

Background & Process Flow: Research Information Form

What is the RIF for?

The Research Information Form provides a consolidated multi-section form for the collection of information essential to the administration, management and reporting of all research activity in the University. The RIF must be completed and submitted for all proposed research projects and programs, including grant applications (external and internal), contract research proposals, tenders, commercial agreements and collaborations, postgraduate student research and unfunded research. **Applications and proposals will not be accepted by the RIO unless accompanied by a completed RIF.**

How do I submit a RIF?

When downloaded and completed, please forward a signed hard copy of the RIF to the area of your Faculty or Unit with responsibility for research, together with any additional required documentation e.g. funding application, project brief, tender documents. It will then be forwarded to the RIO. (See the detailed flowchart of Research Information Form: Review and Certification Process.)

The Research Information Form (RIF) is available from
<http://www.uts.edu.au/research/funding/resources.html>

What happens next?

If you are successful in receiving external funding, RIO will email you a Request For New Activity Code Form which has been populated with information concerning your project from your submitted RIF.

Questions or comments?

Contact RIO X9681.