



**Australian Government**

---

**Australian Research Council**

# RMS User Guide for Assessors

# Table of Contents

## Table of Contents

Table of Contents.....	2
RMS Instructions for Assessors – Overview.....	4
PART 1 – Access RMS .....	4
RMS Recommended Browser .....	4
Accessing RMS .....	4
Ensure your RMS Profile is up to date .....	5
Entering Unavailability in RMS.....	5
PART 2 – Detailed Assessors .....	6
Assignment Notice .....	6
Access Assignments .....	6
Policy Compliance Agreement .....	6
Review and Accept or Reject Assignments .....	7
Review Application Details and check for Conflicts of Interest (COI) .....	7
Reject .....	7
Accept .....	8
New Assignments.....	9
View Assessments list .....	9
View Important Assessor Information .....	9
Assessor Material.....	10
Rating Scale.....	10
Application Details .....	10
Navigating between Applications and Assessments.....	12
Return to Assessment List.....	12
Enter Assessments .....	12
Rank Applications.....	14
Submit Assessments in Bulk.....	15
PART 3 – General Assessors .....	16
Assignment Notice .....	16
Access Assignments .....	16
Policy Compliance Agreement .....	16
Review and Accept or Reject Assignments .....	17
Review Application Details and check for Conflicts of Interest (COI) .....	17

Reject .....	17
Accept .....	18
New Assignments.....	19
Assign Detailed Assessors (if required).....	19
Application Assignment Screen .....	20
Determine Best Detailed Assessor Match .....	21
Search for Detailed Assessors .....	23
Assign Detailed Assessors .....	23
Announcing Assignments.....	24
Access Panel Member Reports .....	24
View Assessments list .....	25
View Important Assessor Information .....	25
Assessor Material.....	26
Rating Scale .....	26
Application Details .....	26
Navigating between Applications and Assessments.....	28
Return to Assessment List.....	28
Enter Assessments .....	28
Rank Applications.....	30
Submit Assessments in Bulk.....	31

## RMS Instructions for Assessors – Overview

The RMS User Guide for Assessors is a document to provide guidance to both General and Detailed Assessors on system navigation throughout the assessment process.

Further details regarding what constitutes a quality assessment can be located on the Peer Review page of the ARC Website. In addition, further scheme specific details are available in the Assessor Handbook relative to the scheme, within RMS.

### Need more help?

Contact the RMS Support team for RMS technical difficulties on (02) 6287 6789 or via email [RMSSupport@arc.gov.au](mailto:RMSSupport@arc.gov.au).

Alternatively, contact details for scheme specific questions can be located within the relevant Assessor Handbook.

## PART 1 – Access RMS

### RMS Recommended Browser

RMS is compatible with the latest versions of Google Chrome and Microsoft Edge. The Australian Research Council (ARC) cannot guarantee compatibility with other browsers or older versions of Google Chrome or Microsoft Edge.

It is advisable to not have several tabs opened within the browser at one time, as inactivity in one-tab leads to system log out, resulting in all unsaved changes being lost.

### Accessing RMS

The web address to access RMS is dependent on the agency or program that you are needing to complete an assessment for.

- ARC (NCGP) RMS instance - <https://rms.arc.gov.au>
- DESE (NCRIS) RMS instance - <https://dese.researchgrants.gov.au>
- ONI (NISDRG) RMS instance - <https://rmsoni.researchgrants.gov.au>
- Defence (NISDRG) RMS Instance - <https://defence.researchgrants.gov.au>

NOTE: you only need one account to access RMS, regardless of agency or program you are accessing, however you will require specific roles for each version/instance of RMS.

General information regarding RMS, including a user guide for the creation and management of accounts, 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, Fields of Research (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 to assist with the identification and management of organisational conflicts of interest.

### Expertise Text

Check that your **Expertise Text** does not require updating. This text assists with matching assessors to appropriate applications.

*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.'

### FoR Codes

Check that your **FoR codes** are correct and are within the recommended limit or enter new codes. We strongly recommend that you limit the codes to **no more than 10**. This assists with matching assessors to appropriate applications. Please avoid using codes that have a description stating 'not elsewhere classified' as this may lead to assignment of applications not within your area of expertise.

### Employment History

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 to assist with the identification and management of organisational conflicts of interest.

## Entering Unavailability in RMS

---

If you are unavailable to complete assessments for longer than four consecutive weeks, please ensure that these periods are entered into RMS. Periods of unavailability ensure that only individuals with capacity are contacted within an assessment period.

To enter a period of unavailability, 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). Further information and relevant screenshots are available within the RMS User Guide located on the [RMS Information](#) page of the ARC website.

**Note:** If you are a current recipient of ARC funding, please ensure that you are aware of your Grant Agreement obligations for ARC Assessments. Extended lengths of unavailability that are entered into RMS, will be monitored by the ARC.

## PART 2 – Detailed Assessors

### Assignment Notice

You will receive an automated email from [do-not-reply@arc.gov.au](mailto:do-not-reply@arc.gov.au) to let you know you have been assigned one or more applications to assess. These applications could be across different ARC schemes and Government entities supported by the ARC.

It is highly recommended to add [do-not-reply@arc.gov.au](mailto: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.

### Access Assignments

To access assignments, log in to RMS using the relevant RMS link as listed in the [Accessing RMS](#) section of this document. From the 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 applications assigned to you.



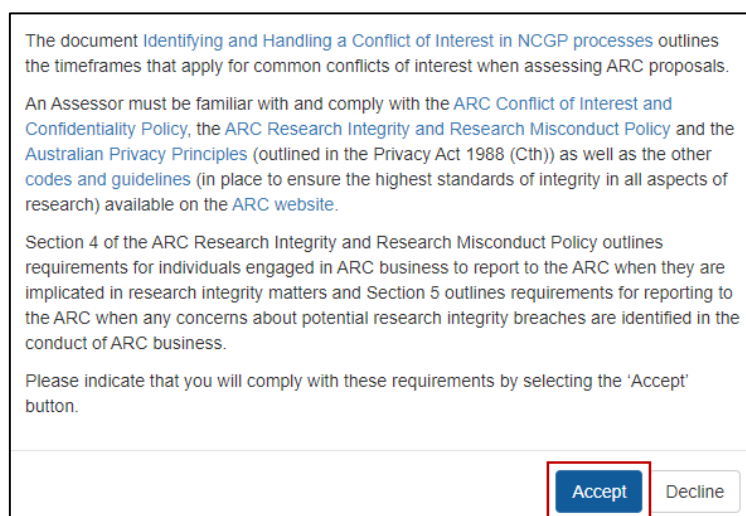
Assignment				
Pending Detailed				
Scheme Round	Application	Title	First Named CI	Admin Organisation
IDXX Round 1	IDXXXXXXXX	Test Application Title	Test Applicant	Test Organisation

Figure 1 – Pending assignments view

Once accepted, the pending details will no longer be available, and your assignments list can be accessed by clicking on the 'Assignments' link from your Action Centre.

### Policy Compliance Agreement

All assessors will receive an automatic prompt in RMS that reminds them about their obligations relating to Conflict of Interest (CoI) and confidentiality requirements. An example of ARC NCGP confirmation text 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](#).

Section 4 of the ARC Research Integrity and Research Misconduct Policy outlines requirements for individuals engaged in ARC business to report to the ARC when they are implicated in research integrity matters and Section 5 outlines requirements for reporting to the ARC when any concerns about potential research integrity breaches are identified in the conduct of ARC business.

Please indicate that you will comply with these requirements by selecting the 'Accept' button.

Figure 2 – Policy Compliance example

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 can review any applications or assessments.

## Review and Accept or Reject Assignments

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

### Review Application Details and check for Conflicts of Interest (COI)

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

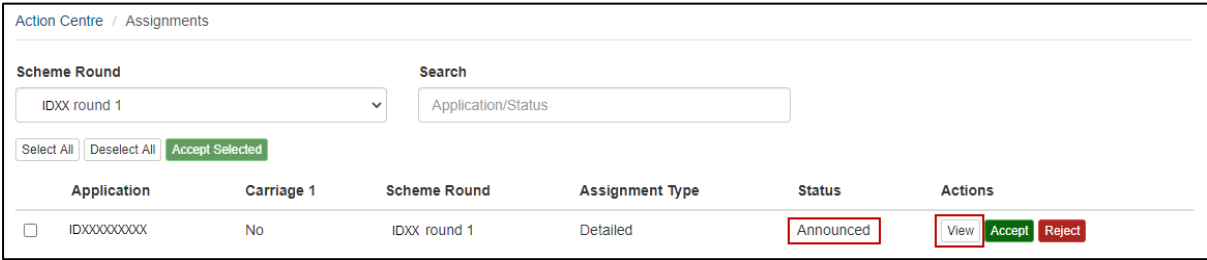


Figure 3 – Assigned application list view

**Check for any potential COIs as soon as possible** so that any applications you are conflicted with can be rejected and assigned to an alternative Assessor. Please review the timeframes for COIs that are set out on the [Identifying and Handling a Conflict of Interest](#) page available on the ARC website. Assessors who have identified a conflict of interest **must** reject the application 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 an application that you have agreed to assess, you should immediately reject the application using the reject button available in either the Assessments page or by returning to your Assignments page.

### Reject

If you are unable to participate in the assessment of an application due to a Conflict of Interest, or another reason listed below, select the ‘Reject’ button and **choose a rejection reason** from the drop-down list. Applications you have ‘rejected’ will be removed from your assignments list after saving the selection.

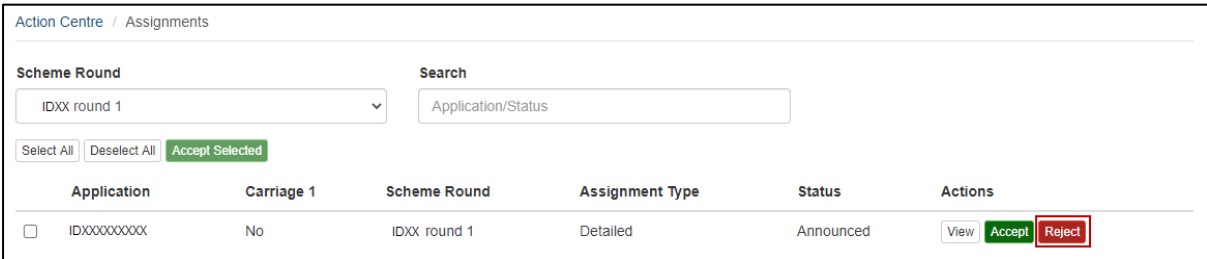


Figure 4 – Reject assignment button

Figure 5 – Reject assignment reason dropdown

If 'Conflicted with application' is selected, you are then required to provide details regarding the conflict of interest to ensure that RMS is updated with the conflict details.

**IMPORTANT NOTE:** It is critical that RMS captures Conflict of Interests correctly, therefore please **do not use the 'Other' option for a Conflict.**

Name	Type	Association Type
<input type="checkbox"/> Test Individual	Person	-- Select an Association Type -- -- Select an Association Type -- Personal Professional
<input type="checkbox"/> Additional Individual	Person	
<input type="checkbox"/> Test Organisation	Organisation	
<input type="checkbox"/> Additional Organisation	Organisation	

Figure 6 – Conflict of Interest association entry

## Accept

If you intend on completing the assessment, **accept the assignment** by selecting the 'Accept' button. Once accepted the status of the application will change to 'Accepted', the application will move to the bottom of your Assignments list and a button will appear to allow the completion of assessments.

Application	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> IDXXXXXXX	No	IDXX round 1	Detailed	Announced	View <b>Accept</b> Reject

Figure 7 – Accept assignment button



The screenshot shows the 'Scheme Round' dropdown set to 'IDXX round 1'. Below it are buttons for 'Select All', 'Deselect All', and 'Accept Selected'. A search bar is labeled 'Application/Status'. A red box highlights a message: 'Please click here to complete your assessments once you have accepted or rejected these assignments'. Below this is a table with columns: Application, Carriage 1, Scheme Round, Assignment Type, Status, and Actions. The first row shows an application with ID 'IDXXXXXXX', Carriage 1 'No', Scheme Round 'IDXX round 1', Assignment Type 'Detailed', and Status 'Accepted'. The 'Accepted' status is highlighted with a red box. The 'Actions' column contains 'View', 'Accept', and 'Reject' buttons.

Figure 8 – Complete assessment button

## New Assignments

If any additional applications are assigned to you after the initial announcement, 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 applications at any stage during the assessment period due to other assessors rejecting assignments.

## View Assessments list

Once you have accepted your assignments, click on the 'Please click here to complete your assessments' button at the top or bottom of the screen to open your assessments list (Figure 8). Alternatively, you can click on the 'Assessments' link from your RMS Action Centre.

The screenshot shows a dropdown menu labeled 'Assessment' with a list of options. The 'Assessments' option is highlighted with a red box. There is a small upward arrow icon on the right side of the dropdown.

Figure 9 – Assessments link within the Action Centre

## View Important Assessor Information

Important messages will appear at the top of the screen within a blue box. This information will always be visible upon opening the assessment screen. Below is an example of the information you may receive.

The screenshot shows a blue box with the following text:

Draft preliminary assessment scores for assessments should be entered and saved (but not submitted) in RMS by 11:59pm (AEDT) on the due date. Final scores should be submitted in RMS by 11:59pm (AEDT) on the due date

**IMPORTANT INFORMATION**

**A quality assessment:**

- is a fair, meaningful and balanced assessment that addresses only issues relevant to the application in terms of the assessment criteria
- includes relevant comments and criticisms that are closely aligned with scores
- enables applicants to undertake an informative and reasonable rejoinder
- enables the Selection Advisory Committee to make informed decisions about funding recommendations
- does not include any inappropriate elements as outlined in the Assessor Handbook.

**Inappropriate elements that should not be included in assessments:**

1. Using acronyms.
2. Generic comments used in multiple assessments.
3. Very brief assessment text.
4. Scores which do not align with assessment text.
5. Scores that are included within the assessment text.
6. Information that identifies researchers named on other applications.
7. Advice about the assessor's own identity, standing in, or understanding of, the research field in the application.
8. The outcome or status of relevant research not mentioned in the application.
9. Restatement or rephrasing of any part of the application.
10. Text that has been copied from a previous assessment.
11. Text that appears to be discriminatory, defamatory or irrelevant (such as gratuitous criticism of a researcher and/or eligible organisation).

Under no circumstances should General Assessors contact researchers and/or institutions about a submitted application or seek additional information from any sources. This includes following any hyperlinks that may have been included in the application.

Figure 10 – Important information message example

## Assessor Material

Additional Assessor material can be accessed using the 'Assessor Material' button in the top right of the screen.

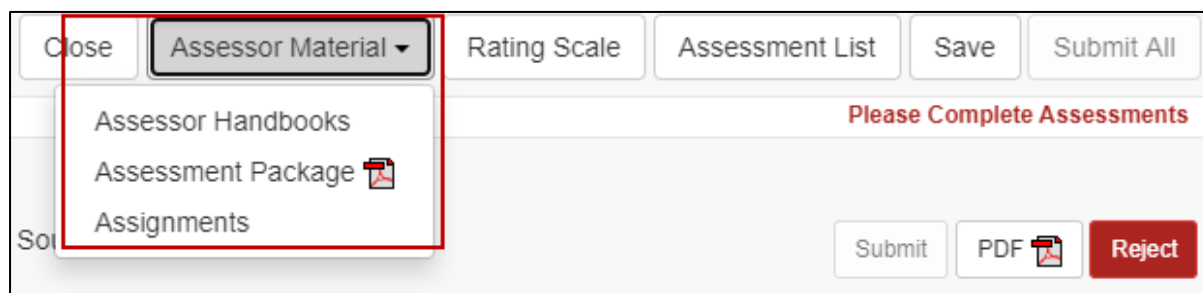


Figure 11 – Assessor material dropdown menu

**Assessor Handbooks** – provides a link to the webpage containing scheme specific assessment information

**Assessment Package** – downloads a single zip file containing a PDF copy of each accepted assessment application form

**Assignments** – returns the assessor to the Assignment screen within RMS

## Rating Scale

The rating scale specific to the applications you are assessing can be located using the 'Rating Scale' button. This button can be selected from the assessment list screen, or while an assessment is being completed. To minimise the information once it has been opened select the 'Rating Scale' button again.

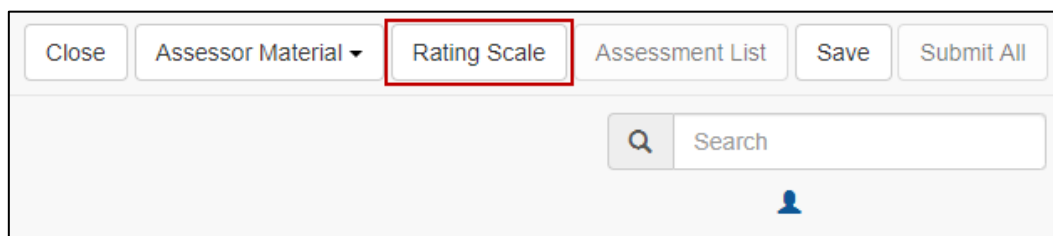


Figure 12 – Rating Scale button

## Application Details

The 'Detailed Assessments' list will display the list of applications you have agreed to assess.



Figure 13 – Assessment List screen

Application information can be reviewed by either opening the PDF of the application form, or reviewing the application form details within RMS.

To view the application PDF, click on the ‘PDF’ button:

RankScore

Please Complete Assessments

IDXXXXXXXX(MPCE)

Lead Investigator: Dr Test Applicant

Title: Test Title 1

Administering Organisation: Test Organisation

Submit

Assess Application

PDF

Reject

Please complete assessment form

Figure 14 – Application PDF button

Alternatively, to view the application form completed by applicants select ‘Assess Application’ and then the ‘Application’ tab. Please note that selecting the ‘Assess Application’ button will navigate the user away from the assessment list and only details of the selected application will display. Further details on navigating between applications or returning to the assessment list are outlined in the next sections of this document.

RankScore

Please Complete Assessments

IDXXXXXXXX(MPCE)

Lead Investigator: Dr Test Applicant

Title: Test Title 1

Administering Organisation: Test Organisation

Submit

Assess Application

PDF

Reject

Please complete assessment form

Figure 15 – Assess Application button

RankScore

Please Complete Assessments

IDXXXXXXXX(MPCE)

Lead Investigator: Dr Test Applicant

Title: Test Title 1

Administering Organisation: Test Organisation

Submit

PDF

Reject

Assessment

Application

A

Administrative Summary

B

Classifications and Other Statistical Information

C

Project Eligibility

D

Project Description

E

Project Cost

F

Participant Details including ROPE

IDXXXXXXXX

Part A - Administrative Summary

A1. Application Title

Provide a short title. (Up to 75 characters, approximately 10 words).  
(This question must be answered)

Test Title 1

12 characters. 75 characters maximum.

Figure 16 – Application form details

If upon review you identify that you cannot complete an assessment, you must reject the assignment using the ‘Reject’ button and entering the rejection reasons as outlined in the [Reject Assignment](#) section of this document.

RankScore

Please Complete Assessments

IDXXXXXXXX(MPCE)

Lead Investigator: Dr Test Applicant

Title: Test Title 1

Administering Organisation: Test Organisation

Submit

Assess Application

PDF

Reject

Please complete assessment form

Figure 17 – Reject assessment button

## Navigating between Applications and Assessments

Once the 'Assess Application' button is selected RMS will only display information and assessment details regarding the selected application. To review details or enter assessment for another accepted application a 'Next' and 'Previous' button becomes available at the top of the screen. This button will display the application ID of the next or previous application within the assessment list.

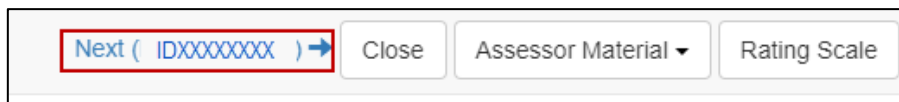


Figure 18 – Next application button

## Return to Assessment List

At the top of the page is an 'Assessment List' button which activates once the 'Assess Application' has been selected. This button returns the assessor to the full list of accepted assessments and reopens the key assessment information and due date messages. Please note this button is not available if the user is currently within the assessment list screen.

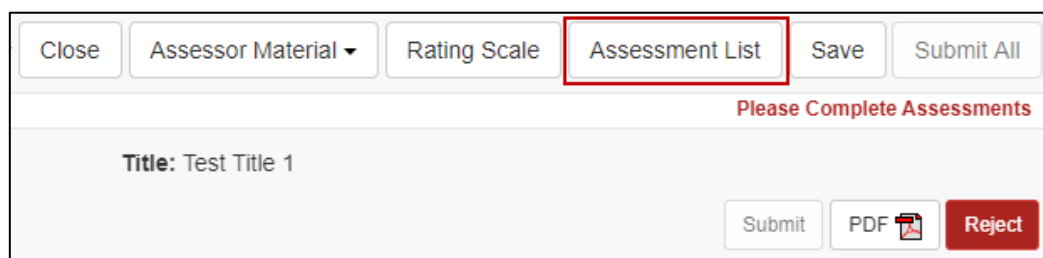


Figure 19 – Assessment List button

## Enter Assessments

***Assessment Criteria and weightings will differ between schemes. Information regarding the scheme specific assessment criteria can be found within the 'Assessor Handbooks' link found under the 'Assessor Resources' button in the top right of the screen.***

To enter assessment details, click the 'Assess Application' button for the relevant application to open the Assessment Form:

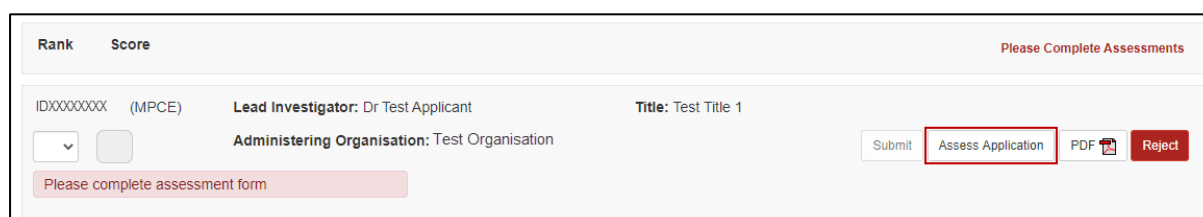


Figure 20 – Assess Application button

**Enter your assessment text**, noting the minimum and maximum character limit, against each assessment criterion. It is mandatory that assessment text is provided for each assessment criterion.  
**Enter your Score** for each assessment criterion in the box provided



assessment select the ‘Undo Submit’ button that appears under the Administering Organisation detail. To proceed with submission, confirm the submission by selecting ‘Save’ at the top right of the screen.

The screenshot shows a form for submitting an assessment. At the top right, there is a red banner that says "Please Complete Assessments". Below this, there are fields for "Rank" (1) and "Score" (A). The "Lead Investigator" is "Dr Test Investigator" and the "Administering Organisation" is "Test Organisation". The "Title" is "Test Title 4". At the bottom, there is a section for "Project Quality and Innovation (15%)". On the right side, there are three buttons: "Submit" (highlighted with a red box), "PDF" (with a document icon), and "Reject".

Figure 24 – Submit assessment button

The screenshot shows the same form as Figure 24, but with the "Save" button highlighted with a red box. A tooltip message "Save to complete submission" is displayed over the "Save" button. Below the form, there is a red box containing the text "Please save to complete submission" and a button labeled "Undo submit".

Figure 25 – Confirm assessment submission message

NOTE: Once you have selected ‘Save’ to complete the submission you will be unable to de-submit the assessment and you must email the relevant contact details provided within the Assessor handbook to have the assessment returned to you.

Alternatively, you can ‘Save’ the assessment and continue to complete all assessments prior to bulk submission as outlined in the [Submit Assessments in Bulk](#) section of this document.

## Rank Applications

To submit all assessments, you must **establish a ranked list** if you have accepted more than 1 assessment.

RMS will use the Overall Application Scores to automatically rank your assessments in order. If you have multiple applications with the same overall Application score the Assessment list will flag applications that must be **given a unique rank**. Note that since the Assessment Criteria are weighted, it is possible for applications with different criteria scores to have the same overall score. You will not be able to submit your assessments until each application has a unique rank.

The screenshot shows a list of two assessments. Each assessment has a "Rank" dropdown menu and a "Score" field. The first assessment has a score of "A" and the second has a score of "A". A red box highlights the text "All assessments with identical scores must be ranked" which appears below each assessment's score field.

Figure 26 – Duplicate rank error message

Once the unique rank is assigned the error message will disappear and the assessments can be submitted.

Rank	Score
IDXXXXXXXX (MPCE)	Lead Investigator: Dr Test Applicant Administering Organisation: Test Organisation Title: Test Title 1
1 ▼ A	
IDXXXXXXXX (MPCE)	Lead Investigator: Dr Lead Investigator Administering Organisation: Test Organisation Title: Test Title 8
2 ▼ A	

Figure 27 – Entered rank to clear duplicate rank error message

## Submit Assessments in Bulk

If assessments have not been submitted individually the 'Submit All' button will activate at the top right of the screen once all unsubmitted assessments have reached the minimum system requirements.

Close	Assessor Material ▼	Rating Scale	Assessment List	Save	Submit All
					Search

Figure 28 – Submit All assessments button

To submit all complete assessments, select 'Submit All' and then 'Save' to complete submission.

Assessment List	Save	Submit All
Save to complete submission		
Submit	PDF	Reject

Figure 29 – Confirm assessment submission message

Once your assessments have been submitted you will not be able to amend the details, and the 'Submit' button will be greyed out. If you need to change an assessment, please email the relevant contact details provided within the Assessor Handbook before the assessment closing date to have the assessment 'de-submitted'.

## PART 3 – General Assessors

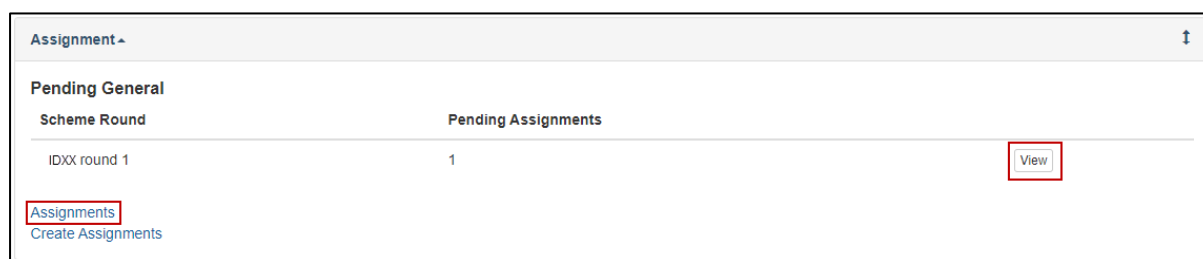
### Assignment Notice

You will receive an automated email from [do-not-reply@arc.gov.au](mailto:do-not-reply@arc.gov.au) to let you know you have been assigned one or more applications to assess. These applications could be across different ARC schemes and Government entities supported by the ARC.

It is highly recommended to add [do-not-reply@arc.gov.au](mailto: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.

### Access Assignments

To access assignments, log in to RMS using the correct RMS link as listed in [Accessing RMS](#) section of this document. From the 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 applications assigned to you.



Assignment	
Pending General	
Scheme Round	Pending Assignments
IDXX round 1	1

Assignments  
Create Assignments

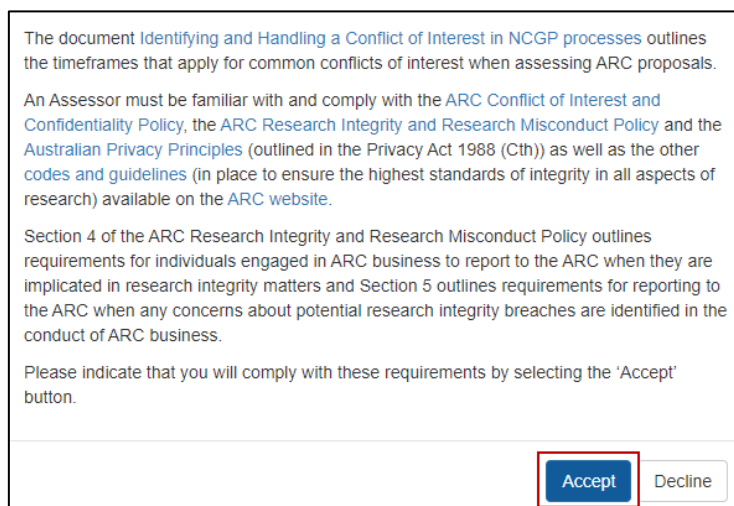
View

Figure 30 – Pending assignments view

Once accepted, the pending details will no longer be available, and your assignments list can be accessed by clicking on the 'Assignments' link from your Action Centre.

### Policy Compliance Agreement

All assessors will receive an automatic prompt in RMS that reminds them about their obligations relating to Conflict of Interest (CoI) and confidentiality requirements. An example of ARC NCGP confirmation text 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](#).

Section 4 of the ARC Research Integrity and Research Misconduct Policy outlines requirements for individuals engaged in ARC business to report to the ARC when they are implicated in research integrity matters and Section 5 outlines requirements for reporting to the ARC when any concerns about potential research integrity breaches are identified in the conduct of ARC business.

Please indicate that you will comply with these requirements by selecting the 'Accept' button.

Accept Decline

Figure 31 – Policy compliance example



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 can review any applications or assessments.

## Review and Accept or Reject Assignments

**Note:** A list of applications assigned to you will be displayed in the Action Centre with the status 'Announced' indicating that you have not yet accepted the assignment.

### Review Application Details and check for Conflicts of Interest (COI)

Click on the 'View' button for an application to view the details, including the title, summary and list of participating Investigators and Organisations.

Scheme Round

IDXX round 1

▼

Search

Application/Status

Select All

Deselect All

Accept Selected

Application	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> IDXXXXXXX	No	IDXX round 1	General	Announced	<div><div>View</div><div>Accept</div><div>Reject</div></div>

Figure 32 – Assigned application list view

**Check for any potential COIs as soon as possible** so that any applications you are conflicted with can be rejected and assigned to an alternative Assessor. Please review the timeframes for COIs that are set out on the [Identifying and Handling a Conflict of Interest](#) page available on the ARC website. Assessors who have identified a conflict of interest **must** reject the application 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 an application that you have agreed to assess, you should immediately reject the application using the reject button available in either the Assessments page or by returning to your Assignments page.

### Reject

If you are unable to participate in the assessment of an application due to a Conflict of Interest, or another reason listed below, select the 'Reject' button and **choose a rejection reason** from the drop-down list. Applications you have 'rejected' will be removed from your assignments list after saving the selection.

Scheme Round

IDXX round 1

Select AllDeselect AllAccept Selected

Search

Application/Status

Application	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> IDXXXXXXXX	No	IDXX round 1	General	Announced	<div>ViewAcceptReject</div>

Figure 33 – Reject assignment button

Figure 34 – Reject assignment reason dropdown

If 'Conflicted with application' is selected, you are then required to provide details regarding the conflict of interest to ensure that RMS is updated with the conflict details.

**IMPORTANT NOTE:** It is critical that RMS captures Conflict of Interests correctly, therefore please **do not use the 'Other' option for a Conflict.**

Name	Type	Association Type
<input type="checkbox"/> Test Individual	Person	-- Select an Association Type -- Personal Professional
<input type="checkbox"/> Additional Individual	Person	
<input type="checkbox"/> Test Organisation	Organisation	
<input type="checkbox"/> Additional Organisation	Organisation	

Figure 35 – Conflict of Interest association entry

### Application outside an Assessor's Area of Expertise

As a General Assessor we will sometimes need to call upon you to assess applications outside your area of expertise. Unless you have a personal or institutional conflict of interest, please accept the assignment and assess the application based on your general knowledge of what makes a strong application. There are numerous reasons why you may have been assigned the application, however, if after careful consideration you still feel it is not possible to assess, then please contact the relevant contact details within the Assessor Handbook as soon as possible.

### Accept

If you intend on completing the assessment, **accept the assignment** by selecting the 'Accept' button. Once accepted the status of the application will change to 'Accepted', the application will move to the bottom of your Assignments list and a button will appear to allow the completion of assessments.

Scheme Round

IDXX round 1

Search

Application/Status

Select All

Deselect All

Accept Selected

Application	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> IDXXXXXXX	No	IDXX round 1	General	Announced	View <b>Accept</b> <b>Reject</b>

Figure 36 – Accept assignment button

Action Centre / Assignments

Scheme Round

IDXX round 1

Search

Application/Status

Select All

Deselect All

Accept Selected

Please click here to complete your assessments once you have accepted or rejected these assignments

Application	Carriage 1	Scheme Round	Assignment Type	Status	Actions
<input type="checkbox"/> IDXXXXXXX	No	IDXX round 1	General	Announced	View <b>Accept</b> <b>Reject</b>
<input type="checkbox"/> IDXXXXXXX	No	IDXX round 1	General	<b>Accepted</b>	View <b>Accept</b> <b>Reject</b>

Please click here to complete your assessments once you have accepted or rejected these assignments

Figure 37 – Complete assessment button

## New Assignments

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

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

## 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 applications a link called '**Create Assignments**' will appear on your RMS Action Page once you have accepted your assignments.

Assignment

[Assignments](#)  
[Create Assignments](#)

Figure 38 – Create Assignments link from Action Centre

Click the '**Create Assignments**' link to access the list of your Carriage 1 applications. Click on the 'Assign' button to open the 'Create Assignments' page for the specific application.

Scheme Round

IDXX round 1

Search

Application/Title/Classification/SAC Member/Chief Investigator

Administering Organisation

Showing 20 of 30 applications.

Application	Title	Administering Organisation	Primary Classification	Chief Investigator	Detailed	
IDXXXXXXX	Test Title Number One	Test Organisation One	1507	Test User One	✓	<b>Assign</b>
IDXXXXXXX	Test Title Number Two	Test Organisation Two	1602	Test User Two	✓	<b>Assign</b>
IDXXXXXXX	Test Title Number Three	Test Organisation Three	1035	Test User Three	↑	<b>Assign</b>
IDXXXXXXX	Test Title Number Four	Test Organisation Four	1217	Test User Four	↓	<b>Assign</b>
IDXXXXXXX	Test Title Number Five	Test Organisation Five	1502	Test User Five	↓	<b>Assign</b>

Figure 39 – Create Assignment button from Assignment Page

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




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

Figure 40 – Definition of Flag Indicators

### Application Assignment Screen

Once you have selected the 'Assign' button the Application Assign Screen will open and display relevant application and assessor information including:

**Application details:** including the Title, Administering Organisation, Investigators, Classifications and Summary.

**Application word cloud:** a visual summary of the words used in the application summary, the FoR and Socio-Economic Objective (SEO) descriptions. Also included are the FoR code numbers. The greater the size of the word within the word cloud, the more frequently the word has been used within the application. This information is provided to assist General Assessors in choosing the best matching Detailed Assessors for this application. It also provides interactive ways of changing the search parameters.

**Assessor contact cards:** shows relevant assessor information including current allocated assignment numbers, and an individual word cloud. The word cloud will only display information overlap between the current application and the information contained within RMS about the potential assessor (drawn from their FoR codes, expertise text, current grants, and submitted applications.)

Below is an example demonstrating Detailed Assessor contact cards (at the bottom) that are well-matched with the application cloud (in top right corner).





## Search for Detailed Assessors

Detailed Assessors can be searched by entering details into the 'Name' and 'Organisation' fields below the application word cloud. Please note that if the searched individual has an active RMS account although is conflicted with the application or is unavailable to assess a contact card will not appear.

## Assign Detailed Assessors

**To assign a Detailed Assessor**, click 'Assign Detailed' in either the Assessor Detail Screen or the Assessor contact card. The name of the Assessor will appear in the Detailed Assessor List under the application details.

Details for Prof Assessor Name

Name: Prof Assessor Name  
Email Address: Assessor.Name@University.com.au  
Organisation(s): Assessor Organisation  
Expertise Text: Assessor Expertise Text providing details of the area of study as entered by the assessor  
Classifications: 010106, 010108, 010503

Scheme Round	
State	Count
Assigned	0
Reserved	0
Announced	0
Accepted	0
Rejected	1
Total	1

All Assignments	
State	Count
Assigned	0
Reserved	0
Announced	0
Accepted	1
Rejected	1
Total	2

SAC Assignments	
Type	Count
Carriage 1	0
Other Carriage	0

Assign Detailed Reserve Detailed Close

Figure 44 – Assign Detailed assessor button on the assessor detail screen

1. Prof Assessor Name Assessor Organisation

partial differential equation  
analysis differential equation  
sciences problem  
mathematical  
knowledge aims the in 0101 and 010110 expanding  
partial 97 mathematical sciences equation  
partial differential

Matching Classifications: 010110  
Scheme Round Assignments: 2 (Carriage 1: 0)  
Total Assignments: 2 (Carriage 1: 0)

Assign Detailed Reserve Detailed

Figure 45 – Assign Detailed assessor button on the assessor contact card

**To reserve a Detailed Assessor**, click 'Reserve Detailed' in the Assessor detail screen or the Assessor Contact Card. 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.







Figure 48 – SAC report links from Action Centre

There are two reports available:

**Assessments by Scheme Round** – This is an [Excel](#) report containing all application 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 applications in your list.

**Panel Member Assessment Summary** – This is a [PDF](#) report containing the scores and text submitted by Detailed Assessors for your applications. This report also includes the Rejoinder provided by Applicants.

## View Assessments list

Once you have reviewed the detailed assessment and the applicant's rejoinder response the list of accepted assignments can be accessed by selecting the 'Assessments' link from your RMS Action Centre.



Figure 49 – Assessments Link within Action Centre

## View Important Assessor Information

Important messages will appear at the top of the screen within a blue box. This information will always be visible upon opening the assessment screen. Below is an example of the information you may receive.

Draft preliminary assessment scores for assessments should be entered and saved (but not submitted) in RMS by 11:59pm (AEDT) on the due date. Final scores should be submitted in RMS by 11:59pm (AEDT) on the due date

**IMPORTANT INFORMATION**

**A quality assessment:**

- is a fair, meaningful and balanced assessment that addresses only issues relevant to the application in terms of the assessment criteria
- includes relevant comments and criticisms that are closely aligned with scores
- enables applicants to undertake an informative and reasonable rejoinder
- enables the Selection Advisory Committee to make informed decisions about funding recommendations
- does not include any inappropriate elements as outlined in the Assessor Handbook.

**Inappropriate elements that should not be included in assessments:**

1. Using acronyms.
2. Generic comments used in multiple assessments.
3. Very brief assessment text.
4. Scores which do not align with assessment text.
5. Scores that are included within the assessment text.
6. Information that identifies researchers named on other applications.
7. Advice about the assessor's own identity, standing in, or understanding of, the research field in the application.
8. The outcome or status of relevant research not mentioned in the application.
9. Restatement or rephrasing of any part of the application.
10. Text that has been copied from a previous assessment.
11. Text that appears to be discriminatory, defamatory or irrelevant (such as gratuitous criticism of a researcher and/or eligible organisation).

Under no circumstances should General Assessors contact researchers and/or institutions about a submitted application or seek additional information from any sources. This includes following any hyperlinks that may have been included in the application.

Figure 50 – Important information message example

## Assessor Material

Additional Assessor material can be accessed using the 'Assessor Material' button in the top right of the screen.

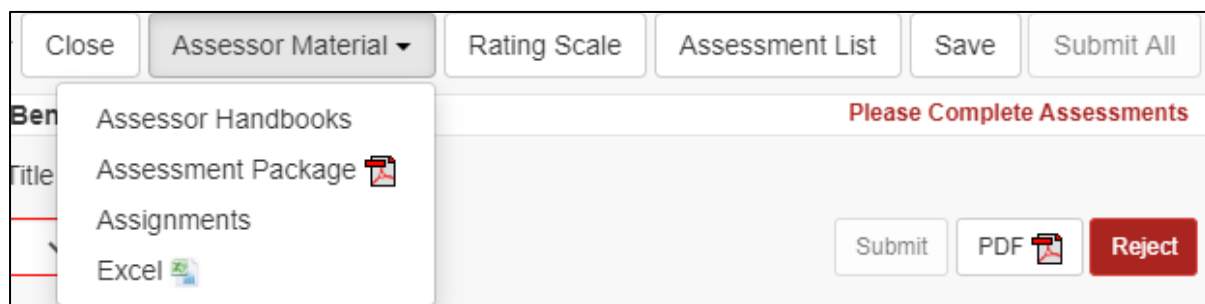


Figure 51 – Assessor material dropdown menu

**Assessor Handbooks** – provides a link to the webpage containing scheme specific assessment information

**Assessment Package** – downloads a single zip file containing a PDF copy of each accepted assessment application form

**Assignments** – returns the assessor to the Assignment screen within RMS

**Excel** – provides an excel data extract of current assessment details

## Rating Scale

The rating scale specific to the applications you are assessing can be located using the 'Rating Scale' button. This button can be selected from the assessment list screen, or while an assessment is being completed. To minimise the information once it has been opened select the 'Rating Scale' button again.

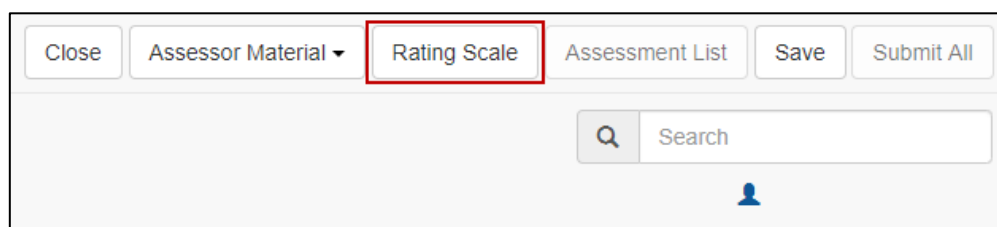


Figure 52 – Rating Scale button

## Application Details

The 'General Assessments' list will display the list of applications you have agreed to assess.

A screenshot of a software interface showing a list of applications. The interface has a header with columns: 'Rank', 'Score', 'Inv' (with an info icon), 'ProQualInn' (with an info icon), 'Feas' (with an info icon), and 'Ben' (with an info icon). Below the header, there are two rows of application details. Each row includes a radio button, a dropdown menu, and a text input field. The first row is for 'Dr Test Applicant' and the second row is for 'Dr Lead Investigator'. Both rows have a red text prompt 'All selection criteria must be entered' below the input field. To the right of each row, there are buttons: 'Submit', 'Show Application', 'PDF' (with a PDF icon), and 'Reject'. A red text prompt 'Please Complete Assessments' is visible in the top right corner.

Figure 53 – Assessment list screen

Application information can be reviewed by either opening the PDF of the application form, or reviewing the application form details within RMS.

To view the application PDF, click on the ‘PDF’ button:

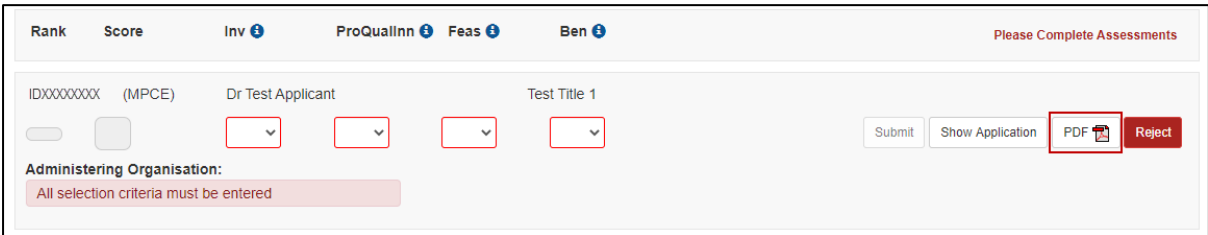
The screenshot shows a web interface for managing applications. At the top, there are tabs: Rank, Score, Inv, ProQualinn, Feas, and Ben. A red banner at the top right says "Please Complete Assessments". Below the tabs, there are input fields for "IDXXXXXXX", "(MPCE)", "Dr Test Applicant", and "Test Title 1". Each of these fields has a dropdown arrow. To the right of these fields are three buttons: "Submit", "Show Application", and "PDF" (which is highlighted with a red box). There is also a "Reject" button. Below the input fields, there is a section for "Administering Organisation:" with a red error message: "All selection criteria must be entered".

Figure 54 – Application PDF button

Alternatively, to view the application form completed by applicants select ‘Show Application’, this will display the application form within the ‘Application’ tab. Please note that selecting the ‘Show Application’ button will navigate the user away from the assessment list and only details of the selected application will display. Further details on navigating between applications or returning to the assessment list are outlined in the next sections of this document.

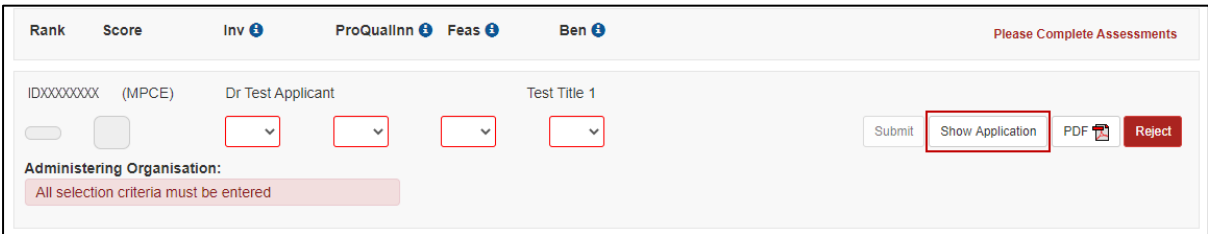
This screenshot is identical to Figure 54, showing the application form interface. The "Show Application" button is highlighted with a red box instead of the "PDF" button.

Figure 55 – Show Application button

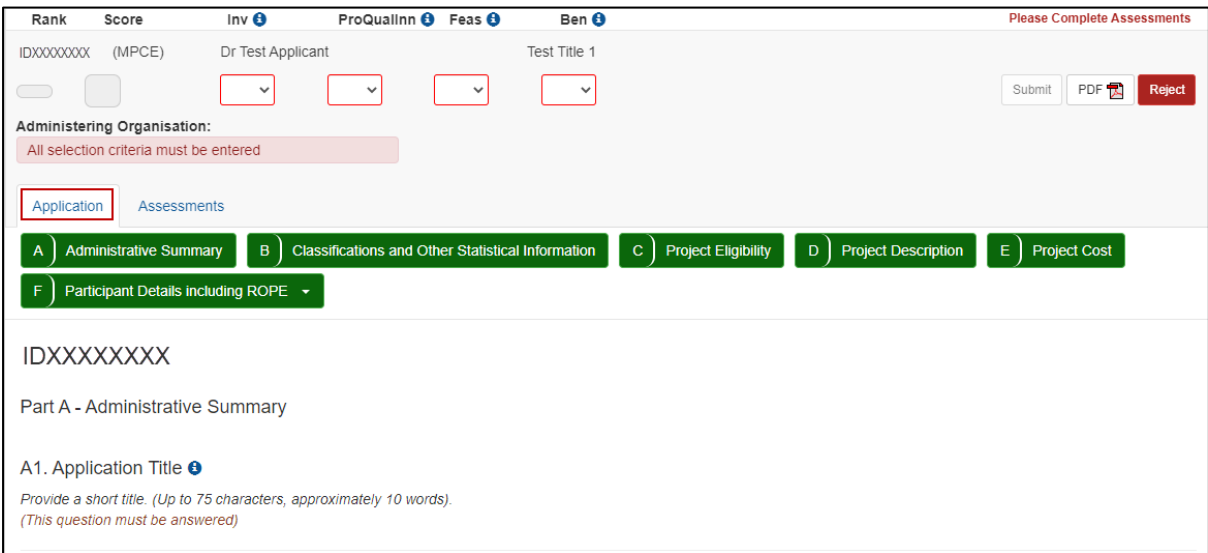
The screenshot shows the "Application" tab selected, with a red box around the "Application" tab label. Below the tabs, there are several green buttons labeled "A) Administrative Summary", "B) Classifications and Other Statistical Information", "C) Project Eligibility", "D) Project Description", "E) Project Cost", and "F) Participant Details including ROPE". Below these buttons, the text "IDXXXXXXXX" is displayed. Underneath, it says "Part A - Administrative Summary". Then, "A1. Application Title" is shown with a red box around it. Below this, there is a description: "Provide a short title. (Up to 75 characters, approximately 10 words). (This question must be answered)".

Figure 56 – Application form details

If upon review you identify that you cannot complete an assessment, you must reject the assignment using the ‘Reject’ button and entering the rejection reasons as outlined in the Reject assignment section of this document.

The screenshot shows a top navigation bar with links: Rank, Score, Inv (with a question mark), ProQualinn (with a question mark), Feas (with a question mark), and Ben (with a question mark). On the right of the bar is a red link: Please Complete Assessments. Below the bar, the form contains: IDXXXXXXX (MPCE), Dr Test Applicant, and Test Title 1. There are four dropdown menus below these labels. At the bottom left, it says 'Administering Organisation:' followed by a red error message: 'All selection criteria must be entered'. On the right, there are buttons: Submit, Show Application, PDF (with a document icon), and a red 'Reject' button which is highlighted with a red box.

Figure 57 – Reject assessment button

## Navigating between Applications and Assessments

Once the 'Show Application' button is selected RMS will only display information and assessment details regarding the selected application. To review details for another accepted application a 'Next' and 'Previous' button becomes available at the top of the screen. This button will display the application ID of the next or previous application within the assessment list.

The screenshot shows a navigation bar with four buttons: 'Next ( IDXXXXXXX )' with a blue arrow, 'Close', 'Assessor Material' with a dropdown arrow, and 'Rating Scale'. The 'Next' button is highlighted with a red box.

Figure 58 – Next application button

## Return to Assessment List

At the top of the page is an 'Assessment List' button which activates once 'Show Application' has been selected. This button returns the assessor to the full list of accepted assessments and reopens the key assessment information and due date messages. Please note this button is not available if the user is currently within the assessment list screen.

The screenshot shows a top navigation bar with buttons: Close, Assessor Material (dropdown), Rating Scale, Assessment List (highlighted with a red box), Save, and Submit All. Below the bar, it says 'Title: Test Title 1'. At the bottom right, there are buttons: Submit, PDF (with a document icon), and a red 'Reject' button.

Figure 59 – Assessment list button

## Enter Assessments

**Assessment Criteria and weightings will differ between schemes. Information regarding the scheme specific assessment criteria can be found within the 'Assessor Handbooks' link found under the 'Assessor Resources' button in the top right of the screen.**

The screenshot shows a top navigation bar with links: Rank, Score, Inv (with a question mark and highlighted with a red box), ProQualinn (with a question mark), Feas (with a question mark), and Ben (with a question mark). On the right of the bar is a red link: Please Complete Assessments. Below the bar, the form contains: IDXXXXXXX (MPCE), Dr Test Applicant, and Test Title 1. There are four dropdown menus below these labels. At the bottom left, it says 'Administering Organisation:' followed by a red error message: 'All selection criteria must be entered'. On the right, there are buttons: Submit, Show Application, PDF (with a document icon), and a red 'Reject' button.

Figure 60 – Assessment score entry

Enter your Score for each assessment criteria in the box provided ensuring that the score entered relates to the criteria listed above the score box.

More information including the full criterion name and the weighting can be located by selecting the 'information' button.

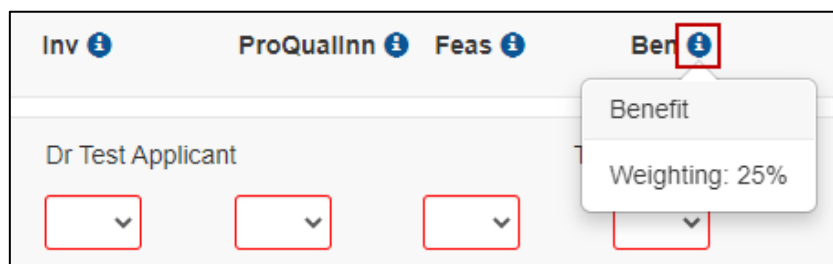


Figure 61 – Additional criterion information

If you do not understand any of the criteria against which applications are assessed, do not leave the score blank, as you will be unable to submit your assessment. Either refer to the relevant Grant Guidelines or the Assessor Handbook for information about assessment criteria.

Click on the 'Save' button at the top right of screen 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.

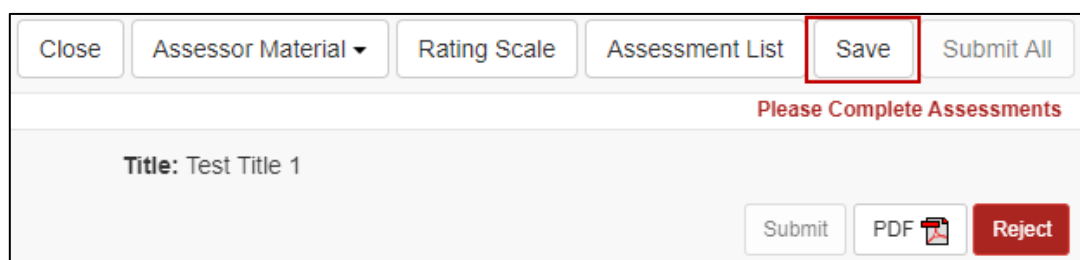


Figure 62 – Save assessment button

Once your application assessment has been entered, RMS will automatically calculate/recalculate the **overall Application 'Rank' and 'Score'**. This calculation is based on the assessment criteria score weightings. If a rank matches an already assessed application an error message will appear, and the assessment cannot be submitted until all rankings have been applied.

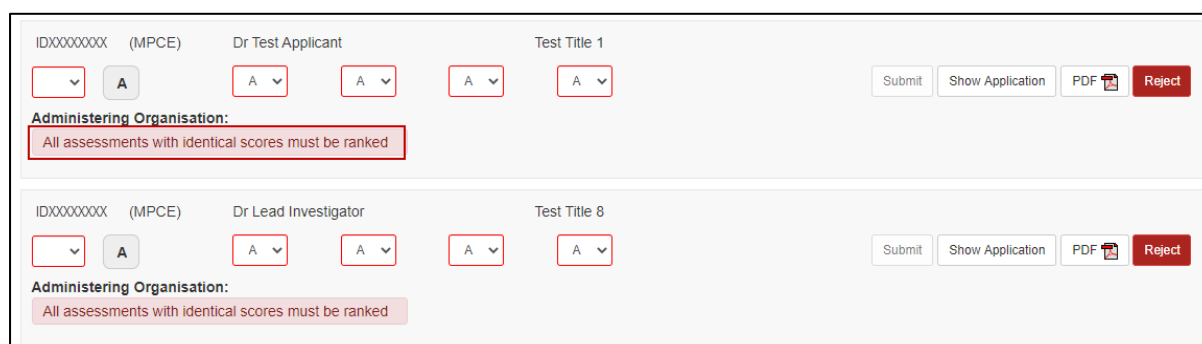


Figure 63 – Duplicate rank error message

Once the assessment details are complete the assessment can be submitted. To submit an individual assessment, select the 'Submit' button. If you wish to undo the submit action, select the 'Undo Submit' button that appears under the Administering Organisation detail. To proceed with submission, confirm the submission by selecting 'Save' at the top right of the screen.

Rank Score Inv ProQualinn Feas Ben

IDXXXXXXX (MPCE) Dr Test Applicant Test Title 1

1 A A A A A

Submit Show Application PDF Reject

Administering Organisation:

Figure 64 – Submit assessment button

Rank Score Inv ProQualinn Feas Ben

IDXXXXXXX (MPCE) Dr Test Applicant Test Title 1

1 A A A A A

Submit Show Application PDF Reject

Administering Organisation:

Please save to complete submission Undo submit

Figure 65 – Undo submit prior to saving submission

Close Assessor Material Rating Scale Assessment List Save Submit All

Inappropriate elements that should not be included in assessments:

- Using acronyms.
- Generic comments used in multiple assessments.

Save to complete submission

Figure 66 – Confirm assessment submission message

NOTE: Once you have selected 'Save' to complete the submission you will be unable to de-submit the assessment and you must email the relevant contact details provided within the Assessor handbook to have the assessment returned to you.

Alternatively, you can 'Save' the assessment and continue to complete all assessments prior to bulk submission (further information is available in the [Submit Assessments in Bulk](#) section of this document).

## Rank Applications

To submit all assessments, you must **establish a ranked list** if you have accepted more than 1 assessment. RMS will use the overall application scores to automatically rank your assessments in order.

If you have multiple applications with the same overall Application score the Assessment list will flag applications that must be **given a unique rank**. Note that since the Assessment Criteria are weighted, it is possible for applications with different criteria scores to have the same overall score. You will not be able to submit your assessments until each application has a unique rank.

IDXXXXXXX (MPCE) Dr Test Applicant Test Title 1

1 A A A A A

Submit Show Application PDF Reject

Administering Organisation:

All assessments with identical scores must be ranked

IDXXXXXXX (MPCE) Dr Lead Investigator Test Title 8

1 A A A A A

Submit Show Application PDF Reject

Administering Organisation:

All assessments with identical scores must be ranked

Figure 67 – Duplicate rank error message

Once the unique rank is assigned the error message will disappear and the assessments can be submitted.

Rank	Score	Inv	ProQualinn	Feas	Ben	
Please Complete Assessments						
ID:0000000X (MPCE)	Dr Test Applicant		Test Title 1			
1 ▾	A ▾	A ▾	A ▾	A ▾	A ▾	<input type="button" value="Submit"/> <input type="button" value="Show Application"/> <input type="button" value="PDF"/> <input type="button" value="Reject"/>
Administering Organisation:						

Figure 68 – Entered rank to clear duplicate rank error message

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

## Submit Assessments in Bulk

If assessments have not been submitted individually the 'Submit All' button will activate at the top right of the screen once all unsubmitted assessments have reached the minimum system requirements.

<input type="button" value="Close"/>	<input type="button" value="Assessor Material ▾"/>	<input type="button" value="Rating Scale"/>	<input type="button" value="Assessment List"/>	<input type="button" value="Save"/>	<input type="button" value="Submit All"/>
					<input type="text" value="Search"/>

Figure 69 – Submit All assessments button

To submit all complete assessments, select 'Submit All' and then 'Save' to complete submission.

<input type="button" value="Assessment List"/>	<input type="button" value="Save"/>	<input type="button" value="Submit All"/>
<div>Save to complete submission</div>		
<input type="button" value="Submit"/>	<input type="button" value="PDF"/>	<input type="button" value="Reject"/>

Figure 70 – Confirm assessment submission message

Once your assessments have been submitted you will not be able to amend the details, and the 'Submit' button will be greyed out. If you need to change an assessment, please email the relevant contact details provided within the Assessor Handbook before the assessment closing date to have the assessment 'de-submitted'.