ADD AND EDIT APPLICATION KEYWORDS

OVERVIEW
This guide explains how to add and edit keywords in an application within the Pure Research Management System (Pure RMS). Keywords are a text field within the Applications module in the Pure RMS, where grant applicants and research managers identify a variety of important pieces of information related to their submissions. For example, keywords provide information required to facilitate approval decisions by Faculty research management staff and Heads of Department, such as whether your application: includes a request for teaching relief; includes infrastructure which has space implications; or seeks to include HDR scholarships as a Macquarie contribution.

This is also where you should note if Ethics approval is required as part of this application. Be sure to use the arrows to expand the keyword lists rather than clicking on the words. This will ensure you expand the full list rather than selecting the top level of keywords.

PROCESS

1. Login to Pure RMS
2. Create/open an application
3. Select/edit keywords
4. Save/send for approval

STEPS
1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and Password.
2. Click the **Applications** tab on the left hand side to list applications.

3. Click the **Editable** tab on the left hand side to view applications which can be edited.

4. Click on an application title to open it.

   - **Modelling the Fundamental Dynamics of Human Perceptual-Motor Interaction for Human-Machine System**
     
     Australian Research Council: 1/07/18 - 30/06/22
     Application: Fellowship - Proposal
     DRAFT PROPOSAL

   - **KET: KINARM eye-tracker to investigate sensorimotor integration and decision making**
     
     Macquarie University: Application: Grant - Proposal
     APPROVING FACULTY

**NOTE**
To create a new application, refer to the QRG [Create and submit a grant application](#).

5. Once an application has been clicked, a pop up box will appear.
6. To edit the application, click on the pen icon.

7. The application editor will appear.

8. Scroll down to the Keywords section.

9. Click Add MQ research themes... to open the Keywords popup.
NOTE

The **MQ RESEARCH THEMES** feature allows categorisation of research into pre-defined terms.

10. To add and edit **MQ RESEARCH THEMES**:

   A. Type the keywords into the search box.

   B. If the relevant theme appears, select it and continue to step 11.

   C. If the relevant theme doesn’t appear, click the arrow ➩ next to the required category.

   D. To open a sub category, click the arrow ➩ next to the required sub category.

   E. Scroll through the list and click to select the required theme, as indicated with the circle •.

11. The **MQ RESEARCH THEME** association has now been added to the application. To add multiple themes, return to step 9 and repeat the process.

12. To delete a theme, click the minus — sign next to the theme.
13. Click **Add Requirements and Support from MQ University** to open the Keywords popup.

**NOTE**

The **REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY** field allows researchers to request support required from Macquarie University.

Using this field does not replace the internal Faculty or Research Office process required for requesting support. As an example, approval for teaching relief should be requested from the HoD; ethics applications should follow the standard process as set out by the Faculty or Research Office.

**LIST OF KEYWORDS**

List of keywords for **REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY**:

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Autonomous Sanctions Act applies to this work</td>
</tr>
<tr>
<td>- Defence Trade Control Act (DTCA) applies to this work</td>
</tr>
<tr>
<td>- IT facilities, such as high-performance computing, required</td>
</tr>
<tr>
<td>- Project will be bringing research participants onsite – please add estimated number in keyword textbox</td>
</tr>
<tr>
<td>- Teaching relief requested – HoD approval required, through application workflow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Infrastructure/equipment requests and associated space/accommodation requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Accommodation for new personnel needed</td>
</tr>
<tr>
<td>- Additional office or laboratory space needed</td>
</tr>
<tr>
<td>- Changes to workspace or facilities needed</td>
</tr>
<tr>
<td>- New equipment (except standard desktops and laptops) to be housed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New biosafety and/or ethics applications required</th>
</tr>
</thead>
<tbody>
<tr>
<td>- New biosafety application required</td>
</tr>
<tr>
<td>- New animal ethics application required</td>
</tr>
<tr>
<td>- Animals to be housed onsite: chickens – please add number in keyword textbox</td>
</tr>
<tr>
<td>- Animals to be housed onsite: fish – please add number in keyword textbox</td>
</tr>
<tr>
<td>- Animals to be housed onsite: mice – please add number in keyword textbox</td>
</tr>
<tr>
<td>- Animals to be housed onsite: rabbits – please add number in keyword textbox</td>
</tr>
<tr>
<td>- Animals to be housed onsite: rats – please add number in keyword textbox</td>
</tr>
<tr>
<td>- Animals to be housed onsite: sharks – please add number in keyword textbox</td>
</tr>
<tr>
<td>- Animals to be housed onsite: other – please add type and number in keyword textbox</td>
</tr>
<tr>
<td>- New human ethics application required</td>
</tr>
</tbody>
</table>
This application seeks to include one or more MQRES scholarships as a Macquarie contribution:

- Domestic scholarship(s) being requested – please add number in keyword textbox
- International scholarship(s) being requested – please add number in keyword textbox

14. To add and edit REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY:

A. Click the arrow next to the required category.

B. To open a sub category, click the arrow next to the required sub category.

C. Scroll through the lists and click to select the required keyword, as indicated with the circle.

15. Type further details regarding your request into the Free Keywords field.

Free keywords: 260

16. The REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY association has now been added to the application. To add multiple associations, return to step 13 and repeat the process.
17. **IP AND CONTRACTS INFORMATION** will be completed by the Research Office team.

**HANDY HINTS**

- To reorder the keyword entries on the application, click the up and down arrows next to the corresponding line.

- Always remember to **save** any changes made. An application can be saved as a draft, so long as you have completed the required fields, as marked with an asterisk *. 

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**For additional help:**

+61 2 9850-HELP (4357)  
rms.support@mq.edu.au  
Log a OneHelp ticket