REVIEW AN APPLICATION AS AN ADR

OVERVIEW

Use this guide when you need to review an application with attached documents, approve or reject/return an application as the Associate Dean of Research (ADR).

DECLARE CONFLICT OF INTEREST

When a person who is involved in a funding application (either as an applicant and/or an approver) has a conflict of interest of any type (e.g., including but not limited to being both an applicant and approver, having a familial relationship with an applicant, having a financial interest in an organisation associated with the application or outcome, etc), the individual must declare that conflict of interest in the application.

- Using the text “I have a conflict of interest with this application because…” and adding an explanation of the conflict of interest.
- For an applicant, this is declared in the History and Comments field before sending the application for approval.
- For an approver (HoD and ADR), the conflict of interest is recorded in the comment field appearing in the approving or rejected/returning pop-up window of the application (See step 8 in this QRG). This comment will later be automatically saved and logged in the History and Comment section. (Note that the HoDs and ADRs can only add this when the application is currently with them in the approval workflow. If the application is approved or rejected/returned to the applicant, the comment field will disappear and the HoD/ADR will need to wait until it is resent to them for approval before they can add more comments).
- The HoD/ADR then approves or rejects/returns the application for further editing and the application progresses through the workflow process as usual.
1. Go to https://goto.mq.edu.au/myresearch and log in with your MQ OneID and Password.

2. Click on Applications under the My editorial tasks section on the right-side bar.

3. You will see the list of your applications ready for your review.
4. Click on the application title. The record will open in a separate window.

5. Click the pen icon on the top left corner of the pop-up.

6. Scroll to the Documents section and click on Show to download the relevant documents to review.

7. Scroll down to the bottom of the page and hover your mouse on Show workflow history. To see the full Application Approval Route, click on Show full approval route.
8. As the ADR, you will need to either Approve the application, which will then be sent to the Research Office Pre-Award team or Reject/Return as the application requires amendments.

- Approve an Application
- Reject/Return an Application

**Approve an Application**
A. Select **Approve**. A pop-up will open.

B. Tick the checkbox of **Agree to the above terms and conditions**.

C. Enter a comment if required and click **Approve**.

**Reject/Return an Application**
A. Select **Reject/Return**. A pop-up will open.

B. Enter a comment.

C. Click **Reject/Return** to reject/return the application to the Researcher for further edits.

**NOTE**
Check the application against the Application Submission Checklist to ensure it meets the submission standards and adequate resources are allocated to undertake the project.
HANDY HINTS & TIPS

- The system will not allow you to make changes once you have submitted the application. You can only make changes when it is rejected/returned to you by any of the associated users from the workflow.

- If you click “Save” at any stage, it will close the window with changes being saved. You will need to open the record again to complete other tasks.

- Always save your entered data. There is no automatic saving in the system.

- Enable pop-ups within your preferred internet browser.

- Close all pop-ups and your web browser when your session is finished.

For additional help:

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