APPLICATIONS WORKFLOW FOR INTERNAL FACULTY GRANTS

OVERVIEW
This guide explains the workflow for funding applications within Pure Research Management System (Pure RMS) for internal Faculty grants.

PROCESS
The process below outlines the applications workflow commencing with the Researcher creating the application and ending with the Faculty Research Office approving the application.

1. Researcher creates and submits an application.
   • Researcher selects “Faculty Grant” from the ‘Nature of Activity Type’ dropdown.

2. Faculty Research Office (FRO) checks the application.

3. Head of Department (HoD) reviews and approves the application.

4. Faculty Research Office (FRO) approves the application.

NOTE
• This can be an iterative process. At any stage in the workflow, the checker or approver can send the application back to the Researcher for further edits. This returns it to the Researcher and recommences the workflow from the beginning again.
• The researcher will be advised via email to review and re-submit the application if further updates are required to the application at any stage.

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