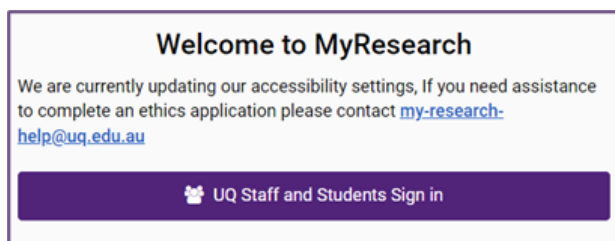


Head of Unit Advisor Feedback Quick Reference Guide

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.

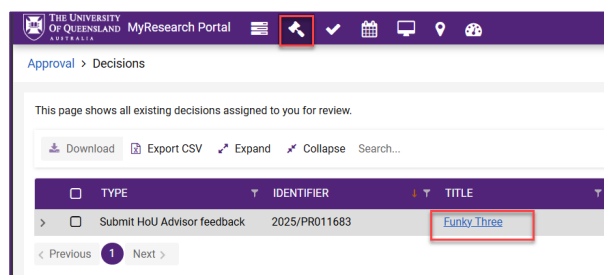


2. Email Notification

The Head of Unit Advisor will receive an email notification, advising them that a UQ Funding Application Certification is available for their feedback.

3. Access the UQ Funding Application Certification

Access the UQ Funding Application Certification via the hyperlink title in the “Decisions” tab in MyResearch Portal.



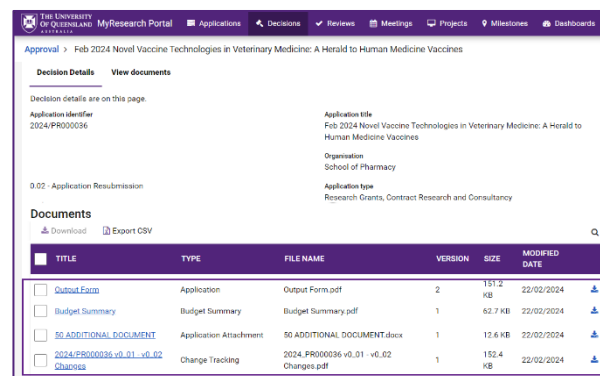
4. Review UQ Funding Application Certification and Supporting Documents

The UQ Funding Application Certification and its accompanying documents can be viewed and downloaded from the “Decision Details” tab of the summary page.

5. Prepare Feedback

Once the UQ Funding Application Certification and its supporting

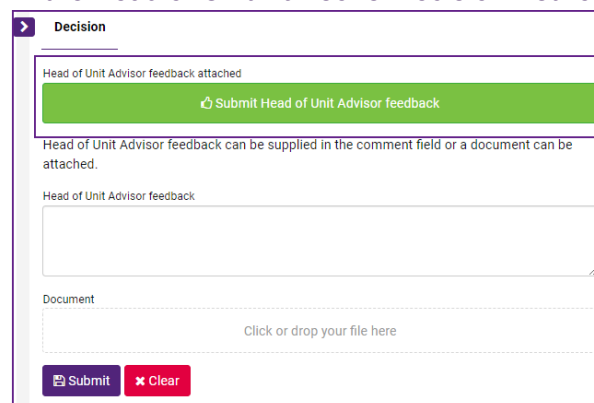
documentation are reviewed, click the “Submit Head of Unit Advisor feedback” button.



6. Submit Your Feedback

Once the feedback and any additional documents are provided and attached, the Head of Unit Advisor can provide their feedback to the Head of Unit by clicking the “Submit” button.

Head of Unit Advisors can only see their feedback. If feedback is submitted, the UQ Funding Application Certification will remain in the Head of Unit Advisor’s ‘Decision’ list for



reference.

7. Important to Note

The Head of Unit Advisor feedback step of the UQ Funding Application Certification process is optional and does not prevent the Head of Unit from providing their decision early. Once the HoU Approval decision is made, the opportunity for feedback is no longer available in system.