ADD AND EDIT APPLICATION KEYWORDS

OVERVIEW
This guide explains how to add and edit keywords in an application within the Pure Research Management System (Pure RMS). Keywords are a text field within the Applications module in the Pure RMS, where grant applicants and research managers identify a variety of important pieces of information related to their submissions. For example, keywords provide information required to facilitate approval decisions by Faculty research management staff and Heads of Department, such as whether your application: includes a request for teaching relief; includes infrastructure which has space implications; or seeks to include HDR scholarships as a Macquarie contribution.

This is also where you should note if Ethics approval is required as part of this application. Be sure to use the arrows to expand the keyword lists rather than clicking on the words. This will ensure you expand the full list rather than selecting the top level of keywords.

PROCESS

1. Login to Pure RMS
2. Create/open an application
3. Select/edit keywords
4. Save/send for approval

 STEPS
1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and Password.
2. Click the Applications tab on the left-hand side to list applications.

3. Click the Editable tab on the left-hand side to view applications which can be edited.

4. Click on an application title to open it.

   - **Modelling the Fundamental Dynamics of Human Perceptual–Motor Interaction for Human–Machine System**
   - Australian Research Council:
     - 1/07/18 – 30/06/22
     - Application: Fellowship - Proposal
     - DRAFT PROPOSAL
   - **KET: KINARM eye-tracker to investigate sensorimotor integration and decision making**
   - Macquarie University:
     - Application: Grant - Proposal
     - APPROVING FACULTY

   **NOTE**
   To create a new application, refer to the QRG Create and submit a grant application.

5. Once an application has been clicked, a pop up box will appear.
6. To edit the application, click on the pen icon.

7. The application editor will appear.

8. Scroll down to the Keywords section.

9. Click Add MQ research themes... to open the Keywords popup.
NOTE
The MQ RESEARCH THEMES feature allows categorisation of research into pre-defined terms.

10. To add and edit MQ RESEARCH THEMES:

A. Type the keywords into the search box.

B. If the relevant theme appears, select it and continue to step 11.

C. If the relevant theme doesn’t appear, click the arrow next to the required category.

D. To open a sub category, click the arrow next to the required sub category.

E. Scroll through the list and click to select the required theme, as indicated with the circle .

11. The MQ RESEARCH THEME association has now been added to the application. To add multiple themes, return to step 9 and repeat the process.

12. To delete a theme, click the minus sign next to the theme.
13. Answer all 10 (ten) of the **MANDATORY RESPONSE** questions in the keywords section.

14. To answer each question click the **Add MANDATORY RESPONSE** button. A popup will appear.

15. Click either **Yes** or **No** to answer the question.

16. The selected answer will appear below the question. To remove an answer click the minus − sign next to the response.
17. **IP AND CONTRACTS INFORMATION** will be completed by the RS team.

### HANDY HINTS

- To reorder the keyword entries on the application, click the up and down arrows next to the corresponding line.

- Always remember to **save** any changes made. An application can be saved as a draft, so long as you have completed the required fields, as marked with an asterisk *. 

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For additional help:

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