

APPROVING A PRELIMINARY RESEARCH PROPOSAL

Document Approval and Version Control

Procedure	Clarity User Guide
Document version:	Version 1.0
Prepared By:	Nicole Legovich
Date:	11 July 2018
Approved By:	General Manager, Research & Innovation
Date:	13 July 2018
Effective date:	13 July 2018
Policy review due by:	13 July 2021

Responsible Officer

Name	Position	Contact Details
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1. How to Login to Clarity

In the address window of your internet browser, enter the URL (<http://research.agrifutures.com.au>) and click **Go**.

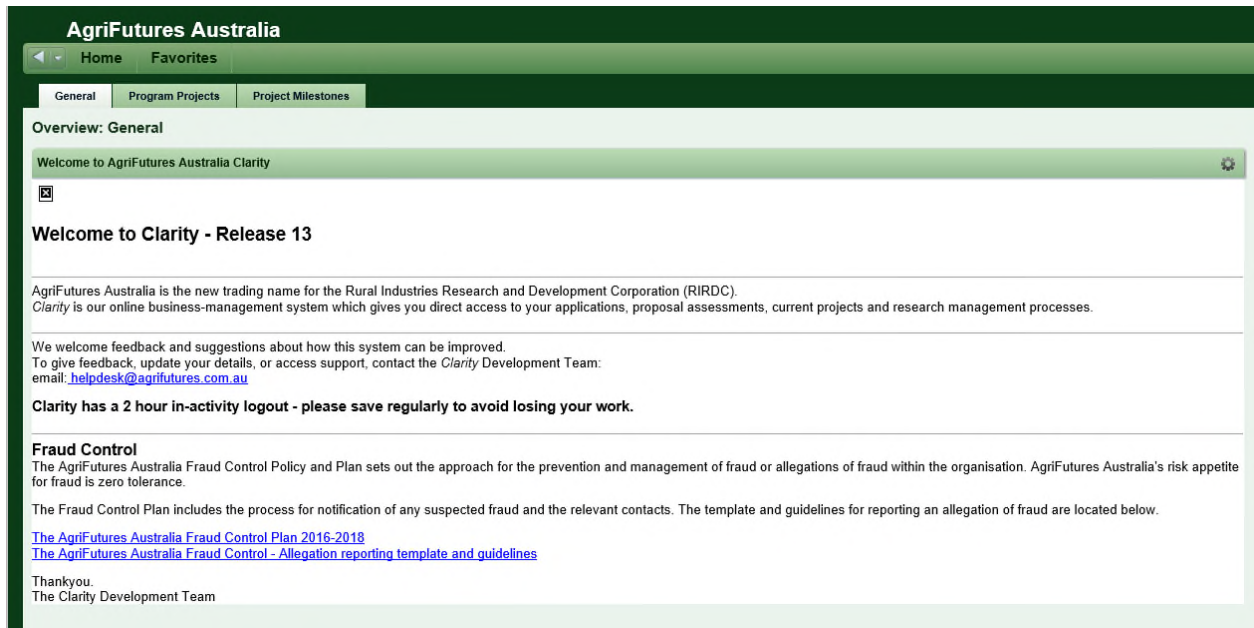
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



Forgotten your login details?

Email AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au

Your personal overview page will appear. Please verify the information on the screen. If the information is correct please continue. If not, please email the AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au to have it updated.



AgriFutures Australia

Home Favorites

General Program Projects Project Milestones

Overview: General

Welcome to AgriFutures Australia Clarity

Welcome to Clarity - Release 13

AgriFutures Australia is the new trading name for the Rural Industries Research and Development Corporation (RIRDC). Clarity is our online business-management system which gives you direct access to your applications, proposal assessments, current projects and research management processes.

We welcome feedback and suggestions about how this system can be improved. To give feedback, update your details, or access support, contact the Clarity Development Team: email: helpdesk@agrifutures.com.au

Clarity has a 2 hour in-activity logout - please save regularly to avoid losing your work.

Fraud Control
The AgriFutures Australia Fraud Control Policy and Plan sets out the approach for the prevention and management of fraud or allegations of fraud within the organisation. AgriFutures Australia's risk appetite for fraud is zero tolerance.

The Fraud Control Plan includes the process for notification of any suspected fraud and the relevant contacts. The template and guidelines for reporting an allegation of fraud are located below.

[The AgriFutures Australia Fraud Control Plan 2016-2018](#)
[The AgriFutures Australia Fraud Control - Allegation reporting template and guidelines](#)

Thankyou.
The Clarity Development Team

2. Reviewing the Preliminary Research Proposal

To review a preliminary research proposal: under **Home, Funding Applications**, select **Application Forms**.



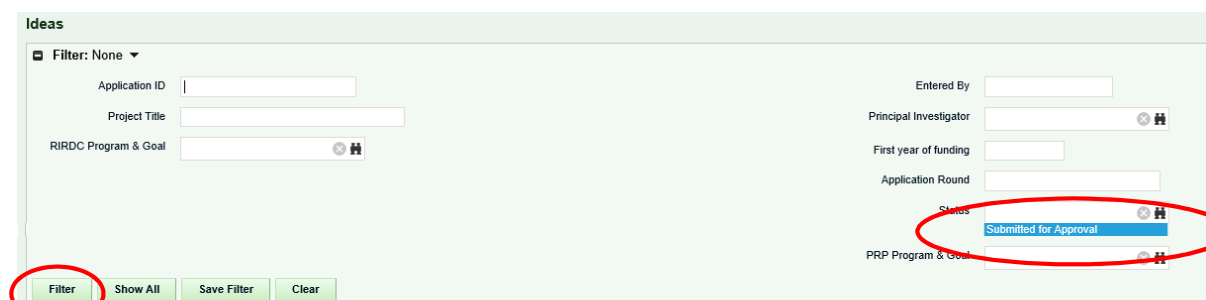
AgriFutures Australia

Home Favorites

Personal	Portfolio Management	Reporting	Funding Applications
Overview	Portfolio Reporting	Milestone Reports	Application Forms
Organiser	Programs	Milestone Financials	
Knowledge Store	Projects	Project Risk Reports	
Reports and Jobs	Advanced Project Search	Communications Strategy	
Account Settings	Internal Program Contributions List	Commitments	
	Advisory Panel Assessments	Contract Variations	
		Invoice Tracking	
		Final Financial Statement Tracking	
		Assessment Summary	
		Assessment Decisions	
		FRP Budget Summary	
		Project Funding	
		Outyear Budgets	
		Publication Reports	

Set as Home Reset Home Refresh

Under **Status** select '**Submitted for Approval**' and click **Filter**



Ideas

Filter: None

Application ID

Project Title

RIRDC Program & Goal

Entered By

Principal Investigator

First year of funding

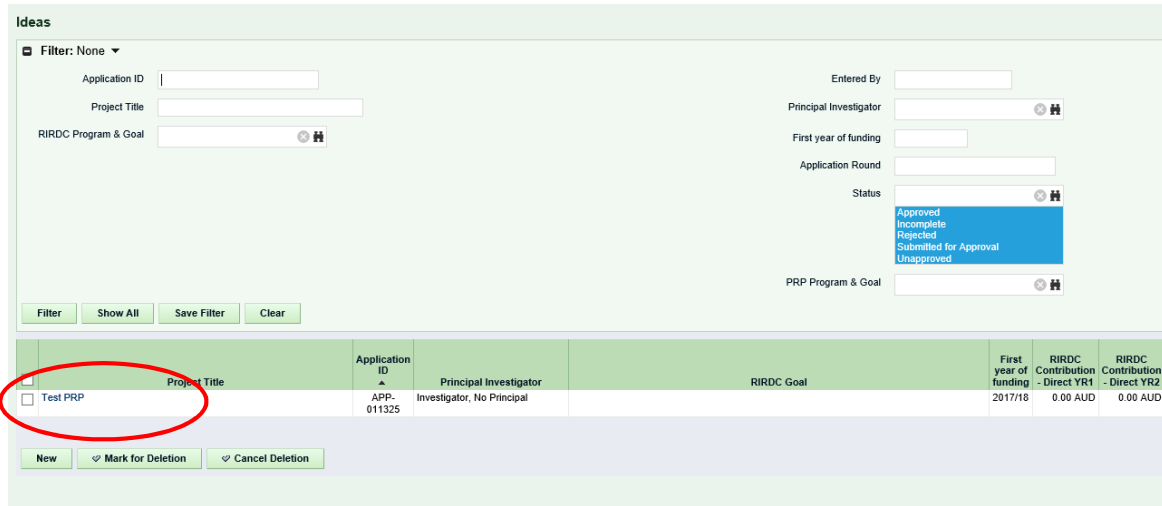
Application Round

Status

PRP Program & Goal

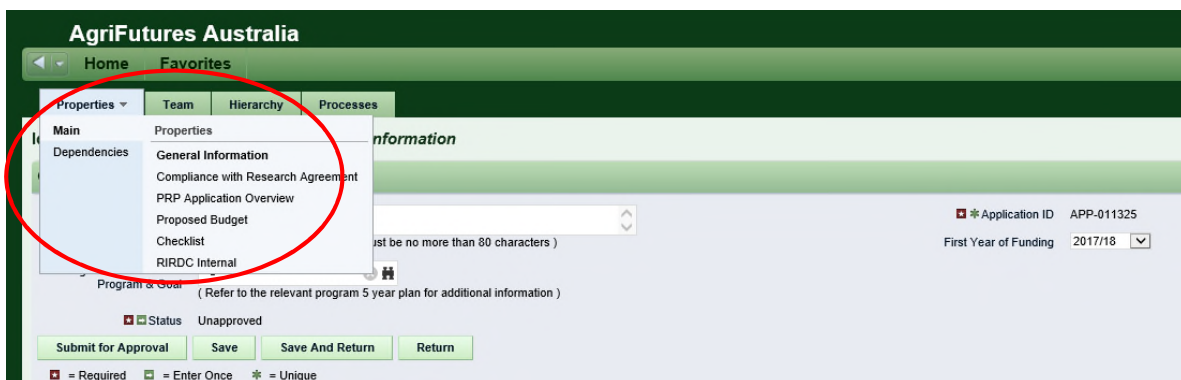
Filter Show All Save Filter Clear

Click on the name of the proposal you would like to review.



	Project Title	Application ID	Principal Investigator	RIRDC Goal	First year of funding	RIRDC Contribution - Direct YR1	RIRDC Contribution - Direct YR2
<input type="checkbox"/>	Test PRP	APP-011325	Investigator, No Principal		2017/18	0.00 AUD	0.00 AUD

The Preliminary Research Proposal general information page will appear.

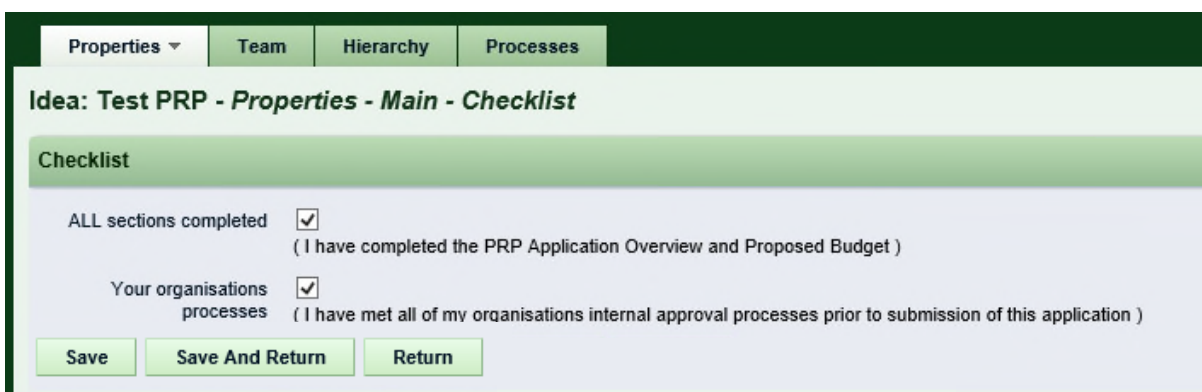


Review the **PRP application Overview** and **Proposed Budget**.

Click on **Checklist**

Ensure that both options have been ticked by the Principal Investigator.

This section can be updated by the Administrative Contact.



Idea: Test PRP - Properties - Main - Checklist

Checklist

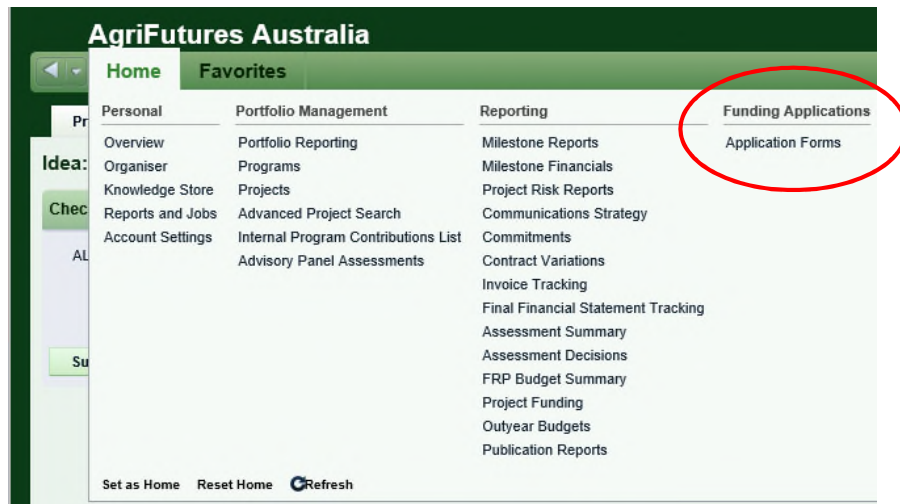
ALL sections completed
 (I have completed the PRP Application Overview and Proposed Budget)

Your organisations processes
 (I have met all of my organisations internal approval processes prior to submission of this application)

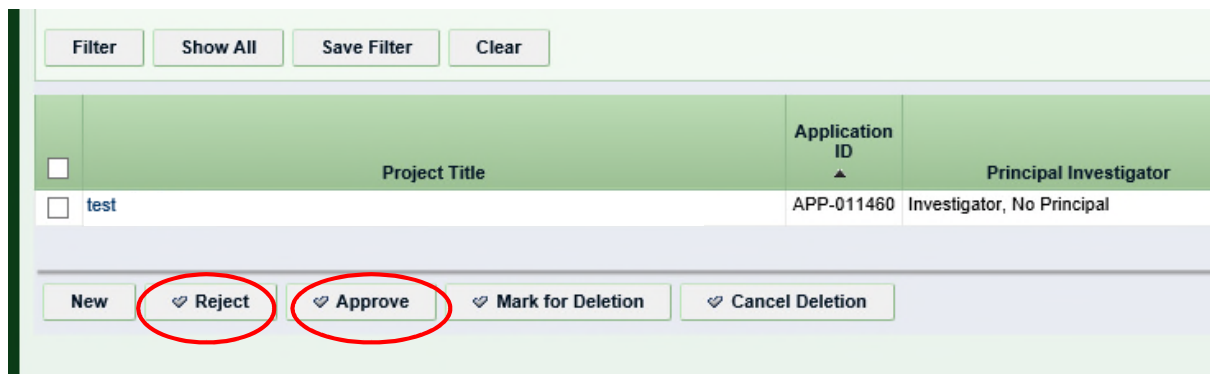
Save Save And Return Return

3. Assessing the Preliminary Research Proposal

Once you have reviewed the Proposal click on **Application Forms**



Tick the Proposal and select either **Approve** or **Reject**.



This will send an automatic notification to the Principal Investigator and AgriFutures Australia.

Approval: will submit and send the Proposal to AgriFutures Australia.

Reject: will send the Proposal back to the Principal Investigator for Resubmission.