




ReDBank Storage Application Form – Getting Started

This document describes how to navigate to the ReDBank Storage Application Form on the website hosting the form and start a new application.

The ReDBank Storage Application Form is hosted by the USQ RIMS website.

1. With a Web browser navigate to <https://orims.usq.edu.au> and login with your USQ username and password.

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Welcome to RIMS Web

ResearchMaster Enterprise
Please Log In To Continue

User Name

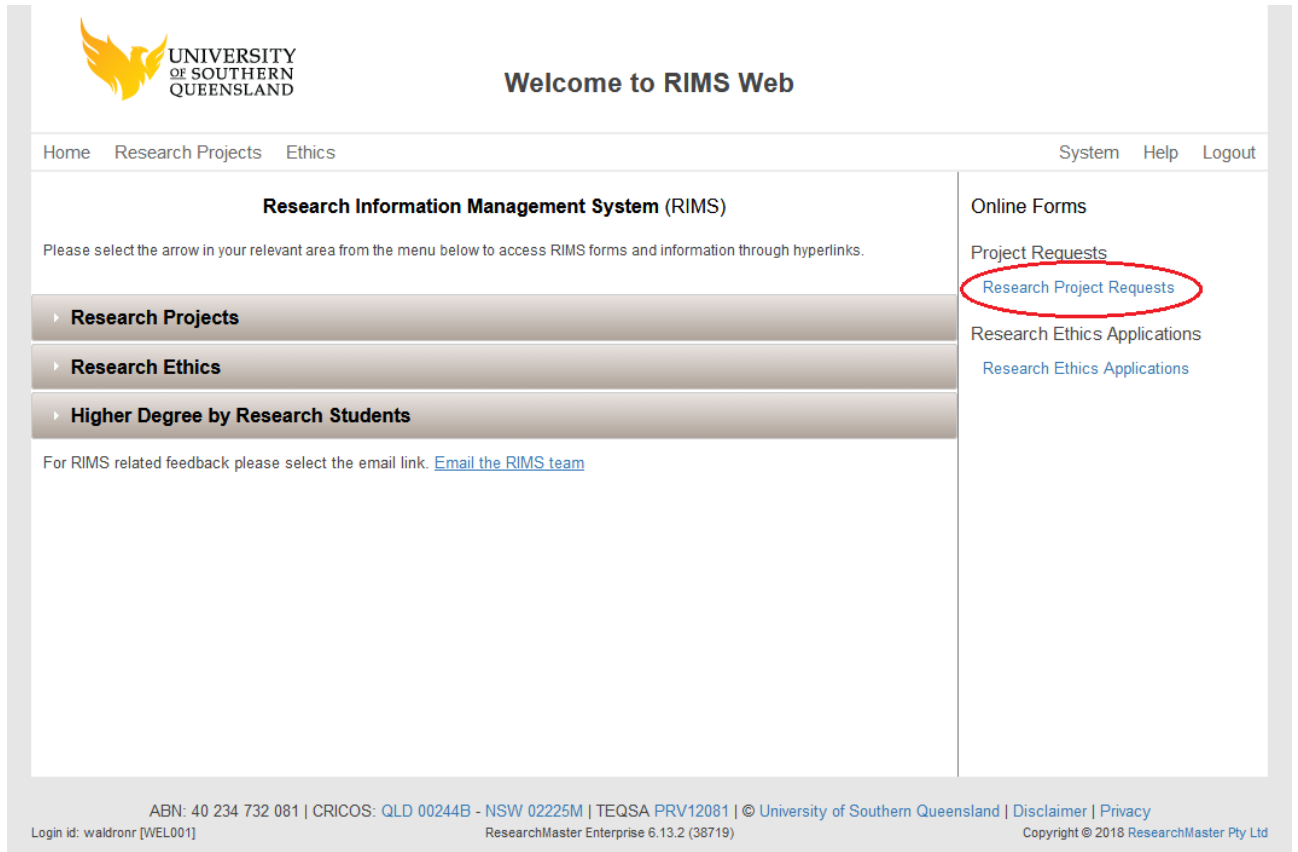
Password

Login

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2. Once you are logged in you will see the RIMS landing page. Select **Research Project Requests** from the list of **Online Forms** at the right of the page.



The screenshot shows the RIMS Web landing page. At the top left is the University of Southern Queensland logo. The main heading is "Welcome to RIMS Web". Below this is a navigation bar with "Home", "Research Projects", and "Ethics" on the left, and "System", "Help", and "Logout" on the right. The main content area is divided into two columns. The left column is titled "Research Information Management System (RIMS)" and contains a message: "Please select the arrow in your relevant area from the menu below to access RIMS forms and information through hyperlinks." Below this message are three expandable menu items: "Research Projects", "Research Ethics", and "Higher Degree by Research Students". The right column is titled "Online Forms" and contains a list of links: "Project Requests", "Research Project Requests" (circled in red), "Research Ethics Applications", and "Research Ethics Applications". At the bottom of the page, there is a footer with contact information and copyright details.

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Welcome to RIMS Web

Home Research Projects Ethics System Help Logout

Research Information Management System (RIMS)

Please select the arrow in your relevant area from the menu below to access RIMS forms and information through hyperlinks.

- ▶ Research Projects
- ▶ Research Ethics
- ▶ Higher Degree by Research Students

For RIMS related feedback please select the email link: [Email the RIMS team](#)

Online Forms

- Project Requests
- Research Project Requests**
- Research Ethics Applications
- Research Ethics Applications

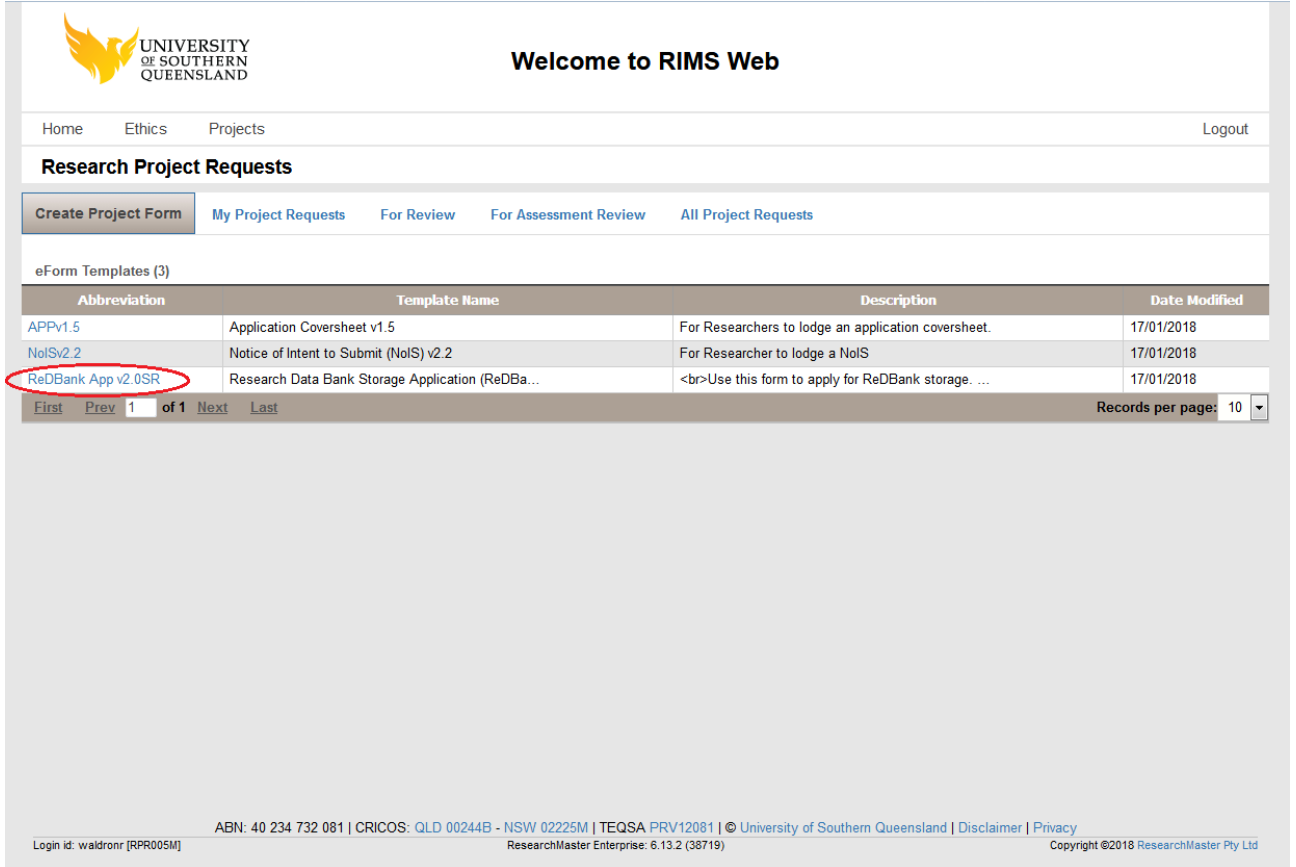
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3. On the **Research Project Requests** page select the **Create Project Form** button.

The screenshot displays the RIMS Web interface. At the top left is the University of Southern Queensland logo. The main heading is "Welcome to RIMS Web". Below this is a navigation bar with links for "Home", "Ethics", "Projects", and "Logout". The main content area is titled "Research Project Requests" and contains several buttons: "Create Project Form" (highlighted with a red circle), "My Project Requests", "For Review", "For Assessment Review", and "All Project Requests". Below the buttons, it shows "Research Project Requests (0)". At the bottom of the page, there is a footer with contact information and copyright details.

- Once the **Create Project Form** button has been selected a list of available e-Forms will be displayed. Select **ReDBank App v2.0SR**.



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Welcome to RIMS Web

Home Ethics Projects Logout

Research Project Requests

[Create Project Form](#) [My Project Requests](#) [For Review](#) [For Assessment Review](#) [All Project Requests](#)


eForm Templates (3)

Abbreviation	Template Name	Description	Date Modified
APPv1.5	Application Coversheet v1.5	For Researchers to lodge an application coversheet.	17/01/2018
NolSv2.2	Notice of Intent to Submit (NoIS) v2.2	For Researcher to lodge a NoIS	17/01/2018
ReDBank App v2.0SR	Research Data Bank Storage Application (ReDBa...	 Use this form to apply for ReDBank storage. ...	17/01/2018

First Prev 1 of 1 Next Last Records per page: 10

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- A list of existing projects managed by RIMS will be listed. Select the **Create New Without Base** button to start a new ReDBank Storage Application Form.



Welcome to RIMS Web

Home Ethics Projects
Logout

Research Project Requests

Create Project Form
My Project Requests
For Review
For Assessment Review
All Project Requests

Create a Based on Existing online form using the template **Research Data Bank Storage Application (ReDBank) Form v2.0SR**

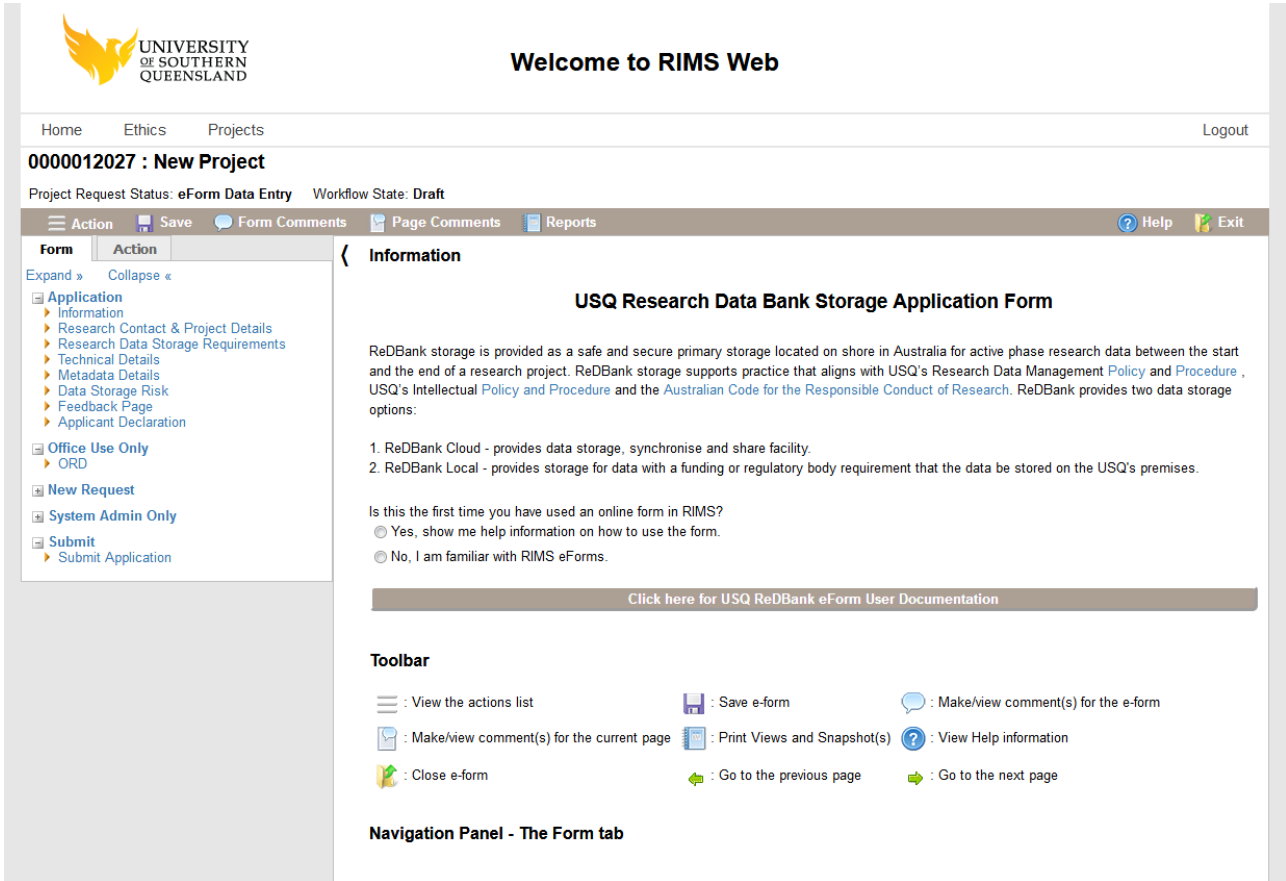
Use this form to apply for ReDBank storage. Choose:

- Create New Without Base** - if you have not previously lodged a research project application.
- Create New** - if you have previously lodged a research project application.

Create New Without Base
Cancel

RIMS ID	Project Title	Primary Investigator	Primary Fund Scheme	Status	Date Approved	
Equals	Contains	Contains	Contains	Contains		
0000010006	Studying 'research' in Australia's library and information pr...	Prof Helen Partridge	ARC - Linkage Project - 2015	Project In Progress	7/07/2015	Create New
0000010026	The development of the TeachQA platform and work towar...	Dr Nick Kelly	The Queensland College of Teac...	Project In Progress		Create New
0000010029	Improving irrigation and fertiliser application for horticulture ...	Dr Alison McCarthy	Accelerate Fellowship Program ...	Project In Progress	1/06/2014	Create New
0000010030	Improving dry season agriculture for marginal and tenant fa...	Mr Erik Schmidt	Improving dry season agriculture...	Project In Progress		Create New
0000010035	RPAS (UAV) automated surveillance of crop hotspot for im...	Dr Cheryl McCarthy	Accelerate Fellowship Program ...	Project In Progress	22/01/2015	Create New
0000010036	Cherbourg Alcohol Management Evaluation	Mr Richard Henshaw	Cherbourg Community Alcohol ...	Project In Progress	12/12/2013	Create New
0000010040	Development of a pump efficiency monitor for use in the A...	Mr Phillip Szabo	CRDC - Scholarship- NEC1501	Project In Progress		Create New
0000010044	Development of Improved Climate Forecast Systems for M...	Prof Roger Stone	Climate Forecast Systems - M...	Project In Progress	22/01/2015	Create New
0000010050	Modernisation of Furrow Irrigation in the Sugar Industry	Dr Malcolm Gillies	SRA - Modernisation of Furrow I...	Project In Progress	21/01/2015	Create New
0000010051	Consultancy - Dr Saman Seneweera - Supervision/hosti...	A/Pr Saman Seneweera	Endeavour Supervision - Scope ...	Project In Progress	17/12/2014	Create New
0000010055	SRF_RR_3_Burton - Community Futures	Prof Lorelle Burton	USQ - Strategic Research Fund	Project In Progress	21/01/2015	Create New
0000010056	Reef Rescue Project	Mrs Jo Owens	Paddock to Reef - DNRM	Project In Progress	21/01/2015	Create New
0000010060	AFAANZ 2014_M Kavanagh	Prof Marie Kavanagh	Accounting & Finance Associati...	Project In Progress	22/01/2015	Create New
0000010063	Storage Seepage Assessment	Mr Michael Scobie	Storage Seepage - DNRM	Project In Progress	22/01/2015	Create New
0000010082	Re-examination of Respirable crystalline silica (RCS) in a ...	Dr Zuhua Zhang	Re-examination of respirable cry...	Application Successful	9/06/2015	Create New

6. A new ReDBank Storage Application Form will be displayed.



The screenshot shows the RIMS Web interface. At the top left is the University of Southern Queensland logo. The main heading is "Welcome to RIMS Web". Below this is a navigation bar with "Home", "Ethics", "Projects", and "Logout". The current page title is "0000012027 : New Project". Below the title, it says "Project Request Status: eForm Data Entry" and "Workflow State: Draft". A toolbar contains "Action", "Save", "Form Comments", "Page Comments", "Reports", "Help", and "Exit". On the left is a sidebar menu with "Form" and "Action" tabs. Under "Form", there are sections for "Application", "Office Use Only", "New Request", "System Admin Only", and "Submit". The "Application" section is expanded, showing "Information", "Research Contact & Project Details", "Research Data Storage Requirements", "Technical Details", "Metadata Details", "Data Storage Risk", "Feedback Page", and "Applicant Declaration". The main content area is titled "Information" and contains the "USQ Research Data Bank Storage Application Form". The form text describes ReDBank storage as a safe and secure primary storage located on shore in Australia for active phase research data. It lists two options: "ReDBank Cloud" and "ReDBank Local". Below the text is a question: "Is this the first time you have used an online form in RIMS?" with two radio button options: "Yes, show me help information on how to use the form." and "No, I am familiar with RIMS eForms." At the bottom of the form is a button that says "Click here for USQ ReDBank eForm User Documentation". Below the form is a "Toolbar" with icons for "View the actions list", "Save e-form", "Make/view comment(s) for the e-form", "Make/view comment(s) for the current page", "Print Views and Snapshot(s)", "View Help information", "Close e-form", "Go to the previous page", and "Go to the next page". At the bottom of the page is a "Navigation Panel - The Form tab".

7. Read the help information at the bottom of the page for basic information on how to navigate the form. If you require further assistance contact the ReDBank administration team.