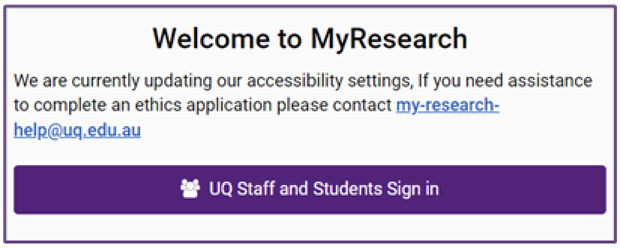
Consultancy Billing Milestone Submission
Quick Reference Guide

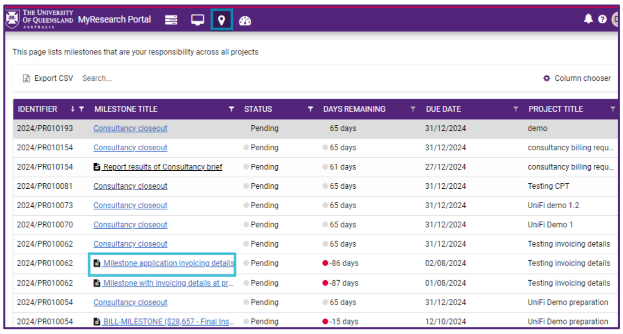
1. MyResearch Access and Login

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 milestone title hyperlink in the Milestones menu tab.



IDENTIFIER	MILESTONE TITLE	STATUS	DAYS REMAINING	DUE DATE	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 details
2024/PR010062	Milestone application invoicing details	Pending	-86 days	02/08/2024	Testing invoicing details
2024/PR010062	Milestone with invoicing details at pr...	Pending	-87 days	01/08/2024	Testing invoicing details
2024/PR010054	Consultancy closeout	Pending	65 days	31/12/2024	UniFi Demo preparation
2024/PR010054	BILL-MILESTONE ($28,657 - Final Ins...	Pending	-15 days	12/10/2024	UniFi Demo preparation

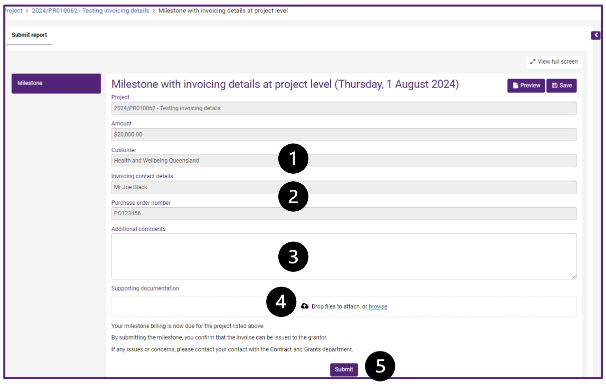
3. Milestone Status

- 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



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."
4. Attach any **supporting documentation** that may assist with the acceptance of this milestone.
5. **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.

For more information:
myresearchprojects@uq.edu.au