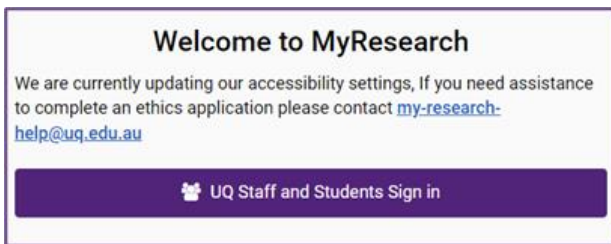## Acceptance of Offer Process
Quick Reference Guide

1. MyResearch Access and Login

Access the system via the [MyResearch web page](#) and login, using your UQ credentials or follow the hyperlink in your email notification.
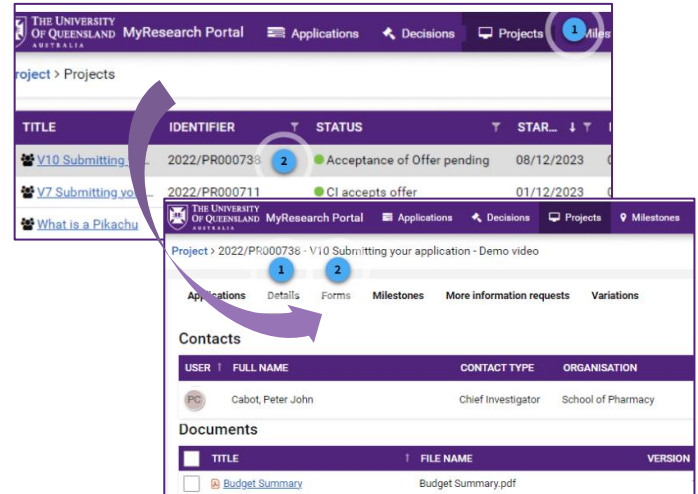

2. Record outcome of the funding application

Researcher is required to record the outcome of their application in the system **only if** the Funding Provider contacts the Researcher directly. This will depend on the round set-up and the type of funding.
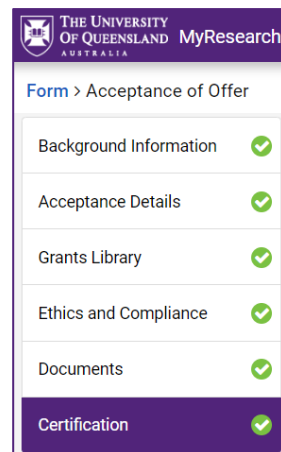
3. Locate the Acceptance of Offer Form

Once the outcome of the application is recorded, the acceptance of offer form will be generated automatically in the **"Forms"** section of the application:

- Navigate to the **"Projects"** tab of the main menu across the top of the screen.

- Select the relevant application.

- Navigate to the **"Forms"** tab of the application screen and click on the hyperlink of the **pending acceptance of offer form** to complete.

4. Review and complete all sections of the form

Some sections of the Acceptance of Offer form tabs contain the information previously entered during the application process.

This information can be edited during the Acceptance of Offer process.

5. Submit the Acceptance of Offer form

The form can be saved and finalised at a later stage before submission.