Research Management System

User Guide – Submitting a Rejoinder in RMS
Target Audience – Participants and Research Office Staff
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1. Introduction

- This is an introductory user guide for applicants in RMS.
- The target audience for this user guide are users who have submitted an application for a scheme round within the ARC National Competitive Grants Program.
- This user guide is designed to assist applicants and Research Office (RO) staff navigate through RMS, view the assessment for an application and submit a Rejoinder to the ARC.
- The web address for RMS is https://rms.arc.gov.au
- RMS is compatible with the latest versions of Google Chrome and Microsoft Internet Explorer. Compatibility with different browsers or older versions of Google Chrome and Microsoft Internet Explorer is not guaranteed.

2. Viewing assessments and accessing the Rejoinder in RMS

- Login to RMS via the Login Homepage using your current preferred email address and your password. Click on the Login button.

![Figure 1– RMS Login Homepage](image)

- Participants with full control of an application can view the assessments, as well as draft and submit a Rejoinder.
• Participants without full control can also view assessments and Rejoinders - please see the access instructions provided on page 6 of this document.

• Participants with full control of an application can give full control to other Participants:
  o Click on the Proposals link, as per Figure 2
  o Find the application and click on the Access button
  o Find the person’s name to whom you wish to give full control
  o Tick the box in the Full Control column
  o Click on the Save button.

**Note:** If the Lead CI was not the application creator and wasn’t given Full Access during the application drafting process, they will not be able to draft and submit the Rejoinder. The Research Office (or the application creator) needs to give the Lead CI Full Access to the application to restore the full permissions to this role.

### 2.1 Participants with full control of an application

• Once Rejoinders become available, Participants with full control can access the Rejoinders by clicking on the Proposals link under Applicant Proposals.

![Figure 2 – Accessing Proposal Information](image)

• Click on the Rejoinders tab and select the scheme round from the drop down menu. After you have selected a scheme round, you can Search on Proposal ID or the first-named investigator’s name.
• To access the assessment and Rejoinder information, find the application and click on the Edit button.

• The page will contain a summary of the application information and will contain de-identified assessments. To access the assessment text, click on the Assessor link for each assessment.

• By clicking on Assessor - A, the assessment completed by this assessor will appear.
• At the bottom of the page, enter the Rejoinder text into the Rejoinder field.
• Click on the Save button to save the Rejoinder text.
• Click Close to exit the screen, or
• Click on Submit to RO to submit the Rejoinder to the Research Office.

![Figure 7 – Rejoinder text field and Save, Close and Submit to RO buttons](image)

2.2 Participants without full control of an application

• Participants without full control of an application can view the assessments and view the Rejoinders. They cannot draft or submit Rejoinders. Click on the Proposals link, as per Figure 2, find the application and click on the Details button as shown in Figure 8.

![Figure 8 – Click on the Details button to access the assessment and Rejoinder information](image)

• Click on the Assessment tab to view the assessments.
3. Research Office Rejoinder Management in RMS

**Note:** Research Office (RO) staff can complete the Rejoinder on behalf of a participant. The Rejoinder must still follow the same process of submission i.e. submitted to the RO and then to the ARC.

- RO Staff can access the Rejoinder information by clicking on the Research Office Proposals link under Research Office Proposal Management.
• To access and edit the Rejoinder information for an application, RO Staff must follow the instructions in Section 2 of this document.

• The Rejoinder can be updated and saved by clicking on the [Save] button.

• Submit the Rejoinder to the RO by clicking on the [Submit to RO] button.

• Submit the Rejoinder to the ARC by clicking on the [Submit to ARC] button.

• The RO may de-submit the Rejoinder back to the participant by clicking on the [De-submit] button.

![Figure 12 – Rejoinder action buttons](image)

• If you have incorrectly submitted a Rejoinder to the ARC, a member of the ARC scheme team can de-submit the Rejoinder back to the Research Office. To request the de-submission of a Rejoinder you should contact the ARC at ARC-NCGP@arc.gov.au.

4. Contacting the ARC for additional help

If you are experiencing any technical issues or require help with navigating RMS whilst completing your application, please contact the Support Systems Helpdesk at systems@arc.gov.au.