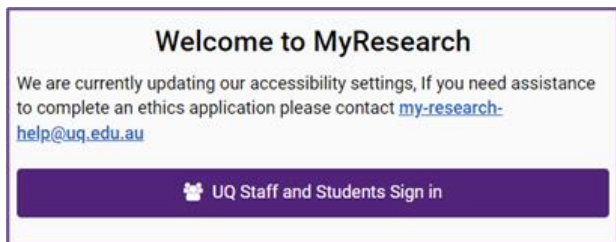


Chart String Request Process Quick Reference Guide

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.

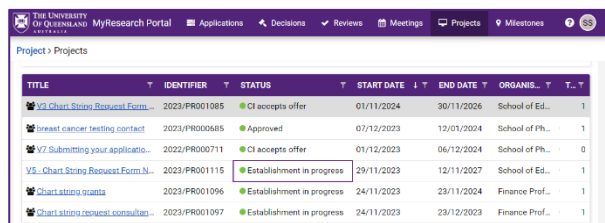


2. Email Notification

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.

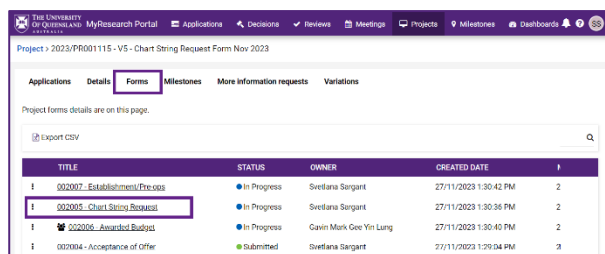


TITLE	IDENTIFIER	STATUS	START DATE	END DATE	ORGANIS...	T...
V5 Chart String Request Form...	2023/PR001085	CI accepts offer	01/11/2024	30/11/2026	School of Ed...	1
Breast cancer testing contact	2023/PR000685	Approved	07/12/2023	12/01/2024	School of Ph...	1
V7 Submitting your applicatio...	2022/PR000711	CI 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	23/11/2023	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.

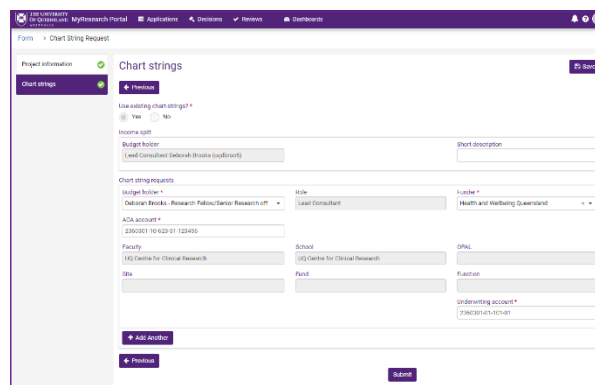
Click on the chart string request hyperlink to access the form.



TITLE	STATUS	OWNER	CREATED DATE	I
002007 - Establishment/Proc...	In Progress	Sreelana Sargant	27/11/2023 1:30:42 PM	2
002005 - Chart String Request	In Progress	Sreelana Sargant	27/11/2023 1:30:36 PM	2
002006 - Awarded Budget	In Progress	Cavin Mark Gee Yin Lung	27/11/2023 1:30:40 PM	2
002004 - Acceptance of Offer	Submitted	Sreelana Sargant	27/11/2023 1:29:04 PM	3

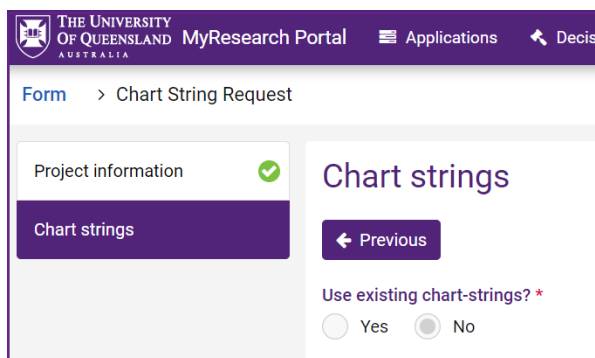
Review the project information in the "Project Information" tab and complete all necessary fields in the "Chart String" tab.

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.