

Instructions for using GRDC eForms

Below is some important information to remember when completing and submitting the **Project Specification**, **Progress Report** and **Final Report** forms.

All new project specifications and progress reports MUST be on the new forms.
The old Final Report form will still be functioning until 31 January 2003.

Note that you need to download and install *Informed Desktop eForms* software to be able to view and fill out these forms.

1. System requirements - *Informed Desktop eForms* software

Microsoft Windows Operating System

- Hard drive with at least 13 MB of free disk space for full installation (e.g. includes Help files, samples).
- Certified with Windows 98SE, ME, XP Home, NT4 SP6a, 2000 SP2, XP Pro
- Requires Internet Explorer 5.01 SP2 or later.
- Netscape 4.78 and 6.2

Macintosh Operating System

- Hard drive with at least 15 MB of free disk space for full installation (e.g., includes Help files, samples).
- OS 9.1, 9.2.2, and OSX v10.1.3

2. Downloading and installing *Informed Desktop eForms* software

Download:		Estimated download time:	
Windows	eForms_setup.zip [10.08MB]	Dial Up Modem - 56K	29 minutes
Macintosh	eForms_install.sea.hqx [10.92MB]	ISDN - 128K	13 minutes

Installing - Windows

- Locate the saved **eForms_setup.zip** file in your computer, double-click to open. (You need to have WinZip to open zip files, to download a free evaluation copy, go to <http://www.winzip.com/ddchomea.htm>)
- Double click on **setup.exe** to initiate the installation process. Follow prompts on the screen to complete.

Installing - Macintosh

- Depending on how your Macintosh web browser is configured, the compressed file should automatically decompress creating 2 further files, **eForms_install.sea** and **eForms_install**.
- If the installer did not decompress automatically, double click the file ending in "sea.hqx" to decompress it.
- Once the installer is decompressed, double-click the eForms_install file to initiate the installation process. Follow prompts on the screen to complete.
- After successful installation, you can delete the downloaded files.

3. Downloading eForms

- Download [Project Specification \[ITP file, 912 KB\]](#), [Progress Report \[ITP file, 356 KB\]](#) or [Final Report \[ITP file 264 KB\]](#) forms. Save the files to **My Documents\My Forms\Templates**. **If prompted to replace an existing template, select 'yes'**.
- Locate the saved file in your computer and double-click to open.

4. Saving eForms

We recommend that you save your form before you begin and after completing each page.

When you save your work, the data file should have a ".ifm" suffix.

There are two ways to save your work:

- Click the "Save" button at the top of the form.
- Choose "Save" from the "File" menu.

5. Moving through eForms

It is recommended that you use the **TAB key** to move through the form

You can also click on the **Page Tabs** at the top of the screen:



You can use the green buttons below the Page Tabs to generate subsequent forms, save, print, email, turn the form checker on and off, and move between pages:



Fields for entering data are coloured **white**. Fields that are automatically calculated are coloured **yellow**:

GRDC Budget					
<i>All GRDC Budget items and Non-GRDC contributions are to be GST exclusive</i>					
Salaries and On-Costs (to nearest \$100)					
	Position	Salary %			Total \$
1					
	On-Costs %				

6. Displaying instructions

There is **Field Help** throughout the form, it gives instructions to what needs to be entered into the field:

- On **Windows** computers it will appear in the status bar at the bottom of the screen, or in a pop-up window when you click on the ? button in the status bar.
- On **Macintosh** computers the help window can be accessed by clicking the "help" key on the keyboard.

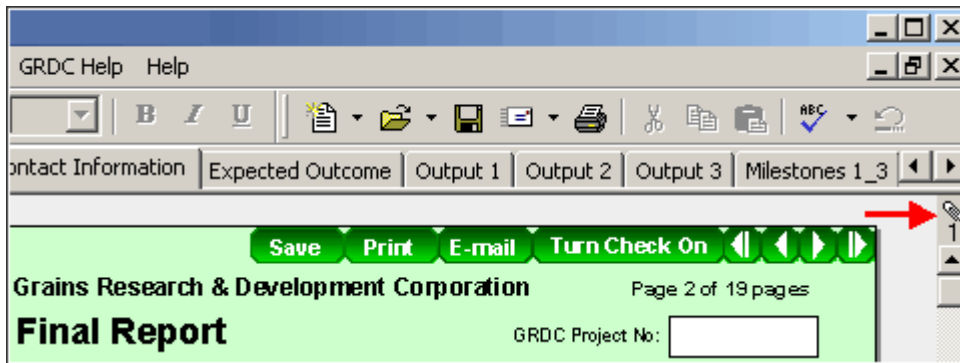
Other help can be accessed by clicking on an underlined heading, such as: [Recurring years](#)

7. Printing

To print a hard copy of the form, simply click on the Print button in the green menu:



If you have **attached documents** to the form, you need to **print them separately**. To view/print your attachments, click on the paperclip symbol at the top right corner of the form:



Note that pages which are not filled out because they are not relevant **are not printed**.

8. Formatting data / Attaching images

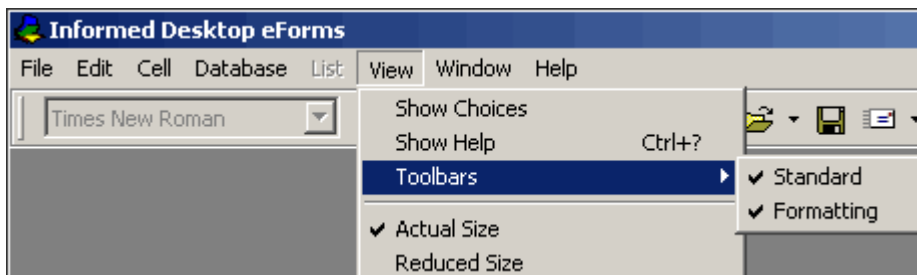
Text - Auto-shrink

Auto-shrink formatting option has been used throughout these forms. It means that when you fill out a field, the type size of the information is automatically shrunk so that it fits entirely in the field area.

You can **copy and paste** text from word or text documents into form fields.

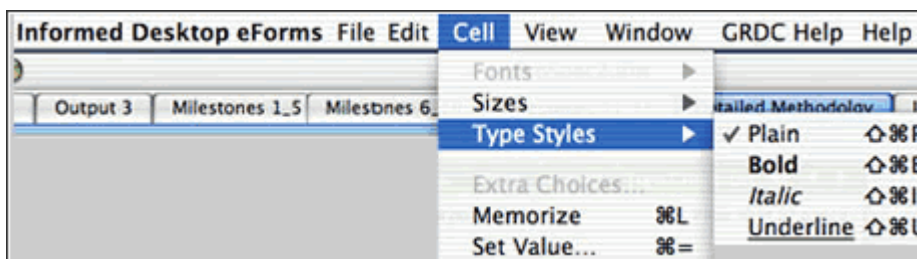
Formatting text - Windows

- Use the formatting toolbars, which can be viewed by selecting "Toolbars" from the "View" menu and making sure both "Standard" and "Formatting" are selected:



Formatting text - Macintosh

- Text can be formatted by selecting "Type Styles" from the "Cell" menu:



All fields have **character limits** which are displayed in the status bar or the help window as you move through the fields.

Note that you cannot paste **images** (graphs, tables, etc.) into text fields. These **must be submitted as attachments**. There are two ways to attach a document (Word, Excel, etc.):

- Select "Attach" from the "File" menu

- Click on "Click to attach a document" button where it's displayed in relevant fields

To **view attached documents**, click on the paperclip symbol at the top right corner of the form. [See section 'Printing'](#).

9. Check for completion of fields

If you click the "Turn Check On" button a message will tell you if any pages have detectable errors and a check mark X will appear to the left of incomplete fields or fields with errors. Click the Turn Check Off button to turn the check off. When the field has been filled correctly, the check mark will disappear.

10. Submitting forms

Do not submit any form to the GRDC until all relevant data fields have been completed to the satisfaction of the supervisor, any collaborators named in the proposal, and the research agency(s).

Ensure the Certification details are complete before any form is submitted. Ensure that your agency's research administration is aware of, and has approved, the content of any form prior to submission.

The electronic copy received by GRDC will be the copy that is evaluated.

When complete, **click on the Email button in the green menu bar**. This will open an email window with the form attached and a subject line/email address filled out.

Ensure that **one hardcopy** of the electronically submitted form is **signed** by the Project Supervisor and a duly delegated representative from the research organization. Send this hardcopy to the GRDC by the published closing date:

Contracts Coordinator, GRDC
PO Box 5367
Kingston ACT 2604

11. Need further information?

If you need more information about filling in either a Project Specification, Progress Report or a Final Report, contact Contracts Coordinator on (02) 6272 5525 or forms@grdc.com.au