

# Research Management System (RMS)

User Guide  
Version 7  
November 2010

## Creating a Research Grant Proposal record on the RMS

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## 1 First Time Login

You may require Java to be installed on your computer to access the Research Management System. If this is the case please continue to stage 1, if it is already installed, please go to stage 2

### Stage 1

- The RMS access URL is

[http://crmlive.integration.manchester.ac.uk/OA\\_HTML/AppsLocalLogin.jsp](http://crmlive.integration.manchester.ac.uk/OA_HTML/AppsLocalLogin.jsp)

This will take you to the login page (figure 1). The system is accessed via your web browser and should be saved as a favourite. Simply select *Add Favourites* as usual.

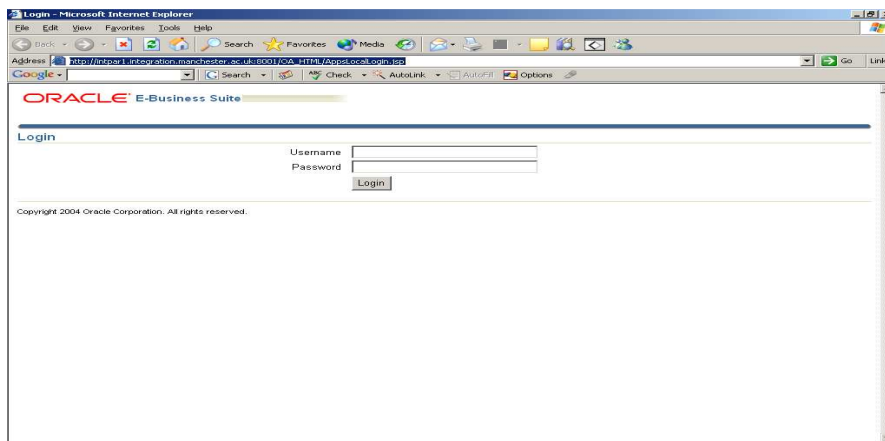


Figure 1 - Login Page for CRMPROD

- Ensure that the PC has ActiveX controls set to prompt in the security settings. From Internet Explorer go to Tools Menu, Internet Options, and then choose the Security Tab. Next, as shown in figure 2, go to Internet, Custom Level, here look for all Active-X settings and if they are disabled set them to prompt. Save.

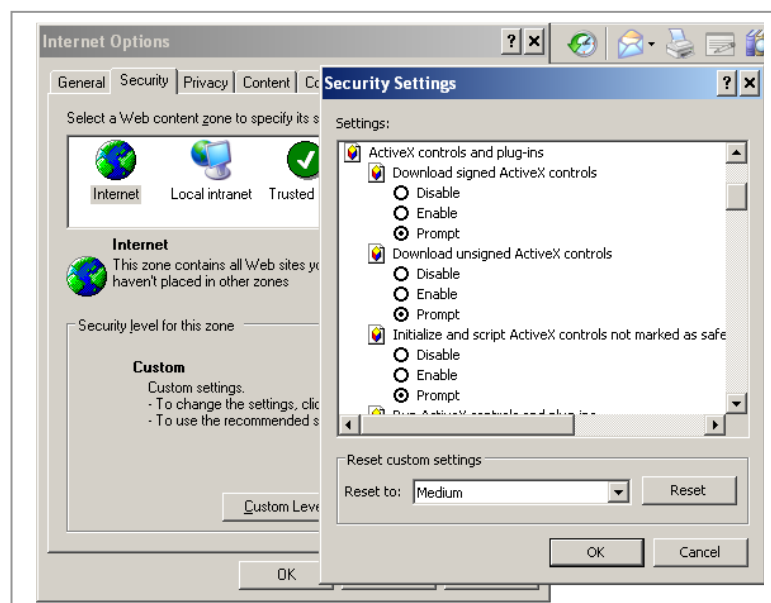


Figure 2. Setting up ActiveX controls

- JInitiator will also need to be installed on the PC to run the web forms. It will prompt you to do this when you try to access a screen for the first time. All you need to do is select any default prompts that it asks you to agree, and then it will do the rest itself. A black DOS box will appear on the screen, do not shut this down. Once JInitiator has been successfully installed it will close down itself and take you to the screen automatically.

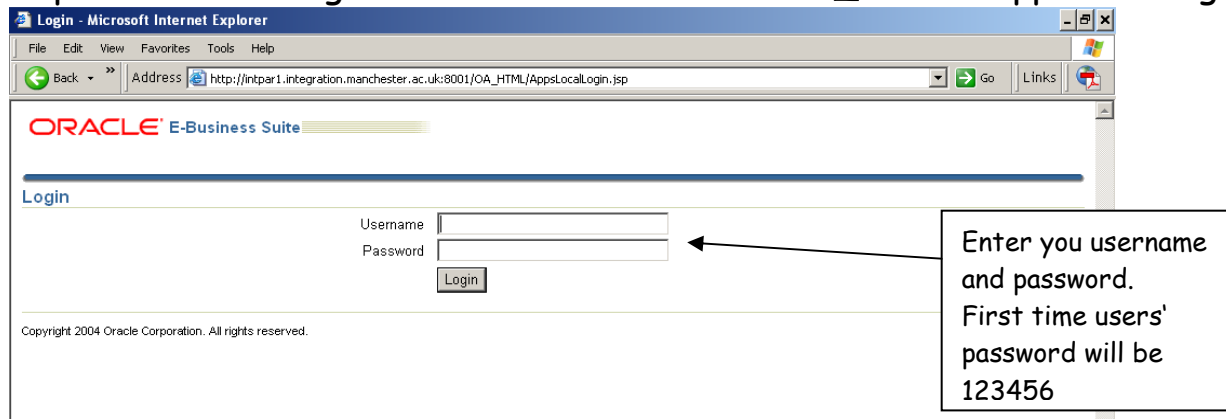
**NOTE :-** You must have admin rights on your pc to be able to download Jinitiator. If you don't then please contact your IT support.

- Once you have gone in for the first time successfully you can, if you wish, disable ActiveX controls on the internet which you previously set to prompt.

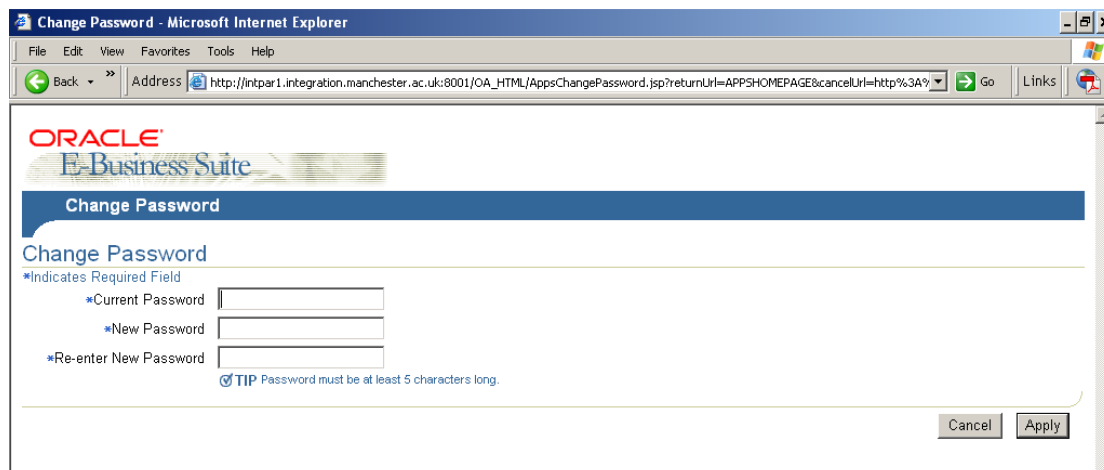
## Stage 2

Open the RMS URL:

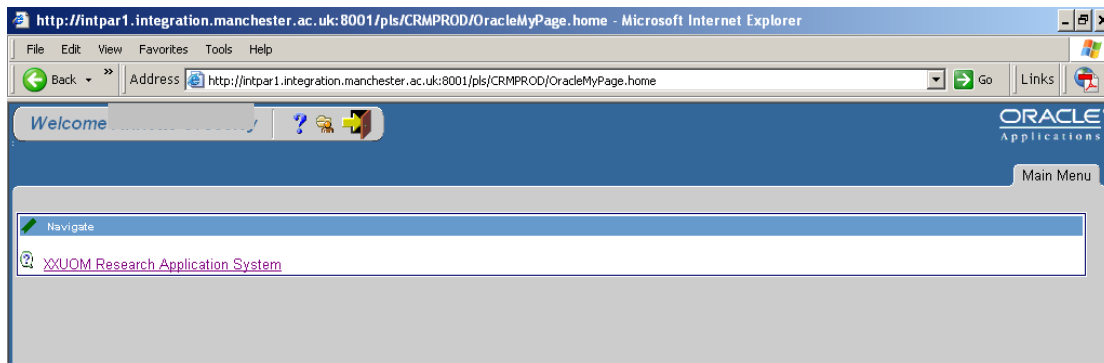
[http://crmlive.integration.manchester.ac.uk/OA\\_HTML/AppsLocalLogin.jsp](http://crmlive.integration.manchester.ac.uk/OA_HTML/AppsLocalLogin.jsp)



The first time you login, you will be asked to change your password from the one you have initially been set up with.



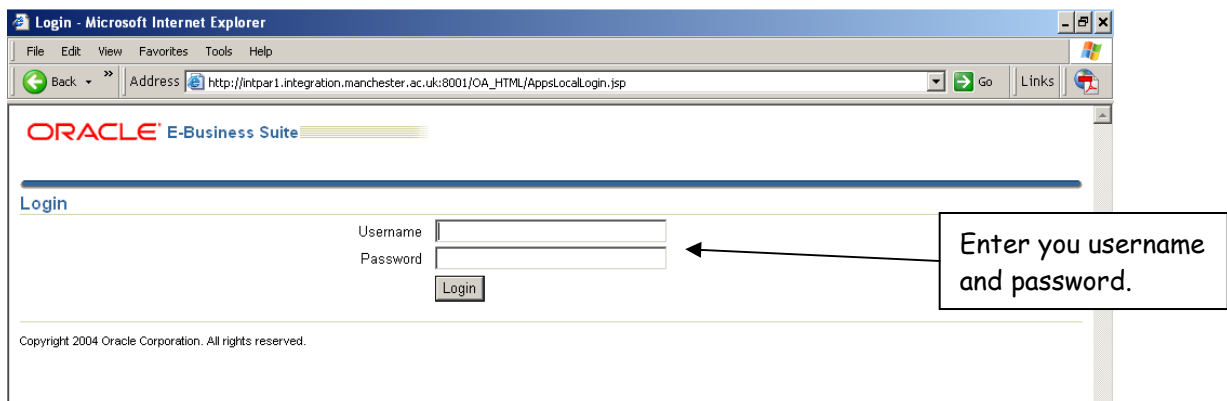
After resetting your password, the following screen should appear. Click on this link to take you directly to the Research Management System.



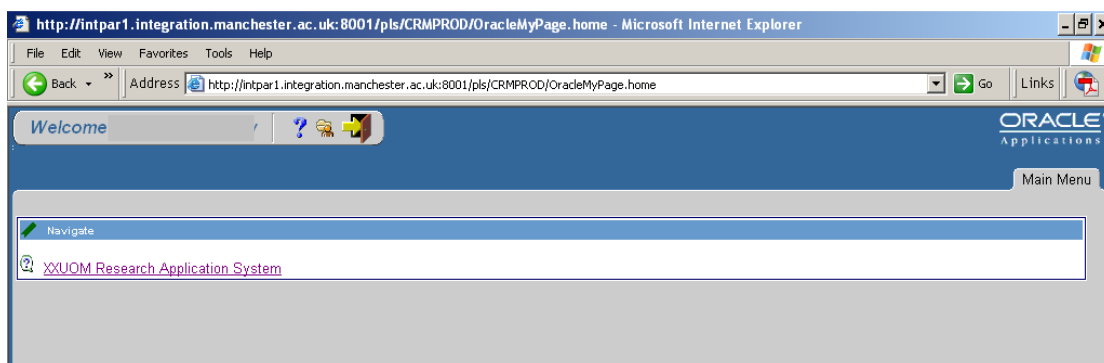
## **2 Repeat Login**

Open the CRM URL:

[http://crmlive.integration.manchester.ac.uk/OA\\_HTML/AppsLocalLogin.jsp](http://crmlive.integration.manchester.ac.uk/OA_HTML/AppsLocalLogin.jsp)



The following screen should appear. Click on this link to take you directly to the Research Management System.



### **3 Function Keys**

F11          Query Mode

Ctrl + F11    Execute Query



Insert Record



Delete



Any cell with this symbol  
represents a cell with a  
search facility/drop down  
options



Print Page

#### 4a Creating an INPREP record using the RMS Wizard

A blank record should automatically appear.

In order to check that you are now in insert mode - the screen will be showing a record status of 'IN PREP' and the word 'MONTHS' will be showing in the 'months' box.

The optional RMS wizard can be located through the RMS main screen in the 'Tools' menu. You do not have to log into the RMS in any different way.

The screenshot shows the Oracle RMS main screen. The 'Tools' menu is open, and the 'New Application Wizard' option is highlighted. The main form displays various fields for creating a new application, including Reference, Type, Project Mgr, App Short Title, Application Title, Proposed Start Date, Duration (set to MONTHS), Proposed End Date, Principal Funder, Principal Investigator, Research Institute, Research Group, Submission Date, Expected Response Date, School, Current Status (set to INPREP), Status Change Date (15-MAR-2007), and Faculty. The 'Duration' field is set to 'MONTHS'.

All mandatory information required to save a basic record is highlighted in yellow as it does in the main RMS. The system defaults the record to be a grant without an approval form.

The screenshot shows the 'Create a New Application' wizard. The '1: Basic Information' step is active. The form includes fields for 'Has the Approval Form (RGC10) for the proposal been completed and signed?' (Yes/No), 'What type of project is this application for?' (Grant/Contract/Non Research), 'Select the specific type' (RPG/Research Project Grant), 'Write the Application Title' (System Development), 'Propose the Start Date' (01-APR-2007), 'Duration' (36 Months), and 'How did you find out about this research project?' (Source). The 'Grant' radio button is selected. The 'RPG' radio button is selected. The 'System Development' text is highlighted in yellow. The '01-APR-2007' text is highlighted in yellow. The '36' text is highlighted in yellow. The 'Months' text is highlighted in yellow. The 'Source' text is highlighted in yellow. The 'Next' button is highlighted in yellow. The 'Cancel' button is highlighted in yellow. The '1: Basic' tab is selected in the right-hand pane. The '2: Parties' tab is selected in the right-hand pane. The '3: Create' tab is selected in the right-hand pane. The 'Next' button is highlighted in yellow.

Defaults to a Research Grant without an approval form

To continue to the next page, click on either the next button or the next section tab.

The system defaults to show your School as the Principal School for the project. The system also gives you the option to retrieve Investigators Previous Funders to speed up search time for Funder details.

**Create a New Application**

Welcome Lisa Field

**2: Involved Parties**

What is the principal school?  
My School ☒ All Schools ☐  
Principal School: I4105 Research Office

Who is the principal investigator?  
I am ☐ Staff in my School ☒ All Staff ☐  
Principal Investigator: 2000066 Lisa FIELD

Who is the principal Funder?  
Investigator Previous Funders ☒ All Funders ☐  
Principal Funder: RESEPSRC EPSRC

1: Basic  
2: Parties  
3: Create

Cancel

Your school will be the automatic default for the Principal School

Investigators 'previous funders' is the default to narrow the Funder search

The final screen lets you review the information you have entered and requires the input of the Short Title which is the final part of Mandatory information to create an 'INPREP'.

**Create a New Application**

Welcome Lisa Field

**3: Create Application**

You are about to create an Application with the following information.

1:Basic  
Approval Form Completed : N  
Application Type : Research Project Grant  
Application Title : System Development  
Proposed Start Date : 01-APR-07

2:Parties  
School : Research Office  
Principal Investigator : Lisa FIELD  
Principal Funder : EPSRC

To amend the data go back to the relevant step.

Finally, complete the short title which must be unique within Oracle Financials

Short Title R: AAR System Development

1: Basic  
2: Parties  
3: Create

Cancel

Finish

To go back to any sections, click on either the back button or the relevant section tab.

To generate the RMS record, click on Finish




After creating your RMS record you can go directly to the full RMS record to complete further information, create another basic record or Close the RMS Wizard. The record created will have an 'INPREP' status.




**4b     Creating an INPREP record not using the RMS Wizard**

A blank record should automatically appear.  
In order to check that you are now in insert mode - the screen will be showing a record status of 'IN PREP' and the word 'MONTHS' will be showing in the 'months' box.

The following data should now be completed:-

1. Type - All Research Project Types are prefixed 'R'. All others are Non-Research and do not currently interface into Oracle Financials Projects. Click  and choose the appropriate Type e.g. RCG for Research Council Grant.
2. Application Short Title - If a research project type has been selected the short title will automatically be prefixed with an 'R'. The short title must begin with a three letter school code which will automatically be generated after you have added School/Division/Group details against the Principal Investigator. The remainder of short title is for you to decide how to complete but it must be unique within Oracle Financials.

*NB: The FEC Field next to the Application Short Title is an optional field for you to input a pFACT Costing Reference number.*

3. Application Title - Enter full project title. This must be unique.
4. Proposed Start Date - Click  for the calendar function and select the appropriate date.
5. Duration - This is a data entry field and defaults to months e.g. 36 months but the option to record the duration in days or years is also available. Entering the duration automatically populates the Proposed End Date field.
6. School - Click  and select the appropriate School. This automatically populates the Faculty information field.
7. Approval Form - Please state Y or N to state if an appropriately signed Approval Form has been completed for the proposal.
8. Programme/Scheme - Click  and select a programme scheme from the alphabetically ordered list of different programmes. If the programme scheme name you require does not appear please email the Research Operations Team - [researchoperations@manchester.ac.uk](mailto:researchoperations@manchester.ac.uk) to request its addition. Where the proposal has no specific Programme Scheme select the generic 'Research Grant' (all contracts are entered by the Research Funding Services and the generic 'Research Contract' scheme would be selected if the scheme was unknown).

*NB: The Comments box after the Programme Scheme field is for the inclusion of any relevant details, comments or changes you wish to attach to the RMS record e.g. "this is a grant transfer from University X "*

When all the data has been entered, press save. 

## 5a Inputting Funder details.

**Maintain Research Applications**

**Application Details**

Reference: 60113 Type: **RPG** Research Project Grant Project Mgr:

App Short Title: R: ESZ test 07.03.07 FEC:  ESS:  Contract: ☐

Application Title: Test 7.3.07

Proposed Start Date: 01-APR-2007 Duration: 36 MONTHS Proposed End Date: 31-MAR-2010

Principal Funder: E230 Syngenta No of Funders: 1

Principal Investigator: 2084341 Gordon Tiddy Org: School of Chemical Engineering and A No of Investigators: 1

Research Division:  Research Group:  No of Participants: 0

Submission Date:  Expected Response Date:  School: 13021 School of Chemical Engineering and Analytical Science

Current Status: INPREP Status Change Date: 07-MAR-2007 Faculty:

Oracle Finance Code:  Approval Form: N

Current Value: 40,000.00 Valid Application:  Pay Inflation:  Pay Base:

Indexer:  Actual/Expected:

Res. Accs. Officer:  Award Date:

Programme Scheme:  Currency:

Comments:  Foreign Currency Value:

Exchange Rate:

**Funder** Summary Cost Headings External Participants Investigators Governance Approvals

Finance Information Appointment Approvals Status History EC Audit

Click on the Funder Button

**Funder Cost Headings**

**Funders**

Principal Party Number: ☒ RESESRC E.S.R.C. Exploitation:  Comments:

Account: ☒ 267501 Economic & Social Research Council (ESRC) SME: N

Hesa Cat: 01 Research Councils Funder/Debtor: Funder/Debt A NW B: N

EC Role:  Funding Body Ref:  Cost Headings:  Address:  Indicators:  Amendments:

Account:  SME:

Hesa Cat:  Funder/Debtor:  NW B:

EC Role:  Funding Body Ref:  Cost Headings:  Address:  Indicators:  Amendments:

Account:  SME:

Hesa Cat:  Funder/Debtor:  NW B:

EC Role:  Funding Body Ref:  Cost Headings:  Address:  Indicators:  Amendments:


Account:  SME:

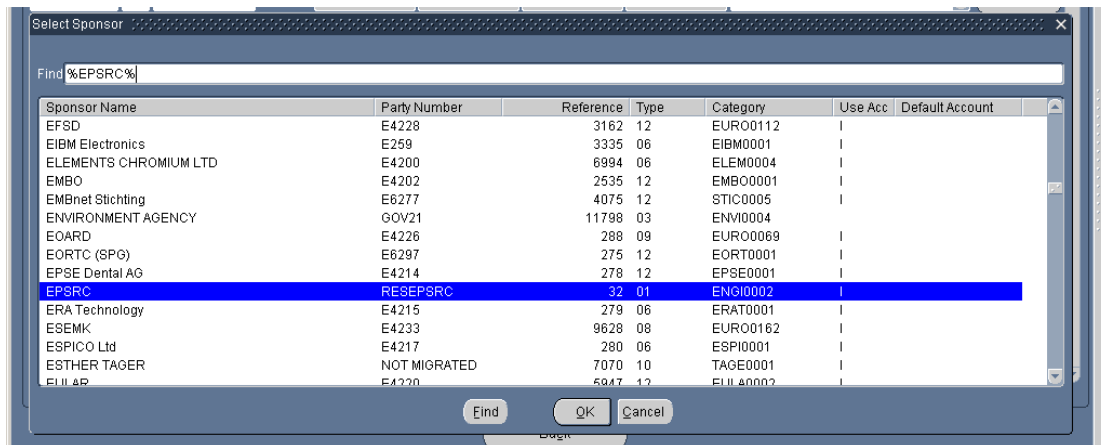
Hesa Cat:  Funder/Debtor:  NW B:

EC Role:  Funding Body Ref:  Cost Headings:  Address:  Indicators:  Amendments:

Back


NB. If the RMS Wizard was used to create the INPREP record then points 1 & 3 do not apply.

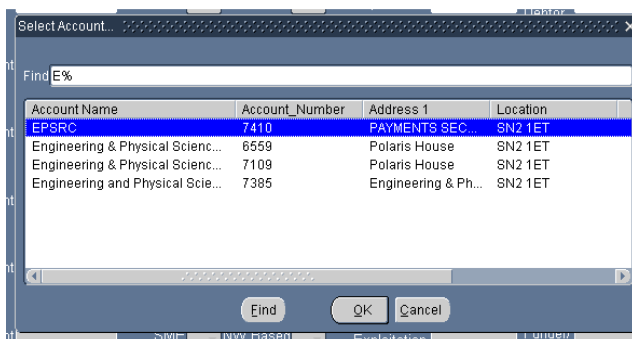
1. Click  in the Party Number to select your required Sponsor. The screen below will appear:



Sponsor Name	Party Number	Reference	Type	Category	Use Acc	Default Account
EFSD	E4228	3162	12	EURO0112	I	
EIBM Electronics	E259	3335	06	EIBM0001	I	
ELEMENTS CHROMIUM LTD	E4200	6994	06	ELEM0004	I	
EMBO	E4202	2535	12	EMBO0001	I	
EMBnet Stichting	E6277	4075	12	STIC0005	I	
ENVIRONMENT AGENCY	GOV21	11798	03	ENVI0004	I	
EOARD	E4226	288	09	EURO0069	I	
EORTC (SPG)	E6297	275	12	EORT0001	I	
EPSE Dental AG	E4214	278	12	EPSE0001	I	
<b>EPSRC</b>	<b>RESEPSRC</b>	<b>32</b>	<b>01</b>	<b>ENG0002</b>	<b>I</b>	
ERA Technology	E4215	279	06	ERAT0001	I	
ESEMK	E4233	9628	08	EURO0162	I	
ESPICO Ltd	E4217	280	06	ESPI0001	I	
ESTHER TAGER	NOT MIGRATED	7070	10	TAGE0001	I	
EUJ & P	E4230	5847	12	EUJ & P0002	I	

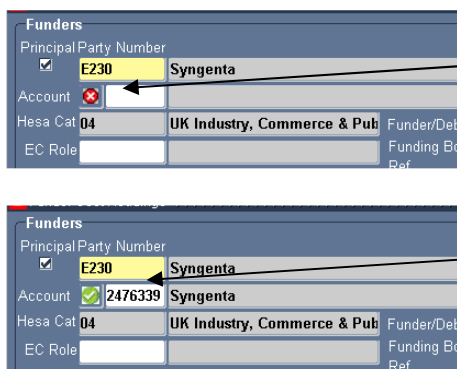
Search for the required sponsor using % as a wildcard. When you have chosen your Funder, click OK. If you cannot find the funder you require please contact [researchoperations@manchester.ac.uk](mailto:researchoperations@manchester.ac.uk)

2. Click  on Account and select the account you want (some Funders will have several accounts). If the account you require is not showing it will need to be added to Oracle Financials.




Account Name	Account Number	Address 1	Location
<b>EPSRC</b>	<b>7410</b>	<b>PAYMENTS SEC...</b>	<b>SN2 1ET</b>
Engineering & Physical Scienc...	6559	Polaris House	SN2 1ET
Engineering & Physical Scienc...	7109	Polaris House	SN2 1ET
Engineering and Physical Scie...	7385	Engineering & Ph...	SN2 1ET

When a Research project is set to Award it triggers the interface to create an R code in Oracle Financials. If the account selected in the RMS is no longer active in Sales Ledger then this will fail the interface. Each account will flag it's validity in Oracle Financials.



**Funders**

Principal Party Number  
☒ **E230** Syngenta


Account  **E230**

Hesa Cat **04** UK Industry, Commerce & Pub

EC Role

**Funders**

Principal Party Number  
☒ **E230** Syngenta

Account  **2476339** Syngenta

Hesa Cat **04** UK Industry, Commerce & Pub

EC Role


A red cross indicates it is an invalid account in Oracle Financials and either

1. An account needs to be selected from the drop down list or
2. A new account has to be created in Oracle Financials.

A green tick indicates a valid account in Oracle Financials and the projects should transfer successfully into Oracle Financials.

A grey circle indicates that the project type is not Research and therefore does not interface into Oracle Financials.

*NB The account will show an invalid account until one is selected from the drop down list.*

- 3 Principal - tick which Sponsor is the Principle Sponsor. The box should always be ticked to identify the principal sponsor even if there is only one sponsor.
- 4 SME - Indicate Y if the Sponsor is a Small to Medium Enterprise. This is essential to report to HEFCE for the Higher Education Business and the Community Interaction Survey.
- 5 NW Based - Indicate Y if the Sponsor is based in the Northwest. This is essential to report to HEFCE for the Higher Education Business and the Community Interaction Survey.
- 6 Funder/Debtor - Click  on Funder/Debtor and select the appropriate record from the list (see definitions below). Each funder must have the appropriate details as this is essential for the interface into Oracle Financials.
  - Funder/Debtor - Indicates that the funds are coming from the same organisation as our invoices/claims are sent to e.g. a research council grant awarded directly to the University of Manchester.
  - Funder - Indicates that the overall project funds are from this Funder (e.g. a research council) but our invoices/claims will be sent elsewhere. For Example, a Project is to be funded by a Research Council, but we are sending our invoices to another University as the lead Institution on a joint project.
  - Debtor - Select to identify the organisation where our invoices/claims will be sent but the funds are coming from somewhere else e.g. used against the lead Institution where we send our claims/invoices.
- 7 Address - this is automatically populated by using the address set against the Account selected. Contact details can be added manually.
- 8 Amendments - amendments to projects to be added here (see section 9)
- 9 EC Role - If the project is funded by the European Commission, an EC role should be assigned to each organisation recorded in the Funder page.
- 10 Funding Body Ref - the reference given by the Funder should be entered here.

*NB. The information recorded in points 4 & 5 is used for the HEBCIS survey (Higher Education, Business and Community Interaction Survey, a statutory return issued by HEFCE).*

### 5b Inputting Proposal Budget details.

7. Cost Headings - Click on the Cost Headings button against the Funder you want to add budget details against.

**Funder Cost Headings**

**Funders**

Principal Party Number  
☒ RESESRC E.S.R.C.

Account ☒ 267501 Economic & Social Research Council (ESRC) SME N

Hesa Cat 01 Research Councils Funder/Debtor Funder/Debt A NW B N

EC Role Funding Body Ref Cost Headings Address Indicators Amendments

☐

Account SME

Hesa Cat Funder/Debtor NW B

EC Role Funding Body Ref Cost Headings Address Indicators Amendments

☐

Account SME

Hesa Cat Funder/Debtor NW B

EC Role Funding Body Ref Cost Headings Address Indicators Amendments

☐


Account SME


Hesa Cat Funder/Debtor NW B

EC Role Funding Body Ref Cost Headings Address Indicators Amendments

Back

[illegible]

1. On the Funder Cost Headings screen there are two headings for the Bid budget that you must complete. The full FEC cost (UoM Bid fEC) and the funder's contribution (Funder Bid Revenue) must be input in full.
2. A default list of cost headings automatically appears for completion. If another cost heading is required, click an empty field in the Group column and use the  tool to list

all available cost heading in use. If you want to delete a default cost heading, click on the one you want to delete then click on 

3. The School Contribution for fEC is a self calculating figure and will be the difference between the Funder Bid Revenue column and the UoM Bid fEC column.

## Budgets

UoM Bid fEC - you should enter the Full Economic Costs including inflation at University rates as per your pFACT costing (Institution Cost). You should exclude any part of the budget that we will be subcontracting out. Any details of a subcontract should be recorded in the External Participants page.

Funder Bid Revenue - you should enter the amounts you would expect to receive from the funder should the bid be successful. Any details of a subcontract should be recorded in the External Participants page.

*NB: Some funders do not allow inflation to be included at the application stage or apply a set inflation rate which is different to the University standard rate. Care should be taken to ensure that the Bid revenue budget is the same as the one requested and submitted to the funder. An example is given below for information.*

### Example:

#### Research Council Bid

Funder Cost Headings							
Application Cost Headings for EPSRC / Engineering & Physical Sciences Research C							
Group	Description	UoM Bid fEC	Funder Bid Revenue	UoM Award fEC	Oracle Award Budget	Funder Award Revenue	Comments
A0101	Staff academic	0.00	0.00	0.00	0.00	0.00	
A05	Travel and subsistence	1,030.00	800.00	1,030.00	1,010.00	808.00	Travel at £1000
A06	Equipment	0.00	0.00	0.00	0.00	0.00	
A07	Consumables	515.00	400.00	515.00	505.00	404.00	Consumables of £500
A10	DA Estates costs	13,661.00	10,610.00	13,661.00	13,395.00	10,716.00	Lasb (£13,263)
A12	DA Staff costs	29,852.00	23,186.00	29,852.00	29,272.00	23,418.00	Grade 6, pt 1 (£28,982)
A14	DA Indirect costs	40,254.00	31,266.00	40,254.00	39,743.00	31,578.00	(£39,082)
		85,312.00	66,262.00	85,312.00	83,925.00	66,924.00	Totals
A15	School contribution for fEC	-19,050.00		-18,388.00	-17,001.00		
		66,262.00	66,262.00	66,924.00	66,924.00	66,924.00	Balance


- **UoM Bid fEC (RC example: 100% fEC + 3% UoM inflation)**  
The full economic cost to the University, regardless of funder application rules. This includes University inflation.




- ***Funder Bid Revenue (RC example: 80% of 100% fEC)***  
The amount applied for to the funder using funder specific rules (e.g. Research Councils allow 80% submission costs of fEC after University inflation has been omitted).
- ***UoM Award fEC (RC example: 100% fEC + 3% UoM inflation)***  
The full economic cost to the University, regardless of actual amount received from the funder. This includes University inflation. Awards which have been subject to a cut in funding from the original application will require a UoM fEC recost at this stage (e.g. deletion of equipment budget, reduction in number of RA's etc).
- ***Oracle Award Budget (NEW) (RC example: 100% fEC + 1% funder inflation)***  
This is the total budget that will be interfaced into Oracle Financials. What is input depends on the funder rules and the University fEC policy and this may be:  
The UoM fEC Budget:  
*The funders fEC Budget* e.g. a Research Council grant where fEC journals using RCUK indexation rates will be utilised in Oracle so that  
*Funder Award Revenue* e.g. in cases where the funder pays direct costs only and fEC journals are not utilised in Oracle, such as Charity awards.
- ***Funder Award Revenue (old name: Awarded Revenue) (RC example: 80% of 101%)***  
The amount of expected income the University has been awarded and will receive from the funder.



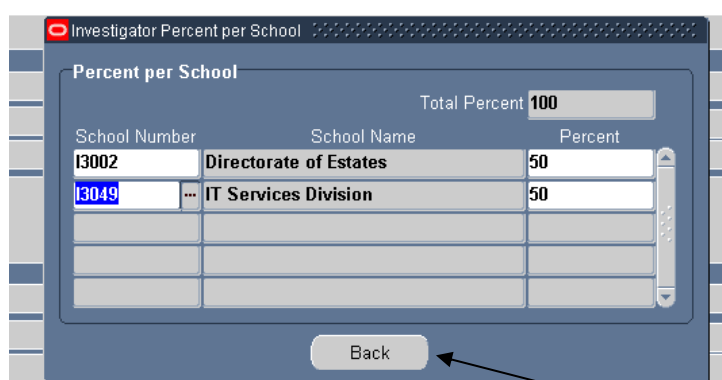
## 5c Inputting Investigator Details.

*NB If the RMS Wizard was used to create the INPREP record then points 1, 2 & 3 do not apply for Principal Investigator. Points 2 & 3 will still apply for Co-Investigators.*

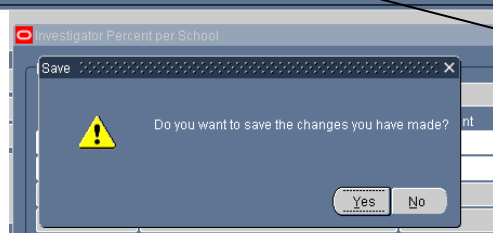
- 1 Select the School the Investigator belongs using the  tool.
- 2 Select the Investigator in the same way.
- 3 Tick the Principal box to flag who is the Principal Investigator.

- 4 FTE - this is the amount of time the Investigator is to spend on the project. 1 = 100% time      0.1 = 10% time      0.05 = 5% time etc.
  - 5 Research Division - If it is applicable to attach an Investigator to a specific Research Division click  and select the relevant Division from the list. All Research Division are level 4 of the organisation structure. E.g. Applied Mathematics I4183. Only research divisions appropriate for the School you have chosen will be available
  - 6 Research Group - If it is applicable to attach an Investigator to a specific Research Group click  and select the relevant Group from the list. All Research Division are level 5 of the organisation structure. E.g. Dermatology I5126. Only research groups appropriate for the School/Division you have chosen will be available
- NB. If you enter a division or group first, the system will automatically update the School/Division with the relevant details according to the University organisation structure.*
- 7 Research Institute - If it is applicable to attach an Investigator to a specific Research Institute click  and select the relevant Institute from the list. Research Institutes are recorded here as level 3 of the organisation structure. E.g. Wolfson Molecular Imaging Centre I3057
  - 8 Credit Split - this is the % amount of Intellectual credit an Investigator will be assigned from this project. The amounts for all Investigators on a project must add up to 100% and only full percentages can be accepted. Credit Splits drive pre-award reporting such as apportioning proposals and awards between investigators for the OPRs and often form the starting point for RAE data gathering. *NB. There is a comments field for use to record a small amount of information relating to the investigator.*


Within the Credit Split screen, enter the percentages against as many Schools as you require for the individual investigator.

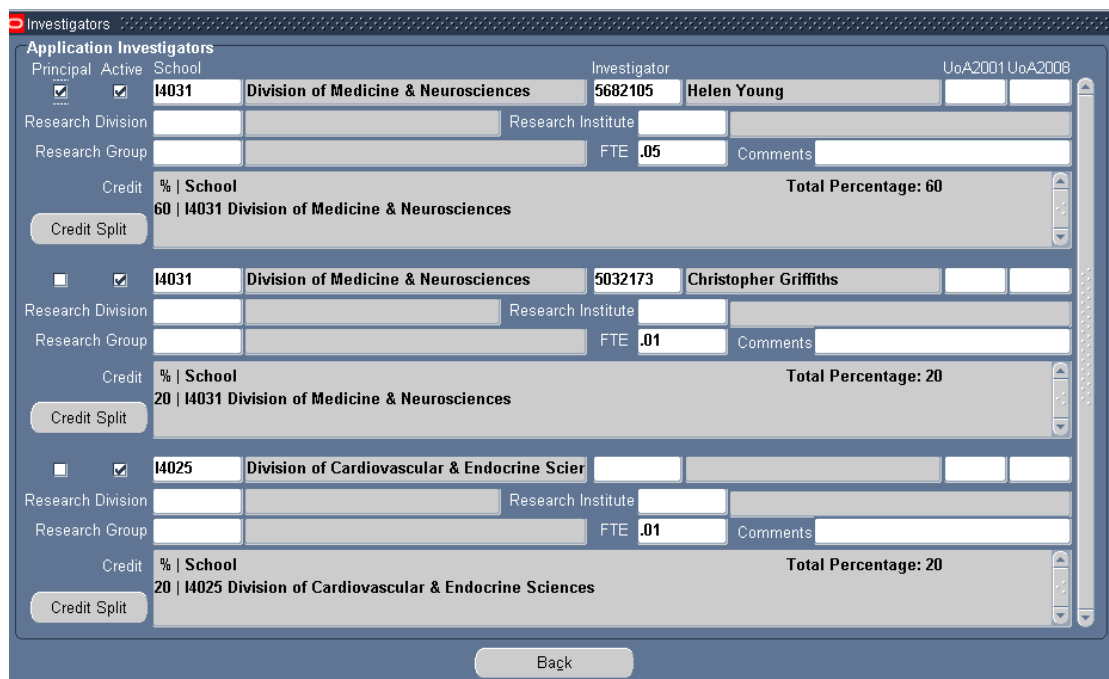


School Number	School Name	Percent
I3002	Directorate of Estates	50
I3049	IT Services Division	50



When you click on the Back button you will be prompted to save your credit split changes.


Multiple Investigators can be added in the same way. The screen allows input of 3 Investigators. To insert further Investigators select the insert record tool  located on the top left of the tool bar. The Credit % must always total 100% for the whole project.



Principal	Active	School	Investigator	UoA2001	UoA2008
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	I4031	Division of Medicine & Neurosciences	5682105	Helen Young
		Research Division		Research Institute	
		Research Group		FTE	.05
		Credit	%   School		
			60   I4031 Division of Medicine & Neurosciences		
		Credit Split	Total Percentage: 60		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I4031	Division of Medicine & Neurosciences	5032173	Christopher Griffiths
		Research Division		Research Institute	
		Research Group		FTE	.01
		Credit	%   School		
			20   I4031 Division of Medicine & Neurosciences		
		Credit Split	Total Percentage: 20		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I4025	Division of Cardiovascular & Endocrine Scier		
		Research Division		Research Institute	
		Research Group		FTE	.01
		Credit	%   School		
			20   I4025 Division of Cardiovascular & Endocrine Sciences		
		Credit Split	Total Percentage: 20		

Back

*NB The RAE Unit of Assessment fields will be automatically populated in future. No manual data entry is required.*

Press Save , then click the back button.

## 5d Changing the INPREP Status to SUBMIT.

**Application Details**

Reference: 60118 Type: RPG Research Project Grant Project Mgr: [ ]

App Short Title: R: AAR System Development FEC: [ ] ESS: [ ] Contract: [ ]

Application Title: System Development

Proposed Start Date: 01-APR-2007 Duration: 36 MONTHS Proposed End Date: 31-MAR-2010

Principal Funder: RESEPSRC EPSRC No of Funders: 1

Principal Investigator: [ ] Org: [ ] No of Investigators: 1

Research Division: [ ] Research Group: [ ] No of Participants: 0

Submission Date: 01-APR-2007 Expected Response Date: 01-JAN-2008 School: I4105 Research Office: [ ]

Current Status: INPREP Status Change Date: 15-MAR-2007 Faculty: [ ]

Oracle Finance Code: [ ] Approval Form: N

Current Value: [ ] Award Date: [ ]

Indexer: [ ] Actual/Expected Start Date: [ ]

Res. Accs. Officer: [ ] Expected End Date: [ ]

Programme Scheme: [ ] Currency: [ ]

Comments: [ ] Foreign Currency Value: [ ]

Funder: [ ] Exchange Rate: [ ]

Investigators: [ ] Governance Approvals: [ ]

Finance Information: [ ] Status History: [ ] EC Audit: [ ]

**Status List:**

Status	Description
AWARD	Grant Awarded
INPREP	In Preparation
NOTSUBMIT	Application NOT Submitted
REJECT	Application Rejected
RESUBMIT	Resubmission
REVISE	Under Revision
SUBMIT	Submitted to Sponsor

- 1 Enter the submission date
- 2 Select SUBMIT from the Current Status list then click OK
- 3 When all the data has been entered, press save.

*NB If you have not input any of the above information that is mandatory for a proposal, you should receive an on screen error message alerting you to what is missing.*

## 6 Changing a proposal to NOTSUBMIT

A record previously in preparation (INPREP) that a School has decided not to submit externally for funding, should be recorded as NOTSUBMIT.

**Application Details**

Reference: 60118 Type: RPG Research Project Grant Project Mgr: [ ]

App Short Title: R: AAR System Development FEC: [ ] ESS: [ ] Contract: [ ]

Application Title: System Development

Proposed Start Date: 01-APR-2007 Duration: 36 MONTHS Proposed End Date: 31-MAR-2010

Principal Funder: RESEPSRC EPSRC No of Funders: 1

Principal Investigator: 2000066 Lisa FIELD Org: Research Office No of Investigators: 1

Research Division: [ ] Research Group: [ ] No of Participants: 0

Submission Date: [ ] Expected Response Date: [ ] School: I4105 Research Office: [ ]

Current Status: INPREP Status Change Date: 15-MAR-2007 Faculty: [ ]

Oracle Finance Code: [ ] Approval Form: N

Current Value: [ ] Award Date: [ ]

Indexer: [ ] Actual/Expected Start Date: [ ]

Res. Accs. Officer: [ ] Expected End Date: [ ]

Programme Scheme: [ ] Currency: [ ]

Comments: [ ] Foreign Currency Value: [ ]

Funder: [ ] Exchange Rate: [ ]

Investigators: [ ] Governance Approvals: [ ]

Finance Information: [ ] Status History: [ ] EC Audit: [ ]

**Status List:**

Status	Description
AWARD	Grant Awarded
INPREP	In Preparation
NOTSUBMIT	Application NOT Submitted
REJECT	Application Rejected
RESUBMIT	Resubmission
REVISE	Under Revision
SUBMIT	Submitted to Sponsor

Click in 'Current Status' and select NOTSUBMIT, then OK.

## 7a Inputting mandatory basic details for Awarded projects

**Maintain Research Applications**

**Application Details**

Reference: 60129 Type: RPG Research Project Grant Project Mgr: [dropdown] 1

App Short Title: R: EMZ test apr 2007 FEC: [dropdown] ESS: [dropdown] Contract: [checkbox]

Application Title: test apr 2007

Proposed Start Date: 01-JAN-2007 Duration: 36 MONTHS Proposed End Date: 31-DEC-2009

Principal Funder: RESEPSRC EPSRC No of Funders: 1

Principal Investigator: 5026865 John Smith Org: School of Physics and Astronomy No of Investigators: 1

Research Division: [dropdown] Research Group: [dropdown] No of Participants: 0

Submission Date: 01-APR-2007 Expected Response Date: 01-JAN-2008 School: I3034 School of Mathematics

Current Status: SUBMIT Status Change Date: 11-APR-2007 Faculty: I2000 Faculty of Engineering & Physical Sciences

Oracle Finance Code: [dropdown] Approval Form: Y 2

Current Value: 1,000.00 Valid Application: [dropdown] Pay Inflation: [checkbox] Pay Base: [dropdown] Award Date: [dropdown] 3

Indexer: [dropdown] Actual/Expected Start Date: [dropdown] 4

Res. Accs. Officer: [dropdown] Expected End Date: [dropdown]

Programme Scheme: Research Grant Research Grant Currency: UKL UK Pounds


Comments: [text area]

Foreign Currency Value: [dropdown]

Exchange Rate: [dropdown]

**Navigation Bar:**

- Funder (highlighted) 7
- Summary Cost Headings
- External Participants
- Investigators (highlighted)
- Governance Approvals
- Finance Information
- Appointment Approvals
- Status History
- EC Audit

1. **Project Manager** - The project manager is the person who is responsible for the Financial Management of the project. They will be given full access to the project within Oracle Financials projects. You can search for the correct person in each School by completing a wildcard search e.g. Type in %Field% and click  this will bring back a list of staff with Field in their name.
2. **Award Date** - The Award Date should be the date on the award letter received from the Funder.
3. **Actual/Expected Start Date** - This should be the actual/anticipated start date of the award. Any future change to this date should be made in Oracle Financials.
4. **Expected End Date** - This should be the actual/anticipated end date of the award. Any future change to this date should be made in Oracle Financials.
5. **The Indexer - Research Contracts Officer.** This field should be completed if a Research Contracts Officer in the Funding Services Team has negotiated the Terms and Conditions of the Award.
6. **Research Accounts Officer.** This is normally the Post Award administrator or Finance Officer responsible for the project
7. Click on the 'Funder' button and then on the 'Cost Headings' button against the Funder you want to add budget details to.

## 7b Inputting Awarded Budget Details

1. On the Main Screen click on the 'Funder' button and then on the 'Cost Headings' button against the Funder you want to add budget details to.

**Application Sponsors**

**Application Funder**  
Principal Party Number

☒ **E49** **A.I.C.R.**

Account **265604** **Association For Int Cancer Research**

Type **11** **UK Based Charities** Funder/Debtor **Debtor**

EC Role   Funding Body **1234567891011121**

☐

Account

Type   Funder/Debtor

EC Role   Funding Body

☐

Account

Type   Funder/Debtor

EC Role   Funding Body

☐

Account

Type   Funder/Debtor

EC Role   Funding Body

**Exploitation** **Comments**

**SME** **N**

**NW B** **N**


**Cost Headings** **Address** **Indicators** **Amendments**


**1**

**Back**

[illegible]


2. On the Funder Cost Headings screen there are three columns for the Awarded budget that you must complete. The full FEC cost (UoM Award fEC), the budget to interface into Oracle Financials (Oracle Award Budget) and the funders contribution (Funder Award Revenue). You should exclude any part of the budget that we will be subcontracting out. Any details of a subcontract should be recorded in the External Participants page.

3. A default list of cost headings automatically appears for completion. If another cost heading is required, click an empty field in the *Group* column and use the  tool to list all available cost headings in use. You should exclude any part of the budget that we will be subcontracting out. Any details of a subcontract should be recorded in the External Participants page.
4. The *School contribution for fEC line* is a self calculating figure and will be the difference between the *Awarded Revenue* column and the *Awarded fEC Total* column.

When all the data has been entered, press save.  and then 'back' to the main screen.

## 7c Changing the SUBMIT status to AWARD

The screenshot shows the 'Maintain Research Applications' window. In the 'Application Details' section, the 'Current Status' is 'SUBMIT'. A pop-up window titled 'Application Status' is open, displaying a list of status options. The 'AWARD' status is selected, with the description 'Grant Awarded'. The main window also shows fields for 'Proposed Start Date' (01-JAN-2007), 'Duration' (36 MONTHS), 'Proposed End Date' (31-DEC-2009), 'Principal Funder' (RESEPSRC), 'Principal Investigator' (5026865 John Smith), and 'Current Value' (Find %). The 'Award Date' is set to 01-MAY-2007.

- 1 Select AWARD from the Current Status list, then click OK
- 2 Press save. 
- 3 You will receive a warning message that some items will become frozen

The warning dialog box contains the following text: "After saving the project to 'AWARD' only limited amendments will be allowed." Below the text are two buttons: "Save the Application to 'AWARD'" and "Leave the Application in the current status".

Changing the status will automatically trigger an interface that will run to create an Oracle Financials finance code. Details of the finance code can be found on the front screen 'Oracle Finance code'.

Once the project record has been updated to 'Award', details should not be amended in the RMS. All amendments including changes to budgets and dates should be made in the Oracle Financials. Any amendments should also be recorded in the amendments screen in the Funders page of the RMS (see section 9).

*NB. If you have not input any of the above mandatory information for an Award, you will receive an on screen error message alerting you to what is missing.*



## 8 Changing the SUBMIT status to REJECT

**Application Details**

Reference: 60128 Type: RCG Research Council Grant Project Mgr: 2000066 Lisa FIELD

App Short Title: R: AAR lisa FEC: ESS Contract: ☐

Application Title: lisa

Proposed Start Date: 01-MAY-2007 Duration: 36 MONTHS Proposed End Date: 30-APR-2010

Principal Funder: RESEPSRC EPSRC No of Funders: 1

Principal Investigator: 2000066 Lisa FIELD Org: School of Chemical Engineering and A No of Investigators: 1

Research Division: Archaeology Research Group: Injury and Repair No of Participants: 0

Submission Date: 03-APR-2007 Expected Response Date: 03-JAN-2008 School: I4105 Research Office:

Current Status: SUBMIT Status Change Date: 03-APR-2007 Faculty:

Oracle Finance Code: Find %

Current Value: Indexer

Res. Accs. Officer:

Programme Scheme: Comments:

Funder:

Finance Information:

**Application Status**

Status	Description
AWARD	Grant Awarded
INPREP	In Preparation
NOTSUBMIT	Application NOT Submitted
<b>REJECT</b>	<b>Application Rejected</b>
RESUBMIT	Resubmission
REVISE	Under Revision
SUBMIT	Submitted to Sponsor

Find %

OK Cancel

Click in 'Current Status' and select REJECT, then OK.

Approval Form: N

Foreign Currency Value: Exchange Rate:

Investigators: Governance Approvals: Status History: EC Audit:

*NB. It is very important to update the current status of proposals as this will give more meaningful success rates in the OPR reports.*

## 9 Inputting Amendments

Any amendments added to this screen will **not** be transferred into Oracle Financials and still needs to be input directly into Oracle Financials.

*PLEASE NOTE: Only amendments made to projects from 1<sup>st</sup> August 2008 should be entered in this new screen*

The following types of amendments can be input:

- Budget Amendment - additional funding is being received for additional work within the current project time frame OR non-fEC project (e.g. equipment only grant) which has received additional funding but there is no change to the project time frame
- Income Extension - additional funding is being received for extra work and an extension to project timeframe
- No Income Extension - project timeframe is being extended, e.g. to write up a final report
- Other - change in project details, e.g. change of funder name, change in investigator details, etc.

## 10 External Participants

Where there is an External Participant you will need to complete the External Participant screen.


Definition: An External Participant is any organisation involved in the Project, irrespective of whether we are making payments to them or not.

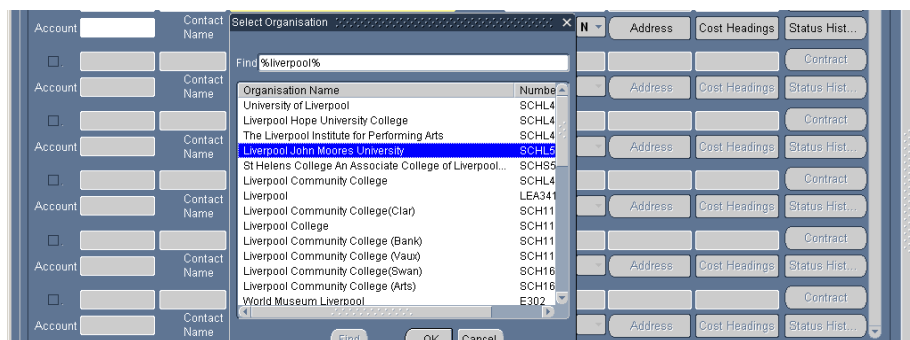
Principal Org Per Participant	Participant Name	Type	Currency Type	Budget Total
E22	AstraZeneca plc	CON	Contractor	333.00
Account 1226484	AstraZeneca PLC			
E10350	Astra Signs Ltd	SUBC	Sub Contractor	777.00
Account 1173790	Astra Signs Ltd			
E22	AstraZeneca plc			
Account				
Account				
Account				

Please select as appropriate:

### 1. Type - this can be:

- Co-applicant - where another organisation is a signatory to the contract/grant with the principal funder, e.g. a joint proposal to ESRC from University of Manchester and University of Liverpool, the University of Liverpool should be recorded as a co-applicant.
- Collaborator - where the project is engaging with another organisation or individual but no money is changing hands between the parties, e.g. a local authority is helping identify research participants, but there is no value ascribed to this assistance or payment being made.
- Contractor - where the University of Manchester is being paid to undertake work for another organisation, e.g. CRUK award a sole project to the University of Liverpool, and they sub-contract part of the work to the University of Manchester.
- EC Co-ordinator - where the University of Manchester is not the co-ordinator on an EU award, this is where the co-ordinating organisation details should be recorded.
- EC Partner - all partners on an EU award.
- Support-in-kind - where a collaborating organisation/individual is providing in-kind support that has an agreed monetary value ascribed to it, e.g. AstraZeneca providing access to lab and human resource to £x value.
- Sub Contractor - where we are paying another organisation from an award we have received and where there is no contract between the principal funder and the subcontractor, e.g. CRUK Award to the University of Manchester, we then pay Liverpool to deliver part of the Research project

- Participant - search for the External Participant by clicking in the participant cell & clicking . Enter the participants name in the 'Find' search bar. Click OK when you have selected the participant you want.



The screenshot shows a 'Select Organisation' dialog box. The search bar contains 'Find %liverpool%'. The list of organizations includes:

Organisation Name	Number
University of Liverpool	SCHL4
Liverpool Hope University College	SCHL4
The Liverpool Institute for Performing Arts	SCHL4
<b>Liverpool John Moores University</b>	<b>SCHL5</b>
St Helens College An Associate College of Liverpool...	SCHS5
Liverpool Community College	SCHL4
Liverpool	LEA341
Liverpool Community College(Clar)	SCH11
Liverpool College	SCH11
Liverpool Community College (Bank)	SCH11
Liverpool Community College (Vaux)	SCH11
Liverpool Community College(Swan)	SCH16
Liverpool Community College (Arts)	SCH16
World Museum Liverpool	E302

The background shows a table with columns: Account, Contact Name, Address, Cost Headings, and Status Hist... Each row has a magnifying glass icon in the participant cell.

- Address - this is automatically populated by using the address set against the Account selected. Contact details can be added manually.
- SME - Enter Y if the participant is a Small to Medium Enterprise. Enter N if not. This information is crucial for the HEBCIS survey.
- Northwest Based- Enter Y if participant is based in NW England. Enter N if not. This information is crucial for the HEBCIS survey.
- Contract - Any contractual details will be input here by the Research Funding Services Team in the University Research Office.
- Cost Headings - Any budget details will be input here by the Research Funding Services Team in the University Research Office.
- Amendments - amendments to External Participants to be added here by the Research Funding Services Team in the University Research Office.

*NB. The information recorded in the External Participants screen is used for the HEBCIS survey (Higher Education Business and Community Interaction Survey, a statutory return issued by HEFCE).*

## 11 Application Appointment Approvals

This screen is used to record details of advertised posts and details of the appointed person once in post

- 1 Point - Enter the Salary spine point of the appointment
- 2 % on Grant - Enter percentage of time to be allocated to project. E.g. full time RA = 100% paid from grant
- 3 Start Date - Enter start Date of appointment
- 4 End Date - Enter end Date of appointment
- 5 Sponsor - If there are multiple Funders on the project, the funder of the individual appointment should be selected.
- 6 Form No - If applicable, enter appointment approval form number.
- 7 Notes can be entered as desired.
- 8 Once a person has been appointed, their person code can be found and their personal details will be fed into the form. To retrieve their number, click in the person code field and the search box shown below will appear. Use % as a wildcard in the Find field and then click find to retrieve the person you require.

Name	Party Number	School	Start Date	End Date
Francisco Lopez	7094698	The University of Manchester	01-JUL-2006	
Roy Newman	7085506	The University of Manchester	01-MAY-2006	10-NOV-2006
Andrew Snowden	7095686	The University of Manchester	01-JUL-2006	
Ida A Shukor	5806114	The University of Manchester	01-JUL-2006	17-NOV-2006
JOHN ACKROYD	5800331	The University of Manchester	01-APR-2007	
JOHN ACKROYD	5800331	Teaching, Learning and Assessm...	03-JAN-2006	02-JAN-2007
JOHN ACKROYD	5800331	Centre for Continuing Education	01-OCT-2005	02-JAN-2007
ANTONY ADAMSON	5872455	The University of Manchester	01-JUN-2006	
ANEELA AFZAL	5875954	Division of Psychiatry	03-APR-2006	31-MAR-2008
Rami Alissa	7001408	Dentistry	18-SEP-2006	17-SEP-2007
HAMOOD AL-ASMI	5902283	The University of Manchester	01-SEP-2006	

- 9 A student can be retrieved by selecting the tick box and then searching for the student as you would for staff.

## 12 Governance Approvals.

The Governance Approvals part of the RMS consists of 5 pages of data that records mandatory information for clinical trials and research requiring ethical approval. Further information on requirements can be found at:

<http://www.campus.manchester.ac.uk/researchoffice/governance/>

The screenshot displays the 'Ethical Approval' form within a web browser window. The form is titled 'Research Governance Approvals' and contains several sections for data entry. At the top, there are fields for 'NHS Ethics Number' (05/Q1403/214) and 'University Ethics Number' (09114), along with a '<< Back' button. Below these, there are fields for 'Ethics Committee Type' (LREC Local Research Ethics Committee) and 'Ethics Committee Name' (South Manchester REC). Further down, there are fields for 'University Indemnity Number' and 'Favourable Opinion Date' (17-NOV-2005). A section for 'Clinical Trial' status includes checkboxes for 'Clinical Trial' (checked), 'CTA Obtained' (checked), 'Insurance Signed' (unchecked), and 'Date Indemnity Received by UREC'. There is also a field for 'EUDRACT Number' (2005-004283-23). Below this, there are three tabs: 'NHS Host Organisation (Trust)', 'Research Governance Sponsor/Co-Sponsor (2)', and 'Stakeholders'. The 'Extra Info' tab is selected, showing a 'Short Title' field, 'Number of Sites' (1), and several radio button options for 'Commercial Trial', 'Student Research', 'Multi-Centre Research', and 'Externally Funded'. There are also fields for 'Primary Therapeutic Area' (Dementias and Neuro), 'Secondary Therapeutic Area', 'Pan Manchester RD Notification Form Checked Date', 'Trial Start Date' (01-NOV-2005), and 'Trial End Date' (31-OCT-2007).

Research Governance Approvals	
<b>Ethics Req'd</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	NHS Ethics Number: 05/Q1403/214 University Ethics Number: 09114 << Back
Ethics Committee Type: LREC Local Research Ethics Committee Ethics Committee Name: South Manchester REC	University Indemnity Number: Favourable Opinion Date: 17-NOV-2005
Clinical Trial: <input checked="" type="checkbox"/> CTA Obtained: <input checked="" type="checkbox"/> Insurance Signed: <input type="checkbox"/> Date Indemnity Received by UREC: EUDRACT Number: 2005-004283-23	
NHS Host Organisation (Trust)   Research Governance Sponsor/Co-Sponsor (2)   Stakeholders	
Extra Info   Clinical Trials   Ethics   Contacts   Notes/History	
Short Title: Number of Sites: 1	
Commercial Trial: <input type="radio"/> Yes <input checked="" type="radio"/> No Student Research: <input type="radio"/> Yes <input checked="" type="radio"/> No Multi-Centre Research: <input type="radio"/> Yes <input checked="" type="radio"/> No Externally Funded: <input checked="" type="radio"/> Yes <input type="radio"/> No	Primary Therapeutic Area: Dementias and Neuro Secondary Therapeutic Area: Pan Manchester RD Notification Form Checked Date: Trial Start Date: 01-NOV-2005 Trial End Date: 31-OCT-2007

### 13 EC Audit.

The information on this screen will be input by the EU Funding Team within Research Funding Services Team in the University Research Office.

**Application Details**  
Project EC Audit

**EC Audit Screen**

If this project is NOT being coordinated by the University of Manchester please ask the Principal Investigator to contact the Project Co-ordinator to establish whether an audit certificate is required for this audit reporting period.

EC Acronym

WEB Address

Funder/Debtor

Address1

Address2

Address3

City  Country  Post Code

Audit Dates			
Audit Due Date	Audit Arranged Date	Arranged	Arranged By
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

For further information or assistance relating to the RMS please contact the Research Operations Team via email at [researchoperations@manchester.ac.uk](mailto:researchoperations@manchester.ac.uk).

## Appendix 1 – RMS Types

Code	Description	
CASE NR	Case Award (Non Research)	
CDA NR	Confidentiality Disclosure Agreement (Non Research)	
CTA NR	Collaborative Training Account (Non Research)	
DTA NR	Doctoral Training Account (Non Research)	
DTC NR	Doctoral Training Centre (Non Research)	
ENGD NR	EngD Project (Non Research)	
ERDF NR	ERDF (Non Research)	
HEIF NR	Higher Education Innovation Fund (Non Research)	
IFR	Internally Funded Research	
IRIF	Internal Research Institute Funded	G-fEC
JISC NR	Joint Information Systems Committee (Non Research)	
KTA NR	KTA (Non Research)	
KTA R	KTA (Research)	C-fEC
MCTS NR	Marie Curie Training Sites (Non Research)	
MTP NR	Masters Training Packages (Non Research)	
NFA NR	Non-Financial Agreement (Non Research)	
NWDA		
NR	NWDA (Non-Research)	
OEG NR	Other External Grant (Non Research)	
R ETP	Training Award/Package	G-fEC
R KTP	Knowledge Transfer Partnership	C-fEC
R OUP	Outline Proposal	R OUP
RCA	Research Council Contract	C-fEC
RCG	Research Council Grant	G-fEC
RPA	Research Project Agreement	C-fEC
RPD	Research Project Donation	C-fEC
RPG	Research Project Grant	G-fEC
STDSHIP		
NR	Studentship (Non Research)	
SVC NR	Service Rendered (Non Research)	
UR NR	Unfunded Research (Research but doesn't interface into OF)	
VIP	Wellcome VIP	G-fEC
XXD	Deleted Record	

### Notes:

Type codes followed with NR are non-research types

G-fEC are grants

C-fEC are contracts

## Appendix 2 – Programme Schemes

Code	Description
Career Development Award	Career Development Award
Clinical Trials	Clinical Trials
Conference Grant	Conference Grant
Development Award	Development Award
Equipment Grant	Equipment Grant
Fellowship	Fellowship
Innovation Awards Scheme	Innovation Awards Scheme
JREI	JREI
LINK Programme	LINK Programme
Marie Curie Fellowship	Marie Curie Fellowship
Non-clinical trial	Non-clinical trial
Programme Grant	Programme Grant
Pump-Priming Grant	Pump-Priming Grant
ROPA	ROPA
Research Donation	Research Donation
Research Equipment Initiative	Research Equipment Initiative
Research Grant	Research Grant
Research Grant - Managed	Research Grant - Managed
Research Grant - Responsive	Research Grant - Responsive
Research Grant incl Student	Research Grant incl Student
Research contract	Research contract
Research contract inc Student	Research contract incl Student
Responsive Funding Scheme	Responsive Funding Scheme
Rolling Grant	Rolling Grant
Short Term Visit	Short Term Visit
Travel Grant	Travel Grant
University Award	University Award
Visiting Fellowship	Visiting Fellowship
New Investigator Award	New Investigator Award
e-Science Project	e-Science Project
Non Research	Non Research
Salary Support	Salary Support
Small Grant	Small Grant
Research Leave	Research Leave
Network/Academic Collaboration	Network/Academic Collaboration
Follow-on Fund (FOF)	Follow-on Fund (FOF)
European Research Council(ERC)	European Research Council(ERC)
FP7 - Large CP - RES	FP7 - Large Collaborative projects - Research
FP7 - Small CP - RES	FP 7 - Small Collaborative Projects - Research
FP7 - NoE - RES	FP7 - Networks of Excellence - Research
FP7 - CSA - RES	FP7 - Co-ordination and Support Actions - Research
FP7 - MC IEF - RES	FP7 - Marie Curie Intra-European Fellowship-Single Partner - Research
FP7 - MC IAPP - RES	FP7 - Marie Curie Industry-Academia Pathways and Partnerships-Multi Partner - Research



FP7 - MC IRG - RES	FP7 - Marie Curie International Reintegration Grants Single Partner - Research
FP7 - MC IIF - RES	FP7 - Marie Curie International Incoming Fellowships Single Partner - Research
FP7 - MC IOF - RES	FP7 - Marie Curie International Outgoing Fellowships Multi and Single Partner - Research
FP7 - MC Specific Action - RES	FP7 - Marie Curie Specific Actions Multi & Single Partner - Research
FP7 - MC ITN - TRAINING	FP7 - Marie Curie Initial TRAINING Networks - Multi Partner - TRAINING
FP7 - Combination Project	FP7 - Combination Project
NR Licence Agreement	NR Licence Agreement Relating to Intellectual Property
NR Supply of Services	NR Supply of Services
NR Supply of Goods and Services	NR Supply of Goods and Services
NR Transfer	NR Transfer of Property
NR Purchase	NR Purchase of Goods/Equipment/Service
NR Lease	NR Lease Relating to Property
NR Licence	NR Licence Relating to Property
NR Collaboration	NR Collaboration
MIMIT	MIMIT
Wellcome VIP	Wellcome VIP
Technology Programme	Technology Programme