A Researcher’s overview of the Research Grants module in the Research Information Management System (RIMS)
Research Information Management System (RIMS)

- RIMS is the research grants and ethics management system.
- RIMS holds the master data about a grant. Each research grant record is assigned a ‘Gnumber’ which is also the grant cost collector.
- RIMS allows researchers to view all grant and ethics records they are named on as an investigator.

- RIMS is the driver of the Research Financial System (RFS) in TechnologyOne and the Grants and Funding tab on researcher web profiles (Nexus).
- RIMS data is used for reporting.
- The Research Grants team is responsible for entering data into the Research Grants module in RIMS.
RIMS Upgrade – July 2018

• RIMS is undergoing a major upgrade.

• Improvements to RIMS through the upgrade include:
  • New look and feel
  • All researchers will have access to view their research grants and ethics records
  • Researchers can view the progress of their grants and ethics submissions
  • Future introduction of an animal ethics initial application e-form.

• The update will give UON the potential to continue to streamline and simplify the grants and ethics processes in the future.
Login

- [https://rims.newcastle.edu.au/login.asp](https://rims.newcastle.edu.au/login.asp) or by searching ‘RIMS’ in the UON search bar

- Use your UON number plate and password.
Locating records

- **Locate My Records** allows a user to access the records they are named as the ‘Record Owner’.

- The Record Owner is the UON Lead Chief Investigator.
Locating records

- **Locate Records** allows a user to search for records they are named as an investigator, using multiple search fields.

<table>
<thead>
<tr>
<th>RIMS field</th>
<th>What is it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record number</td>
<td>The ‘Gnumber’ is the UON grant reference number</td>
</tr>
<tr>
<td>Record owner</td>
<td>UON Lead Chief Investigator (CI)</td>
</tr>
<tr>
<td>Record owner primary department</td>
<td>Lead CI associated School. There may be some repetition.</td>
</tr>
<tr>
<td>Record status</td>
<td>RIMS processing status</td>
</tr>
<tr>
<td>Record primary sponsor</td>
<td>Funding sponsor / scheme. Must select both the sponsor and scheme.</td>
</tr>
<tr>
<td>Record title</td>
<td>Title of the grant</td>
</tr>
</tbody>
</table>
Locating records

- The **Quick Find** tool allows a user to search for the records they are named the Record Owner.

- Search terms are restricted to Last Name, Project Title and Record Number (Gnumber).

- The search terms must be entered in full
  - e.g. for Last Name - Smith, not Smi or Smi*

- The Sponsor Name is not currently working.
The arrow next to the Record Number shows more information.

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</tr>
<tr>
<td>Ref account number</td>
<td>TRIM record number</td>
</tr>
<tr>
<td>Record owner</td>
<td>UON Lead CI</td>
</tr>
<tr>
<td>Record status</td>
<td>RIMS processing status</td>
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<tr>
<td>Record primary sponsor</td>
<td>Funding sponsor / scheme</td>
</tr>
<tr>
<td>RFS Project Status</td>
<td>Grant status in the Research Financial System (RFS)</td>
</tr>
<tr>
<td>Record title</td>
<td>Title of the grant</td>
</tr>
<tr>
<td>Award number</td>
<td>External sponsor award number</td>
</tr>
<tr>
<td>Actual start and end date</td>
<td>Actual start and end date of the project which is interfaced to RFS</td>
</tr>
<tr>
<td>Requested start and end date</td>
<td>Start and end date of the project at the application stage</td>
</tr>
</tbody>
</table>
Accessing a record

- Researchers only have view access in RIMS.
- Proposal Tracking is the only module currently available in the Research Grants module.
- Users can access a record by clicking on the Record Number (Gnumber) > Proposal Tracking > View.
- Records can be sorted by clicking on the column headers.

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Submission - Summary page provides a summary of the grant details.

<table>
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<tbody>
<tr>
<td>Recovery</td>
<td>Indirect cost status</td>
</tr>
<tr>
<td>Strict budget</td>
<td>A strict budget means the funding sponsor requires the grant to be spent in accordance with a particular budget. RFS will not allow expenditure to exceed the individual budget categories for the life of the project.</td>
</tr>
<tr>
<td>Strict end date</td>
<td>A strict end date means RFS will not allow funding to be accessed beyond the Actual End Date of the grant.</td>
</tr>
<tr>
<td>Special conditions</td>
<td>Ticked if the grant has any special financial conditions.</td>
</tr>
<tr>
<td>Special conditions</td>
<td>Brief description of the special financial conditions. This field appears in RFS.</td>
</tr>
<tr>
<td>text</td>
<td></td>
</tr>
<tr>
<td>RFS Project Status</td>
<td>Drives the grant status in RFS. Key statuses include</td>
</tr>
<tr>
<td></td>
<td>Blank – grant pending outcome or establishment</td>
</tr>
<tr>
<td></td>
<td>Active – funds are authorised to be released</td>
</tr>
<tr>
<td></td>
<td>Completed – all financial transactions are complete and expense tasks are inactive in RFS.</td>
</tr>
</tbody>
</table>

For more information on RFS
- [Research Financial System](#)
- [Frequently Asked Questions](#) on establishing research grants

**IMPORTANT:** While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Submission - Sponsor page includes information about the funding sponsor.

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<td>Primary sponsor</td>
<td>The primary sponsor is listed at the top left of the page and is the party that directly engages UON. If the grant is shared with another institution, this may be the lead/administering institution.</td>
</tr>
<tr>
<td>Originating sponsor</td>
<td>The organisation where the funds originated (if not the primary sponsor). Relevant if the grant is shared with another institution.</td>
</tr>
<tr>
<td>Sponsor Type</td>
<td>The HERDC classification</td>
</tr>
</tbody>
</table>

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Submission – Personnel page includes information about the investigators (internal and external) involved in the project.

The information comes from the Grant Establishment Form or the grant application/award.

### RIMS field

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<th>Field</th>
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| First listed PI | UON Lead CI  
Note: PI is the US terminology. It will be updated to CI in a future update. |
| % ALLOC.       | Refers to % weighting for the input of each UON staff investigator to the project and must total 100%. The weighting is used in the workload calculations for individual research income in PRD Reports (Academic). |

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
Research Grants view – Admin Staff

- The **Submission – Admin Staff** page lists the UON staff members that are not investigators on the project but have view access to the grant in Research Financial System (RFS).

- Admin Staff access is requested on the Grant Establishment Form.

**IMPORTANT**: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Submission – Budget page is the grant budget that was submitted in the application.

The details of each period can be viewed by clicking on the Increments.

If the application was not submitted via Research Grants, the budget page may not be populated.

RIMS field | What is it?
--- | ---
Source View | RIMS has capability to show different budgets based on the source of the funding, which we are not currently using. Options are Project (total), Sponsor and Institution. As we are not using this function yet changing the source will not change the view.
Import/ export | The requested budget can be exported to excel or pdf
F&A | Indirect costs (F&A is the US terminology and will be updated to Indirect Costs in a future update)
Non-Personnel budget categories | UON budget categories which are mapped to TechnologyOne account codes.
E.g. 006 - maintenance/DRC, 001 - Personnel/PSP.

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
• The **Submission — Agreements** page contains legal contract information for the project.

• Users can view the details by opening the Agreement, including copies of the contract and agreement processing status.

• The same information is contained in the other **Agreements** tab.

**IMPORTANT:** While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Summary - Attachments page list the attachments related to the grant.

Users can open the attachment by clicking on the name.

Users can open previous versions of attachment by clicking on the version number.

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Submission – Approvals page contains the ethics and safety applications/approvals linked to the research grant.

Users can view the details of the ethics/safety approvals by opening each Approval.
The Submission – Snapshot page can generate a full snapshot of the record.
The **Submission – Status History** page contains the processing history of the record.

The RIMS Status History is different from the RFS Status (see Submission – Summary page).

While a grant is being processed (application or award), the information in the record is subject to change and could be incomplete or inaccurate.

**IMPORTANT:** While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Submission – Alerts/Reminders page contains alerts and reminders related to the grant.

- For example, outstanding Grant Establishment Forms, tracking variations.

- Users can view the details of the alerts/reminders by opening Configure/Edit.
The **Award** page contains the awarded financial information.

The **Award** page drives the budget information in RFS.

The details of each awarded budget period can be viewed by clicking on the Increments.

The awarded budget breakdown comes from the Grant Establishment Form or grant documentation (e.g. contract, award letter).

### RIMS field | What is it?
---|---
**Source View** | RIMS has capability to show different awarded budgets based on the source of the funding, which we are not currently using. Options are Project (total), Sponsor and Institution. As we are not using this function yet changing the source will not change the view.

**Import/ export** | The awarded budget can be exported to excel or pdf

**F&A** | Indirect costs (F&A is the US terminology and will be updated to Indirect Costs in a future update)

**Actual Start and End Date** | The actual start and end date of the project which interface with RFS.

**Non-Personnel budget categories** | Budget categories which are mapped to TechnologyOne account codes. E.g. 006 - maintenance/DRC, 001 - Personnel/PSP.
Research Grants view – Awards T&Cs

- The Award – Terms and Conditions page lists any terms and conditions related to the grant.

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate
Research Grants view – Related Proposals

- The **Related Proposals** page lists any records related to the grant.
  - E.g. Partner funding for an ARC Linkage Project, NHMRC Partnership or Innovation Connections Grant.

- Clicking on the open button will open the related record.

- Related records will be grouped together in RFS.

**IMPORTANT:** While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Deliverables page lists the reporting requirements for the grant.

RIMS sends the Lead CI an automatic email reminder one month before a deliverable is due and weekly reminders when deliverables are overdue.

If the reporting requirements are numerous/significant, the details may be recorded in the Awards – Terms and Conditions rather than as individual deliverables.

Users can view the details by opening the Deliverable, including copies of submitted reports (if they have been provided to Research Grants).

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
The Classifications Codes page contains the Type of Research, FOR and SEO code information for the grant.

The information comes from the Grant Establishment Form or the grant application/award.

IMPORTANT: While a grant is being processed, the information in the record is subject to change and could be incomplete or inaccurate.
Contacts

Unable to access RIMS?

IT Service Desk  E: 17000@newcastle.edu.au
P: 02 4921 7000

Questions about information in a grants record

Research Grants team  E: research-grants@newcastle.edu.au
P: 02 4921 7733

Questions about information in an ethics record

Ethics Team  E: human-ethics@newcastle.edu.au
E: animal-ethics@newcastle.edu.au
P: 02 4921 6377