RMS NEWSLETTER

Your place for system updates, changes and next steps for the RMS project.

HIGHLIGHTS

Here are the top changes to watch for.

1. Letter of Intent (LOI)

2. RMS Pre-Award Training is Ongoing

3. User Acceptance Testing for Letter of Intent will begin soon

CHANGES AND ENHANCEMENTS

- Notifications will be sent to the PI, RF and RA after each level of Pre-Award approval. In addition, RA and RF will receive a notification after each record is created.
- Previous newsletters will be stored on the RMS website, in the Communications Archive section.
- Previously, **Project Title** and **Cash Requested** fields were not editable after the record was sent for academic approval. This has now been reconfigured to allow editing only when 'Returned to PI for Information' from RSO.
- Letter of Intent (LOI) functionality (single sponsor) (Release 3, early June).
- Foreign Currency capability (Release 3, early June).
- Power BI Reporting – being rolled out to Research Services Office users as the first wave for this new reporting tool.
- User Acceptance Testing for Letter of Intent will begin soon. Invites will be sent soon to Research Facilitators and the Research Services Office.

REMINDERS

- If you work in a Departmentalized faculty, could you please forward your most recent list of **Department Heads (including Associate/Deputy heads)** to rms@ucalgary.ca. If you have already done so, thank you!

TRAINING

- Given both Letter of Intent (LOI) and Foreign Currency functionality will be deployed in Release 3, we strongly recommend that any Researcher or other interested person, sign up for training if there is intent to submit a competition that requires an LOI to be submitted.
- We strongly encourage people who might use RMS in the next 6 months to sign up for a training session now and not wait until the last minute to sign up. See the updated list of competitions that will be managed in RMS.
- Pre-Award training for RMS is ongoing. The RMS team needs to know if your colleagues require or desire training. Training is available throughout the year, not just when new competitions are announced. Have them contact rms@ucalgary.ca for information about training. RMS users may also visit our website at any time to gain access to learning materials such as Quick Reference Guides (QRGs). The RMS webpage can be found here.

SCHEDULED VIRTUAL TRAINING

- We are offering virtual / remote training sessions every other Thursday starting April 23rd. If you or any of your colleagues would be interested in this training, please get in touch with us (RMS@ucalgary.ca).
- Additional date have been added to meet the high demand.

Upcoming Training Sessions for RMS Pre-Award/Application

Morning Session (10 a.m. – 12 p.m.)	Afternoon Session (2 p.m. – 4 p.m.)
May 7 (full)	May 7 (full)
	May 14 (full)
May 21 (full)	May 21 (full)
	May 28
May 29	
	June 1
June 2	June 2
	June 3
June 4 (full)	June 4 (full)
June 11	
June 18 (full)	July 2
July 16	July 30
August 13	August 27
September 10	September 24

Some feedback from recent training sessions:

- *"I think the format (demonstrating then having us go through an exercise) was great and wouldn't change it."*
- *"The content, format, presentation and facilitator were impressive. I was concerned about how an in-person course would be translated to a Zoom setting, but I learned with ease and everything went smoothly. A job well done to everyone."*
- *"There will be more questions in the future, but for now, I appreciated the hands-on learning."*

- If these times don't work for you, or if you have an urgent need, or if you require training unrelated to pre-award, please email rms@ucalgary.ca and we will work with you to find a solution.

TRAINING LINKS

- **RMS Training Materials**
- **Create a Pre-Award Grant Application**

RECENTLY UPDATED DOCUMENTS

Here is a list of recently updated or new support documentation. You will them very useful, **go check them out!**

- Post Award Quick Reference Guides for Researchers and Team Members
- Revisions to the Create a Pre-Award Grant Application
- RMS Frequently Asked Questions document – this is a new document with a list of questions and answers

NEXT STEPS

Next release:

- Amendments

On the horizon:

- Trainee and Internal Awards
- Multi-sponsor applications

NEED HELP?

You can always access help by checking the QRGs and user guides on the **RMS webpage.**

Contact the RMS Project Team Helpline, via email: **rms@ucalgary.ca**