



How to complete the Assurance Questionnaire

1. Log into RMS
2. Navigate to ARC Process Management
3. Select [Organisation Tasks]

ARC Process Management -		
Organisation Tasks		
Process	Organisation Tasks Pending Completion	Action
Assurance Questionnaire	1	Organisation Tasks

4. Select [Complete Form]. The Assurance Questionnaire will open for the Admin Organisation to complete.

Process

Assurance Questionnaire

Search

Application/Title/Chief Investigator

Showing 1 of 1 tasks.

Process	Abbrev	Organisation	State	Actions
Assurance Questionnaire	ACU	Australian Catholic University	With Research Office	Complete Form

5. Submit to [RO Delegate]

Process

Assurance Questionnaire

Search

Application/Title/Chief Investigator

Showing 1 of 1 tasks.

Process	Abbrev	Organisation	State	Actions
Assurance Questionnaire	ACU	Australian Catholic University	With Research Office	<div>Complete Form</div> <div>Submit to RO Delegate</div>

6. The RO Delegate will then [Certify and Submit to ARC]. This completes the Assurance Questionnaire for that Admin Organisation. Noting that the RO Delegate can return it to the Research Office if changes are required to the form prior to submitting to the ARC.

Actions		
Complete Form	Certify and Submit to ARC	Return to Research Office

7. Once submitted you can access the completed form by following steps 1-2 then click "View" button.