

### Introduction

IRAMS (Internal Research Application Management System) provides a common platform for applications for Research Funding Schemes managed internally by the University. The URL of the application is:

<https://irams.ox.ac.uk/>



The application comprises two parts:

1. Application data is entered into a series of online screens.
2. For some Funding Schemes, an additional Case for Support document is completed offline as a Word file, and uploaded to the system as a PDF.

### System Access


The system is accessed using the Oxford Single Sign-On (WebAuth). External applicants should obtain a temporary SSO – this can be arranged by contacting the departmental administrator of the collaborating department in the University.

### Creating an Application

	IRAMS requires you to enter your ORCID iD. If you do not have an ORCID iD, go to <a href="https://register.it.ox.ac.uk/self/orcid">https://register.it.ox.ac.uk/self/orcid</a> and create an ORCID iD <b>before</b> creating your application.
	


On logging in, you will see a searchable list of funding schemes to which you can apply.

You can find a quick description of the scheme by clicking on

the  next to the title of funding scheme. From this main menu, you can create an application for yourself, or on behalf of someone else. To apply for someone else, choose the 'Apply for PI' option. You will need their SSO.

Apply >

Apply for PI >

Guidelines for the schemes can be accessed by clicking the 'Guidelines' link: [Guidelines](#) 

The application form is made up of the following tabs:

1. **The Project:** General details of your project, such as title, start and end dates and the unit that needs to approve your application.

* Project Title:	<input style="width: 80%;" type="text"/>
Division:	<input style="width: 80%;" type="text" value="-- Please Select --"/>
* Approving Unit:	<input style="width: 80%;" type="text" value="-- Please Select --"/>
* Start Date:	<input style="width: 80%;" type="text"/>
* End Date:	<input style="width: 80%;" type="text"/>

**To select approving unit,** first select your Division and then the approving unit (department or sub-department).



To quickly find your department/sub-department, enter the first couple of letters of your department/sub-department

2. **Investigators:** Your details will auto-populate from your SSO ID. You will be asked to enter your ORCID iD. You can add co-applicants, who will be able to edit the application, and receive email notifications (external partners will not receive emails or see the application in IRAMS).
3. **Form Editors:** Allows you to give edit access for this application to colleagues who are not co-applicants, e.g. administrators
4. **Financial Details:** A summary of the costs requested from the scheme and contributions to the project from other sources.

### Attachments




IRAMS only permits one attachment per application.

5. **Case for Support:** Where applicable the Case for Support should be downloaded from the system and completed offline. Once complete you should upload it to the system as a PDF (file must not exceed 5MB)
6. If you need to submit a CV with the Case for Support and both are pdf documents, you need to combine these documents into one pdf
7. To **combine pdf documents** ensure you have installed



Install Power PDF Advanced 3.0

From the **Oxford Application Installer**, this can be found from

the Start menu on your PC. 

8. To combine two pdf documents, go to Windows Explorer



and select the files you wish to combine, once selected right click and select **Combine files as one PDF**. A new window will open which will enable you to save the



9. The combined document can then be uploaded onto IRAMS

Once your application is complete, submit it for review and approval. You will be **unable to edit your application further**, but may view and print it.

### Creating an Application for Someone Else

Clicking the 'Apply for PI' button on the main menu allows you to fill out an application on behalf of a colleague.

You will need to enter the SSO ID of your colleague and then complete the form as normal.

### Notes on the Application Form

1. Application form may vary for different schemes
2. You can save progress at any time and return to your application from the main menu (My Applications tab)



Please save your application before going back to the main menu, otherwise changes will be lost

3. You must have saved your application before you upload the pdf Case for Support.
4. Compulsory fields for submission are highlighted with an asterisk. The system will alert you to any missing fields when you submit
5. On the Financial Details tab the table will automatically calculate the totals in the table and the 'Indirect/Directly Allocated Costs to be covered by Department' value.
6. Clicking 'Delete' will delete the application from the system.
7. You can view and download a copy of a submitted application from the main menu. To see applications which are being assessed, go to the My Applications tab. Applications with funding decisions are in the Funding Decisions tab.

#### **Timetable and Review Process**

The review process and timetable varies between funding schemes. For details, read the guidelines for the funding scheme to which you are applying, or contact the fund owner directly.

In most cases, the application will go from Department to Division before going to the funding scheme's committee for final approval. The Department may pass the application back to the applicant for revision before forwarding to the Division.

Some funding schemes work with specific deadlines, whereas others are open for application at any time.

If your department would like you to make revisions, they will return the application to you (the status will be Resubmit), allowing you to edit the form before resubmitting. You will be notified by email if this is the case. Following internal review and ranking, the Department will submit applications to the Division (where appropriate).

#### **Post Award Administration**

**Extension Requests:** If your application is successful, you will be able to request an extension via the Funding Decisions tab (if the fund to which you are applying allows you to make an extension request). You will be kept up to date with the progress of your request via email.

**Final Report:** You will be notified by email when a report is due (the actual date will vary for each source of funds, and there are some funds that do not require final reports). To submit a final report, click the 'Final Report' button next to the relevant application and complete the form.

#### **Help and Support**

Applicants with queries about the application process should in the first instance get in touch with the relevant contact for the scheme they are applying to. This contact will be listed in the scheme guidelines