

Research office administrators' guide

HRC Gateway contains a menu of options 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. If you need assistance with these tasks, please see the other user guides at <https://gateway.hrc.govt.nz/help>.



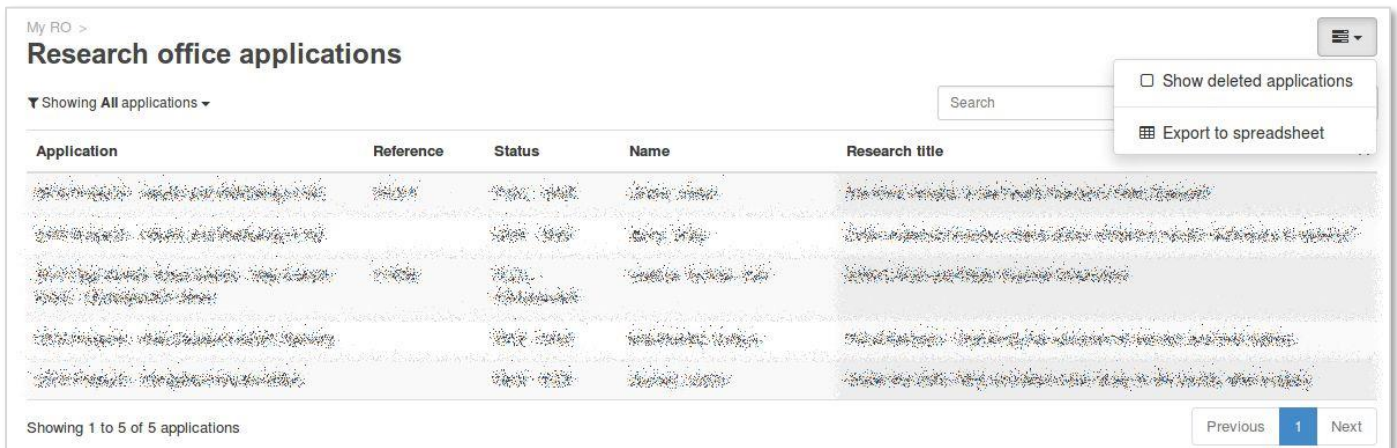
HRC Gateway showing the Research office (RO) menu

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.

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 and submit applications



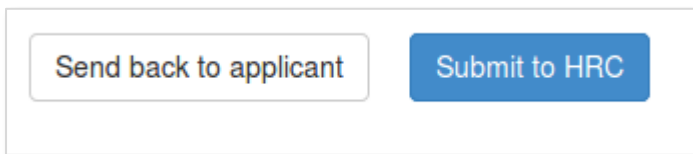
Research office applications list

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, delete or withdraw 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.

Review and 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.

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

Review and submit contract reports

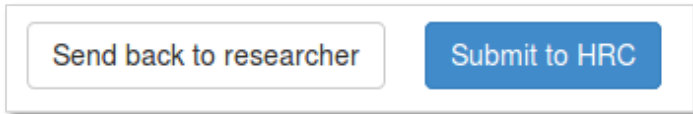
Title	1st NI	Report stage	Report status	Uploads status	Due date
[Faded text]	[Faded text]	[Faded text]	[Faded text]	[Faded text]	[Faded text]
[Faded text]	[Faded text]	[Faded text]	[Faded text]	[Faded text]	[Faded text]
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Research office contract reports 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.

Review and 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*.

Review and submit uploaded report document



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.

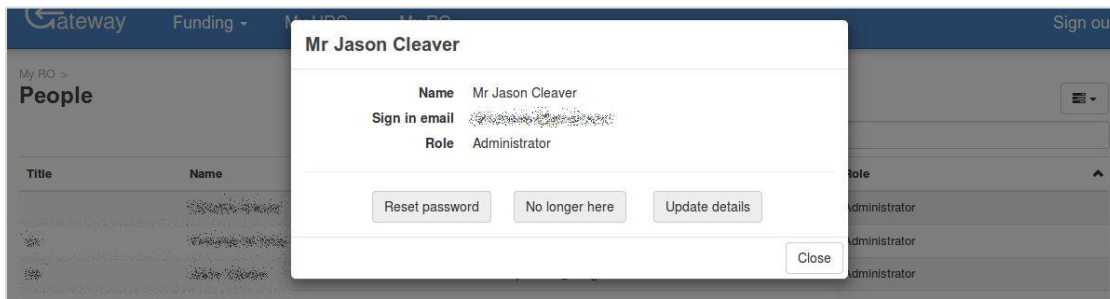
Support your researchers

Title	Name	Sign in email	Role

List of all HRC Gateway users from your organisation

You can view a list of all researchers and administrators who have been identified as having a relationship with your host institution and research office (if your organisation has multiple research offices).

Clicking on a research name opens the person’s details dialog box and provides you with certain options.



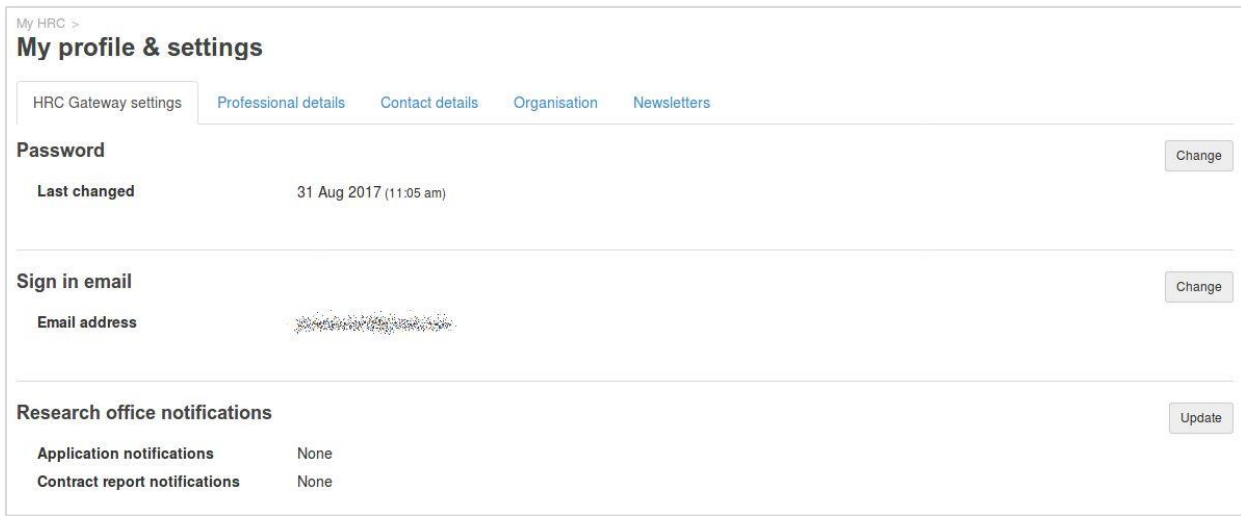
Person details dialog box

The person details dialog box allows you to:

- Reset their password to a new temporary password if they have forgotten their current password
- Update the spelling of their name if it is incorrect
- Inform the HRC the person has left your organisation.

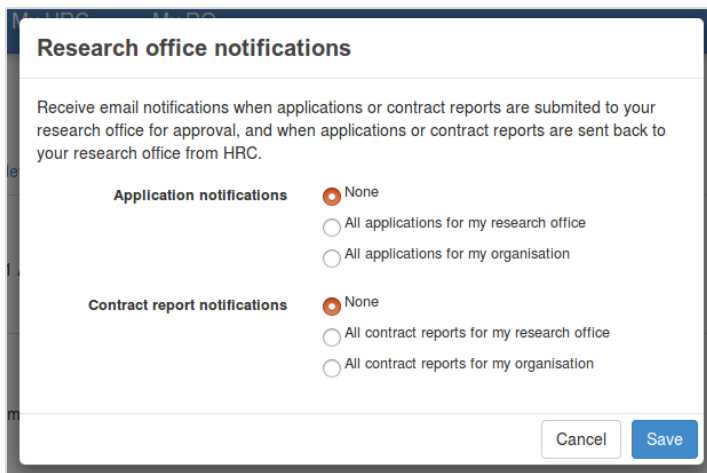
Set up notifications

HRC Gateway can automatically send email notifications to you regarding application and contract report submissions. To set up these notifications navigate to the *My profile & settings* page, which is found under the *My HRC* menu.



My profile & settings page

Click on the *Update* button on the right-hand side of the *Research office notifications* section. The research office notification dialog box will appear for you to update the settings.



Research office notifications dialog