

Project Milestone Submission 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. Access the Project Milestone Forms

Access the forms via the project title hyperlink in the Projects tab.



Navigate to the "Milestones" tab of the project summary page and click on the milestone title hyperlink.

	HE UNIVERSITY IF QUEENSLAND	MyResearch F	Portal 📰 Applica	tions 🐟 Decisions	✓ Reviews	🛗 Meetings	🖵 Projects	• Milestones		
Proje	ct > 2023/P	R000612 - COM	NSULTANCY - Copy	of 2023/PR000499						
Ap	plications	Details For	ms Milestones	More information	equests Var	iations				
For billing milestones view them in MyBalance										
	IDENTIFIER	MILESTO	NETITLE	DETAIL	ORGAN	ISATION		STATUS		
÷	2023/PR0006	512 🚦 <u>Milesto</u>	ne 1 - upon signing t	he agree	Finance	Professional Se	rvices - Science	Achieved		
	2023/PR000	512 皆 <u>Milesto</u>	ne 2 - Project plan		Finance	Professional Se	rvices - Science	Pending		
•	2023/PR000	512 🖹 <u>Milesto</u>	ne 3 - draft report ou	tline	Finance	Professional Se	rvices - Science	Achieved		
٠	2023/PR0006	512 皆 <u>Milesto</u>	ne 4 - progress repor	t and pu	Finance	Professional Se	rvices - Science	Pending		
•	2023/PR000	512 📑 <u>Final m</u>	ilestone - final report		Finance	Professional Se	rvices - Science	Pending		
•	2023/PR0006	512 E Project	closeout	Project cl	seout Finance	Professional Se	rvices - Science	Pending		

3. Milestone Status

All milestone displaying the status "pending" must be submitted before the due date.

Once submitted, either the Research Office or CoRE will review and process the milestone forms.

If more information is required, the milestone status will change to "Revision".

4. Completing the Milestone Form

Depending on the type of the milestone chosen, the system will display different fields within the milestone form.

Research and hybrid milestones

The University Or QUEENSLAND MyResearch Ports	al 🔲 Applications	4 Decisions	✓ Reviews	Meetings	Projects	Micatones	📾 Dashboards		
Project > 2023/PR000048 - briefing	document 1> Hybrid	Milestone 1							
Submit report									
Miestone	Hybrid Mile	estone 1 ((Friday, 1	12 May 2	023)			🖻 Save	
	2022/Heautile-prendig document 1								
	Supporting document	ntation							
	File Name							Size	
	X Miestone.doc	×						14.18 k8	
	Crop files to ottach, or branze								
	By submitting this research millestone I confirm the report has been delivered in accordance with the millestone and reporting requirements of the project.								
							Submit		

Billing milestones

THE UNVERSITY OF QUEENSLAND	MyResearch Portal	Applications	Decisions	✓ Reviews	Meetings	🖵 Projecta	• Milestones	Dashboards	4 0			
Project > 2023/PR	Project > 2023/PR000612 - CONSULTANCY - Copy of 2023/PR000499> Milestone 2 - Project plan											
Submit report												
Milestone		Milestone 2 - Project plan (Monday, 18 September 2023)										
		Amount										
		\$20,000.00										
		Gustomer										
		Finance Professional Services - Science										
		Invoicing customer details *										
		Purchase order number *										
		Additional comments										
		Supporting documentation										
		C Drop files to attach, or browse										
		Your milestone billing	g is now due for	the project lister	d above.							
		By submitting the milestone, you confirm that the invoice can be issued to the grantor.										
		If any issues or concerns, please contact your contact with the Contract and Grants department.										
							Su	ıbmit				

5. Milestone Status Summary

The milestone status summary for each project will update as soon as the status of an individual milestone has changed.

