Notice of Intent (NOI)

Faculty & Department User Guide

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Background

The Notice of Intent (NOI) is a web tool used to identify and track applications for the ARC and NHMRC grant rounds and schemes not required for submission in Themis Submissions. The NOI is used to gather contact details and keep in touch with applicants during rounds.

Faculty and Department users are able to view NOIs submitted by members of their Faculty/Department using the NOI site. Faculty and Department staff can access the NOI using the following link: http://noticeofintent.app.unimelb.edu.au.

Applicants can submit an NOI via the same link.

Accessing the NOI

How to obtain access

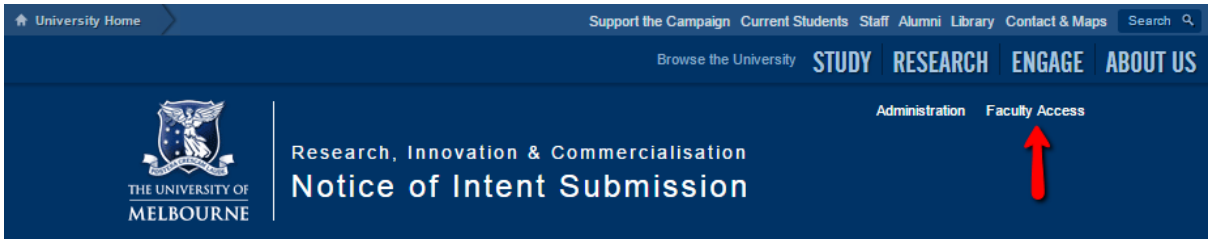
Access to the NOI for Faculty and Department staff can be set up by RIC on the authority of the Faculty Research Managers. To gain Faculty or Department access, please email ric-medresearch@unimelb.edu.au (and cc your FRM) with the following information:

- your UoM central username and the following information:
- Access level (can request Faculty level or one or more Departments).

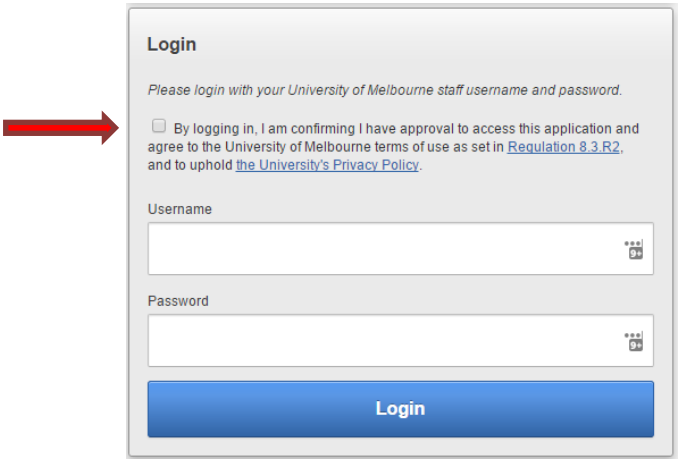
Once set up, you will be able to login with your UoM central username and password and will have access to any NOI records created by applicants from the faculty or department(s) for which you've authority.

Logging in

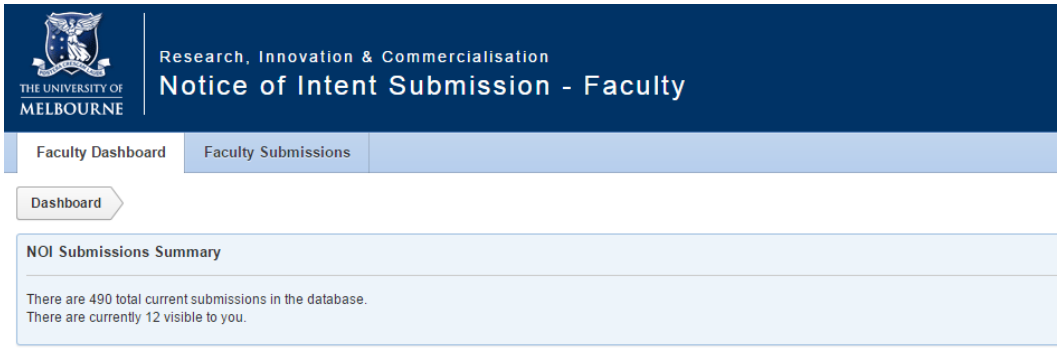
Faculty and Department staff can access the NOI using the following link: http://noticeofintent.app.unimelb.edu.au and selecting Faculty Access from the menu located at the top-right of the page.



You will be directed to the login page where you must accept the policy declaration before proceeding. Enter your central username and password then click LOGIN.



You will be taken directly to the faculty dashboard:



Viewing Permissions

You will only be able to view NOIs for Faculties and/or Departments for which permission was granted to you when your account was activated. If these permissions have changed or require update, please email ric-medresearch@unimelb.edu.au (and cc your FRM).

Dashboard Options

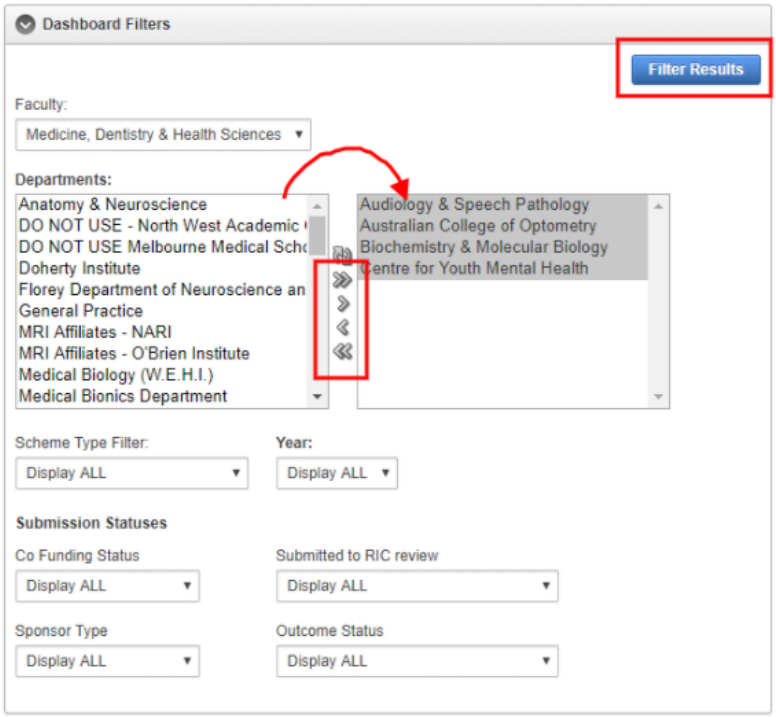
The dashboard displays chart data for all NOIs for Faculties and/or Departments for which permission was granted to you when your account was activated.

Dashboard Filters

The dashboard data can be filtered using the dashboard filters options – clicking the arrow icon (as below) will reveal these options:

Filters can be used independently or in combination to change the data in the charts represented on the dashboard display – once selections* are made clicking the 'Filter Results' button will refresh the display.

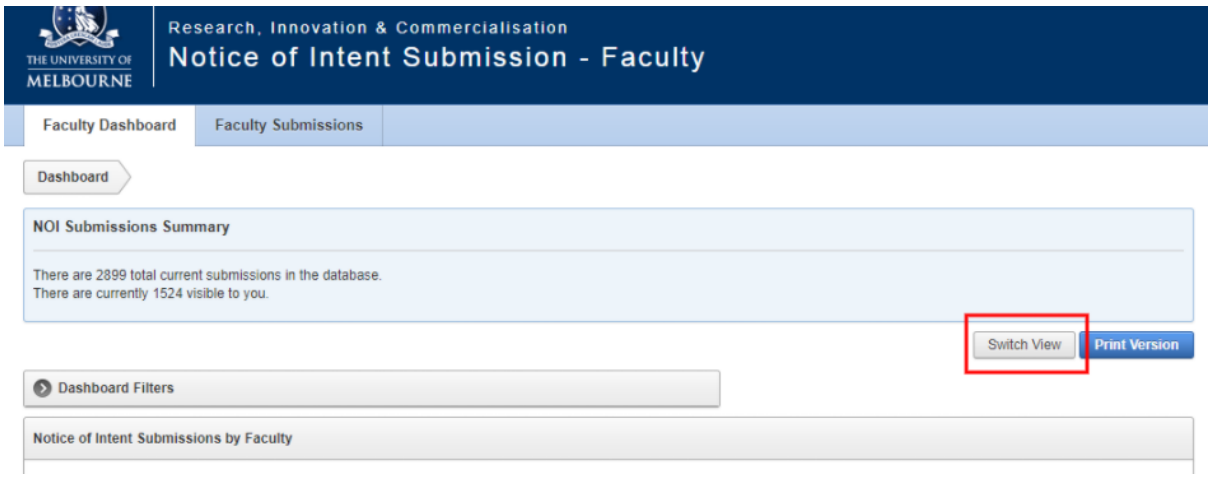
*Departments selections are made by moving the departments you want to report on from the left list to the right list as indicated below:



Changing the values of the drop down lists and clicking the 'Filter Results' button will reload the dashboard with filtered results.

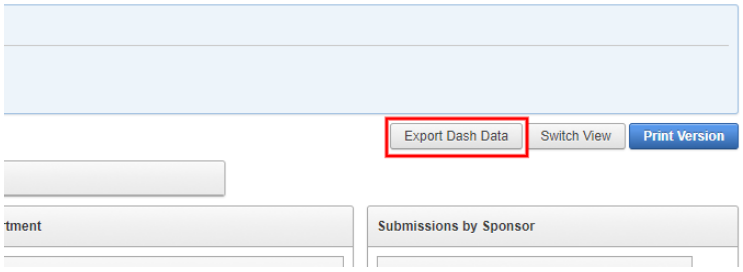
Dashboard Switch View

It is possible to switch the view of the dashboard to display tabular data rather than charts. To do this simply click the 'Switch View' button at the top tight of the dash board page – as identified below:



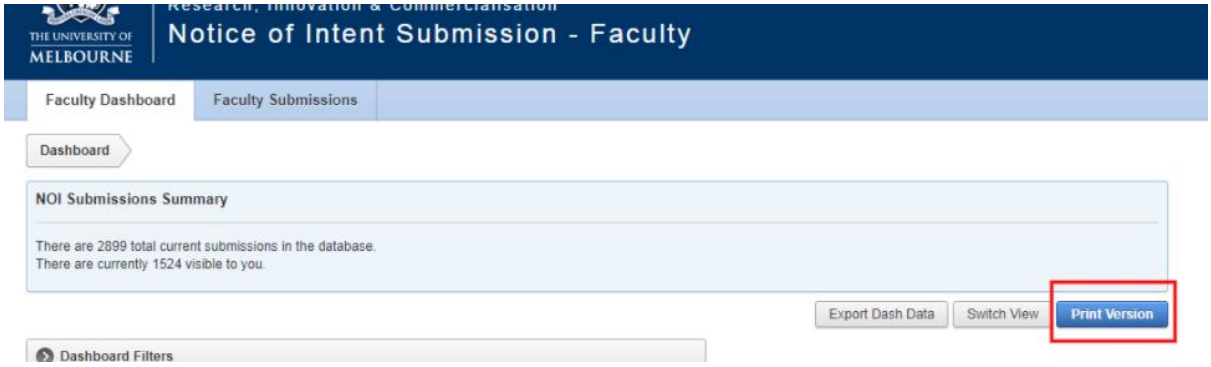
Export Switch View to Excel

Whilst in the tabular view of the dashboard you can export all data to Excel using the 'Export Dash Data' button – this will generate an excel workbook with corresponding sheets for each table.



Dashboard 'Print Version'

A printable version of the dashboard can be created by using the 'Print Version' button – this launches a new window optimised for printing.

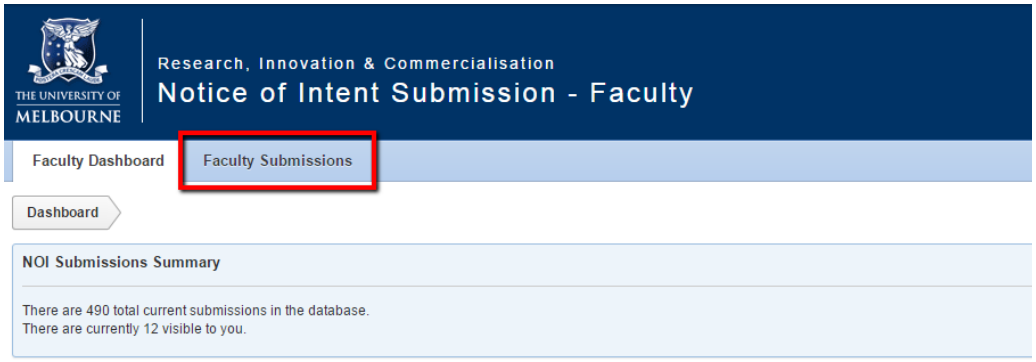


Tip: It is also possible to generate a PDF version of this page by following the instructions below:

1. Use CTRL-P to launch the browser print dialogue screen
2. In the 'Print Destination' (Google Chrome) or 'Select Printer' options (MS Internet Explorer) choose 'Save as PDF' (Chrome) or 'Adobe PDF' (IE).
3. Save the PDF to your chosen destination directory/folder.

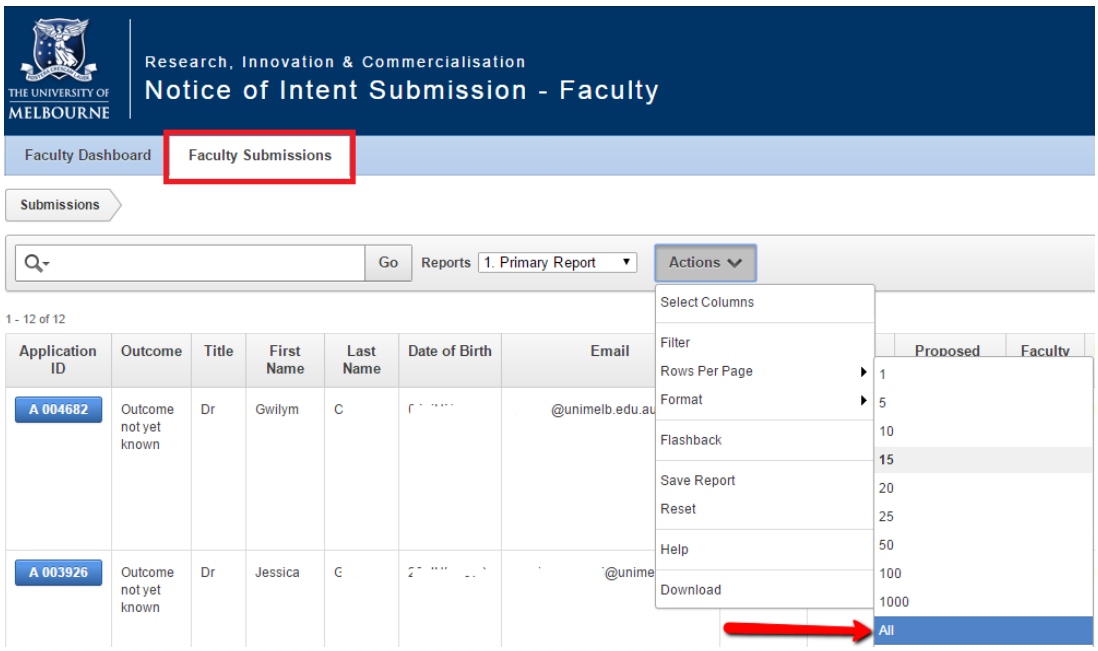
Viewing NOIs

On the NOI home page, click the "Faculty Submissions" tab.



The first 15 NOIs for your Faculty/Department(s) will appear. Use the arrow in the top or bottom right-left corner to move to the next page: 1 - 15

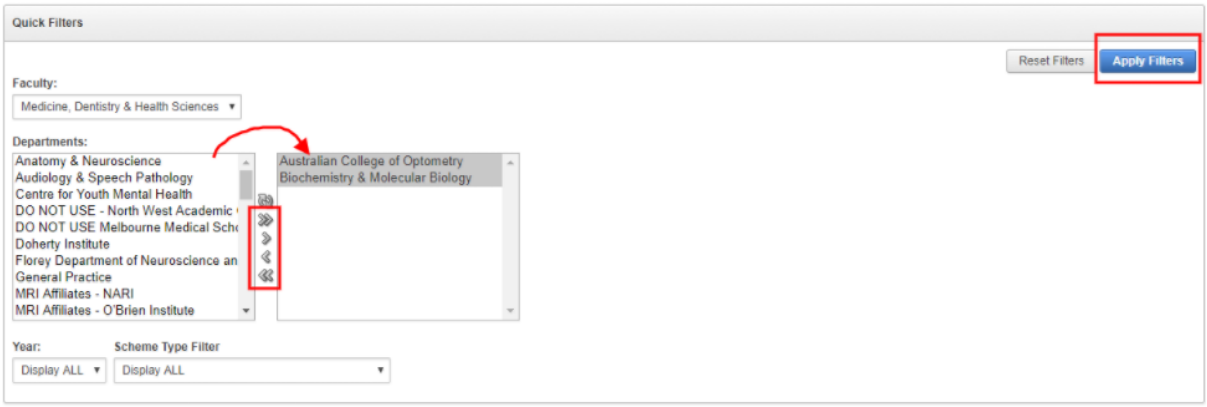
Alternatively, in the "Actions" drop down menu you can select how many *Rows Per Page* you wish to view. To view all NOIs, select "all":



NOI submissions quick filters

At the top of the report a group of drop downs and a department's selection is provided to quickly filter the report. Filters can be used on their own or in combination.

*Departments selections are made by moving the departments you want to report on from the left list to the right list as indicated below:



Clicking the 'Apply Filters' button reloads the report with the necessary filters applied.

Detailed searching & filtering the NOIs

The default setting on the search bar returns results from "All Columns". Searches can be refined by selecting the desired heading, such as Sponsor, Scheme, Department, etc. from the drop down options, illustrated below.

To search within a specific field, select the field from the drop down menu, enter your search term, and click GO. When the search is refined, the field name will appear at the start of the search field indicating that you are searching within the specified field.

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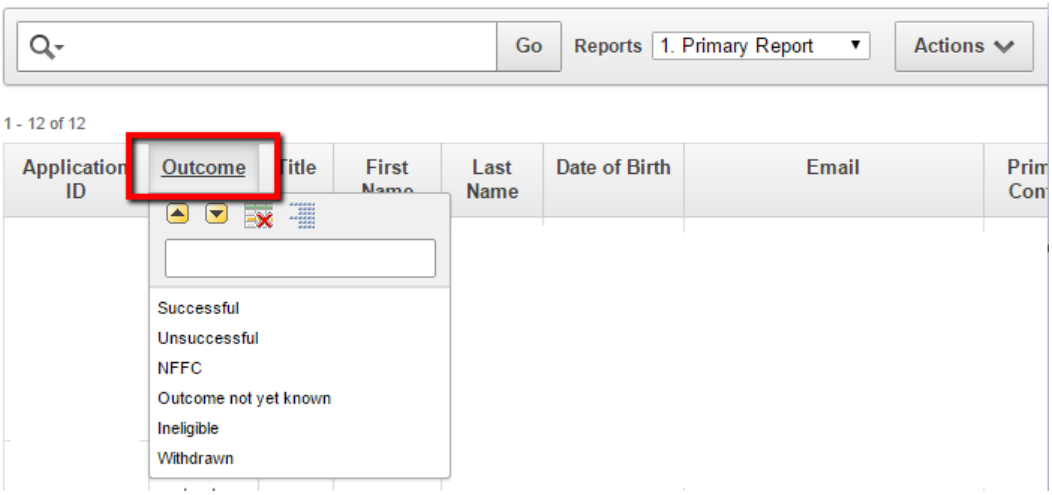
Alternatively, click the column heading to filter options similarly to *Microsoft Excel*:



Changing the column display

The order of and which columns appear in the NOI can be edited to your preferences. Using the "Actions" button, choose "Select Columns".

The options that appear will allow you to add and remove fields, as well as reorder columns. Hold the Control key to select multiple fields at the same time. Click "Apply" to save changes:

Symbol	Action
	Resets all fields to default display
	Add all fields from to display
	Add selected field to display
	Remove selected field from display
	Remove all fields from display
	Moves selected field to the top of the list
	Moves selected field up one space
	Moves selected field down one space
	Moves selected field to the bottom of the list

To add a column

Select a field on the left in the "Do Not Display" list and click the button to move it to the right "Display in Report" list. The field will be listed at the bottom of the "Display in Report" list.

The button will move all fields to the "Display in Report" list.

To remove a column

Select a field on the right in the "Display in Report" list and click the button to move it to the left "Do Not Display" list. The button will move all fields to the "Do Not Display" list.

To reorder the columns

In the "Display in Report" list, to reorder the columns, move selected items to the top of the list ( ), up one space ( ), down one space ( ), or to the bottom of the list ( ).

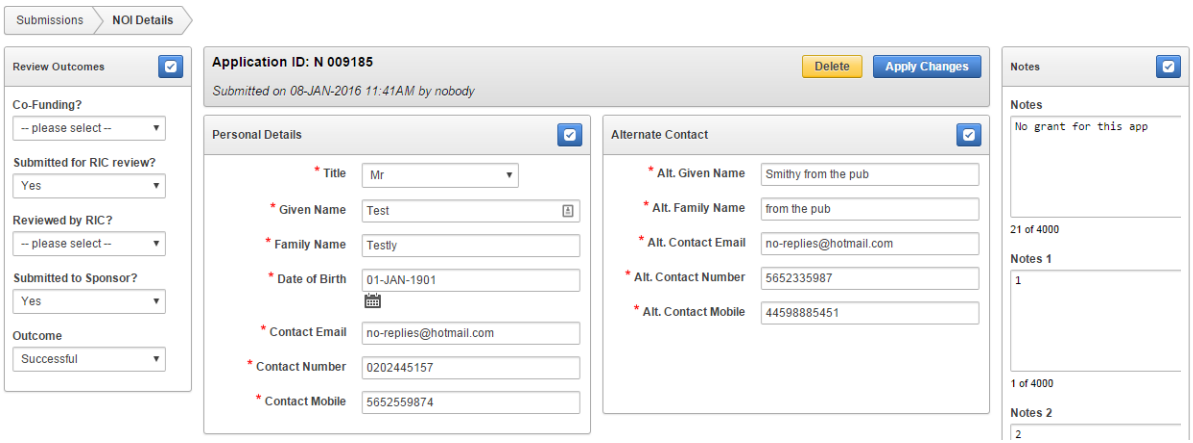
To reset all changes

To return all columns to the default setting use .

Viewing a NOI

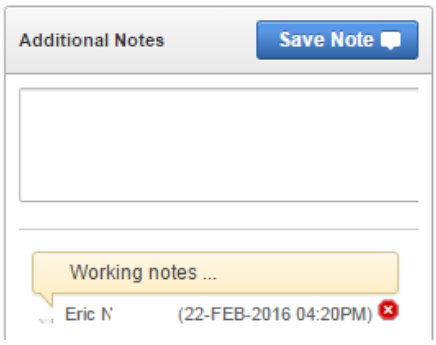
From the Faculty Submissions page, search the NOI you wish to view and click the Application ID.

The NOI Details page is loaded with the complete information for the application, all the details are read-only and cannot be edited.



The page is structured to display the main NOI details on the centre panels, Review Outcomes to the left panel, and Notes to the right.

Working notes can be added from the Additional Notes panel to the bottom right of the page and clicking "Save Note".



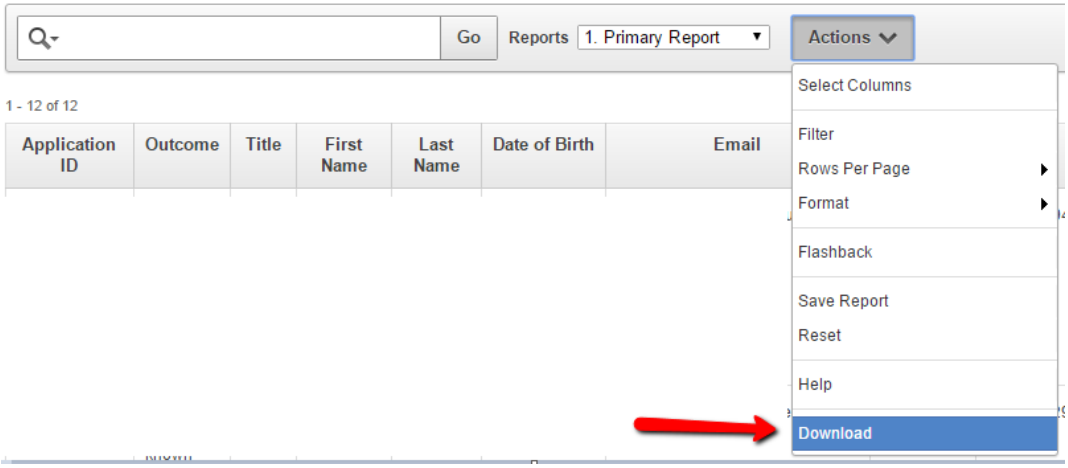
Note: you can only delete notes that you entered.

Notes you enter are visible to all staff who have appropriate access to the NOI application; either departmental/ faculty staff, or RIC staff.

Exporting NOIs

NOTE: the order of columns <u>displayed</u> on your screen will be the same in the <u>export.</u>

The list of NOIs can be easily exported by selecting "Actions" > Download.



Three download options will appear:

Symbol	Action
CSV	**Recommended:** Exports as a *.csv* file which can be opened in *Excel*. Save as a *.xls* or *.xlsx* file
HTML	Exports as a *.htm* file which will usually open in your web browser
Email	Emails a *.htm* file as an attachment directly to selected recipients. Note that the file is not a functional *Excel* file

Additional Functionality

Other functions are available within the NOI. Use the Help page to find out more: