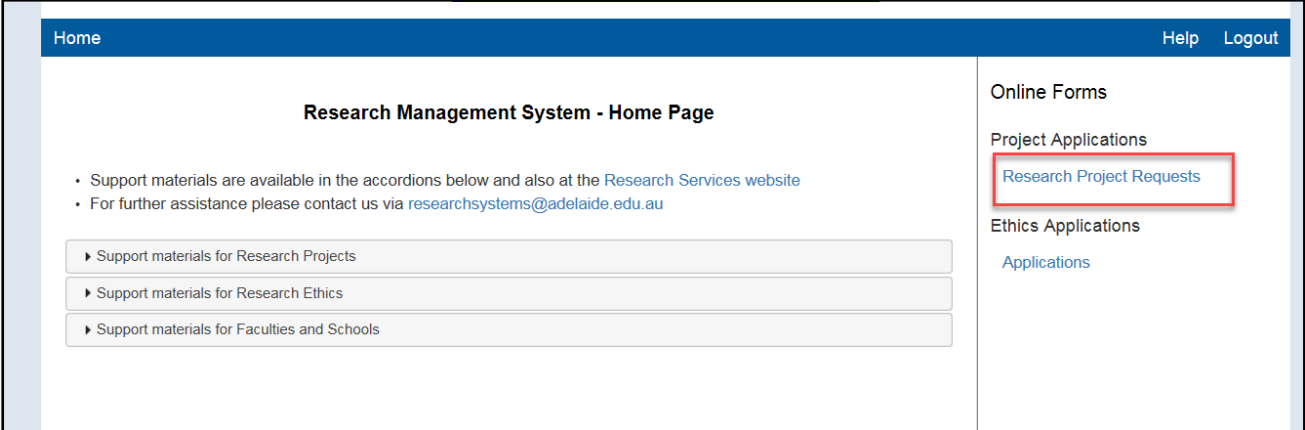


## Create a New NoI

In the right-hand pane under **Online Forms > Project Applications:**

- Select **Project Requests**



Home Help Logout

**Research Management System - Home Page**

- Support materials are available in the accordions below and also at the [Research Services website](#)
- For further assistance please contact us via [researchsystems@adelaide.edu.au](mailto:researchsystems@adelaide.edu.au)

▶ Support materials for Research Projects

▶ Support materials for Research Ethics

▶ Support materials for Faculties and Schools

**Online Forms**

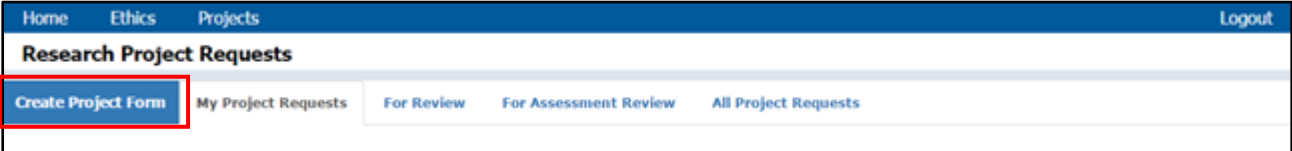
Project Applications

Research Project Requests

Ethics Applications

[Applications](#)

In the left tab, click **Create Project Form**



Home Ethics Projects Logout

**Research Project Requests**

Create Project Form

My Project Requests

For Review

For Assessment Review

All Project Requests

Select **Notification of Intent**

Abbreviation	e Form Name	Description
NoI	Notification of Intent v1.8	Pre-application used for ARC and NHMRC sche...

First Prev 1 of 1 Next Last

This will open a new **Notification of Intent** e-Form

## General navigation

Below is the toolbar and a legend for each button



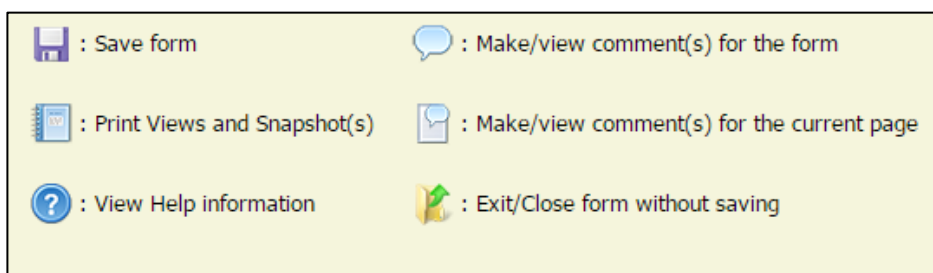
Home Ethics Projects Logout

**0006000120 : Enter project title**

Project Request Status: **Data Entry** Workflow State: **NoI Draft**

Action Save Form Comments Page Comments Reports Help Exit

**Note:** Form and Page Comments are disabled on the form.



There are two main areas of the Notification of Intent form:

- Personnel
- General Details

## Personnel > Personnel

Mandatory fields are denoted by the red star \*

Questions should be completed in order. In particular, Question 1 must be completed in order for the investigator search to work in question 2.

### Question 1: Type

**Type:** Select 'Grant' only

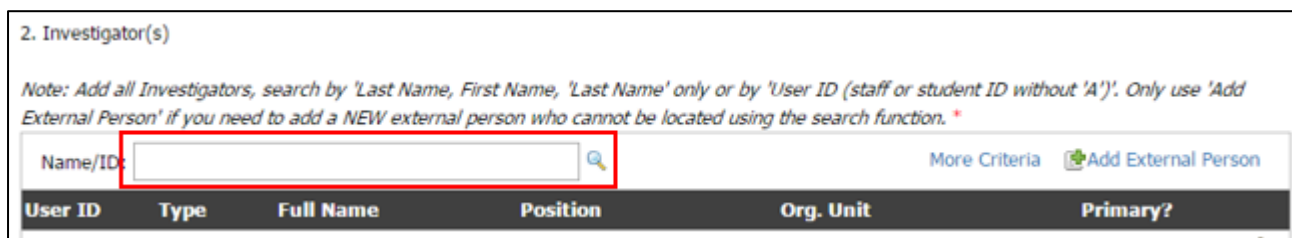
### Question 2: Investigator(s)

The creator of the form is entered as a Chief Investigator and the Primary Investigator by default.

All Investigators should be added in this section.



To add an investigator, use either the basic search or advanced search:

#### Basic search



2. Investigator(s)

*Note: Add all Investigators, search by 'Last Name, First Name, 'Last Name' only or by 'User ID (staff or student ID without 'A')'. Only use 'Add External Person' if you need to add a NEW external person who cannot be located using the search function. \**

Name/ID:   [More Criteria](#)  Add External Person

User ID	Type	Full Name	Position	Org. Unit	Primary?
---------	------	-----------	----------	-----------	----------

In Name/ID field, search by **Surname**, **Given Name**, **Surname only** or by **Person ID** and click the magnifying glass.

## Advanced search

1. Click **More Criteria**
2. Enter fields as required
3. For any field with a magnifying glass, enter part of the name first and then click the magnifying glass to search.

When either search option has been run:

1. Locate the required investigator from the list

Preferred Name	ID	Org. Unit	Administrative Unit	Type	Classification	Organisation
McGlynn, Ryley Lia	9000069	School of Physical Sciences	School of Physical Sciences	Internal		The University of Adelaide

2. Click on the person's name to add them to the form.
3. Click the person's name again to edit the details.
4. Select the appropriate **Position** from the dropdown list if different to what appears by default.

Detailed guidance:


- The overall lead investigator with ultimate responsibility for a project should be listed as **Chief Investigator: First Named**. Other investigator roles may be named variously by funding sponsors including: Chief Investigator, Associate Investigator or Partner Investigator.
- In the case of a Fellowship, please select **Cat 1 Fellow: Chief Investigator**.
- In the case of an HDR/Honours student project, the student should be listed as **Chief Investigator: First Named** with the primary supervisor as **Supervisor**.



Note: This guidance is also available in the blue help icon against this question

5. Repeat to add all investigators.

Once all investigators have been added, check that the Primary investigator is listed correctly.

*Note: Add all Investigators, search by 'Last Name, First Name, 'Last Name' only or by 'User ID (staff or student ID without 'A')'. Only use 'Add External Person' if you need to add a NEW external person who cannot be located using the search function. \**

Name/ID:   [More Criteria](#) [+ Add External Person](#)

User ID	Type	Full Name	Position	Org. Unit	Primary?	
9000018	Internal	Schuppe, Wilhelm Sonia	Chief Investigator: First Named	School of Biological Sciences	Yes	
9000028	Internal	Willms, Cyrus Ashton	Chief Investigator	School of Biological Sciences	No	

The investigator with responsibility for the project on behalf of the University of Adelaide should be listed as **Primary**. For applications submitted through the University of Adelaide, the Primary investigator will also be the **Chief Investigator: First Named**. For applications submitted through another institution, the Primary investigator is the University of Adelaide lead.

To change the Primary investigator:

1. Edit the investigator currently marked as primary first by clicking on the person's name
2. Under Primary, select **No**
3. Click **OK**
4. Click on the intended Primary investigator from the list to edit
5. Under Primary, select **Yes**
6. Click **OK**

**NOTE:** All University of Adelaide staff and HDR students should be available in the NOI form to be added as an Investigator.

A large number of external personnel records are in our database already and may also be added as an Investigator. However there may not be an existing record for the investigator you wish to add. If a thorough search does not locate the relevant investigator, you will need to create a new external person.

[\(See QuickRef ResearchMaster - Add a New External Person to an eForm \(pdf\)\)](#)

### Question 3: Notification of Intent created by:

This is set by default as the person who is creating the notification of Intent. This is a read only field with no option to edit.

### Question 4:

Select Staff, Student or Titleholder from the dropdown list.

4. In what capacity will the 'Primary' Investigator be applying for this project? \*

Staff
Student
Titleholder

### Question 5:

A project is usually administered by the employing organisation of the overall lead investigator.

Select the radio button for **Yes** or **No**.


- If No, Question 5.1 appears and is required. Enter administering Organisation (free text)
- If Yes, go straight to Q6.


## Question 6: Select the primary Org. Unit (ie: Discipline/Department)

6. Select the primary Org. Unit (i.e. Discipline/Department) for this project.

*Note: Enter your organisational unit at the lowest level i.e. Discipline/Department, using the appropriate 4 digit numeric code. DO NOT use the 'S' code for your School. \**

Search Code/Name :


Org. Unit	Managing unit	Percentage	Primary?
School of Biological Sciences	School of Biological Sciences	100	<input checked="" type="radio"/>
School of Physical Sciences	School of Physical Sciences	0	<input type="radio"/> 
<b>Total</b>		100	



- Only one Org Unit (Discipline) should be selected
- The Org Unit (Discipline) that this project should be allocated to should be set as **100 percent** and **Primary**. All others can be deleted (click rubbish bin icon) or set as 0 percent.
- The system will default to the creator's Org Unit as primary and 100%.
- The list will also auto-populate with the Org Units of all internal investigators named on the form.

To add an Org Unit that is not already in the list:

1. Enter part of the discipline name in the **Search Code/Name** field

Search Code/Name :  

2. Click the magnifying glass to search
3. Select the correct Org Unit from the list

Search Org. Unit

Code	Name
<del>S223</del>	School of Mechanical Engineering
<b>2230</b>	School of Mechanical Engineering

Org Unit should be selected at the lowest level using the appropriate 4 digit numeric code. **DO NOT** use the 'S' code for your school.

**NOTE:** Any mandatory fields which are drop-down lists **MUST** contain valid data. If not, you will not be able to navigate to the next page. Any mandatory fields which are radio buttons, text or look-up fields can be left blank while navigating between pages but must be completed prior to submitting the form.



Click the green arrow in the bottom right to go to next page

## General Details > Project Information

### Question 7: Fund Schemes

Basic search

1. Enter part of fund scheme or organisation name in **Select Fund Source** field and click the magnifying glass

Select Fund Source:  

**TIP:** If you get a lot of results you can click on the **Organisation Name** column heading to sort alphabetically then scroll down the page and navigate through multiple pages if necessary

2. Select the correct scheme by clicking on the name link.

Select Fund Source						
Title	Abbrev.	ID	Type	Activity Type	Organisation	Internal Closing Date
<a href="#">ARC Linkage Infrastructure, Equipment and Facilities</a>	ARC-LE	51715026	Fund Scheme	Grant	Australian Research Council	
<a href="#">ARC Linkage Projects</a>	ARC-LP	51715010	Fund Scheme	Grant	Australian Research Council	

3. View the Scheme details to ensure you have selected the correct scheme and click **OK**

## Advanced Search

1. Click **More Criteria**

Select Fund Source:

ID

Abbreviation

Name

Type

Source of Funds

Funding Activity Type

Organisation

2. Enter search criteria.
3. Click **Search**

If you cannot locate the fund scheme that you are applying for, you may need to add a new fund scheme. (For instructions see [QuickRef ResearchMaster - Add a New Fund Scheme \(pdf\)](#))

## Question 8: Partner Organisations

Select the radio button for **Yes** or **No**

If **Yes**, an additional question will appear (see below). If **No**, go straight to **Q.9**

### Question 8.1

List all partner organisations in free text box

## Question 9: Is this a resubmission of an unsuccessful application?

If the same grant application has been submitted previously to another sponsor or the same sponsor in a previous round, select **Yes**.

If **Yes**, Q9.1 will appear (see below). If **No**, go to **Q.10**.

### Question 9.1

Provide details of the previously submitted unsuccessful application. Include details against each of the included text headings.

9.1. Provide details of the unsuccessful application.

<p><u>Project Title:</u> Low Frequency Vocalisation of Antarctic Blue Whales</p> <p><u>Sponsor ID (if applicable):</u> LP123456</p> <p><u>Sponsor Scheme:</u> ARC Linkage</p> <p><u>Year Applied:</u> 2015</p> <p><u>Administering Organisation (if not University of Adelaide):</u></p>
--

### Question 10

Enter the **current** project title

(Delete the words "Enter Project Title" from the text box first).

Note: Maximum 1024 characters allowed. \*

Investigating vocalization of Antarctic blue whales ( <u>Balaenoptera musculus</u> )
--

### Question 11

Select duration to the nearest whole year from drop-down list

11. Total duration of the project (in years). \*

--Please select--	AU
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	*
12	
13	
14	
15	

### Question 12: Indicative Costs

Select indicative cost of project in Australian Dollars from drop-down.

12. Total indicative cost of the project (in AUD only). \*

--Please select--
<\$10,000
\$10,001 - \$50,000
\$50,000 - \$100,000
\$100,001 - \$500,000
\$500,001 - \$1,000,000
>\$1,000,000

### Question 13: Summary

Provide brief summary of the project.

**TIP:** You can copy and paste information into this free text field but be aware that there is a **Maximum 2000 character limit**.

## Question 14: Field of Research Codes

Select one or more ABS Field of Research codes. Select the 6 digit code only.

1. Enter **part of the 6 digit code**, or **part of name** into **Classification Name/Code** field and the classification table will display with relevant matches. Alternatively enter the full 6 digit code and press **ENTER** and follow step 2. Select the correct code from the search results (select 6 digit code only).

14. Select one or more [Field of Research](#) code/s, using the 6 digit code only: \*

Classification Type:

Classification Name/Code:

Code	Name
060301	Animal Systematics and Taxonomy
060601	Animal Physiology - Biophysics
060602	Animal Physiology - Cell
060603	Animal Physiology - Systems
060801	Animal Behaviour
060802	Animal Cell and Molecular Biology
060803	Animal Developmental and Reproductive Biology

Classification Type: No records to display.

15. Select one or more [Socio Economic](#) O...

Classification Type:

Classification Name/Code:

2. Enter the relevant **percentage** between 1 and 100 then click **OK**.

Classification Type	Classification Code	Percentage	Classification Name
Type: Field Of Research Codes; Total: 100			
Field Of Research Codes		100	

Classification Type \*  
Field Of Research Codes

Classification Code \*  
060205 Marine and Estuarine Ecology (incl. Marine Ichthyology)

Classification Name  
Marine and Estuarine Ecology (incl. Marine Ichthyology)

Percentage  
100

OK Cancel

3. Repeat the steps above to add all FoR codes.

**NOTE:** The total % for all classifications must be 100 – a validation error will appear until the % totals 100.



**TIP:** For more guidance on FoR codes, including a link to the full list of the **Australian and New Zealand Standard Research Classification (ANZSRC)** codes in the hierarchical structure, click on the **Field of Research** hyperlink in the question title.



This will open the relevant section of the Research Services website in a new tab. The form will remain open in its existing tab.

## Question 15: Indicative Commencement Date

Select indicative commencement date. Use the calendar date picker icon or enter the date directly into the field in format dd/mm/yy. **Note:** The date selected cannot be in the past.

## Question 16: Peer Review

Has someone agreed to peer review your application?

Select **Yes** or **No**

If **Yes**, additional questions **16.1** and **16.2** appear.

If **No**, go to **Q.17**.

### Question 16.1

Is this person external to the University of Adelaide?

Select **Yes** or **No**

### Question 16.2

Enter the peer reviewer's name in the free text field.

## Question 17: Is the Head of School aware of this project?

Select **Yes** or **No**

## Save any time

You can save the form at any time and come back and complete it or add attachments later.

To save the form:

Scroll to the top of the page and click the **Save** button on the toolbar.

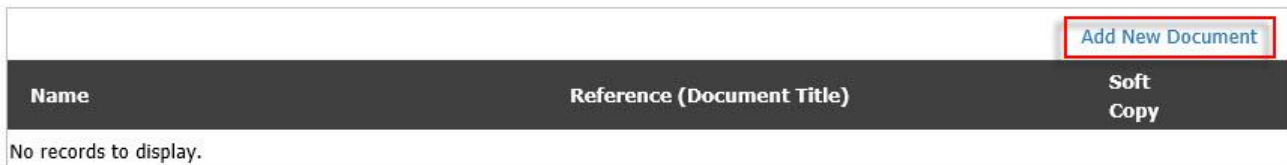


## Add an attachment

On the last page of the Notification of Intent form you have the option to attach any supporting documentation if applicable (this is not mandatory). Supporting documentation can include a previous unsuccessful application, CV, support letters or emails, budget etc. The supporting documentation required may depend on the funding scheme, and specific Faculty and School processes.

To attach a file:

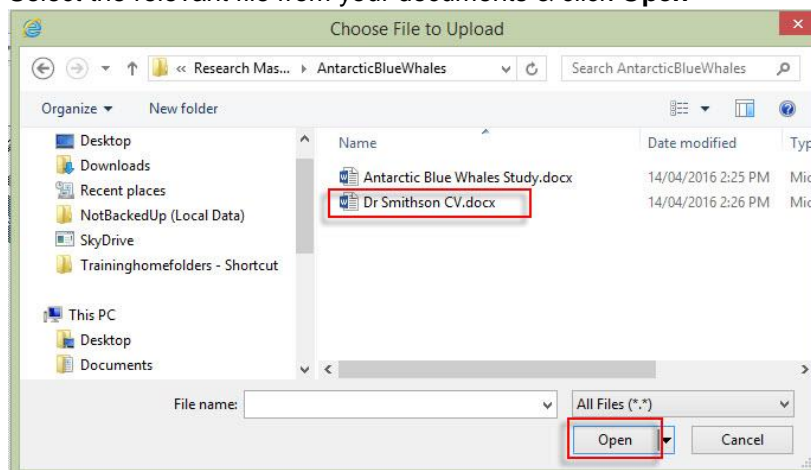
1. Click **Add New Document** link



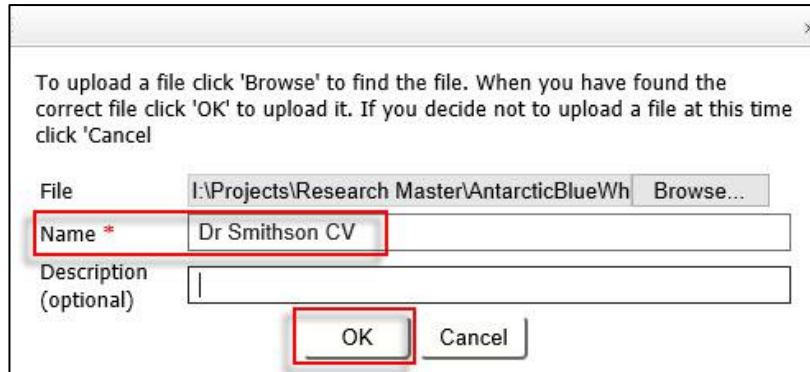
The upload file dialog box appears:



2. Click **Browse**
3. Select the relevant file from your documents & click **Open**



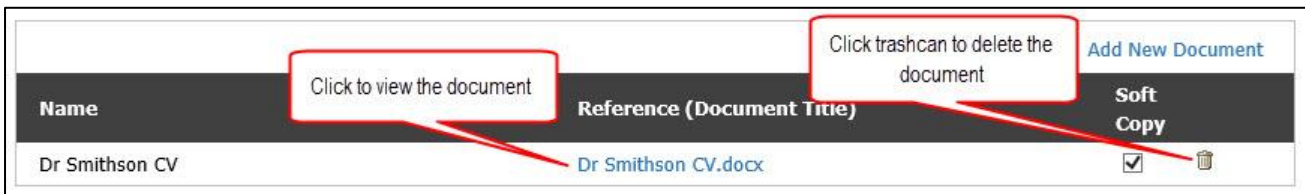
4. Back on the Upload dialog: Enter a **Name** for the document



5. Enter a **description** if applicable
6. Click **OK** to complete the upload

Once the document has been uploaded it will appear in the list.

- Click on the Reference (Document Title) to view the document.
- To delete a document, click the rubbish bin icon.



NOTE: If you uncheck the Soft Copy box, it will remove the document without deleting the document name from the list. This may indicate that the document only exists in hard copy, however for our purposes we require all relevant attachments to be included as soft copies. If you uncheck the Soft Copy box, the upload document icon will appear. You will need to click on this to upload your document again.

Now you are ready Submit the NOI

For instructions see [QuickRef ResearchMaster - Submit a Completed eForm \(PDF\)](#)

## Contact Us

For further support or questions, please review the support materials on the [Research Services Website](#) or contact a member of the Support Team via [researchsystems@adelaide.edu.au](mailto:researchsystems@adelaide.edu.au).