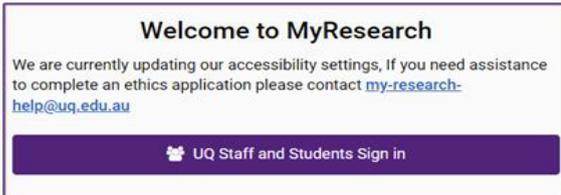


## Chart String Request Form Quick Reference Guide

### 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.



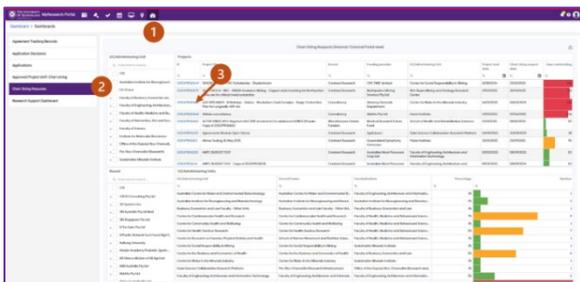
### 2. Email Notification

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

Access the chart string requests, either by the **Chart Strings Dashboard** link within the notification email or navigate to the Chart String Requests dashboard under the **Dashboards** tab within MyResearch.

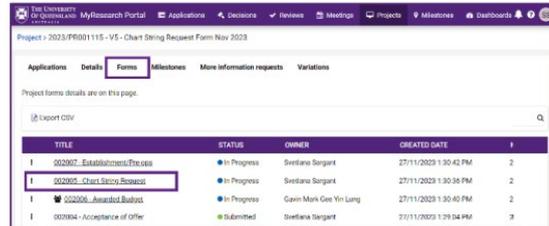
Click on the project title hyperlink to open the request. All projects listed in this report have outstanding chart string requests.



### 4. Completing the Chart String Request Form

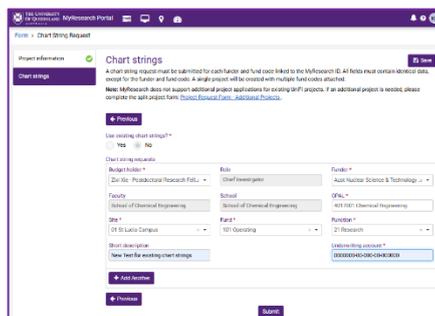
The request form is accessible via the **Forms** tab of the project page, along with the Project Establishment forms.

Click the chart string request hyperlink to access the form.



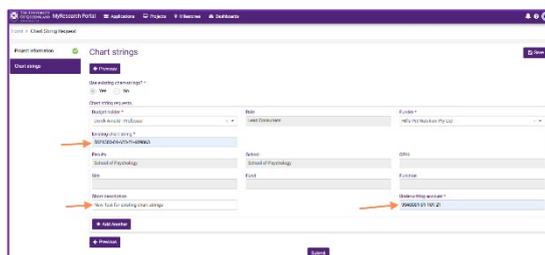
### 5. New Chart String Account Request

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.



### 6. Existing Chart String Account Question

If the funding type is Consultancy, 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

- 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.