Completing the Sponsored Project screen

If you indicate your research project involves Funded Research (internal or external funding) on the Research Checklist you will need to complete the Sponsored Projects screen. (Internal funding: department or University grant, External funding: private organisation or individual, government department, etc.)

Specify the details of funding

1. Tick the checkbox/s for the source/s of project funding.
   
   Note: if you indicate external funding you will need to complete additional fields.

If you have selected External funding go to task #2. Otherwise go to task #11.

Have the sponsor/s been identified at this stage?

2. Tick the checkbox to the right of this question if you have identified the external sponsor/s.
   
   Note: if you have identified the sponsors you will need to complete additional fields in the Sponsors table that displays.

If you have identified the sponsors go to task #3. Otherwise go to task #11.

Sponsors listed in Themis

3. Click on the Add Sponsor button.
   The Search and Select: Add Sponsor screen will display.

4. Enter the name (or partial name) of the sponsor you wish to add.
   
   Use the % wildcard to widen your search (e.g.: entering Science% will retrieve all sponsors whose name begins with Science).
   
   Tip: if you are adding the NHMRC as a sponsor you should perform a search on National%. If you are adding the ARC as a sponsor you should perform a search on Australian%.

5. Click on the Go button.
   A list of all sponsors currently recorded in Themis matching your search criteria will display.

6. Tick the checkbox/s in the Select column to select the appropriate sponsor/s then click on the Select button.
   The Search and Select screen will close and the sponsor selected will display in the Sponsor table.

7. Repeat steps 3 to 6 above to enter additional sponsors if required.

Sponsors not listed in Themis

8. Click on the Add Another Row button.
   A blank row will display in the Unlisted Sponsor table.

9. Enter the name of the sponsor you wish to add.

10. Repeat steps 8 and 9 above to enter additional sponsors if required.

Will participants be informed of the source of the funding?

11. Click on the appropriate radio button to select whether project participants will be informed of the funding source.

12. Enter further details for this response in the field below.
   
   Yes: if the participants are to be informed, explain how you will inform them.
   
   No: if the participants are not to be informed, explain why you will not inform them.

13. Click on the Next button to proceed to the next screen.