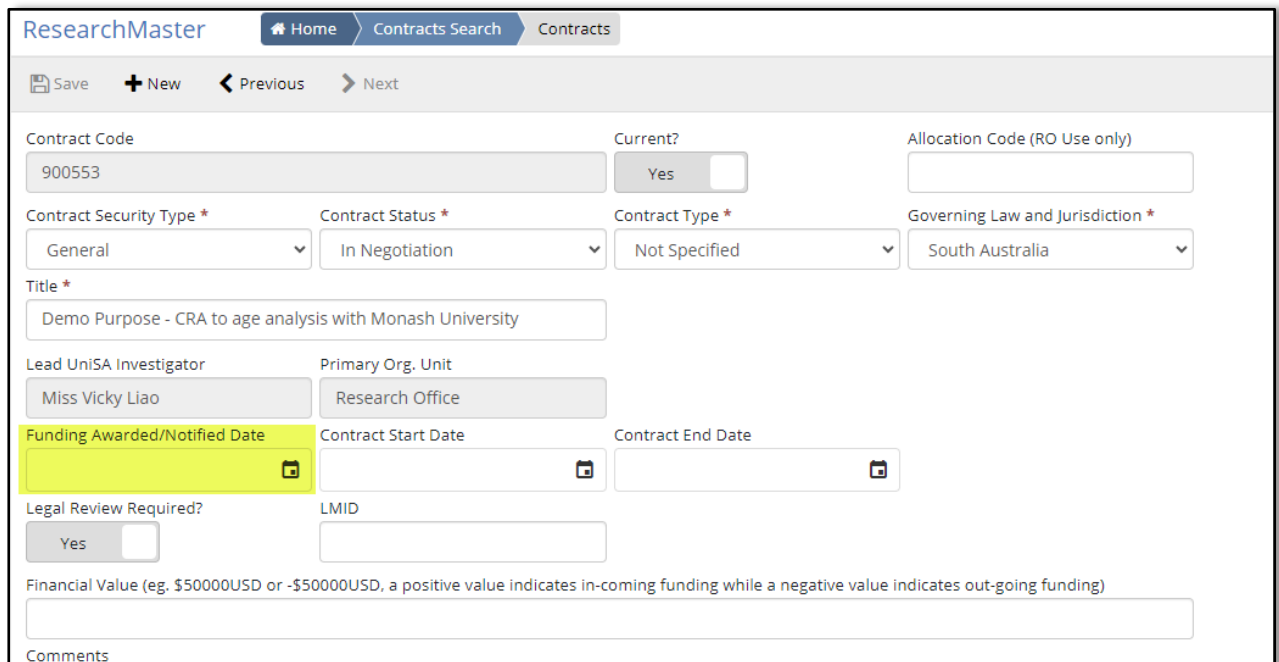
Personnel Org. Units Partner Organisation Documents Linked Projects Linked Contracts Notes

	Order	Person Code	Preferred Full Name	Position	Current?
<input type="checkbox"/>	1	126197	Miss Vicky Liao	Not Specified	<input checked="" type="checkbox"/>

Note: Only the lead researcher is required If multiple researchers are listed on the contract

Step 6 Enter Funding Awarded/Notified Date if Related to a Grant

- Enter this date if this contract is related to a sponsor research or contract research. The date should indicate when the contract was officially awarded. If the exact award date is not clear, enter the date when you were notified the contract was awarded.



ResearchMaster Home Contracts Search Contracts

Save + New Previous Next

Contract Code: 900553 Current? Yes Allocation Code (RO Use only):

Contract Security Type *: General Contract Status *: In Negotiation Contract Type *: Not Specified Governing Law and Jurisdiction *: South Australia

Title *: Demo Purpose - CRA to age analysis with Monash University

Lead UniSA Investigator: Miss Vicky Liao Primary Org. Unit: Research Office

Funding Awarded/Notified Date: Contract Start Date: Contract End Date:

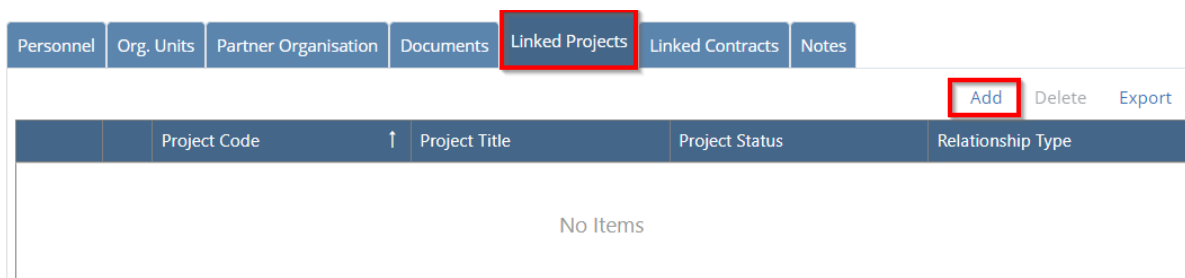
Legal Review Required?: Yes LMID:

Financial Value (eg. \$50000USD or -\$50000USD, a positive value indicates in-coming funding while a negative value indicates out-going funding):

Comments

Step 7 Enter the Linked Project if Associated with an Existing Research Project

- 1) Under the "Linked Project" tab, click "Add" at the far right.



Personnel Org. Units Partner Organisation Documents **Linked Projects** Linked Contracts Notes

Add Delete Export

Project Code	Project Title	Project Status	Relationship Type
No Items			

- 2) Use the "Project Code" field to search for an existing research project by clicking the adjacent arrow.

Home Contracts Search Contracts: 900554 - AC Linked Projects Help LIMDAK

Save + New Audit Details

Project Code * Relationship Type Project Status

Not Specified Set Up

Project Title Start Date End Date

Comments

Project Code	Project Title	Project Status	Relationship Type
No Items			

Page Size 10 25 50 Page 1 of 1 (0 items) 1

3) Change the “Search On” dropdown list to “**Project Code**” and enter the project code

Note: you can search for the title of the project by choosing the “Project Title” in the “Search On” dropdown list

Project Code * Relationship Type

Not Specified

Area Search On Operator Value

Including Projects Project Code Includes 111520

Search Clear

Code	Title
0000031596	
0000031598	
0000031599	
0000031600	
0000031601	

Page Size 5 10 25 Page 1 of 167 (834 items) 1 2 3 4 5 ... 167

4) Click “Search” and select the appropriate project

Project Code * Relationship Type

Not Specified

Including Area: Projects Search On: Project Code Operator: Includes Value: 111520

Search Clear

Code	Title
111520	

Page Size 5 10 25 Page 1 of 1 (1 items) 1

Result: the selected project information has populated the fields in the linked project page

Home Contracts Search Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University Linked Projects

Save + New

Project Code * Relationship Type Project Status

111520 - Online textual data for travel behaviour modelling Not Specified Application

Project Title Start Date End Date

Online textual data for travel behaviour modelling 01/01/2024 31/12/2026

Comments

Project Code	Project Title	Project Status	Relationship Type

5) Click "Save"

Home Contracts Search Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University Linked Projects

Save + New

Saved successfully.

Project Code * Relationship Type Project Status

111520 - Online textual data for travel behaviour modelling Not Specified Application

Project Title Start Date End Date

Online textual data for travel behaviour modelling 01/01/2024 31/12/2026

Comments

Project Code	Project Title	Project Status	Relationship Type

6) Return to the previous page using the breadcrumb trail – Click the part that starts with Contract:900553)

Home Contracts Search **Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University** Linked Projects

Save + New

Saved successfully.

Project Code * 111520 - Online textual data for travel behaviour modelling Relationship Type Not Specified Project Status Application

Project Title Online textual data for travel behaviour modelling Start Date 01/01/2024 End Date 31/12/2026

Comments

Project Code	Project Title	Project Status	Relationship Type
111520	Online textual data for travel behaviour modelling	Application	Not Specified

Result: The Linked Project record has been listed under the Linked Project tab

Project Code	Project Title	Project Status	Relationship Type
111520	Online textual data for travel behaviour ...	Application	Not Specified

Step 8 Enter Non-Mandatory Information if Available

Home Contracts Search **Contracts**

Save + New Previous Next

Contract Code 900553 Current? Yes Allocation Code (RO Use only) 1

Contract Security Type * 2 General Contract Status * 3 In Negotiation Contract Type * 4 Not Specified Governing Law and Jurisdiction * 5 South Australia

Title * Demo Purpose - CRA to age analysis with Monash University

Lead UNISA Investigator Miss Vicky Liao Primary Org. Unit Research Office

Funding Awarded/Notified Date Contract Start Date Contract End Date

Legal Review Required? Yes LMID

Financial Value (eg. \$50000USD or -\$50000USD, a positive value indicates in-coming funding while a negative value indicates out-going funding)

Comments 6

1. Allocation Code: this field is used to enter the allocation code of the staff member who are working on the contract, so far it is only used by the research office, but this field is useful when you are creating a contract record on behalf of another staff member who are working on the contract, you wish to record this staff member. if you wish to use this field, please contact Research Systems Team at research.information@unisa.edu.au to register an allocation code.

2. Contract Access Security: this field defines the level of security of the contract, it is either General or High Sensitive, if High Sensitive is selected, only people has been granted with this level of access will be able to view the contract record.
3. Contract Status: this field indicates where the contract is at, it is In Negotiation by default, and will be updated accordingly when the contract is complete at later stage.
4. Contract Type: this field indicates the type of the contract and you can choose from a defined list. If you cannot find the type of contract you are creating, please contact research.contracts@unisa.edu.au.
5. Governing Law and jurisdiction: this field stipulates the applicable law for this contract, defaulting to South Australian law. However, alternative options are as following:
 - "Other Domestic" indicates Australian states or territories other than South Australia
 - "International" indicates the international law
 - "Silent" indicates that the contract does not explicitly mention a governing law
6. Comments: this field can be used if you have any additional note you wish to record

Note: You are not required to enter the above fields at this stage. However, we encourage you to do so, as this information may be beneficial even it is subject to change later on

Stage 2: Update the Contract Record when the Contract is Fully Signed

Step 1: Repeat the Step 1-2 in Stage 1 to log into MyRM

Step 2: Locate the contract created in Stage 1

- 1) Search for the contract using "Contract Code" or "Contract Title" or "Primary Contact" under the "Basic" tab

The screenshot shows the 'Contracts Search' interface. At the top, there are navigation buttons: Home, Contracts Search, Find, Clear, Save, Open, New, Export, Reports, and Columns. Below this, there are tabs for 'Basic', 'Advanced', and 'Results', with 'Basic' selected. A 'Saved Search' field is also present. The search criteria are as follows:

- Contract Code:** 900553
- Contract Type:** -- Please Select --
- Current:** Only Current
- Contract Title:** CRA to age analysis
- Primary Contact:** Vicky L
- Primary Org. Unit:** (empty)
- Committee:** (empty)

On the right side, there are checkboxes for 'Contract Status': Closed - Fully Exec, Closed - Not Progr, and In Negotiation. The 'OR' text is overlaid on the image to indicate that any of the search criteria can be used.

- 2) Click "Find" Button or Click "Results" tab to see the search result

Result: the contract record is shown

	Contract Code	Lead UniSA Investigator	Title	Allocation C
<input type="checkbox"/>	900553	Miss Vicky Liao	Demo Purpose - CRA to age analysis with Monash U...	

3) Click the arrow above to open the contract record

Step 3: Update the information

- Update relevant information such as Security type, Contract status, Contract type, and Governing Law and Jurisdiction.

For example,

- 1) Update the “Contract Security type” to the appropriate level
- 2) Update the “Contract Status” either **Closed – Fully Executed** if the contract is complete or, **Closed – Not proceeded** if the contract is not proceed
- 3) Select the proper “Contract Type”, if you cannot find the contract type, please contact the Research Contracts Team at research.contracts@unisa.edu.au
- 4) Select the proper Governing Law and Jurisdiction

Home Contracts Search Contracts

Save + New Previous Next

Contract Code: 900553 Current?: Yes Allocation Code (RO Use only):

Contract Security Type *: General Contract Status *: Closed - Fully Executed Contract Type *: Collaborative Service Agree Governing Law and Jurisdiction *: South Australia

Title *: Demo Purpose - CRA to age analysis with Monash University

Lead UniSA Investigator: Miss Vicky Liao Primary Org. Unit: Research Office

Funding Awarded/Notified Date: 17/04/2024 Contract Start Date: Contract End Date:

Legal Review Required?: Yes LMID:

Financial Value (eg. \$50000USD or -\$50000USD, a positive value indicates in-coming funding while a negative value indicates out-going funding):

Comments:

Step 4: Enter the Contract Start Date and Contract End Date

- Enter the contract start date and the contract end date

Home Contracts Search Contracts

Save + New Previous Next

Contract Code: 900553 Current?: Yes Allocation Code (RO Use only):

Contract Security Type *: General Contract Status *: Closed - Fully Executed Contract Type *: Collaborative Service Agree Governing Law and Jurisdiction *: South Australia

Title *: Demo Purpose - CRA to age analysis with Monash University

Lead UniSA Investigator: Miss Vicky Liao Primary Org. Unit: Research Office

Funding Awarded/Notified Date: 17/04/2024 Contract Start Date: 01/05/2024 Contract End Date: 31/12/2025

Legal Review Required?: Yes LMID:

Financial Value (eg. \$50000USD or -\$50000USD, a positive value indicates in-coming funding while a negative value indicates out-going funding):

Step 5: Enter Financial Value if Associated with a Financial Value

Note: A positive figure indicates the funding in the contract is coming into the university while a negative value indicates the funding is going out from the university, please strictly comply with the format in the description, do not put any space in between

A form with a 'Yes' checkbox, a text input field, and a label 'Financial Value (eg. \$50000USD or -\$50000USD, a positive value indicates in-coming funding while a negative value indicates out-going funding)'. Below this is a text input field containing '\$50000USD'. At the bottom is a 'Comments' text input field.

Step 6: Upload the Fully Executed Contract

- 1) Under the "Documents" tab, click "Add" at the far right.

A navigation bar with tabs: Personnel, Org. Units, Partner Organisation, Documents (highlighted), Linked Projects, Linked Contracts, Notes. On the right are buttons: Add (highlighted with a red box), Delete, Export. Below is a table header with columns: Document type, Name, Document Path. The table content is empty, showing 'No Items'.

- 2) Select or drop the fully executed contract using the "Document" field

A 'Document' field with a placeholder 'No file' and a close button. Below it is a button 'Select a file' (highlighted with a red box) and the text 'or Drop a file here'.

- 3) Click "Save"

A 'Save' dialog with a breadcrumb: Home > Contracts Search > Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University > Documents. It shows a 'Saved successfully.' message. Fields include: Document type * (Soft copy), Doc. Category (Not Specified), Restricted Access? (No). A 'Document' field contains 'UniSA-CPCA CRA 112309_S...pdf'. Below are fields for Name * (UniSA-CPCA_CRA_112309_S...pdf), Description, and Comments. At the bottom is a table header with columns: Document type, Name, Document Path.

- Click the breadcrumb trail (the part that starts with Contract:900553) to return to the previous page

Result: The Document record has been listed under the Documents tab

Personnel		Org. Units		Partner Organisation		Documents		Linked Projects		Linked Contracts		Notes	
<input type="checkbox"/>		Soft copy		UniSA-CPCA_CRA_112309_S		pdf		UniSA-CPCA_CRA_112309_S		.pdf		Add D	

Note: There should be only one contract associated with one contract record, however, you can upload other relevant document such as email correspondence by repeating this step.

Step 7: Enter Partner Organisation when There is No Linked Project

Note: If there is no existing linked project, the organisation details need to be entered in Partner Organisation tab which can be found by searching the name of organisation in the search field or by ABN. If there is an existing Linked Project, this information is readily available in the Linked Projects.

- At the far right under the “Partner Organisations” tab, click “Add”.

Personnel		Org. Units		Partner Organisation		Documents		Linked Projects		Linked Contracts		Notes		
												Add	Delete	Export
Order		↑		Ext. Org. Code		Org. Name								
No Items														

- Use the “Ext.Org. Code” to search the organisation that is listed on the contract by clicking the adjacent arrow.

ResearchMaster Home Contracts Search Contracts: 900553 - Demo Purpose - CRA to age analysis with Monash University Organisations

Save + New

Ext. Org. Code * Order

Role of Org. Relationship Type Primary Org. No

Date Involved From Date Involved To

Comments

Order ↑ Ext. Org. Code

- 3) Change the “Search On” dropdown list to **Organisation Name** and enter part of or the whole organisation name

Note: you can search on the ABN of the organisation by choosing “ABN” in the “Search On” dropdown list

Ext. Org. Code * Order 1

Including
 Area: Organisations
Search On: Organisation
Operator: Includes
Value: Channel 7 Children
Search Clear

Code	Title
0001	Australian Catholic University Limited
0002	Avondale University College Ltd
0003	Charles Sturt University
0004	Southern Cross University
0005	Macquarie University

Page Size 5 10 25 Page 1 of 2039 (10191 items) 1 2 3 4 5 ... 2039

- 4) Click “Search”

Including
 Area: Organisations
Search On: Organisation
Operator: Includes
Value: Channel 7 Children
Search Clear

Code	Title
CHANNEL7	Channel 7 Children's Research Foundation of South Australia Inc

Page Size 5 10 25 Page 1 of 1 (1 items) 1

Scenario A: the organisation has already existed in the system

Action: Click to select the organisation

Scenario B: If the organisation is not found

Action:

- 1) Search on “**Organisation Name**” with “Organisation Not Found Placeholder”

Ext. Org. Code *		Order
		4
<input type="checkbox"/> Including	Area: Organisations	Search On: Organisation
		Operator: Includes
		Value: Organisation Not Found
<input type="button" value="Search"/> <input type="button" value="Clear"/>		
Code	Title	
NFP	Organisation Not Found Placeholder	

- 2) Click to select the "Organisation Not Found Placeholder"
- 3) Enter the name of the organisation and ABN (if domestic company) OR DUNS (international) in the comments field.

Ext. Org. Code *
<input type="checkbox"/> NFP - Organisation Not Found Placeholder
Role of Org.
Not Specified
Date Involved From
Comments
<input type="button" value="Add"/>
Australia Food Company ABN: 23 637 146 430

OR

Ext. Org. Code *
<input type="checkbox"/> NFP - Organisation Not Found Placeholder
Role of Org.
Not Specified
Date Involved From
Comments
<input type="button" value="Add"/>
University of Freiburg DUNS:322984238

- 4) Email Research Systems Team at Research.Information@unisa.edu.au to set up the new organisation

Set up this organisation for Contract: 900555

 To RIS-Research Information

Hi RIS,

Please set up this organisation for Contract: 900555
Australian Food Company
ABN: 23 637 146 430

Scenario C: If more than 5 partner organisations involved

Action:

- 1) Search on "Organisation Name" with "Multi-Parties Placeholder"

Ext. Org. Code *

Order 4

✕ MIP - Multi-Parties Placeholder

Including Area Organisations Search On Organisation Operator Includes Value multi-parties

Search Clear

Code	Title
MIP	Multi-Parties Placeholder

- 2) Click to Select the “Multi-Parties Placeholder”
- 3) Enter the name of the organisation and ABN (if domestic company) OR DUNS (international) in the comments field.

Ext. Org. Code *

✕ MIP - Multi-Parties Placeholder

Role of Org. Not Specified Relationship Type Not Specified

Date Involved From Date Involved To

Comments

1. Channel 7 Children's Research Foundation of South Australia Inc
ABN: 23 637 146 431

2. Australian Communities Foundation Limited
ABN: 89 834 663 369

3. Fourier International Pte Ltd
DUNS:659505295

4. University of Freiburg
DUNS:322984238

5. MinEx CRC
ABN: 66 625 533 913

6. The Field Naturalist Society of South Australia
ABN: 30 179 339 360

- 4) Email Research Systems Team at Research.Information@unisa.edu.au to set up the new organisations

Set up this organisation for Contract: 900555



To RIS-Research Information

Hi RIS,

Please set up this organisation for Contract: 900555

1. Channel 7 Children's Research Foundation of South Australia Inc

ABN: 23 637 146 431

2. Australian Communities Foundation Limited

ABN: 89 834 663 369

3. Fourier International Pte Ltd

DUNS:659505295

4. University of Freiburg

DUNS:322984238

5. MinEx CRC

ABN: 66 625 533 913

6. The Field Naturalist Society of South Australia

ABN: 30 179 339 360

Quick Reference on Contract Page

Field Label	Description
Title	The name of the contract, or the name of the project if it is related to an existing research project/an Expression of Interest form
Lead UniSA Investigator	Lead Researcher listed on the contract
Primary Org. Unit	The org. unit of the Lead Researcher
Contract Awarded/Notified Date	It is mandatory when the contract is associated with a grant. The date is either when the contract was awarded or notified. If the award date is not known, enter the date when the notification of contract awarded was received.
Linked Project	The research project that is linked to the contract
Allocation Code	This field is used to enter the allocation code of the staff member who are working on the contract, so far it is only used by the research office, but this field is useful when you are creating a contract record on behalf of another staff member who are working on the contract, you wish to record this staff member. if you wish to use this field, please contact the Research Systems Team at research.information@unisa.edu.au to register an allocation code
Contract Security Type	Access level of the Contract This field is used to assign access to the contract records. The available options: <ul style="list-style-type: none"> • General - only people assigned with General access will be able to view this record. • High Sensitive – If selected, only people has been granted with this level of access will be able to view the contract record.
Contract Status	Status of the contract The available options: <ul style="list-style-type: none"> • Closed – Fully Executed - if the contract is complete • Closed – Not Progressed - if the contract is not going ahead • In Negotiation (by default)
Contract Type	The type of the contract The available options: <ul style="list-style-type: none"> • Not specified • Advice only • Collaborative Research Agreement • Collaborative Service Agreement • Confidentiality Agreement/Non-disclosure Agreement • Data Access/Transfer/Sharing Agreement • Deed • Funding/Grant Agreement • HDR Scholarship Agreement • MTA • Multi-Institutional Agreement • Novation Agreement • Project Agreement • Research Services Agreement • Tender

	<ul style="list-style-type: none"> • Termination of Agreement • Variation Agreement <p>If the preferred contract type is not available, please contact the Research Contracts Team at research.contracts@unisa.edu.au</p>
Governing Law and Jurisdiction	<p>this field stipulates the applicable law for this contract, defaulting to South Australian law. However, alternative options are as following:</p> <ul style="list-style-type: none"> • "Other Domestic" indicates Australian states or territories other than South Australia • "International" indicates the international law • "Silent" indicates that the contract does not explicitly mention a governing law
Contract Start Date	Enter the start date listed in the contract
Contract End Date	Enter the end date listed in the contract
Financial Value	If there is financial value in the contract, enter the financial value, noting a positive value indicates funding that is coming into the university while a negative value indicates funding going out of the university. Please strictly comply with the format in the description, not putting any space in between
Comments	Any additional information not entered anywhere else