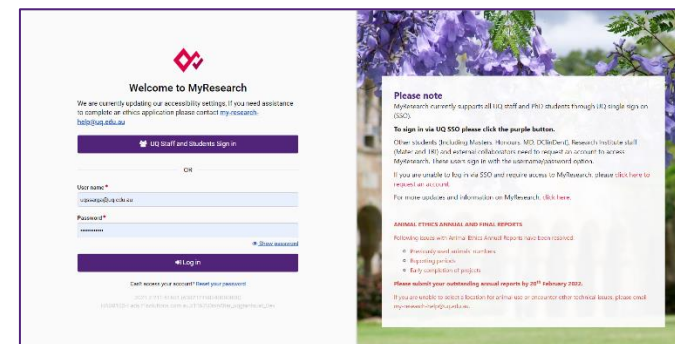


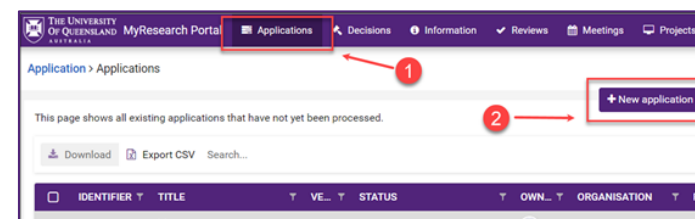
Step 1: Access MyResearch

1. Access the MyResearch system via UQ Training Hub.



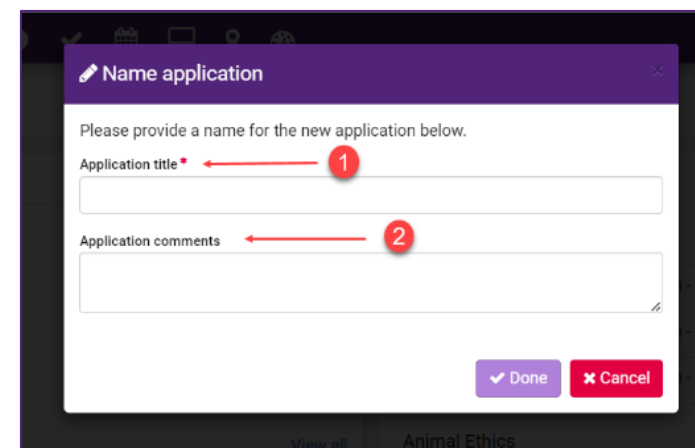
Step 2: Start New Application

1. Navigate to the "Applications" tab.
2. Choose "New application".



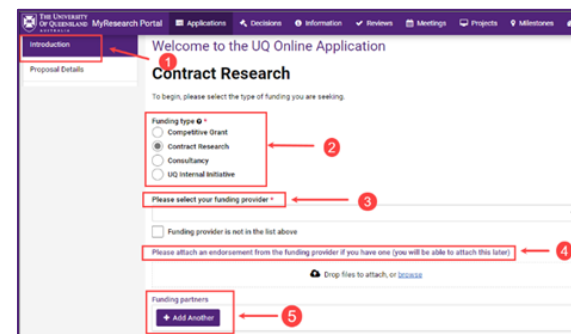
Step 3: Application Title and Comments

1. Add application title (mandatory).
2. Add application comments (optional).



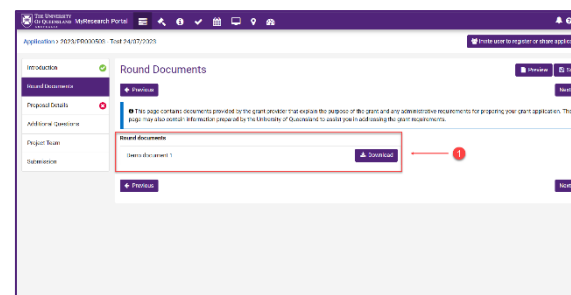
Step 4: Introduction Tab

1. The system with open the "Introduction" tab.
2. Choose Funding type from the list.
3. Choose Funding Provider from the drop-down list.
4. Attach any relevant endorsement documents, received from the Funding Provider.
5. Add any additional Funding Partners if required.



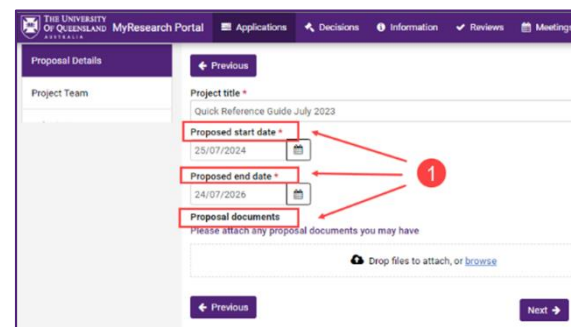
Step 5: Round Documents tab (Grants applications only)

1. Review the documents, provided by the Research Office before continuing on.



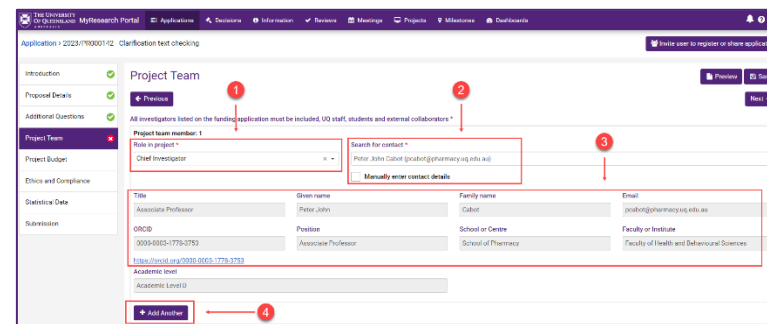
Step 6: Proposal Details tab

1. Add proposed start and end date of the project and any supporting documents.



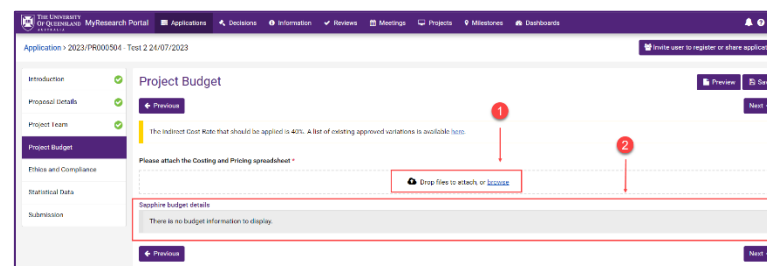
Step 7: Project Team tab

1. Choose the role in project from the drop-down (the list will change depending on the funding type of the application).
2. Start typing the name of the team member and choose from the list.
3. Once chosen, the remaining fields will auto-populate.
4. Add as many team members as required.



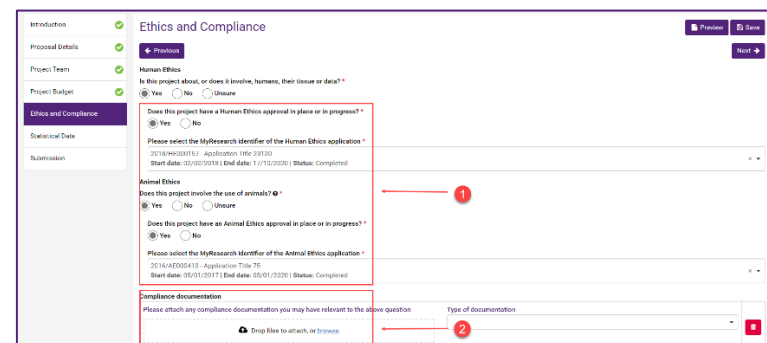
Step 8: Project Budget tab (full proposal only)

1. Complete the Costing and Pricing Tool and upload.
2. The information entered in the C&P Tool will display as "Read Only", once uploaded into MyResearch.



Step 9: Ethics and Compliance tab (full proposal only)

1. Answer all Ethics and Compliance questions. If there is a Human or Animal application already in place for the Lead CI, the system will automatically show the list of all existing applications.
2. Add any additional ethics and compliance documents.



Step 10: Statistical Data tab (full proposal only)

1. Indicate the types of activities the project will involve and select between one and three Fields of Research (the total must add up to 100%).
2. Select between one and three Socio-Economic Objectives (the total must add up to 100%).
3. Select UN Sustainable Development Goals (this can be one or many).

Step 11: Submission tab

1. Answer the Readership question and choose the Readership type if applicable.
2. Answer the clinical trial question.
3. Tick the Certification box.
4. Save the application (only required if intending to submit later).
5. Submit when ready.