

# ONLINE BOOKING SYSTEM FOR ELIGIBILITY AND COMPLIANCE CHECKS - USER GUIDE



## Eligibility and Compliance Checks

The Research Office offers researchers an Eligibility and Compliance (E&C) Check of research grant applications. This check will look at your application to make sure it meets the grant guidelines and ensure that you won't be ruled out due to an ineligible proposal. We do not review the science of an application.

E&C Checks are completed electronically, and researchers **are not required to attend an appointment in person**. While E&C checks are not compulsory, they are highly recommended.

## Online Booking System

The Research Office uses an online booking system for Eligibility and Compliance Check bookings. Using an online booking system means that applications are released back to researchers on the same day as the E&C Check giving you more time to work on your application.

For ARC and NHMRC applications, the Chief Investigator can secure a booking during the scheme specific eligibility and compliance check period by using a valid RMS/Sapphire Application ID for an application where the University of Newcastle has been selected as the Administering Institution.

**Please note:** An Application ID can only be used to secure one booking and cannot be used to make multiple bookings for the same application. If multiple bookings are made for one application, we will cancel all but the earliest date for the E&C Check in the system.

## How to make a booking

1. Bookings can be made via <http://uonresearchservices.simplybook.me/scheduler/manage>

The online booking system landing page details our E&C Check booking guidelines. To book a check, click the **Book Now** button. This will take you to a page listing the schemes for which the Research Office is currently accepting bookings.

2. Select the relevant Scheme from the available tiles

**Please note:** Miscellaneous external grants are booked under the **External Grants** tile. All ARC and NHMRC scheme checks should be booked under the relevant scheme tile.

An example of scheme specific tiles

The image shows three example scheme specific tiles for booking. Each tile has a colored header, a title, a description, a duration, and a 'Select' button.

Scheme Name	Description	Duration
ARC Industrial Transformation Training Centres & Research Hubs	ARC Industrial Transformation Research Hubs & Training Centres Eligibility and Compliance Check Appointments between 22 October - 4 November 2020	1 hr.
NHMRC Partnership Projects	NHMRC Partnership Projects 2020 Peer Review Cycle (PRC) #2 - Eligibility and Compliance Check - Appointments 6 August - 18 November 2020	1 hr.
ARC Linkage Projects (LP)	ARC Linkage Project (LP) Eligibility and Compliance Check - Ongoing	1 hr.

### 3. Select a booking date

The Eligibility and Compliance Check period dates for each scheme are listed on the tile and can be viewed by clicking **Read More** under the title of the scheme. If a date within the defined period is greyed out, the E&C Check allocation for this date has been exhausted.

**Please note:** To enable the allocation of appropriate resourcing, bookings must be made prior to the start of the defined Eligibility and Compliance Check period. Access to book an E&C Check will no longer be available once the Eligibility and Compliance Check period has commenced. This does not apply for schemes with continuous rounds (i.e. ARC Linkage Projects and NHMRC Partnership Projects).

To select a check date, click on **9:00am** on the desired date.

The screenshot displays the booking interface for ARC Industrial Transformation Research. It features a calendar for October 2020 and a weekly view for 25-31 October. The calendar shows dates 25-31 highlighted in blue. The weekly view shows 9:00 AM slots for each day, with a red arrow pointing to the 9:00 AM slot on Oct 26. A sidebar on the left contains the title 'ARC Industrial Transformation Research Eligibility and Compliance Check Appointments between 22 October - 4 Nov' and a 'Read more' link, with a red arrow pointing to it. A legend at the bottom right indicates 'Available' (blue dot) and 'Unavailable' (grey dot).

**Please note:** All bookings are shown as one-hour time slots beginning at 9:00am. This is a system requirement and does not correspond to the time that your E&C Check will take place. Applications must be submitted to the Research Office **before 9:00am** on the day of your booking for the check to take place.

Further details on how to submit your application are available on [the Apply page](#).

### 4. Complete all fields in the submission form and click 'Confirm Booking'

Each scheme requests different information relevant to your application.

For ARC and NHMRC schemes, an ARC application number (e.g. DP21010XXXX, DE22010XXXX etc) or NHMRC application number (e.g. 200XXXX) is required to secure a booking. Bookings without an NHMRC or ARC application number will be cancelled.

For External Grant schemes (not ARC or NHMRC), you will need to provide details of the scheme including the Funding Body, Scheme Name, Scheme Webpage and Funding Body Deadline.

## An example of a submission form for an ARC Scheme

Please, confirm details

**Lead CI Name: \***

**Email Address: \***

**Phone: \***

**Additional University of Newcastle email address for correspondence:**

**Faculty: \***

**ARC RMS App No.: \***

**I have made the University of Newcastle the Administering Institution \* in this application:**

### ARC Industrial Transformation Research Hubs & Training Centres

Date: 26-10-2020  
Starts at: 9:00 AM

- I agree with SimplyBook.me Terms & Conditions \*
- May The University of Newcastle - Research Grants send you promotions and relevant information?

**Confirm booking** 

## 5. Booking Confirmation

Once you have completed your online booking, the booking confirmation screen will appear.

**ARC Industrial Transformation Research Hubs & Training Centres**

Date: 26-10-2020 **OCT 26**




Starts at: 9:00 AM

Ends at: 10:00 AM

Booking code: ptv1o7hxt

Status: Confirmed

Intake form fields:

**Cancel**  **Book More**  **Add To Calendar** 

Show all bookings

## 6. Confirmation Email

A confirmation email will be sent to the email address you entered in the submission form with information on submitting your application for review on your booking date and a link to cancel the appointment if required. Please do not reply to this email. If you have questions about your booking or require assistance to change a booking, please email [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au)