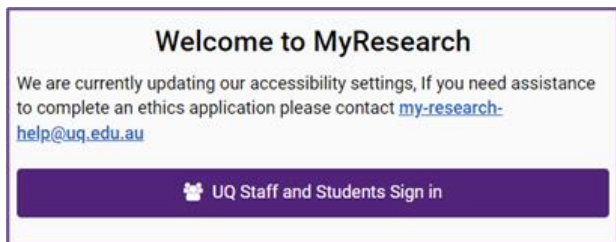## Chart String Request Process
Quick Reference Guide

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.
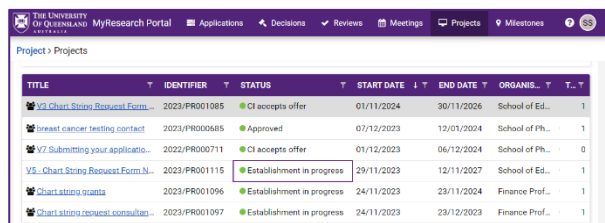

2. Email Notification

The 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.
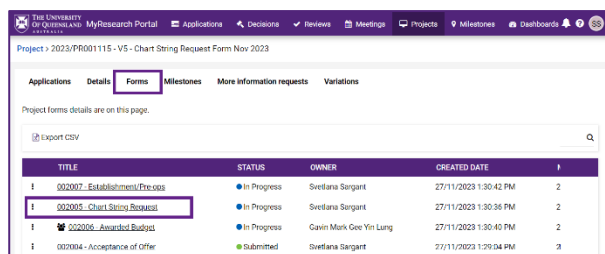

4. Completing the request form

The "Forms" tap of the project page contains the chart string request as well as the Project Request/Establishment Notice forms.
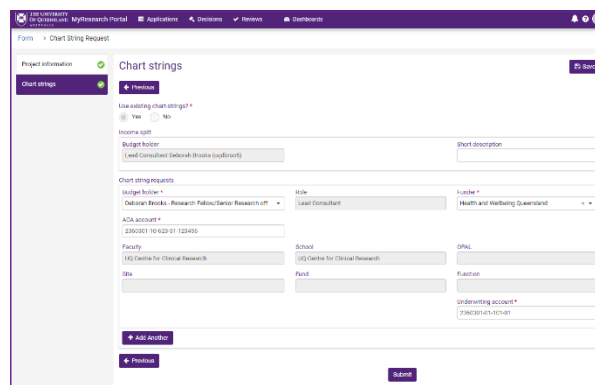
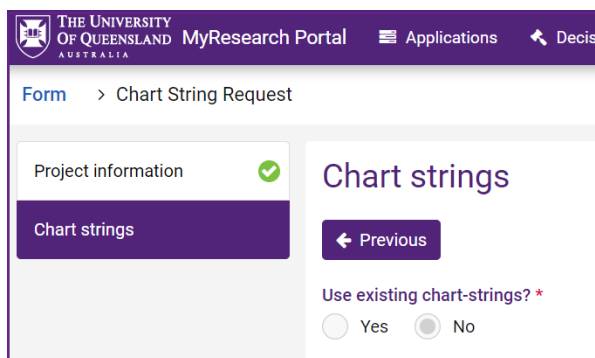Click on the chart string request hyperlink to access the form.

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.

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.