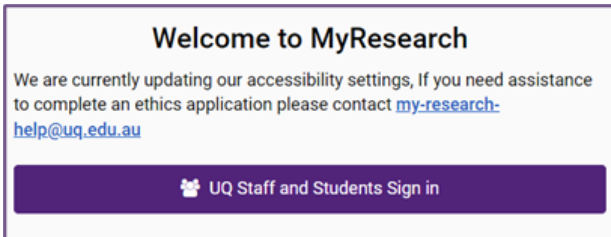


Project Milestone Submission Quick Reference Guide

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. Milestone Types

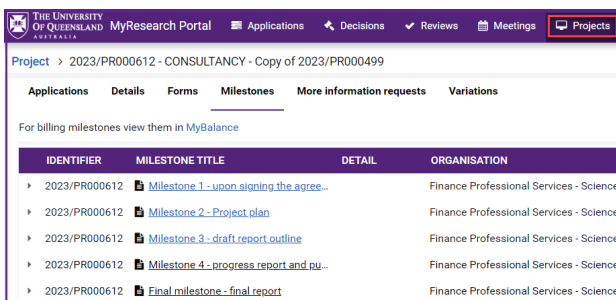
Depending on the project type and the stage of the project there can be different milestone types. These include:

- Research Milestones
- Financial Billing Milestones
- Ethics Milestones

3. Access the Project Milestone Forms

Access the forms via the project title hyperlink in the **Projects tab**.

Navigate to the **Milestones tab** of the project summary page and click on the milestone title hyperlink.



4. Milestone Status

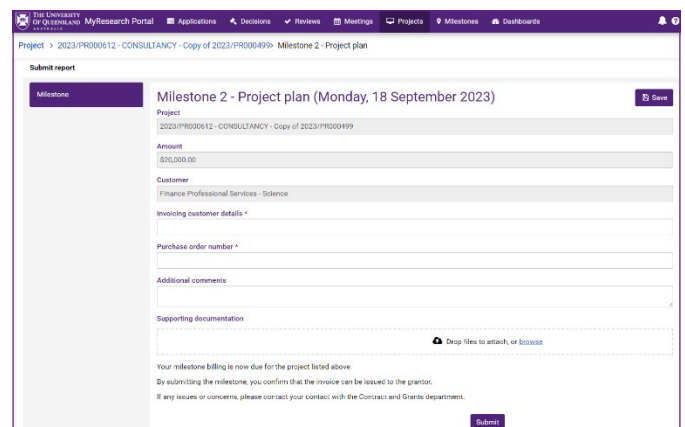
- All milestone displaying the status "Pending" must be submitted before the due date.
- Once submitted, the status "Received" shows, indicating the Research Office will review and process the milestone forms.

- If more information is required, the milestone status will change to "Revision".
- "Achieved" indicates the milestone has been successfully submitted, assessed and completed.
- If the status has been changed to "not achieved", the Researcher will no longer be able to re-submit the milestone.

5. Completing the Milestone Form

Depending on the type of the milestone chosen, the system will display different fields within the milestone form.

Example: Billing milestones



6. Milestone Status Summary

The milestone status summary for each project will update as soon as the status of an individual milestone has changed.

