MyResearch Projects

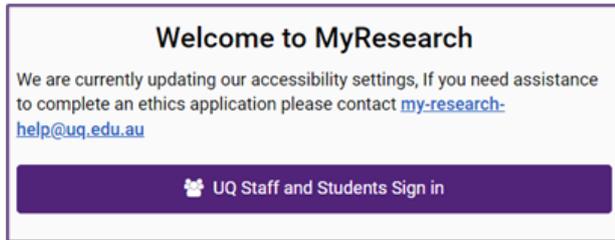THE UNIVERSITY OF QUEENSLAND AUSTRALIA | CREATE CHANGE

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.

Welcome to MyResearch

We are currently updating our accessibility settings, If you need assistance to complete an ethics application please contact my-research-help@uq.edu.au

👥 UQ Staff and Students Sign in

2. MyResearch Portal Overview

The MyResearch 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.

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.

🔨	Approvals	View assigned approval decisions
⏲	Dashboards	View shared dashboards
📰	Forms	View forms that belong to you or shared
ℹ	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.