CREATE AND SUBMIT A FELLOWSHIP APPLICATION

OVERVIEW

This guide explains how to create and submit a fellowship application as a Researcher within the Pure Research Management System (Pure RMS).

PROCESS

1. Login to Pure  
2. Create a fellowship proposal  
3. Fill out the details  
4. Save the changes  
5. Send for internal approval

STEPS

1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and password.
2. Click **Add new** to create a new application.

3. Follow the steps below to choose the **Proposal** template.
   A. Click **Application**.
   B. Click **Application**.
   C. Click **Fellowship**.
   D. Click **Proposal**.

4. Provide a title and a description for the application in the **Identification** section.

   **NOTE**
   The description should be a proposal summary of no more than 750 characters (approximately 100 words).
5. Your details are automatically populated. If you want to add additional applicants, click **Add person**.

NOTE
Refer to the QRG “Add a co-applicant to an application” for the steps.

6. If you have collaboratives from other institutes, click **Yes**.

Follow these steps to add collaborators:

A. Click **Add collaborator**.

B. Search for an institution and select the option with "Research Services Verified".

C. Check that the appropriate institution is marked as **Lead**.
7. Add funding details (e.g. funding opportunity, funding organisations and applied amount) to your application by clicking on the plus sign under the Funding Opportunity section.

NOTE
If the Funding Opportunity is not listed in the dropdown menu, please contact the RS Pre Award Team to add it.

8. Search and link the appropriate Funding Opportunity for your application.

9. Click on Add funding under Funding organisations to search or add the funding details of the organisation.

10. Search for the Funding organisation.
NOTE
The funding organisations that show “Research Services Verified” are the ones that are valid and correct. If your funding organisation choice does not state “Research Services Verified”, contact the RS.

11. Scroll down to **Financial summary** and select **Financial** to provide the **Applied amount** then click **Create**.

12. For a collaborative application, enter the **institutional part** to show the split of the applied amount between the collaborators.

**NOTE**
- The institutional parts in total must equal the applied amount.
- Do not use the dollar ($), sign or spacing when entering an amount. In this example, the format of the applied amount is either 20000.00 or 20,000.00.
- If applicable, multiple funding organisations may be added to the application by repeating Steps 9-12.

- To edit or delete a funding organisation, click **Edit** or the **minus sign**.
- When there are multiple funding organisations, they should be listed according to the applied amount from **highest to lowest**.
- To change the order of the funding organisations, use the **arrows** on the right side.
13. To add the lifecycle, expected start and expected end date for the project, use the calendar or enter the dates for **Expected start date** and **Expected end date**.

14. To upload relevant **documents** to your application, follow the steps below:

   A. Click **Add documents**.

   B. Browse and attach the document.

   C. Give the file a name.

   D. Choose the file type.

   E. Click **Create** to attach the file.

   F. The document is attached.

**NOTE**

- Make sure you click **Create** every time you attach a document.

- You are required to include a budget document listing all the components along with your detailed application for submission. The screenshot below shows an example.
15. You can use the **Related project** section to search and link any other previous or current projects related to **this proposed application only**. Click on the plus sign (+) and type in the project name and select from the available options.

16. To add keywords:

   A. Click the relevant button.

   B. A pop-up will be enabled. Search for the keyword using the search bar or use the expanding list and click on the small arrows on the left ▶.
NOTE
- To delete a keyword, click on the minus sign.

- You may enter information into the Free keywords field relevant to the keyword.
- The IP and Contracts Information section will be completed by the RS Contracts Team.

17. Once your application details are entered and your documents are uploaded you are ready to submit your application.

**Send to internal approval**

A. Select **Send to internal approval**. A pop-up will appear.

B. Tick the checkbox "Agree to the above terms and conditions".

C. Enter a comment if required and click **Send to internal approval**.
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 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 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 returns the application for further editing and the application progresses through the workflow process as usual.

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 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