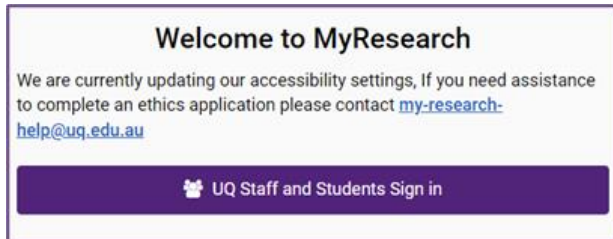


Funding Application Feedback by the Head of Unit Advisor Quick Reference Guide

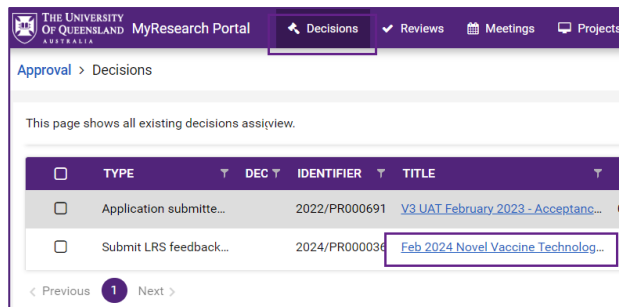
1. MyResearch Access and Login

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



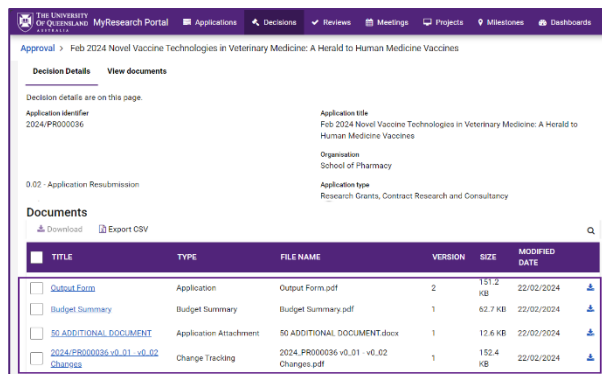
2. Access the Application

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



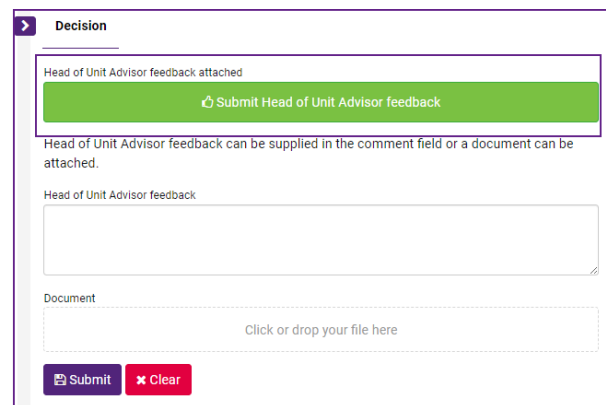
3. Review Application and Supporting Documents

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



4. Prepare feedback

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



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.