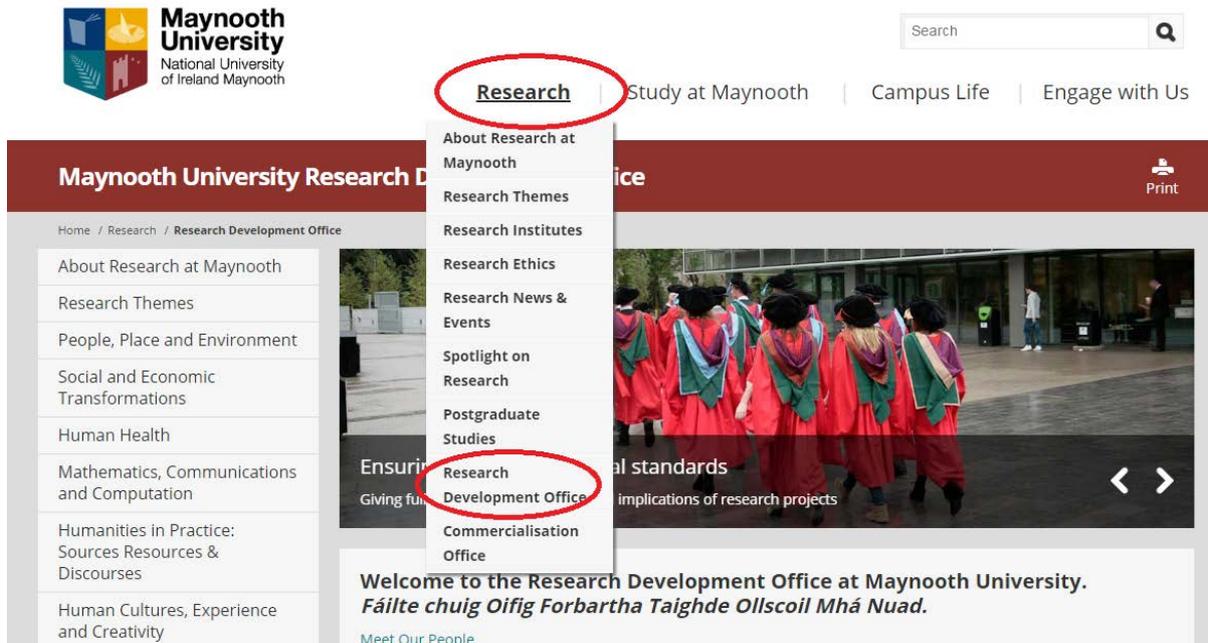


## Maynooth University Intent to Submit Guidance- RIS

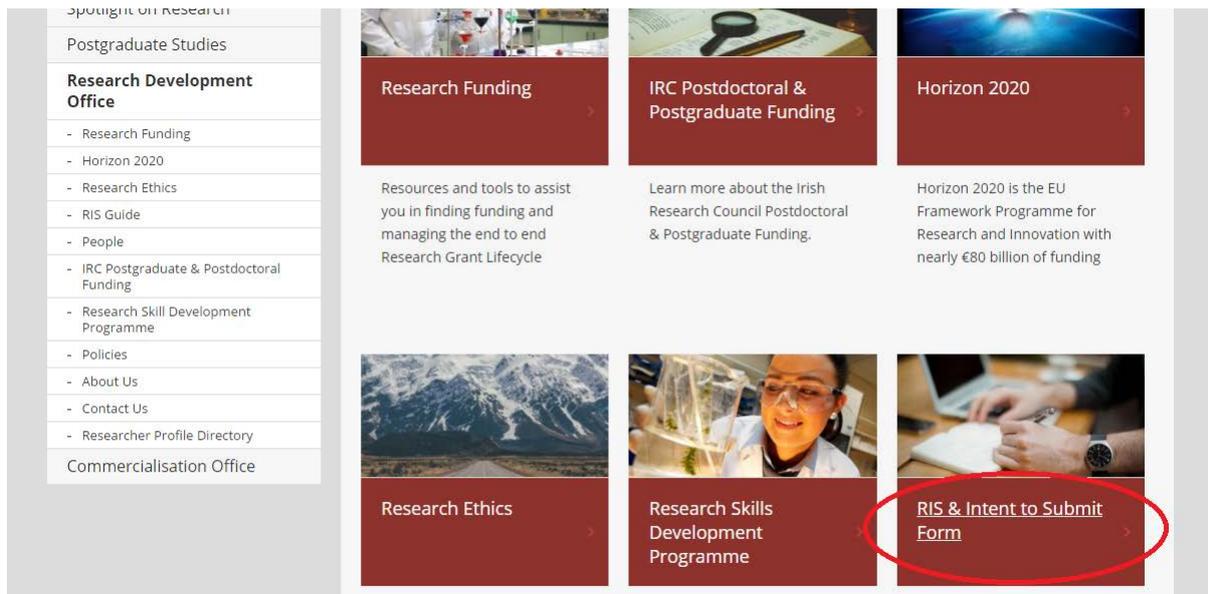
**Step 1:** On the Maynooth University homepage select Research from the list at the top of the page.

- Select 'Research Development Office' from the dropdown



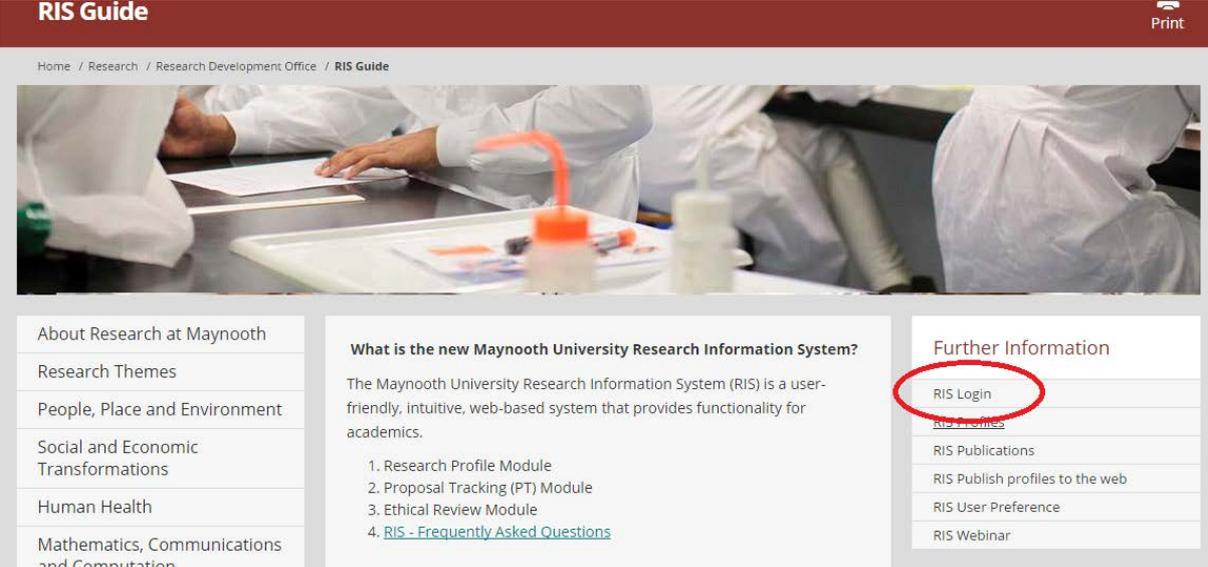
The screenshot shows the Maynooth University website with the 'Research' menu item highlighted in a red circle. The dropdown menu is open, showing various options, with 'Research Development Office' also highlighted in a red circle. The page title is 'Maynooth University Research Development Office'.

**Step 2:** Scroll to the bottom of the page and select 'RIS & Intent to Submit Form'



The screenshot shows the bottom of the Maynooth University website. The 'RIS & Intent to Submit Form' link is highlighted in a red circle. The page title is 'Research Development Office'.

**Step 3:** Select 'RIS Login' from the menu on the right of the screen.



**RIS Guide** Print

Home / Research / Research Development Office / RIS Guide

**About Research at Maynooth**

- Research Themes
- People, Place and Environment
- Social and Economic Transformations
- Human Health
- Mathematics, Communications and Computation

**What is the new Maynooth University Research Information System?**

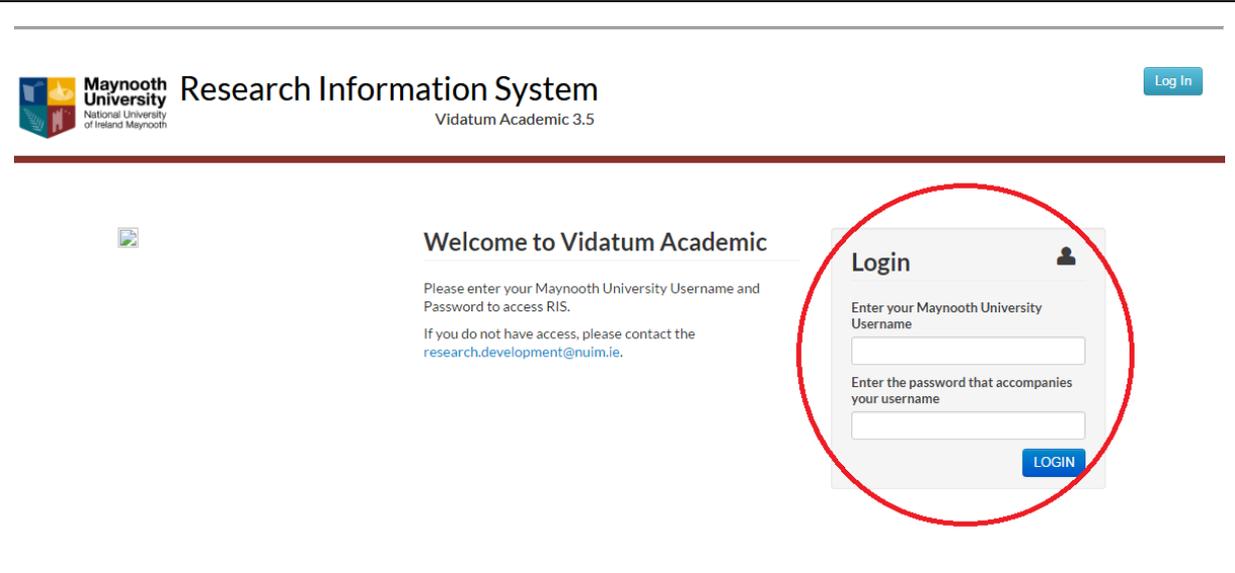
The Maynooth University Research Information System (RIS) is a user-friendly, intuitive, web-based system that provides functionality for academics.

1. Research Profile Module
2. Proposal Tracking (PT) Module
3. Ethical Review Module
4. [RIS - Frequently Asked Questions](#)

**Further Information**

- RIS Login**
- [RIS Themes](#)
- RIS Publications
- RIS Publish profiles to the web
- RIS User Preference
- RIS Webinar

**Step 4:** Enter you Maynooth University network username and password.



**Maynooth University** **Research Information System** Log In  
National University of Ireland Maynooth Vidatum Academic 3.5

**Welcome to Vidatum Academic**

Please enter your Maynooth University Username and Password to access RIS.  
If you do not have access, please contact the [research.development@nuim.ie](mailto:research.development@nuim.ie).

**Login**

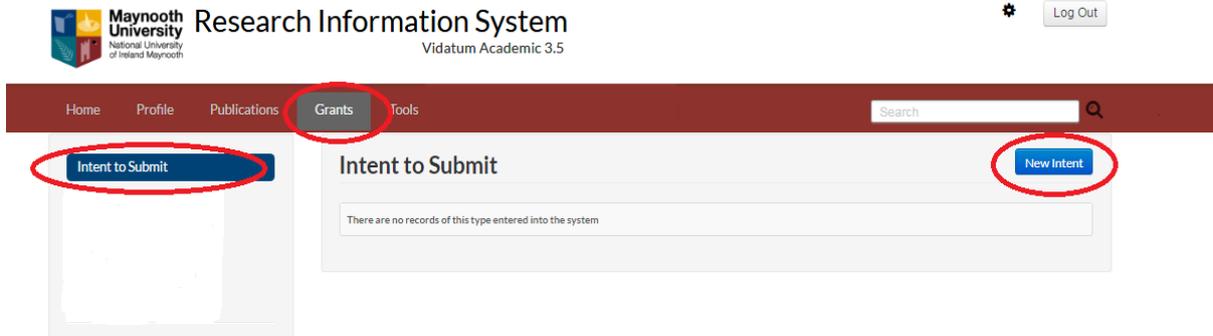
Enter your Maynooth University Username

Enter the password that accompanies your username

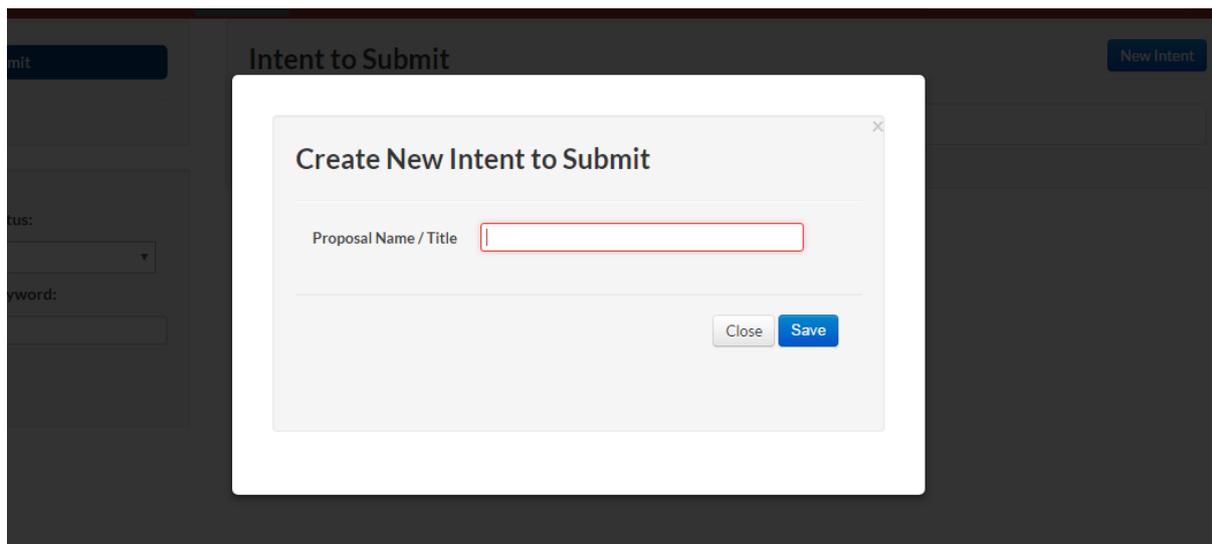
**LOGIN**

**Step 5:** Click on the 'Grants' Tab

- Click on 'Intent to Submit'
- Select 'New Intent' button on the top right of the screen

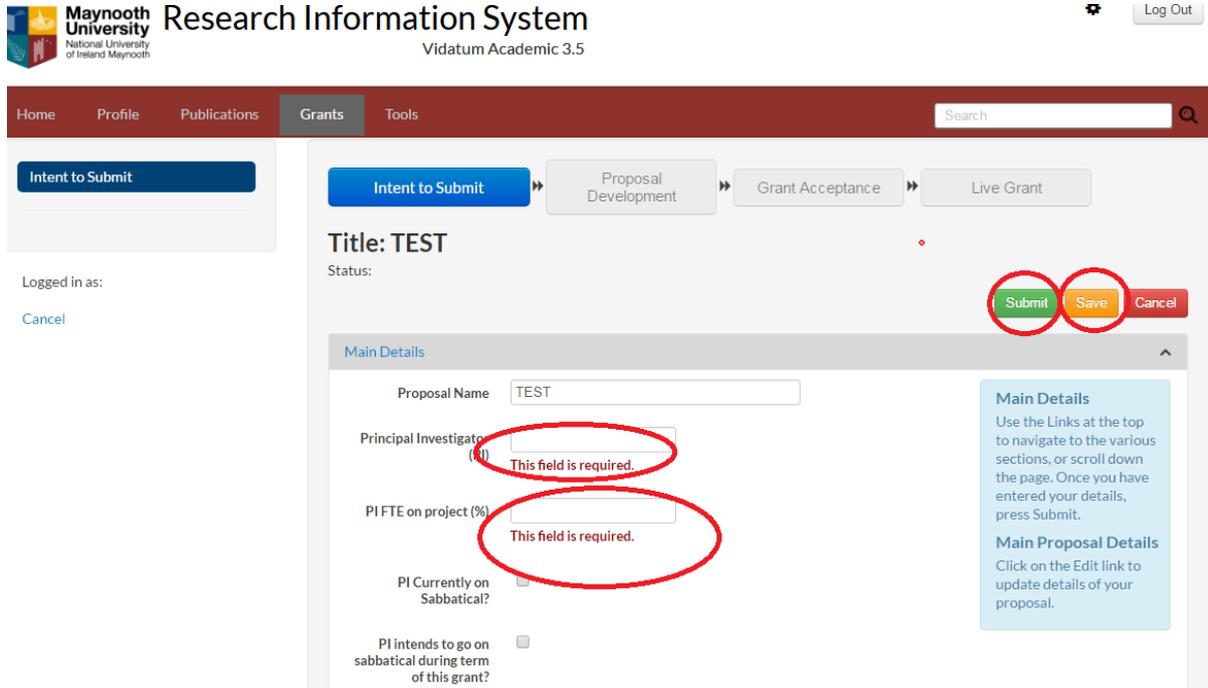


**Step 6:** Fill in the Proposal Name/ Title and click 'Save'



**Step 7:** Complete the requested fields in the Intent to Submit Form.

- Once you have completed the fields click 'save' and 'submit'



**Research Information System**  
Vidatum Academic 3.5

Home Profile Publications **Grants** Tools

Intent to Submit

Intent to Submit → Proposal Development → Grant Acceptance → Live Grant

Title: TEST  
Status:

Submit Save Cancel

**Main Details**

Proposal Name: TEST

Principal Investigator (PI):  This field is required.

PI FTE on project (%):  This field is required.

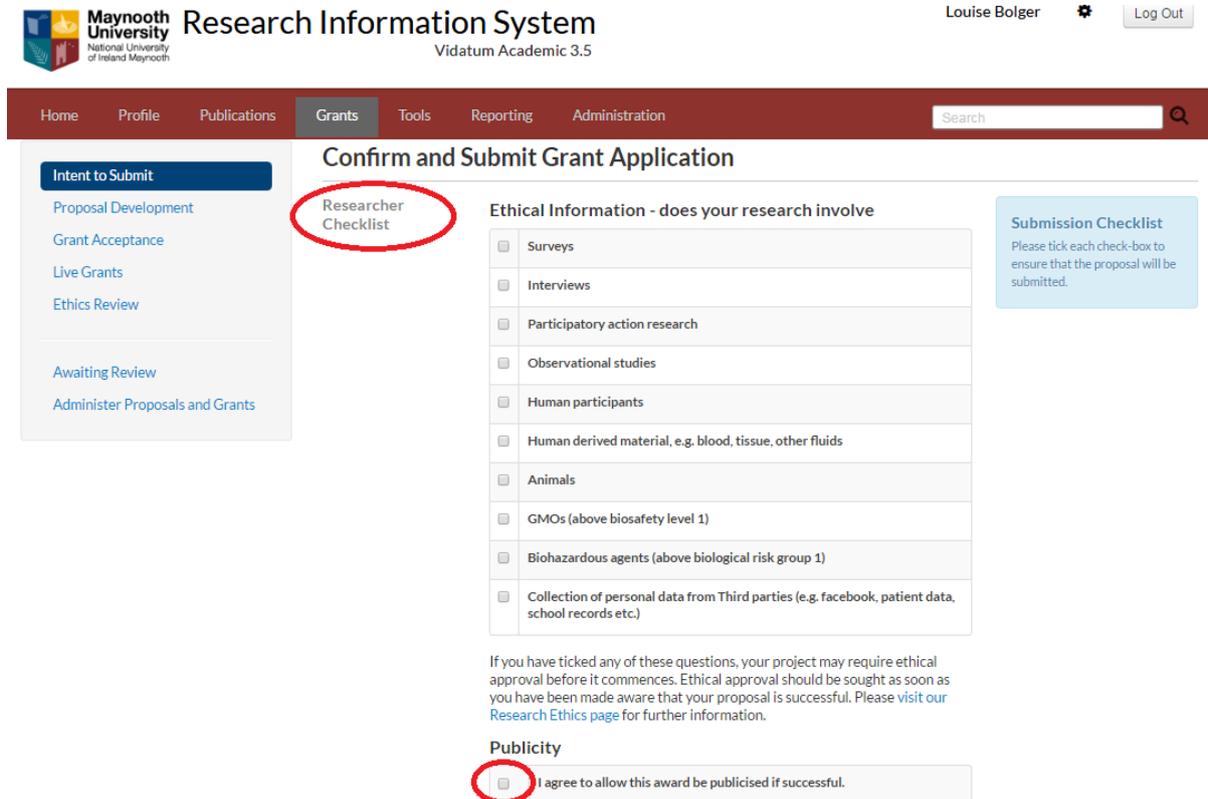
PI Currently on Sabbatical?

PI intends to go on sabbatical during term of this grant?

**Main Details**  
Use the Links at the top to navigate to the various sections, or scroll down the page. Once you have entered your details, press Submit.

**Main Proposal Details**  
Click on the Edit link to update details of your proposal.

**Step 8:** Read and complete the Researcher Checklist and Publicity tick box.



**Research Information System**  
Vidatum Academic 3.5

Home Profile Publications **Grants** Tools Reporting Administration

Intent to Submit

Proposal Development

Grant Acceptance

Live Grants

Ethics Review

Awaiting Review

Administer Proposals and Grants

**Confirm and Submit Grant Application**

Researcher Checklist

**Ethical Information - does your research involve**

Surveys

Interviews

Participatory action research

Observational studies

Human participants

Human derived material, e.g. blood, tissue, other fluids

Animals

GMOs (above biosafety level 1)

Biohazardous agents (above biological risk group 1)

Collection of personal data from Third parties (e.g. facebook, patient data, school records etc.)

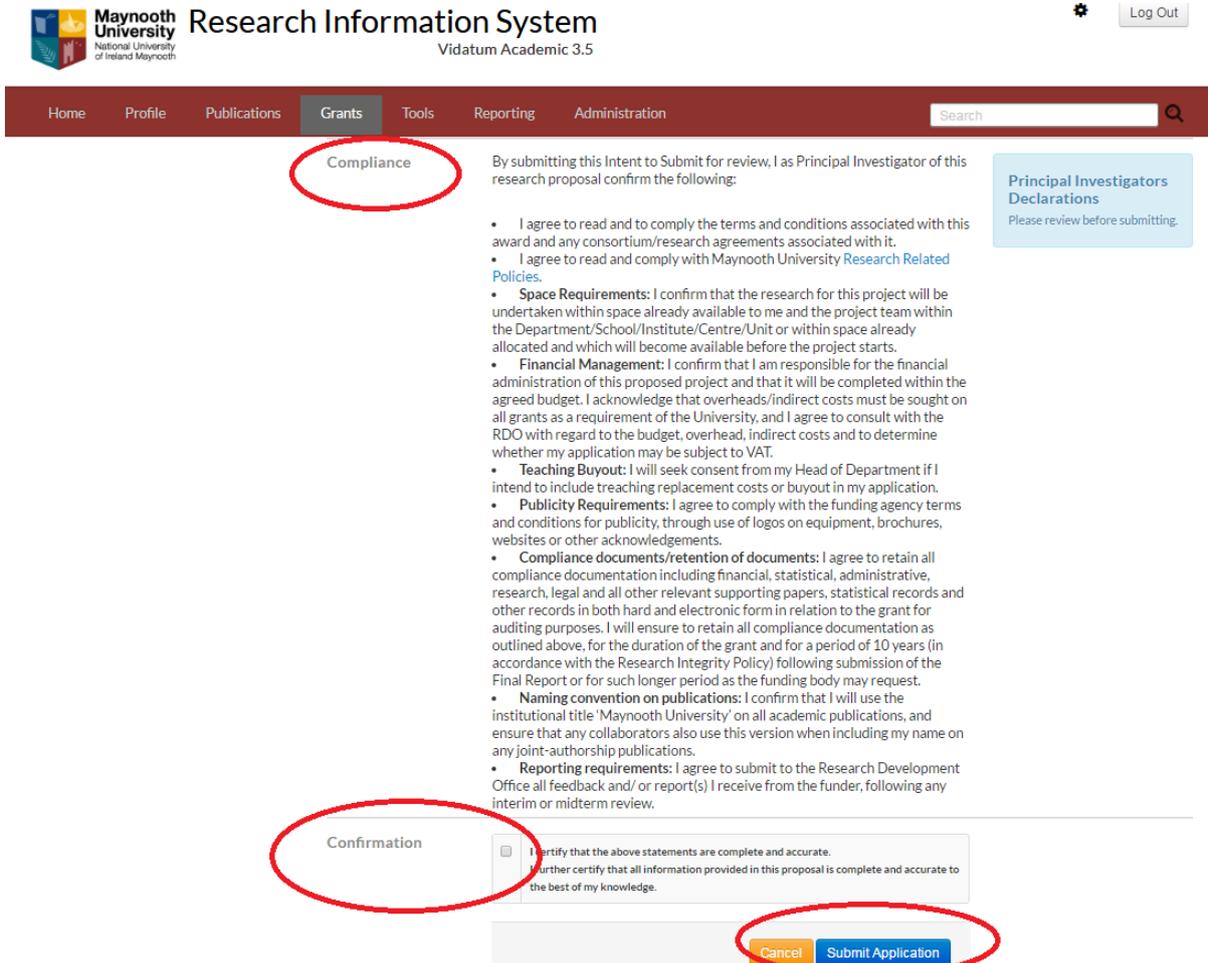
If you have ticked any of these questions, your project may require ethical approval before it commences. Ethical approval should be sought as soon as you have been made aware that your proposal is successful. Please [visit our Research Ethics page](#) for further information.

**Publicity**

I agree to allow this award be publicised if successful.

**Submission Checklist**  
Please tick each check-box to ensure that the proposal will be submitted.

**Step 9:** Read and Complete the Compliance statement, complete the Confirmation tick box and click 'Submit Application'.



**Maynooth University** Research Information System  
National University of Ireland Maynooth Vidatum Academic 3.5

Home Profile Publications **Grants** Tools Reporting Administration

Search

**Compliance**

By submitting this Intent to Submit for review, I as Principal Investigator of this research proposal confirm the following:

- I agree to read and to comply the terms and conditions associated with this award and any consortium/research agreements associated with it.
- I agree to read and comply with Maynooth University [Research Related Policies](#).
- **Space Requirements:** I confirm that the research for this project will be undertaken within space already available to me and the project team within the Department/School/Institute/Centre/Unit or within space already allocated and which will become available before the project starts.
- **Financial Management:** I confirm that I am responsible for the financial administration of this proposed project and that it will be completed within the agreed budget. I acknowledge that overheads/indirect costs must be sought on all grants as a requirement of the University, and I agree to consult with the RDO with regard to the budget, overhead, indirect costs and to determine whether my application may be subject to VAT.
- **Teaching Buyout:** I will seek consent from my Head of Department if I intend to include teaching replacement costs or buyout in my application.
- **Publicity Requirements:** I agree to comply with the funding agency terms and conditions for publicity, through use of logos on equipment, brochures, websites or other acknowledgements.
- **Compliance documents/retention of documents:** I agree to retain all compliance documentation including financial, statistical, administrative, research, legal and all other relevant supporting papers, statistical records and other records in both hard and electronic form in relation to the grant for auditing purposes. I will ensure to retain all compliance documentation as outlined above, for the duration of the grant and for a period of 10 years (in accordance with the Research Integrity Policy) following submission of the Final Report or for such longer period as the funding body may request.
- **Naming convention on publications:** I confirm that I will use the institutional title 'Maynooth University' on all academic publications, and ensure that any collaborators also use this version when including my name on any joint-authorship publications.
- **Reporting requirements:** I agree to submit to the Research Development Office all feedback and/ or report(s) I receive from the funder, following any Interim or midterm review.

**Confirmation**

I certify that the above statements are complete and accurate.  
 I further certify that all information provided in this proposal is complete and accurate to the best of my knowledge.

Cancel Submit Application

**Principal Investigators Declarations**  
Please review before submitting.

If you have any queries, please contact [louise.bolger@nuim.ie](mailto:louise.bolger@nuim.ie)