



## Rejoinder Process Instructions

**Linkage Projects Proposals (LP11 Round 1) for funding commencing in 2011**

<b>REJOINDERS OPEN:</b>	Wednesday 7 July 2010
<b>REJOINDERS CLOSE:</b>	Tuesday 20 July 2010 5:00pm (AEST)

**Please note:**

- All participants listed on the Proposal with 'Edit' rights can view, edit and submit the Rejoinder 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.



## 1.2 View Proposals

To access your Proposal/s submitted to the ARC please click on the **'Proposals'** link under Proposals. Select **'LP11 round 1'** from the drop down list for **'Scheme Round'** and then click on the **'Search'** button.

The screenshot shows a user dashboard with a blue header containing 'Home', 'Logout', and 'Help'. Below the header, there are three main sections: 'My Details', 'Projects', and 'Proposals'. The 'My Details' section includes links for 'Personal Details', 'RMS User Account Details', 'Classification Details', and 'Contact Details'. The 'Projects' section shows 'You have no active projects'. The 'Proposals' section contains a list of options: 'Draft Proposals', 'Create Draft Proposal', 'Participation Requests', 'Pre-Submission Eligibility Issues', and 'Proposals'. The 'Proposals' link is circled in red, and a red arrow points to it from the right. To the right of the 'Proposals' section, there is a text instruction: 'Click on the 'Proposals' to access your submitted proposal'.

The screenshot shows the 'Proposals' search interface. At the top, there is a blue header with 'Home', 'Logout', and 'Help'. Below the header, there is a 'Proposals' section with a 'Return to main menu' link. A text box with a red arrow pointing to the 'Scheme Round' dropdown menu contains the instruction: 'From the 'Scheme Round' drop down list select 'LP11 round 1' and click 'Search''. The search form has four columns: 'Scheme Round', 'Proposal ID', 'Proposal Title', and 'CI Name'. The 'Scheme Round' dropdown menu is circled in red and shows 'LP11 round 1' selected. Below the search form, there is an 'Admin Org' dropdown menu. A 'Search' button is circled in red. At the bottom, there is a note: '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.

Home Logout Help

## Proposals

[Return to main menu](#)

Scheme Round: LP11 round 1

Proposal ID:

Proposal Title:

CI Name:

Admin Org:

Search

Columns...

Proposal Id	Proposal Title
<a href="#">LP1101XXXX</a>	Sample Title

Click on the Proposal Id to access the Proposal assessment

### 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.

LP1101XXXX

Title:

Administering Organisation:

Investigators:

Abstract:

Assessment Remunerated Participations Funding Detail Contributions Participants Details Rejoinder

Assessments

Assessor

[A](#)

[D](#)

Click on a link to access assessment comments

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 to the next tab '**Remunerated Participations**' to access the assessment comments. Clicking on the assessor link (i.e.: [A](#), [B](#), [C](#), [D](#)) will show a new screen with the assessor comments associated with a Remunerated Participant.

LP1101XXXXX

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.

LP1101XXXXX

Title

Administering Organisation

Investigators

Abstract

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

Rejoinder State

Enter your Rejoinder text to a maximum of 5000 characters (including spaces) and then click on the 'Save' button

0 characters. 5000 characters maximum.

**Save** Save & Submit

## 1.5 Submitting your Rejoinder to the Research Office

Once you have saved your Rejoinder (by clicking the '**Save**' button) 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 '**Save and Submit**' button has been selected for your Rejoinder.

LP1101XXXXX

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 by the deadline, Tuesday 20<sup>th</sup> July 2010, 5:00pm (AEST).

## 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.

The screenshot shows a navigation menu with the following items: My Details, Organisation Management, Research Office User Management, Projects, Research Office Proposal Management, Research Office Draft Proposals, Research Office Proposals, Research Office Pre-Submission Eligibility Issues, Research Office Rejoinders (circled in red), and Proposals. A callout box with a red arrow points to the 'Research Office Rejoinders' link, containing the text: "To access the list of submitted rejoinders please click on the 'Research Office Rejoinders' link".

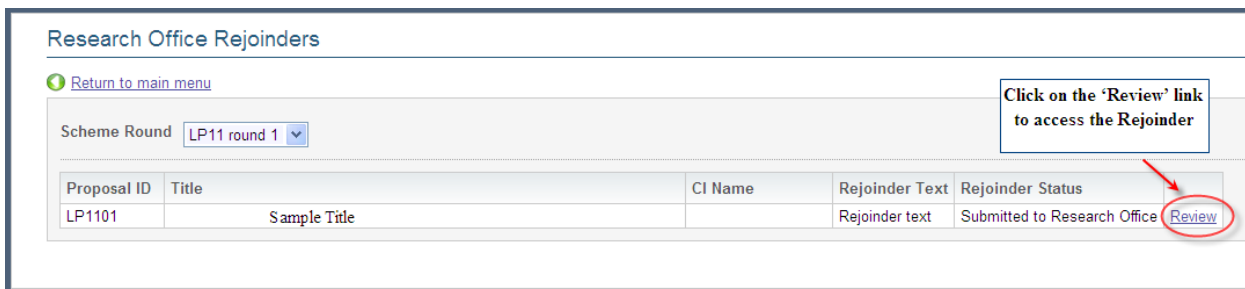
Next select the scheme round from the drop down menu (LP11 round 1). A list of Proposals that have submitted Rejoinders to the Research Office will be listed in the Research Office Rejoinders page.

The screenshot shows the 'Research Office Rejoinders' page. At the top, there is a 'Return to main menu' link. Below it, the 'Scheme Round' dropdown menu is set to 'LP11 round 1'. Below the dropdown is a table with the following data:

Proposal ID	Title	CI Name	Rejoinder Text	Rejoinder Status
LP1101	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.



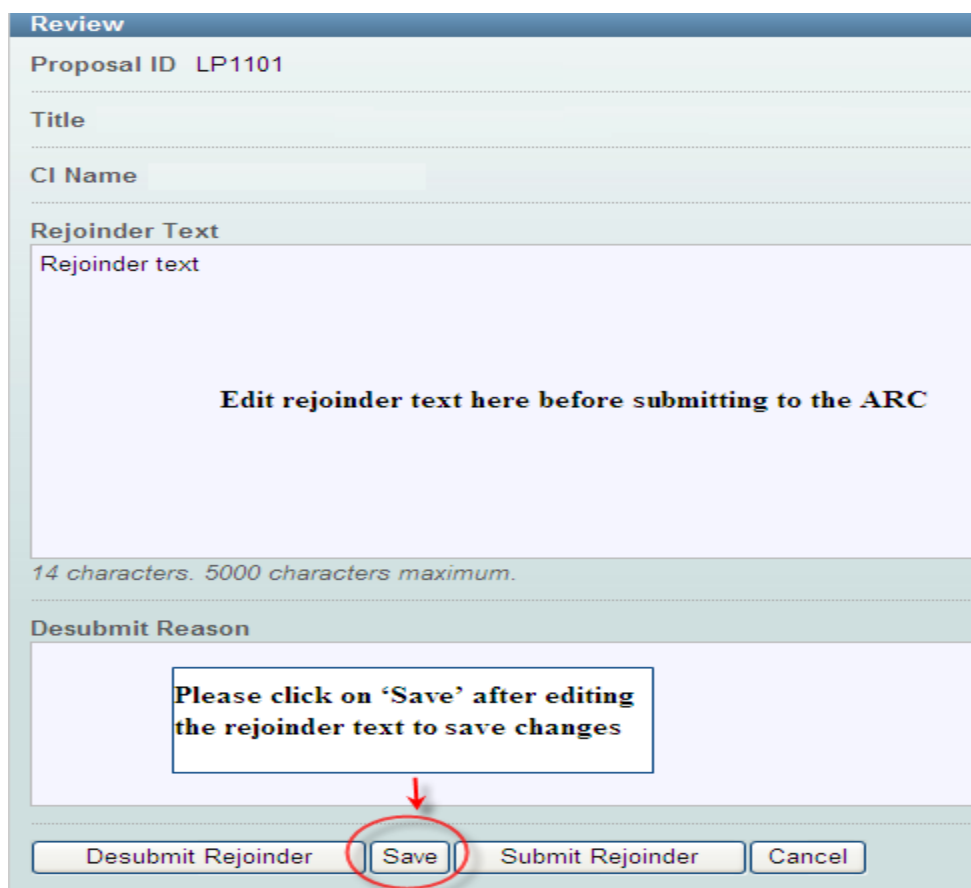
Research Office Rejoinders

[Return to main menu](#)

Scheme Round

Proposal ID	Title	CI Name	Rejoinder Text	Rejoinder Status
LP1101	Sample Title		Rejoinder text	Submitted to Research Office <a href="#">Review</a>

Click on the 'Review' link to access the Rejoinder



Review

Proposal ID LP1101

Title

CI Name

Rejoinder Text

Rejoinder text

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

14 characters. 5000 characters maximum.

Desubmit Reason

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

## 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.

**Review**

Proposal ID LP1101

Title

CI Name

Rejoinder Text

Rejoinder text

14 characters. 5000 characters maximum.

Desubmit Reason

If applicable enter a reason for the desubmission of the rejoinder and then click on the 'Desubmit Rejoinder' button

Desubmit Rejoinder Save Submit Rejoinder 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

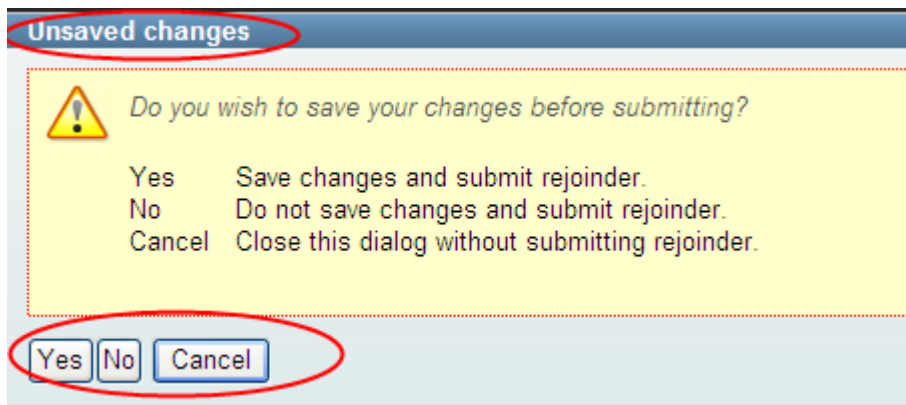
When the Rejoinder is ready to be submitted to the ARC please click on the *'Submit Rejoinder'* button in the review screen.

Desubmit Rejoinder Save Submit Rejoinder Cancel

**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 'Submit Rejoinder' button is selected (without saving the changes first), 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 and 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.

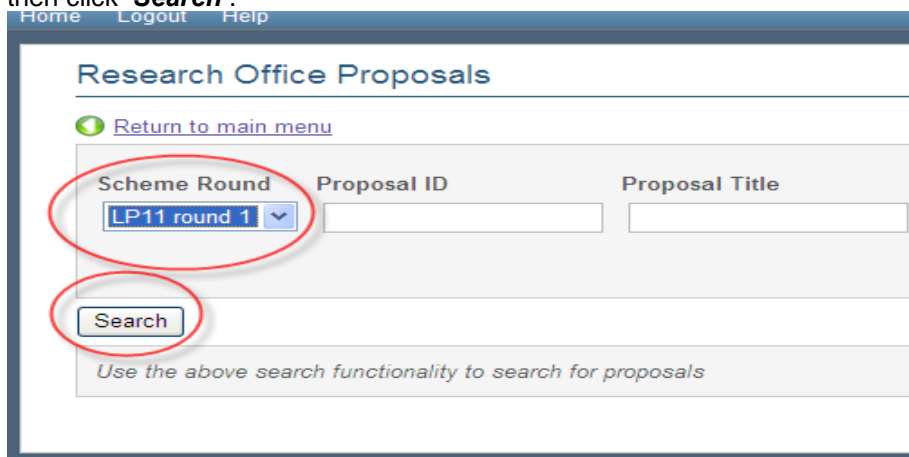
**Note:** If a Rejoinder is created by Research Office staff, applicants will still be able to edit text whilst the Rejoinder state is in *'In Draft'* and will be able to submit the Rejoinder as well.

#### **3.1 View Proposals**

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



Select the appropriate scheme round (**'LP11 round 1'**) from the 'Scheme Round' drop down menu and then click **'Search'**.



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: LP11 round 1  
Proposal ID:   
Proposal Title:

[Columns...](#)

Proposal Id	Proposal Title
LP1101 .xxxxx	

### **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).**