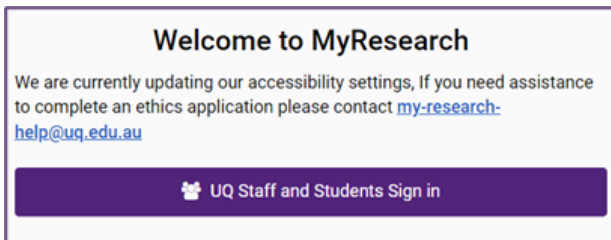


Head of Unit Approval Quick Reference Guide

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.

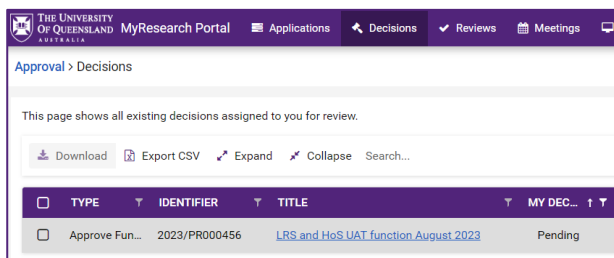


2. Email Notification

The Head of Unit Approver will receive an email notification, advising them that a UQ Funding Application Certification requires approval.

3. Access the UQ Funding Application Certification

Access the UQ Funding Application Certification via the hyperlink in the "Decisions" tab in MyResearch Portal.

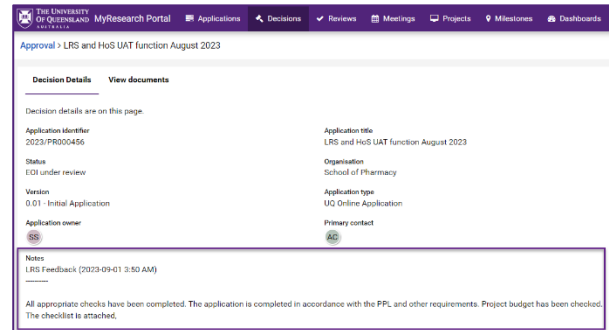


4. Reviewing the UQ Funding Application Certification Details

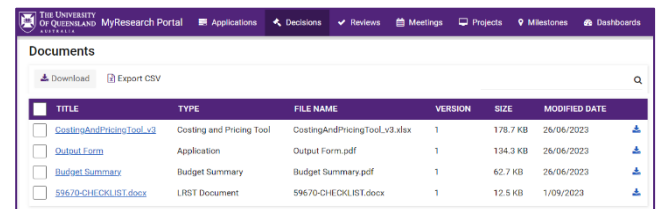
The "Decisions Details" tab of the application contains the summary, Head of Unit Advisor feedback and the list of supporting documents.

Any Head of Unit Advisor feedback provided will be visible to the Approver.

This option is not mandatory and accommodates different local practices.



The "View documents" is where the application supporting documents can also be downloaded and reviewed.



5. Submit the Approval Decision

Select the approval decision from the "Decision" section of the form.

If "Not Approved" or "Additional information required" options are chosen, the Head of Unit Approver is required to provide reasons for non-approval.

All HoU Approval decisions remain visible in the user's "Decision" tab after submission with the outcome recorded.

