iGRad – GRC Support
Graduate Research Coordinators are able to manage all stages of candidature through iGRad.

Dashboard
GRCs have access to a dashboard. The dashboard provides an overview of the status for all candidates under their coordination and supervision.

Access the dashboard by logging into inSite and clicking on the Dashboard link under the iGRad menu item:

View a sample dashboard (Image PNG).
About GRCs

Graduate Research Co-ordinators have full access to information regarding candidates and supervisors in their School and, if required, are able to sign-off all actions intended to be signed-off by the candidate's Primary Supervisor.

All schools are required to have an Alternate Graduate Research Co-ordinator to avoid any conflict of interest where the "primary" Graduate Research Co-ordinator is part of a candidate’s supervisory team.

In the absence of a nomination, the default Alternate Graduate Research Co-ordinator will be the Head of School.

The Alternate Graduate Research Co-ordinator will have full access to information relating to all candidates and registered supervisors within their School. In situations where the Graduate Research Co-ordinator is part of a candidate's supervisory team they will also be able to sign-off actions requiring Graduate Research Co-ordinator sign-off.

Where both the "primary" Graduate Research Co-ordinator and the Alternate Graduate Research Co-ordinator are part of a candidate's supervisory team, iGRad will notify the Graduate Research Office that the action cannot be finalised. In these circumstances the Graduate Research Office will contact the Head of School to nominate an independent person in their School to act as the Graduate Research Co-ordinator for that candidate.
View Supervisors

When a Graduate Research Co-ordinator logs in, the initial iGRad view will be of their own candidates (i.e. candidates that they personally supervise).

A Graduate Research Coordinator can alter this view using the Search Scope function and may select:

1. Candidates I co-ordinate
2. Candidates supervised by a NAMED supervisor within their School
Action Dates

Graduate Research Co-ordinators are responsible for signing off as complete the following actions:

- Annual Reviews of Progress
- Milestone Checks (in the last 6 months of maximum permitted candidature)
- Extension Meetings and Milestone Checks (where the candidate has an approved period of extension to candidature).

Note: Reminder emails will be sent to the Graduate Research Coordinator in relation to the above actions.

The Action Dates Screen advises the due dates of mandatory supervisory meetings and other candidature requirements.

Supervisors are now able to add a comment to action dates. See Add comment to action date (PDF).

Primary Supervisors are required to log-in to iGRad and “mark as complete” the following actions:

- All supervisory meetings
- Ethics approval
- Research Plan

Note: Graduate Research Co-ordinators have been given permission to sign-off any action intended for sign-off by the Supervisor to cater for the unavailability of the Supervisor, should it occur.

Other actions require sign-off by the Graduate Research Co-ordinator (GRC) or the Graduate Research Office (GRO). The following actions will appear in the Action Date Schedule:

<table>
<thead>
<tr>
<th>Action</th>
<th>Authority for Sign-off</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Primary Supervisor</td>
<td>All supervisors are expected to participate in at least one supervisory meeting with the candidate approximately every two months. These meetings should involve an ongoing evaluation of progress in relation to stated milestones. Any issues/problems that have arisen should be documented and addressed.</td>
</tr>
<tr>
<td>PhD Research Plan Draft</td>
<td>GRC</td>
<td>Completed draft plans should be submitted on iGRad.</td>
</tr>
<tr>
<td>Research Plan</td>
<td>Primary Supervisor</td>
<td>Completed plans should be submitted on iGRad.</td>
</tr>
<tr>
<td>Ethics Approval</td>
<td>Primary Supervisor</td>
<td>If applicable. This action should not be &quot;completed&quot; until approval is granted from the relevant Ethics Committee.</td>
</tr>
<tr>
<td>Confirmation of Progress</td>
<td>GRC</td>
<td>Completed Confirmation of Progress documentation should be submitted on iGRad.</td>
</tr>
<tr>
<td>Review of Progress</td>
<td>GRC</td>
<td>Candidates are required to complete a Review of Progress every year. Completed Review documentation is submitted on iGRad.</td>
</tr>
<tr>
<td>Milestone Check</td>
<td>GRC</td>
<td>Required in the last 6 months of candidature.</td>
</tr>
<tr>
<td>Abstract Due</td>
<td>GRO</td>
<td>Thesis abstract is submitted on iGRad.</td>
</tr>
<tr>
<td>Thesis Submission</td>
<td>GRO</td>
<td>Thesis is submitted on iGRad.</td>
</tr>
<tr>
<td>Extension Meeting &amp; Milestone Check</td>
<td>GRC</td>
<td>Only applies to candidates with approval from the Dean of Graduate Research for an extension to their candidature.</td>
</tr>
</tbody>
</table>
Early Sign-Off

It is acknowledged (and encouraged) that actions may occur before the due date. Actions may be signed off as they occur; however, restrictions are in place to prevent sign-off occurring too early.

The following time limits apply:

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Earliest Sign-off before Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>-</td>
</tr>
<tr>
<td>Meeting</td>
<td>30 days</td>
</tr>
<tr>
<td>Confirmation</td>
<td>2 months</td>
</tr>
<tr>
<td>Review</td>
<td>2 months</td>
</tr>
<tr>
<td>Milestone</td>
<td>14 days</td>
</tr>
<tr>
<td>Examination</td>
<td>-</td>
</tr>
</tbody>
</table>
Research Plan

The upgrades to iGRad will provide candidates with greater ability to self-manage starting from the creation of a research management plan right through to creating milestones.

Candidates are required to develop a draft research plan in iGRad in their first three months of candidature. They must work toward completing this and revise the details as necessary to be delivered at Confirmation of candidature and every annual review.

The Research Plan tab located in the iGRad section of inSite will assist candidates in developing and maintaining their Research Plan over the course of their candidature. Go to inSite and search for the student, then click on the Research Plan tab:

Candidates can add content and comments to the plan and Supervisors are able to view the content and add text in the comments tab.

Below are some screen grabs of the Research plan contents. Click on the links to view:

- Overview (PDF 353KB)
- Milestones (PDF 431KB)
- Objectives (PDF 221KB)
- Resources / Budget (PDF 323KB)
- Occupational Health and Safety (PDF 397KB)
- Regulatory Approvals (PDF 404KB)
- Intellectual Property (PDF 384KB)
- Generic Skills (PDF 506KB)
- Comments (PDF 192KB)
Examination

The examination tab provides information on the progress of a candidate’s examination.

Click on the links below for more information about the various stages of examination and how they are managed in iGRad. to upload their abstract, thesis and all relevant documents to iGRad to allow the Graduate Research Office to conduct the examination process.

More information about:

- Examination overview (PDF 508KB)
- Intention to submit (PDF 469KB)
- Exam submission (PDF 362KB)

*Note: the information provided to supervisors is slightly different to the information provided to candidates.*