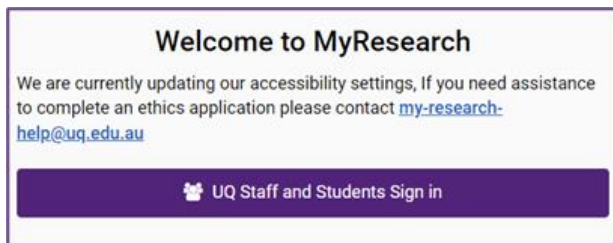# Funding Application Approval by the Head of Unit
Quick Reference Guide

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.
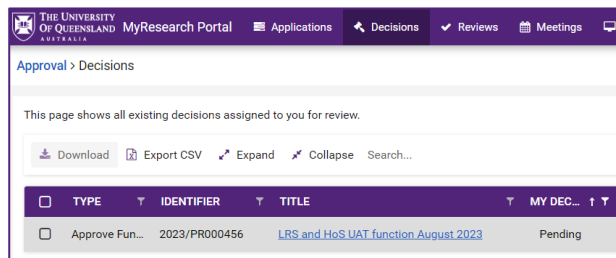

2. Email Notification

The Approver will receive an email notification, advising them that an application has been assigned to them to review.
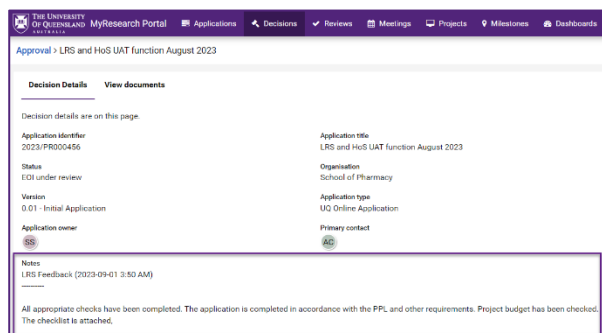
3. Access the Application

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

## 4. Review Head of Unit Advisor Feedback

The Head of Unit Advisor may provide feedback for the funding application being reviewed, which will be visible to the Approver. This practice will vary depending on the School or Institute.

5. Review the Supporting Documents

The funding application supporting documents can also be downloaded and reviewed from the same page.

The document section may contain the Head of Unit Advisor checklist, which the Head of Unit can download and review.
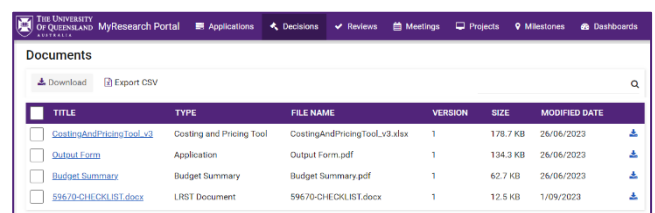
6. Submit Your Decision

Select your decision from the "Decision" section of the form.

If the "Not Approved" or "Additional information required" options are chosen, the Head of Unit is required to provide reasons for non-approval.