



# ARC RMS Person Accounts

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 RMS person account requests, approvals and transfers of Researchers named on ARC proposals. The role of 'Research Office' in the RMS is responsible for the validation, approval, transfer and rejection of requests for RMS accounts that will be administered by ANU.
3. All ANU Research Administration staff have the profile of 'Research Office' in the ARC RMS.
4. The primary department of the ANU Researcher (or the PI that is partnering with the ANU researcher) will determine which College Research Office will manage the individual person account.

## Requirements

1. The profile of "Research Office" at ANU requires the following responsibilities be completed.
  - a. Verifying RMS user account requests prior to approval.
  - b. Verification can be via email or in person. Email verification must be from the email account included in the account request. (see ARC RMS account management for more detail)
  - c. All RMS account requests must be made from an organisational email account. Webmail accounts can not be approved (Gmail, Hotmail, Yahoo etc).
  - d. Check the account request is not a duplicate of an existing account. Where the RMS indicates a duplicate account exists, the request must be rejected and an explanation provided in the comments field.
  - e. Approved academic accounts must be assigned the role of 'Applicant' only.
  - f. The ARC will verify the new account before it appears as an ANU user account in RMS.
  - g. Email communication with academics requesting an account must include a CC to the [arc.rms@anu.edu.au](mailto:arc.rms@anu.edu.au) email account to enable corporate oversight.

## Timeline

Any request for an ARC RMS account must be responded to within 72 hours.


Once every 2 weeks during major grant rounds Research Services will undertake a check to ensure no account requests have been overlooked.

## Related processes & Resources

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

**Support:** [arc.rms@anu.edu.au](mailto:arc.rms@anu.edu.au) or Ext. 51541

## Certification

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

## Revision History

Version Number	Revision date	Summary of Changes	Author
V1.0		First Copy	Dave Pullen
V1.1	06/02/2015	Incorporation of stakeholder consultation feedback	Dave Pullen
V1.2	19/10/2015	Confirmed for release	Kath Kulhanek