hrc^{nz}



Research Office Administrators' Guide

HRC Gateway has a special options menu for Research Office Administrators. This menu contains options for the reviewing and submission of applications and contract reports to the HRC.

This guide assumes that you already have a sign-in for HRC Gateway and know how to sign-in and navigate the site. It also assumes that you have already been granted access rights as a Research Office Administrator. If you need assistance with these tasks, please see the other <u>user guides</u>.

Change the current host or research office

If you have multiple hosts connected with your HRC profile, or your organisation has multiple research offices, you may need to occasionally change the host or research office as you can only view one host and one research office at a time in HRC Gateway.

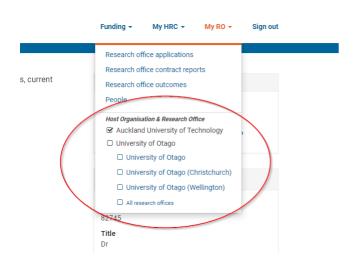
| Gateway | Funding - My HRC - My RO - Sign out |
|--|---|
| HRC Gateway is the Health Research Council of New Zealand's portal for funding applications, current research contracts' reporting, and peer reviews from invited experts. | Research office applications Research office contract reports Research office outcomes People |
| Announcements & updates There are currently no announcements | Host Organisation & Research Office Auckland University of Technology University of Otago University of Otago University of Otago (Christchurch) University of Otago (Wellington) All research offices |
| | 82745 Title Dr |

HRC Gateway showing the Research office (RO) menu

The research office (RO) menu will always display the current host institution and research office. To set a different host institution or research office, simply click the desired option in the list. The page will then reload with content reflecting the new research office or host institution.

hrc nz





Review applications

| ly RO / | | | M | 1y applications | |
|----------------------------|------------|------|---|--|--------------------|
| Research office ap | nlications | | | ly contract reports ly profile & settings | |
| vesearch onice ap | plications | | | ly prome a settings | |
| Showing All applications - | prications | test | | | pdate selected cor |

| Gateway | | | Funding 👻 | My HRC - My RO - | Sign out |
|--|--------------|-------------|---------------|---|--------------|
| yRO / | | | | | |
| Research office applications | Filters | | | | |
| ▼ Showing All applications ▼ | | _ | | Show withdrawn appreciation of the second | plications |
| T showing All applications | Search | | | ⊞ Export to spreadsh | eet |
| Research title | ✓ 1st NI | Status | RO contact | RO notifications | Round & app |
| 23/005 - Tester: Research Officer Demo | James Tester | REG - At RO | Andrew Hilton | | 2023 Project |
| 23/001 - Tester: My Research Application | James Tester | Approved | Julia McPhee | | 2023 Project |

Research office applications list and filter options

The *Research office applications* page will show you a list of applications that are associated with your host institution and research office. When the page opens the list will contain all applications. However, by using the filter option above the list on the left-hand side, you can filter the list, so you have just the applications you are looking for. You can also filter the list by type search criteria in the search box.

There is an options menu above the list on the right. You can select from the list the option to include withdrawn applications in the application list, and export the current list of applications to a spreadsheet.

Clicking on an application in the list will open the application.

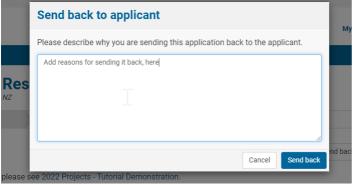


Submit applications

| Gateway | | Funding | • | My HRC 👻 | My RO 👻 | Sign out |
|---|---|------------------|-----------|----------------------------------|----------|------------|
| My HRC / My applications / | | | | | | |
| 23/005 - Tester: Re 2023 Projects - Health and Wellbeing in NZ | search Officer Demo | | | | | |
| Registration At research office | Expression of interest | Full application | \rangle | Reb | outtal | |
| Dec 1 Registration closes ▼ | | 🛅 Withdraw | Send | l back to applica | ant Subn | nit to HRC |
| For funding guidelines and forms pleas | e see 2022 Projects - Tutorial Demonstration. | | | | | |
| Application details | | Update | | Application de First named in | | |

Application options while at 'Research Office'

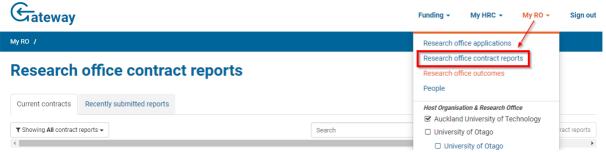
When viewing an application, there are two options for you if the application is 'At research office'. If the application is not of the correct standard and you would like the researcher to make changes, click on the *Send back to applicant* button. You will be presented with a dialog box to record the issues. Once completed, click the *Send back* button and the researcher will be notified and be able to update the application.



Dialog box for applicant

If the application is completed to the required standard, then *Submit* to the HRC.

Review contract reports



Where to find Contract Reports



| Gateway | , | | | | | Funding * | My HRC + My | RO + Sign out |
|------------------------|----------------------------|--------------|----------------------------|----------------------------|-------------------|------------------|--------------------|------------------------|
| Ay RO / | | | | | | | | |
| Research | n office con | tract | reports | Filters | | | | |
| Current contracts | Recently submitted re | eports | | | | | | |
| T Showing All contract | ct reports + | | | Search | | | Update sek | ected contract reports |
| Statue | Al | ~ | | 1st Ni | R0 contact | R0 notifications | HRC contact | Report stage |
| First NI | Al | • | prantinally state | nery minis | the market second | | Name and | table and the |
| R0 contact | Al | ~ | oronge services | terges Achieves | at function | | Trades Lawyrette | bench setting the |
| | | | any of satisfying the | 2m [*] lips | to functions. | | Navy Prot | finish astronomy |
| 17/210- | ed. Tables and sillings of | - | mandal leading the state. | Online One and | La fainteite | | Design Press | Dated sectors in p |
| 16/477 | Mean apprend to | inter to be | - she relative second pro- | Liserian . | Li Mananah | | the system. | main' sense sy |
| 17/194A | CENTRAL CONTRACTOR | - 10 | | Dore-time | Li falcinti | | Tenter provide | the desired sp |
| 19/145 | steam front states | in truck | highly had a state of the | Supervision de la companya | La Tatrician | | Territori assessio | Dated and easy of |
| 18/586-(1 | an being brann | | a story of get date. | Hele Coulo | O MARKED | | the party | of Papers app |
| 19/624 - | i having protoch | a state | Color States | Hinis Speci | La fatelette | | Dening Streep | Self-spectra |
| 19/032 - 19/0 | without the balance in a | in a faire a | which when it with a | mention basins | La Muerali | | matrix and | minupace and |

Research office contract reports list

The *Research office contract reports* page shows a list of all current contracts with reporting requirements for your host institution and research office. When the page opens the list will contain all contracts. By using the filter option just above the list on the left-hand side, you can filter the list, so you have just the contract you are looking for. You can also filter the list by typing search criteria into the search box.

Clicking on a contract in the list will open the contract reports for that contract.

Submit progress or end of contract reports

| My RO / Research o | office contract reports | 1 | | | | | |
|---------------------------------|-------------------------------------|--|------------------|------------|-----------------------|-------------------------|---------------|
| 23/001 - | Tester: I | My Resea | arch Ap | pplication | | | |
| Progress report (At RO) | 2nd Progress report (Pending) | End of Contract report (Pending) | Report Access | | | | |
| This report must Contract de | | IRC by: 22 Nov, 20 | 21 | | Download draft report | Send back to researcher | Submit to HRC |
| Host | Auckla | and University of T | echnology | | | | |

Contract report options while at 'research office'

When viewing a progress or end of contract report there are two options for you if the contract report is 'At research office'.

If the contract report is not of the correct standard, and you would like the researcher to make changes, click on the *Send back to researcher* button. You will be presented with a dialog box to state the details of the issues. Once completed, click the *Send back* button and the researcher will be notified and be able to update the contract report.

If the contract report is completed to the required standard, then click on Submit to HRC.s

Upload Report Documents

If your contract has custom reporting requirements, you will send an additional reporting tab called *Report uploads*. Reporting templates are normally provided the 1st named investigator in MS Word format to complete and upload on this tab.

| Summe | r Students | ship report | (At RO) | Due: by 31 Mar 2017 |
|-------|--------------------------|----------------------------------|------------|---------------------|
| | Summer_ 31 Mar 2017 (| Studentship_ 6:26 pm) - 114KB | _report.do |)CX |

Send back to researcher

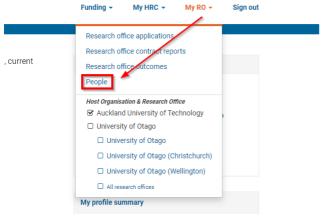
hrc^{nz}

Uploaded document report at RO



Click on the *Report uploads* tab in the contract report and locate the uploaded report. You can download a copy of the document by clicking on the name of the report. The report can be sent back to the researcher for adjustment or submitted to the HRC in the same way that progress and end of contract reports are done.

Manage your research office staff & search for Gateway users



Where to find the your current research office staff

| urrent research office staff for U | , | Search | |
|------------------------------------|-------------------------------------|----------------------------|--------------------------------------|
| Name | Sign-in address | Last sign in | Default research office |
| All Cameron | al cameron@ctago.ac.rz | 21 Sec. 2021 11 Zona | University of Cingo |
| Amam Thomas | amami il tomas gʻotago ac .r.z | 18 Sec. 2021 Aliden | University of Oligo (Wellington) |
| Back OfShaughnessy | beckes heighnessy (polegoue ne | 25 Aug, 2021 (:Siam | On versity of Clago |
| Chele eo Ariyanayagani | chelvica ariyanayagamgʻotago, adınz | 17 833, 2021 https:// | University of Otago |
| Christine Groves | obrisdine grover⊗otago as ne | 21 Sep. 2021 5 Store | University of Grago (Wellington) |
| Diana Solfaiain | diana.oothatein@ciago.ac.nz | 22 Sec. 2021 to tissue | University of Cisco |
| Edwin Meijerink | edva inumeri jerini kjör bego asomo | 22.5 ap, 2021 rectoard | University of Chepo |
| Emily Sugition | endy sughten godage accus | 17 Sec. 2021 & 7am | University of Clago |
| Erie Lord | erie, lordgtetage.ae, ra | 22.803.2021251pm | University of Otago |
| Sabriel e Hine | gabriele bine@stagp.as.rz | 29 Aug, 2019 1048 av | University of Grago |
| Janet Karr | Jacet ben (botago ao na | $15.54(p,2071.4{\rm Mpc})$ | University of Cingo |
| Jen Dresver | jen dreaver (Dolegoved ro | 22.5ag, 2021 regions | University of Oligos (Christocharch) |
| Kube Benard | Kate Berund@jetugetue.na | 15 Sec. 2021 Retirem | University of Clego |
| Kate Bloane | kateloloan egotago acunz | 2 8ep, 2019 10 team | University of Otago (Wellington) |
| Katharina Stirland | katharina si ifand@stago.as.nz | 21 Jul 2021 14tpm | University of Cingo (Christohursh) |

List of all the current research office staff from your organisation

Clicking on a research office staff member name opens the person's details dialog box and provides you with the option to remove their access of change their default research office (if your organisation has multiple research offices).



Person details dialog box





hrc^{nz}

Gateway

You may add more staff to this list of research office staff through searching by their email address, providing they have already signed up as a HRC Gateway user. At the bottom of the list of current research office staff you will find the option to search Gateway user. To grant another staff member research office access to Gateway, search for their email address, then click the 'Add Research Office access' button next to their details.

You may also use this search feature to check that your researchers have signed up for access to HRC Gateway.

| nail jcleaver@hrc.govt | Q Search | | | |
|------------------------|--|--------------------|-----------------------|----------------------------|
| son Cleaver, Mr | | | | Add Research Office Access |
| sign-in email | jcleaver@hrc.govt.nz | Last annual update | 2019 | |
| Primary email | jcleaver@hrc.govt.nz | Discipline | Computing | |
| Secondary email | Not defined | Location | Auckland, New Zealand | |
| Organisation | Health Research Council of New Zealand | Last sign-in | 11 Apr, 2022 9:21am | |
| | | | | |
| | | | | |

Search Gateway users

Set up notifications

HRC Gateway will automatically send email notifications to the nominated research office contact for each application and contract report. You can add more people to receive notifications for applications or contract reports, if you are a Research Staff Administrator in Gateway. To set up these notifications navigate to either My RO -> Research office contract reports.

| Gateway | Or cho | ose | contract re | eports. | | | Funding - My HRC - My RO - | Sign out |
|------------------------------|------------------------------------|------|--------------|-------------|--------------|-----------|--|--------------|
| My RO / | | | | | | | Research office applications | |
| Research o | ffice applicati | ons | ; | | | | Research office contract reports Research office outcomes People | |
| ▼ Showing All applications - | | | | | est | | Host Organisation & Research Office | ract reports |
| 4 | | | | | | | Auckland University of Technology | Þ |
| Research title | | ^ | 1st NI | Status | RO contact | RO notifi | University of Otago | |
| 23/005 - Tester: Res | earch Officer Demo | | James Tester | REG - At RO | James Tester | | University of Otago | n NZ |
| 23/006 - Webb: Tes | ter: Application Number Two | | James Webb | REG - Draft | James Tester | | University of Otago (Christchurch) | n NZ |
| Showing 1 to 2 of 2 applica | ations (filtered from 21 applicati | ons) | | | | _ | University of Otago (Wellington) All research offices | • |

List of applications

Tick the checkbox next to the application/report that you want to add someone to. You can select multiple applications/reports at the same time. Click the *Update selected contract reports* button to show the update dialog box and select the required action.

| /y RO / | | | | | |
|--|--------------|-------------|--------------|------------------|--|
| Research office applicatio | ns | | | | ≣ |
| ▼ Showing All applications - | | t | est | | Update selected contract reports |
| Research title | ▲ 1st NI | Status | RO contact | RO notifications | Round & application type |
| 23/005 - Tester: Research Officer Demo | James Tester | REG - At RO | James Tester | | 2023 Projects - Health and Wellbeing in NZ |
| 23/003 - Tester. Research officer Defilo | | | | | 2023 Projects - Health and Wellbeing in NZ |

Select Applications to update



| | Update selected a | applications | Contact Feedback HRC websit |
|--|-----------------------|--|--|
| ateway | Action | Set research office contact Add to research office notifications Remove from research office notifications | MyHRC ≁ MyRO ≁ Sign ou |
| search office appl | Research office staff | Please select: Please select: | Update selected contract reports |
| tesearch title | ▲ 1st NI | Angeline Calification | Round & application type |
| :3/005 - Tester: Research Officer Demo :3/006 - Webb: Tester: Application Numbe | James Tester | James Tester | 2023 Projects - Health and Wellbeing in NZ 2023 Projects - Health and Wellbeing in NZ |
| g 1 to 2 of 2 applications (filtered from 21 | applications) | Trade April 40 Trade April 40 La Turre 40 | |
| | | THE RECORD | |

Select person you want to add or remove

| | Update selected applications | | | | My |
|----|------------------------------|--|------------|--------------------------------|----------|
| | Action | Set research office contact Add to research office notifications Remove from research office notifications | | | |
| pl | Research office staff | James Test | ter | | ∼ |
| | 🔺 1st NI | Status | RO contact | Cancel Upd RO notifications | Round & |

Click update to confirm changes

Once updated the nominated person will receive notifications for the selected contract reports applications.

