

Funding Application Feedback by the Head of Unit Advisor Quick Reference Guide

1. MyResearch Access and Login

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

Welcome to MyResearch

We are currently updating our accessibility settings, If you need assistance to complete an ethics application please contact <u>my-research-help@uq.edu.au</u>

😁 UQ Staff and Students Sign in

2. Access the Application

Access the application via the hyperlink in the "Decisions" tab in MyResearch.

THE UNIVE OF QUEEN	RIAND MyResearch Portal		Decisions	~	Reviews	🛗 Meetings	P F	Projects
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3. Review Application and Supporting Documents

The application form and its accompanying documents can be viewed and downloaded from the "Decision Details" tab of the summary page.

Decision Details View docum	ents					
Decision details are on this page.						
ipplication identifier 1024/PR000036		Application title Feb 2024 Novel Vaccine T Human Medicine Vaccines Organisation	echnologies in V	aterinary Me	edioine: A Herald	to
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4. Prepare feedback

Once the application and its supporting documentation are reviewed, click the "Submit Head of Unit Advisor feedback" button.

Head of Unit Advisor feedback attached				
🖒 Submit Head of Unit Advisor feedback				
Head of Unit attached.	Advisor feedback can be supplied in the comment field or a document can be			
Head of Unit A	lvisor feedback			
Document				

5. Submit Your Feedback

Once the feedback and any supporting documents are provided and attached, the head of Unit Advisor can provide their feedback to the Head of Unit by clicking the "Submit" button.

Once the feedback is submitted, the application will disappear from the Head of Unit Advisor's list.

6. Important to note

The Head of Unit Advisor feedback step of the application process is optional and does not prevent the Head of Unit from providing their decision early.