New organisation profiles are created in the Research Management System (RMS) by request. Registered research offices submit new organisation requests to the Australian Research Council (ARC). Research Office staff access the organisation request webpage through their personal RMS profile and submit the completed online form to the ARC. Before activating the new record, the ARC reviews the request to ensure the data is complete and not duplicated in the system. This document explains how a new organisation request is created and submitted to the ARC.

Organisation Management

On the RMS homepage Research Office staff will see a link called ‘Request New Organisation’ under Organisation Management. This is an active link that opens an application page for a new organisation.

How to request a new organisation

To request a new organisation click the link ‘Request New Organisation’ from the RMS homepage. This opens a new online request form which is completed by a research office staff member and submitted to the ARC. A sample request form is provided in Attachment A.

The application form contains four sections:

1. Organisation Details, in which the basic details of the organisation are entered
2. ANZSIC Classification – this is mandatory for organisations located in Australia and New Zealand
3. Organisation Contact Details
4. Postal Address

When the form is complete the button ‘Request New Organisation’ at the bottom right of the screen is clicked to submit the request to the ARC.

Request New Organisation form

The request form contains some mandatory and linked fields, and some fields that refer to existing information in RMS. This section describes each application part in detail.

1. ORGANISATION DETAILS
   a. Name – this is the trading name or business name of the organisation. This cannot be the same as an organisation already in RMS
   b. Country – where the organisation is located. When a country other than Australia is selected, fields that relate only to Australian organisations will be hidden
c. An alternative name, such as how it would appear in another language, which might be used when searching for the organisation
d. Short name or acronym, where the acronym is widely used
e. Parent organisation – where the organisation is controlled by another organisation
f. ABN (Australian Business Number) – this is mandatory for organisations located in Australia. If an organisation is located in Australia but for legitimate reasons does not have an ABN, contact the RMS Helpdesk for an exemption
g. ARBN and ACN are issued by the Australian Securities Investment Commission (ASIC). These are completed only where applicable
h. Organisation type – select one of nine categories that best describes the organisation. A decision tree provided in Attachment B is available to assist in correctly selecting the organisation type. The categories are described further in the Organisation Description table in Attachment C. The categories available to select are:
   • Commercial organisations – Australian Company/Industry Body and International Company/Industry Body
   • Non-Profit organisations – Australian Non-Profit and International Non-Profit
   • Australian Commonwealth Government
   • Australian Higher Education Funding Act organisation
   • Australian State and Local Government
   • Higher Education International
   • International Government

2. ANZSIC CLASSIFICATION

This is mandatory for organisations located in Australia and New Zealand. Select from the drop-down menu at least one classification that best describes the organisation’s interests and up to six codes where the organisation is more diverse.

3. ORGANISATION CONTACT DETAILS
   a. Address – this is the organisation’s physical address
   b. Email address – where possible, this should be a generic organisation email address rather than a personal one
   c. Web address – where available
   d. Phone number

4. POSTAL ADDRESS

This is completed where the postal address differs from the organisation’s physical address given in Organisation Contact Details.

SUBMITTING A REQUEST

When the form has been completed click the ‘Request New Organisation’ button at the bottom left of the request form. You will receive email notification when the form has been successfully submitted to the ARC and you will receive another, when the request has been approved by the ARC and the organisation is available in RMS.

The form will fail to submit if any mandatory fields are incomplete or if the organisation matches one that already exists in RMS. If the form fails to submit, an error message will appear with a comment next to each field that has a validation issue. If the form has been completed correctly and you are still unable to submit the form, please contact the RMS helpdesk (61-2-62876789, or rms.helpdesk@arc.gov.au).
Attachment A: Sample request form

Request New Organisation

Organisation Details

Name
Country: Australia
Alternative Name
Short Name
Parent Organisation
ABN
ABNZ
ACN
Organisation Type: Choose Organisation Type...

ANZSIC Classification

Add/Edit ANZSIC Classifications

Organisation Contact Details

Address Line1
Address Line2
Locality (Suburb/Town)
State/Region/Province: ACT
Postal Code
Email Address
Web Address
Phone Number

Request New Organisation  Cancel
Attachment B: Decision Tree: Organisation type

CLASSIFICATION OF ORGANISATIONS

Does the organisation have an ABN (Australian Business Number)?

The organisation is eligible to participate on ARC proposals

Is the organisation located overseas?

Is the organisation a higher education institution?

The organisation is an Australian higher education institution under the Higher Education Funding Act?

The organisation is ‘Higher Education’

The organisation is an international higher education institution?

The organisation is ‘Higher Education International’

Is the organisation a Government organisation?

The organisation is a Federal or Commonwealth entity?

The organisation is ‘International’

Is the organisation non-profit?

The organisation is ‘State and Local Government’

Is the organisation Australian?

The organisation is ‘International Company/Industry Body’

The organisation is ‘International non-profit’

The organisation is ‘Australian Company/Industry Body’

The organisation is ‘Australian non-profit’

The organisation may not eligible to participate on ARC proposals. Contact the RMS Helpdesk to apply for an exemption
<table>
<thead>
<tr>
<th>ORGANISATION TYPE</th>
<th>BRIEF DESCRIPTION</th>
<th>EXAMPLES OF ORGANISATION TYPES INCLUDED IN CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Company/Industry Body</td>
<td>All commercial entities operating in Australia, including multinational companies with a presence in Australia.</td>
<td>Australian Private Company; Australian Public Company; Australian peak/representative body; Other Unincorporated Entity; Other trust; Other Partnership; Other Incorporated Entity; Limited Partnership; Individual/Sole Trader</td>
</tr>
<tr>
<td>Australian Non-Profit</td>
<td>All Australian entities, or branches thereof, which operate as non-profit institutions.</td>
<td>Non-profit is defined by the tax code rather than the organisation type - the organisation is considered non-profit where it is registered for taxation purposes as a charitable fund/institution, public benevolent institution or health promotion charity</td>
</tr>
<tr>
<td>Higher Education Funding Act Organisation</td>
<td>All Australian organisations covered by the Higher Education Funding Act.</td>
<td>Australian universities and other tertiary education organisations</td>
</tr>
<tr>
<td>State and Local Government</td>
<td>All State, Territory and Local Government entities</td>
<td>Territory Government Statutory Authority; Territory Government Other Incorporated Entity; Territory Government Entity; State Government Statutory Authority; State Government Public Company; State Government Private Company; State Government Company; Local Government Statutory Authority; Local Government Private Company; Local Government Other Unincorporated Entity; Local Government Other Incorporated Entity; Local Government Entity; Local Government Company</td>
</tr>
<tr>
<td>Higher Education International</td>
<td>All international Higher Education entities.</td>
<td></td>
</tr>
<tr>
<td>International Company/Industry Body</td>
<td>All commercial entities operating outside Australia that do not have a presence recognised by the Australian taxation office that are providing support for the ARC project.</td>
<td></td>
</tr>
<tr>
<td>International Government</td>
<td>All international Government entities.</td>
<td></td>
</tr>
<tr>
<td>International Non-Profit</td>
<td>All international entities that operate for charitable, non-profit purposes.</td>
<td></td>
</tr>
</tbody>
</table>