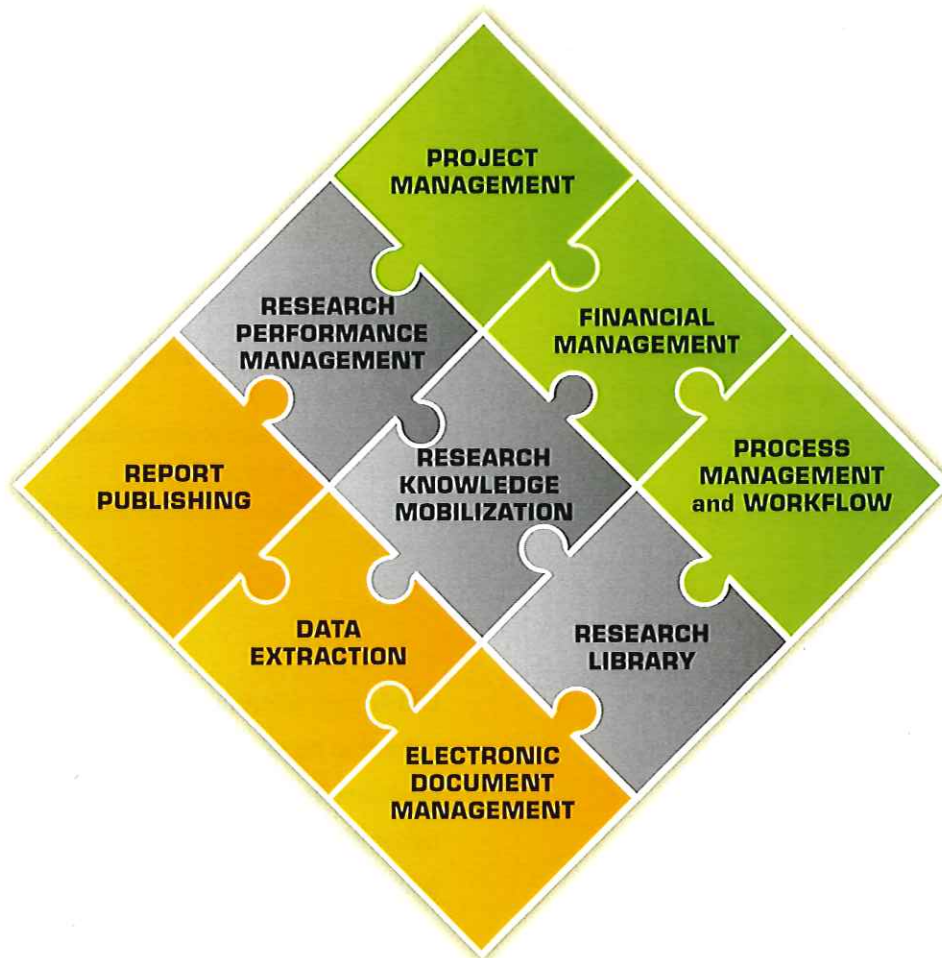


# RMS

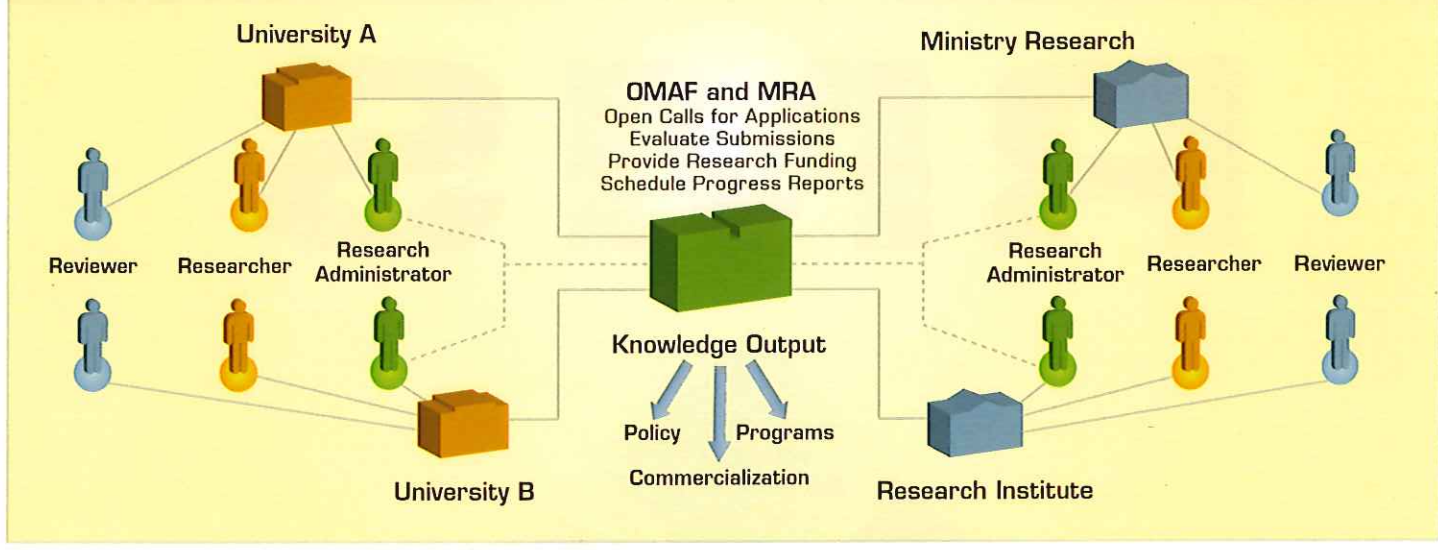


## Research Management System

Research Funding Life Cycle Management | Tracking of Publications | Contact and Organization Management

# RMS

## Research Management System



### Research Analysts

- Monitor and evaluate applications through all stages, from letter of intent (LOI) to final progress report.
- Provide insight and support to contributing and prospective researchers.
- Access payment schedules, program summaries, and published reports.
- Create and control login credentials for researchers, reviewers, and research offices.
- Publish funding opportunities and research areas to private and public institutions

### Researchers

- Save applications in draft state to avoid lost data and wasted time
- View deadlines, application history and feedback to improve future applications
- Report on key performance indicators for funded projects

### Reviewers

- Invited to help evaluate proposals
- View only the abstracts of invited applications
- Accept or decline position as reviewer
- Confidentiality and conflict of interest declaration
- Evaluate applications on a pre-defined form using word ladders

### OMAF and MRA

- Track milestones and outcomes for programs
- Facilitate industry-government collaboration and co-funding opportunities
- Enable knowledge translation and transfer

OMAF and MRA first collaborated with the vendor to develop the RMS as a tool for research programs administered by ministry staff. It soon became clear to that other research programs administered on behalf of OMAF and MRA, e.g. University of Guelph (UofG) agri-food research programs, could be just as efficiently managed through the RMS. Today, all of our UofG administered programs are subscribed, evaluated, monitored and reported through the RMS. The RMS has quickly become the vehicle for knowledge creation and transfer within our network of research partners.

OMAF and MRA use the **RMS** to manage every aspect of the research lifecycle, from accepting the first LOI to approving the final progress report.

## Overview

- Online system for submitting and managing applications to OMAF and MRA - funded research programs
- Implemented in April 2011
- Provides an online workspace for researchers and OMAF and MRA staff to create, evaluate and automate research applications
- Manages people and organizations, tracks their applications

## Progress Reporting

- Report templates available on the researcher workbench
- Progress from previous reports is carried over to newer reports for reference
- Report template is easy to navigate and fill out
- Validations don't allow submissions unless all mandatory fields have been completed
- Confidential material and intellectual (IP) is separated from public information
- PDF copies always available to researcher through their workbench

## Workbenches

Program	Letter of Intent Pending RO Approval				Full Proposal & Offered Subject to Revisions				Declined / Withdrawn	Total
	In Preparation	Pending RO Approval	Under Review	Offered	In Preparation	Pending RO Approval	Under Review	Offered		
Best Management Practices Verification and Demonstration	2	0	1	0	0	0	1	0	0	4
Food Safety	12	0	0	2	1	2	0	2	2	19
Historical Data	0	0	0	0	0	0	0	0	0	1
New Directions	14	3	0	1	0	0	1	2	2	27
OMAFRA - U of G Historical REPORTING	0	0	0	0	0	0	0	0	0	3

Research Office Workbench

## Application Process

- Application templates use validations to ensure complete submissions
- Remote Internet access to the system allows researchers to work from anywhere
- Auto-population of key fields
- See current status of applications and reports on researcher workbench
- Suggest reviewers for applications
- PDF versions of the application are immediately made available for downloading and printing

## Management of Payments

- Easily link complex projects to multiple sources of funds
- Create and view payment schedules
- Multiple versions of budgets
- Traceable invoicing and payment history

- Research Office workbench (pictured) organizes, by category, all applications submitted under the office
- Researcher workbench displays open calls, current applications, pending and approved progress reports
- Reviewer workbench shows open calls, assigned projects and review forms
- Users who are both researchers and reviewers may use the same login credentials to access each of their portals

# The RMS Advantage

## SIMPLE

- Templates with validations for both researcher applications and progress reports
- Key fields auto-populated by the system
- Create and export PDF versions of all applications and reports

## FLEXIBLE

- Remote access for all current and past applications and reports
- Access to applications in every stage of the research lifecycle
- Supported by OMAF and MRA staff

## SECURE

- CICA 5970 / SAS 70 Audited
- Full system backups every 24 hours
- Confidential information and IP separated from publicly available information

## FUNCTIONAL

- Current status of applications visible on researcher workbench with automatic administrative email notifications
- Customized view based on user role
- Easy transfer of research knowledge

The RMS is a software as a service provided by Smart Simple.com

## Contact

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