

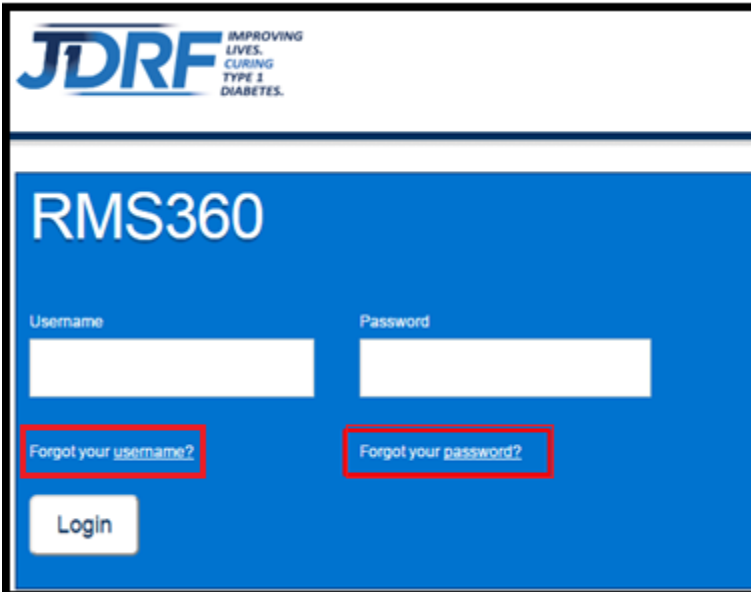
1 INSTRUCTIONS

1.1 HOW DO I RESET MY PASSWORD?

- You may reset your password from the RMS360 login page by selecting the “**Forgot your password**” link.
- In the pop-up window enter your username, your Institutional email address.
- A temporary password will be sent to this email address and you will be asked to change your password upon login

1.2 WHAT IS MY USERNAME?

Your username is your Institutional email address




Please do not hesitate to contact Amy Brown, contact details below, with regard to any RMS360 enquires or to a request an RMS360 introductory overview/refresher.

RMS360 Enquiries

Amy Brown

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 abrown@jdrf.org.au

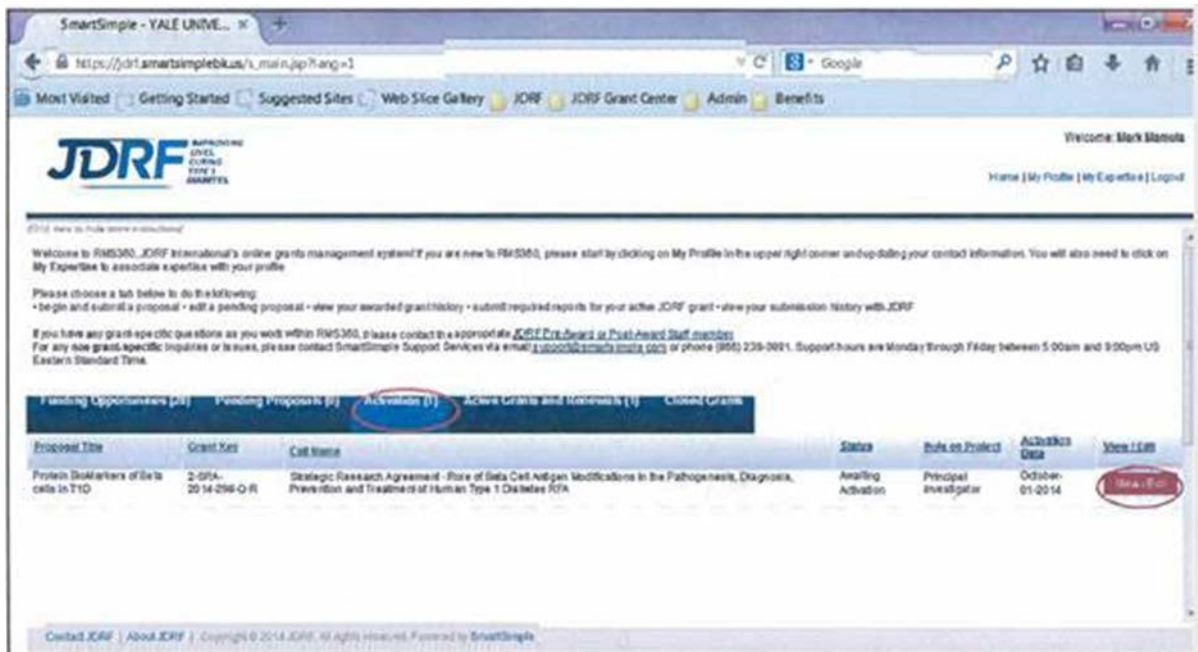
1.1.1 Please see below process between the PI, RO and JDRF

RMS360 GRANT ACTIVATION – PI ROLE

To ensure optimal system functionality please use either of the following browsers, Google Chrome or Mozilla Firefox. **RMS360 GRANT ACTIVATION**



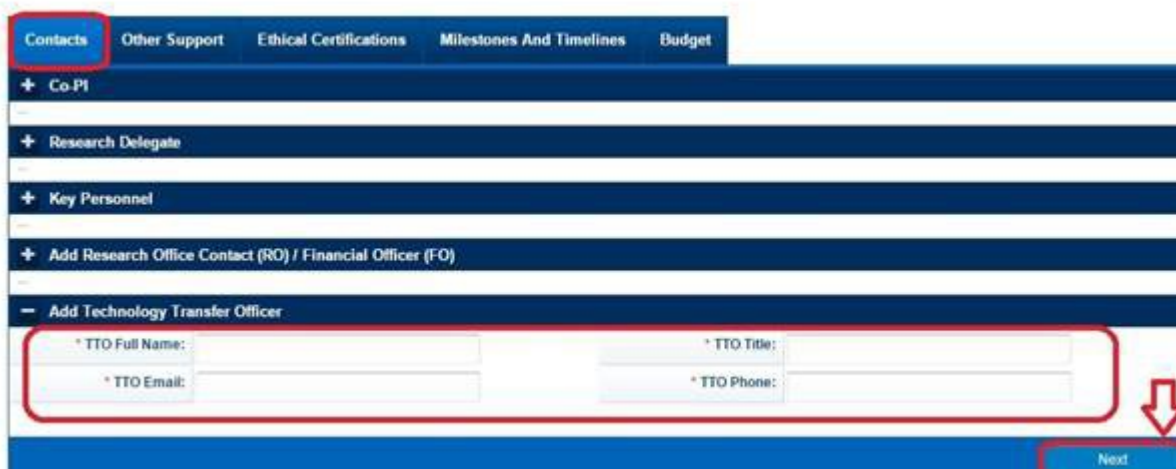
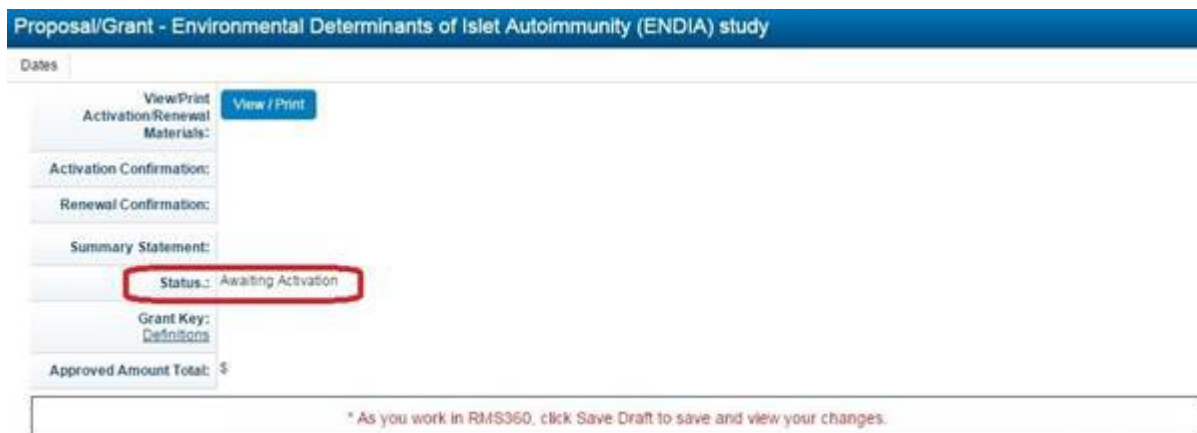
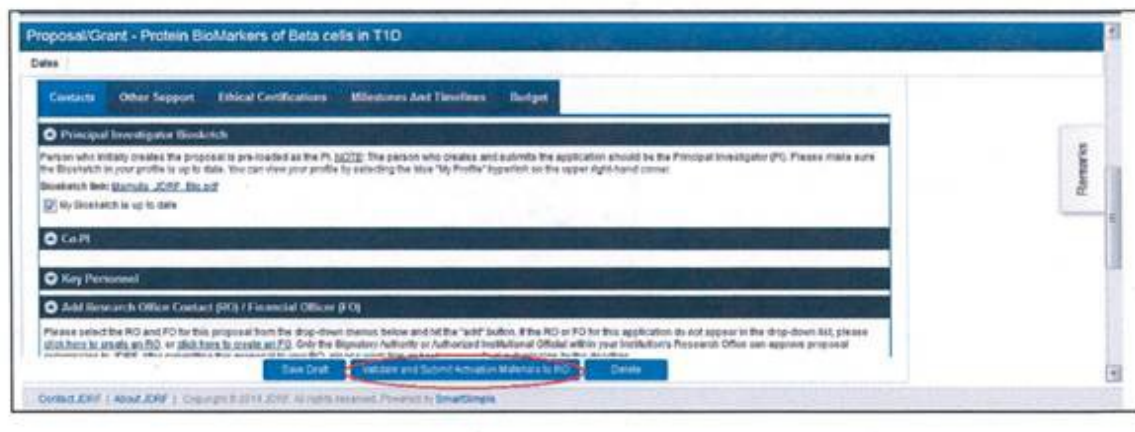
1.3.1 Log into RMS360 > Select Activation Tab > Click View/Edit button



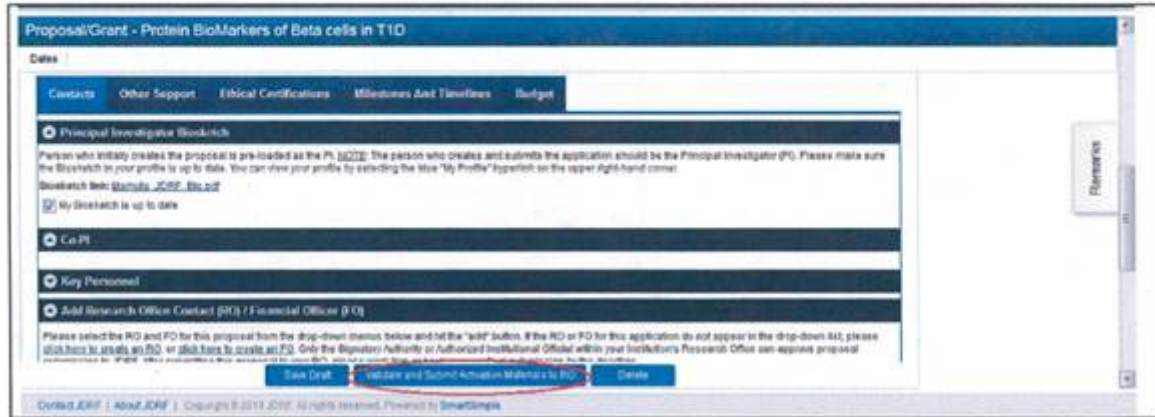
Grant status: "Awaiting Activation"

Complete all the information requested on each of the following tabs:

- The PI completes all the information requested on each tab – Contacts, Other Support, Ethical Certifications, Milestones and Timelines and Budget. Under the Budget tab, click on 'Add Budget' and add your Year 1 budget.



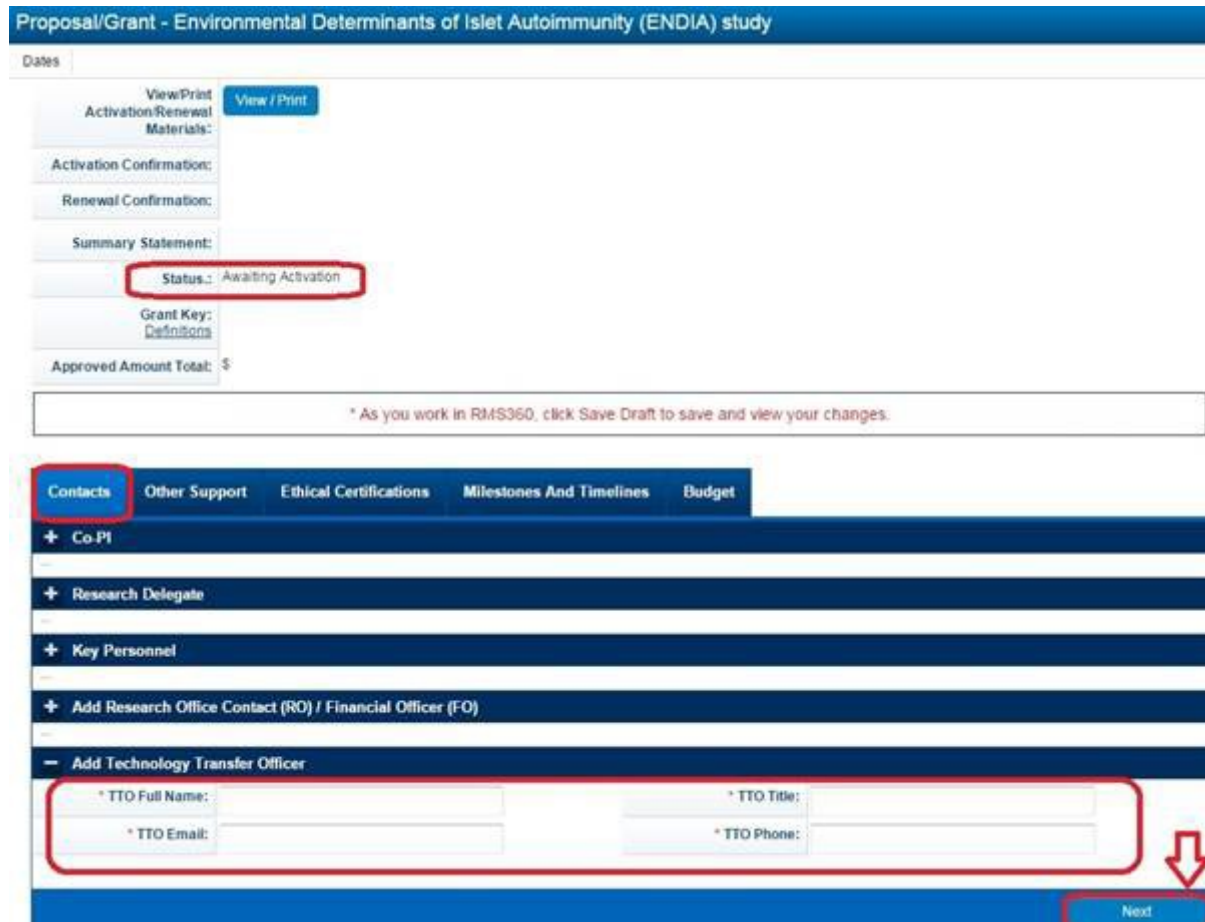
- The PI completes all the information requested on each tab – Contacts, Other Support, Ethical Certifications, Milestones and Timelines and Budget. Under the Budget tab, click on 'Add Budget' and add your Year 1 budget.



Tabs explained:

1.3.1.1 CONTACTS TAB

Update requested Contacts information > Save Draft > Click Next.



TTO please type N/A

OTHER SUPPORT TAB

Update requested Other Support information. Click Save Draft. Click Next.

Status: Awaiting Activation
 Grant Key: Definitions
 Approved Amount Total: \$

* As you work in RMS360, click Save Draft to save and view your changes.

Contacts **Other Support** Ethical Certifications Milestones And Timelines Budget

Provide Other Support information for the Principal Investigator only.
 Click [here](#) to go to the PI profile.

* Are you currently receiving other support for this project?
 No
 Yes

* Is support for this project being sought elsewhere?
 No
 Yes

* If JDRF support was obtained, could fiscal or non fiscal resources be leveraged from other sources to complete or enhance this project?
 No
 Yes

Previous Next

Save Draft Validate and Submit Activation Materials to RO

1.3.1.2 ETHICAL CERTIFICATIONS

Update requested Ethical Certification information. Click Save Draft. Click Next

Status: Awaiting Activation
 Grant Key: Definitions
 Approved Amount Total: \$


* As you work in RMS360, click Save Draft to save and view your changes.

Contacts Other Support **Ethical Certifications** Milestones And Timelines Budget

* Does your institution require IRB/EC review for this project?: --Select One--

* Does this project require a TGA CTN acknowledgement letter?:
 Yes
 No

* Is IACUC approval required for this project?: --Select One--

Edit / View / Delete	Type	Protocol Number	Expiration Date	Status	Uploads
Edit/View Delete	IRB Certificate			Certificate Draft	
Edit/View Delete	IRB Certificate			Certificate Draft	

Previous Next

Save Draft Validate and Submit Activation Materials to RO

MILESTONES AND TIMELINES TAB

No action required. Click Save Draft. Click Next.


Status: Awaiting Activation
 Grant Key: 4-SRA-2015-127-M-B
 Approved Amount Total: \$8,006,376.00

* As you work in RMS360, click Save Draft to save and view your changes.

Contacts Other Support Ethical Certifications **Milestones And Timelines** Budget

Please enter your proposed milestones for the project. Each milestone should be associated with a projected completion date and, if applicable, a requested payment amount. If there is no payment amount associated with the milestones, please enter a value of 0.

NO ACTION REQUIRED, PLEASE SCROLL DOWN AND CLICK NEXT
 (Milestone entry and updates are managed by JDRF)



Previous Next

BUDGET TAB

Click 'Add Budget' for Year 1.

Status: Awaiting Activation
 Grant Key: 4-SRA-2015-127-M-B
 Approved Amount Total: \$8,006,376.00


* As you work in RMS360, click Save Draft to save and view your changes.

Contacts Other Support Ethical Certifications Milestones And Timelines **Budget**

Please see the yearly approved amounts below. To view the Proposal budget submitted in the application click 'Edit/View'. You will NOT be able to edit the proposal budget. To edit the activation or renewal budget click 'Add Budget' for the associated budget period.

Year	Approved Amount
Year 1	\$2,552,102.00
Year 2	\$2,739,012.00
Year 3	\$2,715,262.00
Year 4	\$0.00

Budget Period	Created Date
View Proposal	2015-07-09 16:11:00.0

 **Add Budget**

The "Proposal Budget" in this instance reflects the final approved Project Budget and is 'view only' in the system. Future budget updates/changes will need to be requested and approved by JDRF.

Previous Save Draft Validate and Submit Activation Materials to RO

BUDGET TAB

To view the Budget click View

Contacts Other Support Ethical Certifications Milestones And Timelines **Budget** Clinical Recruitment

Please see the yearly approved amounts below. To view the Proposal budget submitted in the application click 'Edit/View'. You will NOT be able to edit the proposal budget. To edit the activation or renewal budget click 'Add Budget' for the associated budget period.

Year	Approved Amount
Year 1	\$
Year 2	\$
Year 3	\$
Year 4	\$

The page at https://jdrf.smartsimplebkus says: Budget has been created. Please click Edit/View to enter the amounts.

OK

Budget Period: View Proposal 2015-07-09 16:11:00.0

Add Budget

Previous Next

Save Draft Validate and Submit Renewal Materials to RO

Click here to see your original approved budget: [Click here](#)

IMPORTANT: You must confirm the values below are updated after closing budget window. If not, click "Save" to update the values.

[Edit Project Budget](#)

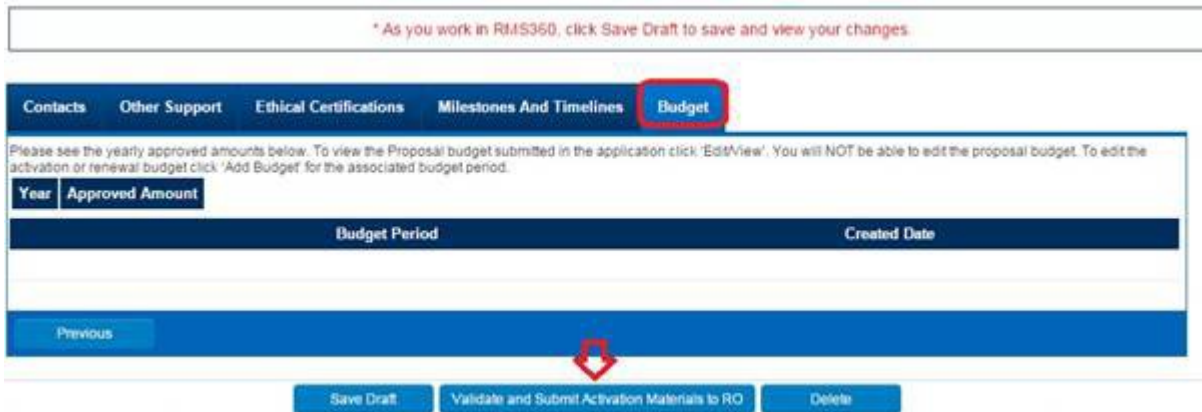
Approved amount for Year 1: \$

Personnel Costs	Year 1
Salaries & Wages	\$
Fringe Benefits	\$
Sub Total: Personnel Costs	\$
Non-personnel Costs	
Direct Costs: Supplies	\$
Direct Costs: Travel	\$
Direct Costs: Other Costs	\$
Sub Total: Non-Personnel Costs	\$
Sub Total: Direct Costs	\$
Indirect Costs	
Indirect Costs	\$0.00
Equipment (costs are generally only allowed in Year 1)	\$0.00
Subcontract Costs Click here to create a subcontract budget	\$0.00
Sub Total:	\$0.00
Total Costs	
Total Costs:	\$

Subcontract Budget Details	Summary	Created Date
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Save

1.3.3 Click “Validate and Submit Activation Materials to RO” to submit grant to RO.



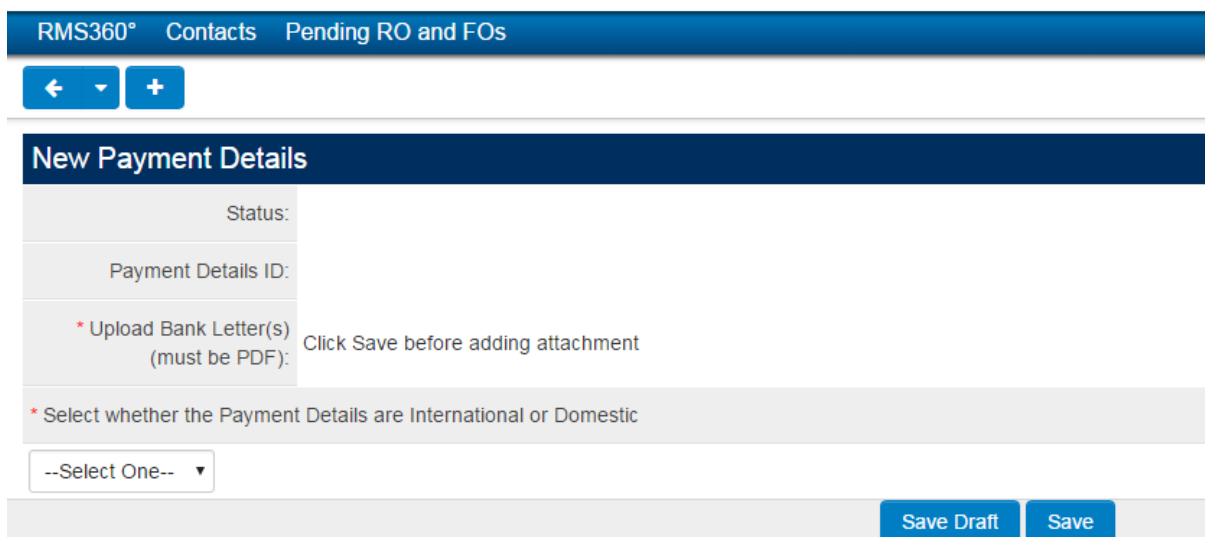
PI clicks on the button at the bottom of the screen, "Validate and Submit Activation Materials to RO"

Grant status change: “Awaiting Activation” to “Activation Requirements submitted to RO” Then the RO logs into RMS360 and completes the activation process by adding in payment details

RO COMPLETES ACTIVATION REQUIREMENTS

- RO must add payment details
- selecting “My Profile” in the upper right-hand corner,
- Then clicking the “Add Payment Details” button.

JDRF IMPROVING LIVES. CURING TYPE 1 DIABETES. **Payment Details**



A Bank letter is from your institution stating all relevant details confirming the account is held with this bank.

1. **Branch address**
2. **Account name**
3. **BSB number**
4. **Account number**
5. **Swift code**

Please select – Domestic from the drop down

Domestic Bank Details	
* Payee Name:	<input type="text"/>
* Depository (Bank) Name:	<input type="text"/>
* Depository (Bank) Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip:	<input type="text"/>
* Organization EIN #:	<input type="text"/>
* Routing/ABA #:	<input type="text"/>
* Account #:	<input type="text"/>

Please enter all details:

Replacing:

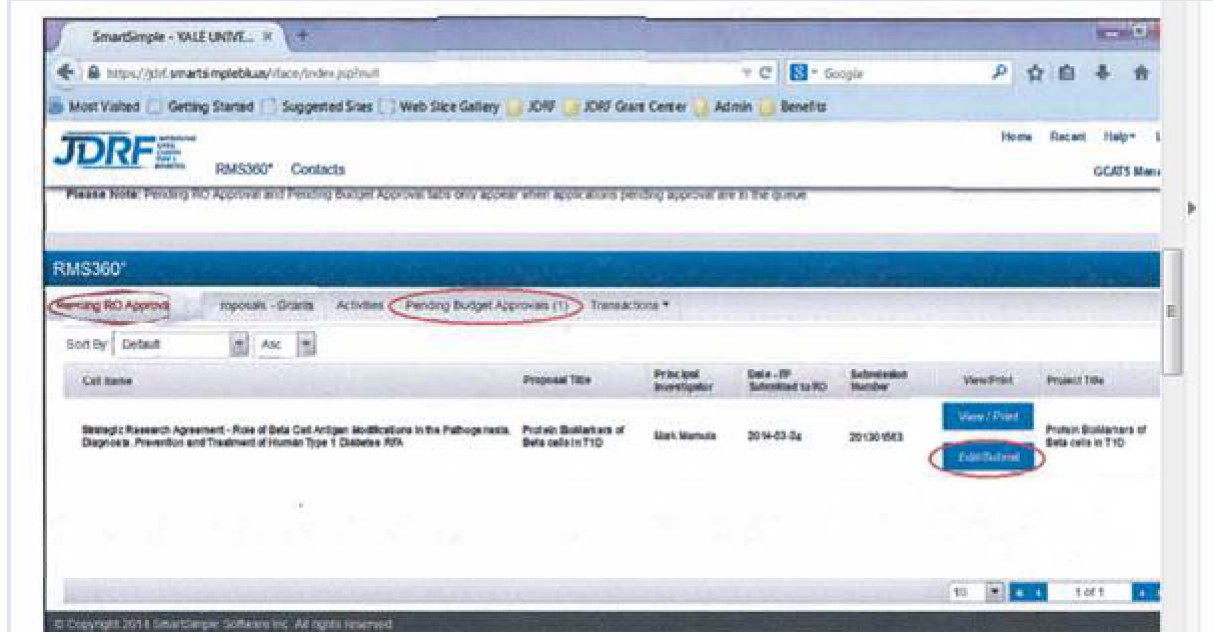
EIN with ABN

ABA with BSB

Please ensure you press SAVE DRAFT

See the tab labelled, _ "Pending ROApproval"

Click edit/view



1. Open the Year 1 Budget tab
2. RO confirms year 1 amount
3. "Click" RO Approves year 1 BUDGET
4. "Click" SAVE
5. "Click" Submits to JDRF

