



## Access to RMS Grants for Retired Faculty & Staff

When you retire and continue to work as a researcher, your UCD Personnel Number changes. UCD HR will issue you with a new number in the following format: PxxxxxxxP (e.g. pre-retirement Personnel Number P12345678 will change to **P12345678P**).

To allow you to register and access new grants awarded to you post-retirement, you need to contact UCD Research Grant Registration Team at [grantreg@ucd.ie](mailto:grantreg@ucd.ie) who will reset your access to the system. Once reset, you will need to register as an RMS Grants user with your new PxxxxxxxP number. To do so, please follow the steps below:

1. Go to UCD Connect
2. Select 'RMS Grants' application
3. Login with your UCD Connect login details (they remain unchanged)
4. Follow the on-screen prompts and enter your new Personnel Number (PxxxxxxxP) when required
5. Your access to RMS Grants system will now be linked to your new Personnel Number

If you hold active grants registered prior to your retirement, the Grants Registration Team will link them to your new Personnel Number to allow you to view and edit them, if required.

Please note that you will still be able to view financial statements in InfoHub and raise requisitions via e-procurement on all research accounts registered in your name pre and post retirement. No changes are required in this regard.

If you have any queries, please contact [grantreg@ucd.ie](mailto:grantreg@ucd.ie)

More information and FAQs can be found at:

[Research & Teaching Active Retired Faculty](#)

[Funded Research Activity Policy](#)

[Engaging Research and Teaching-Active Retired Faculty](#)

Grant Registration & Initial Project Mobilisation Team  
UCD Research & Innovation