Research accounts in UCD are registered using the RMS Grants online tool. RMS Grants is available via UCDConnect using UCD Connect username and passwords. Funding can only be registered once all the relevant documentation has been completed.

Funding from different sources can not be mixed in the same research account

Provided that the funding application was submitted through UCD Research and Innovation, a partially filled online Grant Registration Form will be available. Please contact grantreg@ucd.ie to request a link to the online form.

The online form must be populated with details as outlined in the Letter of Offer from the sponsor. In particular, Start and End dates of the project, funding amount and budget breakdown must match the details provided by the sponsor.

Supporting documentation as outlined in Information Note No 2a must be uploaded to the online form

Notes on subbudgets

In cases where sub-budgets are to be allocated to Co-Lead PIs or team members, the Grant Registration team must be notified **at the time of initial setup of the award**. It is important that this be done at the initial grant set-up stage. This will ensure that Co-PI budgets are registered on RMS Grants and the account is **linked** to the Lead PI account on the system. **This will facilitate full visibility for the Lead PI of all linked accounts**.

Requests to allocate Co-PI budgets **after the initial grant is registered** will result in €1 accounts being registered on RMS and the account **not linked** to the Lead PI account. Budget amendments will then be completed on eFinancials to reflect the reallocation. **The Lead PI will NOT have visibility of the account.**

Online form approvals process

Once the online **Grant Registration Form** has been completed and submitted by the researcher on RMS Grants and the relevant documents attached, the following approvers will then review the research account set up request in sequence:

- UCD Research Services team
- Research finance office
- Head of School or delegate
- UCD Research Finance Manager

Each approver will receive an email alert to inform them that a **Grant Registration Form** is awaiting their review and approval. Where an approver has any queries regarding the details provided, the researcher will be contacted directly.

Lead account holders will receive notification emails as the online forms progresses through the approvals steps. It is also possible to track the progress of the **Grant Registration Form** through the review process by logging in to RMS Grants and navigating to Step 6 of the form. The project status is viewable, and a record is maintained of who has approved the **Grant Registration Form** to date.

Account Code notification

Once the online Grant Registration Form has progressed through all approval steps, the research account will be set up on eFinancials and an account number will be sent automatically to the Lead Account holder by email.

If access to the research account on RMS Grants is required by other UCD team members or internal collaborators, the Lead PI can request access rights by emailing grantreg@ucd.ie.