RIMS AWARD MANAGEMENT – FAQs v1

1. How do I access RIMS?

Please follow this link https://rcsi.academic.ie/live/w_rms_security.login and Click on the RCSI Azure login button. If you are asked to enter your username and password, then use your rcsi.com email account and windows password to log into RIMS ie: Username@RCSI.COM Password: 'Your Windows Password'.

If you are unable to access RIMS, please contact IThelpdesk@rcsi.com to ensure that you have the right permissions associated with your profile.

2. Is INTENT Stage mandatory?

Yes, Intent is a new mandatory feature. This feature allows the Office of Research & Innovation (ORI) to gauge how many applications are being submitted at any one time for upcoming calls. Link to training video here.

3. Is PROPOSAL Stage mandatory?

Yes, all research funding applications **must** be submitted through RIMS PROPOSAL for approval and sign-off by ORI before institutional approval can be granted This needs to be done at least **ONE WEEK** in advance of the call deadline to allow ORI/Finance time for budget check and approval.

(**NB: Exceptions**: Industry Funding, Private/Unconditional Funding and RCSI Internal Research Funding – No proposal stage required. Please contact postaward@rcsi.com directly).

Link to training video here.

4. How are BUDGETS approved?

All proposal budgets must be approved **ONE WEEK** before the external funding deadline (Two weeks for high volume calls). All budgets must be submitted by the PI/Postdoc/Research Manager or Administrators and approved by ORI through RIMS by completing a PROPOSAL Form. Proposals over €500,000 will also be signed off by Finance. Budgets will no longer be approved via email.

5. How are successful awards registered at GRANT REGISTRATION stage?

In a change to current protocol, all grant registrations will now be submitted on RIMS by the ORI on behalf of the PI/Postdoc/Research Managers or Administrators. All award documentation and queries should be emailed upon receipt to postaward@rcsi.ie and will be entered onto RIMS by the ORI. The award cannot be registered until the ORI receives the **final signed executed copy** of the award documents.

The PI/Postdoc must then approve the registration and submit to Finance to activate the LIVE Grant on Agresso. The PI/Postdoc/Research Managers or Administrators will be unable to amend the form. Change requests must be submitted back to the ORI.

Link to training video here.

6. How are BUDGET AMENDMENTS supported?

All eligible budget amendments (approved by the funder or funding that those not require funder approval) must be submitted through RIMS. ORI will submit the budget changes to RIMS on behalf of the PI/Postdoc/RM under direction from Finance. These changes must then be approved by the PI/Postdoc/RM within RIMS.

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7. How are LIVE GRANT AMENDMENTS supported?

All LIVE GRANT amendments must be submitted through RIMS. ORI will submit the changes on RIMS (see above for budget amendments). These changes must then be then approved by the PI/Postdoc/RM.

8. How do I know if I have any action to take on RIMS?

As PI, you will receive an email notification and a task notification on RIMS explaining the action to be taken.

9. How do I know the status of my submission (eg: who needs to take the next action to complete the application or registration?)

If you enter RIMS and select the person icon 👤 associated with the form, you will be able to identify who has approved the form and who is next in line to approve.

10. Can I access all my previous AWARDS from the Research Database?

All Award data has been migrated from the Research Database to RIMS and will be available under your profile. It was not possible to migrate all the attachments associated with these records but these are still available on the READ ONLY version of the old research database

11. Who do I CONTACT if I have a query regarding RIMS Award Management?

All queries involving technical issues should be directed to the IThelpdesk@rcsi.com. All funding application queries should be directed to grantsapplicationsupport@rcsi.com. All post award queries should be directed to postaward@rcsi.com.

12. Who do I CONTACT if I have a query regarding RIMS Research Recruitment?

All queries involving technical issues should be directed to the IThelpdesk@rcsi.com. All queries regarding research recruitment should be directed to HRqueries@rcsi.com. Link to help video here.

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