MyResearch Projects



Consultancy Billing 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 <u>my-research-help@uq.edu.au</u>

😁 UQ Staff and Students Sign in

2. Access the Project Milestone Forms

Access the forms via the project milestone title hyperlink in the Milestones menu tab.

his page lists milestones that are your responsibility across all projects						
Export CSV	Column choose					
DENTIFIER + T	MILESTONE TITLE T	STATUS	▼ DAYS REMAINING	T DUE DATE	T PROJECT TITLE	
2024/PR010193	Consultancy closeout	Pending	65 days	31/12/2024	demo	
2024/PR010154	Consultancy closeout	Pending	65 days	31/12/2024	consultancy billing requ	
2024/PR010154	Report results of Consultancy brief	Pending	61 days	27/12/2024	consultancy billing requ	
2024/PR010081	Consultancy closeout	Pending	65 days	31/12/2024	Testing CPT	
2024/PR010073	Consultancy closeout	Pending	65 days	31/12/2024	UniFi demo 1.2	
2024/PR010070	Consultancy closeout	Pending	65 days	31/12/2024	UniFi Demo 1	
2024/PR010062	Consultancy closeout	Pending	65 days	31/12/2024	Testing invoicing detail	
2024/PR010062	Milestone application invoicing details	Pending	 -86 days 	02/08/2024	Testing invoicing detail	
024/PR010062	Milestone with invoicing details at pr	Pending	•-87 days	01/08/2024	Testing invoicing detail	
			65 days		UniFi Demo preparation	

3. Milestone Status

- All milestones 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 Consultancy billing Milestone Form

This milestone form contains extra fields that are used to progress the billing (raising customer invoice) process.

Consultancy Billing milestone form

Submit report		
		2* View full scree
Milestone	Milestone with invoicing details at project level (Thursday, 1 August 2024)	Preview 🛛 🗟 Save
	Project	
	2024/PR010062 - Testing Invoicing details	
	Amount	
	\$20,000.00	
	Customer	
	Health and Weltbeing Queensland	
	Invoicing contact details	
	Mr Joe Black	
	Purchase order number 2	
	P0123456	
	Additional comments	
	З	
	Supporting documentation	
	Crop files to attach, or browse	
	Your milestone billing is now due for the project listed 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.	
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The following key information is required in this milestone submission to enable the Finance team (e.g., Accounts Receivable, CGA) to complete the billing process efficiently, without the need for further clarification.

- 1. If not already pre-filled, enter the **Customer** information.
- 2. If not already pre-filled, enter the **Invoicing Contact Details** and **Purchase Order Number** (or another partner invoice reference).
- 3. In the Additional Comments section, provide any details that would be useful for project administrators and specific notes for the Finance team to facilitate quick processing of the invoice payment request.

Example: For a project billed at an hourly rate, you might include, "I worked 12 hours last week."

- Attach any supporting documentation that may assist with the acceptance of this milestone.
- Submit the milestone. The milestone status will change to "Achieved." If this is a new project, integrations will be triggered with UniFi or Accounts Receivable to progress the invoice.