Introduction

The Researcher Portal is an online all-in-one resource for RMIT researchers, HDR candidates, and supervisors to access the information and tools that they need. It provides insight and guidance for every stage of the research lifecycle, from idea to impact, with FAQ's on each page that can answer the simple questions, and articles with outlines on more broad topics.

Before the creation of the portal, information regarding research was spread across some 400 web pages, and the tools to manage projects required access to several different sites. This portal was developed to transform the way we support our researchers by bringing together all of these resources and information necessary to conduct research into a single space.

As well as containing answers to many questions researchers may have, the portal also comprises some interactive elements that allow you to see and manage your current projects, researcher milestones, ethics applications, publications, and funds/finances.

The portal will be an ongoing project that will be continually improved and refined, with new information and interactive features set to be added from early 2019.

Portal Development throughout 2019

Phase 1 (base version) of the portal will contain the core functions, with more features planned for implementation throughout 2019.

<table>
<thead>
<tr>
<th>January 2019</th>
<th>Additional Planned Features in 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functionality:</strong></td>
<td></td>
</tr>
<tr>
<td>• research projects and milestones</td>
<td>• collaboration features</td>
</tr>
<tr>
<td>• project finances</td>
<td>• research contracts</td>
</tr>
<tr>
<td>• ethics approvals</td>
<td>• mobile phone compatibility</td>
</tr>
<tr>
<td>• publications</td>
<td>• manager reports</td>
</tr>
<tr>
<td>• information about each stage of the research lifecycle</td>
<td>• approved improvement and feedback suggestions from users</td>
</tr>
<tr>
<td>• help and support</td>
<td><strong>Geographic scope (additional):</strong></td>
</tr>
<tr>
<td>• a place to capture new research ideas</td>
<td>• Vietnam</td>
</tr>
<tr>
<td>• Link to SAMs for current HDR candidate information</td>
<td></td>
</tr>
<tr>
<td>• Ability to submit portal improvement suggestions</td>
<td></td>
</tr>
</tbody>
</table>

The goal is to make the practice of research and the management of resources for researchers easier than ever before. As we continue to build this portal, feedback from our users will be vital in the process of developing the portal. Your feedback and suggestions will shape future development of the portal and drive our focus on different aspects. Information on how to provide feedback can be found in the Providing Portal Feedback section in this guide.

Decommissioning Existing Web Pages

As we improve and build upon the portal, existing RMIT web pages that contain research information will be progressively decommissioned as information is transferred to the Researcher Portal. Eventually, MyResearch will
also be replaced, and its composite features integrated into the portal. Additional information on the timing of these changes will be provided closer to the change.

Who can access the Portal?
In the initial launch period of the portal, RMIT researchers in Australia and Spain have access to the Portal. This includes HDR candidates and supervisors.

Researcher Portal and ResearchMaster
Information within the Researcher Portal relevant to your projects, finances, etc. is sourced from ResearchMaster, the system that is currently used ‘behind the scenes’ as the master data for all projects. The Researcher Portal also sources data from SAP, RMIT’s financial master data system. Together, these data sources will provide researchers with up-to-date information about their projects.

Note: new information entered in the Researcher Portal (such as new ideas not yet funded through the ‘Create Project’ function), are not sent back to ResearchMaster ie, there is a read-only feed from ResearchMaster to the Portal. This information will not flow automatically to other teams. At this stage, the portal does not replace the paperwork associated with Expressions of Interest or Notifications of Intent. Additional portal development work in 2019 is planned to address this.

Using this Guide
This user guide offers guidance on how to navigate the portal to find important features and information.

When reading this guide, please note the appearance of the information icon:

![Information Icon]
This icon outlines critical information for portal features and functionality. Please pay careful attention to this information.

Logging on

The Researcher Portal has been designed as single sign-on for RMIT students and employees. To use the portal, enter your existing RMIT network login details.

The portal is accessible via:
https://rmitheda.force.com/Researcherportal/

The portal can also be accessed via the following WorkLife pages:
- WorkLife Homepage Quick Links
- Research page (replaces Researcher Support page)
- Transforming Research Services page
Navigation Overview – Landing Page (Dashboard)

Once logged on the Dashboard is displayed, showing sections of the researcher lifecycle across the top, where you can access information and guides relating to each stage of the lifecycle as labelled.

The left navigation bar shows the personalised functions to manage your own projects, applications, etc.

Any notifications, reminders or actions required are displayed in a red circle over the relevant navigation icon/s, related to your Milestones, Ethics, Projects, Publications and Contracts.

To return to the dashboard at any time, click on the icon in the top left of the screen.
The Researcher Lifecycle (Top Navigation Bar)

The Researcher lifecycle is comprised of six core components: Idea, Plan, Fund, Conduct, Communicate and Impact. Each component contains:

- Links to information resources relevant to each individual stage
- Frequently asked questions regarding lifecycle stage
- Articles and documents explaining different aspects of the lifecycle
- Links to relevant forms

Icons for the top navigation bar are displayed in one of three states:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description and Tips</th>
</tr>
</thead>
</table>
| **Idea** | This first lifecycle stage is about deciding what project you would like to undertake, what issues or questions you wish to tackle, and what impact you want your research to have. At this stage of the process this tab will help you:  
  - Assess whether or not the idea is feasible in terms of capability and adheres to researcher guidelines  
  - Discern what kind of impact your project may create and how to plan for it  
  - Discovering platforms and resources that can assist with conducting your research  
  - Learning about ethical and legal guidelines that will inform your project. |
| **Plan** | Once you have decided which project to pursue and know what impact you want your research to have, the planning stage helps you translate your idea into a project. In the planning tab you will find:  
  - Guides and forms relevant to obtaining approval, as well as outlines of specific ethical considerations that must be taken when working with certain subjects or materials  
  - Tools to assist with writing and submitting applications  
  - Engagement methods with industry and academic partners  
  - Preparing your project for impact |
| **Fund** | Having successfully formulated a plan to execute your project that adheres to all ethical and legal guidelines, you now need to secure adequate funding. The funding tab of the Researcher Lifecycle contains resources on everything related to research funding, including:  
  - Funding landscape overview  
  - Finding applicable funding bodies  
  - Writing applications for funding/grants  
  - Budgeting support to help calculate how much funding will be required |
Now that you have secured funding and are ready to start working on your project, you may need guidance on how projects are conducted. As you undertake your research, the Conduct tab will assist you with:

- Managing data and maintaining approvals
- Reporting unforeseen incidents during the process
- Recording your activity and findings
- Documenting progress as you work through your research

Following successful project completion, you need to share your findings and compile acquired data into reports and publications. The Communicate tab will guide you through:

- Writing final reports
- Reporting research outputs
- Sharing your research through different avenues
- Licensing and securing IP/Patents for your work

The final stage of a project comes once all deliverables have been submitted, and research has been published and disseminated through the appropriate avenues. At this point, all that is left to do is to assess and measure the impact of your project. The Impact tab of the researcher lifecycle will help you to:

- Define impact through research
- Assess impact (based on case studies and examples)
- Requirements for recording your impact.
- Plan for impact, as well as impact pathways for your research.

Clicking any of the Top Navigation icons will take you to the relevant landing page. From there you can see primary points of interest, categorised and linked to give researchers fast access to key resources.
Scrolling down on any page will reveal FAQ’s relevant to the selected lifecycle stage, plus articles that can inform your research, and help find tools to assist with each stage of the researcher lifecycle.

Left Navigation Bar – Researcher Specific Project Information

The left navigation bar is comprised of tools to view and manage projects, applications, publications, milestones, and funding. The portal syncs data from ResearchMaster and MyResearch to display relevant project information in each section.

Any information entered here is not updated in ResearchMaster. Changes should be entered in ResearchMaster, not the portal.

Left navigation bar icons are displayed in three states:

<table>
<thead>
<tr>
<th>Inactive</th>
<th>Hover Over</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="My Milestones" /></td>
<td><img src="image" alt="My Milestones" /></td>
<td><img src="image" alt="My Milestones" /></td>
</tr>
</tbody>
</table>

Icon Overview

<table>
<thead>
<tr>
<th><img src="image" alt="My Projects" /></th>
<th><img src="image" alt="My Milestones" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>A view of your projects and applications (active and inactive) sourced from ResearchMaster, and projects you are collaborating on. Users are also able to create new projects here.</td>
<td>Displays a list of deliverables associated with the researcher and their projects, including project milestones, contracts, ethics applications and publications. Reminders of approaching or overdue deadlines are displayed in red circles.</td>
</tr>
</tbody>
</table>

Notifications / reminders are displayed in red circles.
| **My Projects** | **My Finances** | Lists finances (funding sources, income & expenses) of all projects that the researcher is currently the Chief Investigator of. This also includes submitted funding applications, as well as closed projects. All financial data listed is sourced from ResearchMaster and SAP |
| **My Publications** | Lists all publications credited to a researcher (from 2010 onwards). The current version of the Researcher Portal sources publications from ResearchMaster. Future portal development will include other publication sources. |
| **My Ethics** | From here researchers can see all their ethics applications for animal and human research, as well as institutional biosafety approvals in which they are handling GMO’s. Applications will also display a review status (Approved, Pending, or Unsuccessful). |
| **HDR Supervision** | From here supervisors of HDR candidates will be taken to their Supervisor Centre within SAMS (the Student Administration Management System). Supervisor Centre provides access to real-time details for each candidate they supervise and is where they approve a candidate as ready for submission for examination, re-examination and archival lodgement. |
| **Candidate Centre** | From here HDR candidates will be taken to their Candidate Centre within EOL (Enrolment OnLine). Candidate Centre includes real-time details of their current candidature and is where submissions for examination, re-examination and archival lodgement are made. |

**My Projects**

**My Projects** provides a list of all projects and applications associated with the researcher sourced from ResearchMaster, as well as projects generated by the user. User-created projects will default to a private setting, although researchers are able to add members to projects they create. ResearchMaster projects shown in the Portal cannot be set to private as they have been stored in ResearchMaster and cannot be edited.

User-created projects are represented by a yellow lightbulb while ResearchMaster projects are represented by a red R.
Within the My Projects tab users will see their projects synced from ResearchMaster, plus projects they have created through the portal. All of these projects can be arranged by:

- Project Title
- Primary Contact
- Project Start Date
- Project End Date

Projects sourced from RM will include pending applications, unsuccessful applications, successful projects, and closed projects.

Creating projects can also be done through the My Projects tab. If you wish to create a new project, press the **Create Project** button on the top right. Creating a Project allows researchers to record projects that are not in ResearchMaster and may not yet have funding attached. This acts as a repository for researchers to log ideas and share with colleagues. It allows you to capture initial ideas before you initiate your research. Even if such a project becomes officially accepted and recognized, you will still need to formalise it through ResearchMaster.

**Viewing Projects**

Additional information on each project can be viewed by selecting the project title.
From here, you are able to see further details on the project, as well as its members and other relevant details. If you are the Chief Investigator on a user-generated project you can also add Keywords in order to more easily categorise them.

The project’s Chief Investigator or Co-investigator can add members to the project via the Add Members button on the right.

Scrolling down the page displays the expected impact details of the project and any associated ethics applications (and their status). The project’s Chief Investigator or Co-investigator can add the associated ethics applications lodged for a project via the Add Ethics button on the right. They are also able to enter the expected impact of their projects research.

**My Milestones**

Milestones are any form of deliverable associated with research activity, such as due dates for reports, ethics applications, funding invoices, etc. The My Milestones tab allows researchers to track their research milestones associated with their projects, ethics applications, and publications. All milestones are sourced and aggregated from ResearchMaster.
Here you are able to arrange milestones by:

- Due date
- Type (Publication, research project, ethics, invoices etc)
- Name
- Description
- Details
- Date completed

The Milestones tab also alerts you to any milestones that are nearing due date, or have passed due date:

- The overdue icon appears next to any milestones past their due date
- Identifies milestones within 30 days of their due date.
- The number of milestones nearing or past their due date are also shown over the My Milestones icon on the left navigation bar.

My Finances

The My Finances tab displays financial information for all applications where you are listed as the Chief Investigator or have access delegated by the Chief Investigator. This information is sourced from ResearchMaster and SAP.

NOTE: In early 2019, a data-cleanse activity will remove projects that did not secure grant funding.

To view the finances of a ResearchMaster project, select the project name from the drop down menu to the right.

Three boxes will be displayed: **Project Description**, **Awarded Funding** and **Income and Expenses**. Data in the first two boxes listed are sourced from ResearchMaster, while the final box sources entries from SAP.

The **project description** displays basic information about the selected project:

- Primary contact
- School
- Project start and end dates
- WBS code
Awarded funding reflects the contract agreed funding, broken into calendar years, and payments stipulated in the contract.

Changes to funding arrangements and contract changes must be entered into ResearchMaster, which are then reflected in the portal.

Funding is separated into funding bodies, with a total displayed at the bottom. Multiple boxes of the same name will appear when funds are committed to a research partner.

These boxes display the outgoing balance as a negative sum to be deducted from the initial figure.

The final box displayed is **Income and Expenses**

Details of income and expenses for each project is displayed with data sourced from SAP. Data is refreshed on a weekly basis each weekend, ready for review on a Monday.
Income reflects the amounts received from your funding body to date, excluding any future income that has yet to trigger a milestone. The Expenses reflect the costs of your research project and are separated into 3 categories:

- Salaries and oncosts
- Other Operating expenses
- Capital expenses

Currently the portal displays expenses by granular expense line categories.

The My Finance page summarises totals for each of the 3 categories across the top of the page, and the projects balance is shown to the right-hand side.

Only invoiced costs are shown in the Income and Expenses section; future research commitments are not reflected.

My Ethics

The My Ethics tab in the Researcher Portal allows users to see information relating to research ethics (animal ethics or human research ethics) and institutional biosafety (dealings with genetically modified organisms) applications for their projects, including the status of these applications.

You can view the ethics and institutional biosafety applications you’ve submitted, where you are listed as the Chief Investigator or a Co-investigator.

As a Chief Investigator you can associate your ethics application with a project/s you have created in My Projects within the Portal. All listed applications will display their status of review. The status of ethics applications will be listed as one of the following:

- Amended
- Approved
- Approved – Not administered at RMIT
- Pending
-Rejected
- Approved – Transferred from external HREC
- Withdrawn

If you need to amend an application you have submitted, the Conduct section of the research lifecycle contains articles on how to amend applications for human and animal ethics, or institutional biosafety.
Should an adverse event occur in a project for which you have an approval, these events cannot be reported through the portal, and you will need to complete and submit an Adverse Event Report to the relevant ethics or institutional biosafety review body. An outline for how this is done, and relevant links can be found in the Conduct section of the research lifecycle.

My Publications

In My Publications you will find published work (since 2010) associated with you in ResearchMaster. Here you can find information such as authors, publication year, title, category, outlet, and verification status information.

<table>
<thead>
<tr>
<th>Year</th>
<th>Category</th>
<th>Title</th>
<th>Outlet</th>
<th>Authors</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Conference Publication</td>
<td>Effects of brake details on slack performance of...</td>
<td>Proceedings of the 3rd International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2017</td>
<td>Conference Publication</td>
<td>Overhead Cables: Preventive System with Smart...</td>
<td>Proceedings of the 3rd International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2016</td>
<td>Conference Publication</td>
<td>Actuator vibration control with sensor jack actuator...</td>
<td>Proceedings of the 3rd International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2016</td>
<td>Conference Publication</td>
<td>Time-dependent performance model for data center...</td>
<td>Proceedings of the 3rd International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2016</td>
<td>Conference Publication</td>
<td>Numerical and experimental investigation into...</td>
<td>Proceedings of the 3rd International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2016</td>
<td>Conference Publication</td>
<td>Identifying capacity assessment of...</td>
<td>Proceedings of the 3rd International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2016</td>
<td>Journal Article</td>
<td>Cyclic behavior of seismic energy...</td>
<td>Journal of Earthquake Engineering</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2015</td>
<td>Journal Article</td>
<td>Analysis of interesting...</td>
<td>International Journal of...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2015</td>
<td>Journal Article</td>
<td>Continuous dynamic optimization of...</td>
<td>Materials and Design</td>
<td>Ricky Chan, Fanrong Huang</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2015</td>
<td>Journal Article</td>
<td>Optimization of...</td>
<td>Engineering Structures</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2014</td>
<td>Journal Article</td>
<td>Geometric design steps of...</td>
<td>International Journal of...</td>
<td>Ricky Chan,...</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2014</td>
<td>Conference Publication</td>
<td>Parametric studies of...</td>
<td>Proceedings of the 4th International Conference on...</td>
<td>Ricky Chan, ...</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2014</td>
<td>Conference Publication</td>
<td>Seismic properties of...</td>
<td>Proceedings of the 4th International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2014</td>
<td>Conference Publication</td>
<td>Geometry of...)</td>
<td>Proceedings of the 4th International Conference on...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2014</td>
<td>Conference Publication</td>
<td>A nonlinear model for structural...</td>
<td>Proceedings of...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2014</td>
<td>Journal Article</td>
<td>A novel...</td>
<td>Australian Journal of...</td>
<td>Ricky Chan, ...</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2013</td>
<td>Conference Publication</td>
<td>Seismic...</td>
<td>Advances in Civil Engineering and Building Materials</td>
<td>Ricky Chan, ...</td>
<td>Eligible - RMIT affiliation</td>
</tr>
<tr>
<td>2013</td>
<td>Conference Publication</td>
<td>A novel...</td>
<td>The Proceedings of...</td>
<td>Ricky Chan</td>
<td>Eligible - RMIT affiliation</td>
</tr>
</tbody>
</table>

Publications will be listed as either eligible, pending, or ineligible, reflective of the publication’s eligibility against ERA (Excellence in Research for Australia) criteria. The eligibility criteria can be found under the Reporting Your Research Outputs article.

Citation-based ranking information from SJR (Scimago Journal Ranking) are provided as well as ABDC (Australian Business Deans Council) Journal Quality List.

If you are credited as the author on a publication not listed under your My Publication section, you can report the unlisted publication to the Research Office via the Research Output Capture (ROC) form.

The base version of the Researcher Portal only allows you to view your publications from the My Publications tab. Future portal functionality is planned that will allow users to view publications by other researchers and authors.
HDR Supervision

Supervisor Centre includes a real-time overview of all supervised candidates, whether a supervisor is a Senior or an Associate Supervisor, along with access to the same view of an individual's candidature details as the candidate and administrators see. It is part of the Student Administration Management System (SAMS) and therefore includes real-time information. It is also the place where a Supervisor approves a candidate as ready for submission for examination, re-examination or archival lodgement.

The normal view of Supervisor Centre displays all candidates you currently supervise, regardless of whether you are Senior or Associate Supervisor.

You can change the way information is viewed in four ways:

- **Filter By Status:** Filter the table to only include candidates who are:
  - Completed - (at this time this will only show those candidates completed since end-August. Access MyResearch to view prior completions until these are incorporated into SAMS).
  - Current - (including candidates currently on leave of absence)
  - Inactive - (including candidates currently suspended)

- **Sort by Column Heading:** Click on any column heading to sort the table by:
  - Candidate name
  - Candidate ID
  - Whether full-time or part-time
  - Status in program
  - Your supervision role – whether Senior or Associate Supervisor
  - Next milestone that is due
  - Milestone window for the next due milestone
  - Whether the candidate has a current Candidature Action Support Plan
  - Earliest date a candidate could submit for examination
- Latest date a candidate could submit for examination
- Whether an extension has been provided to final submission date
- Candidates who are eligible to be considered ready to be approved for submission for examination
  (i.e., those who have completed all milestones and the early submission date has passed)

- **Supervisor Approval** - The Supervisor Approval column allows you to approve a candidate as ready for submission for examination, re-examination or archival lodgement. Candidates who have completed their third milestone and the date for the first window has passed will show an APPROVE link in this column. For details of the full process and detailed user guides, access the School of Graduate Research HDR Administration Sharepoint site – [Submission and Lodgement via EOL](#).

- **Candidate ID** – clicking on a candidate’s ID hyperlink will take you to the relevant individual’s Candidate Centre. Refer to the Candidature Centre section below for more information.

---

**Candidature Centre**

Candidate Centre within Enrolment OnLine (EOL) includes a real-time overview of an individual’s candidature details. From Candidate Centre, a candidate can access a separate tab where they submit for examination, re-examination and archival lodgement. In addition, they can navigate to other sections within EOL.

---

**Candidate Centre**

Each section can be expanded to access full details about:

- Enrolment
- Milestones - completed, current and pending
Research Support

Research Support is a feature that helps researchers find the right Research Services team to talk with for any queries they have or advice they need relating to their research projects. Researchers will categorise their request using dropdowns that contain the key topics, subjects and areas of research – provide some further detail - then be connected to the most suited team via email to continue discussion.

Research Support is accessible from the icon on the top right of portal screens. The Research Support form will open in a new window (allowing you to refer back to the portal page if needed).

1st Level dropdown – to categorise the high level subject of your request (eg: ethics)

2nd Level dropdown – to further define the topic of your request.

Free text
Select the Support Topic of your enquiry. This can be done by either scrolling through and selecting an option or by typing a keyword to filter an option to select.

After you have selected the Support Topic, more detailed options regarding the topic will be available in the sub-topic. Select the most relevant option that relates to your enquiry by either scrolling through and selecting an option or by typing a keyword to filter an option to select.

Enter a short line about your enquiry, then provide more detail and any relevant information in the description to help the receiving team answer your question as accurately and efficiently as possible.

Click Submit to send your request.

All the details provided in your request will be sent as an email (from no.reply.research.support@rmit.edu.au) to your RMIT email and the relevant support team (determined by the subject and sub-topic you populated).
Attachments cannot be added to the webform.
To add attachments, locate the email you receive after submitting your request – hit reply on this email ensuring you are responding the allocated Research Services email address, add your attachment then send.

Researchers can then raise another enquiry via the Request More Support button or Return to the Dashboard.

Managing and Amending Requests (Receiving Email)
Once your request has been lodged, you will receive a system email from no.reply.research.support@rmit.edu.au confirming your enquiry details its contents, and the addressed research team.

If you need to follow up, add more information or an attachment to your enquiry –

Do not respond to the no.reply.research.support@rmit.edu.au email address (as it will not be actioned) – instead make sure you reply to the research services team address included in the original email received.

Providing Portal Feedback
The Researcher Portal will grow and incorporate new features based on feedback received from our users. If you have any suggestions – improvements to current features, propose new features, feedback on articles, FAQ's and How-To's - you can let us know through the Portal Feedback form.

To access the Portal Feedback form, click the icon – located on the bottom right of every screen.
Raising Portal Feedback
All feedback is sent to the Researcher Portal team and is used to help determine what we need to continue building in Researcher Portal to support your research projects and outcomes.

After opening the Portal Feedback form:

1. **Select Feedback Topics** – select from the four optindrop-down list with four options available:
   - Suggested Improvements – suggestions for new portal features or functionality currently not available
   - Researcher Portal Experience – feedback on current portal functionality and your experience using it (positive or negative)
   - Research Lifecycle articles, how-to’s and FAQ’s - feedback on information available in the researcher lifecycle tabs in the top navigation, including missing, incomplete or incorrect information
   - Other – any other feedback you may have (positive or negative) not referenced above

2. **Enter Feedback Subject** - enter a short title to identify the nature of your feedback (like an email subject line).

3. **Feedback Details** - Outline your feedback with as much detail as possible. Providing exact insight into your experience and subsequent feedback will help us in developing future builds of the portal.
4. Submit - click Submit. Feedback is then sent directly to the portal team for review, and a 'successfully submitted' message will appear.

Direct responses from the portal team cannot be provided, however all feedback is logged and reviewed by the portal team.