CREATE AND SUBMIT A FULL PROPOSAL

OVERVIEW
This guide explains how to create and submit a Research Fellowship Full Proposal. Research Fellowships are grants to support leading researchers to conduct their research.

PROCESS

1. Navigate to Research Services Online Forms
2. Access your existing Fellowship Expression of Interest
3. Begin a full proposal
2. Populate information fields
3. Submit full proposal

STEPS
1. Go to https://mq.service-now.com/research and login with your OneID and password.
2. The homepage will appear. In the top right menu, click My Request.

![My Request image]

3. Click to select the relevant application.

![View all requests image]

3. The application summary page will appear. In the right hand side click on Full Proposal.

![Your request has been submitted image]


   A. Enter the Faculty field.

   ![Faculty field image]
B. Enter the **Department** field.

C. Enter the **Organisation** field.

D. Enter the **Suburb** field.

E. Enter the **State** field.

F. Enter the **Postcode** field.

G. Enter the **Country** field.

6. To add the project costs, complete the **Amount Requested for Project Costs** section.

   A. Click **Add**.

   B. Click to select the **Year** field from the dropdown menu.
C. Enter the **Amount** field.

D. Enter the **Total** field.

E. To add another **Amount Request for Project Costs** record, repeat steps A – E.

**NOTE**
- Clicking the red [−] minus button will delete the corresponding record.
- Enter the total project budget into the **Total** field.

7. Enter the **If successful, at which level will you be appointed?** field.

   * If successful, at which level will you be appointed?
   
   Research Fellow

8. Complete the **Please provide details of any other named investigators on the above grants** fields.

   A. Click **Add**.

   B. Click to select the **Type** field from the dropdown menu.

   C. Enter the **Investigator Name** field.

   D. Enter the **Organisation** field.
9. Complete the Ethics section.

A. Click to select the Does the Research project involve Human Participants (including use of surveys, interviews) field from the dropdown menu.

B. Click to select the Does the Research project involve Animals field from the dropdown menu.

C. Click to select the Does the Research Project involve Recombinant DNA/Potential Biohazards (human blood, saliva etc).

10. Click Add underneath the Other qualifications section.
11. Enter the Other qualifications fields.

![](image1)

12. Repeat steps 10 & 11 to add additional Other qualifications fields.

13. Click Add underneath the Employment history – Post PhD section.

![](image2)

14. Enter the Employment history – Post PhD fields.

![](image3)

15. Repeat steps 13 & 14 to add additional Employment history – Post PhD fields.

16. Click Add underneath the List any prizes, distinctions, or other special qualifications you have been awarded section.

![](image4)
17. Enter the **List any prizes, distinctions, or other special qualifications you have been awarded** fields.

![Awarding Body](image1.png)

18. Repeat steps 16 & 17 to add additional **List any prizes, distinctions, or other special qualifications you have been awarded** fields.

19. Click **Add** underneath the **Current Position** section.

![Current Position](image2.png)

20. Enter the **Current Position** fields.

![Title](image3.png)

**NOTE**


21. Repeat steps 19 & 20 to add additional **Current Position** fields.
22. Click to select the **Do you currently have, or have you had, full-time, part-time, or casual employment at Macquarie since the start of 2016?** field from the dropdown menu.

23. Click to select the **Have you undertaken your PhD at Macquarie University?** field from the dropdown menu.

24. Click **Add** underneath the **Research funding received since commencement of PhD. Note, collaborators listed here should not be suggested as Independent Reviewers in Part D section.**
26. Enter the **Research funding received since commencement of PhD.**

![Research funding form]

**NOTE**

Collaborators listed here should not be suggested as Independent Reviewers in Part D fields.

27. Repeat steps 25 & 26 to add additional **Research funding received since commencement of PhD.** Note, collaborators listed here should not be suggested as Independent Reviewers in Part D fields.

28. Complete the remaining fields.

![Remaining fields form]
29. Complete the **Budget Information** section.

A. Enter the **Item** field.

B. Click to select **Category** from the dropdown menu.

C. Click to select **Year** from the dropdown menu.

D. Enter the **Amount** field.

30. Complete the **Detailed justification of budget** field.

31. Click **Add** underneath the **Independent Reviewer Nominations** section.
32. Enter the **Independent Reviewer Nominations** fields.

33. Repeat steps 31 & 32 to add addition **Independent Reviewer Nominations** fields.

34. Use the **Add attachments** button at the bottom of the form to attach the **project description** file to the application.

35. Enter a confirmation into the **Please attach project description (Maximum 8 Pages)** field.

* Please attach project description (Maximum 8 Pages)

The project description is attached.
36. Click **Submit** to send the application for approval.

**HANDY HINTS & TIPS**

- Whilst only fields marked with an asterisk (*) are required for form submission, there may be additional fields which are required to assess your expression of interest. It is strongly advised to complete all fields which can enhance your submission.

For additional help:

+61 2 9850-HELP (4357)  
@  
?  

rms.support@mq.edu.au  
Log a OneHelp ticket