



Australian Government

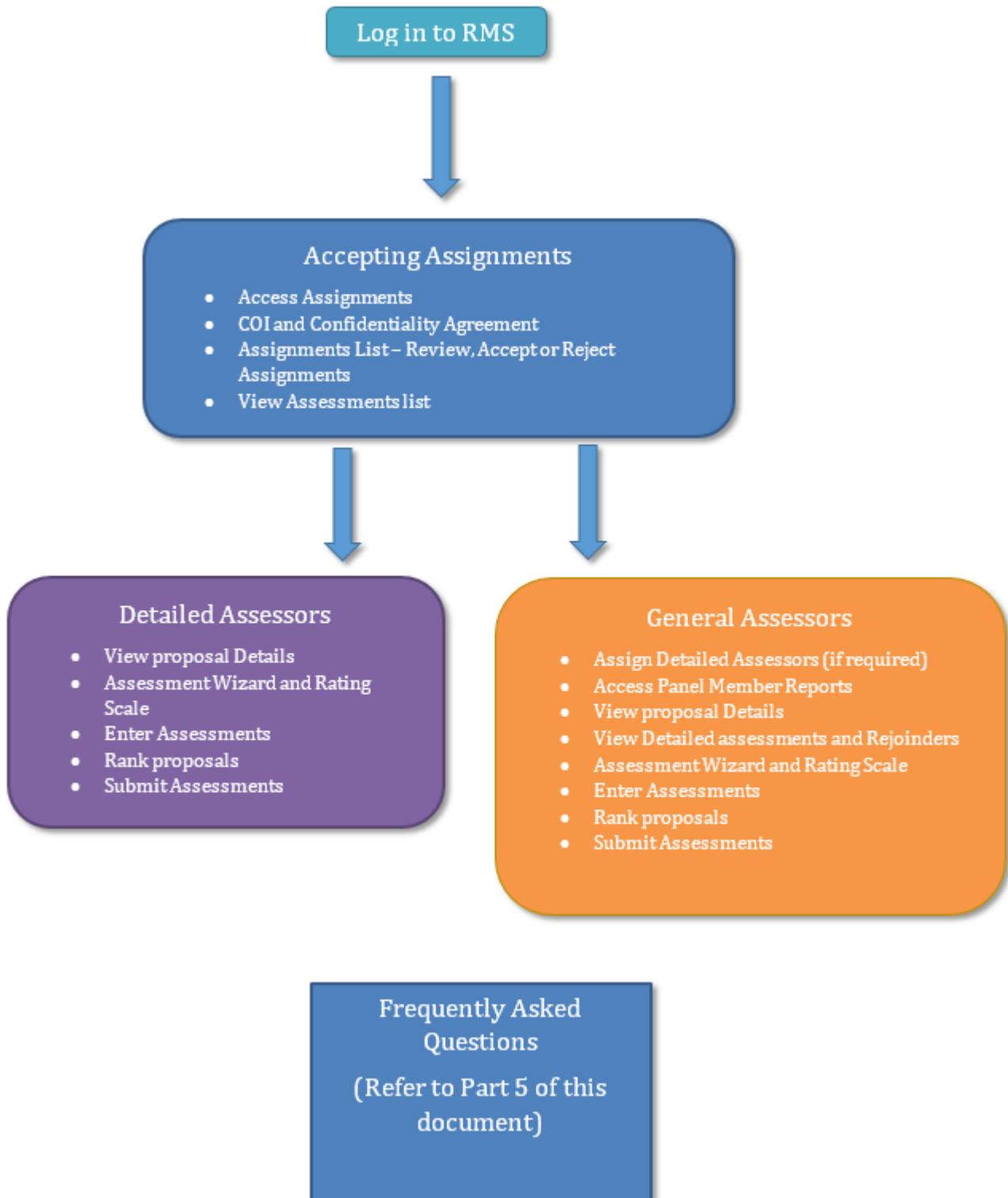
Australian Research Council

RMS Handbook for Assessors

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RMS Instructions for Assessors – Overview



INTRODUCTION

RMS Instructions for Assessors is a guide to help **General** and **Detailed** Assessors navigate through the RMS assessment process.

Information on how to provide a quality assessment for the ARC is available on the [Peer Review](#) pages of the ARC website.

Need more help?

Contact the Systems Support team for RMS technical difficulties:

Ph: 02 6287 6789

Email: systems@arc.gov.au

Contact the ARC NCGP Peer Review team (ARC-Peer_Review@arc.gov.au) for scheme related questions such as due dates or conflict of interest queries.

PART 1 – LOG IN TO RMS

RMS Recommended Browser

RMS is compatible with the latest versions of Google Chrome and Microsoft Internet Explorer. The use of different browsers or older versions of Google Chrome and Microsoft Internet Explorer will likely result in you experiencing system difficulties.

It is also advisable not to have several tabs opened within the browser at one time.

Accessing RMS

Registered RMS Users: can log in to [RMS](#) at <https://rms.arc.gov.au/> using the email address which is linked to your RMS account. You can also reset your password from this page.

New Users: can create a RMS Account at <https://rms.arc.gov.au/> by clicking on the 'Request New Account' link.

General information regarding RMS can be found at <http://www.arc.gov.au/rms-information>.

Ensure your RMS Profile is up to date

Please ensure that your Expertise text, FoR Codes and Employment History are up to date in your RMS profile.

IMPORTANT NOTE: All RMS Users must update their RMS profile with their current employment and any previous employment within the past two years in order to assist the ARC with the identification and management of organisational conflicts of interest.

- Check that your **Expertise Text** does not require updating. This assists the ARC with matching assessors to appropriate proposals.

Expertise Text should be a description that explains your expertise; it should not be a list of academic positions held.

Expertise Text sample: 'I carry out research on alpine crustaceans, with a particular focus on their evolution and adaptability to contemporary environmental effects. I have investigated alpine crustaceans in Australia, New Zealand and Canada, and compared the geographical effects of predators, altitude and extreme physical conditions. My work also involves the theoretical modelling of crustacean populations, scenario evaluation, and the development of protocols for effective habitat management.'

- Check that your **FoR codes** are correct and are within the recommended limit, or enter new codes in. We strongly recommend that you limit the codes to **no more than 10**. This assists the ARC with matching assessors to appropriate proposals. Please avoid using codes that end in "99" where possible.
- Check that you have your **current organisation** listed by entering in your employment details. All RMS Users must update their RMS profile with their current employment and any previous employment within the past two years in order to assist the ARC with the identification and management of organisational conflicts of interest.

Entering Unavailability in RMS

After login click the 'Availability' link under your 'Person Profile' heading. Click on the 'Add New Item' button and complete the event details in the pop up (Note: all fields are mandatory).

- Entering in your unavailability will help the ARC avoid contacting you to undertake assessments during that time.
- You should only enter periods that exceed more than **4 consecutive weeks** during the assessment periods.
- **Note:** If you are a current recipient of ARC funding, please ensure that you are aware of your Funding Agreement obligations for ARC Assessments. Extended lengths of unavailability entered into RMS, will be monitored by the ARC.

PART 2 – ACCEPTING ASSIGNMENTS

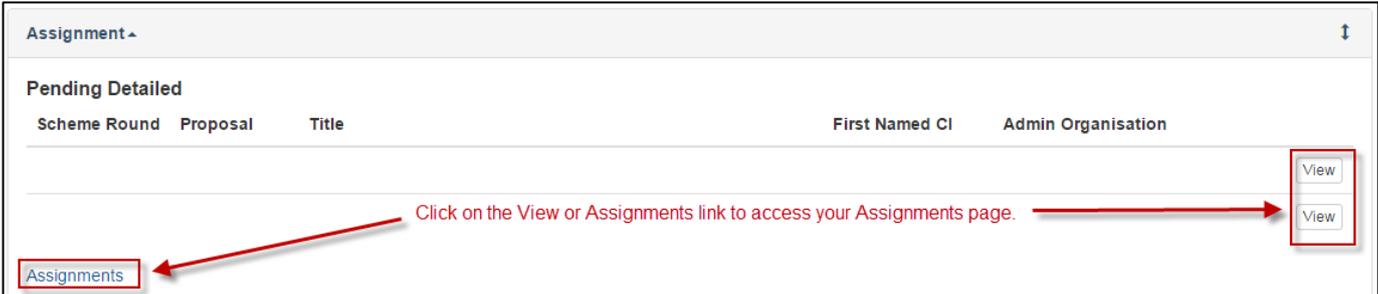
Assignment Notice

It is highly recommended to add do-not-reply@arc.gov.au to your safe senders list in your email settings to ensure your assignment notices do not get sent to your junk mail folder.

You will receive an automated email from do-not-reply@arc.gov.au to let you know you have been assigned one or more ARC proposals to assess. Please note these could be across different ARC schemes.

Access Assignments

Log in to [RMS](#). From your RMS Action Centre, under the 'Assignment' heading, you will see a list of 'Pending' assignments. Click on the 'View' or 'Assignments' link to open the list of proposals assigned to you.



The screenshot shows the 'Assignment' section in RMS. At the top, there is a 'Pending Detailed' section with a table. The table has columns for 'Scheme Round', 'Proposal', 'Title', 'First Named CI', and 'Admin Organisation'. Below the table, there are two 'View' buttons. A red arrow points from the text 'Click on the View or Assignments link to access your Assignments page.' to the 'View' button on the right. Another red arrow points from the same text to the 'Assignments' link in the bottom left corner of the page.

Once accepted, your assignments list can be accessed by clicking on the 'Assignments' link from your Action Centre.

Policy Compliance Agreement

All ARC assessors will receive an automatic prompt in RMS that reminds them about their obligations relating to Conflict of Interest (CoI) and requires agreement to comply with the relevant ARC and other policies including Confidentiality. The text of the Agreement is provided below for your information:

“The document [Identifying and Handling a Conflict of Interest in NCGP processes](#) outlines the timeframes that apply for common conflicts of interest when assessing ARC proposals.

An Assessor must be familiar with and comply with the [ARC Conflict of Interest and Confidentiality Policy](#), the [ARC Research Integrity and Research Misconduct Policy](#) and the [Australian Privacy Principles](#) (outlined in the Privacy Act 1988 (Cth)) as well as the other [codes and guidelines](#) (in place to ensure the highest standards of integrity in all aspects of research) available on the [ARC website](#).

Please indicate that you will comply with these requirements by selecting the ‘Accept’ button.”

Please indicate that you will comply with the requirements set out in these policies by selecting the “Accept” button. You must accept the Agreement before you Accept and Assess any proposals.

Assignments List – Review, Accept or Reject Assignments

Note: A list of proposals assigned to you will be displayed with the status ‘Announced’ indicating that you have not yet accepted the assignment.

Review proposal Details and check for Conflicts of Interest (COI)

Click on the ‘View’ button for a proposal to view the details, including the title, summary and list of participating Investigators and Organisations.

Proposal	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> [Proposal ID]	No	[Scheme round ID]	Detailed	Announced	<input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>

Check for any potential COIs as soon as possible so that any proposals you are conflicted with can be rejected and assigned to an alternative Assessor. Please review the timeframes for COIs that are set out in the document [Identifying and Handling a Conflict of Interest in NCGP processes](#). Assessors who have identified a conflict of interest **must** reject the proposal in RMS to assist the ARC in the management of conflicts of interest (see below).

If at any stage you become aware of a COI with a proposal that you have agreed to assess, you should immediately reject the proposal using the reject button available in the Assessments page or by returning to your Assignments page.

Accept

If there are no COIs, **accept the assignment** by selecting the ‘Accept’ button. Note that the status of the proposal will change to ‘Accepted’ and the proposal will **move** to the bottom of your Assignments list.

Proposal	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> [Proposal ID]	No	[Scheme round ID]	Detailed	Announced	<input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>

For General Assessors (Selection Advisory Committee members) only - The Assignments list indicates the proposals to which you have been assigned as **Carriage 1**. For some schemes, Carriage 1 is responsible for assigning Detailed Assessors. See *Part 4 – General Assessors* in this Handbook for further information.

Proposal	Carriage 1	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> [Proposal ID]	<input type="checkbox"/> Yes		[Scheme Round ID]	General	Accepted	<input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>

Reject

If you are unable to participate in the assessment of a proposal select the 'Reject' button and **choose a rejection reason** from the drop down list. Proposals you have 'rejected' will be removed from your assignments list after saving the selection.

Select a Rejection Reason ✕

-- Select a Rejection Reason --

-- Select a Rejection Reason --

Conflicted with proposal

Other

Proposal not in my expertise area

Unavailable due to time constraints

If 'Conflicted with proposal' is selected, you are then required to 'select people and/or organisations with conflicts' from the list relevant to this proposal.

IMPORTANT NOTE: It is critical that RMS captures Conflict of Interests correctly, therefore please **do not use the 'Other'** option for a Conflict. If you require assistance with declaring a Conflict of Interest please email the ARC Peer Review team (ARC-Peer_Review@arc.gov.au) before rejecting the assignment.

Select a Rejection Reason ✕

Conflicted with proposal

Select people or organisation with conflicts

Name	Type	Association Type
<input type="checkbox"/> Prof Example	Person	-- Select an Association Type --
<input type="checkbox"/> Example Organisation	Organisation	-- Select an Association Type --
<input type="checkbox"/> Example Organisation	Organisation	Personal
		Professional

Proposals outside an Assessor's area of expertise

Detailed Assessors

If you believe that the ARC has misunderstood your expertise, or has made an error in the assignment of a proposal to you, please reject the proposal as soon as possible and enter a reason in the Reject Reason comment box. In addition, please ensure that the FoR Codes and Expertise Text in your RMS Personal Details are up to date in order to avoid misalignment of proposal assignment.

General Assessors

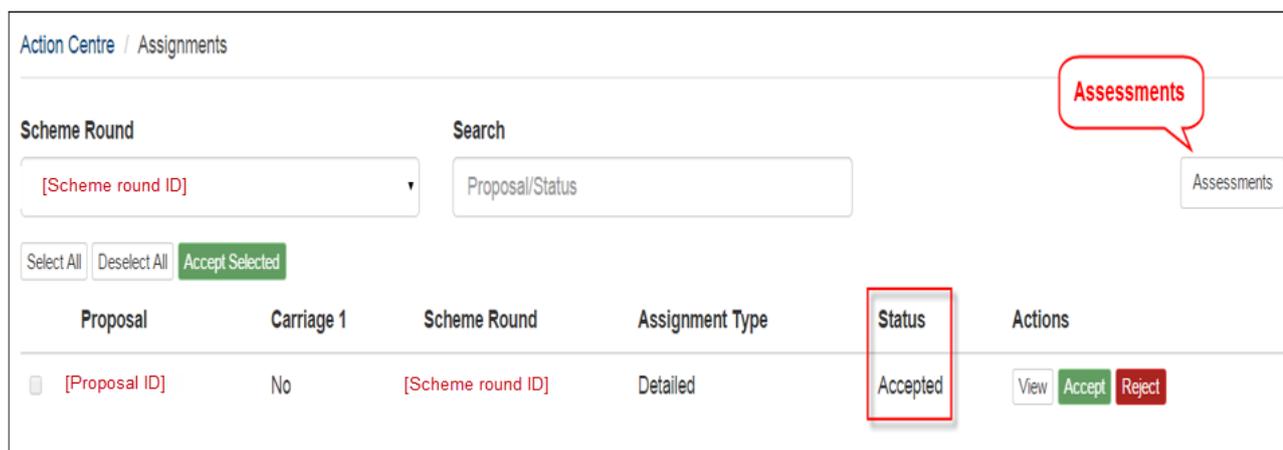
As a General Assessor, proposals have been assigned to you for assessment within the ARC's Research Management System (RMS). Assignments have been made by considering your profile and Field of Research (FOR) codes within RMS. It may be that some of the proposals you receive to assess are distant to some degree from your main discipline expertise.

However, as most General Assessors are also members of the ARC College of Experts, and of Selection Advisory Committees, we will sometimes need to call upon you to assess proposals outside your area of expertise. Unless you have a personal or institutional conflict of interest, please accept the assignment and assess the proposal based on your general knowledge of what makes an excellent proposal. There are numerous reasons why you may have been assigned the proposal, however, if after careful consideration you still feel it is not possible to assess, then please let the ARC know as soon as possible.

If you are concerned that a proposal is outside your area of expertise, please contact the ARC Peer Review team (ARC-Peer_Review@arc.gov.au) before rejecting.

View Assessments list

Once you have accepted your assignments, click on the 'Assessments' button on the right hand side to open your Assessments list.



The screenshot shows the 'Action Centre / Assignments' page. At the top, there is a 'Scheme Round' dropdown menu with '[Scheme round ID]' selected, and a 'Search' input field with 'Proposal/Status'. Below these are buttons for 'Select All', 'Deselect All', and 'Accept Selected'. The main table has the following structure:

Proposal	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> [Proposal ID]	No	[Scheme round ID]	Detailed	Accepted	<input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>

Alternatively click on the 'Assessments' link from your RMS Action Centre.

New Assignments

If any additional proposals are assigned to you, you will receive a notification email and the new assignments will appear in the 'Pending Assignments' list on your RMS Action Centre.

Note: You may receive additional proposals at any stage during the assessment period due to other assessors rejecting assignments.

Once assignments have been accepted in your 'Assignments' page they will no longer appear on your RMS Action Centre.

PART 3 – DETAILED ASSESSORS

View proposal Details

Access your Assessments list by clicking on the 'Assessments' link on your RMS Action Centre.

The 'Detailed Assessments' list will display the list of proposals you have agreed to assess and the due date for the assessments.

You can navigate back to the 'Assignments' list by clicking on the 'Assignments' button.

The screenshot shows the 'Detailed Assessments' page. At the top, there is a breadcrumb trail: 'Action Centre / Assignments / Detailed Assessments'. The 'Detailed Assessments' link is highlighted with a red callout. To the right, there is an 'Assignments' button, also highlighted with a red callout. Below the breadcrumb, there is a 'Scheme Round' dropdown menu and a 'Detailed Assessments are due by' field. A yellow banner contains the text 'Please complete assessments' and a 'Show' button. To the right of the banner are buttons for 'Rating Scale', 'Save All', and 'Submit All'. At the bottom, there are fields for 'Title:', 'Lead Investigator:', and 'Administering Organisation:'. To the right of these fields are buttons for 'Submit', 'Save', 'Details (Hide)', 'Assess (Hide)', 'PDF', and a red 'Reject' button.

To view the details of a proposal, click on 'Details':

This screenshot is identical to the previous one, but with a red callout pointing to the 'Details (Hide)' button in the bottom right corner of the page.

The proposal details include:

- proposal summary
- named Participants
- named Organisations

To view the proposal PDF, click on the 'PDF' button:

This screenshot is identical to the previous ones, but with a red callout pointing to the 'PDF' button in the bottom right corner of the page.

Assessment Wizard

At the top of the Assessments page is the **Assessment Wizard** which will prompt you to complete any outstanding actions such as entering assessment text, scores or ranks. When the 'Show' button is clicked a red box will appear around the next assessment or ranking that needs to be completed.



Rating Scale

At the top of the page is a **Rating Scale** button which provides access to the rating scale relevant to the proposals you are assessing (see screenshot above).



Enter Assessments

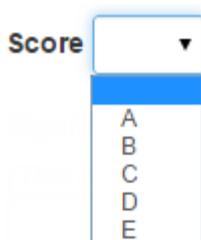
Selection Criteria and weightings will differ between schemes. Information regarding the scheme specific selection criteria and assessing proposals can be found in the [Assessor Handbook](#) located on the ARC Peer Review webpage.

Click on the 'Assess' button to open the Assessment Form:



Enter your assessment text, noting the character limit, against each selection criterion. It is mandatory that assessment text is provided for each selection criterion.

Enter your Score (A-E) for each selection criterion in the box provided:



If you do not understand any of the criteria against which proposals are assessed, do not leave the text or score blank, as you will be unable to submit your assessment. Either refer to the relevant Funding Rules or the [Assessor Handbook](#) for information about selection criteria, or contact the ARC for clarification.

Where applicable, you may enter additional comments in the 'Improvements' and 'Comments' fields. This feedback will be seen by the Selection Panel members as well as by the Participants and the Administering Organisation. It is not mandatory to provide this feedback.

Click on the **'Save'** button regularly to save your assessment. **It is recommended that you also save your assessment text in a separate document to minimise the risk of losing data at any stage.** This information must be destroyed at the completion of the assessment process.

Once your proposal assessment has been entered, RMS will automatically calculate/recalculate the **overall Proposal 'Rank' and 'Score'** during the saving process. This is based on the selection criteria weightings published in the [Funding Rules](#) .

Rank proposals

If you have been assigned more than one proposal, you must **establish a ranked list**.

RMS will use the Overall Proposal Scores to automatically rank your assessments in order.

If you have multiple proposals with the same overall Proposal score, the Assessment Wizard will show the message 'Please assign ranks to grouped assessments' to prompt you to **give each proposal a unique rank**. Note that since the Selection Criteria are weighted, it is possible for proposals with different criteria scores to have the same overall score. You will not be able to submit your assessments until each proposal has a unique rank.

In the example below, three assessments were all ranked in position one (due to having identical Overall Proposal Scores), and you will need to enter unique ranks from 1 to 3.

To ensure that all the assessments are saved, click **'Save All'**.

Submit Assessments

You can submit your assessments to the ARC when all of your assessments and rankings for that scheme round have been completed and saved. Alternatively you can submit assessments individually using the 'Submit' button.

If, for some reason, you cannot complete a particular assessment, you must reject the assignment using the 'Reject' button on the Assessments page.

Title:
Lead Investigator:
Administering Organisation:

Submit Save Details Assess PDF **Reject**

Once all assessments and rankings have been completed the Assessment Wizard will show the message 'Assessments ready for submission'. To **submit all of your assessments** to the ARC, click 'Submit All'.

Scheme Round

[Scheme round ID] Detailed Assessments for [Scheme Round ID] are due on xx/xx/20xx Assignments

Rank | Score | Assessments ready for submission Rating Scale Save All **Submit All**

The following message will appear once your assessments have been submitted:

Assessments have been successfully submitted.

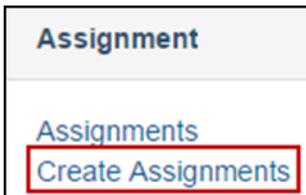
Ok

Once your assessments have been submitted to the ARC you will not be able to change them. If you need to change an assessment, please contact the [ARC Peer Review](#) team before the assessment closing date to have your assessment 'de-submitted'.

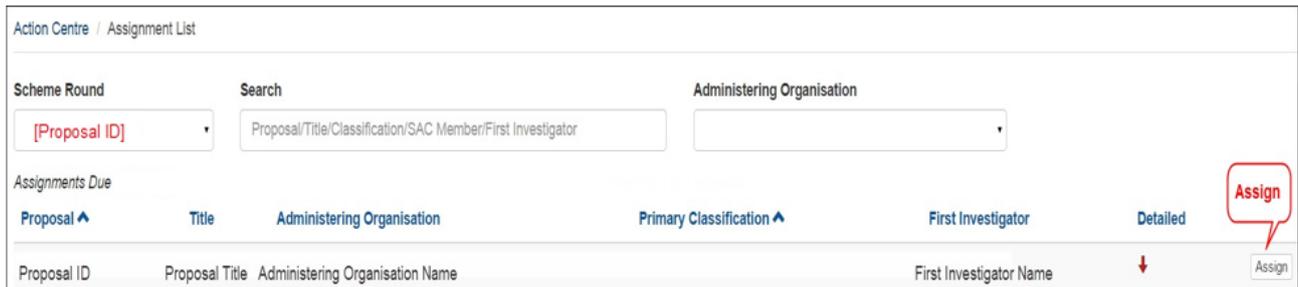
PART 4 – GENERAL ASSESSORS

Assign Detailed Assessors (if required)

The number of Detailed Assessors required varies from scheme to scheme and you will be advised how many you should assign once you are selected for a panel. If you are assigned as a Carriage 1 to any proposals a link called **'Create Assignments'** will appear on your RMS Action Page once you have accepted your assignments (see Part 3 of this Handbook for information about accepting assignments).



Click the **'Create Assignments'** link to access the list of your Carriage 1 proposals. Click on the 'Assign' button to open the 'Create Assignments' page for a particular proposal.



Flag indicators (flags do not take into account Reserves):

	A green tick indicates that enough Detailed Assessors have been assigned to the proposal.
	A red arrow indicates that not enough Detailed Assessors have been assigned to the proposal.
	A blue arrow indicates that more than the required number of Detailed Assessors have been assigned to the proposal.

Proposal Assignment Screen

From this page you can view the following:

Proposal PDF: To view the proposal, click the PDF icon at the top right of the screen.

Proposal Details: Proposal details include the Title, Administering Organisation, Investigators, Classifications and Summary.

Word cloud: In RMS a word cloud is used to visually highlight the most prominent aspects relevant to:

- the proposal, such as its classification codes, summary and title
- the area of expertise of potential Detailed Assessors.

The proposal word cloud at the top of the screen is a visual summary of the words used in the proposal summary, the FoR and Socio-Economic Objective (SEO) descriptions. Also included are the FoR code numbers. The greater the size of the word, the more frequently the word has been used. In RMS it is used to represent visually the most prominent text data relevant to the proposal in order to assist General Assessors in choosing the best matching Detailed Assessors for this proposal. A word cloud highlights single words or numbers, and their importance is shown with font size and colour. It also provides interactive ways of changing the search parameters.

The word cloud provided for an individual assessor shows only the expertise overlap between the current proposal and the information recorded by the ARC about the potential assessor (drawn from their FoR codes, expertise text, ARC grants, and their applications recently submitted to the ARC). The assessor cloud therefore does not necessarily show all of that assessor's expertise.

Below is an example demonstrating that selected Detailed Assessors (at the bottom) are well-matched with the proposal cloud (in top right corner). Example:

Action Centre / Assignment List /

The screenshot displays the RMS Proposal Assignment interface. At the top, a navigation breadcrumb reads "Action Centre / Assignment List /". Below this is a form for proposal details:

- Title: ...
- Administering Organisation: ...
- Investigators: ...
- Classifications: 030201 (60%), 030207 (20%), 030299 (20%)
- Summary: ...
- ✓ Detailed (2..4)

Below the form are input fields for Keywords, Name, Organisation, and Assessor selection (International and Industry checkboxes). To the right of the form is a large word cloud for the proposal. The most prominent words in this cloud include "030201", "IMAGING AGENTS", "030299", "030207", "chemistry", "chemical", "transition", "metal", "technology", "inorganic", "chemistry", "not elsewhere classified", "coordination", "chemistry", "gallium", "chemical", "brain", "single-photon emission", "enabling state", "fluorine", "system", "positron", "cardiac", "moment", "superior", "sciences", "inorganic", "emerging", "based", "require", "potential", "diagnosis", "view", "transition", "metal", "chemistry", "existing", "image", "Small Molecules", "Bioinorganic Chemistry", "Positron-emitting isotope", "knowledge", "expanding", "Copper", "front line", "0302", "arts", "goal", "Metal coordinator", "PERFUSION IMAGING", "radioisotopes", "new imaging agent", "develop", "renal", "fundamental", "synthetic", "inorganic", "chemistry", "PROPOSALS", "conventional", "imaging technique", "science", "SECOND GENERATION", "diagnostic procedure", "classified", "chemical", "comput", "injection", "medical", "diagnosis", "chemistry", "bioinorganic", "incorporate", "positron emission tomography", "New Technologies".

Two red arrows originate from the "030201" word in the proposal cloud. One arrow points to the "030201 (60%)" classification code in the form, and the other points to the "030201" word in the word cloud for "1. Prof." at the bottom left. The word cloud for "1. Prof." includes "inorganic chemistry", "fluorine complex", "Bioinorganic Chemistry", "sciences", "inorganic", "require".

The word cloud for "2. Prof." at the bottom right includes "fundamental synthetic", "emerging", "030201", "Bioinorganic Chemistry", "chemistry", "bioinorganic", "SECOND GENERATION".

At the bottom of each assessor's word cloud, there are buttons for "Assign Detailed" and "Reserve Detailed".

Search for Detailed Assessors

The role of the Carriage 1 is to select the best possible matches from the potential Assessor list for the particular proposal. The Word Cloud is a very powerful tool to assist you in assigning Detailed Assessors. However, assigning is a complex task and there is no routine way to achieve the optimum result. **The Carriage 1 for a proposal is expected to interrogate the information in RMS and assign the best assessors, not simply assign the suggested matches.**

Potential Detailed Assessors are listed in descending order of match to the proposal based on how closely an Assessor's word cloud matches that of the proposal, i.e. the best matches appear at the top of the list. The list of potential Assessors appears in ranked order.

Change Cloud Search Parameters: Text in the Title, Classifications and Summary fields are all active links.

- Clicking on a word in any of the above mentioned fields will automatically update the proposal word cloud and this will be reflected in the Detailed Assessor search results
- Add keywords or the name of a potential Assessor or Organisation in the search fields to expand or refine the search for potential Assessors.

Example:

Action Centre / Assignment List /

Title ...

Administering Organisation ...

Investigators ...

Classifications 030201 (60%), 030207 (20%), 030299 (20%)

Summary ...

✓ Detailed (2..4)

Keywords Add Clear Reset

Name

Organisation

Assessors International Industry

1. Dr The University of New England

IMAGING AGENTS

technetium based
chemical complex
chemistry chemical

Scheme Round Assignments 0 Total Assignments 0

2. A/Prof

IMAGING AGENTS

knowledge chemistry
image Chemical Sciences

Scheme Round Assignments 0 Total Assignments 0

incorporate SECOND GENERATION
medical diagnosis chemistry inorganic
image Biomorganic Chemistry treat time existing technology
sciences inorganic Inorganic Chemistry not else here classified
PROPOSALS PERFUION IMAGING fundamental synthetic Chemical Sciences
knowledge seal sodium cardiac arts chemistry inorganic chemistry transition
diagnoses brain
Small Molecules
science Boronic enabling state 030201 030299 03 0302
metal new imaging agent 97 030207 single-photon emission
knowledge expanding radionuclides metal coordinator
emerging chemistry Positron emitting isotope metal coordination chemistry
system view diagnostic procedure inorganic chemistry New Technologies
based transition metal technology require classified chemical
positron emission tomography chemistry chemical

IMAGING AGENTS

IMAGING AGENTS

IMAGING AGENTS

Selecting a keyword within the Word Cloud and then increasing or decreasing its importance will be reflected in the search results of potential assessors.

Assignment Details of Potential Assessors: Click on the name of a potential Assessor to access a new window with details of their expertise text, classifications.

Details for Prof Example

Name
 Email Address
 Organisation(s)
 Expertise Text
 Classifications

Scheme Round

State	Count
Assigned	0
Reserved	0
Announced	0
Accepted	0
Rejected	0
Total	0

All Assignments

State	Count
Assigned	0
Reserved	0
Announced	0
Accepted	0
Rejected	0
Total	0

SAC Assignments

Type	Count
Carriage 1	0
Other Carriage	0

Assign Detailed Reserve Detailed Close

This window also shows the Assessor’s Assignment History for the scheme round you are assigning for as well as all open ARC rounds:

- Assigned:** shows the number of proposals assigned to this Assessor
- Reserved:** shows the number of proposals assigned to this Assessor as Reserve
- Announced:** shows the number of proposals assigned to this Assessor that have not yet been accepted or rejected
- Accepted:** shows the number of assignments accepted by this Assessor
- Rejected:** shows the number of assignments rejected by this Assessor

Assign Detailed Assessors

The number of Detailed Assessors required varies from scheme to scheme and you will be advised how many you should assign once you are selected to a panel.

1. Prof Example 1

inorganic chemistry
fluorine complex **030201** require
Bioinorganic Chemistry
sciences inorganic

Assign Detailed

Scheme Round Assignments 0 Total Assignments 0

Assign Detailed Reserve Detailed Assign Reserve Detailed

To assign a Detailed Assessor, click 'Assign Detailed'. The name of the Assessor will appear in the Detailed Assessor List under the proposal Details.

To reserve a Detailed Assessor, click 'Reserve Detailed'. The names of Reserved Assessors will appear in square brackets [...] in blue text in the Detailed Assessor List. Reserved Assessors are used if any of the other Detailed Assessors reject or do not respond to the assignment.

To remove a Detailed Assessor click on the Assessor's name in the Detailed Assignments List. This will open the Assignment Details page (pictured below). Click 'Remove'. The Assessor will then be removed from the current assignments.

Assignment Details for Prof Example

Name
Email Address
Organisation(s)
Expertise Text
Classifications
Assignment Type
Assignment State

Detailed Assigned

Scheme Round		All Assignments		SAC Assignments	
State	Count	State	Count	Type	Count
Assigned	1	Assigned	1	Carriage 1	0
Reserved	0	Reserved	0	Other Carriage	0
Announced	0	Announced	0		
Accepted	0	Accepted	0		
Rejected	0	Rejected	0		
Total	1	Total	1		

Remove

Reserve Detailed Remove Close

Assessor Not Listed?

If a person is not listed it is possible that they are an existing ARC Assessor but have a conflict of interest with the proposal, and so do not appear in the list. However it is also possible that they are not yet an ARC Assessor.

If you know of someone who would be a valuable ARC Assessor but who does not appear to be on the RMS Assessor list, email their contact details to ARC-Peer_Review@arc.gov.au. Please be aware that due to the time required to recruit new assessors, they may not be available in the current selection round.

You can email any questions, feedback or suggestions to the ARC-Peer_Review@arc.gov.au team.

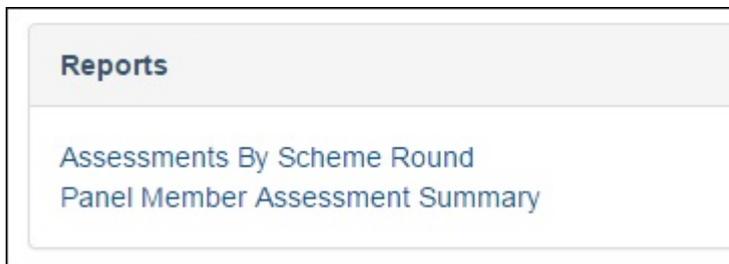
Announcing Assignments

The ARC will check that all proposals have an adequate number of assigned Assessors and announce the assignments. After you have completed your initial assignments, you are not required to monitor acceptance and submission of assignments. This process will be managed by ARC staff.

Access Panel Member Reports

Once the rejoinder period for a scheme round has closed, General Assessors are able to access reports for their accepted proposals in RMS. To access the reports, click on the 'Selection Advisory Committee Member Reports' link under the Reports heading in the Action Centre.

There are two reports available:



Assessments by Scheme Round – This is an Excel report containing all proposals that you agreed to assess. When available, this report also contains the scores submitted by Detailed Assessors, and the scores provided by other General Assessors assigned to the proposals in your list.

Panel Member Assessment Summary – This is a PDF report containing the scores and text submitted by Detailed Assessors for your proposals. This report also includes the Rejoinder provided by Applicants.

View Proposal Details

Click on the 'Assessments' link under the Assessment section of the RMS Action Centre.

- Select the relevant Scheme Round from the drop down box to continue
- The table showing all of the proposals that you have agreed to assess will be displayed
- You can access proposal information by one of the following methods:
 - Click on the 'Details' icon for a specific proposal
 - Click on the PDF icon for a specific proposal to display the **full proposal PDF**
 - Click on 'Assessment Package' at the top right of the screen will download a zip file containing the PDFs of all proposals you have agreed to assess for that scheme round.

Understanding the Assessment Page

The screenshot shows the 'Action Centre / General Assessments' page. At the top, there is a 'Scheme Round' dropdown menu with a callout 'Select Scheme Round' pointing to it. To the right, a message states 'Assessment Due Date will be displayed here'. Further right is an 'Assignments List' button. Below this is a yellow banner with the text 'Please complete assessments' and a 'Show' button. Underneath the banner are several criteria: 'Rank | Score |', 'Inv', 'QualInn', 'FeaBen', and 'ResEnv', each with an information icon. To the right of these are buttons for 'Rating Scale', 'Save All', and 'Submit All'. Below the criteria is a table with columns for 'Proposal ID', 'Chief Investigator Name', and 'Proposal Title'. Under the 'Proposal ID' column, there are three drop-down menus labeled 'C'. To the right of the table are buttons for 'Save', 'Details' (labeled 'D'), and 'PDF' (labeled 'E').

- Section A** Headings for assessment columns - Rank, Score and the Selection Criteria relevant to the scheme. Click the information buttons for the full name and weighting of the selection criterion.
- Section B** Proposal ID, the Chief Investigator name and the proposal Title.
- Section C** Use the drop-down list to enter an A-E rating for each criterion.
- Section D** The 'Details' button provides a summary of the proposal details including the proposal Summary, proposal Participants and, when available, the Detailed and General assessments and Rejoinder comments.
- Section E** The PDF icon provides access to the entire proposal.

View Detailed Assessments and Rejoinders

Once the Rejoinder period has closed for the scheme round, you can access the Detailed assessments and Rejoinder for each proposal by clicking on the 'Details' button (see D in the image above). Once your co-Carriages have submitted their scores into RMS these will also be available for you to view.

Assessment Wizard and Rating Scale

At the top of the page is a **Rating Scale** button which provides access to the rating scale relevant to the proposals you are assessing.

Also at the top of the Assessments page is the **Assessment Wizard** which will prompt you to complete any outstanding actions such as entering assessment text, scores or ranks.

This close-up shows the 'Rank | Score |' heading, the 'Please complete assessments' message, and the 'Show' button. A red arrow points from the 'Show' button to the 'Rating Scale' button. Below the 'Show' button, text reads 'Click 'Show' for prompts on what to do next'. To the right of the 'Rating Scale' button are 'Save All' and 'Submit All' buttons.

When the 'Show' button is clicked a red box will appear around the next assessment or ranking that needs to be completed. Please note that there is no mandatory order for completing assessments and this tool is intended only as a guide to help you through the assessment process.



A horizontal toolbar containing several elements: a dropdown menu with a blue border, a button labeled 'A', another dropdown menu with 'A' selected, two empty dropdown menus with red borders, two more dropdown menus with 'A' selected, and three buttons on the right labeled 'Save', 'Details', and 'PDF' with a document icon.

Enter Assessments

Enter your assessments for each selection criterion by using the drop-down lists provided for each proposal. Once scores have been entered a 'Save' button will appear at the right side of the proposal row.



A row of three buttons: 'Save' (highlighted with a red border), 'Details', and 'PDF' with a document icon.

You can save your proposal assessments individually using the 'Save' button or save multiple assessments using the 'Save All' button in the top right hand side of the screen.



A row of three buttons: 'Rating Scale', 'Save All' (highlighted with a red border), and 'Submit All'.

Raw Scores

Once an assessment has been saved a raw score and rank will automatically be calculated for the relevant proposal and displayed under the Rank and Score heading. The 'raw' score is based on your scores and the scheme-specific weightings for each selection criterion.

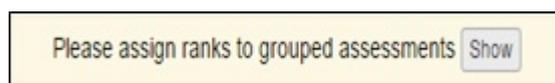


Two buttons side-by-side: '3' and 'B'.

Rank proposals

Once the assessments are saved, each proposal will be automatically assigned a rank within your list of proposals based on the raw score.

If several proposals have identical raw scores these will be grouped together on the page and the Assessment Wizard will prompt you to give each proposal a unique rank.



A yellow prompt box containing the text 'Please assign ranks to grouped assessments' and a 'Show' button.

The unique rank can be entered using the drop-down menu provided, or by clicking and dragging a proposal into a new order within the group. You will not be able to submit your assessments until each proposal has a unique rank.

[Proposal ID] Rank

[Proposal ID]

Submit Assessments

You can only submit your assessments to the ARC when **all** of the assessments and rankings for that scheme round have been completed and saved. You can not submit assessments individually.

If, for some reason, you cannot complete a particular assessment, you must reject the assignment using the 'Reject' link on the Assessments page.

Once all assessments and rankings have been completed the Assessment Wizard will show the message 'Assessments ready for submission'. To **submit all of your assessments** to the ARC, click 'Submit All'.

You will receive the following message 'Are you sure you want to submit these assessments?'

By clicking 'OK' you are confirming the following:

Are you sure you want to submit these assessments?

- By clicking Ok, you are confirming that you have conferred with other related Carriages on each assessment and provided assessments as per the ARC guidelines.
- By clicking Ok, you are also confirming that you have given due consideration to Research Opportunity and Performance Evidence (ROPE).
- For Carriage 1 on Linkage Projects assessments, if you have an overall normalised score of A or B, please provide a draft budget for the proposal to the ARC via email (please refer to the General Assessor Handbook for further information).

Ok Cancel

The following message will appear once your assessments have been submitted:

Assessments have been successfully submitted.

Ok

Once your assessments have been submitted to the ARC you will not be able to change them. If you need to change an assessment, please contact the [ARC](#) before the assessment closing date to have your assessment 'de-submitted'.

PART 5 – FREQUENTLY ASKED QUESTIONS

1. My RMS login and password appear to be incorrect. What do I do?

Your login is your email address, and it is not case sensitive. However passwords are case sensitive, so check that your capitalisation is correct and the caps lock is not on. If you have forgotten your password, you can click the “Reset Password” link at the bottom of the login page. If you continue to experience problems, contact the ARC by email to systems@arc.gov.au.

2. I don't see the proposal in its entirety.

Once you have accepted a proposal, the proposal PDF can be accessed from the Assessments page by clicking on the  icon in the same row as the proposal ID. You can also request an assessment package containing the PDFs for all proposals assigned to you in a scheme round by clicking on the 'Assessment Package' button at the top right of the Assessments page.

3. I have finished my assessment of a particular proposal, but the system will not allow me to submit. Why is this?

All of your assigned proposals must be assessed before the system will allow you to submit. Also, if any of the mandatory fields of the individual assessments have not been completed, the system will not allow you to submit. Ensure that assessment text (Detailed Assessors only) and scores have been entered for each selection criterion in each individual proposal. Ensure all proposals in your list have a unique rank. Use the Assessment Wizard at the top of the page to prompt you to complete any unfinished tasks.

4. How do I know if I have successfully submitted my assessments?

Once you have successfully submitted your assessments, the Assessment Status will show as 'Assessments are Submitted' and the 'Save' button will be greyed out.

5. I have submitted my assessments but want to edit or change some. What can I do?

Once your assessments have been submitted you will not be able to edit any of this information.

If you have submitted your assessments by accident or wish to make changes before the assessments' submission due date, email the [Peer Review](#) team and request that your assessments be de-submitted.

6. I cannot see any proposals for assessment when I click on the Assessments link on my RMS Action Centre.

Before you can access proposals for assessment you must first accept them from the Assignments page (see Part 2 of this handbook).

PART 6 – GLOSSARY

Administering Organisation – the organisation leading the proposal.

Accepted Assignment – When an assessor agrees to assess a proposal in RMS after confirming they have no conflicts of interest with the proposal.

Announced Assignment – The action taken in RMS to make a proposal accessible to Assigned Assessors. The action does not affect Reserved Assessors.

Assessor Handbook – a guide that provides information on how to provide a quality assessment for the ARC.

Assignment/Assigned – When a proposal is sent to an assessor via RMS to be assessed. An assessor will view any assignments to be accepted or rejected before making an assessment.

Assessment – The score and (if applicable) text that is provided by assessors for a proposal.

Assessment Wizard – located in RMS and will prompt you to complete any outstanding actions such as entering assessment text, scores or ranks.

Carriage – a General Assessor who has been assigned to a proposal. The first carriage (Carriage 1) will be responsible for leading the assessment discussion of General Assessors for the proposal.

COI – means Conflict of Interest.

Detailed Assessor – An assessor who provides their expertise based on the particular discipline/s outlined in the proposal. A Detailed Assessor will provide a score and text comments as part of their assessment in RMS

General Assessor – As assessor who will form part of the selection panel and/or provide more generic assessment of the proposal. A General Assessor usually only provides scores in RMS.

Panel Member – A General Assessor who will form part of a selection committee for a particular panel based on a scheme and/or academic discipline group.

Proposal – the individual application submitted in RMS for a particular scheme round.

Rejected Assignment – When an assessor cannot assess a proposal due to conflict of interest or other reason, they will indicate in RMS by rejecting the assignment.

Rejoinder – the applicant's response to comments made in the detailed assessment text.

RMS – means the Research Management System which is the Australian Research Council's online system for receiving and assessing proposals to grant schemes.

Reserved Assessor – An assessor, Detailed or General, is assigned to a proposal as a stand-by option and not granted access to the proposal until the first assigned assessors have rejected, indicating that they cannot complete the assessment.

Scheme Round – The funding round that is being offered by a particular ARC grant scheme at a particular time.