

SUBMITTING A TRAVEL APPLICATION

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
Michael Beer	General Manager, Research & Innovation	(02) 6923 6915

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**.

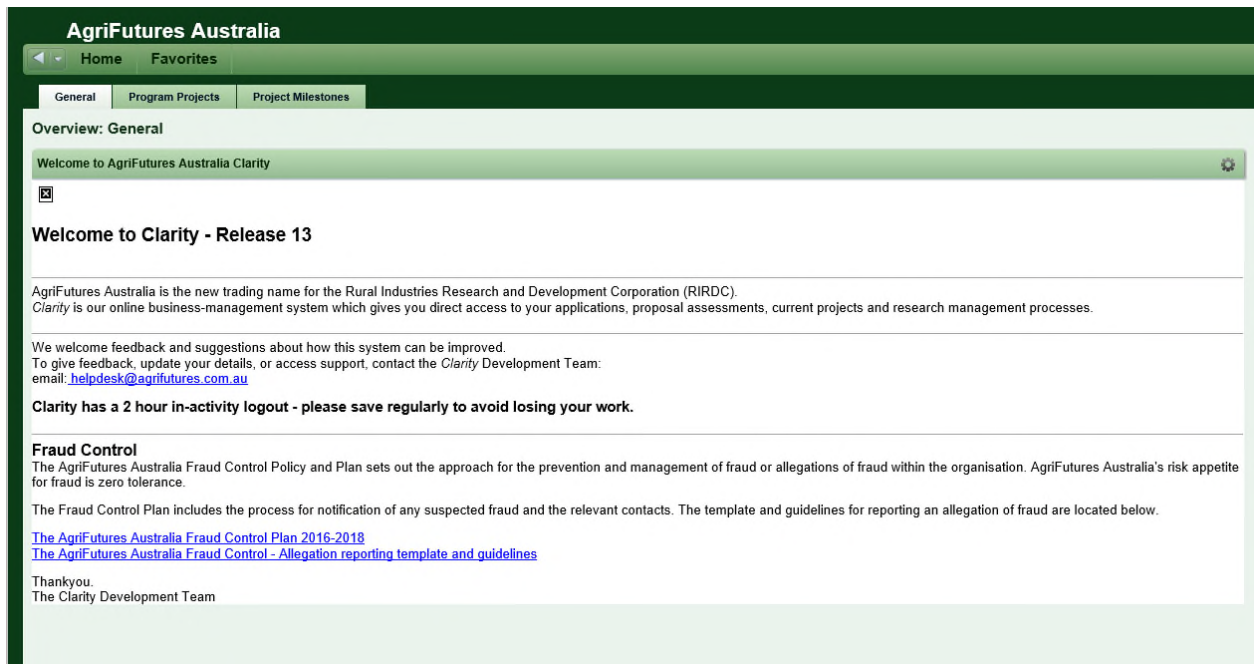
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



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.

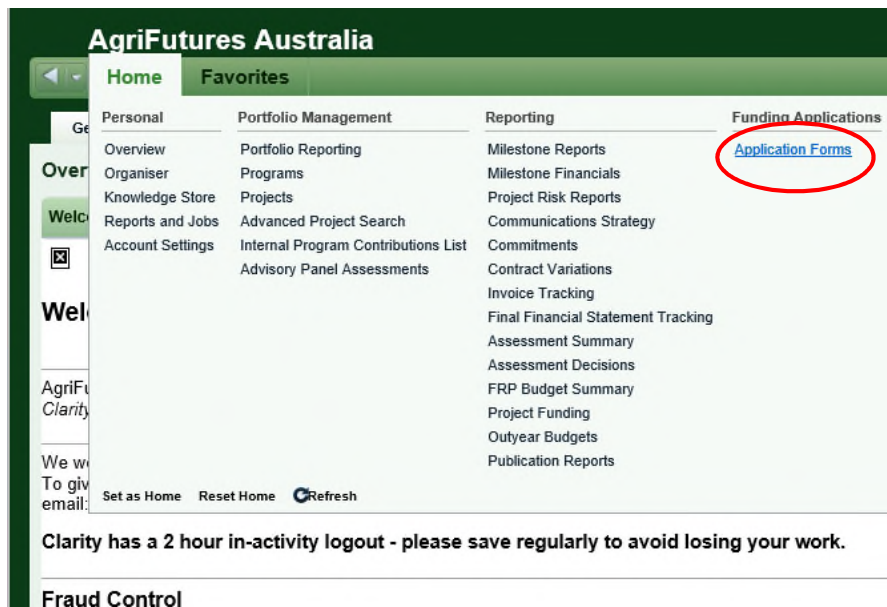
[The AgriFutures Australia Fraud Control Plan 2016-2018](#)
[The AgriFutures Australia Fraud Control - Allegation reporting template and guidelines](#)

Thankyou.
The Clarity Development Team

2. Submitting your travel application

To create a new travel application:

Select Home -> Application Forms.



AgriFutures Australia

Home Favorites

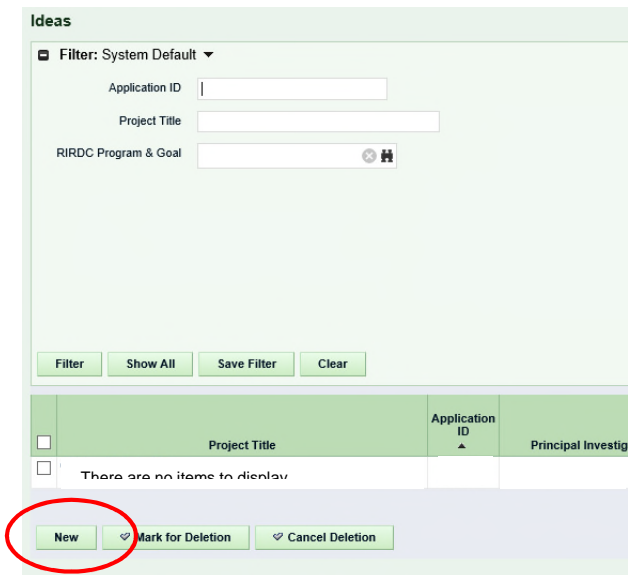
Personal	Portfolio Management	Reporting	Funding Applications
Overview	Portfolio Reporting	Milestone Reports	Application Forms
Organiser	Programs	Milestone Financials	
Knowledge Store	Projects	Project Risk Reports	
Reports and Jobs	Advanced Project Search	Communications Strategy	
Account Settings	Internal 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

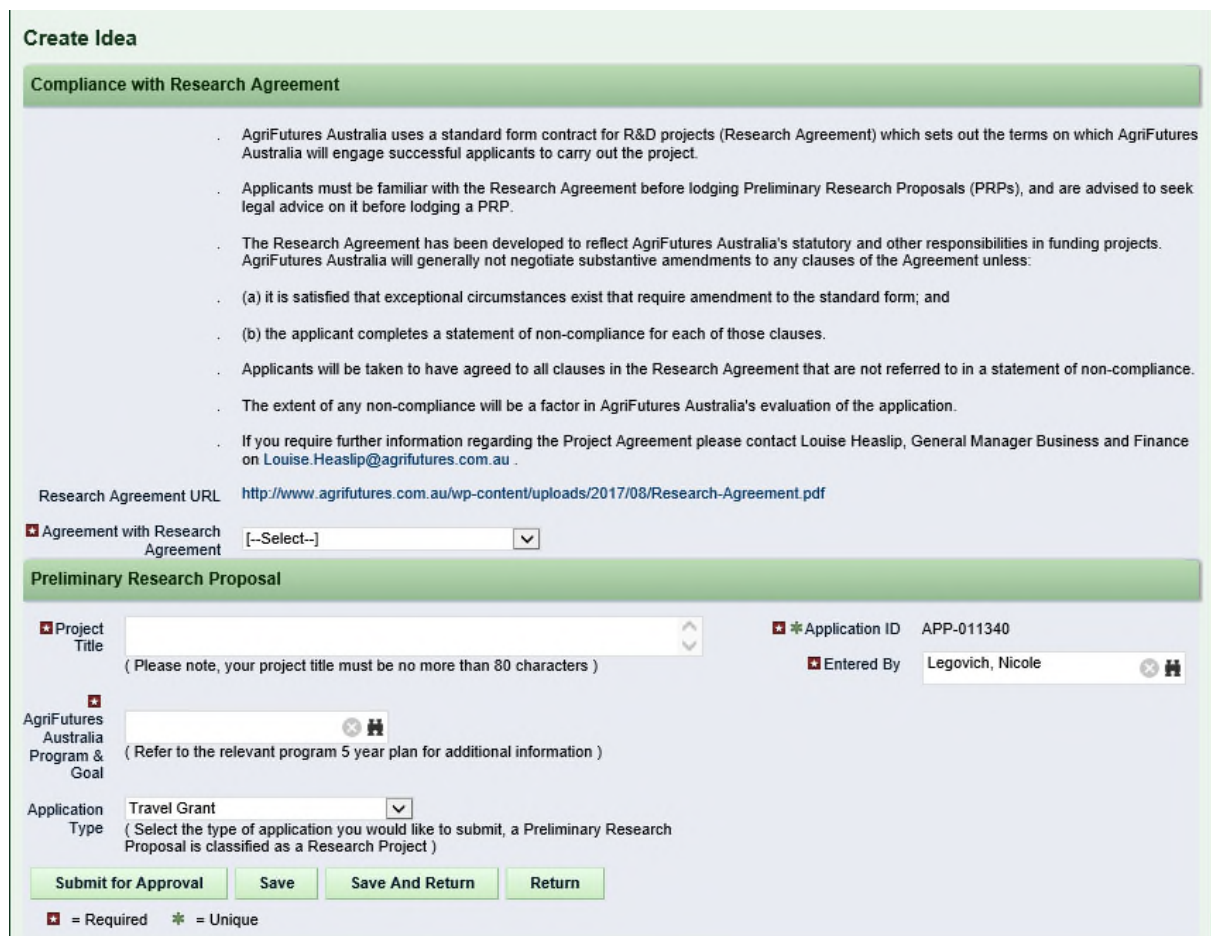
Clarity has a 2 hour in-activity logout - please save regularly to avoid losing your work.

Fraud Control

Select New.



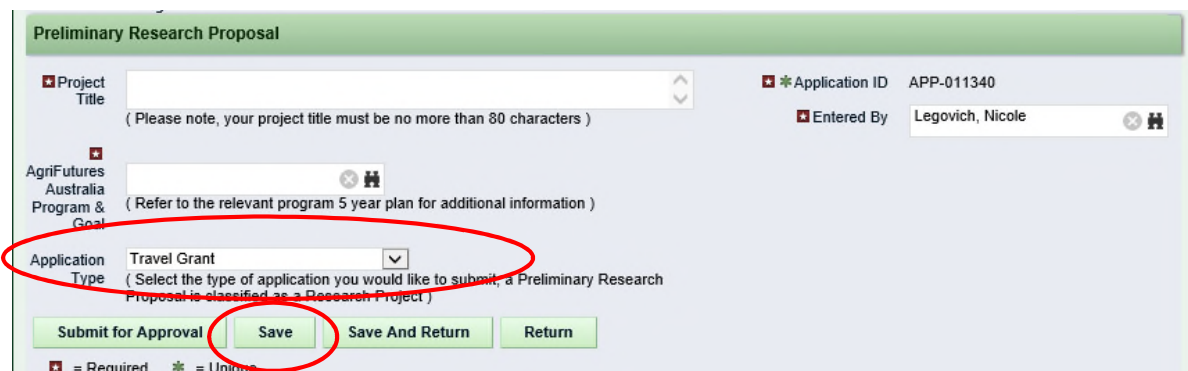
The Applications overview, general information page will appear.



This page will require you to view the AgriFutures Australia Terms and Conditions and complete the following details:

- **Compliance with Research Agreement** - Principal Investigator and Administrative Contact should review the Research Agreement Terms and Conditions prior to creating an Application.
- **Project Title** – enter the title of the travel application
- **Application ID** – this field will be automatically generated by Clarity. You should remember your Application ID for future liaison with AgriFutures Australia.
- **AgriFutures Australia Program and Goal** – click on the binoculars. A look up screen will appear. Please select the AgriFutures Australia Portfolio, Program and Goal that your proposal relates to [e.g. Global Challenges/GC-Food Security]. Please refer to the relevant program five year R&D plan for more information.
- **Application Type** – from the drop-down list, select **“Travel Grant”**.
- **Entered By** – this field will be automatically generated by Clarity.

Once you have completed all fields, press **Save**.



Preliminary Research Proposal

Project Title (Please note, your project title must be no more than 80 characters)

Application ID APP-011340

Entered By Legovich, Nicole

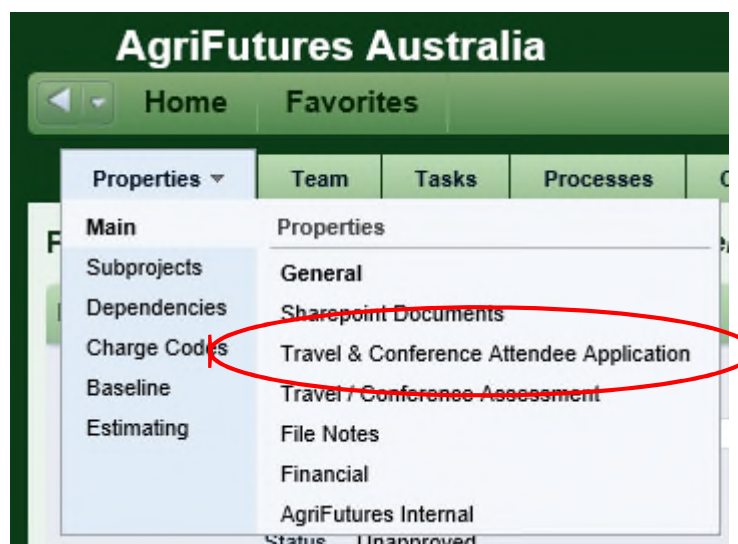
AgriFutures Australia Program & Goal (Refer to the relevant program 5 year plan for additional information)

Application Type **Travel Grant** (Select the type of application you would like to submit, a Preliminary Research Proposal is classified as a Research Project)

Submit for Approval Save Save And Return Return

Required Unique

Once you have selected **Save**, click **Properties -> Travel and Conference Attendee Application**



AgriFutures Australia

Home Favorites

Properties Team Tasks Processes

Main Properties

Subprojects General

Dependencies Sharepoint Documents

Charge Codes **Travel & Conference Attendee Application**

Baseline Travel / Conference Assessment

Estimating File Notes

Financial

AgriFutures Internal

Status Unapproved

Please complete all fields based on the guidelines contained on the next page of this document.

General Information	
<input checked="" type="checkbox"/> Project Name	test
<input checked="" type="checkbox"/> Project ID	PRJ-010735
AgriFutures Australia Program & Goal	NAP-Enhance industry succes <input type="checkbox"/> <input type="checkbox"/>
	(Refer to the relevant program 5 year plan for additional information)
First year of funding	2016/17
Person Travelling	
Title	<input type="text" value="--Select--"/>
Phone Number	<input type="text"/>
First Name	<input type="text"/>
Fax Number	<input type="text"/>
Surname	<input type="text"/>
Email Address	<input type="text"/>
Research Organisation	<input type="text"/> <input type="checkbox"/> <input type="checkbox"/>
Travel Location / Conference Details	
Name of Conference	<input type="text"/>
Travel / Conference Dates	
Commencement Date	<input type="text"/> <input type="text"/>
Finish Date	<input type="text"/> <input type="text"/>
Itinerary	
Itinerary	<input type="text"/>
Itinerary Attachment	<input type="text"/> <input type="button" value="Browse..."/>
Reason/s for Travel	
Reason/s for Travel	<input type="text"/>
	(Indicate if travel relates to current RIRDC project)
Funds provided / sought from other sources	
Organisation	<input type="text"/> Amount \$ <input type="text" value="0"/>
Organisation	<input type="text"/> Amount \$ <input type="text" value="0"/>
Organisation	<input type="text"/> Amount \$ <input type="text" value="0"/>
Financial support requested from AgriFutures Australia	
Airfares (economy class) \$	<input type="text" value="0"/>
Other fares \$	<input type="text" value="0"/>
Conference registration fee \$	<input type="text" value="0"/>
Other - please specify \$	<input type="text" value="0"/>
Other - Specification	<input type="text"/>
Less: Input tax credits \$	<input type="text" value="0"/>
TOTAL \$	<input type="text" value="0"/>
GST?	<input type="text" value="--Select--"/>
<input checked="" type="checkbox"/> = Required	<input checked="" type="checkbox"/> = Unique
<input type="button" value="Save"/>	<input type="button" value="Save And Return"/>
<input type="button" value="Return"/>	

APPLICATION GUIDELINES

- Only economy class travel will be funded (in full or part), including land, sea or air transport. Exceptions may be considered on presentation of a doctor's certificate.
- Registration costs of seminars, conferences, etc., will be considered
- While travel and registration fees will be considered in the first instance, other legitimate and justifiable expenses may be considered.
- Daily subsistence may be considered on some international travel, but under normal circumstances will not be considered within Australia. It is expected that intending applicants seek such funding from other sources.
- Travel applications will only be considered prior to proposed travel. Post-travel applications will not be accepted.
- Any travel funded will generally be limited to a cumulative value of \$10,000 per applicant each financial year.
- The Travel Funds Agreement will be between the applicant's organisation and AgriFutures Australia, unless otherwise requested.

Once you have completed all of the fields on the application form click **Save**.

NOTE: You can save your unfinished proposal at any time. It will appear on your ideas page as a preliminary research proposal with the status of 'open'. To re-access the proposal simply click on the title. AgriFutures Australia advises all applicants to **SAVE** as you go.

IMPORTANT

Save: saves your work and takes you on to the next step.

Submit: saves your work and returns you to the list view.

Submit for Approval: saves your work and submits your proposal to AgriFutures Australia for assessment.

Cancel: cancels the idea without saving.

3. Submitting your travel grant for approval

When you are confident that your application is complete you are ready to submit your application for approval.

Simply click the **Submit for Approval** button at the bottom of the screen and your proposal will be automatically submitted to AgriFutures Australia.

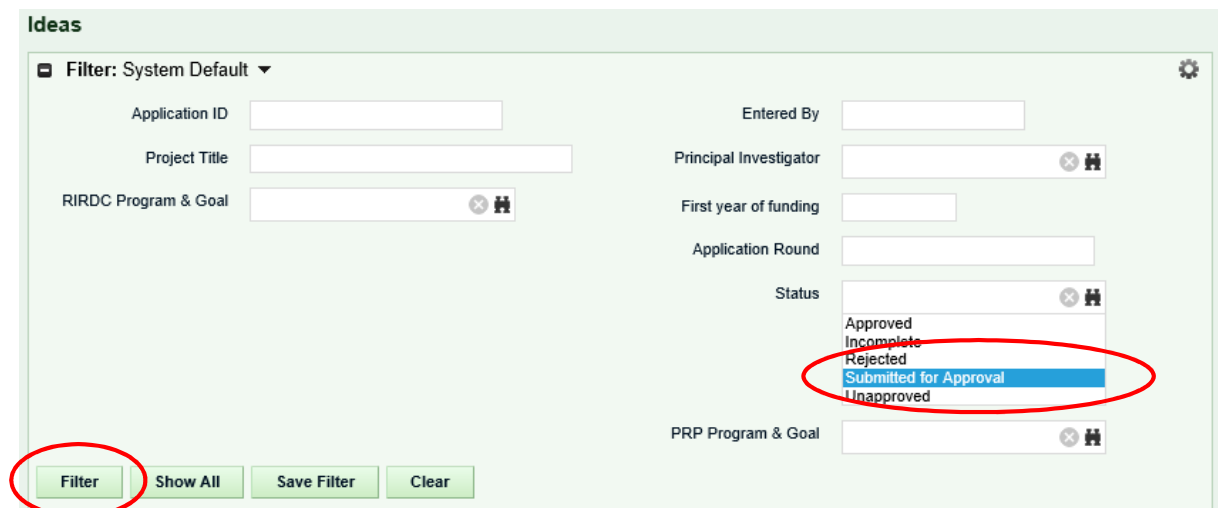
NOTE: After submission of your proposal, you will not be able to make any changes to your travel application.

4. Administrative Contact Approval

Navigate to Home -> Application Forms.



A list of projects under your organization will show, change the filter status to only have **Submitted for Approval** and click **Filter**.



Review the project by clicking on the **Project Name**.



	Project Title	Application ID	Principal Investigator	RIRDC Goal	First year of funding	RIRDC Contribution - Direct YR1	RIRDC Contribution - Direct YR2	RIRDC Contribution - Direct YR3	RIRDC Contribution - Direct YR4	RIRDC Contribution - Direct YR5	TOTAL RIRDC FUNDING REQUESTED	Status
<input type="checkbox"/>	Test Travel Grant Application	APP-011341	Investigator, No Principal	HOR-Industry planning, economic benefit studies and market research	2017/18	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	Submitted for Approval

The click on **Properties -> Travel and Conference Attendee Application**.



When you have reviewed the Application, click **Save and Return**.

To approve or reject, check the box next to the Project title and click either the **Approve** or **Reject** button.

Status: (dropdown menu: Approved, Incomplete, Rejected, Submitted for Approval, Unapproved)

PRP Program & Goal:

Filter Show All Save Filter Clear

	Project Title	Application ID	Principal Investigator	RIRDC Goal	First year of funding	RIRDC Contribution - Direct YR1	RIRDC Contribution - Direct YR2	RIRDC Contribution - Direct YR3	RIRDC Contribution - Direct YR4	RIRDC Contribution - Direct YR5	TOTAL RIRDC FUNDING REQUESTED	Status
<input type="checkbox"/>	Test Travel Grant Application	APP-011341	Investigator, No Principal	HOR-Industry planning, economic benefit studies and market research	2017/18	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	Submitted for Approval

Displaying 1 - 1 of 1

New **Reject** **Approve** Mark for Deletion Cancel Deletion

Approving: submits the application to AgriFutures Australia

Rejecting: sends the application back to the Principal Investigator for editing.