



How to complete the Assurance Questionnaire

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

ARC Process Management -

Organisation Tasks

Process	Organisation Tasks Pending Completion	Action
Assurance Questionnaire	1	Organisation Tasks

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

Process: Assurance Questionnaire

Search: Application/Title/Chief Investigator

Showing 1 of 1 tasks.

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

5. [**Submit to RO Delegate**]

Process: Assurance Questionnaire

Search: Application/Title/Chief Investigator

Showing 1 of 1 tasks.

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

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

Actions

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

7. Once submitted you can access the completed form by following steps 1-2 then click "View" button. You may also download a PDF version of the form.

* **Note regarding Question 9:** When responding to this question, please refer to [UFIT's Guidelines to Counter Foreign Interference in the Australian University Sector](#) and the [ARC Research Security Framework](#)