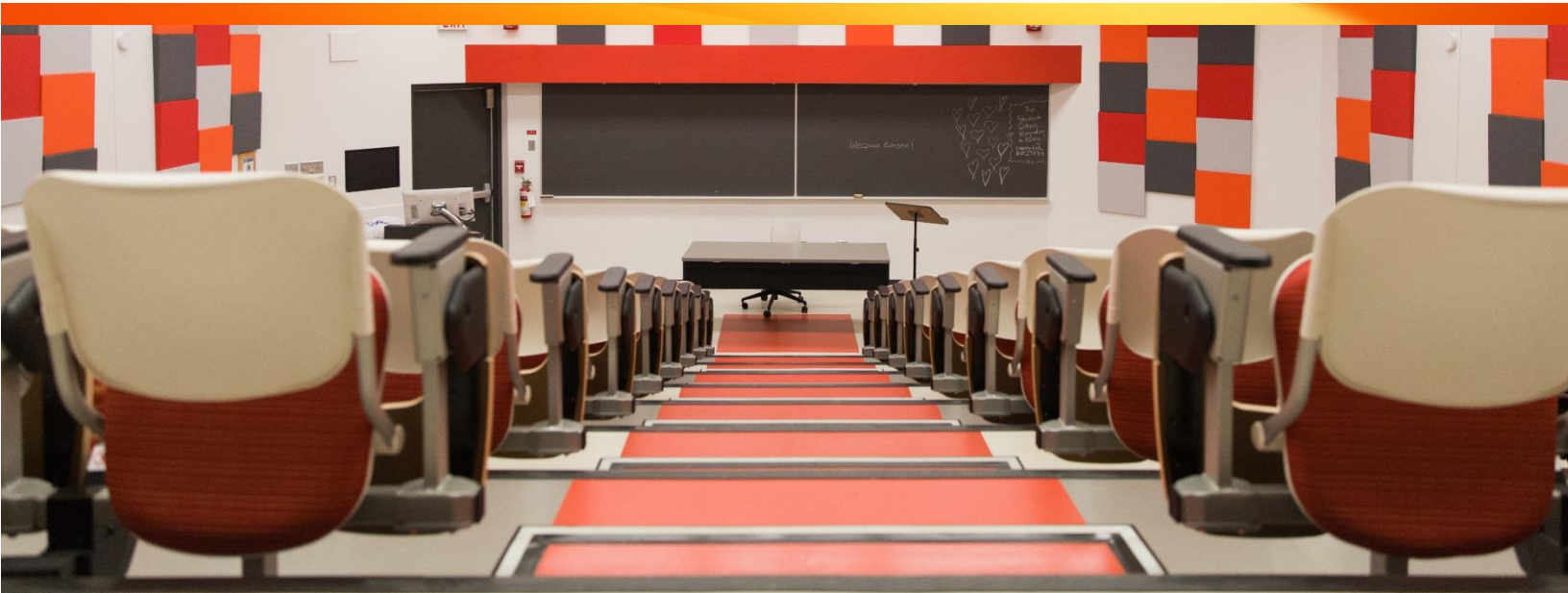


RMS POST-AWARD



GENERAL USER LEARNING GUIDE

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RMS LOGIN AND SETTINGS

LOGIN

Logging into RMS, like many systems on campus, **requires Multi-Factor Authentication (MFA)**:

- [Set up MFA](#) – please note this process can take 30 minutes or more
- Contact [IT Support](#) for help at itsupport@ucalgary.ca

To login into RMS:

- Enter the following URL into your browser to open RMS.
<https://my.RMS.ucalgary.ca>

Access to RMS requires that the individual have the correct role or title in PeopleSoft. Once the person has the correct PeopleSoft role, PeopleSoft will grant or change the appropriate access in RMS. This is an automated process which happens nightly.

PSAR – PeopleSoft Access Request

When a person changes roles within the university, they will lose existing permissions in PeopleSoft. If you must delegate signing authority to someone who does not yet have appropriate access in RMS, you must first ensure that they have the correct role in PeopleSoft. In either case, a request must be submitted through PSAR (PeopleSoft Access Request).

This process may take 72 hours or more so it should not be relied upon for last-minute submissions.

Initiate PSAR process

Go to [PSAR via MyUCalgary](#)

OR

[Submit request through IT](#)

Once the individual has the correct role in PeopleSoft, their role will be updated in RMS within 24 hours.

It is a good idea to periodically check the status of your PSAR request to see where it is in the process (i.e., who needs to provide approval).

DASHBOARD FEATURES - LAYOUT

The **Toolbar** contains elements that remain static and are available to the user at all times.

The **Log In Menu** in the top menu toolbar, provides you with several options related to your profile.

The RMS **Logout** is also available in the menu.

Clicking the **Add New Content** button displays options based on your role permissions for creating content such as new Post-award records.

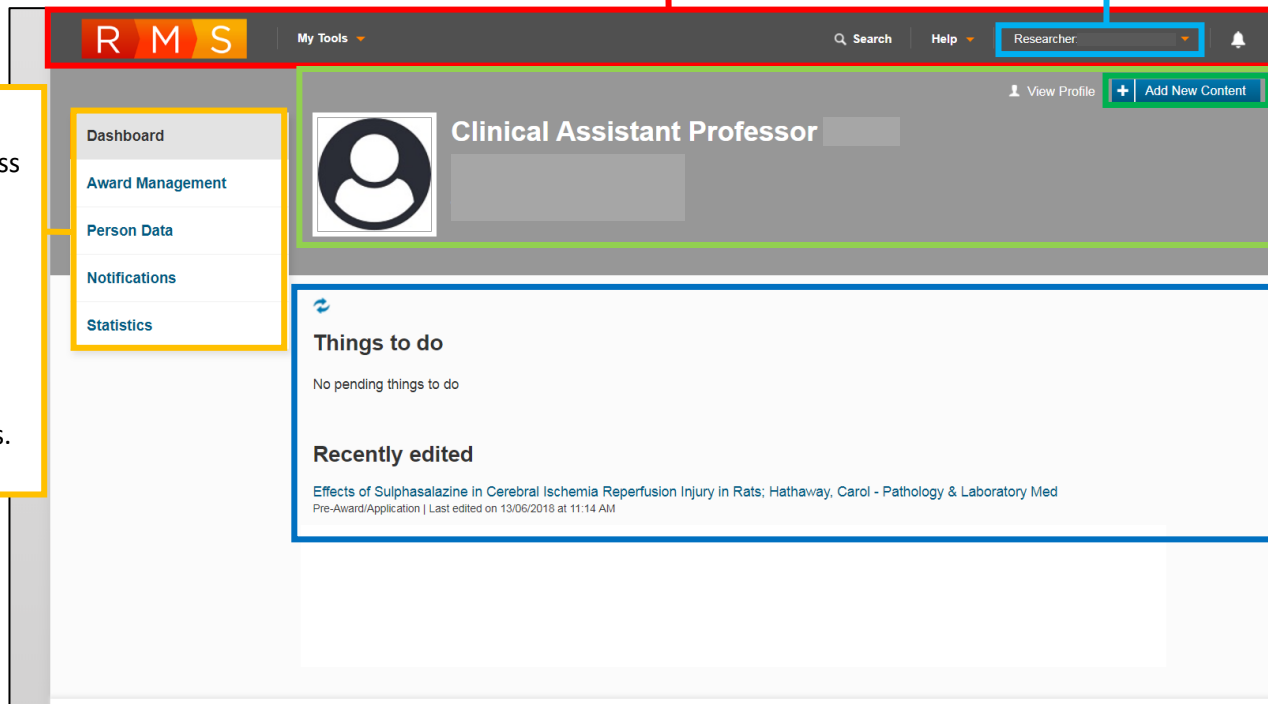
The profile **Edit** feature is in the **Dashboard Header**.

The **Dashboard Things to do** section is where you will find records that are in progress and need your attention

The **Recently edited** list displays records recently edited by you.

The **Left Navigation Menu** provides access to research process and administration tools.

The options that appear are dependent on your role and permissions.



DASHBOARD FEATURES - MENUS

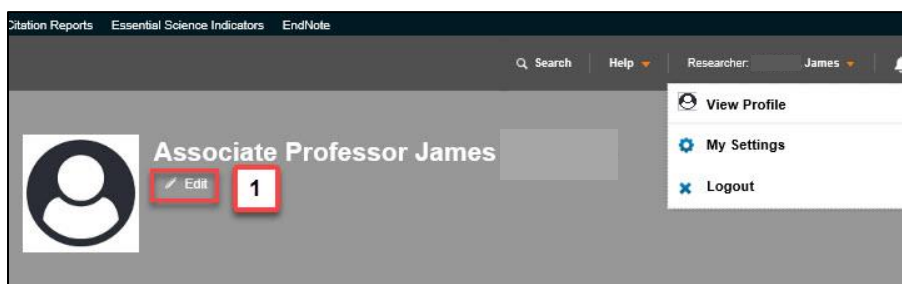
The *Dashboard* is where you will find menus related to your profile and settings.

Person Data>People

Profile information is populated daily from PeopleSoft. There are additional sections and fields where you can add more information. These sections pertain to your work affiliations, research, and provide more information about your professional accreditations.

To edit your Profile information:

1. Click **Edit** beneath your name in the dashboard banner. The *PeopleData>Person* page opens to the *Key Information* tab.



Key Information tab



In the *Key Information* tab, you can:

- Enter IDs (e.g., ORCID, CIHR, NSERC, and SSHRC)
- Add a secondary email
- Add an URL if you have a site page
- Add a profile picture

This is also where you can [add a Designate which we be covered later in this guide.](#)

Work Affiliations

Key Information *	Work Affiliations	Research Profile	Permits
-------------------	--------------------------	------------------	---------

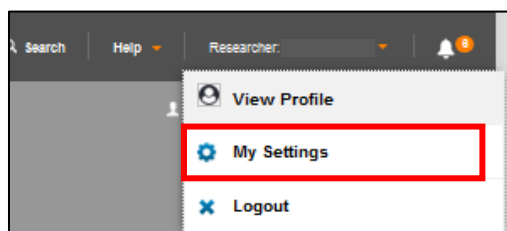
- The *Work Affiliations* tab displays the sequence for your affiliations and any Institute Memberships (Medicine). The Work Affiliation designated as #1 is the default at login.
- Click the blue pencil icon to open the *Affiliations Details* page where you can add telephone numbers or a website URL. Other fields auto-populated from PeopleSoft cannot be edited. [See also WORK AFFILIATIONS for instructions on how to change a PI and related work affiliations for a record.](#)

Work Affiliations
The person's University of Calgary work affiliations (generally corresponding to appointments), as provided by the HR system and updated on a daily basis.

	Organization	Title	Start Date - End Date	Job Ind.	Status	
a. 1	Vet Clinical & Diagnostic Scie	Instructor	2018/07/01 - 2022/06/30	Primary	Active	b. [Email] [Edit]
2	Dean's Office - Vet Medicine	Clinical Instructor	2015/11/01 - 2018/06/30	Primary	Ended	[Email] [Edit]
3	Production Animal Health	Sessional Instructor	2017/08/01 - 2018/06/30	Secondary	Ended	[Email] [Edit]

TOGGLE EMAIL NOTIFICATIONS*To toggle email notification settings:*

- Click the dropdown arrow beside your login name.
- Click **My Settings** to open the menu.



My Settings

Notification Settings ⓘ
Email: ☒

Save

Language Settings ⓘ
Language: English (US) ▼

Save

- Check or uncheck the "Email" checkbox and then click **Save**. It is highly recommended that you keep this box checked so that you receive notifications from the system.

RMS ROLES

Permissions to create, edit, and approve records in RMS are defined by role permissions.

Roles are categorized according to organization (e.g., faculty, RSO), or individual (e.g., researcher). **They are automatically assigned in RMS based on PeopleSoft job codes.** Special circumstances may require manual assignment of roles.

RMS access is governed by roles defined in PeopleSoft. If you must delegate signing authority to someone who does not yet have appropriate access in RMS, you must first ensure that they have the correct role in PeopleSoft. To do this, submit a request through PSAR (PeopleSoft Access Request). This process may take 72 hours or more so it should not be relied upon for last-minute submissions.

Initiate PSAR process: [Go to PSAR via MyUCalgary](#) or [Submit request through IT](#)

Once the individual has the correct role in PeopleSoft, their role will be updated in RMS within 24 hours.

System roles do not equate to job titles. While role names maybe similar, they are not always the same. For example, a Team Member's role permissions in PeopleSoft are not the same as a Team Member's permissions in RMS.

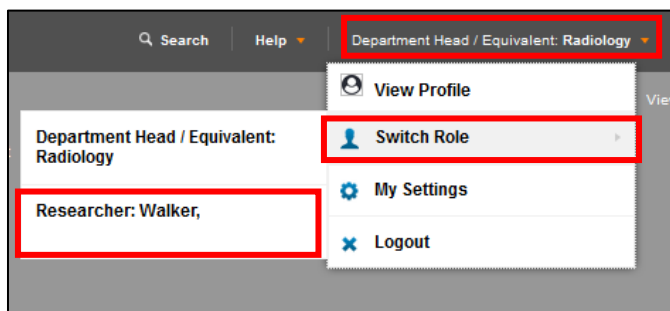
SWITCH ROLE

In RMS, users may have multiple roles. For example, an Associate Dean Research (ADR) may also have the role of Researcher. This provides flexibility, but also has built-in rules for segregation of duties. While an ADR can create a record in RMS, they cannot approve their own record.

If a user has more than one role, RMS defaults to the most frequently used role and typically the one with the highest level of permissions.

To verify your RMS role:

1. Click the **dropdown arrow** beside your login username.
2. Select **Switch Role** from the menu list.
3. Select a role.



WORK AFFILIATIONS

Work affiliations accommodate circumstances where an individual has appointments in more than one department within a faculty or more than one faculty.

RMS records can be associated with a specific work affiliation.



To change the PI and work affiliation in a record:

1. Within the post-award record, navigate to the **Project Members** section.
2. Click the **Trash** icon to delete the current work affiliation for the record.

Project Members
 The Principal Investigator (PI) is a University of Calgary faculty member eligible to hold research funding:


- A PI may allocate funds to co-investigators (Co-I's) upon award, subject to the funder's rules.
- Co-I's and team members can view and edit the application on behalf of the PI; however, the PI must approve the post-award/project.
- Only a single PI is allowed, but multiple Co-I's or team members can be added.

UofC Principal Investigator * ⓘ

Name	Faculty	Department	Title	Start date	End date	
Smith, Anthony	Cumming School of Medicine	Community Health Sciences	Adjunct Professor	2017/07/01	2020/06/30	 

3. Click the blue plus icon to add a new PI.

UofC Principal Investigator * ⓘ




4. Enter the name of the PI into the **Keyword search** field. A list displays with the individual's work affiliations.

UofC Principal Investigator * ⓘ

Habib Kurwa

Search results for Habib Kurwa

+	Kurwa, Habib - Department of Medicine (Active) - Clinical Professor
+	Kurwa, Habib - Oncology (Active) - Clinical Professor
+	Kurwa, Habib - Surgery (Active) - Clinical Professor

5. Click the  plus icon beside the work affiliation you want associated with this record. Details pertaining to the person auto-populate in the **Principal Investigator** fields.
6. Click **Save**.

DESIGNATE


As the PI, you may want to designate another person to provide assistance with your applications or projects in RMS. The Designate differs from the Team Member, in that the Designate has access to all of the PIs Pre-award and Post-award records. The Team Member is only assigned by the PI to specific records. Individuals that can be designated, must however, have a role as **Team Member** in RMS.

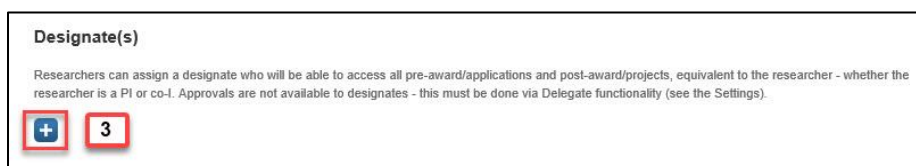
Designates have access to pre-award/post-award equivalent to a Researcher where they can edit or contribute to a PI's records when designated by the PI.



Approvers (e.g., Department Head, ADR) do not have permission to add Designates.

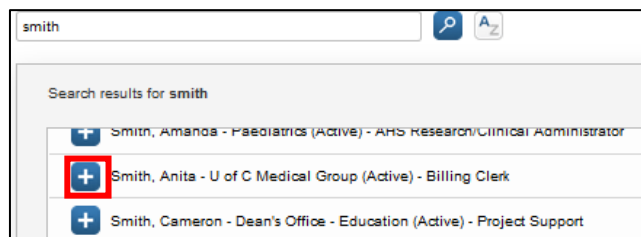
While Designates do not receive notifications, they can email contacts from within RMS.

To add a Designate:

1. Click **Edit** beneath your name in the dashboard banner. The *Key Information* page displays.
2. Scroll down to the bottom of the *Key Information* page.
3. Click the  icon at the bottom of the page below **Designate(s)**. The search field displays.



4. Click the  icon.
5. Add the designate by clicking  icon beside the name of the person you want to add.



6. Click **Save** to apply the change. The Designate can now view all Pre-award or Post-award records associated with the PI who added them as a designate.

LOCATING RECORDS

There are a number ways to locate an existing record.

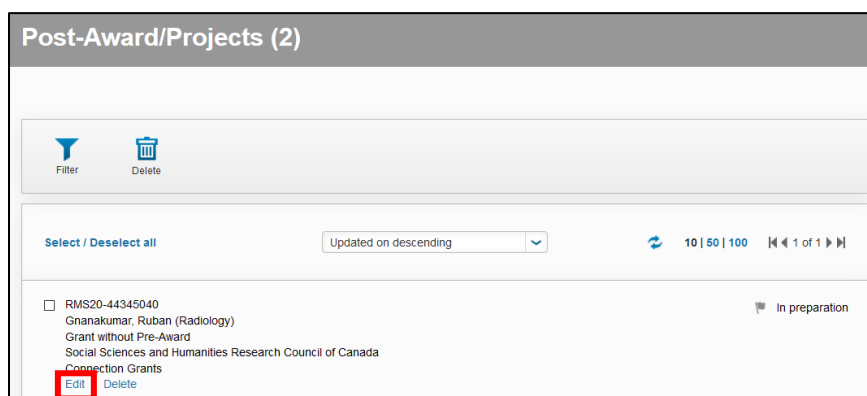
MENU SEARCH

The Post-award menu search feature lets you view and filter all Post-award records associated with your login permissions.

1. In the Dashboard left pane menu, click **Award Management**.
2. Click **Post-Award/Projects**. Post-award records display in the right pane.

To open a file in this view:

1. Click **Edit** below the record to open this record.



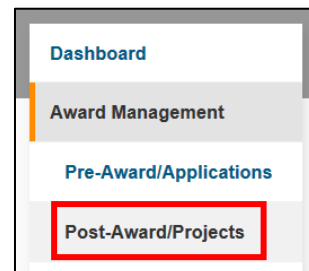
If you click on the title of the record or anywhere in the row except for the Edit button, you will only see the summary page. You cannot edit the record from the summary page.

CONDUCT FILTERED SEARCH

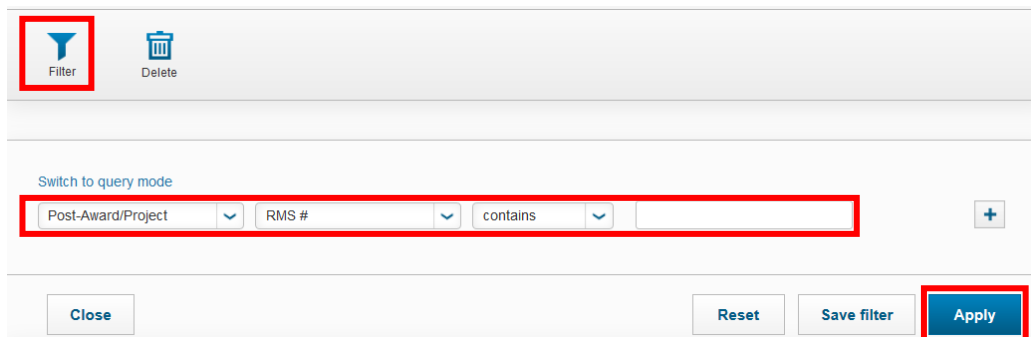
Filters are a powerful feature in RMS that allow you to quickly find records. The filtered search feature also lets you apply a saved set of search criteria for frequently used queries. You can apply a single filter or use multiple filters to refine your search.

As with other functionality in RMS, role permissions determine what your search results will show you.

1. Select from the left pane menu options **Award Management>Post-Award/Projects**.




2. Click the **Filter** icon.
3. Select the search parameters.



Filter icon highlighted. Search parameters: Post-Award/Project, RMS #, contains. Apply button highlighted.

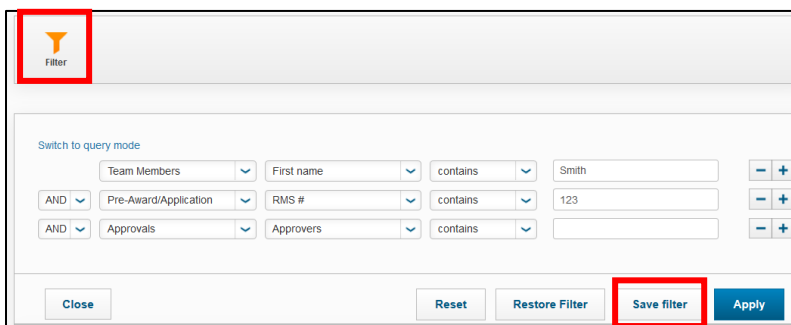
4. Click **Apply**. The list displays based on the search parameters.
5. Click **Reset** to reset or clear the filter.

CONDUCT AND SAVE A MULTI-FILTERED SEARCH

1. Select from the left pane menu options **Award Management>Post-Award/Projects**.
2. Click the **Filter** icon in the right pane.
3. Select the search parameters for the first filter.
4. Click the **Add Filter**  icon to add each additional filter.

To save the filter:

5. Click **Save Filter**.
6. Enter a name into the **Filter Name** field.
7. Click **Save Filter**. The list displays based on the filters. The filter icon changes from blue to amber to indicate the list is filtered.



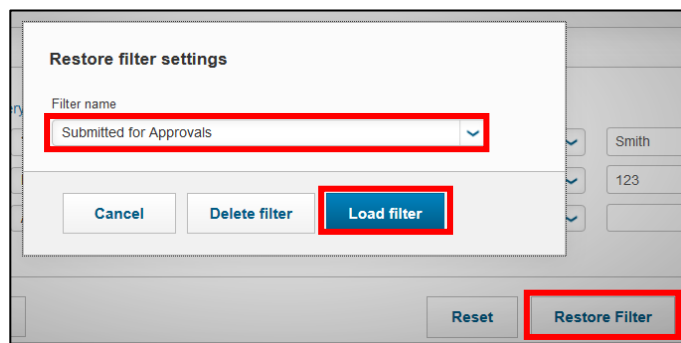
Filter icon highlighted. Multiple filters added. Save filter button highlighted.

NOTE: The list remains filtered (and the filter button remains orange) until you click the Reset button.

LOAD A SAVED FILTER

Once a filter is saved, it can be quickly reloaded for future searches.

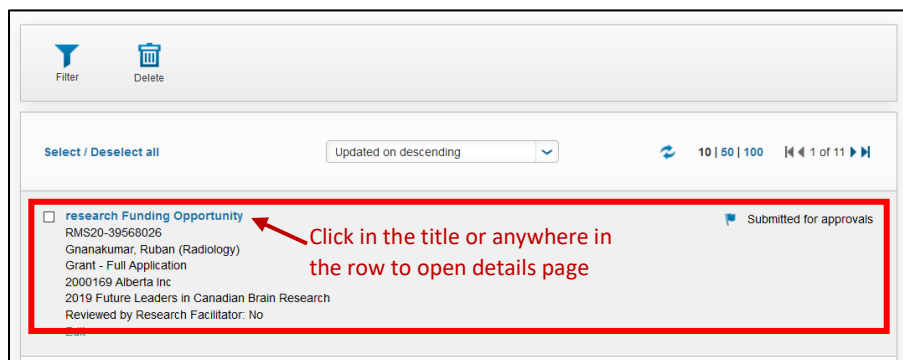
1. Click the **Restore Filter**.
2. Select the filter you want to use from the **Filter name** dropdown list.
3. Click **Load Filter**.



VIEW/PRINT POST-AWARD RECORD SUMMARY

To view the summary for a Post-award record:

1. In the Dashboard, click **Award Management** in the left pane.
2. Click **Post-Award/ Projects**.

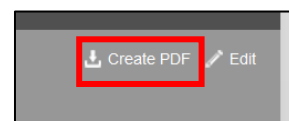


3. Click the **hyperlinked blue project title** or anywhere within a record's row to view the record's summary. The *Post-Award summary* page opens.

This view provides a summary of the record.

To save a PDF version of the Post-award record:

1. Click **Create PDF** in the top right-hand side of the page banner. The saved PDF can then be emailed or printed.



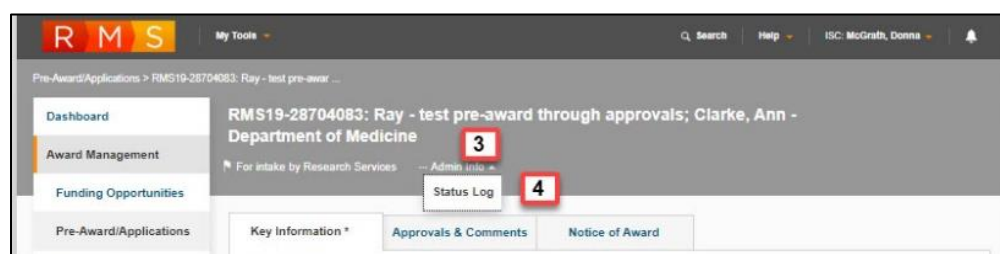
VIEW STATUS LOG FOR A RECORD

The Status Log option in RMS, provides you with a view of the status change history for a post-award record. The status log indicates status changes for the record and the person responsible for the change and the date and time the change was made.

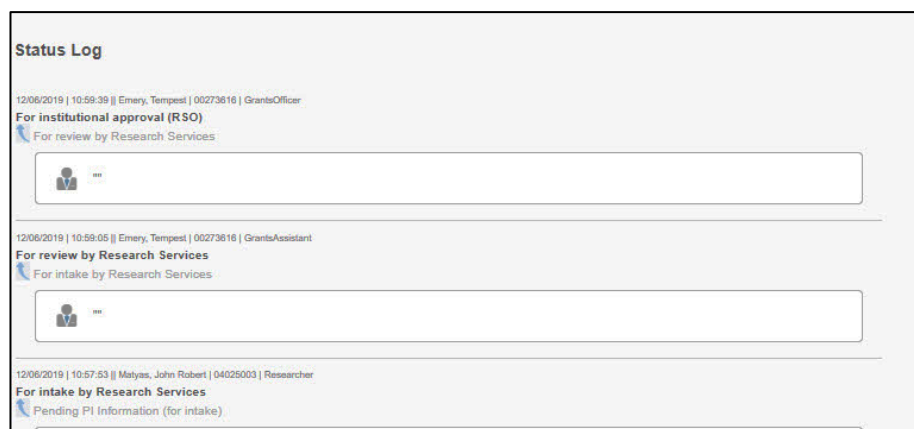
Changes to content in the record are not tracked in the status log.

To view the status log for a record:

1. Open any record you want to view that status log for.
2. This applies to: **Pre-award/Application, Post-Award/Projects, Funding Opportunity or Agencies.**
3. Click **Admin info** in the ribbon at the top of the window.



4. Click **Status Log**. The record's log displays in descending order.



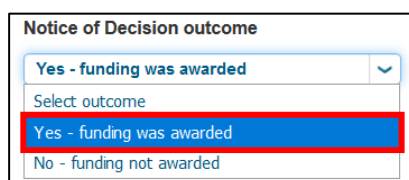
PI RECEIVES AWARD (Grant With an Existing RMS Pre-Award)

You submitted a grant application using RMS. Your application was successful and you received a Notice of Decision from the funding agency. Typically, uploading the Notice of Decision is done by RSO however the PI can also do this.

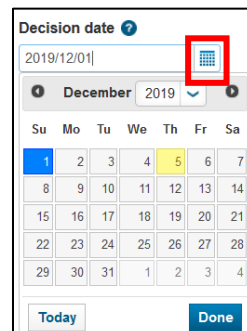
UPLOAD THE NOTICE OF DECISION

To upload your Notice of Decision letter:

1. Locate the Pre-Award record related to the successful award. See [SEARCH FOR RECORDS](#).
2. Open the record to edit it.
3. Go to the **Notice of Decision** tab.
4. Under the **Notice of Decision outcome** field:
 - a. Select "Yes – funding was awarded"



5. Click on the calendar icon under Decision Date and select the date of the decision.



Note: The PI/Team Member cannot set the award start date, end date, or funding amounts. This must be done by RSO with the information found in the Notice of Decision or Notice of Award.

6. Scroll down, under the **Documents** heading, click the folder icon to upload the Notice of Decision received from the funding agency. Select the Notice of Decision document type.

 A screenshot of the 'Documents' section in the RMS system. It includes a table with columns for File name, Type, Version comment, and Uploaded on. A red arrow points to a folder icon with the text 'Click here to select a document to upload'. A dropdown menu is open, showing options: Select type, Application, Data Management Plan, Notice of Decision (highlighted), Agreement, Signature Page, and Other.

File name	Type	Version comment	Uploaded on
Notice of Award RSO AWARDED notification email template.docx	Select type		

7. Click **Save** and then click **Cancel** to exit the record.

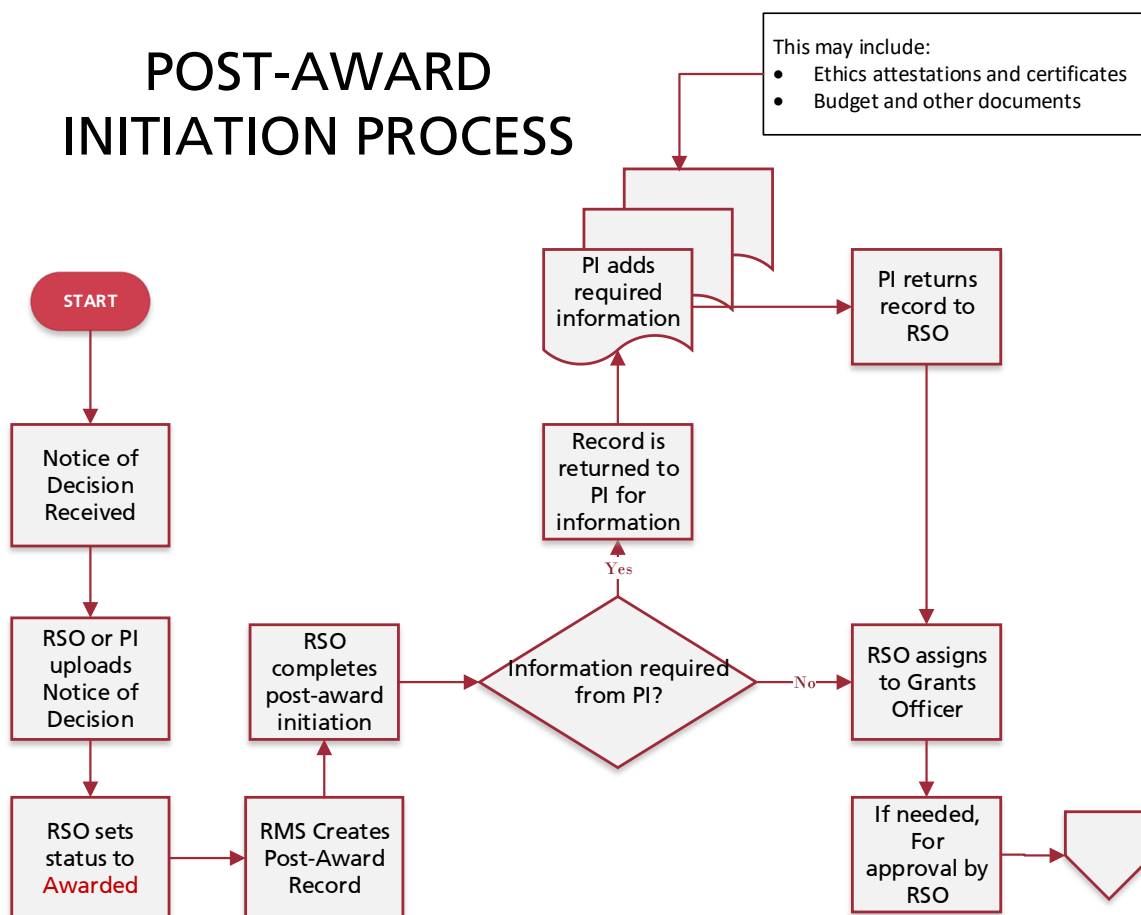


The assigned RSO contact will receive a notification in RMS indicating that the Notice of Decision was received and whether funding was awarded.

Note: The status will remain “Submitted to agency”. The PI/Co-I/Team Member cannot set the status to “Awarded”. RSO changes it to “Awarded” once they review the Notice of Decision.

Once RSO changes the status to Awarded, RMS will automatically create a post-award record.

POST-AWARD INITIATION PROCESS



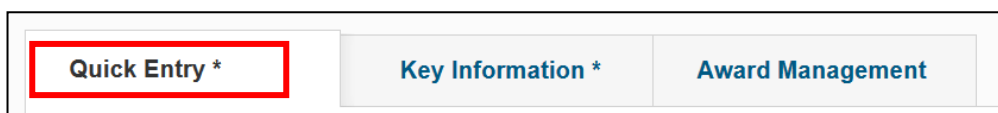
SETUP POST-AWARD PROJECT (Grant with Pre-Award)

When the post-award record is created, RSO will initiate the post-award project. Once this is done, the PI, designate of the PI or team member (who is listed on the record already) must open the record and complete things like upload budget documents, attest to certifications, upload other documents, etc.

The process of setting up a Grant with Pre-Award is similar to the process of setting up a [Grant without Pre-Award](#). In the following sections, the differences between the two will be highlighted and will link to the applicable sections in the document.

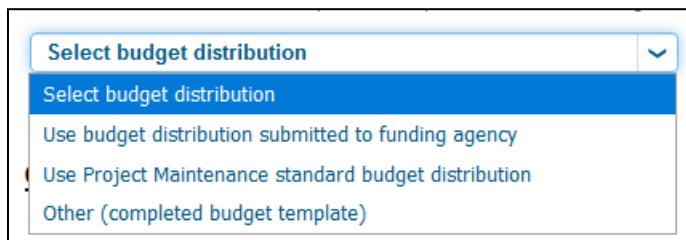
BUDGET DISTRIBUTION

1. Starting from the **Quick Entry** Tab, scroll down to the budgeted distribution heading.



Specify the budget distribution for the project. Depending on the chosen budget distribution, you may be required to attach a budget document to the project.

2. Select a budget distribution according to the project.



- If a budget document was submitted to the funding agency, select *Use budget distribution submitted to funding agency*. **This must be uploaded to the [DOCUMENTS](#) section below.**
- If the Project Maintenance standard budget was used, select *Use Project Maintenance standard budget distribution* and no additional budget documentation is needed.
- If the Project Maintenance budget template is used, select **Other**. **This must be uploaded to the [DOCUMENTS](#) section below.**

A budget template can be found by clicking on the link in the help text directly above the budget distribution dropdown.

DOCUMENTS SECTION

The **Documents** section is where you will upload documents like an agreement, statement of work, budget, etc. See the section below on how to upload [DOCUMENTS](#). The process is the same as below.

KEY INFORMATION TAB

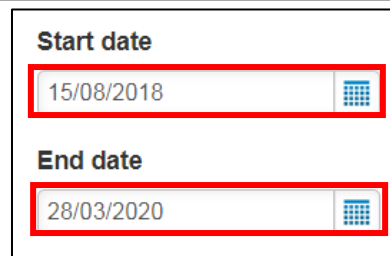
1. Navigate to the **Key Information** tab.



2. Review the information in the **Funding Opportunity** field and in the **Funding Agency/Sponsor** field. Update only if necessary however these should be automatically transferred from the Pre-Award application.
3. Under the **Short Project Title** heading you may enter a Short Project Title for identification in PeopleSoft system – if not, PeopleSoft will use the first 30 characters of the full title.



4. If not already done by RSO, enter a Start and End date for your Project. These must match the information on the Notice of Decision.



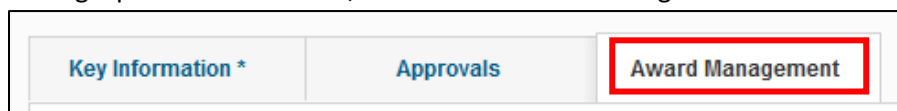
ADD/REMOVE PROJECT MEMBERS

The **Project Members** section is where you can add/remove people from the record. See the section below on how to [ADD/REMOVE PROJECT MEMBERS](#).

AWARD MANAGEMENT

Researchers can link together their related pre-award and post-award projects if they choose to do so. Linking related post-awards will typically be used to link multi-stage applications together.

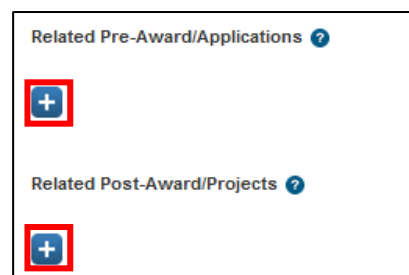
1. While editing a post-award records, click on the Award Management tab.



2. Click the blue plus icon to add either (or both) related Pre-Award/Application(s) or Related Post-Award/Projects. The list of items displayed are the pre or post-award projects related to that PI.

- Records in which the you are listed as the PI, Co-I or a team member, or;
- Records related to a PI whom you have been set as a designate.

3. To search for a specific record, use the search field, or to browse all record connected to your account, click the A-Z icon.
4. Click the blue plus icon beside the record(s) you want to relate to this project.



ADDING CERTIFICATIONS

Navigate to the **Certifications** tab. See section [ADDING AND/OR REMOVING CERTIFICATIONS](#).

PI RECEIVES AWARD (Grant Without an Existing RMS Pre-Award)

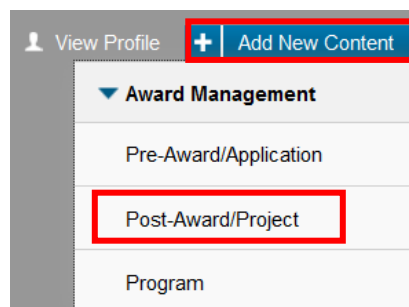
If a project received funding that did not require the submission of an award application through RMS, a Post-Award project must be created. In these cases, the award has no affiliated pre-award record.

These instructions are for the PI however a Team Member can also create this type of record.

CREATE NEW POST-AWARD PROJECT (Grant without Pre-Award)

To create a new Post-Award:

1. Click the **+Add New Content** button in the top right-hand corner of the dashboard. The click Award Management → Post-Award/Project



2. Click Research Project → Grants & Award → Grant without Pre-Award → Grant without Pre-award

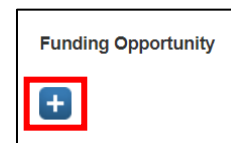



ADD EXISTING FUNDING OPPORTUNITY AND FUNDING AGENCY/SPONSOR TO A POST-AWARD RECORD

The next step is to search for and select the Funding Opportunity.

To search for an existing funding opportunity in RMS:




1. Click the **+** icon under Funding Opportunity to add the funding opportunity.




2. Search for the funding opportunity that corresponds to the information in the NoD. You can type the name in the search field, or to browse all funding opportunities, click the  icon.

Funding Opportunity ?

Research Grant


3. Click the  icon beside the funding opportunity to add it to the record.

 Research Grant; Active

Note: If the Funding Opportunity has a funding agency/sponsor connected to it already, this section will autopopulate with that funding agency and you do not need to add one. If it does not autopopulate, click the Save button to force that function. Otherwise, you can manually add a funding agency (see below).

4. If nothing is listed under the **Funding Agency/Sponsor** heading, click the plus icon to add one.

Funding Agency/Sponsor ?




5. To search for a specific funding agency/sponsor, type the name in the search field, or to browse all, click the A-Z icon.

Funding Agency/Sponsor ?

6. Click the plus icon beside a funding agency to add it to the record.

 3M Canada Company


CREATE NEW FUNDING OPPORTUNITY

The Research Services Office enters most funding opportunities into the Funding Calendar which become accessible in RMS. If a Researcher identifies a new funding opportunity and can't find it in the funding calendar or RMS database, a new one is created. This typically occurs for small, one-off funding opportunities.

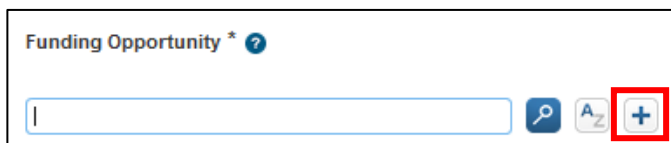
To add a new funding opportunity in RMS:

1. Click the  icon below the **Funding Opportunity** section. The text entry field will display.


Funding Opportunity




- Click the  icon beside the **Funding Opportunity entry** field. The *New Funding Opportunity* window opens.

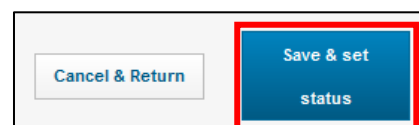


- Enter the funding opportunity name into the **Program Name** field.

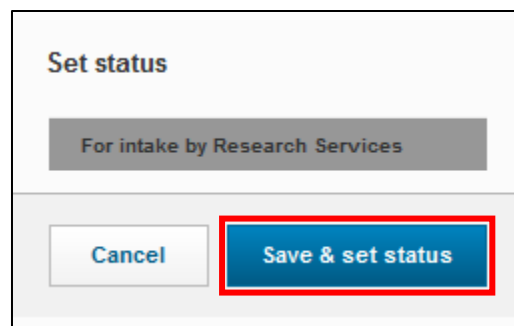


- If the opportunity is connected to an existing agency, click the  icon to add the agency.
- If known, add any other information about the funding opportunity to the Key Information and/or Details tabs.

- Click **Save & set status** when complete.




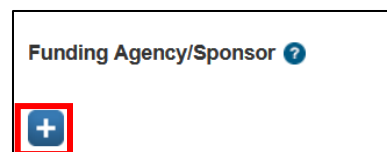
- Click For Intake by Research Services. Then click **Save & set status**.




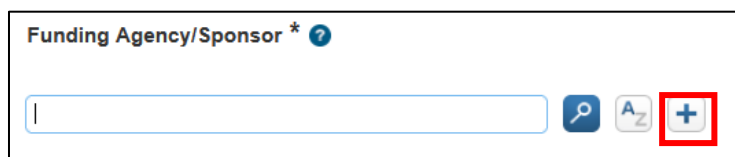
CREATE NEW FUNDING AGENCY/SPONSOR (AGENCY)

To add a new agency related to the funding opportunity within a Post-award record:

- Click the  icon below **Funding Agency/Sponsor**. The search options display.



- Click the  icon to add a new agency. The *New Agency* window opens.



3. Enter the agency's name into the **Operating as** field. This is name that is used to conduct business and maybe an abbreviated form of the legal name.
4. Click the dropdown arrow in the **Type of agency (source)** field to select a type.
5. Enter the website URL for the agency in the **Link to Agency** field.
6. Enter any relevant details into the **Notes** field.

Key Information *

Key Information

Operating As * ?

Type of agency (source) *

Select type of organization

Link to agency

Country

Notes ?

7. Click **Save & Set Status**.

Cancel & Return

Save & set status

8. Select For review by Research Services.
9. Click **Save & Set Status**.

Set status

For review by Research Services
Assigned to Research Services for review

Cancel

Save & set status

ADDING ADDITIONAL POST-AWARD DETAILS

1. Under the **Full Project Title** heading, type the project title.

You may also enter a Short Project Title for identification in PeopleSoft system – if not, PeopleSoft will use the first 30 characters of the full title.

Full Project Title * ?

Short Project Title ?

2. Enter a Start and End date for your Project. These must match the information on the Notice of Decision.

Start date

End date

ADD/REMOVE PROJECT MEMBERS




The person who creates a pre-award or post-award record will automatically be listed as the PI. If someone other than the PI is creating a record, they must remove themselves from the PI position and add the correct person to the record.


A Co-investigator is typically someone who makes a significant contribution to the intellectual direction and/or conducts research or research related activities. They may also have responsibility for financial aspects of research.


Team Members typically provide administrative support and may include collaborators, research assistants, postdocs, or other associates.


PI's can add Co-investigators and Team Members to edit or contribute to a RMS record if they have the role of Researcher or Team Member in RMS. They can also submit the record for approval to the PI.



To add project members to a post-award project:

1. Click the  icon below **UofC Principal Investigator**, the **Search** field displays.
2. Enter the name of the person in the **Keyword** search field, or click the  icon and select a name from the displayed list.
3. Click the  icon beside the person's name in the list to add them into the record.

UofC Principal Investigator * 




UofC Co-Investigator(s) 

A A Ä B C D E F G H I J K L M
N O Ö P Q R S T U Ü V W X Y Z
0 1 2 3 4 5 6 7 8 9 All

Search results for All
1 of 1,372


Alami, Soheila - Civil Engineering (Active) - Postdoctoral Associate

Note: If you are creating a record and you are NOT the PI, you must replace yourself with the correct PI.

4. If the award is in a trainee's name, e.g., a studentship or fellowship, provide information about the trainee. Otherwise, leave these fields blank.

Trainee Applicant Name <input type="text"/>
Trainee Type <div> Select type ▼ </div>
Trainee UCID <input type="text"/>

Note: You can also add UofC Co-Investigators, UofC Participant/Team Members or Affiliated UofC Institutes here. You cannot add people who are not in the University of Calgary system (e.g., a co-investigator from another university).

5. Add any UofC Co-Investigator or UofC Team Members. Use the same method as above to add people. Only people in the University of Calgary system can be found in RMS.

UofC Co-Investigator(s) ? <div>+</div>
Team Member(s) ? <div>+</div>

6. If the application is led by another institution, provide information about the non-UofC principal investigator and institution. Otherwise, leave these fields blank.

Is the application led by another institution? <input type="radio"/> Yes <input type="radio"/> No
Non-UofC Principal Investigator Name <input type="text"/>
Non-UofC Principal Investigator Institution <div>+</div>

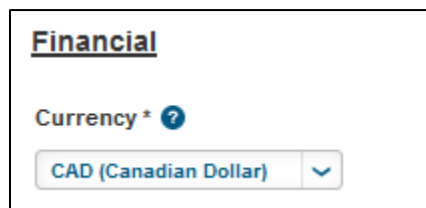
7. Answer the two Project Information questions.

<u>Project Information</u>
Does this project involve research with First Nations, Métis, or other Indigenous peoples? <input type="radio"/> Yes <input type="radio"/> No
Does this project involve research activities or collaborators outside of Canada? <input type="radio"/> Yes <input type="radio"/> No

FINANCIAL AND BUDGET

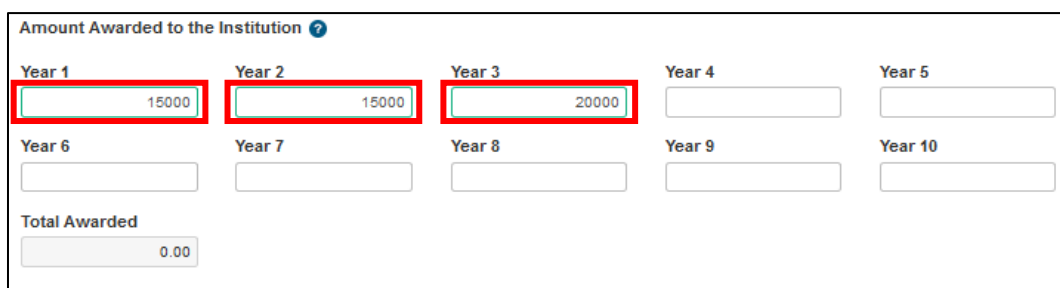
Under the Financial heading you can specify how much money was awarded for each year of the project, according to the Notice of Decision. The Budget heading is where you will specify the budget distribution for the project. Depending on the chosen budget distribution, you may be required to attach a budget document to the project.

1. Select the currency from the **Currency** dropdown. By default, Canadian Dollars are selected.



The screenshot shows the 'Financial' section with a 'Currency * ?' dropdown menu. The selected option is 'CAD (Canadian Dollar)'.

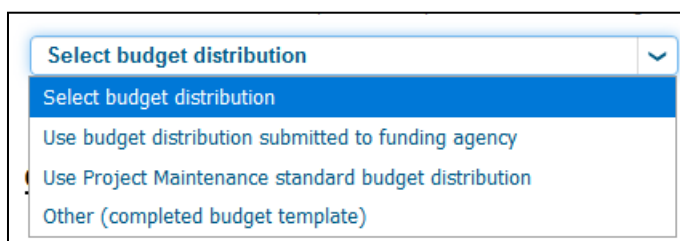
2. Enter the amount of funds awarded for each year of the project, as stated in the Notice of Decision. Do not use commas or dollar signs, only enter a numeric value for each year.



The screenshot shows the 'Amount Awarded to the Institution' form. It has fields for Year 1 through Year 10 and a 'Total Awarded' field. The values entered are: Year 1: 15000, Year 2: 15000, Year 3: 20000, Year 4: (empty), Year 5: (empty), Year 6: (empty), Year 7: (empty), Year 8: (empty), Year 9: (empty), Year 10: (empty). The 'Total Awarded' field shows 0.00.

Note: Clicking Save (at the bottom of the page) will calculate the total and put it in the Total Awarded field.

3. Select a budget distribution according to the project.



The screenshot shows the 'Select budget distribution' dropdown menu. The options are: 'Select budget distribution' (highlighted), 'Use budget distribution submitted to funding agency', 'Use Project Maintenance standard budget distribution', and 'Other (completed budget template)'.

- If a budget document was submitted to the funding agency, select *Use budget distribution submitted to funding agency*. **This must be uploaded to the [documents](#) section below.**
- If the Project Maintenance standard budget was used, select *Use Project Maintenance standard budget distribution* and no additional budget documentation is needed.
- If the Project Maintenance budget template is used, select **Other**. **This must be uploaded to the [documents](#) section below.**

CERTIFICATIONS

1. Select either Yes or No to the questions in the **Certifications** section.

Certifications

Does this research involve biohazards? *

☐ Yes ☐ No

Are you conducting research on Alberta Health Services property? * ?

☐ Yes ☐ No


Does this research involve cannabis?

☐ Yes ☐ No

2. Under the **Applicable Certifications (IRISS)** heading, attest to each question about human and animal ethics.

Applicable Certifications (IRISS)

Select all IRISS ethics certifications applicable to your project here. Certifications are imported from IRISS on a daily basis.



All REB (human ethics) certifications identified for this project? *

By selecting "Yes", the PI/Supervisor attests that the REB certification(s) identified above are all inclusive and applicable for this project.

☐ Yes ☐ No ☐ NA - none required

All ACC (animal care) certifications identified for this project? *

By selecting "Yes", the PI/Supervisor attests that the ACC certification(s) identified above are all inclusive and applicable for this project.

☐ Yes ☐ No ☐ NA - none required

Additional information, notes, or instructions for certifications

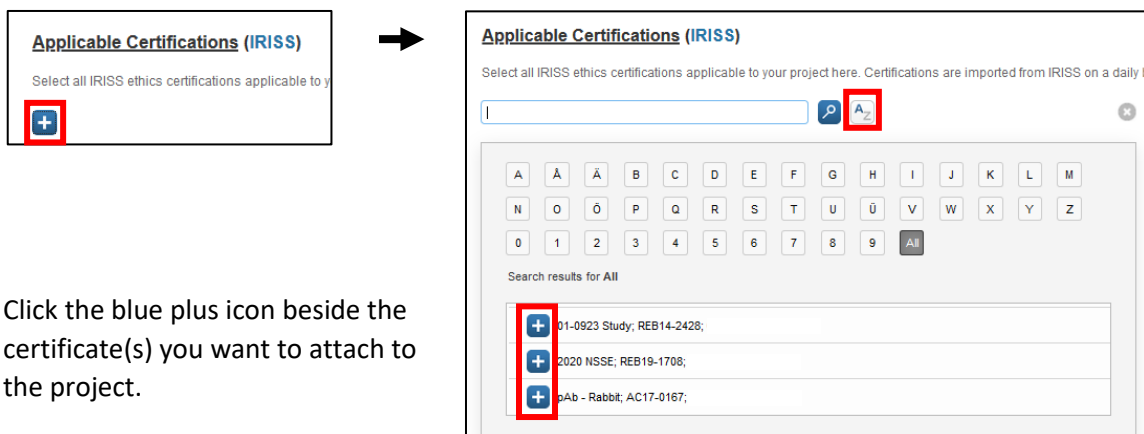
If you need to provide further information regarding your ethics certification plan or situation, please detail it here.

- 'Yes' means the project requires that type of certification (REB or ACC) and the certificates are ready to be attached. You cannot progress this record unless you attach the appropriate certificates.
- 'No' means the project requires that type of certification however one or more of them may not be ready yet. You can progress this record and attach the appropriate certificates later.
- 'N/A – none required' means this project has no requirement for ethics certifications.

If needed, you can add comments about your ethics certifications plan or situation in the text field below the attestation questions.

3. To attach an IRISS certificate, click the plus icon below **Applicable Certifications (IRISS)**.

- To search for a specific certification, type the name of the certificate in the search field, or to browse all available certifications, click the A-Z icon.



- Click the blue plus icon beside the certificate(s) you want to attach to the project.

Note: Your project may qualify for Early Release of Funds, which allows access to a maximum of 50% of your total budget for certain start-up expenses prior to your certificate(s) being approved. If the project qualifies for ERF, you have up to 6 months to obtain certification approvals and associate them in RMS.



Note: The certificates chosen here need to reflect what the PI needs according the award/project. In order to access ALL funds for research purposes, certificates in IRISS must be identified (are Approved and Active), and the questions above MUST be answered affirmatively or as not applicable.

Note: A researcher will only be able to see certificates attached to their name or where they have been listed as a Co-Investigator on other certificates.

NOTE: A PI can view their Biosafety permit at anytime from their profile view on the dashboard.

REMOVING CERTIFICATIONS


Once certificates have been added to a record, they can be removed by clicking the trash can icon to the right of the certificate.

Applicable Certifications (IRISS)						
Select all IRISS ethics certifications applicable to your project here. Certifications are imported from IRISS on a daily basis.						
Certification Type	Certificate #	Title	IRISS Status	Approval	Expiry	
REB	REB15-1524	[REDACTED]	Closed by Administrator			 
ACC	AC17-0167	[REDACTED]	Approved	29/09/2017	28/09/2020	 




Certificates are loaded into RMS from IRISS nightly.

DOCUMENTS SECTION

The **Documents** section is where you will upload a copy of the Notice of Decision and other documents (e.g., agreements, statement of work, budget, etc.).

1. Click the folder  icon in the **Documents** section. The Windows *File Explorer* window opens.
2. Select the document and click **Open** in the *File Explorer* window.
3. Select the type of file from the **Type** dropdown list.
4. Click **Save**. The date is populated into the **Uploaded on** field.

Other documents regarding this application (up to and including the Notice of Decision) will also be added here as they are received.

	File name	Type	Version comment	Uploaded on	
	Application File.docx	Application		2020/02/03	 

5. To delete a document, click the trash can icon to the right side of the document.

Note: The blue arrows icon (for uploading a new version of the document has been removed). To add a new version, simply upload it following steps 1-4.

CERTIFICATIONS TAB

1. Navigate to the **Certifications** tab.

Quick Entry	Key Information	Award Management	Certifications *
-------------	-----------------	------------------	------------------


2. Answer the question about clinical trials.

Does this research involve clinical trials? *

☐ Yes ☐ No

By default, the system puts whoever created the record as the Biosafety permit holder. It is important to have the correct person as the permit holder or there will be an error when the project is setup in PeopleSoft which may result in delayed early release or full release of funds.

- Under the **Biosafety Permit (Biologistix)** heading is listed the permit holder and the details of the permit. Only RSO can adjust this so if you notice the incorrect person, notify RSO and provide the correct permit holder.

<u>Biosafety Permits</u> (Biologistix)				
Certificate Holder	Permit Number	Status	Permit Expiry Date	
Gnanakumar, Ruban				

NOTE: For a Grant without an existing RMS Pre-Award, the PI will not see the permit attached to the record. For a Grant with an RMS pre-award, the PI will see their permit on the Quick Entry tab.

NOTE: A PI can view their Biosafety permit at anytime from their profile view on the dashboard.

AWARD MANAGEMENT

Researchers can link together their related pre-award and post-award projects if they choose to do so. Linking related post-awards will typically be used to link multi-stage applications together.


- While editing a post-award records, click on the Award Management tab.

Key Information *	Approvals	Award Management
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- Click the blue plus icon to add either (or both) related Pre-Award/Application(s) or Related Post-Award/Projects. The list of items displayed are the pre or post-award projects related to that PI.

- Records in which the you are listed as the PI, Co-I or a team member, or;
- Records related to a PI whom you have been set as a designate.

Related Pre-Award/Applications ?



Related Post-Award/Projects ?



- To search for a specific record, use the search field, or to browse all record connected to your account, click the A-Z icon.
- Click the blue plus icon beside the record(s) you want to relate to this project.

UPDATING ETHICS CERTIFICATIONS

See [CERTIFICATIONS](#), [REMOVING CERTIFICATIONS](#)

SAVE, CLOSE, OR REOPEN A RECORD

In every application there are best practices to prevent data from being lost. **Frequent saving is one practice that can prevent data loss.** Leaving unsaved records open at any time puts your data at risk..

SAVING AND SETTING THE STATUS OF A POST-AWARD RECORD

At any time, you can save your work, exit (cancel) without saving your work or save and set the status of the record.

To save a record and keep its current status:

1. Click **Save**.
2. The click Cancel. The record will close and will maintain it's current status.



LOCKED RECORD

Records with a status of either In Preparation or Submitted for Approval cannot be **edited** by two users at the same time. The records can be viewed, but not edited.

If you open a record and attempt to edit and save changes to a record that is open by another user, you will receive the message currently being edited by.



If a user needs immediate access to a record, they can message the person (e.g., PI, Team Member, or Co-I) from within the RMS record and request they log out of the record. From within a record, click the mail icon beside a person's name to send a message to that person.

When a record is in Submitted for Approval status, the approvers are identified in the Academic Approvals section but there is not an option within RMS to send a notification. Approvers that have a record open, can be contacted via email, phone or in-person.

Academic Approvals		Mail icon feature not available for approvers		
	Description	Status	Approval By	Approval Date
1	Approval by Associate Dean (Research)	Pending approval	Roy, Sylvie	
2	Approval by Dean	Queued for approval	Sumara, Dennis	

OPEN AND EDIT RECORD FROM DASHBOARD LIST

If you are working in a record, and need to close and finish later, the details below provide instructions for opening and editing a record.

To open and edit a Draft Post-award record from the Dashboard:

1. In your *Things to do* list, click **Draft Post-award/projects for completion**.



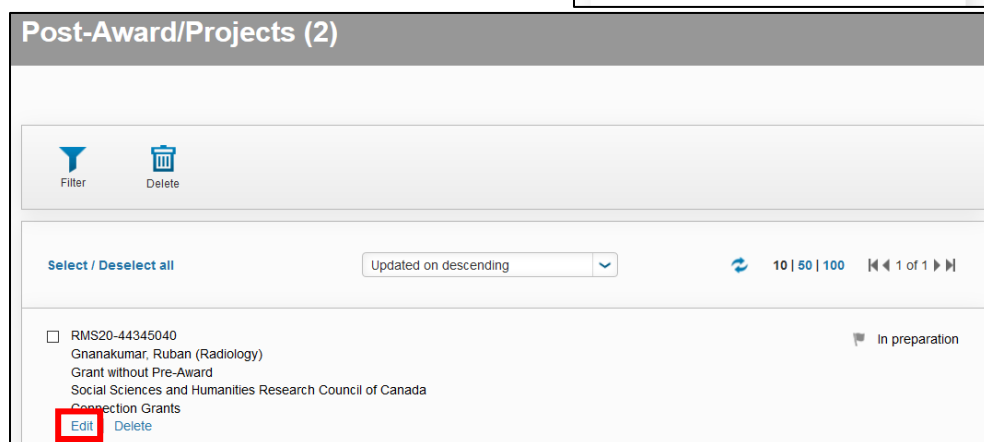
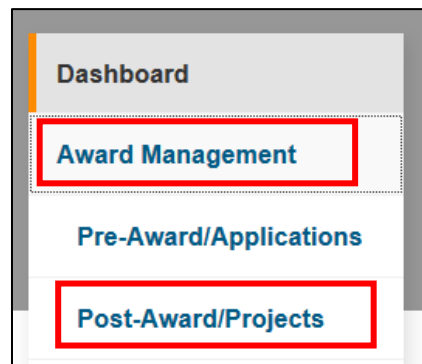
2. Click the **hyperlinked** title of a record in the list. The record opens and you can continue completing the record.

VIEW OR EDIT A POST-AWARD RECORD FROM THE POST-AWARD/PROJECTS MENU

Draft/In Preparation records do not display in a Designate's dashboard. Designates view the records from the Post-award menu list. They can view Post-award records they, or the PI have recently edited in the Dashboard>Recently Edited section.

To view/edit a record from the Post-award menu list:

1. In the left menu, click **Award Management>Post-award/Projects**.
2. Click **Edit** below the record you wish to view or edit.

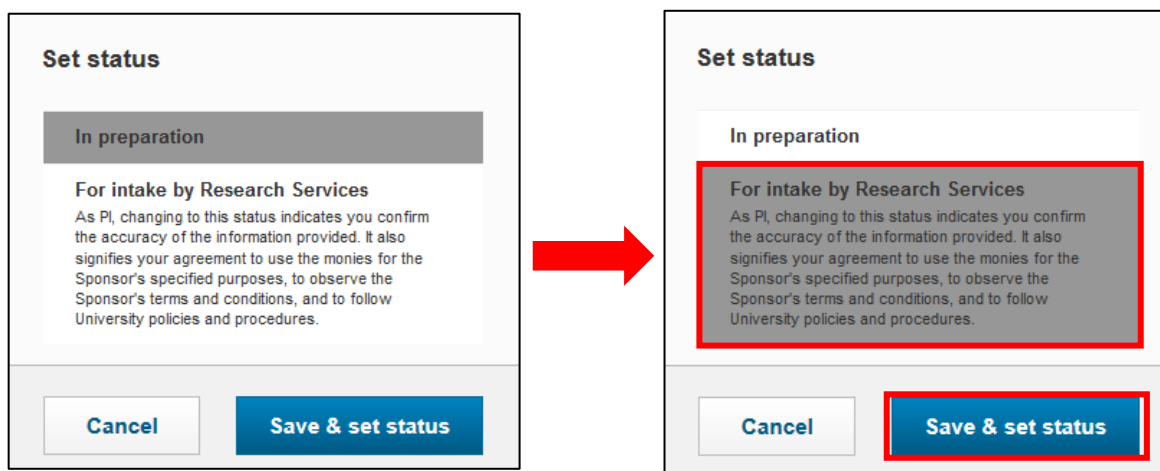


To progress a Post-award record to For intake by research services.

1. Click **Save & Progress**.



2. Select For intake by research services.
3. **NOTE: 'In preparation' status is the default status populated by the system. You must intentionally select 'For intake by Research Services' in order to advance the record for academic approval.**



4. Click **Save & Set Status**.

POST-AWARD APPROVALS

If a post-award/project did not have a pre-award application process (in RMS or otherwise), the project will need to get academic approvals before it can begin processing through RSO and Project Maintenance.


University policies based on regulatory or audit requirements and risk mitigation practices, govern approval workflows. RMS embeds the approval workflow based on those policies.

- Typical approval workflows include **two-level approval** (i.e., departmentalized faculty approvers would include Department Head and Associate Dean Research (ADR)), as determined by the faculty.
- There is also the potential for **tri-level approvals**. For example:
 - applications with special requirements require additional review from the Research Administrator for Medicine, Veterinary Medicine, and Kinesiology faculties
- Approvers (e.g., ADR) with a dual role of Researcher cannot create and approve their own records where they are named as the Principal Investigator (PI).
- Team Members can only submit a record to a Principal Investigator (PI) for approval.

AUTOMATED APPROVAL NOTIFICATION

In a scenario where the Team Member has submitted the Post-award record, the PI is the first approver. The PI will receive a notification that alerts them to a Post-award record that requires approval. The subsequent people listed in the approver chain will receive similar notifications when it is their turn to approve.

To view a notification alert:

1. Click the **Notification**  icon. The notification preview displays.
2. Click the **blue hyperlinked summary** to open the full notification.



*To open a notification from the **Notifications** menu:*

1. From the *Dashboard*, click **Notifications** in the left pane. Notifications display in the right pane.

Notifications (2)

View [dropdown] Priority [dropdown] Notification type [dropdown] Entry point [dropdown]

Select / Deselect all Mark as Read Mark as Unread Delete

<input type="checkbox"/>	Your RMS post-award/project requires additional information (RMS20-44352033) From: SYSTEM Category: DEADLINE_REMINDER Priority: NORMAL	2020/02/11 13:25
<input type="checkbox"/>	An RMS post-award/project is pending your approval (RMS20-44352033) From: SYSTEM Category: INFORMATION Priority: NORMAL	2020/02/11 12:29

2. Click the [hyperlink title](#) to open the record.
3. To locate the record, see [SEARCH FOR RECORDS](#)

Note: The request for approval notification is generated by the system and therefore you cannot reply to it. A message from another person in the system will show as a notification and has the added feature to reply to it. See [NOTIFICATIONS: SEND AND REPLY](#)

APPROVING (OR NOT APPROVING) A POST-AWARD RECORD/PROJECT

1. Under your *Things to do* list, click on **Post-Award/Projects pending approval**.

Things to do

1 Post-Award/Projects pending approval

RMS20-44352033: 12345; Gnanakumar, Ruban - Radiology
Last edited by Workflow RMS on 2020/02/11 at 12:28 PM

2. Click on the blue hyperlink of the record you want to approve. The approval summary page opens.

Key Information *

Post-Award/Project to be approved

Click on the [blue pencil](#) to review the post-award/project submitted for your approval

Post-Award/Project	RF Reviewed?
RMS20-44352033: 12345; Gnanakumar, Ruban - Radiology	No pencil icon

Description *

Approval by PI

Note to approver(s)

Approver comments

Prior approver comments

Cancel Save Save & Progress

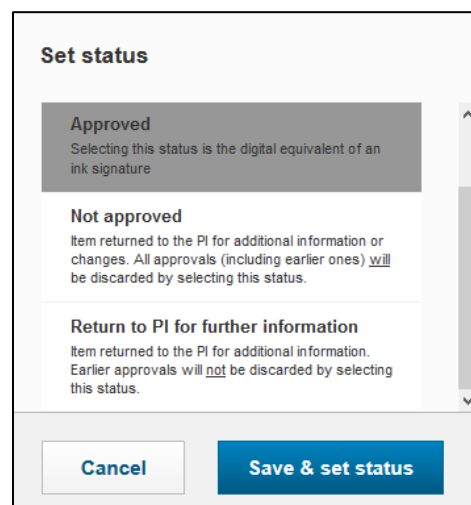
3. From this page, the approver can add a comment in the **Approver comments** field.
 4. **The approval summary page is the only page you can approve a record from.** From this page, you can do several things. You **must** return to this summary page to do any of the following 4 options:
- To review the record (before approving), click the blue pencil icon to the right of the Post-Award/Project name.

- You can only review information on this page (cannot edit). Click **Cancel & Return** to return to the approval summary page.



Buttons: **Cancel & Return** (highlighted with a red border), **Save & set status**

- To approve the record, click **Save & Progress**.
 - Then select Approved. Then click **Save & set status**.
- To not approve the record (and return it to the PI), click **Save & Progress**.
 - Then select Not approved. Then click **Save & set status**.
 - This will remove any previous approvals meaning that the same person will need to reapprove it once it is submitted again.



Set status

Approved
Selecting this status is the digital equivalent of an ink signature

Not approved
Item returned to the PI for additional information or changes. All approvals (including earlier ones) will be discarded by selecting this status.

Return to PI for further information
Item returned to the PI for additional information. Earlier approvals will not be discarded by selecting this status.

Buttons: **Cancel**, **Save & set status**

- If the record required further information, click **Save & Progress**.
 - Then select Return to PI for further information. Then click **Save & set status**.
 - The record will return to the PI's *Things to do* list under **Post-Award/Projects requiring further information from PI (for approver)**

PI RESUBMITS RECORD FOR APPROVAL WITH INFORMATION REQUESTED

When the approver returns the record to the PI, the PI receives a notification. The approver's comments are included in the notification.

Researcher: Gnanakumar, Ruban

Notifications

Your RMS post-award/project requires additional information (RMS20-44352033)

2020/02/11 | Priority: NORMAL

Comment from the approver

➔

From: SYSTEM | Sent: 2020/02/11 15:00 | Category: DEADLINE_REMINDER
 Subject: Your RMS post-award/project requires additional information (RMS20-44352033)
 *** This is an automatically generated email, please do not reply ***

Dear Dr. Gnanakumar,

An approver has requested more information and/or revisions to your post-award/project.

The following notes were entered for your attention:

" Please update some information in this record. "

Please login to RMS to provide more information and return the post-award/project

Please contact the approver directly should you have any further questions about their re

RMS #: RMS20-44352033
 Project Title: 12345
 Principal Investigator: Dr. Ruban Gnanakumar
 Post-Award Type: Grant without Pre-Award
 Source of Funds: 2000169 Alberta Inc

To open the record requiring further information:

1. Click **Dashboard**.
2. Click **Post-Award/Projects requiring further information from PI (for approver)** in the *Things to do* list.
3. Click the [blue hyperlinked title](#) to open the record.


Things to do

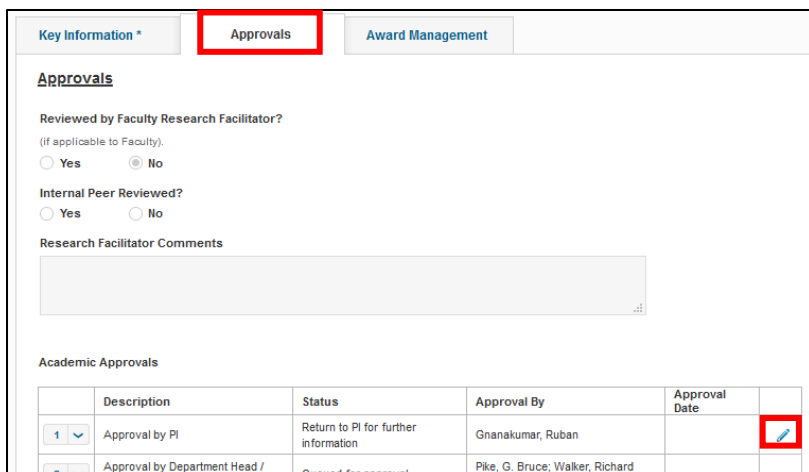
1 Post-Award/Projects requiring further information from PI (for approver)

[RMS20-44352033: 12345; Gnanakumar, Ruban - Radiology](#)
Last edited by Workflow RMS on 2020/02/11 at 2:59 PM

To respond to approver comments:

1. Click the **Approvals** tab.

- Click the  icon beside the approver's name to view the comments page.




Approvals

Reviewed by Faculty Research Facilitator?
(if applicable to Faculty).
☐ Yes ☒ No

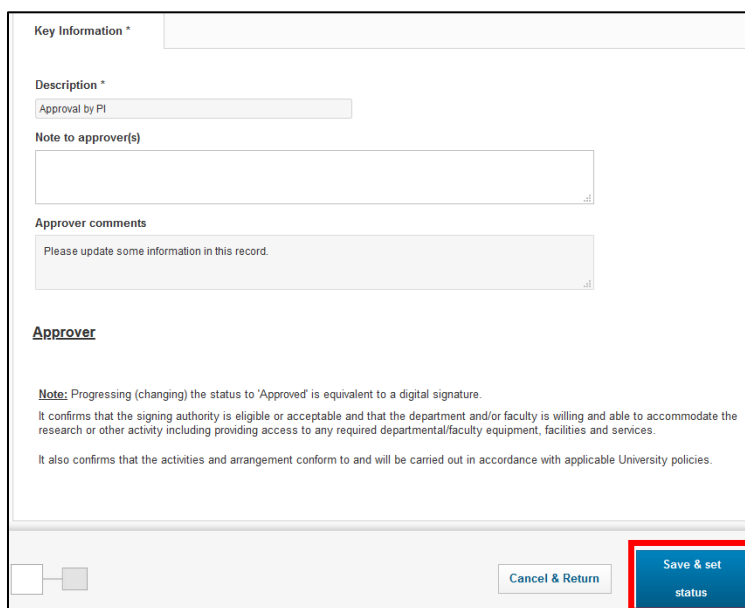
Internal Peer Reviewed?
☐ Yes ☐ No

Research Facilitator Comments

Academic Approvals

	Description	Status	Approval By	Approval Date	
1	Approval by PI	Return to PI for further information	Gnanakumar, Ruban		
2	Approval by Department Head /	Queued for approval	Pike, G. Bruce; Walker, Richard		

- Review the **Approver Comments**.
- Enter response to approver in the **Note to approver(s)** box.
- Click **Save & set status**.
- Select Return to PI for further information.
- Click **Save & Set Status**.
- Update RMS record with information requested.



Key Information *

Description *

Approval by PI

Note to approver(s)

Approver comments

Please update some information in this record.

Approver


Note: Progressing (changing) the status to 'Approved' is equivalent to a digital signature. It confirms that the signing authority is eligible or acceptable and that the department and/or faculty is willing and able to accommodate the research or other activity including providing access to any required departmental/faculty equipment, facilities and services. It also confirms that the activities and arrangement conform to and will be carried out in accordance with applicable University policies.

Cancel & Return **Save & set status**


To resubmit the updated record for approval:

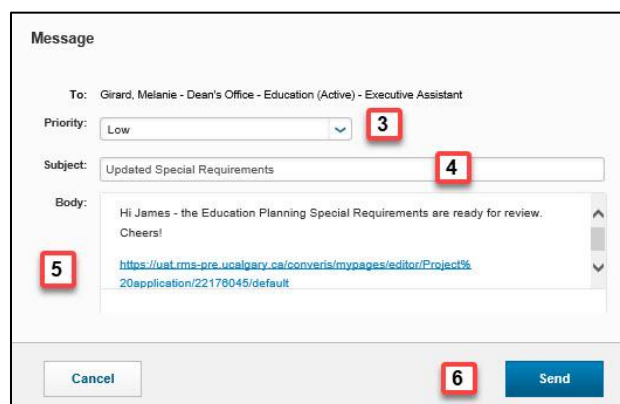
- Click **Save & Progress**.
- Select Submitted for Approval.
- Click **Save & Set Status**. The approval status for the approver who requested additional information will change to Pending Approval.

NOTIFICATIONS: SEND AND REPLY

Contacts listed in an RMS record can be sent a notification from within RMS wherever the  icon is displayed. Sent notifications from within RMS, are not saved in the Notifications inbox.

To send a notification:

1. Navigate to the **Contact** field (e.g., PI, Team Member, Co-Investigator, Designate, or Grants Officer).
2. Click the  icon in the right column beside the contact's name. The notification template opens.
3. Select the **Priority**
4. Add the **Subject**.
5. Add the message into the **Body**.
6. Click **Send**.



Message

To: Girard, Melanie - Dean's Office - Education (Active) - Executive Assistant

Priority: Low 3

Subject: Updated Special Requirements 4

Body: 5

Hi James - the Education Planning Special Requirements are ready for review. Cheers!

<https://uat-rms-pre.ucalgary.ca/converis/mypages/editor/Project%20application/22178045/default>

6 Cancel Send

To reply to a notification:

1. In the left menu, click **Notifications**.
2. Select the message you want to reply to by clicking on the hyperlinked message.



Select / Deselect all Mark as Read Mark as Unread Delete

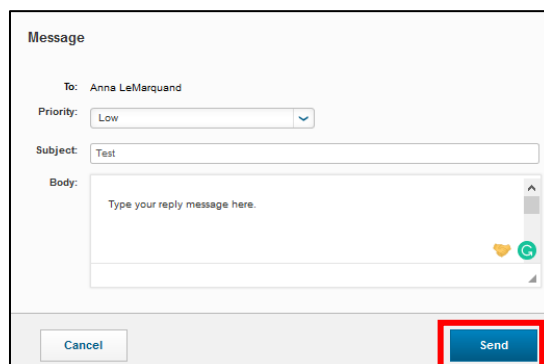
☐ Test

From: Anna LeMarquand | Category: USER_MESSAGE | Priority: LOW

3. Then click **Reply**.
4. Type your reply message in the Body field.
5. Click **Send**.



Delete Reply



Message

To: Anna LeMarquand

Priority: Low

Subject: Test

Body:

Type your reply message here.

Cancel Send