Research Management System

User Guide – Submitting a Rejoinder in RMS
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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 National Competitive Grants Program.
- This user guide is to assist applicants and Research Office (RO) staff navigate through the Research Management System (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.

PART 1 – Viewing assessments and accessing the Rejoinder in RMS

- Login to RMS via the Login Homepage https://rms.arc.gov.au using your registered account email address and your password.

Figure 1 – RMS Login Homepage
• Participants with full control of an application can view the assessments and also draft and submit Rejoinders to the Research Office.

• Participants without full control can only view assessments and Rejoinders, they are unable to draft or submit.

Allocating Full Control to an application

• Only participants with full control of an application can then allocate full control to other Participants.

• To allocate control, click on the Proposals link, as per Figure 3, find the Application and click on the Access button. Find the person’s name to whom you wish to give full control, tick the box in the Full Control column and click on the Save button.

![Image of Access Control](image.png)

Figure 2 – Provide full control to Participants

• **Important note:** If the Lead Investigator (a CI or equivalent) was not the Application Creator they will not have full control automatically allocated and if they were not allocated this during the Application drafting process, they will not be able to draft and submit the Rejoinder. The Application Creator or the RO needs to give the Lead Investigator full control of the Application to restore their access to full Rejoinder functionality.

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.
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 Application ID or the Lead Investigator’s name.

To access submitted assessments and Rejoinder information, find the Application and click on the Edit button.

The page will contain a summary of information on the Application 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.
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.

Participants without Full Control of an Application

Participants without full control of an Application can view the assessments and view the Rejoinder. They cannot draft or submit a Rejoinder. To view, click on the Proposals link, as per Figure 3, find the Application and click on the Details button as shown in Figure 9.
Figure 9 – Click on the Details button to access the assessment and Rejoinder information

- Click on the Assessment tab to view the submitted assessments and rejoinder text.

Figure 10 – Click on the View button to access the assessment information

PART 2 – Research Office Rejoinder management in RMS

- **Note:** Research Office (RO) Staff can complete the Rejoinder on behalf of a participant. However, the Rejoinder must still be 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.

Figure 11 – Research Office Applications link
• To access and edit the Rejoinder information for an Application, RO Staff must follow the instructions in Part 1 of this document.

• The Rejoinder can be updated and saved by clicking on the Save button. It can be submitted to the ARC by clicking on the Submit to ARC button. It can be de-submitted to the Applicant by clicking on the De-submit button.

![Rejoinder action buttons](image)

Figure 12 – Rejoinder action buttons

• 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.

PART 3 – 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 RMS Helpdesk at ARC-Systems@arc.gov.au.