



## Rejoinder Process Instructions

**Linkage Projects Proposals (LP11 Round 2) for funding commencing in 2011**

<b>REJOINDERS OPEN:</b>	Tuesday 15 February 2011
<b>REJOINDERS CLOSE:</b>	Monday 28 February 2011 5:00pm (AEDT)

**Please note:**

- All participants listed on the Proposal with 'Edit' rights can view, edit and submit Rejoinders to the Research Office.

**Section 1:** Instructions for Applicants (pp.1-6).

**Section 2:** Instructions for Research Office Staff – for Rejoinders submitted to the Research Office by applicants (pp.7-10).

**Section 3:** Instructions for Research Office Staff – for Rejoinders created and submitted to the Research Office by Research Office Staff on behalf of applicants (pp.11-12).

### Section 1: Instructions for Applicants

#### **1.1** Log on via the ARC online application system (RMS)

Log on via the ARC online application system at <https://rms.arc.gov.au> using your User ID and password.

**Note:** If you have forgotten your password or User ID please select '**Reset Password**' or '**Retrieve User Name**' link on the ARC online application system (RMS) homepage and follow the prompts.

Australian Government  
Australian Research Council

Research Management System - Login

Username

Password

Login

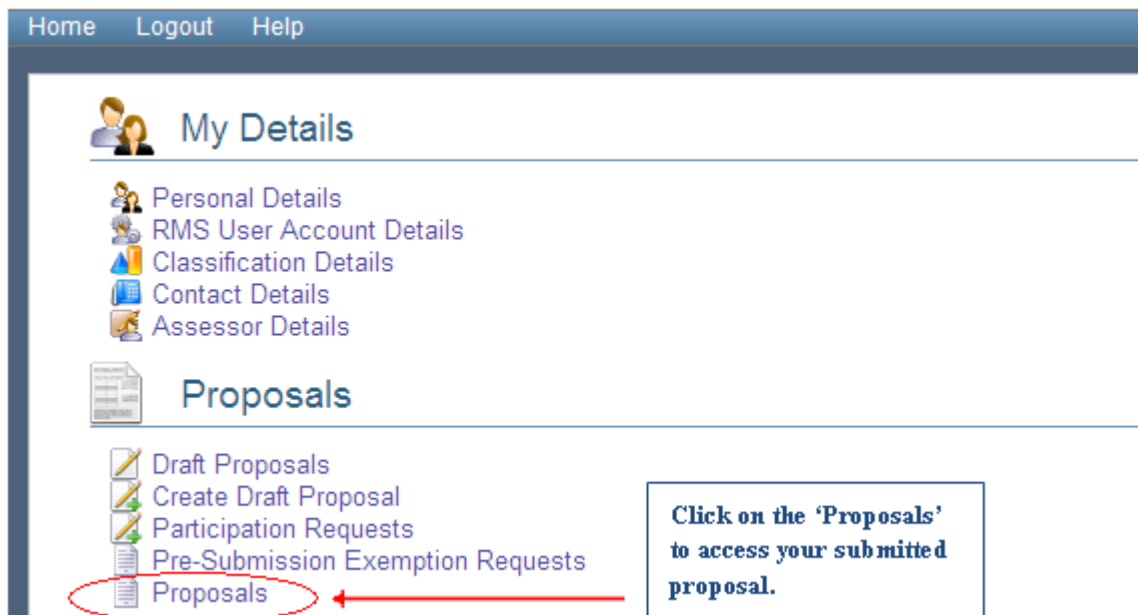
[Request New Account](#) [Reset Password](#) [Retrieve User Name](#)

Click on the 'Reset Password' link to change your password.


Click on the 'Retrieve User Name' link to retrieve your User ID






## 1.2 View Proposals


To access your Proposal/s submitted to the ARC please click on the **'Proposals'** link under Proposals. Select **'LP11 round 2'** from the drop down list for **'Scheme Round'** and then click on the **'Search'** button.








Home Logout Help

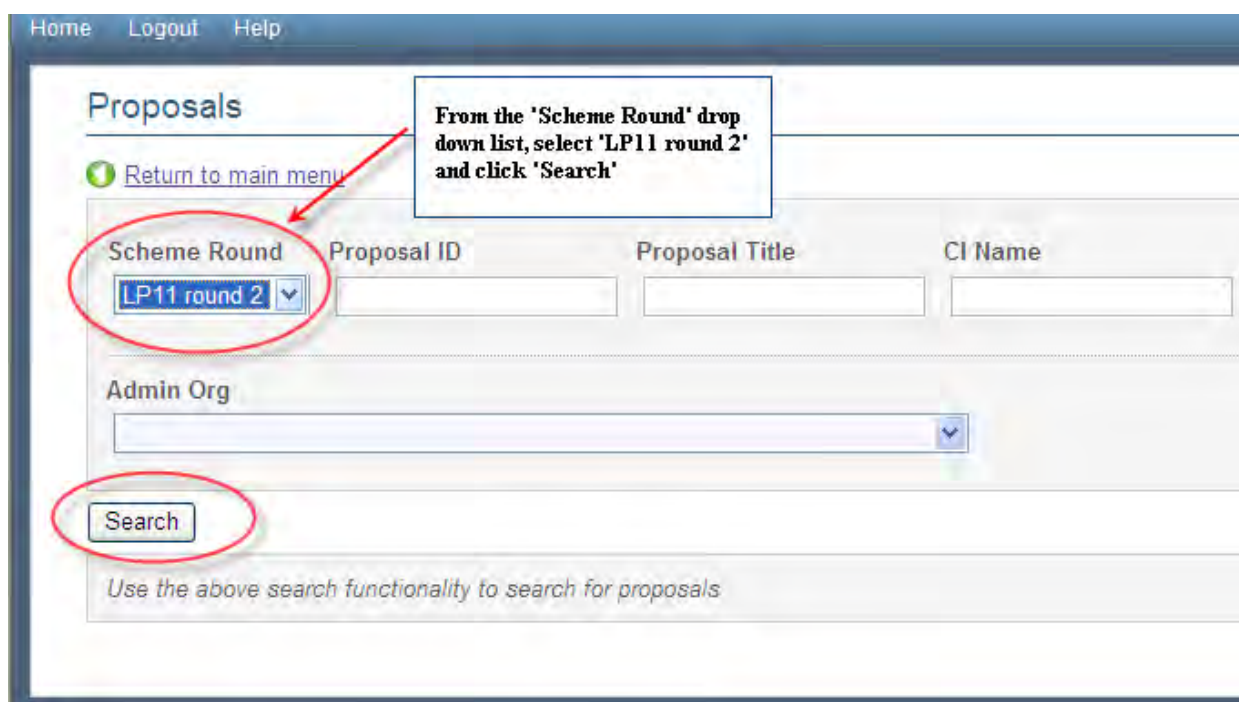
 **My Details**

-  Personal Details
-  RMS User Account Details
-  Classification Details
-  Contact Details
-  Assessor Details

 **Proposals**


-  Draft Proposals
-  Create Draft Proposal
-  Participation Requests
-  Pre-Submission Exemption Requests
-  **Proposals**

Click on the **'Proposals'** to access your submitted proposal.



Home Logout Help

**Proposals**

 [Return to main menu](#)

From the **'Scheme Round'** drop down list, select **'LP11 round 2'** and click **'Search'**

**Scheme Round** Proposal ID Proposal Title CI Name

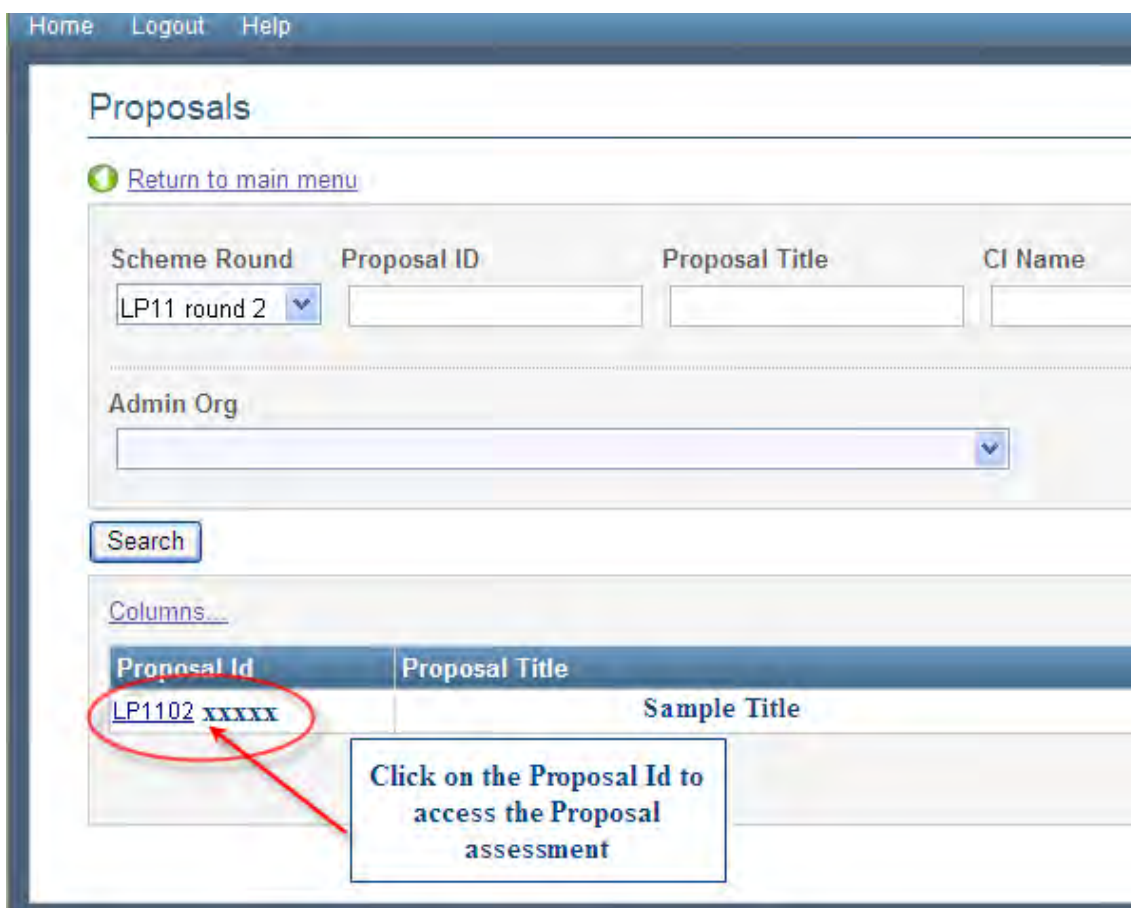
LP11 round 2

Admin Org

**Search**

Use the above search functionality to search for proposals

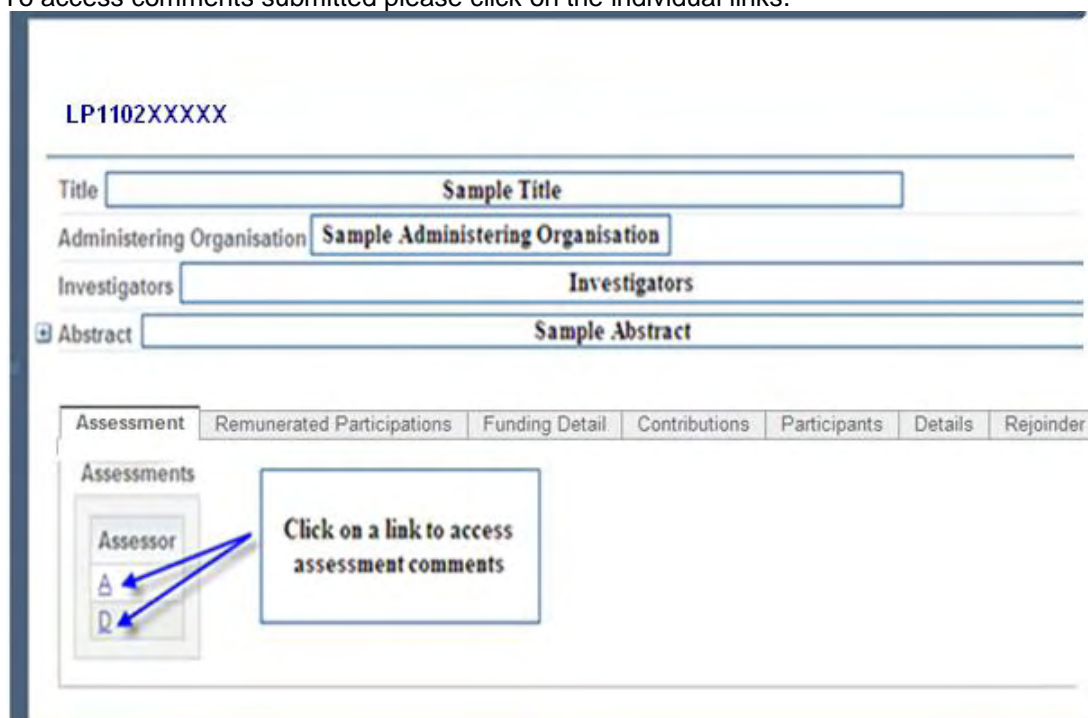
A list of Proposal/s submitted to the ARC for this scheme will appear in this screen. To access the assessment/s for the submitted Proposal please click on the Proposal ID.



### 1.3 Accessing assessor comments

After clicking on the relevant Proposal ID you will see a screen listing your Proposal and a series of tabs. The first tab '**Assessment**' will show links (labelled A, B, C, D) for submitted assessments for your Proposal.

To access comments submitted please click on the individual links.



Clicking on an assessor link will show a new screen where the assessment comments can be viewed.

Assessment ()	
Criteria Text	
• Investigator(s)	Excellent
• Significance and Innovation	Excellent
• Approach and Training	Excellent
• National Benefit	Excellent
• Partner Organisation Commitment	Excellent
• Improvements (if not applicable, please enter n/a)	
• Comments (if not applicable, please enter n/a)	

**Please note:** While the assessment text cannot be printed, it can be copied by selecting all of the text in the Assessment window, right-clicking and selecting 'Copy', and then pasting the text into a Word document.

If there is a remunerated participant (APDI request) you will need to click on the next tab **'Remunerated Participations'** to access the assessment comments.

LP1102XXXXX

Title

Administering Organisation

Investigators

+ Abstract

Assessment **Remunerated Participations** Funding Detail Contributions

Sample Name APDI

Assessor A

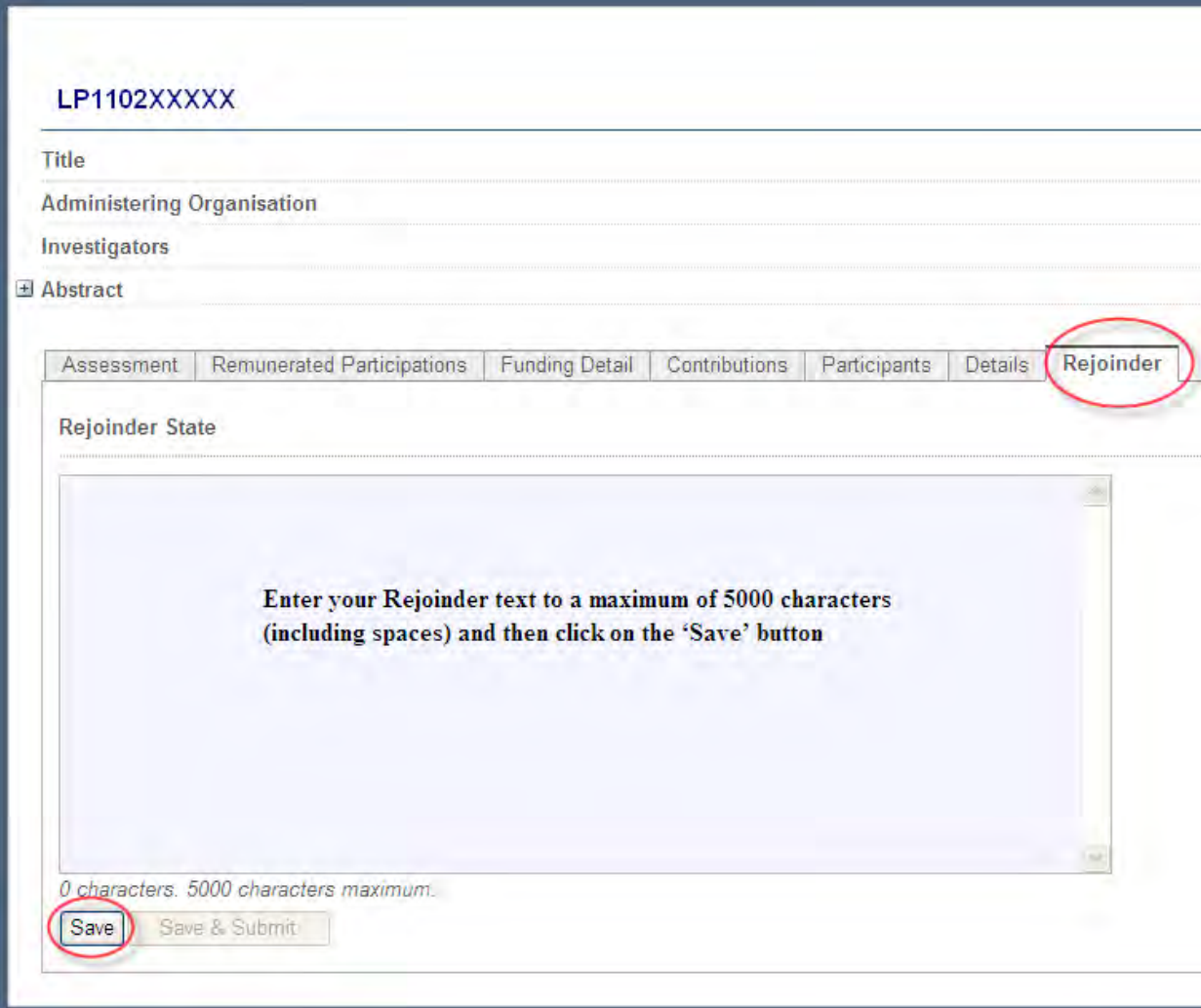
Applied for e.g. APDI at 100% funding for 3.0 yrs, starting in year 1

Click on the 'Remunerated Participations' tab to access Assessor comments for the Fellowship candidate

## 1.4 Edit and save a Rejoinder

To submit a Rejoinder click on the tab entitled '**Rejoinder**'. You will then be able to enter your Rejoinder text to a maximum of 5,000 characters (including spaces). Next click on the '**Save**' button to save your Rejoinder text.

**Note:** Your Research Office will be able to also edit and/or submit your Rejoinder on your behalf to the Research Office.



The screenshot shows a web interface for editing a Rejoinder. At the top, the identifier 'LP1102XXXXX' is displayed. Below it are fields for 'Title', 'Administering Organisation', and 'Investigators'. A section titled 'Abstract' is expanded, showing a navigation bar with tabs: 'Assessment', 'Remunerated Participations', 'Funding Detail', 'Contributions', 'Participants', 'Details', and 'Rejoinder'. The 'Rejoinder' tab is circled in red. Below the navigation bar, the 'Rejoinder State' section contains a large text area with the instruction: 'Enter your Rejoinder text to a maximum of 5000 characters (including spaces) and then click on the 'Save' button'. Below the text area, a character count reads '0 characters. 5000 characters maximum.'. At the bottom of the form, there are two buttons: 'Save' (circled in red) and 'Save & Submit'.

## 1.5 Submitting your Rejoinder to the Research Office

Once you have saved your Rejoinder the '**Save & Submit**' button will no longer be greyed out and will become available. To submit your Rejoinder to the Research Office please click on the '**Save & Submit**' button.

**Note:** Your Research Office will be able to submit your Rejoinder on your behalf.

**Save & Submit**

The status of your Rejoinder will change from '**In Draft**' to '**Submitted to Research Office**' once the '**Submit**' button has been selected for your Rejoinder.

LP1102XXXX

Title

Administering Organisation

Investigators

+ Abstract

Assessment Remunerated Participations Funding Detail Contributions Participants Details **Rejoinder**

Rejoinder State **Submitted to Research Office**

Rejoinder text

**Note: Once your Rejoinder is submitted to the Research Office both 'Save' and 'Save & Submit' buttons will no longer be available**

14 characters. 5000 characters maximum.

**Note:** If you wish to make any edits to your Rejoinder you will need to contact your Research Office to have the Rejoinder de-submitted back to an *'In Draft'* status. If no further changes are needed the Research Office staff will then submit your Rejoinder to the ARC. Alternatively, the Research Office will be able to edit the Rejoinder on your behalf before submitting to the ARC.

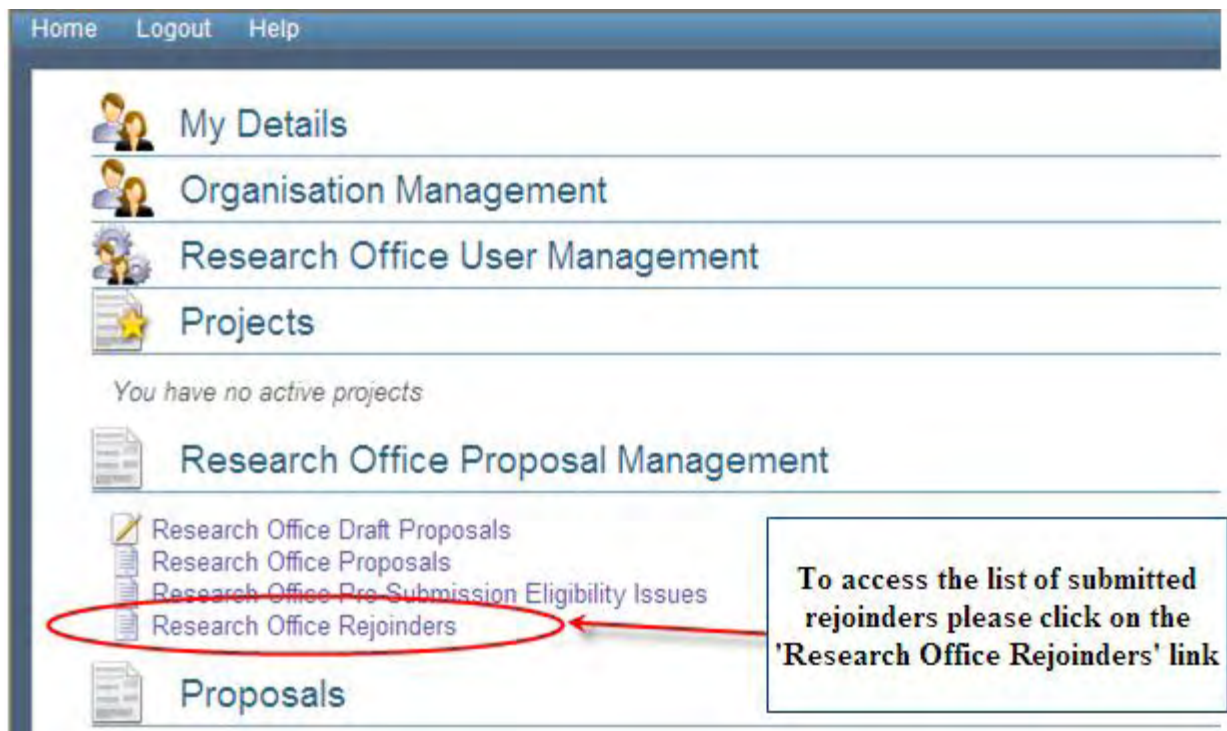
## 1.6 Submitting your Rejoinder to the ARC

The Administering Organisation Research Office will submit the Rejoinder to the ARC. Staff of the Administering Organisation's Research Office should submit the Rejoinder to the ARC on or before the due date.

## Section 2: Instructions for Research Office Staff – for Rejoinders submitted to the Research Office by applicants

### 2.1 Viewing Rejoinders submitted to the Research Office

To access Rejoinders submitted to the Research Office, click on the '**Research Office Rejoinders**' link under Research Office Proposal Management.



Home Logout Help

- My Details
- Organisation Management
- Research Office User Management
- Projects

You have no active projects

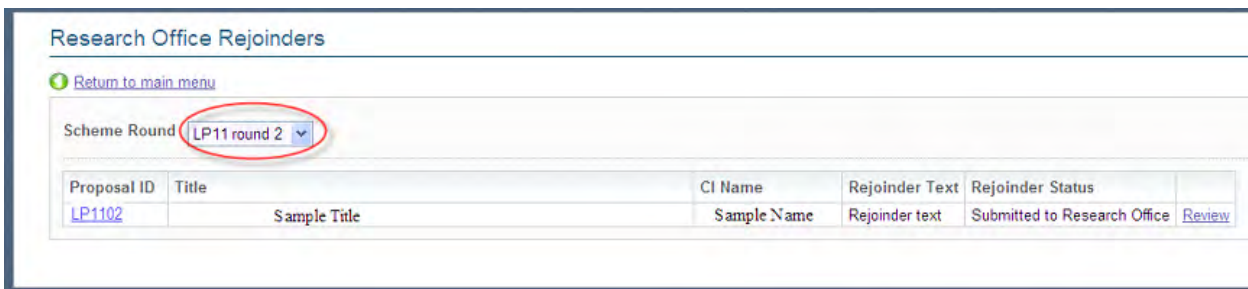
### Research Office Proposal Management

- Research Office Draft Proposals
- Research Office Proposals
- Research Office Pre-Submission Eligibility Issues
- Research Office Rejoinders**

Proposals

To access the list of submitted rejoinders please click on the 'Research Office Rejoinders' link

Next select the scheme round from the drop down menu (LP11 round 2). A list of Proposals that have submitted Rejoinders to the Research Office will be listed in the Research Office Rejoinders page.



Research Office Rejoinders

[Return to main menu](#)

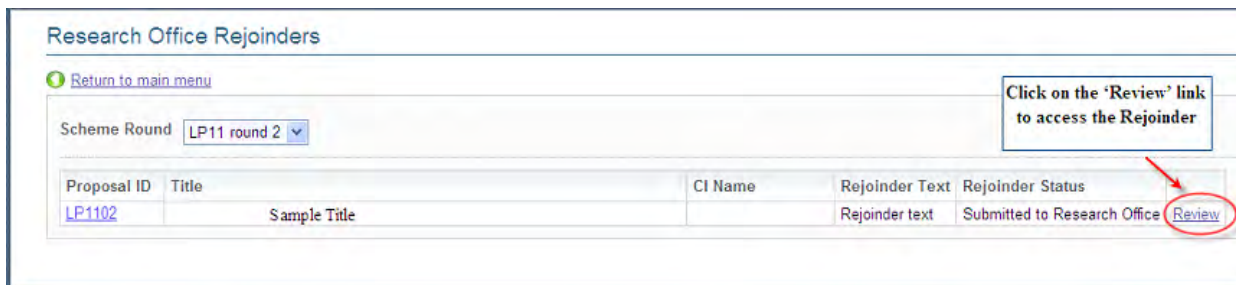
Scheme Round **LP11 round 2**

Proposal ID	Title	CI Name	Rejoinder Text	Rejoinder Status
<a href="#">LP1102</a>	Sample Title	Sample Name	Rejoinder text	Submitted to Research Office <a href="#">Review</a>

## 2.2 Reviewing and editing the Rejoinder before submission to the ARC

To review a submitted Rejoinder please click on the **'Review'** button; this will take you to a new window where you will be able to make text changes in the **'Rejoinder Text'** section before submission to the ARC. Please click on the **'Save'** button after editing the Rejoinder text.

**Note:** The **'Save'** button may appear greyed but is not inactive, clicking on the **'Save'** button will save any changes made to the Rejoinder text.



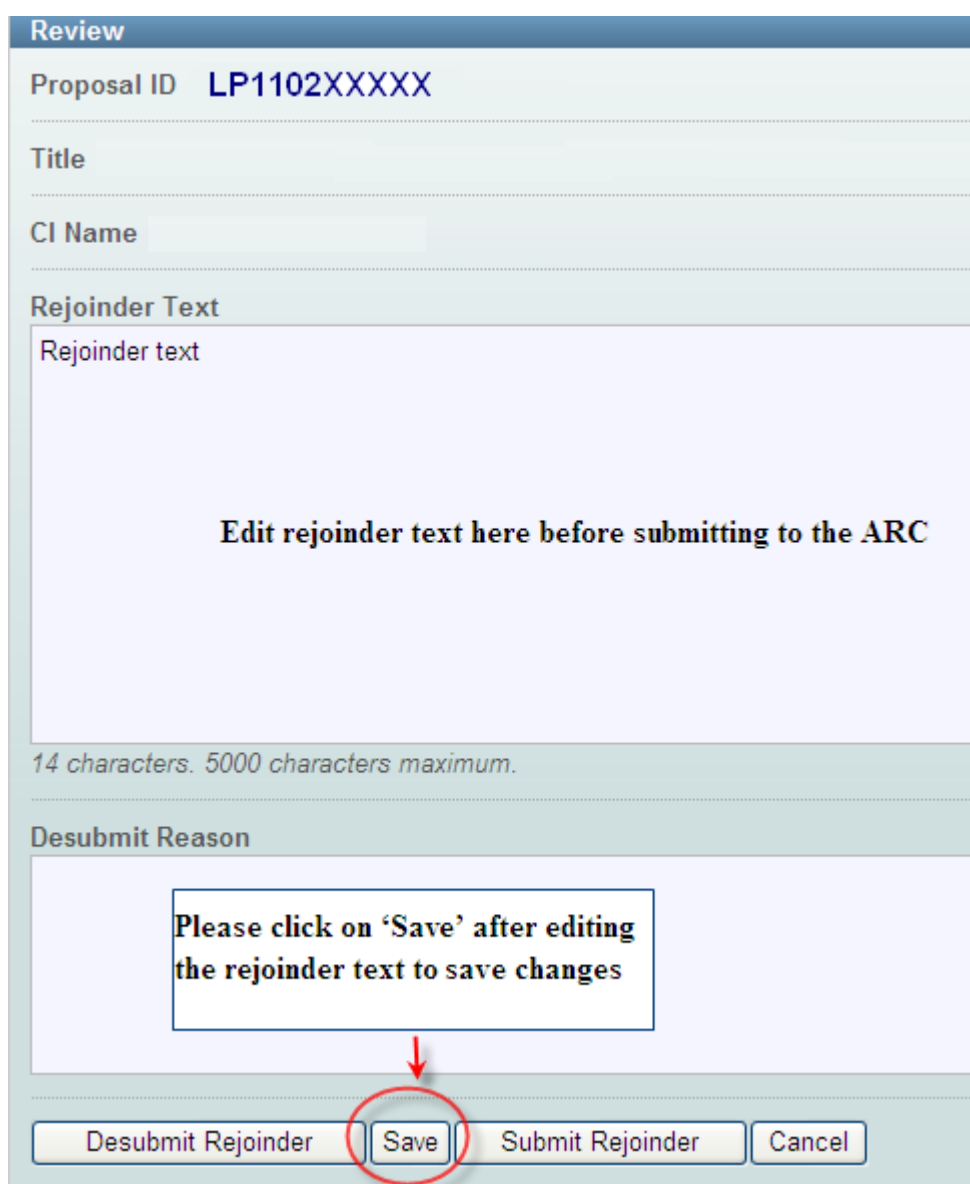
Research Office Rejoinders

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Scheme Round: LP11 round 2

Proposal ID	Title	CI Name	Rejoinder Text	Rejoinder Status
<a href="#">LP1102</a>	Sample Title		Rejoinder text	Submitted to Research Office <a href="#">Review</a>

Click on the 'Review' link to access the Rejoinder



**Review**

Proposal ID **LP1102XXXXX**

Title

CI Name

Rejoinder Text

Rejoinder text

**Edit rejoinder text here before submitting to the ARC**

*14 characters. 5000 characters maximum.*

Resubmit Reason

**Please click on 'Save' after editing the rejoinder text to save changes**

[Resubmit Rejoinder](#) [Save](#) [Submit Rejoinder](#) [Cancel](#)

## 2.3 De-submitting a Rejoinder back to an applicant

If a Rejoinder requires editing or has been submitted to the Research Office in error, the Rejoinder can be de-submitted back to the applicant before the closing date for Rejoinders.

You may wish to enter a reason for why the Rejoinder is being de-submitted back to the applicant, enter a reason in the **'Desubmit Reason'** text box and then click **'Save'**. To de-submit a Rejoinder back to the applicant please click on the **'Desubmit Rejoinder'** button.

**Note:** An automated email will be sent to the lead investigator of the Proposal advising that the Rejoinder has been de-submitted back and where given, the de-submit reason.

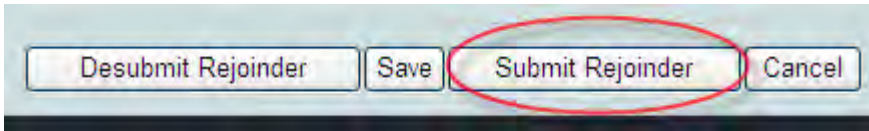
The screenshot shows a web form titled "Review" with the following sections:

- Proposal ID**: LP1102XXXXX
- Title**: (empty text box)
- CI Name**: (empty text box)
- Rejoinder Text**: A large text area containing the placeholder text "Rejoinder text". Below this area is a note: "14 characters. 5000 characters maximum."
- Desubmit Reason**: A text box containing a blue-bordered instruction: "If applicable enter a reason for the desubmission of the rejoinder and then click on the 'Desubmit Rejoinder' button".
- Buttons**: A row of four buttons: "Desubmit Rejoinder" (circled in red), "Save", "Submit Rejoinder", and "Cancel".

**Note:** If you de-submit a Rejoinder for an applicant, the Rejoinder will revert back to an **'In Draft'** status and will not appear in your **'Research Office Rejoinder'** list. The applicant or a Research Office staff member will need to enter the Rejoinder form and save the Rejoinder again and submit back to the Research Office before this appears in your **'Research Office Rejoinder'** list for submission to the ARC.

## 2.4 Submitting a Rejoinder to the ARC

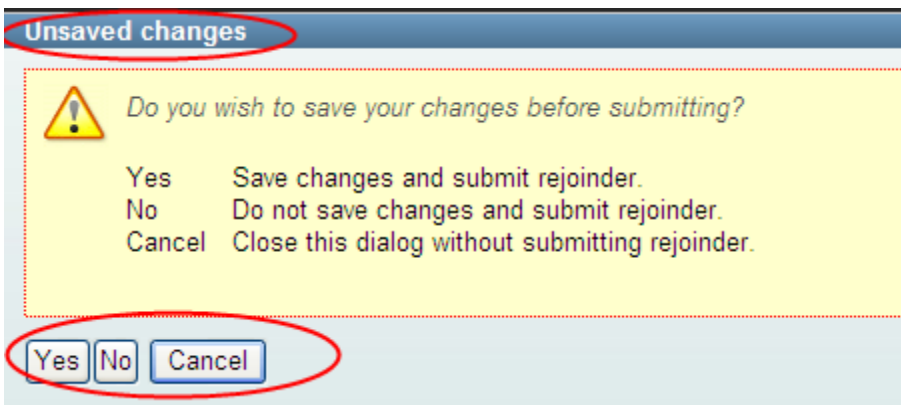
When the Rejoinder is ready to be submitted to the ARC please click on the '**Submit Rejoinder**' button in the review screen.



**Note:** Once a Rejoinder has been submitted to the ARC it cannot be edited. If you require a Rejoinder to be de-submitted back for editing please contact the ARC before the closing date for Rejoinders.

**Note:** If changes are made to the Rejoinder text before submission and the '**Save**' button has not been selected you will be prompted to select one of the following:

- Select 'Yes' to save changes and submit Rejoinder to the ARC
- Select 'No' to not save changes but to submit the Rejoinder to the ARC
- Select 'Cancel' to close the dialogue box without submitting the Rejoinder



Once the Rejoinder is submitted to the ARC, the status of the Rejoinder will change to '**Submitted to ARC**', and the '**Review**' link will no longer be available.

Rejoinder Status	
Submitted to ARC	<a href="#">Review</a>

### **Section 3: Instructions for Research Office Staff – for Rejoinders created and submitted to the Research Office by Research Office Staff on behalf of applicants**

A Rejoinder can be created and submitted to the ARC by Research Office staff on behalf of the applicant. Alternatively the Rejoinder can be created by the applicant and then submitted by Research Office staff to the Research Office for submission to the ARC.

**Note:** If a Rejoinder is created by Research Office staff, applicants will still be able to edit text whilst the Rejoinder state is in **'In Draft'** and will be able to submit the Rejoinder as well.

#### **3.1 View Proposals**

Click on **'Research Office Proposals'** link under Research Office Proposal Management.



Select the appropriate scheme round (**'LP11 round 2'**) from the **'Scheme Round'** drop down menu and then click **'Search'**.

Home Logout Help

## Research Office Proposals

[Return to main menu](#)

Scheme Round	Proposal ID	Proposal Title
<input type="text" value="LP11 round 2"/>	<input type="text"/>	<input type="text"/>

*Use the above search functionality to search for proposals*

A list of Proposals submitted to the ARC for this round will be listed here. To access a Proposal, click on the [Proposal ID](#).

## Research Office Proposals

[Return to main menu](#)

Scheme Round	Proposal ID	Proposal Title
<input type="text" value="LP11 round 2"/>	<input type="text"/>	<input type="text"/>

[Columns...](#)

Proposal Id	Proposal Title
<a href="#">LP1102XXXXX</a>	

### 3.2 Accessing assessor comments

To access assessor comments, please refer to the instructions for Section 1 - Step 1.3.

### 3.3 Edit and save a Rejoinder

To enter text for a Rejoinder and save the Rejoinder, please refer to the instructions for Section 1 – Step 1.4.

### **3.4 Submitting the Rejoinder to the Research Office**

Although the Research Office has created, entered text, and saved a Rejoinder on behalf of the applicant, it is still required to be submitted to the Research Office.

**Note:** Either the applicant or the Research Office staff can submit the Rejoinder to the Research Office which will then enable the Rejoinder to be submitted to the ARC.

To submit the Rejoinder to the Research Office refer to the instructions in Section 1 - Step 1.5. The Rejoinder State will change from *'In Draft'* to *'Submitted to the Research Office'*.

### **3.5 Viewing, editing, de-submitting, and submission to the ARC**

Once the Rejoinder is in the *'Submitted to the Research Office'* state, please refer to the instructions in Section 2 as follows:

- To view Rejoinders – refer to Step 2.1
- To review and edit Rejoinders – refer to Step 2.2
- To de-submit a Rejoinder – refer to Step 2.3 (**Note:** If this is de-submitted back, it will de-submit back to a Rejoinder State of *'Draft'* where the applicant/s, or the Research Office staff, can make changes).
- To submit the Rejoinder to the ARC – refer to Step 2.4.

**If you have any queries, please contact the ARC by email to [arc-linkageprojects@arc.gov.au](mailto:arc-linkageprojects@arc.gov.au).**