

ONLINE BOOKING SYSTEM FOR ELIGIBILITY AND COMPLIANCE CHECK

USER GUIDE

From 1 January 2016, an online booking system for eligibility and compliance checks prior to submission will be operational for applications to all external Funding Bodies. The online booking system will enable applications to be desubmitted on the morning of the date booked for the eligibility and compliance check.

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/RGMS application ID for an application that has been assigned to the University of Newcastle (UON) as the Administering Institution. Please note that a valid RMS/RGMS application ID will only secure one booking per application and cannot be used to make multiple bookings.

For all other Funding Body schemes, additional information is required in the online booking system to secure a booking for an eligibility and compliance check.

If you have any questions, please email research-applications@newcastle.edu.au

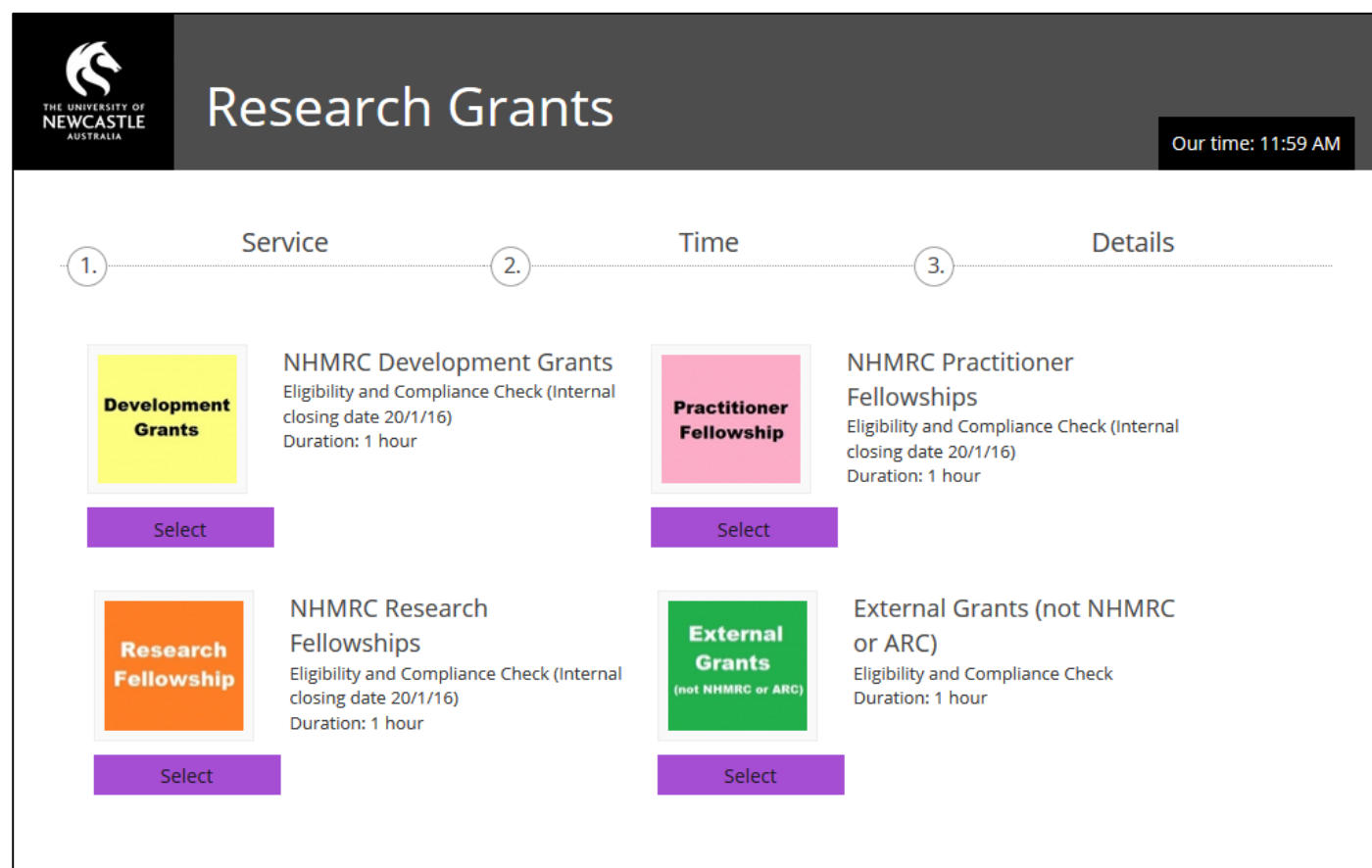
How to make a booking

1. Bookings can be made via the following link;

<http://uonresearchservices.simplybook.me/sheduler/manage>

The online eligibility and compliance check system landing page lists the schemes for which Research Services are currently accepting bookings for eligibility and compliance checks.

Online booking system landing page



The screenshot shows the 'Research Grants' landing page with a navigation bar at the top. The main content is organized into three steps: 1. Service, 2. Time, and 3. Details. Under 'Service', there are four options, each with a colored square icon and a 'Select' button: 'Development Grants' (yellow), 'Research Fellowship' (orange), 'Practitioner Fellowship' (pink), and 'External Grants (not NHMRC or ARC)' (green). Each option includes details about eligibility and compliance checks and a 1-hour duration. A clock in the top right corner shows 'Our time: 11:59 AM'.

Step	Service	Time	Details
1.	Development Grants Eligibility and Compliance Check (Internal closing date 20/1/16) Duration: 1 hour		
2.			
3.			

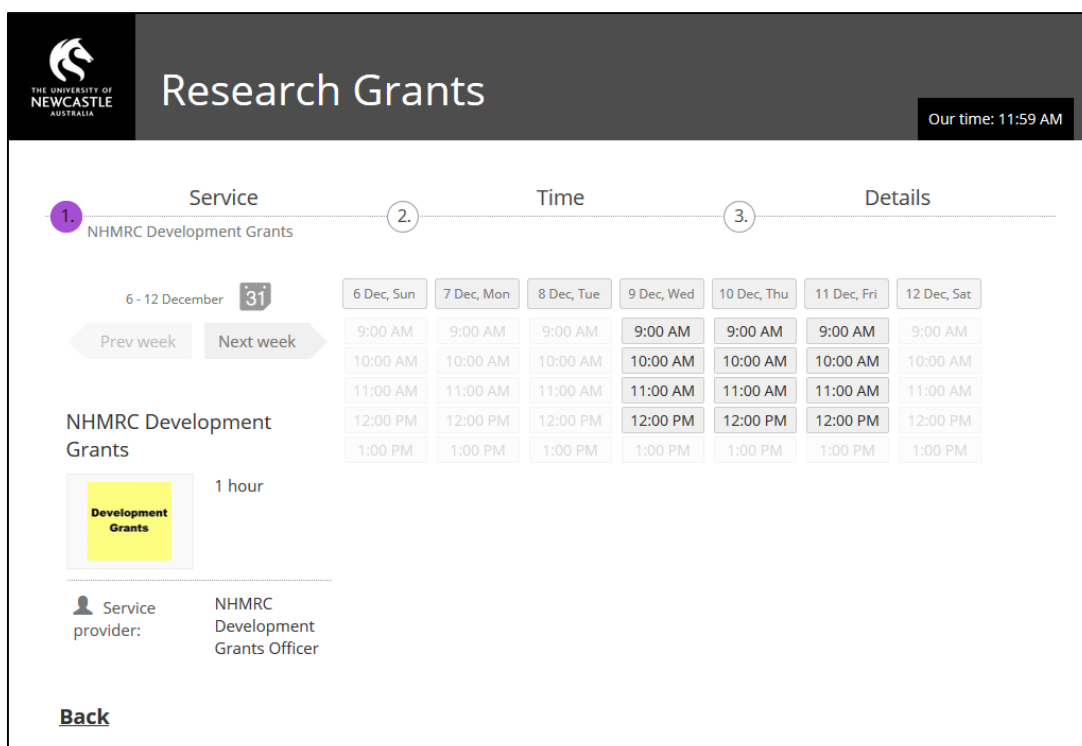
2. Select the relevant scheme



3. Select a booking time

Please note: Available booking are shown as one hour time slots. This is a system requirement and does not correspond to the time that your eligibility and compliance check will take place. **Applications must be submitted in RMS/RGMS by 9:00am on the day of your booking.**

Available bookings will be displayed as times



4. Complete ALL fields in the online form and click “Book now” to secure your booking

For ARC and NHMRC schemes, an ARC application number (eg DP17010, DE17010 etc) or NHMRC application number (eg APP1234567) is required to secure a booking. Bookings without an NHMRC or ARC application number will be cancelled.

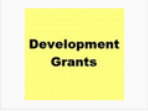
For External Grants (not NHMRC or ARC), the Funding Body, Scheme Name, Scheme Webpage and Funding Body Deadline fields must be completed to secure a booking.

ARC and NHMRC schemes

1. Service 2. Time 3. Details

NHMRC Development Grants 10-12-2015 10:00 AM

NHMRC Development Grants

 1 hour

Service provider: NHMRC Development Grants Officer

Date: 10-12-2015

Time: 10:00 AM

Lead CI Full Name:

Email Address:

Phone:

61

(country code) + your mobile phone number

Additional Email Address for Correspondence

Faculty

RGMS App ID

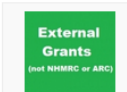
Book now


3


External Grants (not ARC or NHMRC)


1. Service External Grants (not NHMRC or ARC) 2. Time 11-12-2015 10:00 AM 3. Details

External Grants (not NHMRC or ARC)

 1 hour

 Service provider: External Grants Officer

 Date: 11-12-2015

 Time: 10:00 AM

Lead CI Full Name:

Email Address:

Phone:

(country code) + your mobile phone number

Additional Email Address for Correspondence:

Funding Body (Sponsor):

Scheme Name:


Scheme Webpage:


Funding Body Deadline:

5. Booking confirmation

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

Booking Confirmation Screen




 **Research Grants** Our time: 2:39 PM


 You've successfully reserved the service. Please check your email to see the notification

January 2016
20
11:00 AM - 12:00 PM

NHMRC Development Grants

Service Provider: NHMRC Development Grants Officer
Date / Time: 20-01-2016 11:00 AM - 12:00 PM

 Add to calendar  See all my events  Cancel booking



[Go to schemes booking page...](#)

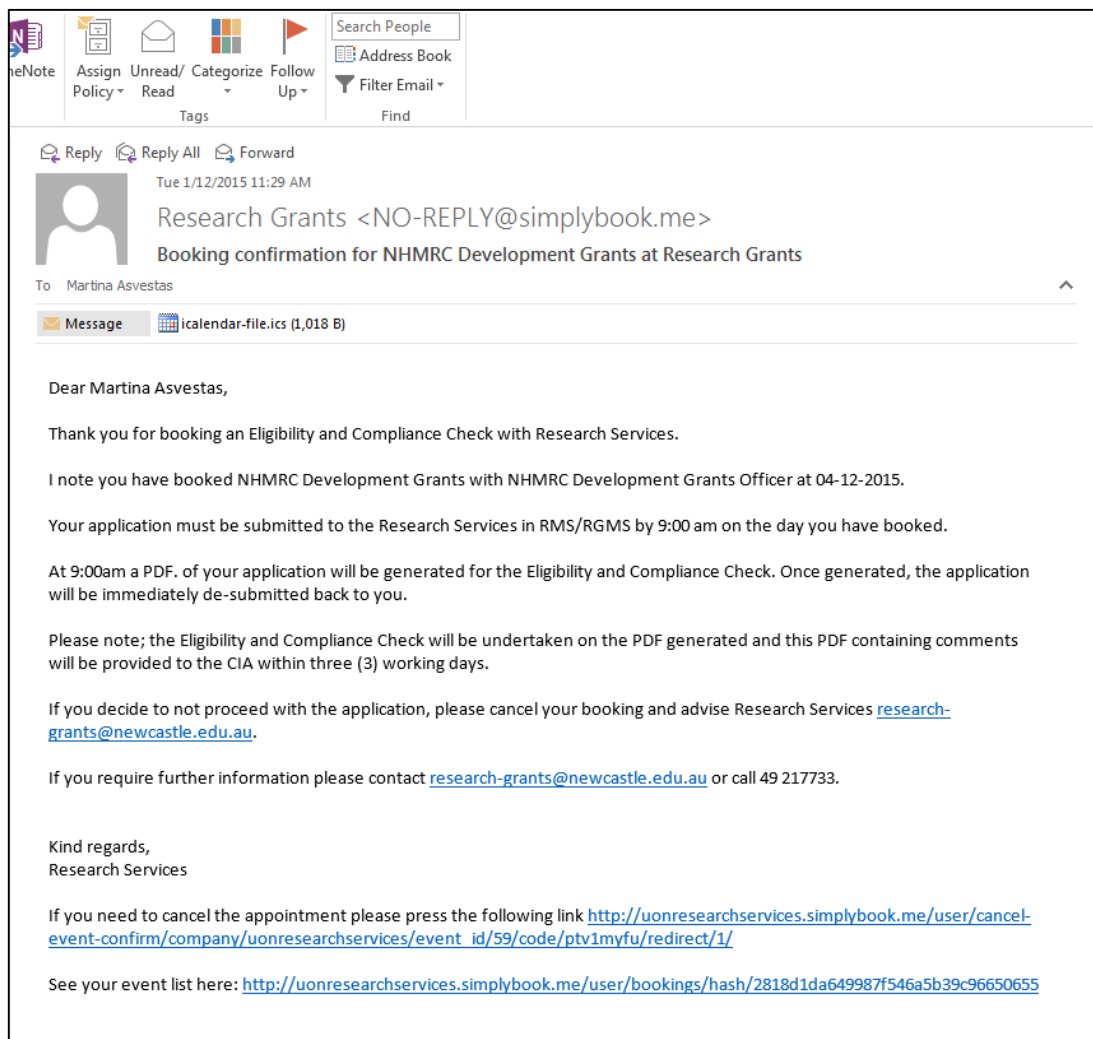
6. Confirmation Email

A confirmation email will also be sent containing information regarding the Final Application Deadline (5:00pm one week prior to the Funding Body scheme closing date), and how to cancel a booking, if required.

7. Add Booking to Your Unify Calendar

An outlook calendar appointment will be attached to the confirmation email to allow you to add the booking to your Unify calendar. Double click on the icalendar attachment in the email and select "Yes" to add the booking to your Unify calendar.

Sample booking confirmation email



Troubleshooting or Questions

E: research-applications@newcastle.edu.au

T: 02 4921 7733