

ResearchMaster on the Desktop

RMEWin Installation

RMEWin, as the Desktop ResearchMaster client is known, is available via University computers to Faculty Administrative Staff and Research Data Collection Coordinators (RDCC).

To get access to RMEWin, send a request via email to Res.Performance@acu.edu.au. The email should contain a reason as to why you need access and evidence that your supervisor has approved your request.

ResearchMaster (RM) Modules

Publications Module

Research data, including HERDC-eligible publications (from 2002), ERA non-traditional outputs (from 2003) and University-only outputs (from 2010), are stored in the Publications module. Research Data Collection Coordinators (RDCC), in each School and/or Faculty, are responsible for data entry of research publications into RM.

Personnel Module

The personnel module contains records for all ACU academic staff, research students and external personnel as required. ACU staff records are updated monthly from Human Resources, student records are created and updated from Banner and external personnel are created as external supervisors, examiners, authors or collaborators as required.

Use extreme care when adding personnel – it is very easy to choose the wrong person or to add a new record for someone who already exists. Read our [Personnel Integrity Tips \(PDF File, 274.1 KB\)](#) to avoid the traps.

Projects Module

All research projects receiving internal and external funding are recorded in RM. The [Research Grant Coversheet](#) should be completed at the time of application for each externally funded research grant application.

Project data available in RM comprise of externally funded research grants from 2005 commencement and internal research projects/programs from 2010.

Postgraduate Module

The Postgraduate module, for the management of research higher degree candidature, contains legacy data dating back to the commencement of HDR students at the University, as well as current student data. HDR staff are managing candidature using the two integrated systems, Banner and RM.

Ethics Module

The Ethics Officers are now using the ethics module for the ongoing management of all ethics applications, including modifications and progress reports. Human Ethics Online is now available for all staff and students who have undertaken training and will be used for the submission, review and approval processes of all new ethics applications. It will streamline and simplify the application and assessment processes and provide applicants with the tools needed to complete the required forms.

For Research Data Collection Coordinators

It is important that we complete our publications data entry on a continuous basis throughout the year as publications are an important University performance measure.

Please refer to the Help and Resources section for all the information you need.

Help and Resources

- For all data-entry users: [Guidelines for Maintaining Data Integrity in the RM Personnel module \(PDF File, 274.1 KB\)](#)
- For ODVCR Staff: [Creating External Institutions \(PDF File, 248.1 KB\)](#)
- For Candidature Officers: [Candidature Manual \(PDF File, 4.4 MB\)](#)
- For RDCCs:
 - [Handy Hints \(PDF File, 181.6 KB\)](#) for the entry of HERDC-Eligible Research Publications into ResearchMaster's Publications Module
 - [Publications Manual \(PDF File, 1.9 MB\)](#)
 - [External Organisation Request form \(MS Word Document, 75.0 KB\)](#) – for use when you cannot find the External Organisation you are looking for