## **Reviewing a Research Approval Form - Head of School**

As a Head of School a system generated email will be sent to you whenever someone in your School submits a Research Approval Form (RAF).

## To open a RAF for review

Follow these steps:

<ol> <li>Login to Orion</li></ol>	ACUIresearch
<u>https://orion.acu.edu.au/RMENet/</u> using your	Bore Encs BDR Persons Payles Dufactor
normal ACU network username & password. <li>From the Projects menu, select My Project</li>	Som My Projects
Requests.	Welcome To Orion at AC
<ol> <li>Then on the left hand side of screen, click on the option labelled 'RPRs for Review'.</li> <li>This will display a list of RAFs awaiting your review.</li> </ol>	ORIOR: RESEARCH INFORMATION ONLINE (BME 5:50)         Home       Contracts       ERA       Ethics       HDR       Personne         My Project Requests:       Project Requests:       Project Requests       Project Requests         Create an RPR       My Project Requests (RPR)       Image: Create and School Review         Drat       Citck on RPRs for Review       Citck on RPRs for Review         RPRs For Review       Citck on RPRs for Review         All RPRs       Image: Citch on Review

## To Review a RAF

You need to review the contents of the RAF and look at the attachments on the Documents page. To view an attachment, go to the Documents page and simply click on the hyperlinked name of the file.

## To enter your decision

You then need to enter your outcome, that is, to either Approve or Not Approve the application.

Click on the 'HOS Sign Off' link to expand the menu.	Project Request Status: Head of School Re Form Review Action	View Workflow State: HeadofSchoolReview HOS Sign-off
Then click HOS Sign-off to open the sign-off page.	Expand » Collapse «  Research Approval Form  Project Details  Budget  Concernent  Concernent  L. Click the HOS Sign-	Head of School Approval By approving this proposal, I confirm that: the project can be accommodated within existing facilities sufficient working space is available for this project the project can be carried out under the circumstances set out in the proposal the amount of time nominated by ACU investigators is within approved workload
Select the outcome (Approved or Not Approved).	I. Click the HOS Sign- off link and page HOS Sign-off HOS Sign-off HOS Sign-off	As Head of School, do you approve of the proposal going forward to the funding body?      As Head of School, do you approve of the proposal going forward to the funding body?
Click the <b>Submit</b> button (or Revert to send the RAF back if not approved).		Click the Submit button below 3. Click the Submit button below button

If you Approve the proposal you can then click the <u>Submit</u> button to send the RAF forward to the Research Office.

If you select Not Approved, you can only revert the RAF back to the applicant. **You must enter a comment into the Comments box if you are going to revert the RAF back to the applicant**. The applicant will receive an automated email notification and will be able to see these comments. They can then re-submitted a revised RAF if required.