

## Funding Subclass

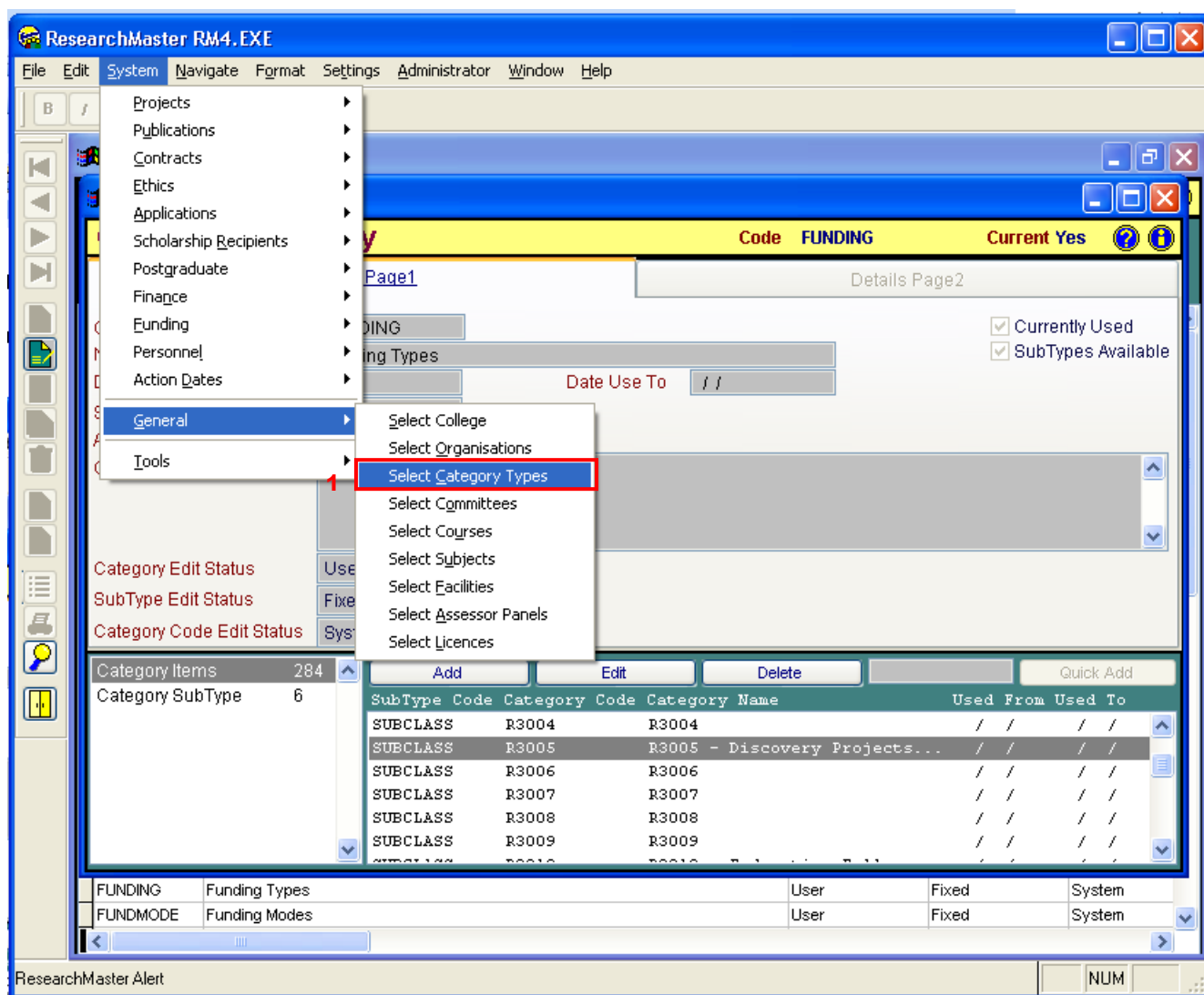
This guide shows staff how to create or update a funding subclass in Research Master (RM) via System>General>Select Category Types.



### Guidelines and rules

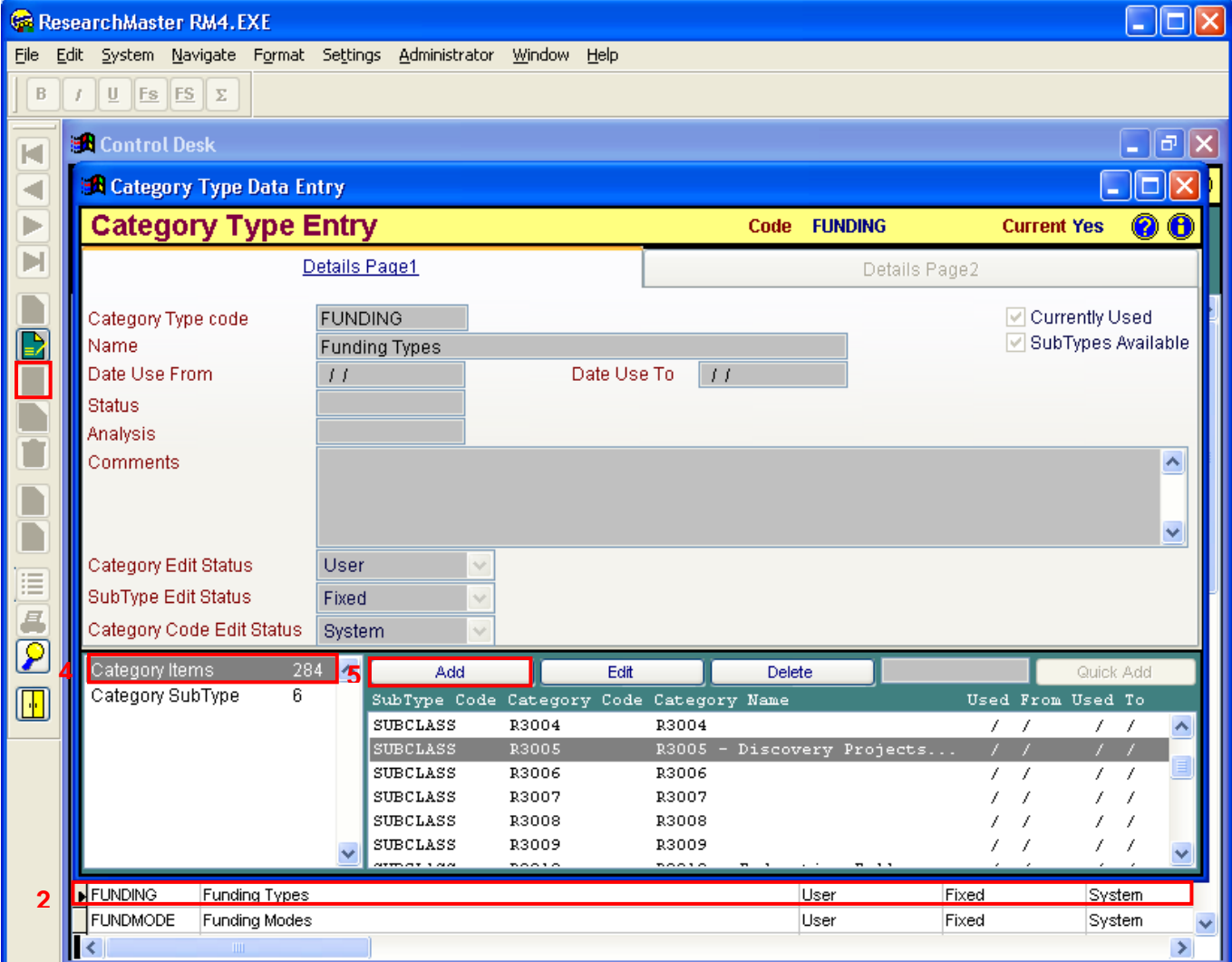
Externally funded research projects are categorised into CAT 1-4 for the Higher Education Research Data Collection (HERDC). CAT 1 consists of competitive research grant schemes listed on the Australian Competitive Grants Register (ACGR). These schemes/subclasses are recorded in both RM and SAP. Major updates occur every five years, and minor updates may occur annually.

### To create a new subclass

- 1 From the menu, select System>General>Select Category Types



- 2 Select FUNDING (Funding Types)
- 3 Click the **View selected record** button  to activate the editing functions of the related items (bottom half of the window)
- 4 Select **Category Items**
- 5 Click the **Add** button 



ResearchMaster RM4.EXE

File Edit System Navigate Format Settings Administrator Window Help

Control Desk

**Category Type Data Entry**

**Category Type Entry** Code FUNDING Current Yes

Details Page1 Details Page2

Category Type code: FUNDING  Currently Used  
 Name: Funding Types  SubTypes Available  
 Date Use From: / / Date Use To: / /  
 Status:   
 Analysis:   
 Comments:   
 Category Edit Status: User  
 SubType Edit Status: Fixed  
 Category Code Edit Status: System

Category Items: 284 **Add** Edit Delete Quick Add

SubType Code	Category Code	Category Name	Used From	Used To
SUBCLASS	R3004	R3004	/ /	/ /
SUBCLASS	R3005	R3005 - Discovery Projects...	/ /	/ /
SUBCLASS	R3006	R3006	/ /	/ /
SUBCLASS	R3007	R3007	/ /	/ /
SUBCLASS	R3008	R3008	/ /	/ /
SUBCLASS	R3009	R3009	/ /	/ /
SUBCLASS	R3010	R3010	/ /	/ /

FUNDING Funding Types User Fixed System  
 FUNDMODE Funding Modes User Fixed System

ResearchMaster Alert NUM

6 **Edit Category Item** window pops up; complete the following details:

Item	Data
Currently Used tick-box	Ticked by default
Category SubType	Fund Scheme Classification Codes and SAP Internal Order Subclasses (one each)
Category Item Code	e.g R3010 (must be unique)
Item Name	Category Item Code and Scheme or Funding Body plus Scheme (which ever more descriptive) connected by hyphen e.g. R3010 - Federation Fellows
Status	Leave blank
Analysis	Enter the corresponding General Ledger Cost Element for Fund Scheme Classification Codes. e.g. 432100
Comments	Record update history separated by semicolon e.g. updated from 'Non RMIT Funded Research Scholarships' on 1/1/2007; updated from Discovery Federation Fellowships on 1/1/2011;
Date Use From	e.g. 01/01/2000
Date Use To	Only enter this field when the subclass is no longer in use, in which case the <b>Currently Used</b> tick-box must be un-ticked as well. e.g. 31/12/2010

7 Click the Save changes to record button  to save and close the window; the item will appear in the list.