# Part A. Research Office HERDC staff User Guide

## Complete Form

Log into SEER using your email and password. Ensure you have the Research Office HERDC staff member role assigned to your profile. You can check this by contacting the “ERA Research Officer Delegate” within your university. If you have any issues with your user account, please contact the SEER helpdesk on (02) 6287 6789 during Canberra business hours or email arc-systems@arc.gov.au

Within the Action Centre (the home page), locate Research Office Data Collection Management.

Click on the “Form” button next to the appropriate Collection Round.

Graphical user interface, text, application, email

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Note: remember to save the form regularly to ensure data is not lost.

Input Part A. Contact Details

Enter the Higher Education Provider and the contact details of the administrator responsible for completing the form.

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Input Part B. Research Income

Enter the eligible research income for each sub-category of Categories 1, 2, 3 and 4 in accordance with the HERDC specifications and any supplementary advice issued by the department. The form does not accept decimals places. Income for each sub-category should therefore be rounded to the nearest dollar.

Category totals are automatically calculated.

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Input Part C. Lodgement

Enter the details for the submission and upload the audit report.

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## Submit to Certifier

Once the research income data and other required information is entered correctly, all parts (A, B, C) will be coloured green. This indicates that the form is valid. Remember to save the form.

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Select the PDF button to export a report of the draft form to confirm details.

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Return to action centre and select Submit to Certifier.

Note: this action does not send an email notification to the HERDC Certifier.

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Once your Vice Chancellor has certified the form, return to action centre and select submit to the ARC.

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This step completes the process.

# Part B. HERDC Certifier User Guide

## View and Certify form

Log into SEER using your email and password. Please note that a generic email for the user account is not sufficient and will not be accepted. Ensure you have the HERDC Certifier role assigned to your profile. You can check this by contacting the “ERA Research Officer Delegate” within your university. If you have any issues with your user account please contact the SEER helpdesk on (02) 6287 6789 during Canberra business hours or email arc-systems@arc.gov.au.

Within the Action Centre (the home page), locate Research Office Data Collection Management.

Click on the “Form” button next to the appropriate Collection Round.

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This will take you to the completed form to review the details. You can view the data on the screen navigating through each part of the form or use the PDF export to view the entire form at once.

Note: the data is not able to be changed, this view is read only.

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Description automatically generated

If the data requires modification, return to the action centre and select de-submit. This will return the form to a draft status and the Research Office HERDC Staff user can then log in and make changes to the form and re-submit for certification.

Note: this action does not send an email notification.

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If the data is ready to certify, select certify.

Graphical user interface, application

Description automatically generated

A pop up box will appear with specific certification text that must be accepted. This text, along with the time and date of the certification will appear in the downloadable PDF.

Graphical user interface, text, application, email

Description automatically generated

Once accepted, there will be one final option to certify or cancel.

Graphical user interface, text, application

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Once the form has been certified, the Research Office HERDC Staff user can log in and submit the form to the ARC.

Note: this action does not send an email notification to the Research Office HERDC Staff.

This concludes the process of submitting the HERDC Return.

# Part C. View form, status and comments (all users)

## Collection Reports

To view the form and download the PDF at any time, select collection reports.

Graphical user interface, text, application, email

Description automatically generated

Select the relevant round and phase to view your submission, its status and select form to view the data and export the PDF.

Note: the phase will either be main or corrections. Unless the Department of Education is notified in writing, the corrections phase will reflect a copy of the original submission.

Graphical user interface, text, application, email

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Any comments made by the ARC against a university submission will also appear here. Select feedback to view the comment.

Graphical user interface, text, application, email

Description automatically generated

This will allow you to view the time, date, and text in the comment. Click view for further details.

Graphical user interface, application

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A pop-up box will appear with the full comment.

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