## Document Change History

<table>
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<th>Version</th>
<th>Date Modified</th>
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<tr>
<td>1.0</td>
<td>20/03/2012</td>
<td>Initial release of document</td>
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<tr>
<td>1.1</td>
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<td>Added section on Reports module. Gave each section a numerical identifier to allow referencing from other parts of the document, or other documents.</td>
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Researcher’s Guide to MyResearch (RMENET)

This guide is an attempt at comprehensive documentation of all elements presented in RMENET. It is to be utilised by Researcher’s who wish to understand how to interpret data. If you would like to request clarification on elements of RMENET not clearly identified in this guide we encourage you to provide feedback by visiting the [http://www.csu.edu.au/research/myresearch/](http://www.csu.edu.au/research/myresearch/) web page and leaving your feedback on the form therein.

Data elements in Research Master are all grouped and summarised into views. As you progress through this guide it will become clearer as to which view summarises which data.

One of the first screens you will be presented with, in RMENET, is the Main View. The Main View displays, at a high level, all Modules available to you. In this case, your researcher profile enables you to view the Projects module and all related items.

Although limited at present, your view of RMENET allows you to view valuable information about all past, current and future projects in which you have had, currently have, and will have involvement. Your involvement with the project may be in the role of Primary Investigator or Co-Investigator.
Section 1.1: RE Show My Projects

The MyProjects View, accessed through RE Show My Projects, summarises all projects you have ever had involvement with. In this view you have the ability to restrict the display to Current Projects, Non-current Projects and Closed-off Projects.

This view summarises information such as project code, project title, your role in context of the project, amongst other project related information. You can choose to view detailed information about any of your projects by clicking on the project code or the project title.
Section 1.1.1: Project View

Project View brings together various pieces of project related information onto a single page. In addition to the summarised information found on the My Projects view, this screen enables you to track financial summaries.

Financial data that may be viewed for Projects, both for externally-funded and DVC(R) Internal funding schemes includes:
- Summarised Budget and Financial data
- Budget and Financial Transaction details

Categories of Income and Expenditure
Research Master reports Income and Expenditure in Categories that equate to the Banner Finance Account categories (eg Communications, Stores & Provisions, Travel) except for:
- Salary & Oncosts – data for all relevant Banner Account Codes is included in just 2 categories – ‘Academic Salaries & Oncosts’ and ‘General Salaries & Oncosts’
- Banner Account Codes which are shown separately, not included in the relevant Category, to highlight amounts not available for other expenditure: Competitive Neutrality Levy (361), Scholarships (473), Contract Third Party/Shared Income (482).
Section 1.1.2: Project Funding View

You may click on the Funding view, found on the left edge of the screen under the title Views, itemised budget summary and line-by-line listing of transactions.

MyResearch (RMENET) Display

- **Scheme** indicates the source and type of funding applicable to the Project – some Projects will have more than one, particularly if funding is provided via a subcontract arrangement related to a Head Agreement with another funding body
- Budgets & Income/Expense are summarised by Fund Scheme, Year and Category
- Budgets are displayed for externally-funded Projects only
- **Approved** column = budgeted amounts; income budgets are not displayed
- **Total** of **Approved** column = total amount of project funding (Income to be received)
• Transactions on Banner Income Account Codes appear in the **Income** column and for Banner Expense Account Codes appear in the **Expense** column, whether credit or debit transactions (hence the **Legend** under **Funding** view)

• **Balance** column = **Income** column less **Expense** column; so for **Expense** categories it should generally be negative and for **Income** categories should generally be positive

• **Total of Balance** column = Banner Net YTD (‘cash’ balance)

• Commitments (Purchase Orders) are not recorded

• The sort order of the display can be changed by column, both in the summary and detailed displays by clicking on the heading (e.g. sort by Category or by Account Code)

• The output may be copied to Excel
As stated earlier, detailed budgetary and transaction information can be obtained through the Funding view. The elements displayed on this page are explained below.

- Transactions display the relevant RM Account Code, which is a combination of the Banner Finance Codes: Fund-Organisation-Program; more than one may be applicable; all are displayed
- Transactions are recorded in RME when they are processed in the Banner Finance system
- Transactions are recorded for the entire period since Project commencement, except for budgets on Projects which commenced prior to July 2008 – those budgets are not in RME
- Transaction Detail displays: Transaction Date, Scheme, Category, Income, Expense, Account Code, Comments (the Banner transaction Description)

**N.B:** THE FINANCIAL DATA AVAILABLE IN RME IS FOR GUIDANCE ONLY; BANNER FINANCE IS THE DEFINITIVE SOURCE OF FINANCIAL DATA.
Moving further down the Project View page we can see the remaining components that comprise a project summary. These components are explained below.

**Section 1.1.3: Project Personnel**

This section lists all personnel involved in the project, along with their corresponding Organisational Unit alignment. These details are directly sourced from CSU’s Human Resources Information System (Alesco), for which Alesco remains the source of truth. All researcher listed in this section will also gain the same view of the project as you.

**N.B:** ALESCO REMAINS THE SOURCE OF TRUTH FOR ALL EMPLOYEE RELATED INFORMATION PRESENT IN RME.
Section 1.1.4: Project AOUs

This section of the page refers to all Organisational Units that have been permitted to view details of the project. Every project must list at least one Project AOU for the Organisational Unit responsible for administering the project. Others may be granted access upon request by you, the researcher. Each Organisational Unit within CSU may appoint one, or many, RME Administrators, who are granted elevated access levels to allow them a view of projects for the entire Organisational Unit they are charged with administering. By requesting an Organisational Unit to be added to this section, you are essentially permitting Administrators of that Organisational Unit to view that particular project.

N.B: ALES CO REMAINS THE SOURCE OF TRUTH FOR ALL ORGANISATIONAL UNIT RELATED INFORMATION PRESENT IN RME.

Section 1.1.5: Classifications

Classifications are divided mainly into three types.

- Field of Research (FOR) code
- Socio-Economic Objective (SEO) code
- Australian Competitive Grants Register (ACGR) code

All of these codes are relevant towards CSU’s reporting commitments to government bodies.

Section 1.1.6: Documents

This section of the Project View provides links to project related documents, and is only available to the Primary Investigator and AOU Level Administrators, for the AOU administratively responsible for the project. Although, the link may appear in other researchers’ Project View the access privilege restrictions on the S drive folder, where these files are placed, do not allow them to view the contents of the project document(s). Access to project documents is at the discretion of the Primary Investigator. A change to the access privileges can be requested through your Research Office liaison contacts on a per-project basis.
Section 2.1: Reporting Module

The Reporting module has been a recent addition to the list of available options for Researchers and Administrators alike. This module is a container for all reports that are appropriate to your MyResearch profile. From time to time new reports will be created by the Research Office and made available to you. Availability of these new reports will be communicated to you by all means possible.

We are currently engaged in assessing the viability of using Interact as a tool for communicating MyResearch related changes/updates to the CSU Research Community. Should Interact be deemed as an appropriate method of communication we will send out information on how you may access the tool through your AOU’s Administrators.

Section 3.1: Summary

We have made an attempt at creating an all-encompassing guide to explain common elements that you may encounter in your interactions with MyResearch (RMENET). However, if you believe other elements may have been missed or current explanations need to be more comprehensive we value your feedback. Please refer to the MyResearch webpage (http://www.csu.edu.au/research/myresearch/) for details on how to leave feedback. You may also use the feedback form to request particular types of report of interest to you.