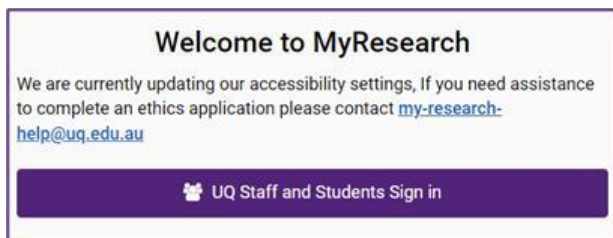


Chart String Request Process Quick Reference Guide

1. MyResearch Access and Login

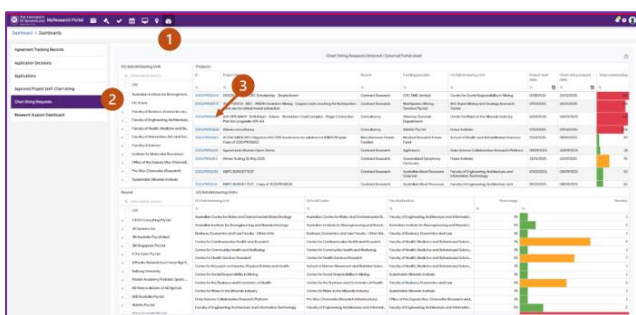
To access MyResearch, log in via the [MyResearch web page](#) using your UQ credentials or follow the hyperlink in your email notification.



2. Email Notification

The Finance Advisory Team receives daily a Chart string digest email notification advising them of open chart string requests currently within MyResearch.

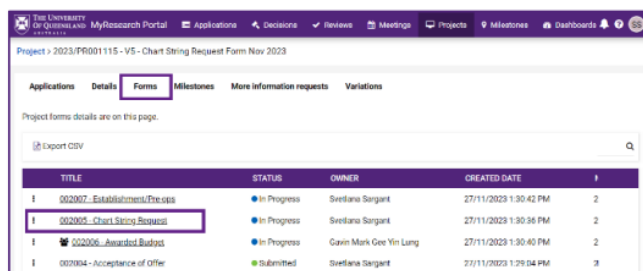
3. Accessing Chart String Requests



There are two ways to access the chart string requests, one is to select the Chart Strings Dashboard link within the notification email or navigate to the Chart String Requests dashboard under the Dashboards tab within MyResearch. Click on the project title hyperlink to open the request. All projects listed in this report have outstanding chart string requests.

4. Completing the Chart string request form

The request form is accessible via the **Forms** tab of the project page, along with the Project Establishment forms. Click the chart string request hyperlink to access the form.



5. New Chart String Account request

Review the project information in the Project Information tab and complete all necessary fields in the Chart String tab. A chart string request is required per funder and fund code combination. The mandatory fields per record are Funder, Budget holder, OPAL, Site, Function, Short description, and underwriting account information.

6. Existing Chart String Account Question

If the form is being completed for a Consultancy stream, the **Use existing chart-strings?** option may be presented on the Chart String page. If this is the case, then enter existing project chart string details.

7. Submit Your Request

Once all required information is entered, click the 'Submit' button

Output

- The information will be saved to the Chart string section of the project, viewable via the Details section within the project.
- This information will be included within the Establishment request sent to Unifi, where the CGA team will be able to review and progress the Unifi Award and Project activations