2025 HERDC – RMS DATA SUBMISSION WORKFLOW
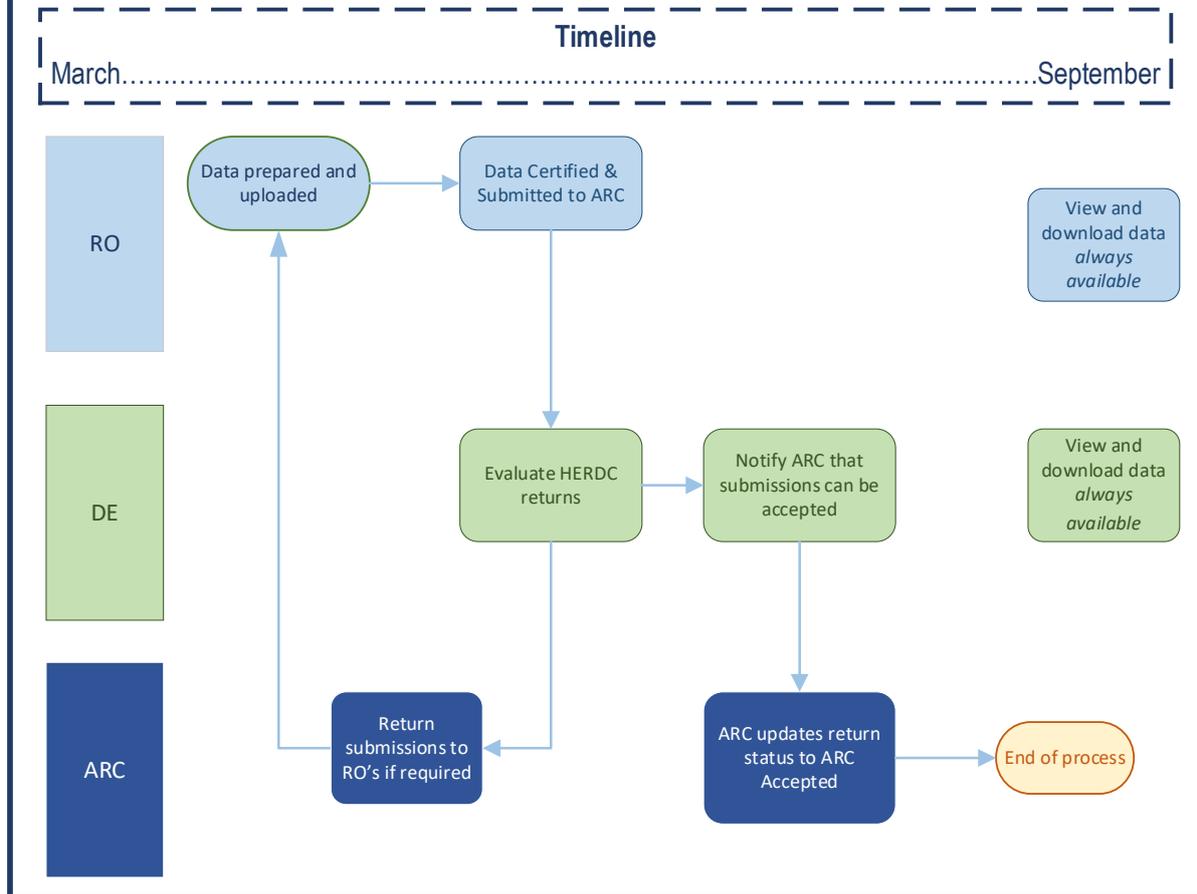
HERDC data submitted by 30 June 2026 is amenable by authorisation until 1 September 2026

Timeline

March..September

RO	Data prepared and uploaded → Data Certified & Submitted to ARC	View and download data *always available*
DE	Evaluate HERDC returns → Notify ARC that submissions can be accepted	View and download data *always available*
ARC	Return submissions to RO's if required	ARC updates return status to ARC Accepted → End of process

The **2025 HERDC – RMS Data Submission Workflow** is the process universities follow to prepare, certify and submit their HERDC return using the Research Management System (RMS). The workflow runs across a timeline from March to 1 September 2026 and is divided into three roles: Research Office (RO), Department of Education (DE), and the Australian Research Council (ARC).

First, the Research Office prepares and uploads the HERDC data in RMS. Once complete, the return is submitted to the Vice-Chancellor for certification, the Vice-Chancellor may also de-submit the HERDC return to the Research Office if amendments to data are required, the research office then re-submits the form to the Vice-Chancellor for certification. After certification, the Research Office submits the return to the ARC.

Next, the Department of Education evaluates the submitted HERDC return. If changes are required, the ARC can return the submission to the Research Office for revision. The

Research Office amends the data and resubmits it for certification and submission again if required.

When the submission is accepted, the ARC updates the return status to "Accepted." At this point, the process ends.

Throughout the workflow, both universities and the Department of Education can view, and download submitted data at any time. The diagram also notes that HERDC data submitted by 30 June 2026 can be amended with authorisation until 1 September 2026.