## Quick Guide Research Management System

**Project Authorisation** 

## **GETTING STARTED**

## Step 1: Logging In

Navigation:	
https://rme.unisa.edu.au/RME6/	
ResearchMaster Enterprise Please Log In To Continue	
User Name *	
Password	
Login	
ResearchMaster Enterprise 6.12.1	
Copyright © 2017 ResearchMaster Pty Ltd	
Action: Enter your UniSA network User Name	and Password and click the Login button.
Result: User is logged into the system and the	e Home page is displayed.

## Step 2: Project Forms for Authorisation

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University of outh Australia	Research Management System	
me		Help Log
The Research Manageme including applications for	ent System supports the development and administration of research projects Human Research Ethics approval.	Online Forms Project Forms
Access to the Online Human Research Ethics Application and Review System is provided via the menu to the right of this text area. A new application can be created or an existing application progressed by clicking the 'Applications' text field		Project Forms Online Human Research Ethics
If the right menu is not vis request for access to hum	sible, or you have difficulty accessing the Online Ethics system, please forward a nanethics@unisa.edu.au with the following details:	Applications
<ul><li>Staff or Student ID</li><li>UniSA username</li></ul>		
The Ethics and Integrity w	veb pages provide further guidance.	
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101954 : Demonstration Project		
Project Request Status: Application Workflow S	Approver Authorisation	
🚍 Action 🛛 🔚 Save 📗 Reports		🕜 Help 🛛 👔 Exit
Form Action	Project Approval	
Expand » Collapse «		
Project Information  Project Details	Project Summary	
✓ UniSA Research Team	More details on the application are available on the Project Information pages.	
✓ Org Unit	1. Project Title *	
✓ Project Funding	Demonstration Project	
Finalise Budget		
<ul> <li>Project Risk</li> </ul>		
Attachments	2. Project Comments	
✓ Proj. Approver Request	Demonstration Project	
Approver Authorisation		
Project Approval		
	<ol> <li>UniSA Research Team         The UniSA investigators are detailed below and the lead UniSA Chief Investigator is identified as Primary.     </li> </ol>	
	Preferred Full Name Position School Name Email Address	
	Ms Sally Carpenter Chief Investigator Research and Innovation Services Sally.Carpenter@	unisa.edu.au
	4. Proposed Start Date	
	20/09/2010	
	5. Proposed End Date	
	28/09/2020	
		I
Action: Click on the Proje	Approval.	
Result: Opens Project Ap	oval page.	

**Note:** The Project Approval page provides a summary of the project. Click on the other project pages for more details.

8. Project Risk The project has been assigned the following risk level
O Medium Risk
⊖ High Risk
9 Rick Explanation
The research support staff recorded the following explanation in support of their risk assessment. Note: An explanation is mandatory if the risk is assessed as High.
Commonwealth Grant
10Pudet
Please see the "Attachments" page for copies of the budget and any other supporting documents.
11. Comments
Please provide any feedback comments relating to the project or approval decision.
12. Please select an outcome for the project: *
Approve
○ Revise
() Reject
Submit Authorisation Outcome
Action: Coupling and of Duringt Annual many interprise any feedback comments, colored the
Action: Scroll to end of Project Approval page, provide any reedback comments, select the
appropriate decision and click on the <b>Submit Authorisation Outcome</b> buttons.
<b>Result:</b> Completes the approval process
<b>result</b> . completes the approval process.
Note: Feedback to the project team (such as reason for revision request or rejection) can be entered
into the <b>Comments</b> field prior to submission.