AWARDS WORKFLOW

OVERVIEW

This guide explains the workflow of an award within Pure Research Management System (RMS).

PROCESS

1. RO Post-Award Team receives the funding outcome notification. For a successful application:
   - Creates an award record for the application.
   - Saves the status as “Entry in Progress”.
For an unsuccessful application:
   - Record is closed.

2. Researcher receives an email notification of the newly created award and is required to check and verify the information in the record.
   - Accepts the award
   - Updates the budget line fields
   - Adds Field of Research (FoR) codes
   - Adds Type of Activity information
   - Enters Socio Economic Objective (SEO) codes
   - Adds Macquarie Research Themes
   - Saves record status as “For Approval”.

3. RO Post-Award Team receives email notification of the researcher’s updates and performs the following actions:
   - Reviews the changes made by the researcher.
   - Creates milestones.
   - If a contract is required, RO Post-Award Team adds the tag “Contracts required”.
   - Changes the status to “Approved”.

4. RO Contracts Team prepares the contract (if required).

5. OFS creates finance budget codes.

6. RO Post-Award Team reviews and validates record.
4. If a contract is required, the RO Contracts Team performs following actions:
   - Contracts Team checks for awards assigned to them.
   - Upon completing the contract, the Team uploads the contract and adds the new tag “Contracts complete”, and removes the tag “Contracts required.”
   - Finally, the Contracts Team also assigns the tag “Post Award required”.
   - Saves the record. The status remains “Approved”.

5. After the step 4 is completed, RO Post-Award Team adds the tag “Financial Services required” and removes the earlier tag “Post Award required”. The OFS receives the notification via an e-Feed and performs the following actions:
   - Adds the “Finance Projects Code” within the IDs section
   - Adds a new tag “Financial Services complete”.
   - Removes the tag “Financial Services required.”
   - Finally, the OFS also adds a new tag “Post Award required.”

6. RO Post-Award Team receives email notification of OFS’s action.
   - Reviews the changes and saves the record status to “Validated”.

For additional help:

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