

# IRAMS – Internal Research Application Management System

## Guide for Departmental Approvers

### Introduction

IRAMS (Internal Research Application Management System) was launched in May 2017 to provide 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/>.

### System Access

The system is accessed using the Oxford Single Sign-On (WebAuth). Some funds may accept applications from external applicants, who should obtain a temporary SSO. This can be arranged by the departmental administrator of the collaborating department in the University.

To become a departmental approver, contact the person in your division who deals with the John Fell Fund or other internal funds.

### Manage Applications

1. Click on the 'Manage Applications' tab. Here you will see applications and funding decisions for your department.
2. By default, you will see all applications which require action on your part, but you can use the filters to change the applications and awards which are visible to you and see everything.

### Application Status

Application are visible in the Manage Applications tab at any point and regardless of status. The system will send email notifications at specific points throughout the process, enabling you to keep track of where an application is in the decision making workflow.

### Approve Application and Submit Your Assessment

1. Applications which are ready for review and approval will have the **Assess** button visible and their status will be 'With Department'. To view the application, open the pdf by clicking on **Download Application** or click the Assess button to begin the review.
2. Review the information in the first five tabs, including information in the attached supporting document. You can update the information and save, if required. NB: application form and pdf may vary for different schemes.
3. On the *Approval* tab:
  - a. You must enter the **Departmental Finance Contact** for your department.
  - b. Enter your assessment in the **Comments** section. You can also add a **Departmental Priority** if required by the fund.
  - c. You can also specify whether the application needs to be reviewed by a Division other than your own.

4. Click **Save** to save any changes before submitting.
5. Click **Return to PI** to return to the PI for revision (see below).
6. Click **Delete** to delete the application (see below).
7. Once you are ready to submit the , read the statement at the bottom of the page, and then click **Confirm and Submit** to confirm changes and submit the application to the next approval stage, e.g. to the Division or Funding Scheme Owner Manager.
8. You can navigate back to the main application menu by clicking on the **Back to Main Menu** button at the bottom of each screen.

### Return an Application to PI

If the application needs to be updated, you can send it back to the PI.

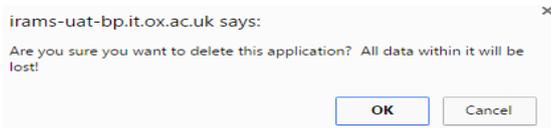
1. After reviewing the application (as per steps 1-3 in the previous section), click **Return to PI**.
2. The application will be will again have the Draft status, and be available for edit by the applicant in their *My Applications* list. They will need to resubmit the application for departmental approval.

When an application is sent back to Draft status, the PI and co-applicants receives an email informing them of this, stating that the application may be resubmitted. It is expected that you will discuss with the applicant any changes that need to be made to the application before it may be resubmitted.

### Delete an Application

If you delete an application neither you nor the PI will be able to retrieve it in the future, so only perform this action if you are certain it should be removed completely.

1. After reviewing the application (as per steps 1-3 in the Approve Application and Submit to Division section), click **Delete**.
2. A message appears asking you to confirm the deletion.



- Click OK to completely delete the application, or Cancel to back out.

### Approve Extension Request

An extension may be requested by the PI, a co-investigator or a form editor (see *Make an Application on Behalf of Someone Else* below) and requires approval from the Department before it will be considered by the Fund Owner.

- Once an extension request has been submitted, it will appear in the list of Applications needing action on the *Manage Applications* tab, with the 'Assess Extension Request' action available.



- Review the extension request details and add further information if necessary before clicking **Accept** or **Reject**.
- It is also possible to return the extension request to the PI so that they can amend it. To do so, click on **Return to PI**. NB: It is expected that you will discuss with the applicant any changes that need to be made to the request before it is resubmitted.

### Make an Application on Behalf of Someone Else

In most cases a PI will complete the online application themselves; however, there may be occasions where you will need to create the application on their behalf. The online form is intuitive, and there are separate FAQs to support the completion of it. The following steps are provided as an overview of the process:

- Login as per the steps in the Login to John Fell Fund Application Menu section on the previous page.
- Click **Apply for PI**.

To make an application with someone other than yourself as the Principal Investigator (PI), enter their Single SignOn ID (SSO) in the box below and click on 'SSO Look Up'.

Principal Investigator SSO:  **SSO Lookup**

- Enter the **Single Sign-on** username of the person you are making the application for and click **SSO Lookup**.
- A confirmation message appears, displaying the name of the person whose single sign-on details you have entered. If you have selected the wrong person, re-enter the single sign-on details.

**Success SSO Found**  
The SSO admin1443 belongs to Ben Walker. If this is the correct person, click the button below to create an application. If not, please try again.

**Create an Application >>**

To make an application with someone other than yourself as the Principal Investigator (PI), enter their Single SignOn ID (SSO) in the box below and click on 'SSO Look Up'.

Principal Investigator SSO:  **SSO Lookup**

- With the correct person selected, Click **Create an Application >>**.
- Complete details in each of the tabs and attach the PDF Case for Support document. Please note: you will need to **save** the application before the PDF Case for Support can be successfully attached. You can move between each tab using the **Next** button, or by clicking on the tab name.

- When all the information is completed, Click **Submit**. A confirmation message appears.

**Success**  
Your application "A test application for Ben" has been submitted

If something is not completed correctly, a red banner will appear advising what needs to be corrected before you can resubmit it.

**Error**  
Please enter a Title for the project

- Once submitted, the application appears in the applicant's *My Applications* list, as well as in the *Applications for Departmental Review* list of the Department approver.

### Submit an Extension on Behalf of Someone Else

- In the *Funding Decisions* section, locate the application to be extended, and click on **Request Extension**.

- Complete all the fields and click **Apply**.

### Final Report

Some funding schemes will require the applicants to submit a final report about the outcomes of their award. Submitted final reports can be found in the Manage Applications tab.

### Help & Support

Guidance and further information about IRAMS can be found at <https://www1.admin.ox.ac.uk/researchsupport/applying/electronic/>.

If you have any queries about the application process or the system please go to the relevant scheme contact (listed on the scheme website, or in the scheme guidance/notes for applicants) in the first instance.