Applications & Awards

OVERVIEW

July – September 2017
Exciting changes are currently underway at Macquarie University. Outdated systems are making way for a new Research Hub – one place to manage research activities and showcase research outputs.

Pure is Macquarie Universities new research information management system for researchers and research administrators. It is one system of a suite of research management systems that form this Research Hub.

Researchers will use Pure to apply for funding; manage awards and contracts; record research outputs, prizes and other activities; and create CVs.

The Research Portal within Pure allows our Researchers to showcase research impact and collaboration on the Macquarie website.
The Macquarie University internal approval process for Grants, Fellowships and Tenders will now be approved via the Pure System.

This replaces the previous approval system that used APLI and IRIS.

Advantages of the new process:

- Ability for a researcher to display information on Grants, Fellowships and Tenders on the public portal on a case-by-case basis
- Improved visibility across the University
- Reduced data entry for academic staff
- Transparent applications approval workflow - Researchers can see where their Application is in the approval process
## Application & Awards

### WHAT’S IN AND OUT OF SCOPE?

#### In Scope

Applications and Awards (including research projects):
- Fellowships
- Grants
- Partner funded research *
- Teaching & Learning grants **
- Tenders

* Pending bug fix  
** Legacy

#### Out of Scope

- Consultancies  
  (e.g. through Access Macquarie)  
- Donations  
- Scholarships  
- Teaching & Learning grants *

* To be delivered in a subsequent release
BENEFITS OF THE NEW SYSTEM

**Reduces operational time**
- Ability for a researcher to display information on Grants, Fellowships and Tenders on the public portal on a case-by-case basis
- Simpler and intuitive user interface
- Reduced data entry for academic staff
- Replaces manual process (where possible)

**Better reporting**
- Centralised recording of data which eliminates the need for paper records and multiple data sources
- Improved visibility across the University
- Improved data reliability and accuracy
- Transparent applications approval workflow - researchers can see where their application is in the approval process

**Better access control**
- Can be operated by multiple users from multiple locations
- Secure environment with appropriate access controls
- Easy web based access for tracking applications and managing research projects

**Improved compliance capabilities**
- Assists with ERA submission data gathering
- Integrates with the Pure ERA module
Key activities

ACTIVITIES TO SUPPORT THE IMPLEMENTATION

USER ACCEPTANCE TESTING

Ensure the system is fit for purpose for the end user

COMMUNICATION

Key messages to the right audience at the right time

BUSINESS PROCESSES

Understand the impacts and include in training

TRAINING

Employees are trained on ‘how to use the system’

SUPPORT

Post go live support and issues resolution
**Change management approach**

**COMMUNICATION, TRAINING & BUSINESS PROCESS**

**COMMUNICATION**

**Principles**
- Stakeholders are engaged and leaders are informed
- Stakeholders are supported along the change journey
- Communicating to the right audience at the right time

**Method**
- Briefing sessions
- Presentations
- Targeted emails
- Posters (if applicable)
- Postcards
- Updates to Wikis
- Updates to Research Hub
- Faculty Newsletters
- This Week (staff newsletter)

**TRAINING**

**Principles**
- Training is conducted just in time
- Delivery of integrated learning activities (business process + technology)

**Method**
- Wiki page with materials available for self service
- Quick Reference Guides i.e. ‘how to’
- Videos – step-by-step guides
- Frequently Asked Questions (FAQs)
- In person delivery
- Drop in sessions
- Postcard ‘takeaways’

**BUSINESS PROCESS**

**Principles**
- Inclusion in training/FAQs
- Impacts to staff and business processes are identified

**Method**
- Workshops
- Interviews/discussions
Quick Reference Guides

SUPPORT MATERIALS AVAILABLE ON THE WIKI

1. Applications workflow – an overview
2. How to create an Application
3. How to approve/reject an Application
4. How to edit an Application
5. Awards workflow – an overview
6. How to create an Award record
7. How to edit an Award record as a researcher
8. How to edit an Award as an administrator
9. Reporting
10. How to complete a Milestone
11. How to link Publication/s to an Award
Timeline
SCHEDULE OF 2017 ACTIVITIES

July
- 17: Reports development
- 17: Legacy data migration UAT
- 28: Training materials preparation
- 30: UAT Team Training

August
- 7: UAT commences
- 18: UAT planned to end
- 30: System Integration Testing

September
- 31: Go Live in Pure Engine
- 29: Target - Go Live Pure Portal
- 31: Post Go Live Support and issues resolution
- 21: Pre 'go live' training
- 31: Post 'go live' training for Researchers

Legend:
- SMEs: Subject Matter Expert
- UAT: User Acceptance Testing

RESEARCH HUB PROGRAM | Applications & Awards
Support model post ‘go-live’
WHERE TO GO FOR HELP

**Call**
IT Service Desk
Direct
+61 2 9850-HELP (4357)
Toll-Free
1800 67 4357

**Log a OneHelp ticket**
Log a ticket 24x7 using OneHelp

**Email**
Send an email to help@mq.edu.au
Next Steps & Questions

HOW YOU CAN GET INVOLVED

FAQS

EMAILS
NEWSLETTERS
POSTERS
POSTCARDS

QUICK
REFERENCE
GUIDES
DROP IN
SESSIONS

AMBASSADORS
FOR THE
SYSTEM