

# Create and Complete IFS eForm Research Fellowships

## Introduction

The purpose of this Quick Reference Guide is to provide guidance to create and complete the Internal Fund Scheme eForm in applying for the Research Fellowship Funding Scheme. It is recommended that this guide is read in conjunction with the *Instruction and Guidelines for applicants* in the link below:

- [Research Fellowships](#)

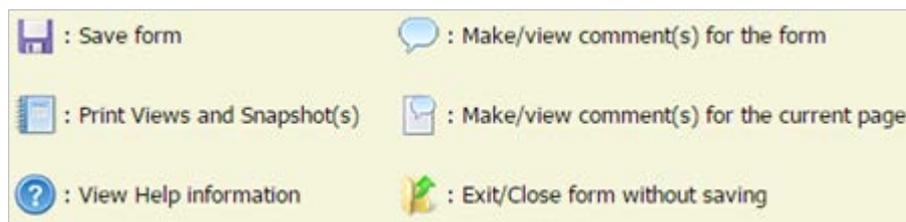
## General navigation

Below is the toolbar and a legend for each button:



The screenshot shows the top navigation bar with links for Home, Ethics, and Projects, and a Logout button. Below this is a header area displaying the project ID '0006000120' and the instruction 'Enter project title'. It also shows the 'Project Request Status: Data Entry' and 'Workflow State: NoI Draft'. The main toolbar contains icons for Action, Save, Form Comments, Page Comments, Reports, Help, and Exit.

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



### Help

When Help information is available for a particular question, a will be displayed next to the question. Click on it to view the help information.

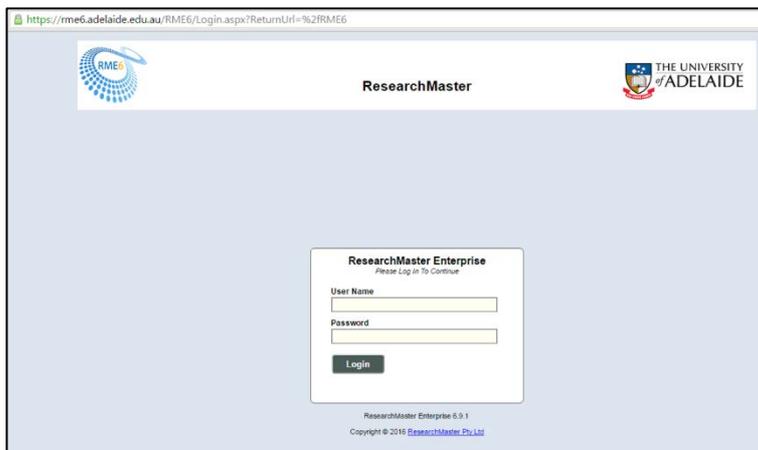
The IFS eForm is comprised of 6 pages. Select the links below (1-6) to view guidance for specific pages. Select the remaining links (7-11) for general troubleshooting guidance:

1. [Personnel](#)
2. [Summary](#)
3. [Project Description](#)
4. [Financials](#)
5. [Attachments](#)
6. [Declaration](#)
7. [Successful Submission](#)
8. [Unsuccessful Submission](#)
9. [Further information required](#)
10. [Delete an eForm](#)
11. [Withdraw an eForm](#)

## Procedure

Login to Research Master using your standard University username and password.

Open a browser and go to <https://rme6.adelaide.edu.au/RME6/>



NB RME6 is optimised for use with Google Chrome, Internet Explorer, Mozilla Firefox and Safari.

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

### Select **Research project Requests**

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

### Select **Internal Fund Scheme Request**

Abbreviation	e Form Name	Description	Date Modified
IFS v1	Internal Fund Scheme Request v1	Internal Funding Scheme Request is initiated by...	13/04/2017
Nol v1.5	Notification of Intent v1.5	Pre-application used for ARC and NHMRC sche...	02/03/2017
RFA v1	Research Funding Acceptance v1	Research Funding Acceptance is initiated by Re...	02/03/2017
RFR v1	Research Funding Request v1	Research Funding Request is initiated by the Re...	02/03/2017

Records per page: 10

**NOTE:** An Internal Fund Scheme request is always created from new so you will directed to the first page of the eForm. You are required to answer ALL mandatory fields during this process.

## Personnel > Personnel

Mandatory fields are denoted by the red asterisk

### < Personnel

If you are new to ResearchMaster or need assistance in completing this eForm, please refer to the "Help" section of the menu bar.

#### Mandatory Question \*

Mandatory questions are questions that must be answered for the eForm to be complete. These questions are marked with a red asterisk, \*.

Questions should be completed in order. In particular, Question 2 will need to be completed to reveal relevant questions to the scheme being applied for.

### Question 1: Type

Type: Select **Grant** only.

### Question 2: Internal Fund Scheme

Select **Research Fellowships Scheme**. This will conditionally reveal the relevant questions for this particular Internal Fund Scheme.

### Question 3: Investigators

- For University of Adelaide applicants, the Fellowship applicant should be entered as the '**Primary Investigator**', given a Position of '**Chief Investigator**'.

#### 3. Investigator(s):

Note: For the Interdisciplinary scheme, add all Investigators, search by 'Last Name, First Name', 'Last Name' only or by 'User ID'. Only use 'Add External Person' if you need to add a NEW external person who cannot be located using the search function. \* ?

Name/ID: <input type="text"/>		<a href="#">More Criteria</a>		<a href="#">Add External Person</a>			
Order	User ID	Type	Preferred Full Name	Position	Org. Unit	Primary?	Gender
1		Internal		Chief Investigator	School of Animal & Veterinary Science	Yes	Male

- If submitting an IFS eform on behalf of an external applicant, a University of Adelaide 'nominator', needs to be elected to act as the **Primary Investigator** for the purposes of completing the eForm. Follow the procedure in the [Faculty External applicant Guide](#). The external Fellowship applicant must also be entered as a '**Chief Investigator**'. To add an external investigator, see more detailed instructions in our [Add a new external person Quick Reference Guide](#).

3. Investigator(s):  
*Note: For the Interdisciplinary scheme, add all Investigators, search by 'Last Name, First Name', 'Last Name' only or by 'User ID'. 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](#)

Order	User ID	Type	Preferred Full Name	Position	Org. Unit	Primary?	Gender	New?
1	<input type="text"/>	Internal	<input type="text"/>	Supervisor	School of Animal & Veterinary Science	Yes	Male	
2	EXP002216	External	External Applicant	Chief Investigator		No	Not Specified	<b>NEW</b> 

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

### Basic Search

3. Investigator(s):  
*Note: For the Interdisciplinary scheme, add all Investigators, search by 'Last Name, First Name', 'Last Name' only or by 'User ID'. 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](#)

Order	User ID	Type	Preferred Full Name	Position	Org. Unit	Primary?	Gender
No records to display.							

In Name/ID field, search by **Surname**, **Given Name**, 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.

*Note: Do not use the ENTER key when searching, always click the magnifying glass.*

Name/ID:  

ID

Surname

Given Name

Classification  

Org. Unit  

Administrative Unit  

Organisation  

Type  

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
Schuppe, Shaniya Tressa	9000208	School of Biological Sciences	School of Biological Sciences	Internal	Ph. D.	The University of Adelaide
Schuppe, Wilhelm Sonia	9000018	School of Biological Sciences	School of Biological Sciences	Internal	Academic	The University of Adelaide

Change page: < 1 > | Displaying page 1 of 1, items 1 to 2 of 2.

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.

<p><b>Position *</b></p> <ul style="list-style-type: none"> <li>Chief Investigator</li> <li>Partner Investigator</li> <li>Supervisor</li> </ul>	<p>Detailed guidance:</p> <ul style="list-style-type: none"> <li>• The Fellowship applicant (internal or external) should be listed as <b>Chief Investigator</b>. The nominator of the external applicant should be listed as: <b>Supervisor</b> • The <b>Supervisor</b> should be marked as <b>Primary</b>.</li> </ul>
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5. Repeat to add an external applicant as a **Chief investigator**.

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

Note: If the applicant is a University of Adelaide staff member, they are marked as Primary. If the applicant is external, the Supervisor is marked as Primary.

### 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

### Question 4: Created by

This section will be automatically populated with the name of the creator of the eForm. This cannot be edited, and will not affect any reporting of production of your Individual Academic Profile report.

**Note - for external applicants, the following questions are to be completed with details provided by the external applicant on the [Proposal Template \(external\)](#).**

### Question 4.1: Select your current employment status

Select your current employment status.

### Question 4.1.1: Current employment institution

If Titleholder selected at Q4.1, enter your current employment institution.

### Question 4.2: Provide end date of current contract

Enter end date of your current employment contract. Use the calendar date picker icon or enter the date directly into the field in format dd/mm/yyyy.

### Question 4.3: Academic Level

Select your current Academic Level.

#### Question 4.3.1: Current Step

Select your current step level.

#### Question 4.3.1: Other details

If 'Other' is selected at Q4.3, provide further details in the text box.

### Question 4.4: What level are you applying for?

*Note: Refer to the University of Adelaide [Academic Staff Salaries](#) for reference*

Select the Academic level you are applying for.

### Question 4.5: What step are you applying for?

Select the step relevant to the level in Q4.4 you are applying for

### Question 5: What fraction of FTE are you currently employed?

Enter your current Full Time Equivalent (FTE). Enter as a fractional value (e.g. 0.5 for 50% FTE, 0.75 for 75% FTE etc, or 1.0 for full-time).

#### Question 5.1: What fraction of FTE are you applying for?

Enter the Full Time Equivalent (FTE) you are applying for. Enter as a fractional value (e.g. 0.5 for 50% FTE, 0.75 for 75% FTE etc, or 1.0 for full-time).

### Question 6: PhD

Enter the date you qualified for your PhD. Use the calendar date picker icon or enter the date directly into the field in format dd/mm/yyyy.

## Question 7: Career Disruptions

Indicate whether you have had any career disruptions by selecting **Yes** or **No**.

### Question 7.1: Nature of Career Disruptions

If answered **Yes** in Q7, select the nature of the career disruption from the checklist. Multiple types of disruptions can be selected.

### Question 7.2: Details of Career Disruptions

Provide the details of the career disruptions in the text box. You may enter a maximum of 4000 characters.

### Question 7.3: What level of fellowship are you applying for?

Select the relevant level you are applying for. Click on the  for further details of levels.

### Question 7.4: H index

Provide your Google Scholar H index. This value should be numerical.

### Question 7.5: Peer reviewed publications

Enter the total number of your peer reviewed publications. This value should be numerical.

### Question 7.6: Externally funded grants

Enter the total number of your externally funded grants. This value should be numerical.

## Question 8: Select the Primary Org. Unit (ie: Discipline/Department)

8. Select the Primary Org. Unit (ie. Discipline/Department) to be responsible for the financial management of this project:  
*Note: Enter your organisational unit at the lowest level Primary Org. Unit (ie. Discipline/Department), using the appropriate 4 digit numeric code. DO NOT use the 'S' code for your School. \**

Search Code/Name : <input type="text"/>			
Org. Unit	Managing unit	Percentage	Primary?
School of Animal & Veterinary Science	School of Animal & Veterinary Science	<input type="text" value="100"/>	<input checked="" type="radio"/>
School of Biological Sciences	School of Biological Sciences	<input type="text" value="0"/>	<input type="radio"/> 
<b>Total</b>		100	

- The Org Unit (Discipline) of the Primary Investigator should be marked as Primary and be set at **100 percent**. Any funding split will be determined at award stage and will be allocated accordingly.
- The list will auto-populate the Org Units of all internal investigators named on the form.

**Note:** The system will default to the creator's Org Unit as primary and 100%.

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

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

Search Code/Name :  

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

Search Org. Unit	
Code	Name
S223	School of Mechanical Engineering
2230	School of Mechanical Engineering

4. Org Unit should be selected at the lowest level listed 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 lookup 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 the next page



## General Details > Summary

### Question 9: Rationale for applying for the Fellowship

Select the relevant rationale.

#### Question 9.1: Provide details to support the rationale

##### Question 9.1.1: End date of current Fellowship

If Current Fellowship ending selected at Q9, enter the end date. Use the calendar date picker icon or enter the date directly into the field in format dd/mm/yyyy.

##### Question 9.2: End date of current funding

If Current Funding ending selected at Q9, enter the end date. Use the calendar date picker icon or enter the date directly into the field in format dd/mm/yyyy.

## Question 10: Project Title

Enter the current project title

Note: Delete the words 'New Project' from the text box first

10. Project Title: \*

The Lifecycle of frogs in the River Murray

## Question 11: Project Summary

Provide a brief summary of the project you intend to work on.

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

## Question 12: Research Strategic Plan

Identify which themes in the Research Strategic Plan, Adelaide Research for Impact does the project align to by selecting the relevant checkbox/es. You can read about the plan [here](#).

## Question 13: Description of how Project supports the Plan

Provide a short description of how the project supports the Research Strategic Plan. A maximum of 1024 characters are allowed in this text box.

## Question 14: Field of Research Codes

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

1. Enter full 6 digit code, part of code or part of name into Classification Name/Code field and click magnifying glass.

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

Classification Type:

Classification Name/Code:

Classification Type	Classification Code	Classification Name	Percentage
No records to display.			

Code	Name
040305	Marine Geoscience
060205	Marine and Estuarine Ecology (incl. Marine Ichthyology)
060701	Phycology (incl. Marine Grasses)
091101	Marine Engineering
100102	Agricultural Marine Biotechnology
100205	Environmental Marine Biotechnology

Note: If only one match was found, it will be automatically returned. If the incorrect code is returned, click Cancel. If multiple matches are found, select the correct code from the search results (**select 6 digit code only**)

2. If the correct code is returned, 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 \*

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

Classification Name

Percentage

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.

14. Select one or more ABS Field of Research code/s, using the 6 digit code only. \*

Classification Type:

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: Science and Research Priority (if relevant)

If relevant, select one or more Science and Research priority category

15. Select a [Science and Research Priority](#), if relevant:

Classification Type:

Classification Name/Code:

Classification Type	Classification Code	Classification Name	Percentage
No records to display.			

1. Enter SRP to get a full list of available Classification codes. If you know the name or code you can enter part of code or part of name into Classification Name/Code field and click magnifying glass.

**Note:** If only one match was found, it will be automatically returned. If the incorrect code is returned, click Cancel. If multiple matches are found, select the correct code from the search results.

Find Classification	
Code	Name
SRP-ADVMAN	Advanced Manufacturing
SRP-CYBSEC	Cybersecurity
SRP-ENERGY	Energy
SRP-ENVCHG	Environmental Change
SRP-FOOD	Food

2. If the correct code is returned, enter the relevant **percentage** between 1 and 100 then click **OK**.

Classification Type	Classification Code	Classification Name	Percentage
Type: Science and Research Priorities; Total: 150			
Science and Research Priorities	SRP-ENERGY	Energy	50
Science and Research Priorities			100

Classification Type \*

Classification Code \*  
 Environmental Change

Classification Name

Percentage

**TIP:** For more guidance on Science and Research priorities, including a link to the full list of the Australian Government research priority factsheets, click on the **Science and Research Priority [hyperlink](#)** in the question title.

15. Select a Science and Research Priority, if relevant:

### Question 16 & 17: Commencement and Completion Dates

Select indicative commencement date and the indicative completion date for the Fellowship. Note: The Fellowship dates coincide with the proposed project date. Use the calendar date picker icon or enter the date directly into the field in format dd/mm/yyyy.

**Note:** The date selected cannot be in the past.

16. What is the expected commencement date? \*



17. What is the expected end date? \*



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



## General Details > Project Description

### Question 18: Project Description

Provide a description of the project or a reason for which the funding has been requested. A maximum of 4000 characters is allowed.

### Question 19: Key elements of school research environment

Explain the key elements of the research environment of the school in which you are undertaking your project. A maximum of 1024 characters is allowed.

### Question 20: Anticipated outcomes of Project

Describe the anticipated outcomes of the project including publications, grant and fellowship applications. A maximum of 2000 characters is allowed.

### Question 21: Plans for future development of Project

Outline your plans here for the future development of your project. A career development plan must also be included. A maximum of 4000 characters if allowed here.

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



## General Details > Financials

### Question 22.1: Summary of confirmed cash/in-kind co-investments

Here you will need to provide a summary of the confirmed cash and/or in-kind co-investments if applicable.

Note: The source of funds can be from internal (School/Faculty/Institute) and/or external organisations.

Source: School of Medicine  
Cash \$:  
In-kind \$: 10,000  
Description of support: Casual Research Assistant to compile/analyse data

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



## General Details > Attachments

### Question 23: Curriculum Vitae

Upload a CV no more than 5 pages [addressing requirements](#).

1. Click on Browse and select your document from the relevant hard drive
2. Your document should appear in the field.
3. Click on Upload to finalise attaching your CV.

Note: Only pdf, doc and docx are allowed. \*

📄 Curriculum Vitae.docx

🗑️ Remove

📤 Upload

📁 Browse ...

### Question 23.1: Supporting Documents

On the last page of the eForm attach any supporting documentation e.g. Letter(s) of support for confirmed co-investment

Click the Add icon to attach your document. This will expose three new fields.

Document type	Name
<span>First</span> <span>Prev</span> <span>1 of 1</span> <span>Next</span> <span>Last</span> <span style="float: right;">Total Records: 1    Records per page: 25</span>	
Name * <input style="width: 95%;" type="text" value="Letter confirming co-investment support"/>	
Document type Note: Always select Soft copy. * Soft copy <span style="font-size: 20px;">▼</span>	
Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
Document <input style="width: 95%;" type="text"/>	<span style="font-size: 24px;">📁</span> Browse ...
<span>Previous</span> <span>Next</span>	<span style="font-size: 24px;">5</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Ok</span> <span>OK and Add Another</span> <span>Cancel</span>

1. Enter the **Name** of the document
2. Select **Soft Copy** under the Document type dropdown list
3. It is optional to add any **Comments** here about the document you are attaching
4. To attach the document click **Browse**

Note: If you wish to add another document click **OK and Add Another**

5. Once you have selected the relevant file, click **OK**

To delete an attachment, click the rubbish bin icon

Note: You can also navigate between your documents by clicking **Previous** or **Next**

This is how the document will appear when it has been successfully uploaded

Document type	Name
Soft copy	Letter confirming co-investment support

First Prev 1 of 1 Next Last Total Records: 1 Records per page: 25



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

## Referee Details > Referees

### Question 24, 25 and 26

1. Enter the details for each of your referees in the boxes.
2. Use the scroll arrows to enter further details, ie email address

24. Referee 1: \* **1**

Name: Mr XYZ  
Organisation: University of Adelaide  
Contact Number: 123456  
Email:

**2**

## Declaration > Declaration

### Additional Comments

Highlight any additional information pertinent to your application that provides general context for the selection panel. This question is not compulsory and you may leave it blank. A maximum of 1024 characters is allowed.

### Submit eForm

Review the Primary Investigator Certification and the Submission Instructions listed on the Declaration Page. If you agree, you should electronically sign the Declaration.

Note: If submitting on behalf of an external applicant, ensure that evidence has been provided that the applicant has certified submission of the application.

1. Click the **Needs Signature** icon

Declaration Sign-off:

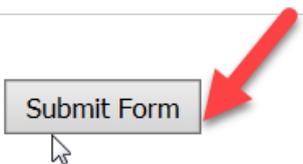
User ID	Full Name	Position	Declaration signed?	Sign-off Date
1634398		Chief Investigator	<input type="checkbox"/>	

**1**

2. Toggle the **I Accept** button if you agree to the Declaration

3. A date field will now appear with **today's date**, click **OK**

When the Declaration has been successfully signed a tick will appear in the relevant field along with the sign-off date. You may then click **Submit Form** to submit your Internal Fund Scheme eForm to Research Services for review.



### Successful submission:

You will see a message at top left of screen advising that your eForm has been successfully submitted.

### Unsuccessful submission:

If any of the mandatory fields have not been completed correctly, your form will not be submitted. You will see a message at top left of screen advising that your eForm has not been submitted.

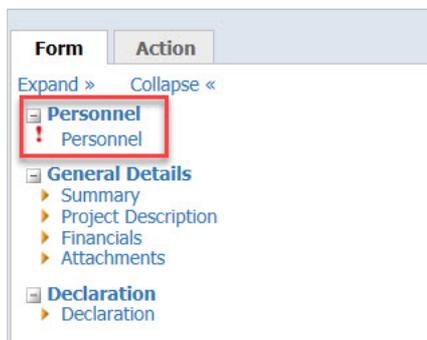
Examples below:

OR



If your eForm could not be submitted, please review it and update as necessary prior to submitting again.

On the left hand menu under **Form** you will see a navigation page which displays each page of the form. Click **Expand** to view all pages.



If all mandatory fields have been completed, there will be a green tick next to the page. If any mandatory fields have not been completed, there will be a red exclamation mark next to the page.

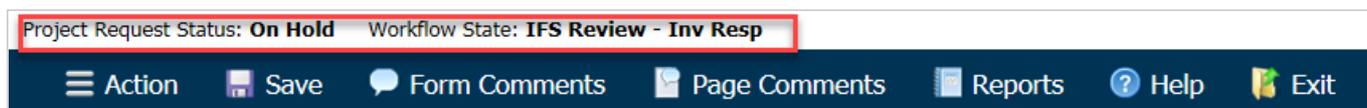
Click on any page with a red exclamation mark and review for completeness.

Update as required then click the green **Next** arrow  or **Save**  to save your changes. If all mandatory fields are complete, the page will now have a green tick next to it in the left pane

Continue to complete all mandatory information on all pages before submitting again.

## Further Information Required

An Interdisciplinary fund scheme eForm that is listed as **On Hold** and with the workflow status of **IFS Review – Inv Response** has been returned to you for further edit/response by Research Services. The eForm Workflow State will also be displayed upon selecting the record and referring to the information just above the navigation toolbar.



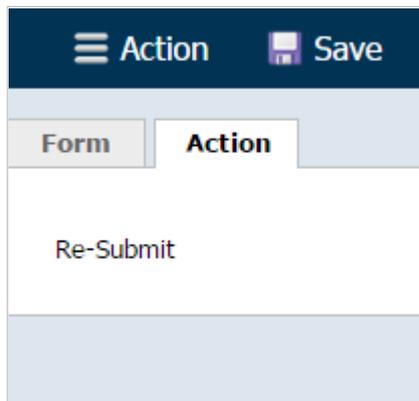
To edit an eForm:

1. Click on the relevant project from the list

Research Project Requests (1001)				
<input type="checkbox"/>	Project Code	Workflow State	Project Status	Project Title
<input type="checkbox"/>	0006002300	IFS Review - Inv Resp	On Hold	

2. Click on Comments under Further Comments page and any further information from the Research Grants Officer is available for view in the first text box.
3. Make any necessary edits to the form and provide any other **Investigator Comments** in the second text box.

- Use the green arrows  to scroll through pages or **Save** to retain any edits – return to the form later or proceed with action **Re-submit**



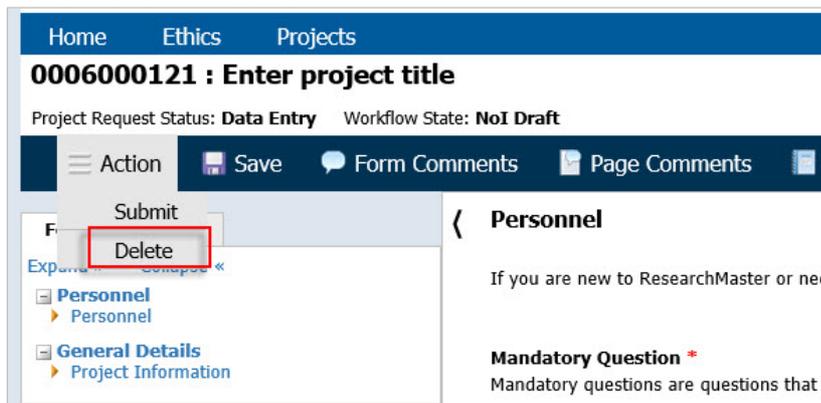
## Delete an eForm (Internal Fund Scheme – IFS)

Project Code	Workflow State	Project Status	Primary Investigator	Project Title
0006002299	IFS Draft	Data Entry		New Project

An IFS form in **Data Entry** status (un-submitted) can be deleted from the list.

To delete a form:

- From the list, click on the form you wish to delete
- Go to **Action > Delete**



## Withdraw an eForm (Internal Fund Scheme – IFS)

If your eForm has already been submitted and is with Research Services for review (In Project Status=Pending), it cannot be deleted but it can be withdrawn.

**Important:** Withdrawing an eForm form will finalise it and should only be used if you no longer wish to continue with the IFS eForm

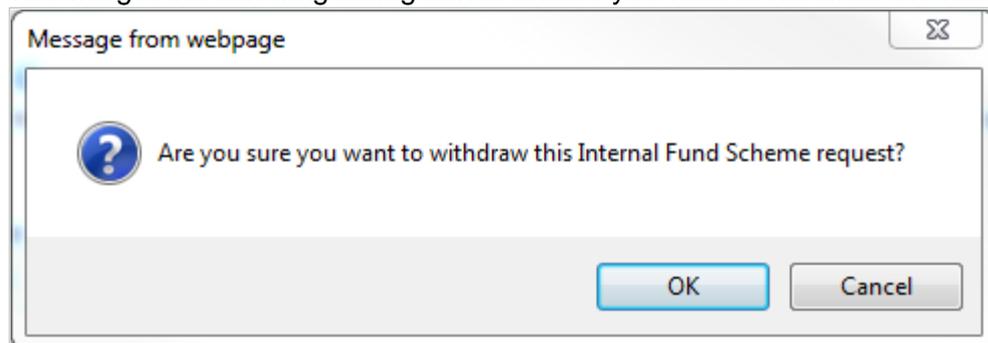
If you would like to return any submitted eForm to the Data Entry state in order to edit it, please contact [Research Services](#) who will be able to return the form to you.

Project Code	Workflow State	Project Status	Primary Investigator	Project Title
0006002290	IFS Review	Pending		The Lifecycle of frogs in the River Murray
0006002294	IFS Review	Pending		IFS Test1
0006002295	IFS Review - Inv Resp	On Hold		test inv response - ML
0006002299	IFS Draft	Data Entry		New Project
0006002300	IFS Review - Inv Resp	On Hold		test - permissions
0006002302	IFS Draft	Data Entry		test v27 - ML
0006002305	IFS Draft	Data Entry		New Project
0006002306	IFS Finalised	IFS Complete		test for crystal report

To withdraw a form:

1. From the list, click on the form you wish to withdraw
2. Go to **Action > Withdraw**

You will get the following dialog box to ensure you wish to withdraw the relevant eForm.



3. Click **OK**

You will receive the following notification confirming withdrawal of the relevant eForm.

Home
Ethics
Projects

**The internal Fund Scheme request has been successfully withdrawn.**

## 0006002290 : The Lifecycle of frogs in the River Murray

Project Request Status: **Withdrawn**    Workflow State: **IFS Finalised**

## 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 [Research Systems](#)