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. Approver Refresher Training is Ongoing

4. Foreign Exchange

CHANGES AND ENHANCEMENTS

- Release 3 is live!
- Letter of Intent (LOI) functionality (single sponsor) is now available in RMS.
- Foreign Currency capability is now available in RMS.
- Power BI Reporting – being rolled out to Research Services Office users as the first wave for this new reporting tool.
- Foreign Exchange – Users now have the ability to select the currency of the award/competition which will is automatically converted to CAD on a nightly scheduled task.
- Help-text added when creating a new record that directs people to the RMS training website.
- Help-text added to the "Approver page" indicating that approvals can only be done from this page.

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!
- RMS sends notifications that a record needs approval to all faculty approvers and their equivalents. If you do not provide approvals and do not want to receive these notifications, you can turn off all notifications from RMS. See QRG Notifications.

TRAINING

- Letter of Intent (LOI) functionality was deployed in Release 3 so 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. NOTE: given the very similar functionality between Pre-Award and LOI, these sessions will address both.
- 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.
- Refresher training sessions for Approvers (typically DH and ADR) are being offered over the next 3 months. These are specifically aimed at people who need to provide approvals for pre-award applications.
- Anyone else who wants a refresher on RMS (non-approver role) should contact rms@ucalgary.ca.

SCHEDULED VIRTUAL TRAINING

- We are offering virtual / remote training sessions every week. If you or any of your colleagues would be interested in this training, please get in touch with us (RMS@ucalgary.ca).
- Additional dates have been added to meet the high demand.
- This year we've held 51 training sessions for 270 RMS users.

Upcoming Training Sessions for RMS Pre-Award/Application

Morning Session (10 a.m. – 12 p.m.)	Afternoon Session (2 p.m. – 4 p.m.)
	July 30 (full)
	August 4
August 13 (full)	
August 19	August 27
September 10	September 24

Some feedback from recent training sessions:
  - *"This was one of the smoothest training seminars I have been to."*
  - *"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."*

- 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.

RECENTLY UPDATED DOCUMENTS

- Post Award Quick Reference Guides for Researchers and Team Members.
- New QRGs for Letter of Intent and Foreign Exchange.
- Updated Quick Reference Guide for how to Approve a Pre-Award/ Application
- RMS Frequently Asked Questions document – this is a new document with a list of questions and answers.
- Link to all RMS Training Materials.

NEXT STEPS

Next release:

  - Amendments

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**