SUBMITTING A PRELIMINARY RESEARCH PROPOSAL

Clarity User Guide

Rural Industries Research & Development Corporation

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For support contact:
RIRDC Helpdesk
ph:  (02) 6923 6900
email:  helpdesk@rirdc.gov.au
1. **How to Login to Clarity**

In the Address window of your internet browser, enter the URL ([http://research.rirdc.gov.au](http://research.rirdc.gov.au)) and click **Go**.

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

![Login Screen](image)

**Forgotten your log in details?** Email RIRDC Helpdesk [helpdesk@rirdc.gov.au](mailto:helpdesk@rirdc.gov.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 RIRDC Helpdesk [helpdesk@rirdc.gov.au](mailto:helpdesk@rirdc.gov.au) for it to be updated.
2. **Completing the preliminary research proposal application – overview page**

To create a new preliminary research proposal:

Under **Home, RIRDC Funding Applications**, select **Application Forms**.
Select New.

The Preliminary research proposal general information page will appear.

This page will require you to view the RIRDC Terms and Conditions and complete the following details:
- Compliance with Research Agreement - If you partially agree or do not agree, please provide a statement of non-compliance, setting out the clause(s) that you do not agree with and a brief explanation of the issue.

- Project Title – enter the title of your project proposal (a maximum of 80 characters)

- Application ID – this field will be automatically generated by Clarity. You should remember your Application ID for future liaison with RIRDC.

- RIRDC Program and Goal – click on the binoculars. A look up screen will appear. Please select the RIRDC Portfolio, Program and Goal that your proposal relates to [eg Global Challenges/GC-Food Security]. Please refer to the relevant program five year R&D plan for more information.

NOTE: you are only able to select one program and goal. If you think your proposal crosses over more than one RIRDC program, please select the one that is most relevant.

- Application Type – this field will be automatically generated by Clarity. All Preliminary Proposals should be Research Projects

- Entered By – this field will be automatically generated by Clarity.

Once you have completed all fields, press Save.
When you select Save, additional sub-pages will appear under the Properties Tab

First select the PRP Application Overview page and complete the preliminary research proposal addressing the following issues:

- **Principal Investigator** – If you are not the principal investigator, select the appropriate person from the browse list. If the principal investigators name is not in the list please enter the details in the free text field marked *Principal Investigator*.
- **Project Summary** – In 250 words or less clearly outline the project summary
- **R&D Objectives** – In 250 words or less clearly outline the expected outcomes and major objectives of the project.
- **Importance of Research** – In 250 words or less summarise the background to your research proposal and why the research is important. In addition, please provide what the benefits of the research will be.
- **Expected Outcomes** – In 250 words or less please list the expected outputs and outcomes of the research.
- **Project Design and Method** – In 250 words or less describe the project design and method.
- **Proposed R&D Adoption/Commercial Pathways** – In 250 words or less describe the potential for adoption and commercialization pathways identified. Adoption can be achieved by an energetic and innovative publication effort, or by the development of IP rights that provide their own commercialisation incentives to foster adoption. Reference to the Corporation’s commercialisation principles are contained on the IP & Commercialisation tab at [http://www.riorc.gov.au/for-researchers](http://www.riorc.gov.au/for-researchers)
- **Research Capability and Experience** – In 250 words or less describe the capability and experience of the organisation/principal researcher and past track record in research including any previous funded RIRDC projects.
- **Applications to Other Sources of Funding** – In 250 words or less provide advice on applications to other R&D Corporations or funding bodies.
Once you have completed all of the above 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. **RIRDC 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 RIRDC for assessment
- **Cancel**: cancels the idea without saving
3. Completing the preliminary research proposal application – Proposed Budget page

Once you have saved your Preliminary Research Proposal Application Overview page, you are ready to complete your proposed budget.

Click Properties and select Proposed Budget.

The budget page will open.

Complete the budget for each financial year that you are seeking RIRDC funds.

Please note, the total fields will calculate automatically on Save.
When you have completed all budget information, click **Save**.
4. Completing the preliminary research proposal application – Checklist

After completing the Proposed Budget page of the preliminary research proposal please complete the final checklist before submission.

Select Checklist.

The checklist page will open.

Answer the following questions by selecting and ticking the appropriate box.

- All sections completed – I have completed the PRP Application Overview and Proposed Budget
- Your organisations processes - I have met all of my organisations internal approval processes prior to submission of this application

Click Save when you are finished.
5. Printing a copy of the proposal

From anywhere within the proposal, access the **Actions** drop down on the far right of the screen.

Choose **Print Proposal**

Your proposal should now display in a new window. If your Proposal does not display check you Pop Up settings in Internet Explorer. You may see a yellow bar at the top of your screen, right click on the bar and click **Always allow pop-ups from this site**.

6. Submitting a preliminary research proposal for approval

When you are confident that your proposal is complete (overview, budget and checklist) you are ready to submit your proposal for approval.

Simply click the **Submit for Approval** button at the bottom of the checklist screen, this will send an automatic notification to your Administrative Contact for Approval.

**NOTE:** After submission of your proposal, you will not be able to make any changes to your research proposal.
Once the Administrative Contact has approved the Proposal, you will receive an email notification and it will be automatically sent to RIRDC for assessment.