What IRMA is and how IRMA can help you

IRMA is the Integrated Research Management Application used by CDU as a repository for its research activities including grants, publications and ethics. It is part of the University's broader research management system. The Grants component, which is managed by the RGBD team, records **all research grants and business development externally funded activity**, including VET and HE quotes, tenders, consultancies, and research-related activity.

IRMA has inbuilt tools to allow for reporting reminders and invoices to be generated through it.

Accurate entry of projects into IRMA enables us, through the broader research management system, to report on such activity through its reporting tools. The Office of Research and Innovation can provide relevant information on your area's externally funded activities so that you can analyse and further report on it.

IRMA Milestones and Invoice reminders

IRMA generates milestone and invoice reminders as they fall due. Two weeks before the milestone/invoice due date, IRMA will generate a reminder, notifying you that the milestone is imminent. The next reminder is generated by IRMA on the due date of the milestone/invoice.

While IRMA generates the reminders, our Post Award Officer issues them and requires a response from you to update IRMA. If a payment is due on completion of a milestone, please send us a response to say whether you have met the milestone so we can request the invoice if you have. Accordingly, if you have not met the milestone, please let us know what measures have been taken to communicate this with the funding body and if you require our assistance to arrange a variation to the funding contract.

Maintaining accurate and up to date information about your projects

Please work with us to maintain accurate and up to date information by:

- Listing the IRMA ID in all communication with us regarding individual projects

- Responding promptly to requests about milestone status/completion

- Letting us know about changes to milestones, personnel or contracts as they occur (an added benefit is that we can assist with putting in place any required contract variations)

- Letting us know, in advance if possible, if a milestone cannot be met and the reasons

- Sending us copies of any relevant project documents, i.e. executed contracts, milestone reports, project budget/costing spreadsheet, notices of acceptance/ award etc.

Top Tips!

- Quote your project's IRMA ID when communicating with us about your project

- IRMA will send you milestone reminders 2 weeks before the milestone is due

- Our Post Award Officer needs a response about whether you have met the milestone or not

- Let us know about changes to milestones, personnel or contracts as they occur so that we can help you manage this

- Sending us copies of any relevant project documents.

Further information

For further information about the services we offer, please visit our comprehensive web pages at:

http://www.cdu.edu.au/research/ori/rgbd

CONTACT US

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