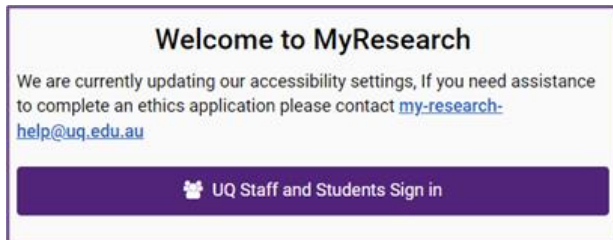


Project Milestone Submission Quick Reference Guide

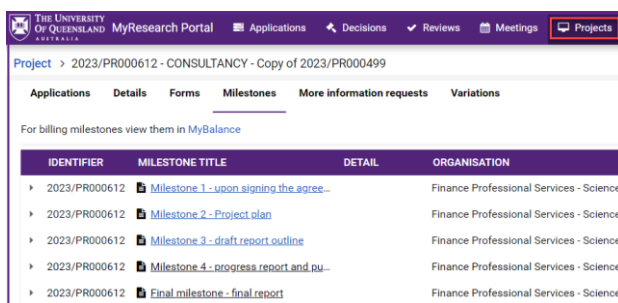
1. MyResearch Access and Login

Access the system via the [MyResearch web page](#) and login, using your UQ credentials or follow the hyperlink in your email notification.

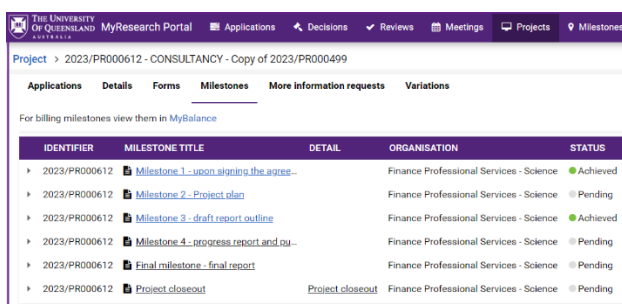


2. Access the Project Milestone Forms

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.



3. Milestone Status

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

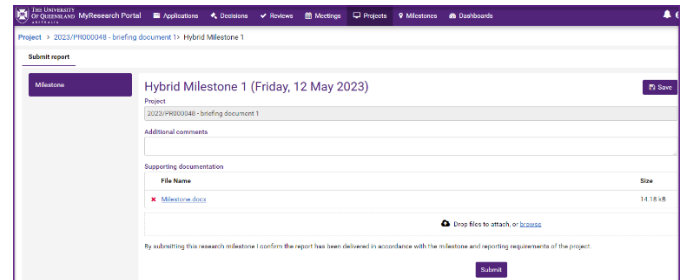
Once submitted, either the Research Office or CoRE will review and process the milestone forms.

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

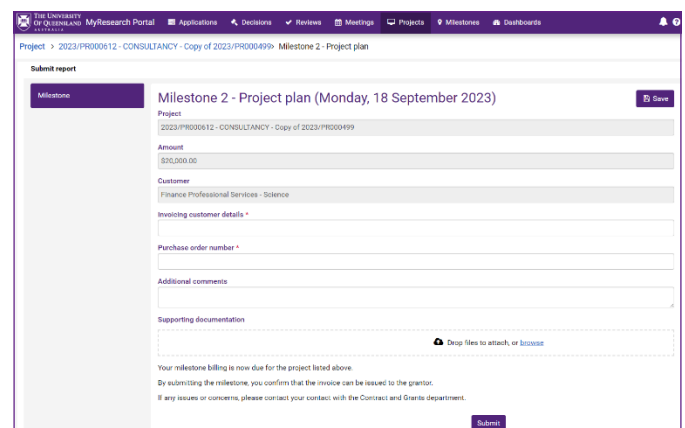
4. Completing the Milestone Form

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

Research and hybrid milestones



Billing milestones



5. Milestone Status Summary

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

