

# Funding Application Approval by the Head of Unit 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  $\underline{my-research-help@uq.edu.au}$ 

😁 UQ Staff and Students Sign in

# 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.

THE UNIVERSITY OF QUEENSLAND MyResearch Portal	Applications	Decisions	✓ Reviews	Meetings	🖵 Projects	• Milestones	Dashboards
Approval > LRS and HoS UAT function Au	gust 2023						
Decision Details View documents							
Decision details are on this page.							
Application identifier 2023/PR000456			Application t LRS and He	tte SUAT function	August 2023		
Status EOI under review			Organisation School of F	harmacy			
Version 0.01 - Initial Application			Application t UQ Online	pe Application			
Application owner			Primary cont	act			
Notes LRS Feedback (2023-09-01 3:50 AM)							
All appropriate checks have been completed The checklist is attached,	<ol> <li>The application i</li> </ol>	s completed in a	coordance with	the PPL and oth	er requirements	. Project budget h	as been checked.

# 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.

OF QUEENSLAND MyResearch F	Portal 🗮 Applications 🔦	, Decisions 🗸 Reviews 🗎 Mer	etings 🖵 Pro	ojects 💡 M	lliestones 🛛 🚳 Dashi	boa
ocuments						
A Download Export CSV						
TITLE	ТҮРЕ	FILE NAME	VERSION	SIZE	MODIFIED DATE	
CostingAndPricingTool_v3	Costing and Pricing Tool	CostingAndPricingTool_v3.xlsx	1	178.7 KB	26/06/2023	
Output Form	Application	Output Form.pdf	1	134.3 KB	26/06/2023	
Budget Summary	Budget Summary	Budget Summary.pdf	1	62.7 KB	26/06/2023	
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# 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.

	🐥 🛛 🕞
Decision	
Due date	
12/09/2023 🗣	4 days
Do you approve th	e attached application?
	د. ۲۵ Approved
	Q Not approved
	② Additional information required
Reasons for not a	pproving
Document	
	Click or drop your file here
🖺 Submit	X Clear