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Getting Started

The log in page is here: https://rms.arc.gov.au/RMSExternal/pages/main.jsf

Account Set up

PREVIOUS ARC APPLICANTS (EXISTING GAMS USERS)

Obtaining your new RMS user ID:

- If you had a GAMS user account prior to January 2009, your GAMS ID and profile should have been copied to RMS
- Click on the “Reset Password” link on the first page to set up your RMS login

- Your username is your GAMS ID with all letters capitalised:

  Request Password Reset

  Please enter the username you wish to reset the password for

  Username

  Request

  Return to login screen

- The ARC will email you a link asking you to reset your password.
- **This link will lapse if it is not reset within two hours. If this happens, you will have to submit another request.**
- If you do not receive an email after requesting a password reset, please advise your College Research Office who will assist you to resolve the problem. **Note:** You can only make one password request per hour.
- If you get a message advising that your account is inactive, please advise your College Research Office.

Retrieving your User ID

- If you have forgotten your user ID, click on “retrieve username”
- Enter the email address that you last used in GAMS or RMS
- If your email address is not correct please advise your College Research Office and they will ask the ARC to update it;
- The College Research Office may also be able to retrieve your user ID.

Retrieving User ID
Account Transfers

- You can request the transfer of your RMS account to a **new organisation** from your Personal Details, by Clicking on ‘Personal Details’ and then selecting the Organisation tab (see “my details” below).

**NEW ARC APPLICANTS:**

- If you have never had a GAMS ID click on the “Request New Account” link on the first page.

When you request a new account the request is sent first to the central Research Office for validation and then to the ARC who will advise you by email how to log on.

**IMPORTANT:** To assist in speeding up the approval process you should advise your College Research Office prior to submitting a request.
Logging in

My Details

When you first log in to RMS, go into “My Details” first to ensure that all information is up to date.

PERSONAL DETAILS

**Important:** RMS auto-populates fields on your application based on the information that you provide. Check that your details and citizenship are correct.

**Person ID**

Take note of your “person ID”. This is a unique identifier, which is different to your user ID. You will need a collaborator’s Person ID to invite them to join your proposal. You will also need to provide your Person ID in order to be invited to join a proposal.

**Transfers:**

If you are moving to a new organisation, select “Request Transfer”.

**TIP:** Be sure to check position is currently held when editing your Organisation Details.

**Organisation Details**

- Click on “Add new position”
- Update your position details going back 10 years and click on “Save position”
- Make sure you tick “position is currently held” and “Start Date” on your current position
**Classification Details** (FOR codes, Keywords and Qualifications)

**Important**: RMS auto-populates fields on your application based on the information that you provide under “classification details”.

Field of Research (FOR) Codes:
FOR codes are used to assign assessors to your proposal at the broad discipline level and the expert level. Add your FOR codes by clicking “find and add classifications”:

Keywords:
Keywords are also used to assign assessors to your proposal. Enter your keyword/s and click “add keyword”

Qualifications:
Your qualifications are automatically populated into the application. You must keep these updated. In the “qualifications” tab, click “add qualification” and enter all of your qualifications:

**Contact Details**

**Important**: RMS auto-populates fields on your application based on the information that you provide under “contact details”.

Click on “contact details” to ensure that you postal address, street address, web address, email address, and phone numbers are all up to date.
Creating a Proposal

** RMS currently does not allow for applications to be deleted. Please do not create a “dummy” or “practice” application.

Participant Terminology

- **Person Participant** is an inclusive term for all researchers named in an application and includes Chief Investigator, Partner Investigators and Fellows.
- **Non-Participant** refers to users who can edit or view an application but who are not included in the application. Non-participants may include administrative staff entering information into the application or research administrators whom you have added. You may give these users either viewing or editing access.
- **Organisation Participants** is the generic name for institutions listed in the application. This includes the Administering Organisation (usually the Australian National University) and ‘Other Eligible Organisations’ or ‘Partner Organisations’

Participants and Non Participants

- RMS allows you to give other participants or non-participants “access rights” to editing or viewing the application;
- Others can also add you to their proposals and give you access rights
- **IMPORTANT:** participants or non-participants must be invited to join a proposal. They must then accept the invitation in order to be added. You must also accept an invitation to be added to someone else’s proposal.
- Before trying to add other Participants or non-Participants to your application you need to make sure that they have an account in the RMS and that they have told you their PersonID (see above).
- Invited participants will receive an email from the ARC with further instructions on how to accept the invitation. **This also applies if you wish to be added to another application.**
- Ownership - The initial creator is the “owner”. The owner can:
  - allocate and revoke access rights
  - invite new participants and non-participants
  - transfer ownership to another participant.

Create a draft

- Click on Create Draft Proposal under Proposals.
- Enter a proposal name. The Proposal name is the informal name by which you might describe your proposal. This is not the same as the proposal title.
- Add yourself as a **participant** (you will need your **person ID**). Inviting any other participants.
- Add an Organisation participant (e.g. The ANU) **BEFORE** going into the application form.
- To find your Proposal, click on “Draft Proposals” under the “Proposals” heading on the main screen after you first log in. Click on the relevant Proposal.

Application Sections:

- A – Administrative Summary
- B – Classifications
- C – Project Description
- D – Project Cost
- E – Budget Justifications
- F – Personnel
- G – Partner Organisation Details (Linkage Projects only)
- H – Research Support
- I – Statements on Progress of ARC-funded Projects
- J – Additional Details

**TIPS:**

- RMS times out after 20 minutes – **SAVE REGULARLY**
- After making changes to any page, go back to Page A (Administrative Summary) and save. This is a precautionary measure in case of any system issues and also ensures that the complete pdf is generated from the most current version.
- Do not use the “Back” button. Use the navigation keys within RMS.
- RMS functions better using Mozilla firefox. Please install and use the latest version.

Helpful Links and Resources: