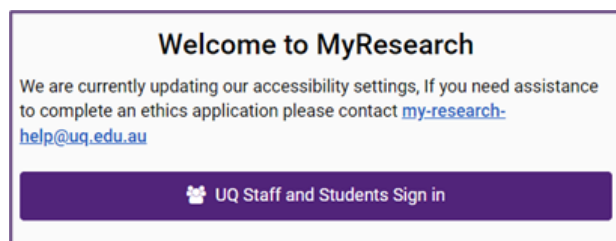


Cheat Sheet for Navigating Quick Reference Guide

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. External Portal Overview

The External Portal is the public-facing web portal for MyResearch Projects enabling communication and collaboration between UQ Researchers, Local Research Support, Heads of Units, Finance and Business Service Teams and the Research Office and other Internal Portal users.

3. Homepage Sections

Top 5 in progress applications	Displays the top five most recently modified applications that are still in progress.
Top 5 projects	Sorted by the last access date or order of creation in the system, depending on the system configuration.
Top 5 milestones due	Displays the top five milestones in the order they are due.
Rounds	Displays the available rounds for ethics and project funding applications.
Your activities	Displays a visual summary of your activity including pending decisions or reviews.

4. Icons

	Applications	Create and view your Applications or those shared with you.
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	Approvals	View assigned approval decisions
	Dashboards	View shared dashboards
	Forms	View forms that belong to you or shared
	Information	View portal information
	Meetings	View meetings you are participating in
	Profile	View/update profile; view related Projects
	Projects	View Projects belonging to you or shared
	Milestones	View/action Milestones across Projects
	Reviews	View/action reviews of Applications or Milestone submissions
	Panels	View Panels you participate in
	Survey	Complete surveys about the Portal
	Help	View help for current page

Need help?

Visit the [MyResearch Projects Training Hub](#) for more QRGs and system tips.