

Quick Guide
Research Management System

Project Authorisation

GETTING STARTED

Step I: Logging In

Navigation:

<https://rme.unisa.edu.au/RME6/>

ResearchMaster Enterprise
Please Log In To Continue

User Name
 *

Password
 *

Login

ResearchMaster Enterprise 6.12.1

Copyright © 2017 [ResearchMaster Pty Ltd](#)

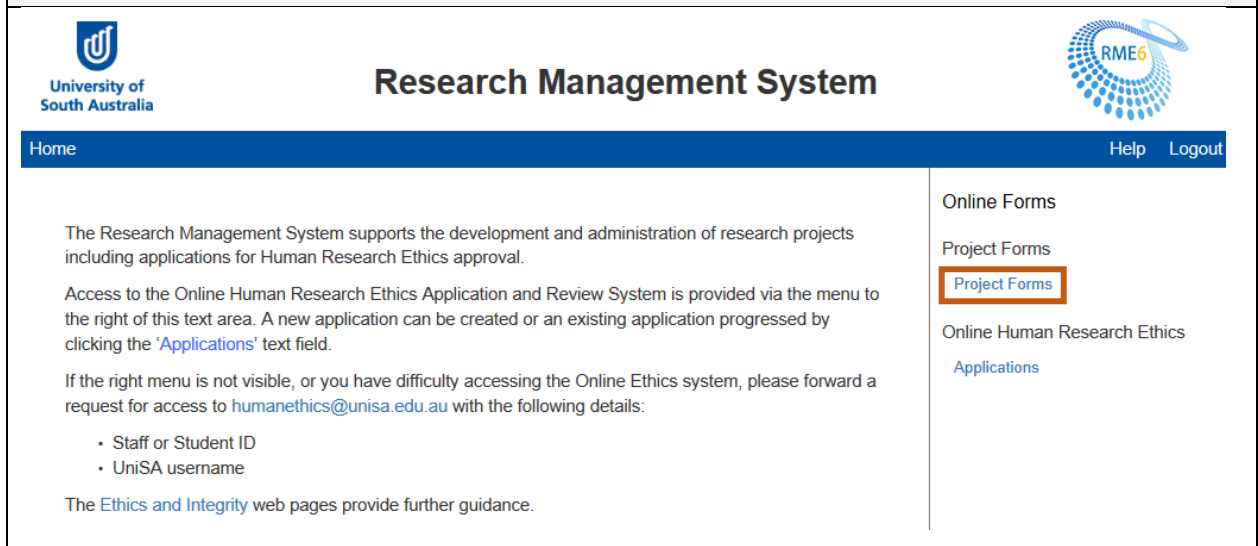
Action: Enter your UniSA network User Name and Password and click the Login button.

Result: User is logged into the system and the Home page is displayed.

Step 2: Project Forms for Authorisation

Navigation:

Click on **Project Forms**



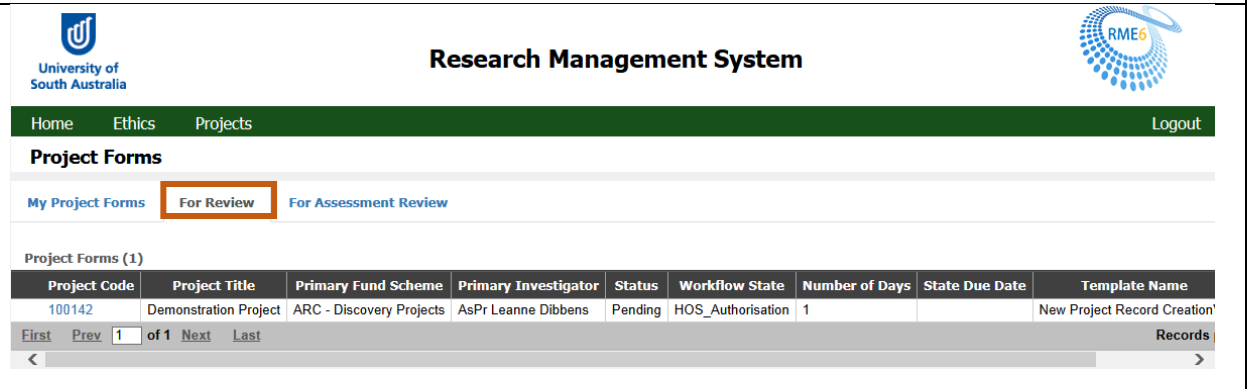
The Research Management System supports the development and administration of research projects including applications for Human Research Ethics approval.

Access to the Online Human Research Ethics Application and Review System is provided via the menu to the right of this text area. A new application can be created or an existing application progressed by clicking the 'Applications' text field.

If the right menu is not visible, or you have difficulty accessing the Online Ethics system, please forward a request for access to humanethics@unisa.edu.au with the following details:

- Staff or Student ID
- UniSA username

The [Ethics and Integrity](#) web pages provide further guidance.



Project Forms

My Project Forms **For Review** For Assessment Review

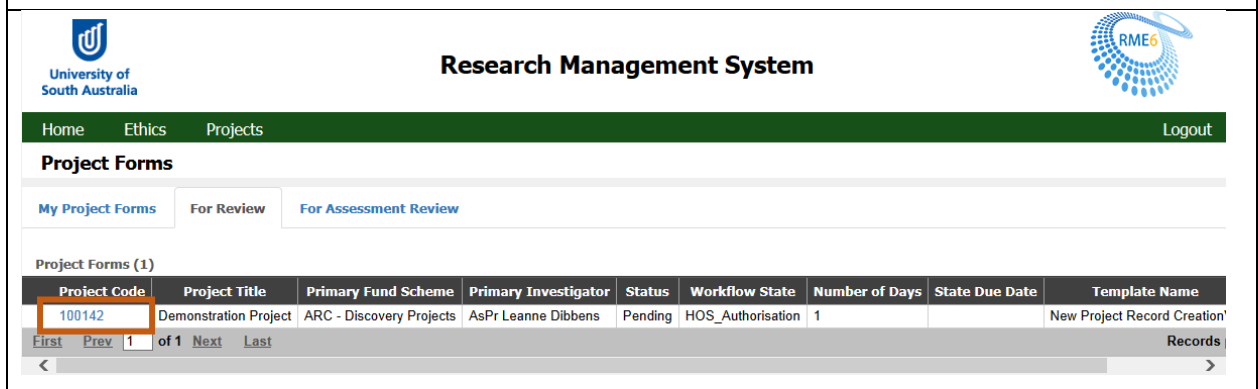
Project Forms (1)

Project Code	Project Title	Primary Fund Scheme	Primary Investigator	Status	Workflow State	Number of Days	State Due Date	Template Name
100142	Demonstration Project	ARC - Discovery Projects	AsPr Leanne Dibbens	Pending	HOS_Authorisation	1		New Project Record Creation

First Prev 1 of 1 Next Last Records

Action: Click on **For Review**.

Result: Available projects are displayed.



Project Forms

My Project Forms For Review For Assessment Review

Project Forms (1)

Project Code	Project Title	Primary Fund Scheme	Primary Investigator	Status	Workflow State	Number of Days	State Due Date	Template Name
100142	Demonstration Project	ARC - Discovery Projects	AsPr Leanne Dibbens	Pending	HOS_Authorisation	1		New Project Record Creation

First Prev 1 of 1 Next Last Records

Action: Click on the **Project Code** for the project as per the request email.

Result: The project form is opened.

101954 : Demonstration Project

Project Request Status: **Application** Workflow State: **Approver Authorisation**

Form Action Save Reports Help Exit

Expand » Collapse «

- Project Information
 - Project Details
 - UniSA Research Team
 - Org Unit
 - Project Funding
 - Finalise Budget
 - Project Risk
- Attachments
 - Attachments
 - Proj. Approver Request
- Approver Authorisation**
 - Project Approval**

Project Approval

Project Summary

More details on the application are available on the Project Information pages.

- Project Title ***
Demonstration Project
- Project Comments**
Demonstration Project
- UniSA Research Team**
The UniSA investigators are detailed below and the lead UniSA Chief Investigator is identified as Primary.

Preferred Full Name	Position	School Name	Email Address
Ms Sally Carpenter	Chief Investigator	Research and Innovation Services	Sally.Carpenter@unisa.edu.au
- Proposed Start Date**
26/09/2018
- Proposed End Date**
28/09/2020

Action: Click on the **Project Approval**.

Result: Opens **Project Approval** page.

Note: The Project Approval page provides a summary of the project. Click on the other project pages for more details.

8. Project Risk

The project has been assigned the following risk level.

- Low Risk
- Medium Risk
- High Risk

9. Risk Explanation

The research support staff recorded the following explanation in support of their risk assessment. Note: An explanation is mandatory if the risk is assessed as High.

Commonwealth Grant

10 Budget

Please see the "Attachments" page for copies of the budget and any other supporting documents.

11. Comments

Please provide any feedback comments relating to the project or approval decision.

12. Please select an outcome for the project: *

- Approve
- Revise
- Reject

Action: Scroll to end of Project Approval page, provide any feedback comments, select the appropriate decision and click on the **Submit Authorisation Outcome** buttons.

Result: Completes the approval process.

Note: Feedback to the project team (such as reason for revision request or rejection) can be entered into the **Comments** field prior to submission.