Overview Finance steps for Consultancy and Contract Research within MyResearch

Version:	Finance v1.0
Date:	23/09/2025

10

Complete Awarded Budget form

Status = Establishment in progress

Responsible: Internal Portal Users (RO CCMO)

9

Complete Chart String form request

Status = Waiting for chart string

Responsible: FBS (Finance Advisory)

8

Consultancy Research:

Start Establishment process

Status = Establishment in progress

Responsible: Internal Portal Users (RO CCMO & Institute Business Managers)

8 / 7

Contract Research:

7) Create Establishment
8) Execute Agreement(s)

Status = Acceptance pending approval / Acceptance of offer pending / CI accepts offer / Establishment in progress

Responsible: Internal Portal Users (RO CCMO/ RCM) & CI

11

Complete Establishment request

Status = UniFi project in progress

Responsible: Internal Portal Users (RO CCMO) & CGA

12

Contract Research and Consultancy *(New Chart String only):*

UniFi Award/Project created

Status = Approved / Successful

Responsible: Internal Portal Users (RO CCMO) & CGA

13

Create Billing Milestones

For one-off invoices see existing chart string detailed process.

Responsible: Internal Portal Users (RO CCMO) & CGA

14

Administer project/ Agreement Variations

*Status = Discontinued / Suspended / Terminated (*can occur anytime in project process)*

Responsible: Internal Portal Users (RO CCMO/ RCM), CGA & CI

15

Project closed

Status = Preliminary closed / Completed

Responsible: Internal Portal Users (RO CCMO/ RCM), CGA & CI

Detailed Finance Process for Contract Research

Refer to overview process diagram

7) Create Establishment

- Manually triggered from the Project Record by the **RO CCMO/RCM** once ready for **CI** confirmation to proceed with the agreement.
- Collects compliance information specific to the project type
- Once submitted by the **CI**, the system auto-generates the Awarded Budget, Chart String, and Establishment Request forms..
- Intended to formalise the CI's acceptance of UQ's role in the contract and initiate downstream establishment steps.

8) Execute Agreement(s)

- The agreement is reviewed and approved by the appropriate delegate as per **UQ Schedule of Contracts Sub- Delegation.**
- Execution is tracked and completed in the system.
- Planned system enhancements:
    - ✓ DocuSign integration – for digital signing workflows.
    - ✓ TRIM integration – for long-term records management compliance.
- Steps 7 & 8 are interchangeable

9) Complete Chart string form

- **FBS Finance Advisory** are informed via dashboard report of outstanding Chart String forms in MyResearch.
- **FBS Finance Advisory** enter the relevant fund code, a task previously handled by **CGA.**
- **CGA** reviews and validates the fund code entry (once established through step 11).
- Form access is automated and role-based, depending on where the **FBS Finance Advisory** is positioned within UQ.

10) Complete Awarded Budget form

- **RO CCMO** complete the awarded budget.
- Budget data must align with the agreement and fund details and is reviewed in conjunction with **CGA** during setup.

11) Complete Establishment request

- This step initiates creation of a UniFi project.
- Can only be submitted after the Chart String and Budget forms (steps 9 and 10) are complete.
- Only **RO CCMO** can submit the Establishment Request.

12) UniFi Award/Project created

- **CGA** conducts a final check of the entire package (Chart String, Budget, Establishment Request, HERDC).
- Once approved, **CGA** submits to UniFi, which creates the official financial project.
- An Establishment Notice is issued to the **CI** at this point (similar to GRL).
    - ✓ Note: This is a change from the previous process, where the GRL preceded UniFi creation—it now follows project establishment.

13) Create Billing Milestones

- Billing milestones are set up by **CGA** based on the billing terms in the contract.
- Other types of milestones (e.g. reporting, deliverables) are either:
    - ✓ Automatically created through project round configuration, or
    - ✓ Manually entered where specific obligations exist (e.g. deliverables tied to payment).

14) Project administered/managed & Agreement Variations

- MyResearch sends automated reminders for upcoming milestone due dates.
- Milestone approvals and tracking are handled in the system.
- Variation requests (e.g. extensions, changes to budget or milestones) are initiated by **CI or RO CCMO/RCM** and processed within the platform by **RO CCMO/RCM** .

15) Project managed/closed

- Project closeout is automatically triggered when:
    - ✓ The corresponding UniFi project is closed by **CGA**,
    - ✓ All required milestones are completed by **CI**, and
    - ✓ No outstanding variations are pending.
- Projects may be reopened, if additional work or correction is required.

Detailed Finance Process for Consultancy Research for New Project (New Chart String)

Refer to overview process diagram

8) Start Establishment process

- **RO CCMO or Institute Business Managers** initiate Establishment via Project Record
- Three digital forms are produced:
  - ✓ Project chart string form – assigned to the **FBS Finance Advisory Team**
  - ✓ Awarded form – reflects agreed consultancy income and cost recovery
  - ✓ Project establishment request form – final step to create the UniFi project using data from these forms.
- For Consultancy Type 1 and 2, this occurs after the signed agreement and acceptance of the UQ Consultancy Letter.

9) Complete Chart string form

- **FBS Finance Advisory** are informed via dashboard report of outstanding Chart String forms in MyResearch.
- **FBS Finance Advisory** enter the relevant fund code, a task previously handled by **CGA.**
- **CGA** reviews and validates the fund code entry (once established through step 11).
- Form access is automated and role-based, depending on where the **FBS Finance Advisory** is positioned within UQ.

10) Complete Awarded Budget form

- **RO CCMO or Institute Business Managers** complete the awarded budget.
- Budget data must align with the agreement and fund details and is reviewed in conjunction with **CGA** during setup.

11) Complete Establishment request

- This step initiates creation of a UniFi project.
- Can only be submitted after the Chart String and Budget forms (steps 9 and 10) are complete.
- Only **RO CCMO or Institute Business Managers** can submit the Establishment Request.

12) UniFi Award/Project created

- **CGA** conducts a final check of the entire package (Chart String, Budget, Establishment Request, HERDC).
- Once approved, **CGA** submits to UniFi, which creates the official financial project.
- An Establishment Notice? is issued to the **CI** at this point.

13) Create Billing Milestones

- Billing milestones are set up by **CGA** based on the billing terms in the contract.
- For Standard Consultancy (Type 1), if a new project ID is requested from UniFi, the **RO CCMO or Institute Business Managers** will create the billing milestone.
- Other types of milestones (e.g. reporting, deliverables) are either:
  - ✓ Automatically created through project round configuration, or
  - ✓ Manually entered where specific obligations exist (e.g. deliverables tied to payment).

14) Project administered/managed & Agreement Variations

- MyResearch sends automated reminders for upcoming milestone due dates.
- Milestone approvals and tracking are handled in the system.
- Variation requests (e.g. extensions, changes to budget or milestones) are initiated by **CI or RO CCMO or Institute Business Managers** and processed within the platform by **RO CCMO or Institute Business Managers**.

15) Project managed/closed

- Project closeout is automatically triggered when:
  - ✓ The corresponding UniFi project is closed by **CGA**,
  - ✓ All required milestones are completed by **CI**, and
  - ✓ No outstanding variations are pending.
- Projects may be reopened, if additional work or correction is required.

Detailed Finance Process for Consultancy Research for New Project (Existing Chart String)

Refer to overview process diagram

8) Start Establishment process

- **RO CCMO or Institute Business Managers** initiate Establishment via Project Record
- Three digital forms are produced:
  - ✓ Project chart string form – assigned to the **FBS Finance Advisory Team**
  - ✓ Awarded form – reflects agreed consultancy income and cost recovery
  - ✓ Project establishment request form – final step to create the UniFi project using data from these forms.
- For Consultancy Type 1 and 2, this occurs after the signed agreement and acceptance of the UQ Consultancy Letter.

9) Complete Chart string form

- **FBS Finance Advisory** are informed via dashboard report of outstanding Chart String forms in MyResearch.
- **FBS Finance Advisory** enter the full project chart-string/s
- Form access is automated and role-based, depending on where the **FBS Finance Advisory** is positioned within UQ.

10) Complete Awarded Budget form

- **RO CCMO & Institute Business Managers** complete the awarded budget.
- For consultancy, the budget reflects UQ cost recovery requirements, service fees, and GST where applicable (new insertion to align with consultancy compliance).

11) Complete Establishment request

- **RO CCMO & Institute Business Managers** users submit the project establishment form.
- Can only be submitted after the Chart String and Budget forms (steps 9 and 10) are complete.
- This automatically updates the project status to 'Approved'.

12) **Skip for Existing Chart String

13) Create Billing Milestones

- **RO CCMO & Institute Business Managers** creates the consultancy billing milestones (it will then display on the external portal for the researcher to submit).
- As part of that, the internal portal user should also complete this invoicing details section, so it auto-populates for the researcher.
- Billing and deliverables are configured based on the signed agreement (added to reflect consultancy-specific setup).

14) Project administered/managed & Agreement Variation

- MyResearch sends automated reminders for upcoming milestone due dates.
- Milestone approvals and tracking are handled in the system. Milestones are process through **Central AR Team**.
- Variation requests (e.g. extensions, changes to budget or milestones) are initiated by **CI or RO CCMO or Institute Business Managers** and processed within the platform by **RO CCMO or Institute Business Managers**.

15) Project managed/closed

- Project closeout is automatically triggered when:
  - ✓ The corresponding project is closed,
  - ✓ All required milestones are completed by **CI**, and
  - ✓ No outstanding variations are pending.
- Projects may be reopened, if additional work or correction is required.