RESEARCH SERVICES

UNIVERSITY OF OXFORD

IRAMS – Internal Research Award Management System Guide for applicants

Introduction

IRAMS (Internal Research Application Management System) provides a common platform for applications for Research Funding Schemes managed internally by the University.

IRAMS comprises two parts:

1. Application data is entered into a series of online screens.
2. For most funding schemes, a Case for Support document is completed offline as a Word file, and uploaded to the system as a PDF.

System access

IRAMS is accessed using Oxford Single Sign-On. 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

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. Guidelines for the schemes can be accessed by clicking the 'Guidelines' link

Completing the application form

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. To select approving unit, first select your Division and then the approving unit (department or sub-department)
   Tip: 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. If you do not have an ORCID iD, go to the register IT site and create an ORCID iD
   Please note: You will be permitted to save your application without the ORCID iD field completed, but you will **not** be able to submit your application
3. 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).
4. **Form editors**: Allows you to give edit access for this application to colleagues who are not co-applicants, e.g. administrators
   Tip: IRAMS can only be accessed through SSO. If someone from outside the University requires access, either as an investigator or form editor, they will need to be provided with a virtual card. Information on virtual cards can be obtained from Estates
5. **Financial details**: A summary of the costs requested from the scheme and contributions to the project from other sources. This table will automatically calculate the totals in the table and the 'Indirect/Directly Allocated Costs to be covered by Department' value.

Saving your application

You must have saved your application before you upload the Case for Support (see next section). Compulsory fields for submission are highlighted with an asterisks. You can save progress at any time and return to your application from the main menu (My Applications tab)

Case for support

Please note: IRAMS only permits one attachment per application

6. **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)
7. If you need to submit a CV or Letter of Support with the Case for Support and all are pdf documents, you need to combine these documents into one pdf
8. To **combine pdf documents** ensure you have installed **Power PDF Advanced 3.0** from the Oxford Installer which you can find by clicking on the Start menu on your PC located in the left hand bottom corner of your screen and searching for: Oxford Installer
9. 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 combined file under a new name. The combined document can then be uploaded onto IRAMS.

Submitting your application

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. The system will alert you to any missing fields when you submit

Deleting your application

Clicking 'Delete' will delete the application from the system.

Viewing and downloading your application

You can view and download a copy of a submitted application from the main menu. To see applications that 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 first go to your department for approval and ranking before going to the funding scheme's committee for a decision. 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.

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