

Quick Reference Guide

Graduate Research Students: How to Self-record Activities in GRIT

Graduate Research Adelaide University

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Overview

The Graduate Research and Innovation Training (GRIT) program acknowledges that there are many ways of learning research skills including opportunities offered outside of the GRIT program such as conferences, undertaking internships or other forms of industry engagement and engaging in formal mentoring programs.

Self-recorded activities can be recognised for credit towards meeting GRIT requirements. It's also useful to record them for future incorporation into your CV, grant applications and for progress review discussions and development planning with your supervisory team.

To indicate you've undertaken these activities and potentially add them to your GRIT development record, there are two ways to record them within the GRIT platform.

These are:

- Listed self-record activities - are commonly undertaken development activities such as attending or presenting at conferences and seminars, writing a publication and software or research equipment training. These are already listed in the GRIT platform.
- Self-record activities - activities not as commonly undertaken and usually provided by organisations beyond Adelaide University.

Who It's For

Graduate Researchers

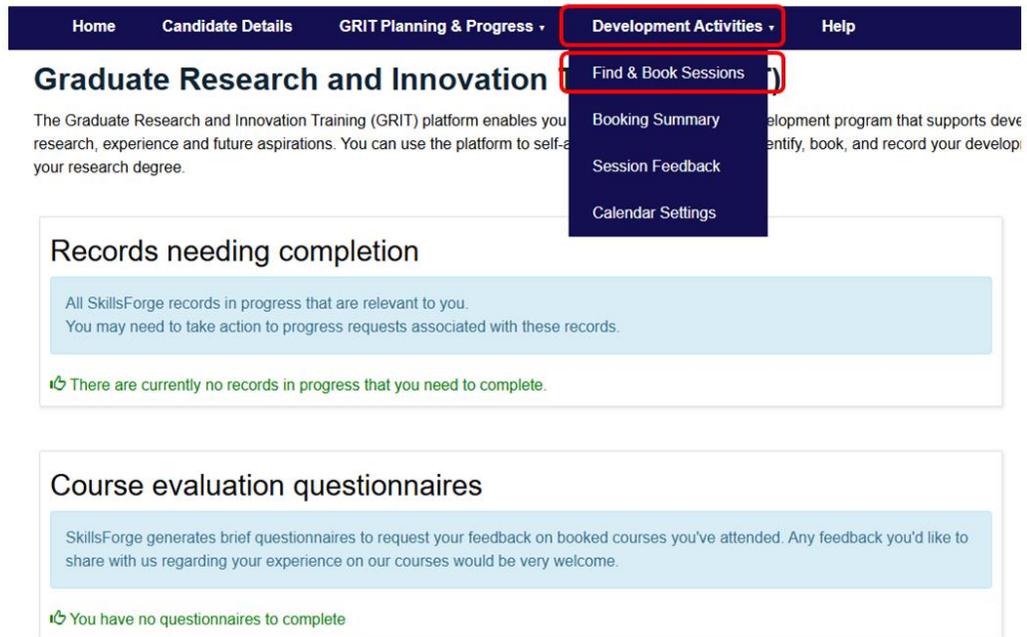
Before You Start

- All Graduate Research students have a GRIT account.
- GRIT can be accessed through the [GRIT webpage](#). Log in via Okta with your Adelaide University ID (aXXXXXXX) and password.

Steps

How to add a Listed Self-record Activity

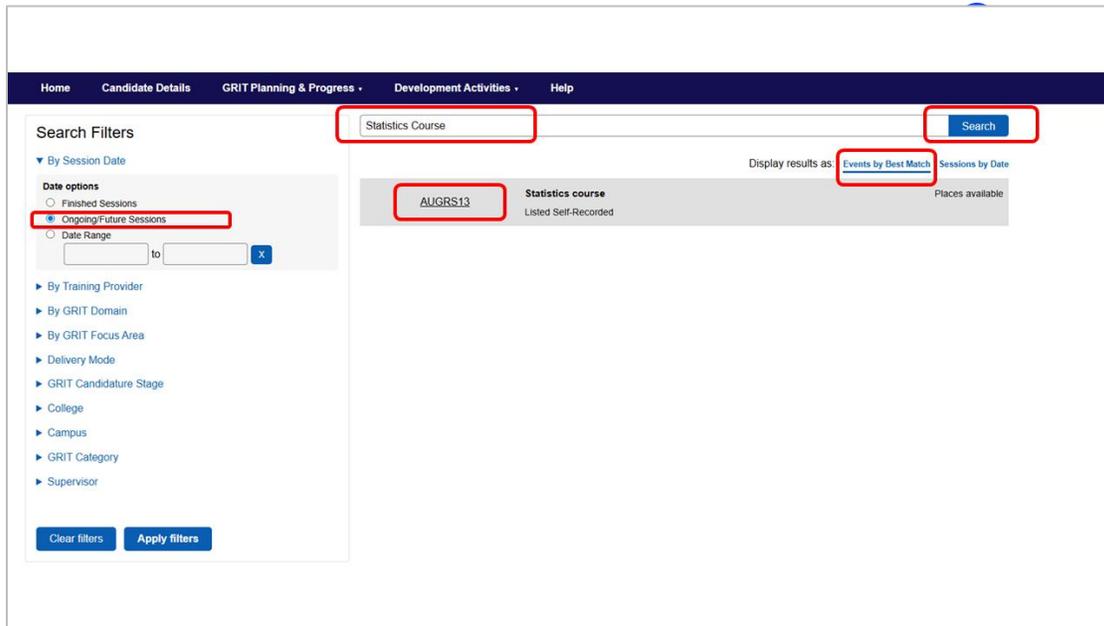
1. From the home screen click **Development Activities**, then **Find and Book sessions**.



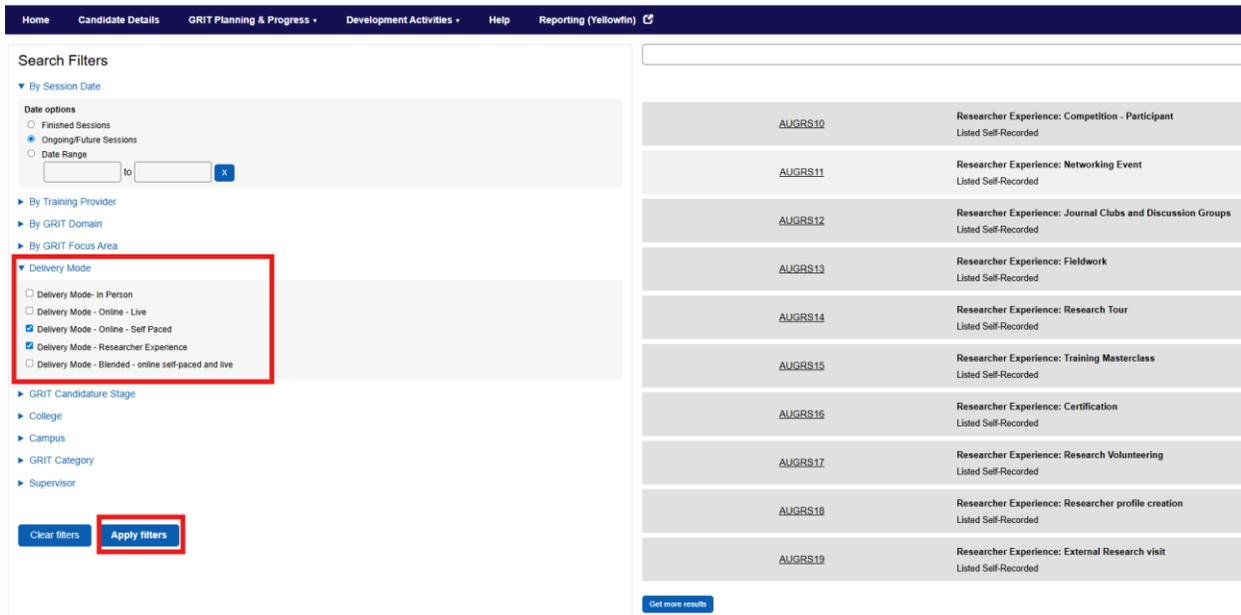
The screenshot shows a dark blue navigation bar with the following items: Home, Candidate Details, GRIT Planning & Progress, Development Activities (highlighted with a red box), and Help. Below the navigation bar, the page title is "Graduate Research and Innovation" (partially visible). A dropdown menu is open under "Development Activities", with "Find & Book Sessions" (highlighted with a red box) selected. Other menu items include Booking Summary, Session Feedback, and Calendar Settings. Below the menu, there are two sections: "Records needing completion" and "Course evaluation questionnaires". Both sections contain a light blue informational box and a green status message indicating no records or questionnaires to complete.

1. Enter the title or keywords for the activity you completed in the **Search** box, make sure the filter Date options is set as ongoing/Future sessions. Then click Search. If you don't see the activity, click on **Event by Best Match**.

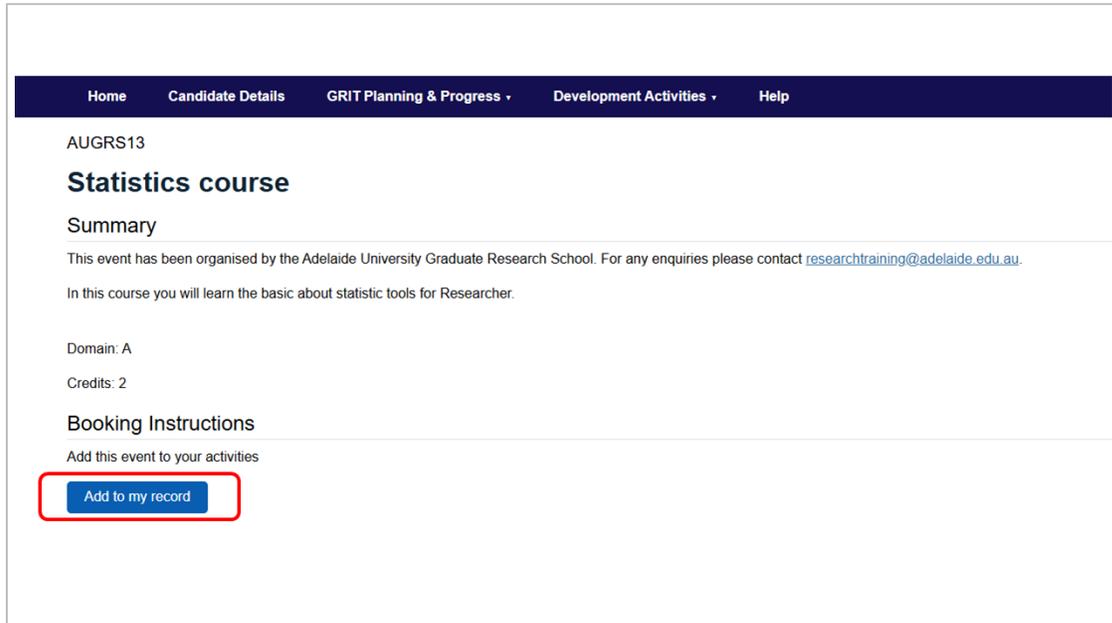
Relevant development activities should appear. Click on the most relevant option to open further information and confirm it's the appropriate development activity for your situation.



You can also find Listed Self-record activities through the **Delivery Mode filter**. Select the Online – Self-paced and Researcher Experience options and click **Apply Filters** to bring up a list of Listed Self-record activities.



2. The description of the activity will open, click **Add to my record**.



Home Candidate Details GRIT Planning & Progress - Development Activities - Help

AUGRS13

Statistics course

Summary

This event has been organised by the Adelaide University Graduate Research School. For any enquiries please contact researchtraining@adelaide.edu.au.

In this course you will learn the basic about statistic tools for Researcher.

Domain: A

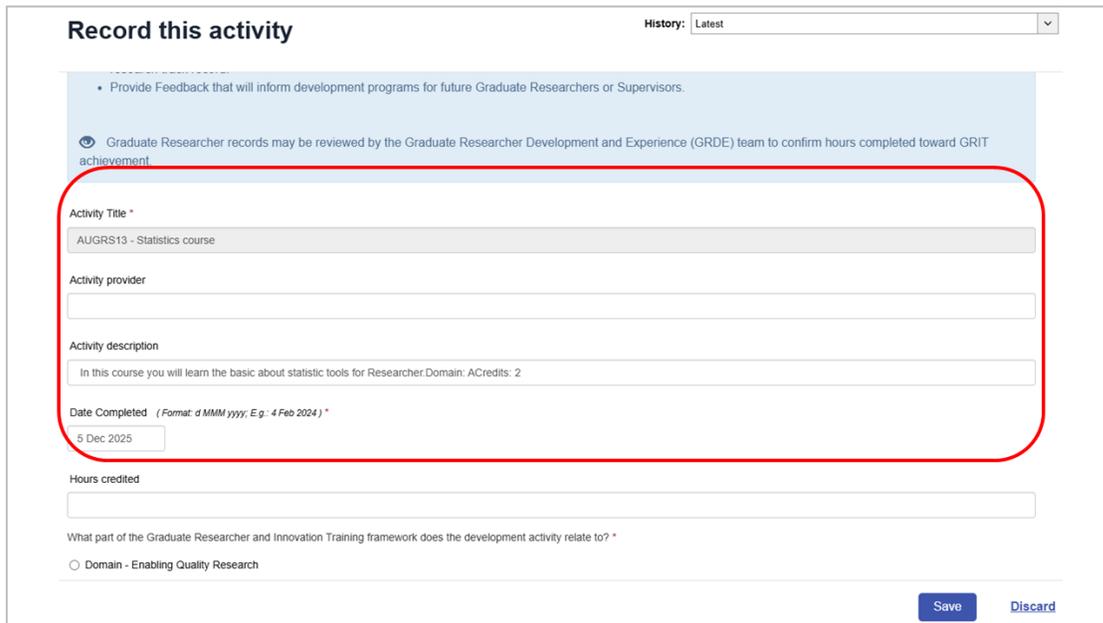
Credits: 2

Booking Instructions

Add this event to your activities

Add to my record

3. A pop-up box will display for completion.
 - a. The name of the completed activity, activity description and the date will be prefilled.



Record this activity History: Latest

- Provide Feedback that will inform development programs for future Graduate Researchers or Supervisors.

👁 Graduate Researcher records may be reviewed by the Graduate Researcher Development and Experience (GRDE) team to confirm hours completed toward GRIT achievement.

Activity Title *
AUGRS13 - Statistics course

Activity provider
[Empty field]

Activity description
In this course you will learn the basic about statistic tools for Researcher.Domain: ACredits: 2

Date Completed (Format: d MMM yyyy; E.g.: 4 Feb 2024) *
5 Dec 2025

Hours credited
[Empty field]

What part of the Graduate Researcher and Innovation Training framework does the development activity relate to? *

Domain - Enabling Quality Research

Save **Discard**

- b. Complete:
- Activity provider.
 - Date completed.
 - Hours credited – this must match the certificate or evidence for the activity.
 - Answer the questions ‘What part of the Graduate Researcher and Innovation Training framework does the development activity relate to?’ and ‘would you recommend this activity to other graduate researchers/academic staff?’.

Record this activity History: Latest v

AUGRS13 - Statistics course

Activity provider

Activity description

In this course you will learn the basic about statistic tools for Researcher.Domain: ACredits: 2

Date Completed (Format: d MMM yyyy; E.g.: 4 Feb 2024) *

5 Dec 2025

Hours credited

What part of the Graduate Researcher and Innovation Training framework does the development activity relate to? *

Domain - Enabling Quality Research

Domain - Expanding Professional Practice

Domain - Shaping the Future

Would you recommend this activity to other graduate researchers/academic staff?

Yes

No

Maybe

5.

Complete the remaining text boxes:

- ‘Describe the key take-aways or learnings you gained (this could involve thinking about what topics were most relevant or of greatest benefit, what worked well and what didn’t and whether the workshop challenged or changed your assumptions or perspectives)’.
- ‘Describe how you might apply the take-aways or learnings to your research or career goals (this could involve thinking about when and in what ways you will apply them, what you would change in the future, who else might be involved and whether you need any further information or development)’.

Your Learning

Describe the key take-aways or learnings you gained (this could involve thinking about what topics were most relevant or of greatest benefit, what worked well and what didn't, and whether the workshop challenged or changed your assumptions or perspectives)

Describe how you might apply the take-aways or learnings to your research or career goals (this could involve thinking about when and in what ways you will apply them, what you would change in the future, who else might be involved, and whether you need any further information or development)

Form content issues

All issues listed below have to be addressed before the form can be signed and submitted.

- List of form content issues

[Save](#) [Discard](#)

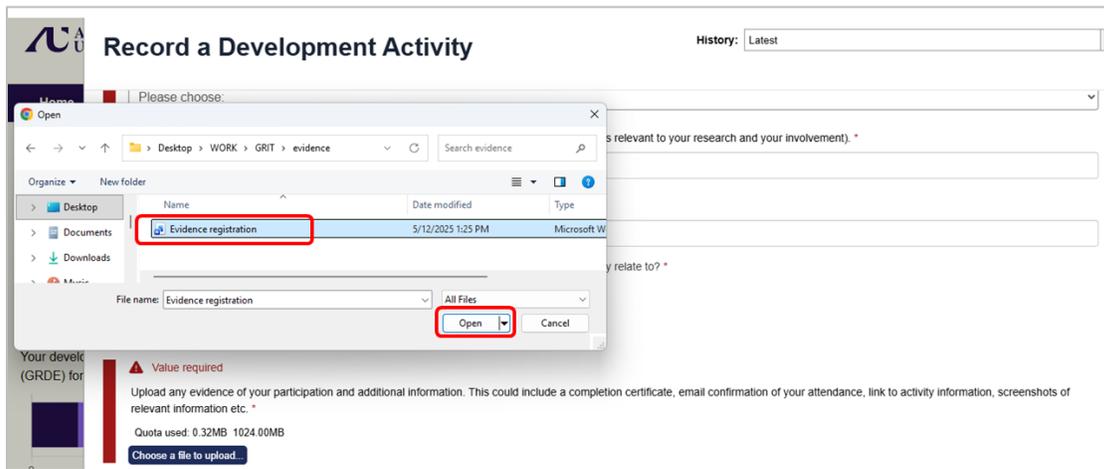
4. Upload your supporting evidence, for example a program outline, certificate of attendance, or registration confirmation email, by clicking **Choose a file to upload**.

Upload any evidence of your participation and additional information. This could include a completion certificate, email confirmation of your attendance, link to activity information, screenshots of relevant information etc. *

Quota used: 0.32MB 1024.00MB

[Choose a file to upload...](#)

This will open a Window on your computer. Select the file you want to upload and then click **Open**.



Your document has uploaded correctly when it displays in the box at the bottom of the form.

If you have uploaded the wrong document, you can click the delete on the right-hand side of the box and repeat the above process.



5. Check if there are any missing fields, scroll to the bottom of the form and click **List of form content issues**.

Your Learning

Describe the key take-aways or learnings you gained (this could involve thinking about what topics were most relevant or of greatest benefit, what worked well and what didn't, and whether the workshop challenged or changed your assumptions or perspectives)

Describe how you might apply the take-aways or learnings to your research or career goals (this could involve thinking about when and in what ways you will apply them, what you would change in the future, who else might be involved, and whether you need any further information or development)

Form content issues

All issues listed below have to be addressed before the form can be signed and submitted.

- ▶ List of form content issues

[Save](#) [Discard](#)

6. Click **Save** at the bottom of the form to save your record. Click **Discard** if you want to cancel the record at any time.

Form content issues

All issues listed below have to be addressed before the form can be signed and submitted.

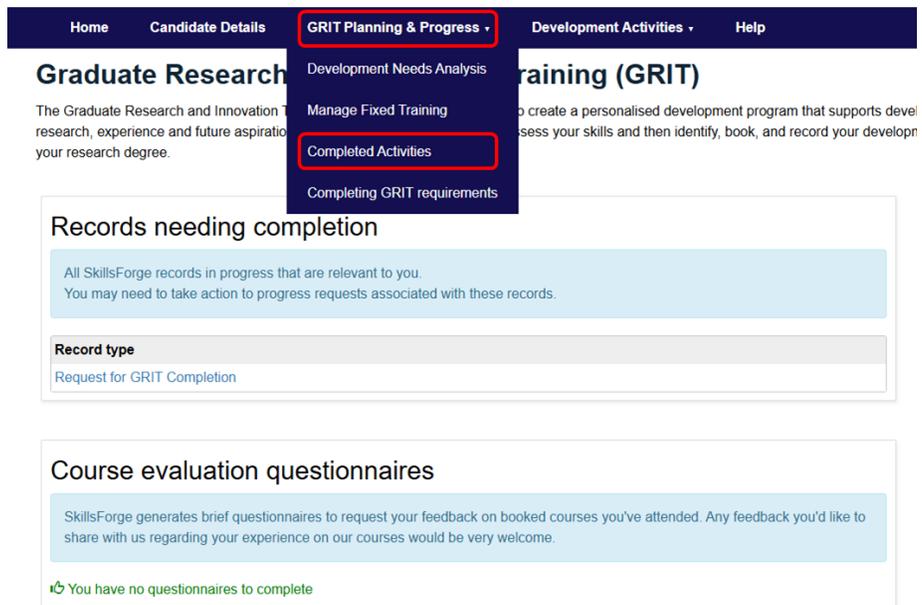
- ▶ List of form content issues

[Save](#) [Discard](#)

Self-record External Activities

If you are unable to find a relevant Listed Self-record activity, you can also self-record activities for inclusion in your completed activities and which may be counted towards meeting GRIT requirements. This includes learning experiences, where you are learning by doing, and training activities such as workshops, not already listed in the GRIT platform.

1. From the home screen click **GRIT planning & Progress** and then **Completed Activities**.



The screenshot shows the SkillsForge interface for GRIT Planning & Progress. The navigation menu includes Home, Candidate Details, GRIT Planning & Progress (selected), Development Activities, and Help. The main content area is titled 'Graduate Research and Innovation Training (GRIT)'. Below the title, there are several sections:

- Records needing completion**: A section with a light blue background containing the text: "All SkillsForge records in progress that are relevant to you. You may need to take action to progress requests associated with these records." Below this is a table with the following content:

Record type
Request for GRIT Completion
- Course evaluation questionnaires**: A section with a light blue background containing the text: "SkillsForge generates brief questionnaires to request your feedback on booked courses you've attended. Any feedback you'd like to share with us regarding your experience on our courses would be very welcome." Below this is a green message: "You have no questionnaires to complete".

2. The completed Development activities page will open, then click **Self-record an activity**.

Completed Development Activities

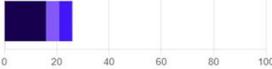
Your development activity record will enable you to better assess your development needs, plan your development and hold productive development conversations. It also provides you with a record of activities for your CV, grant applications and to demonstrate your commitment to ongoing professional growth.

You can add development activities not captured through the GRIT platform by clicking the "Record Your Own Activity" button below. This will enable you to collate a more thorough development record.

Click on the title of the activity to reflect on your learning from the development activity.

Print a PDF version of your development record through the print button located to the top right of the table.

Your development activity record is visible to your supervisory team, Graduate Research Coordinator and Dean of Research. It is also visible to the Graduate Research Development and Experience team (GRDE) for the purpose of supporting your completion of the GRIT program.



- Enabling Quality Research
- Expanding Professional Practice
- Shaping the Future

Self-record an activity

3. A pop-up box will display for completion.
 - a. Write the name of the completed activity in the **Title of development** box.
 - b. Enter the name of the provider in the **Organisation providing the activity** box.
 - c. Enter the **Time and Date** details of the activity using the 24hr format (i.e. 1pm = 13:00).

Record a Development Activity History: | Latest

(*) The asterisk marks content that needs to be provided before the form can be signed/submitted

i Use this form to record development activities you undertake beyond those offered through Graduate Researcher and Innovation Training. For example, you could include self-paced online courses, conference attendance, short or long courses or experiences such as the 3MT competition, an internship or networking events.

Completing this form will:

- Add the activity to your completed activities and hours required for GRIT achievement (subject to review).
- Enable an exportable record of your development for use in your progress review discussions, CV and building a research track record.

Further information about self-recording activities and how they are managed is available in the GRIT Self Record Development Activities Guide.

e Development activities recorded will be reviewed by the Graduate Researcher Development and Experience (GRDE) team to confirm GRIT completion. The GRDE team may also use the provided information to identify future program improvements. Providing relevant information to fully complete the form will assist with these initiatives.

Your records can also be viewed by Adelaide University members of your supervisory team.

Title of development activity *

Organisation providing the activity *

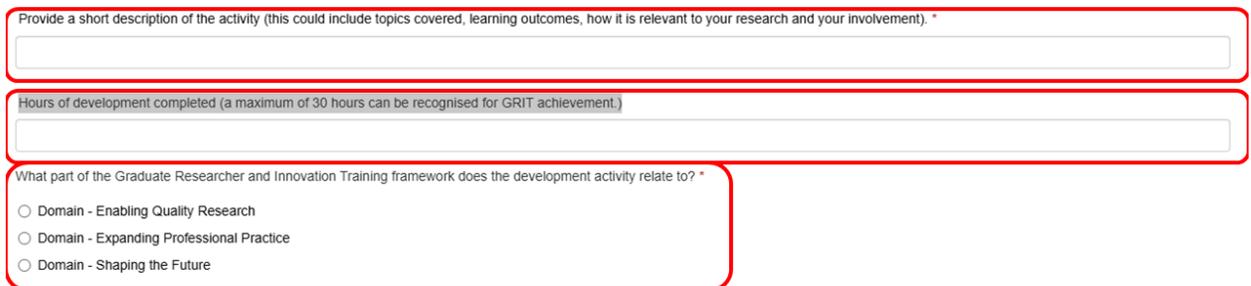
Date(s) and time(s) of activity

+ -

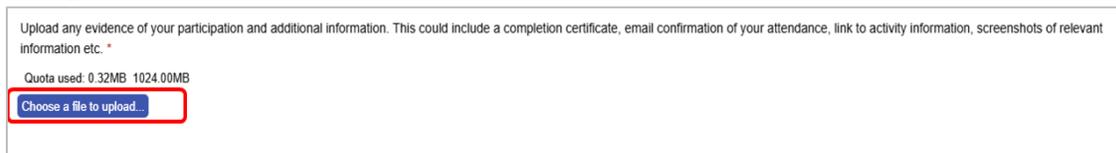
- If the activity ran over multiple days, you can add extra dates and hours by clicking the plus button to the right of the times.



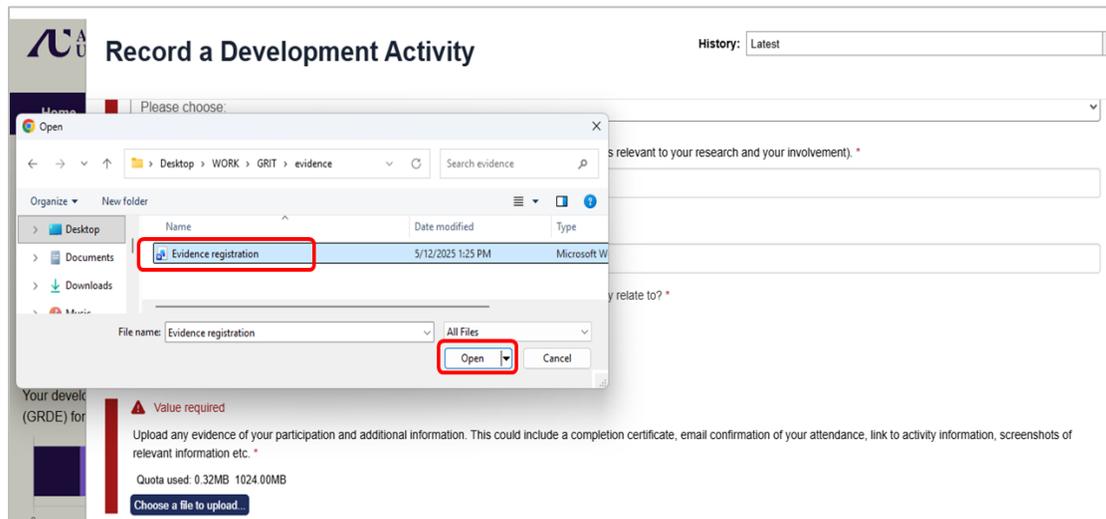
- Fill the boxes '**Provide a short description of the activity**' (this could include topics covered, learning outcomes, how it is relevant to your research and your involvement)' and '**the Hours of development completed** (please refer to the GRIT handbook for information about the maximum credits claimable.) and select **the Activity domain**.



- Upload your supporting evidence, for example a program overview, certificate of attendance or participation, evidence of your registration, by clicking **Choose a file to upload**.

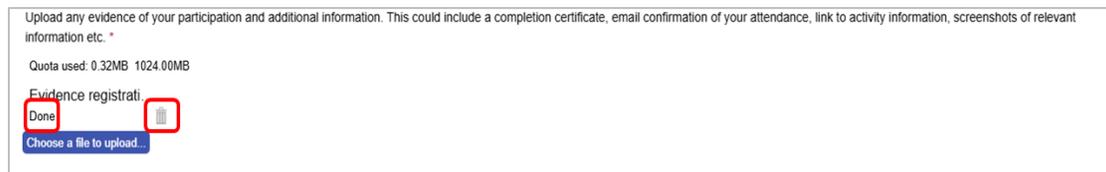


This will open a Window on your computer. Select the file you want to upload and then click **Open**.



Your document has uploaded correctly when it displays in the box at the bottom of the form.

If you have uploaded the wrong document, you can click the delete on the right-hand side of the box and repeat the above process.



7. Answer the questions ‘Would you recommend this activity to other graduate researchers?’
8. Complete the remaining text boxes to support reflection on your development:
 - “**Describe the key take-aways or learnings you gained**” and “**Describe how you might apply the take-aways or learnings to your research or career goals**”

Your Learning

Describe the key take-aways or learnings you gained (this could involve thinking about what topics were most relevant or of greatest benefit, what worked well and what didn't, and whether the workshop challenged or changed your assumptions or perspectives)

Describe how you might apply the take-aways or learnings to your research or career goals (this could involve thinking about when and in what ways you will apply them, what you would change in the future, who else might be involved, and whether you need any further information or development)

- To check if there are any missing fields, scroll to the bottom of the form and click **List of form content issues**.

Your Learning

Describe the key take-aways or learnings you gained (this could involve thinking about what topics were most relevant or of greatest benefit, what worked well and what didn't, and whether the workshop challenged or changed your assumptions or perspectives)

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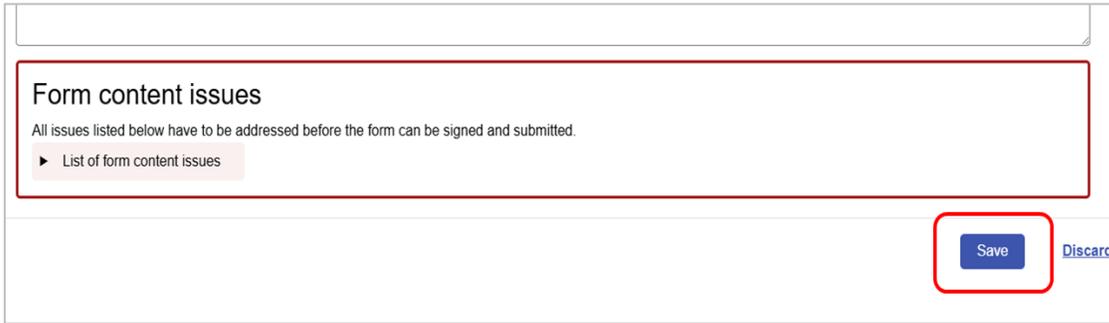
Form content issues

All issues listed below have to be addressed before the form can be signed and submitted.

- List of form content issues

[Save](#) [Discard](#)

- Click **Save** at the bottom of the form to save the development activity. Click **Discard** if you want to cancel any time.



The screenshot shows a web form interface. At the top, there is a header area. Below it, a red-bordered box contains the text 'Form content issues' and a sub-header 'All issues listed below have to be addressed before the form can be signed and submitted.' Below this is a button labeled 'List of form content issues'. At the bottom right of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Discard'.

Progress Reviews

At your next milestone review the Graduate Researcher Development team will audit your listed self-record and self-recorded external activities as part of the review process to ensure you're on track with your development and meeting the GRIT requirements. If any changes are required to your recorded activities, such as providing further information or modifying the hours recorded, you will be advised of the requirements. You can reduce the chance of needing to make changes by ensuring you are recording activities correctly.

Note: Hours applied to your GRIT Record are subject to change until the Graduate Researcher Development team have analysed your activities at your next progress review.

Contact Us

If you have a question relating to the GRIT program, visit the GRIT website [here](#) or contact the Graduate Researcher Development team at grit@adelaide.edu.au.