

## How to set up an RMS Account and Partner Organisation

All researchers wishing to participate in any ARC grant application will need to have an RMS account.

Enter the RMS website

<https://rms.arc.gov.au/RMS/ActionCentre/Account/Login?ReturnUrl=%2fRMS%2fActionCentre%2f>

Click on 'Request New Account'.

An account form appears. Enter your title and name.

Enter your date of birth and gender.

Enter your @newcastle.edu.au email address carefully. Your email address is a key identifier in RMS. Partner investigators should use a stable, well supported address such as the email address at their place of employment.

Organisation that will administer this RMS account: Click on the 'Select an Organisation' link. Choose the University of Newcastle from the drop-down list and click on 'Select Organisation'. Partner investigators should also choose the University of Newcastle.

Admin Organisation is this user's current principal affiliation: Scroll down to the very bottom of the screen. Enter Select 'The University of Newcastle'. Partner investigators should search for and select their own organisation. If your principal affiliation is not in the picklist, enter their organisation name in the second field.

Click on 'Register'.

A notification screen will now appear advising that your request has been submitted.

An automatic email will be sent to you asking for verification of the email via the [Click here to validate your email address](#) link. Please check your SPAM box if it appears the email has not been received.

It may take several business days for the Research Office and the ARC to process and approve the account request. A second automatic email will be sent to the user once the account has been approved. If the account has not been approved the user will receive an email listing the reason why.

You will need to setup your password first by clicking on the [Click here to setup your initial login details](#) link within the second email sent to you. A password must be a minimum length of **10** characters and **must** contain at least three of the following character sets:

- lowercase alphabetic characters (a-z)
- uppercase alphabetic characters (A-Z)
- numeric characters (0-10)
- special characters

If you encounter any difficulties with the above process, please contact the Research Office on 4921 5353.

### Setting up your RMS account – Personal Details

The first time that you log in to RMS 2.0, you should check that all of your details within the Person Profile section are correct. There are several new fields within the Person Profile and it is important, for statistical analysis, that these fields are populated with the correct information. This information is used for ARC reporting purposes and users will not be identified through these reports.

On login users will be taken to the main page called the [Action Centre](#).

It is **critical** that you keep your contact details current, particularly email address, to ensure you can continue to use RMS. In addition, these links enable you to update employment, classification, and qualification information, all of which is used to pre-populate sections of your proposals.

Enter in your details via the Person Profile section in the Action Centre using the following links

- Personal Details
  - Qualifications
  - Employment
- **New users** will be required to enter in all of their details to create a personal profile in RMS 2.0.
  - For **current users**, not all of the details provided in RMS were migrated to RMS 2.0. Current users will need to check and enter their details to ensure their personal profile in RMS 2.0 is complete.
  - **Current users** will need to enter in their Qualifications as this information was not migrated to RMS 2.0.
  - **Current users** will need to check their Personal and Employment details, and update any blank fields where applicable.
  - **Current users** can access their information stored in RMS by clicking on the [Legacy RMS Information](#) link under the Person Profile section in the Action Centre.

Personal details pages:

Click on the [Personal Details](#) link to view and update your personal details. The following fields are listed in your personal details:

- Title, First Name, Second Name, Family Name
- Email Address, Phone Number, Alternate Phone Number
- Date of Birth,
- Gender
- Admin Organisation—for this field select the organisation that is to be the administrator of the account. This is usually the organisation that a person is affiliated with. Where a person is not affiliated with an organisation on the list the person must select the Australian Research Council
- Languages other than English
- Indigenous Status
- Citizenship
- Australian Permanent Resident
- Australian Temporary Resident including Start Date and End Date
- Expertise Text
- Field of Research (FoR) codes

Click on [Save](#) after updating your details.

- Qualification details:

Click on the [Qualifications](#) link which will take you to a new screen. To add qualifications click on the [Add Qualification](#) button.

Enter in your qualifications details for the following fields:

- Conferral Date
- Australian Qualifications Framework Level (further information about Australian Qualifications Framework levels can be found at [www.aqf.edu.au](http://www.aqf.edu.au))
- Degree/Award Title
- Discipline/Field
- Awarding Organisation
- Country of Award

Click on **Save** after updating your details.

To add more qualifications click on the **Close** button or click on the Manage Person Qualification link, and then click on **Add Qualifications** button.

All of your qualifications will be listed in the Manage Person Qualification page.

### **How to request a Partner Organisation be listed**

Please contact the Research Office via email at [research-grants@newcastle.edu.au](mailto:research-grants@newcastle.edu.au).

Please include the following organisational details in the email request as below:

- Organisation full legal or trading name (Legal/trading name and ABN can be confirmed via the ABN website: <http://www.abr.business.gov.au>).
- **Note:** If an overseas organisation name is provided to you in a foreign language, please provide an English translation as well.
- Organisation short/abbreviated name.
- Generic organisation email address (this cannot be the email address of any individual with an RMS account, it must be unique).
- Organisation postal address.
- Organisation type (Australian Company Industry Body; Australian Non-profit; Australian private company; Commonwealth Government; State or Local Government; Higher Education International; International Company Industry; International Non-Profit; International Government; International Private Company; Other).
- For Australian Organisations, please provide ABN and ANZSIC classification details.
- Information on ANZSIC codes is available from the ARC web site: <http://www.arc.gov.au/applicants/codes.htm>.

**Note: Please allow a minimum of 3 weeks prior to any ARC submission deadlines.**