Faculty Research Office Research Fellowship Application Review Guide
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SECTION 1: WORKFLOW APPROVAL ROUTE

1. Applicant self-registers
   I. If external to Macquarie University, the applicant self-registers.

2. Applicant creates and submits an Expression of Interest
   I. An Initial Expression of Interest (EOI) is submitted by applicant.
   II. If the Faculty Research Office (FRO) request amendments, the applicant submits an Amended EOI.

3. FRO reviews Expression of Interest
   I. FRO review the Initial EOI and either finalise or request amendments.
   II. If amendments are submitted, the FRO review the Amended EOI. The FRO may then request additional amendments, or finalise the EOI.

4. Applicant submits a Final EOI
   I. Once the FRO have finalised the EOI, the applicant submits a Final EOI to Research Services (RS) Pre Award.

5. FRO provide shortlist to Pre Award.
   I. FRO provide Pre Award with shortlist of EOIs (outside of system).

6. Research Services Pre Award notifies successful applicants
   I. Pre Award notifies successful applicants through the Online Forms system.

7. Applicant submits a Full Proposal
   I. An Initial Full Proposal is submitted by the applicant.
   II. If the FRO provides feedback to the applicant, the applicant submits an Amended Full Proposal.

8. FRO reviews Full Proposal
   I. FRO reviews the Initial Full Proposal and either finalises or request amendments.
   II. If amendments are submitted, the FRO review the Amended Full Proposal. The FRO may then request additional amendments, or finalise the Full Proposal.

9. Applicant submits a Final Proposal
   I. Once the FRO have finalised the Full Proposal, the applicant submits a Final Proposal.

10. Application is sent to Pure RMS
    I. The Final Proposal is submitted to Pure RMS and begins the Pure RMS Applications Workflow.
SECTION 2: REVIEW AN EXPRESSION OF INTEREST

This section addresses the third (3rd) stage of the workflow approval route.

1. To view the EOI, open the email notification and click View EOI PDF.

An application has been submitted for the MQ Research Fellowship (MQRF) Scheme by Brett Lee for Faculty Review.

A link to the PDF copy of the application can be found here for your convenience:

Here are the other attachments in the application: [LINK]

Once satisfied with the EOI application, please click on Finalise EOI EOI Application or re-send it to Applicant via the Request for Info CITATION to make changes.

Once final shortlisting has taken place, please send a consolidated list of the Faculty’s shortlisted applications to research.preaward@mq.edu.au [LINK]

2. Open the downloaded PDF.
3. To review the EOI, go to https://mq.service-now.com/ and click OneHelp technician login.

4. Login with your OneID and Password.

5. The MQRF Review Dashboard will appear.
A. The **My Reviews** section includes EOs and Full Proposals requiring FRO review

B. The **EOIs** section includes all EOIs, organised into the respective status.

C. The **Full Proposals** section includes all Full Proposals, organised into the respective status.

6. Click **EOIs for My Review**.

8. Click within the Project Title column to open the relevant application.
9. Type feedback or comments into the **Additional comments** field.

10. Attach any relevant documents by clicking the paperclip icon.

**NOTE**

- The PDF accessed in step 1 and 2 may be marked-up on your computer and re-uploaded using the attachment feature.
11. Finalise the review.

A. Click **Finalise EOI** to approve the EOI.

B. Click **Provide feedback to Applicant** to return the EOI for amendment.
SECTION 3: REVIEW A FULL PROPOSAL

This section addresses the eighth (8th) stage of the workflow approval route.

1. To view the Full Proposal, open the email notification and click View Full Proposal.

2. Open the downloaded PDF.
3. To review the Full Proposal, go to https://mq.service-now.com/ and click OneHelp technician login.

4. Login with your OneID and Password.

5. Click Full Proposals for My Review.
6. Click within the **Project Title** column to open the relevant application.

7. Type feedback or comments into the **Additional Comments** field.

8. Attach any relevant documents by clicking the paperclip icon.
9. Finalise the review.

A. Click **Finalise EOI** to approve the EOI.

B. Click **Provide feedback to Applicant** to return the EOI for amendment.
SECTION 4: HANDY HINTS & TIPS

- The Online Forms system automatically save. As such, it is best practice to complete and action an application review within one session.

- Applicants may prepare their application in a word document and then copy and paste their inputs into the Online Form.

- Text added in the Additional Comments field will be saved and sent to the applicant once the form has been actioned via the Save, Save & Exit, Finalise Proposal or Provide feedback to Applicant button.

- Research Services Pre Award receive the EOI shortlist from the faculty outside of the Online Forms system.

For additional help:

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