AWARDS WORKFLOW

OVERVIEW

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

PROCESS

1. Research Services (RS) 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. RS 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, RS Post Award Team adds the tag “Contracts required”.
   - Changes the status to “Approved”.

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

5. OFS creates finance budget codes.

6. RS Post Award Team reviews and validates record.

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4. If a contract is required, the RS 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, RS 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. RS Post Award Team receives email notification of OFS’s action.
   - Reviews the changes and saves the record status to “Validated”.

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**For additional help:**

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Log a OneHelp ticket