



ARC Research Management System

Policy: [Code of Conduct](#) and [Acceptable Use of Information Infrastructure](#)

Procedure: None

Principles

1. Researchers requesting funding under the ARC National Competitive Grants Program are required to prepare and submit proposals electronically via the ARC's online Research Management System (RMS).
2. Universities manage the submission of proposals, End of Year Reporting and Final Reports in the ARC RMS.
3. The role of 'Research Office', 'Research Office Delegate' and Research Office Signatory' in the RMS bear the responsibility for the all of the above activities on behalf on ANU.
4. All ANU Research Administration staff have the profile of 'Research Office' or 'Research Office Delegate' in the ARC RMS.
5. The primary department of the ANU Researcher will determine which College Research Office will manage the RMS responsibilities listed above

Requirements


1. Senior Research Managers are responsible for ensuring research administrators in their area understand the responsibility of the "Research Office" profile within the ARC RMS.
2. ANU research administrators must undertake these activities in line with the ARC information sheet and resource guides.
3. On a scheme by scheme basis the Office of the Vice-Chancellor will require that the responsibilities within RMS are limited to staff in the central Research Services Division.
4. In such cases that Local staff responsibilities are limited communication of this change will be delivered to Local Scheme Co-ordinators for the specific scheme in question.

Related processes

- [ARC RMS Information](#)
- [ARC RMS Factsheets](#)

Support: arc.rms@anu.edu.au or Ext. 51541

Certification

Division : Research Services	Effective From : 1st November, 2015
Checked By : Kath Kulhanek Next Review Date: September 2017	Author: Dave Pullen Email address: Dave.pullen@anu.edu.au Phone number: 54844
Approved by:  Date: 27/10/2015	Status: Released

Revision History

Version Number	Revision date	Summary of Changes	Author
V1.0	April 2015	First Copy	Dave Pullen
V1.1	19/10/2015	Revised in check off processes	Kath Kulhanek