

Admin Contact User Guide for Approving a Preliminary Research Proposal Application (PRP)

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Accessing K2

Access to K2 is required before being able to submit an application. If you do not already have an account, please email helpdesk@agrifutures.com.au

Once you have received your login credentials, type the following URL in to your internet browser – we recommend that you use Chrome or Microsoft Edge -
<https://agrifutures.onk2.com/Runtime/Runtime/Form/ResearcherDashboard/>

If you have forgotten your username and/or password, please email helpdesk@agrifutures.com.au.



Welcome

A screenshot of the login page. At the top left is the AgriFutures Australia logo. To its right is the word "Welcome". Below this is a large grey rectangular area containing a white login form. The form has the text "If you are an existing user, please login below." at the top. Below that is the heading "Enter your Credentials". There are two input fields: "USER NAME:" with the placeholder text "yourname@demo.com" and "PASSWORD:". Below the password field is a link that says "Forgot your Password?". At the bottom right of the form is a green "Login" button.

Researcher Dashboard

Once you have logged into K2 you will be taken to your Researcher Dashboard.

From here you can create new applications for research, view reports and change settings.

There are also three tables:

1. **My Tasks** – when you have a task to action, it will appear here. You will also receive an email notification advising you that there is a task for you to action.
2. **My Applications** – once you start an application, it will appear here and the status will be updated during the review/assessment and approval process so you can see where your application is up to.
3. **My Projects** - If you are successful in your application, once contracted, it will become an active project and will sit within this area.



Home



Add Application



Reports



Settings

My Tasks

Action Task Refresh

ACTIVITY NAME	FOLIO	ASSIGNED DATE TIME
Review Application	RFQ-013052	10 Dec 2020 10:31

My Applications

Refresh & Filter Open Application Additional User

Filters

APPLICATION ID	NAME	STAGE CODE	CREATED BY	CREATED DATE	STATUS
No Items to display.					

My Projects

Refresh & Filter Open Project Additional Users

Filters

PROJECT ID	NAME	STAGE CODE	CREATED BY	CREATED DATE	STATUS
No Items to display.					

Admin Approval – Preliminary Research Proposal (PRP)

You will receive an email notification to advise you that a PRP application has been submitted from within your organisation. As Admin Contact you must review and approve the application before it can be sent to AgriFutures Australia for assessment.

There will be a link within the email which will take you directly to the Application or alternatively you can login to K2 using your login credentials and select the application from within the 'My Tasks' table.

AgriFutures Australia **Researcher Dashboard**

Home Add Application Reports Settings

My Tasks

Action Task Refresh

ACTIVITY NAME	FOLIO	ASSIGNED DATE TIME
Review Application	PRP- 013056	10 Dec 2020 15:42

Select the application by clicking on the Activity Name. This will open the application for you to review. Please ensure you review each page of the application carefully and complete the Task Action Page before submitting.

AgriFutures Australia **RFQ Application Form - Review** RFQ-013059

T & Cs Organisation Application Milestones Budget Attachments Task Action

Terms and Conditions

AgriFutures Australia uses a standard form contract for projects (Research Agreement or Provider Agreement) which sets out the terms on which AgriFutures Australia will engage successful applicants to carry out the project.

Applicants must be familiar with the Research Agreement before lodging Preliminary Research Proposals (PRPs) or the Provider Agreement prior to lodging an RFQ response, and are advised to seek legal advice regarding the Agreements before submitting either proposal.

The Agreements have been developed to reflect AgriFutures Australia's statutory and other responsibilities in funding projects. AgriFutures Australia will generally not negotiate substantive amendments to any clauses of the Agreement, unless:

(a) it is satisfied that exceptional circumstances exist that require amendment to the standard form; and

(b) the applicant completes a statement of non-compliance for each of those clauses.

Applicants will be taken to have agreed to all Agreement clauses that are not referred to in a statement of non-compliance.

The extent of any non-compliance will be a factor in AgriFutures Australia's evaluation of the application. If you require further information regarding the Project Agreement please contact Louise Heaslip, General Manager, Corporate: Louise.Heaslip@agrifutures.com.au

DO YOU AGREE WITH THE LINKED AGREEMENT?
Agree

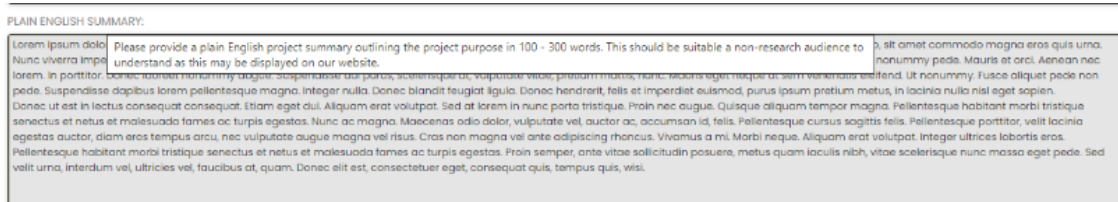
PROGRAM / PROGRAM GOAL:
Chicken Meat | CME-Improving Food Safety of Australian Chicken Meat

APPLICATION TYPE:
Request for Quotation (Application in response to a RFQ)

Non-Compliance

Back Next

Throughout the application, you can see the explanatory text for each text field by hovering your mouse over the text box or the heading.



Please ensure you review each page of the application carefully and complete the Task Action Page before submitting.

Task Action Page

When you are satisfied that you have thoroughly reviewed the application, please navigate to the Task Action page. Here you will need to select from the dropdown. The options are:

- **Approve:** This will approve the application on behalf of your organisation and send the application to AgriFutures Australia for review and assessment.
- **Revision Requested:** If you choose this option you will need to supply a comment in the comment text box. This will send a notification to the applicant requesting they revise the application before it can be approved by your organisation.
- **Rejected:** If you choose this option you will need to supply a comments in the comment text box. This feedback will be sent back to the applicant to advise that you have rejected this application and the application will not be submitted to AgriFutures Australia.



PRP Application Form – Review

PRP-013056

When you have finalised your choice and supplied all relevant feedback/notes in the comment text box, select **Submit**.

Additional Notes

- We recommend you use Chrome or Microsoft Edge to get the most out of K2.
- You can navigate between the pages by selecting the button at the top of the application.
- If you would like to return to the home page of the Researcher Dashboard click the AgriFutures Australia logo at the top of each page.
- The submission period will close promptly at the advertised closing time. Applications will not be received after this point. Please allow sufficient time to review and approve the application. If for some reason you are not able to meet the deadline, you will need to advise the AgriFutures Australia contact of your circumstances and they can advise you of your options.
- Once the Admin Contact approval is complete, the application will be reviewed by AgriFutures Australia. If the application is approved by AgriFutures Australia, the applicant will be invited to submit a full research proposal (FRP).
- If you require assistance please contact the Program Coordinator/Manager directly or alternatively email AgriFutures Australia HelpDesk at helpdesk@agrifutures.com.au.