Research Services
ECU Research Management System (RMS)
**Creating and Submitting an Expression of Interest (EOI)**

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ECU
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## OPEN YOUR ACTION ITEM

Click on **Research Management System** under *Easy Logins* on the Staff Portal.

> **Note:**
> If you are accessing RMS outside the ECU network, you will need to install and run VPN software.
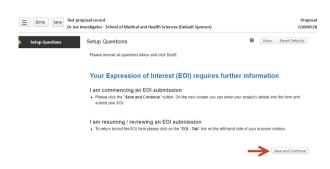
## STEP 1 – CREATE A NEW EOI

1. On the RMS homepage, click **Research Grants**, then **Create new Expression of Interest**

2. Complete the Create New Proposal Screen with the following information

   - CI's name; and
   - Project title.

3. Click **Create Proposal**.

## STEP 2 – COMPLETE THE EOI FORM

1. On the EOI Landing Page, click **Save and Continue**.

2. Complete all sections of the EOI.

3. Tick the **Completed** check box to indicate your EOI is now complete.

4. Click **Save**.

> For assistance with your Expression of Interest submission, contact:
>
> research-preaward@ecu.edu.au

## STEP 3 – SUBMIT THE EOI

1. Click Submission on the left-hand side.

2. To include optional documents, click the **Add Institutional Forms/Supporting Documents** link.

3. Name, locate and upload relevant documents.
4. Click the **Submit** button.

The certification screen will appear requesting you certify information contained within the Expression of Interest is correct.

5. Select **Accepted** and click **Continue** to finalise your submission.

**NOTE:** Your EOI is not submitted until this step is completed.