

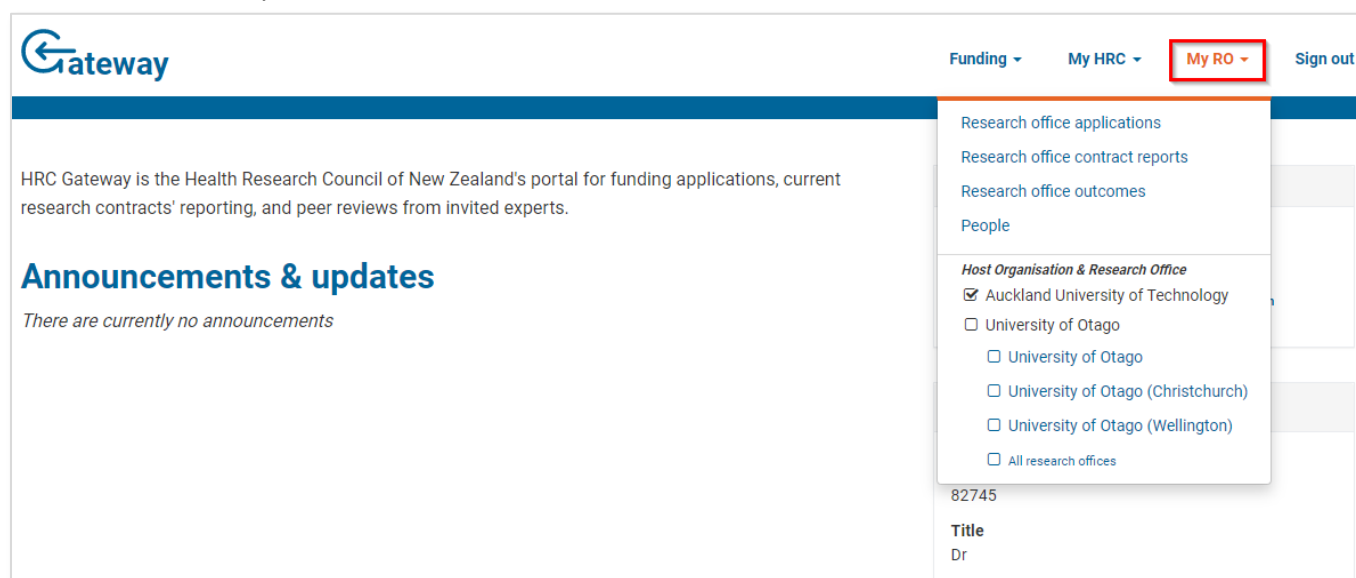
Research Office Administrators' Guide

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 [user guides](#).

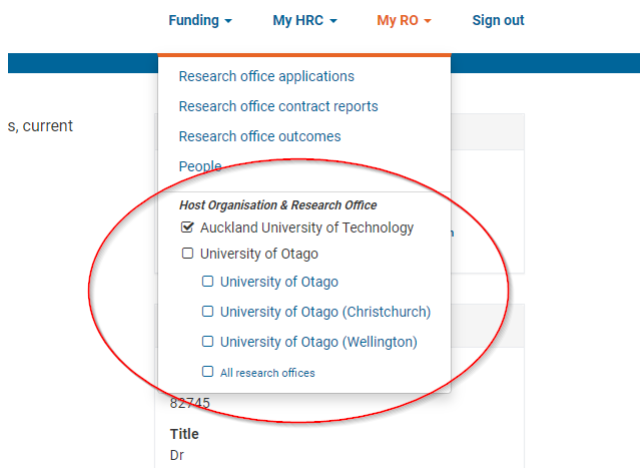
Change the current host or research office

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.

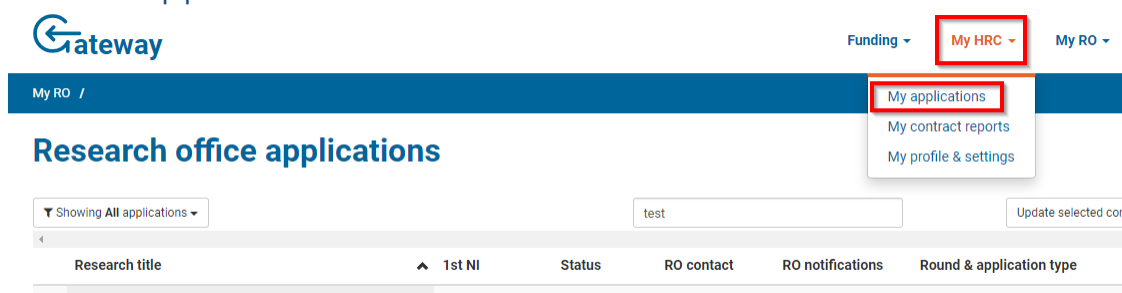


HRC Gateway showing the Research office (RO) menu

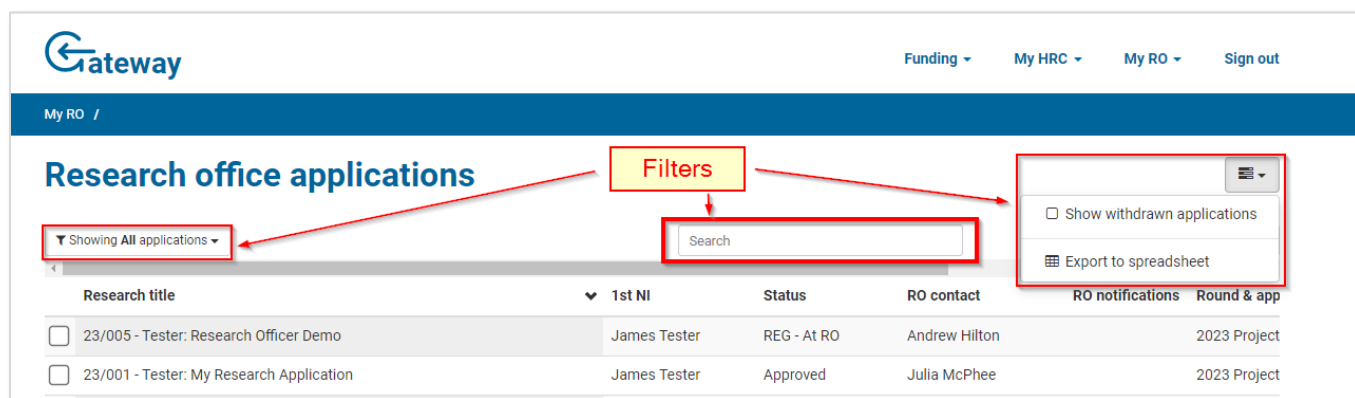
The research office (RO) menu will always display the current host institution and research office. To set a different host institution or research office, simply click the desired option in the list. The page will then reload with content reflecting the new research office or host institution.



Review applications



Accessing Research Office Applications



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 You can select from the list the option to include withdrawn applications in the application list, and export the current list of applications to a spreadsheet.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

Application options while at 'Research Office'

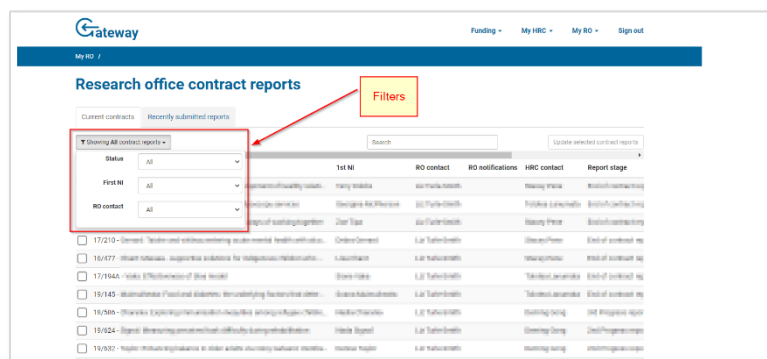
When viewing an application, there are two options for you if the application is 'At research office'. If the application is not of the correct standard and you would like the researcher to make changes, click on the *Send back to applicant* button. You will be presented with a dialog box to record the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

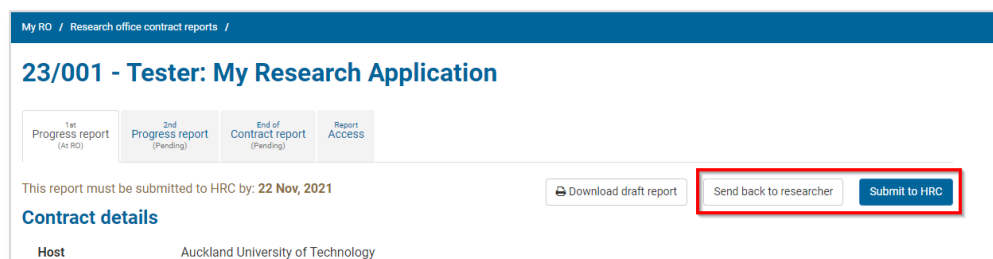


Research office contract reports list

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



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*.

Upload Report Documents

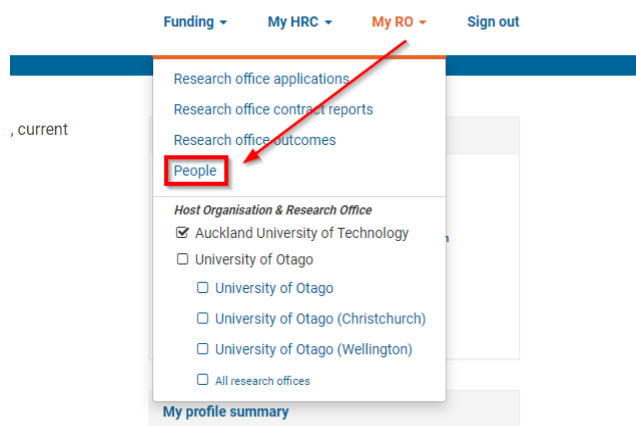
If your contract has custom reporting requirements, you will send an additional reporting tab called *Report uploads*. Reporting templates are normally provided the 1st named investigator in MS Word format to complete and upload on this tab.



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

People

Current research office staff for University of Otago

Search

Name	Sign-in address	Last sign in	Default research office
All Connors	all.connors@otago.ac.nz	21 Dec 2021 10:05am	University of Otago
Andrew Thomas	andrew.thomas@otago.ac.nz	18 Dec 2021 1:45pm	University of Otago (Wellington)
Becky O'Sullivan	becky.osullivan@otago.ac.nz	25 Aug 2021 1:00pm	University of Otago
Chloe O'Sullivan	chloe.osullivan@otago.ac.nz	17 Dec 2021 10:05am	University of Otago
Christine Groves	christine.groves@otago.ac.nz	21 Dec 2021 1:00pm	University of Otago (Wellington)
Diana Rotherham	diana.rotherham@otago.ac.nz	22 Dec 2021 1:00pm	University of Otago
Edwin Maderink	edwin.maderink@otago.ac.nz	22 Dec 2021 1:00pm	University of Otago
Emily Magill	emily.magill@otago.ac.nz	17 Dec 2021 10:05am	University of Otago
Eric Ford	eric.ford@otago.ac.nz	22 Dec 2021 10:05am	University of Otago
Gerardine Hill	gerardine.hill@otago.ac.nz	25 Aug 2019 10:05am	University of Otago
James Kerr	james.kerr@otago.ac.nz	15 Dec 2021 1:00pm	University of Otago
Jan O'Sullivan	jan.osullivan@otago.ac.nz	22 Dec 2021 1:00pm	University of Otago (Christchurch)
Kate Brown	kate.brown@otago.ac.nz	18 Dec 2021 1:00pm	University of Otago
Kate Brown	kate.brown@otago.ac.nz	2 Dec 2019 10:05am	University of Otago (Wellington)
Korbinia Rotherham	korbinia.rotherham@otago.ac.nz	21 Dec 2021 1:00pm	University of Otago (Christchurch)

Showing 1 to 15 of 33 people

Previous 1 2 3 Next

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 or change their default research office (if your organisation has multiple research offices).

Update Chelvica Arlyanayagam

Default research office: University of Otago

Remove Research Office Access Cancel Save

Person details dialog box

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.

Search Gateway users

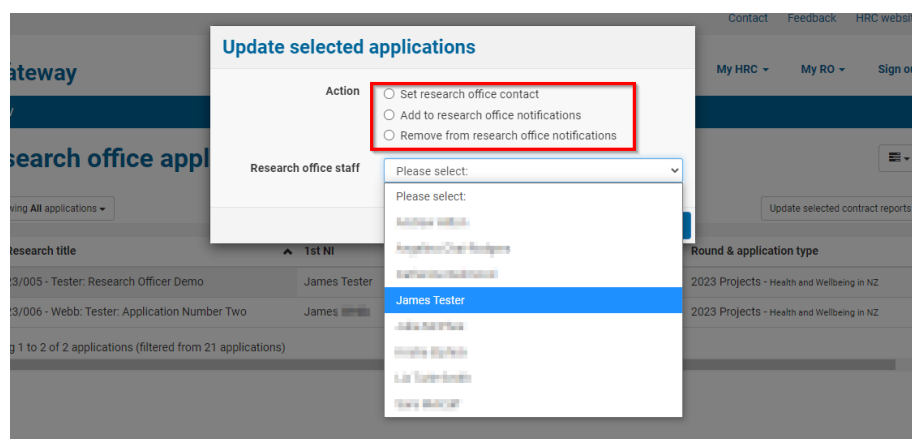
Set up notifications

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 applications or My RO -> Research office contract reports.

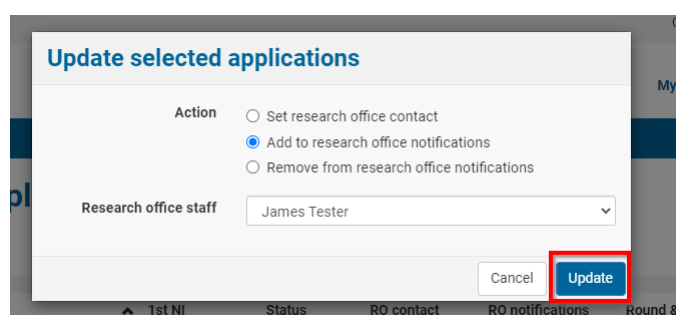
List of applications

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.

Select Applications to update



Select person you want to add or remove



Click update to confirm changes

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