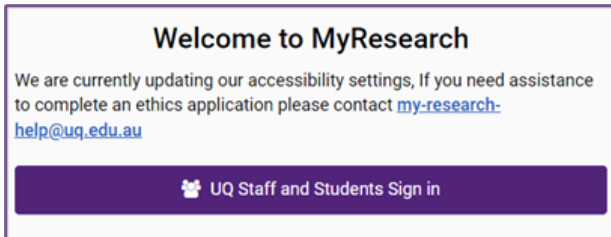


Create Establishment Form Submission Process Quick Reference Guide

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. Recording the Outcome

Recording of the application outcome applies to **Competitive Grants funding stream only**.

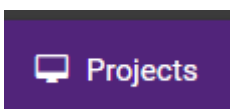
Chief Investigators working in Contract Research will bypass this step and proceed to the Create Establishment form straight away.

For Competitive Grants, the Researcher should contact the Research Office if the Funding Provider contacts the Researcher directly. The Research Office will undertake the necessary steps to initiate acceptance and establishment of the grant.

3. Create Establishment Form

Once the outcome of the UQ Funding Application Certification is recorded, the Create Establishment Form will be generated automatically in the "Forms" section of the project:

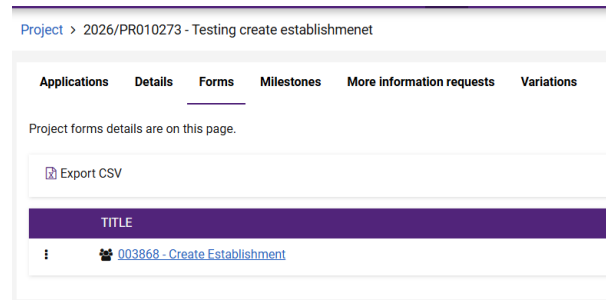
- Navigate to the "Projects" tab of the main menu across the top of the screen.



- Select the relevant project title hyperlink.



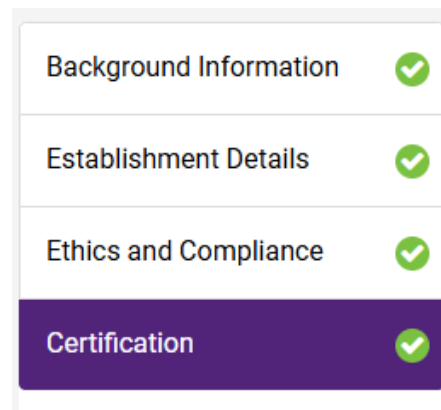
- Navigate to the "Forms" tab of the project screen and click on the hyperlink of the pending Create Establishment form to complete.



4. Review and complete all sections of the form

Some sections of the Create Establishment Form tabs contain the information previously entered during the UQ Funding Application Certification submission process.

This information can be edited during the Create Establishment process.



5. Submit the Create Establishment Form

The form can be saved and finalised at a later stage before submission.

