

Chart String Request Process 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. Email Notification

The Finance Advisory Team will receive an email notification, advising them that there is a chart string request to be actioned in MyResearch.

3. Access the Chart String Request

Access the request via the project title hyperlink in the Projects tab. All projects displaying the status "Establishment in Progress" will contain a chart string.

OF QUEENSLAND MyResearch Po	rtal 📑 Applicatio	ins 🐟 Decisions 🖌 Re	riews 🛗 Meetings	🖵 Projects	• Milestones	0 🧕
oject > Projects						
TITLE T	IDENTIFIER T	STATUS 1	START DATE ↓ T	END DATE T	ORGANIS T	т., т
V3 Chart String Request Form	2023/PR001085	Cl accepts offer	01/11/2024	30/11/2026	School of Ed	1
breast cancer testing contact	2023/PR000685	Approved	07/12/2023	12/01/2024	School of Ph	1
V7 Submitting your applicatio	2022/PR000711	Cl accepts offer	01/12/2023	06/12/2024	School of Ph	0
V5 - Chart String Request Form N	2023/PR001115	Establishment in progress	29/11/2023	12/11/2027	School of Ed	1
Chart string.grants	2023/PR001096	Establishment in progress	24/11/2023	23/11/2024	Finance Prof	1
Chart string request consultan	2023/PR001097	Establishment in progress	24/11/2023	23/12/2023	Finance Prof	1

4. Completing the request form

The "Forms" tap of the project page contains the chart string request as well as the Project Request/Establishment Notice forms.

Click on the chart string request hyperlink to access the form.

	UNVERSITY UTENSLAND MyResearch Portal E Applicatio	na 🔦 Decisions 🔸	🗸 Reviews 🛗 Meetings 🖵	Projects 9 Milestones @	Dashboards 🐥 🛛 🧕
roject	2023/PR001115 - V5 - Chart String Request P	Form Nov 2023			
Appli	ations Details Forms Milestones	More information requ	ests Variations		
Deniert	forms details are on this name				
roject	ronne detaile are on une page.				
R E	port CSV				٩
R	port CSV TITLE	STATUS	OWNER	CREATED DATE	۹.
æ⊧	port CSV TITLE 002007-Establishment/Pre-ops	STATUS In Progress	OWNER Svetlana Sørgant	CREATED DATE 27/11/2023 1:30:42 PM	Q 1 2
₽ E I	port CSV TITLE 002007 - Establishmeni/Pre-ops 002005 - Chart Siring Royucal	STATUS In Progress In Progress	OWNER Svetlana Sargant Svetlana Sargant	CREATED DATE 27/11/2023 1:30:42 PM 27/11/2023 1:30:36 PM	Q 2 2
₽ E	port CSV TITLE 002007 - Establishmen/Pre-ops 002005 - Chart Skilog Rouasi 002005 - Awarted Budget	STATUS In Progress In Progress In Progress	OWNER Svetlana Sargant Svetlana Sargant Gavin Mark Gee Yin Lung	CREATED DATE 27/11/2023 1:30:42 PM 27/11/2023 1:30:36 PM 27/11/2023 1:30:40 PM	Q 2 2 2

Review the project information in the "Project Information" tab and complete all necessary fields in the "Chart String" tab.

The budget holder details, funder, OPAL, function and underwriting account details will be required in order to complete this step.

Portal 🔳 Applications 🔸 Decisions 🖌 Reviews	Dashboards	
4		
Chart strings		61
+ Previous		
Line existing chart-shings? *		
Income split Budget holder Leeal Cansultant Deborah (truoiss (uptirau5)		Short description
Chart string requests		
Budget kolder *	Role	Funder *
ACA account * 2360301-10-623-61-123456		Press of a fill considering spaces to a fill
Faculty UQ Destre for Clinical Research	School UQ Centre for Clinical Research	OPAL
583a	fund	Function
		Underwriting account * 236001-01-101-01
+ Add Another		
+ Previous		
	And a Relation A second a provide a second a sec	And all addition • Record • Record Chart strings • • • • • • • • • • • • • • • • • • •

5. ACA (Academic Consultancy and Award) Account Question

The ACA account (Academic Consultancy and Award) question will be visible on the Chart String page if the form is being completed for Consultancy stream only.



6. Submit Your Request

Once all required information is entered, click the "Submit" button.