

#### Acceptance of Offer Process Quick Reference Guide

#### 1. MyResearch Access and Login

Access the system via the <u>MyResearch</u> <u>web page</u> and login, using your UQ credentials or follow the hyperlink in your email notification.



嶜 UQ Staff and Students Sign in

## 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



### 5. Submit the Acceptance of Offer form

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

THE UNIVERSITY OF QUEENSLAND MyRes	earch P	ortal 🚍 Applications 🖣	Decisions 🖵	Projects 💡 M	lilestones	Dashboards	
Form > Acceptance of Offer							
Background Information	0	Certification					
Acceptance Details	۲	+ Previous					🖺 Save
Grants Library	۲	Certification   I certify to the best of my knowledge, that:   1. All the details in this Acceptance of Offer are true and complete;   2. All prioritis detailed in the application/proposal have agreed to its submission;   3. Inductivitiant and agree that, before the proposed research can common, all required U0 ethical, biosalety and must be termined.   4. There detailed in the application of the application; and details the advected to its submission of the application; and details its interest to U0 priors to the submission of the application; and details in the reserve to U0 priors the submission of the application; and					
Ethics and Compliance	0						
Documents	٢						
Certification	۲						
		✓ Lagree *		Submit			