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# Research Application Summary (RAS)

The Research Application Summary (RAS) is an online e-form that collects information about your proposal through the University’s research management system, ResearchMaster (RM).

It is a University requirement that approval will need to be obtained from Head of School and/or College before submitting a proposal and/or executing a funding agreements/contracts with an external research funder. Researchers will need to submit a RAS for all research grants, research collaborations and consultancies, including those administered by other institutions.

Once a RAS has been submitted, the Research Office is notified and will facilitate the review of the submission by the Head of School and/or College. The School/College will review and determine if they support the submission after considering any relevant resourcing implications (e.g. research team’s time commitment to the project, any other internal cash/in-kind support committed in the application etc.).

Only when the RAS has been reviewed and approved by the School/College, can the proposal be submitted to the funder and accepted once awarded by La Trobe University as the administering organisation.

## How to log in to Research Master

Go to: <https://researchmanagement.latrobe.edu.au/RME6/Login.aspx>

Staff and students can log in by using their La Trobe username and password.

### Browser requirements

* Windows - Firefox or Internet Explorer are best
* Mac - Firefox or Safari are best

## Submitting a RAS:

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| Click on the hyperlink ‘Project Requests’ |
| Click on the Create Project Form tab |
| Select External Research Funding Application (click on the abbreviation) |
| Answer questions on each page and proceed to the next page using the green arrows at the bottom of the page.  *(\* Denotes mandatory field)* |
| 1. Select a project type   *A Research Grant means:  - pre award (ARC, NHMRC, all other grants) - post award (ARC, NHMRC, all other grants and related variations) A Research Contract means:*  *- quotes or tenders for client-driven research projects*  *- collaborative research with government or industry partners   Non-research Consulting (Note: Do not submit a RAS for these; instead, please contact researchcontract@latrobe.edu.au).*  Click green arrow right to go to next page  *These will automatically populate with details of the person that initiated the RAS.*  To change Primary Contact:   1. Type new Primary Contact’s full name in the box 2. Click on  or Press Tab key   *(This will automatically populate with the person’s ID)* |
| External investigators can be listed in the free text field  Click on ‘More Criteria’ for more search fields. |

Please list ALL personnel involved in the project, including external investigators by searching for them in the system.

*Note:*

* *ID refers to the Research Master unique identifier. This may not be a persons staff or student ID.*
* *The person that initiated the application process will automatically be listed as primary on the application.*

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| Click on hyperlink for details of the person    Please select a position/role for all personnel.    All greyed-out areas are pre-populated fields and cannot be changed in the e-form.  Only one (1) person can be listed as primary |
| Up to three FoR Codes and three SEO Codes may be listed per project.  Nominate a percentage for each code. All codes must total 100% or a warning will appear.  Click on the trashcan to remove any codes  Type in the classification name or code, or select from the drop down list. |

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| Please refer to link for further details on type of research  <https://www.abs.gov.au/ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/22E4C184CA111129CA25697E0018FD78?opendocument>    The total percentage must be 100%  The total value will calculate once the next arrow is clicked. |
| Please refer to the Ethics and Biosafety link for more information. |

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| Click the upload button next to the relevant document type to attach documents  Click here to add additional documents.  Then enter a name for the document (bottom left) and click ‘OK’  Click on the trashcan to remove any documents  These will become available after clicking OK |

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| Tick to agree to the declaration |
| All mandatory fields are noted with a red asterisk (\*)  An exclamation mark (!) next to a page means there is/are missing information on mandatory field/s. |

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| To successfully submit all pages must have a green tick next to all pages. |
| To submit the application, click on the ‘Action’ tab and then ‘Submit Application Proposal’.  A pop-up message will tell you, your application has been submitted.  Research Office will manage the approvals on your behalf and contact you if required |

## Contacts

ResearchMaster login or external personnel, contact [researchmasteradmin@latrobe.edu.au](mailto:researchmasteradmin@latrobe.edu.au) or call x6843

Research Grants: [researchgrants@latrobe.edu.au](mailto:researchgrants@latrobe.edu.au) or call x1134

Consulting and Contracts: [researchcontract@latrobe.edu.au](mailto:researchcontract@latrobe.edu.au) or call x1124