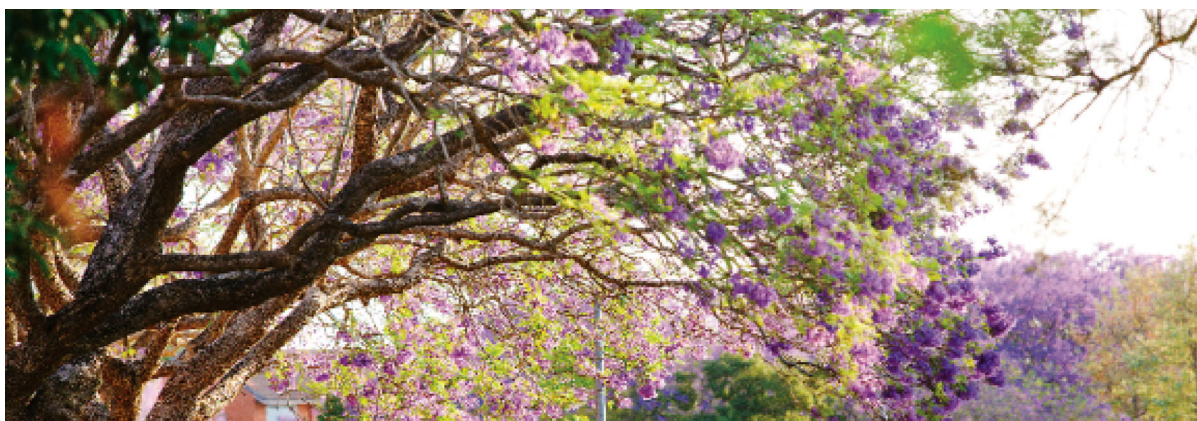THE UNIVERSITY
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MyResearch Newsletter

August 2022

What's new?

Welcome to the latest edition of the MyResearch newsletter.

Since our last newsletter in December 2021, we have been busy working on improving the user experience and form design of MyResearch. Much of this work relates to the internal system processes used by the Ethics teams, in reviewing and approving your applications. However, you may have noticed a couple of changes on your own dashboard and applications:

- Within the HREA application form we have added some additional help text for those that are having trouble submitting due to permission levels.
- We have removed incorrect pending milestones that were a result of the initial data migration.

Mosaic integration is live

For Researchers submitting animal ethics applications that involve the use of laboratory animals, we are pleased to announce that the Mosaic database (managed by the Biological Resources team) is now integrated with MyResearch. This means that when a new strain is added to Mosaic, it automatically becomes visible in MyResearch the next day. Previously, this was a manual process which resulted in a delay before the strain would be available for selection.

| Researcher requests a new strain (Biological Resources) | Biological Resources add the strain to the Mosaic database | Mosaic database syncs with MyResearch overnight |

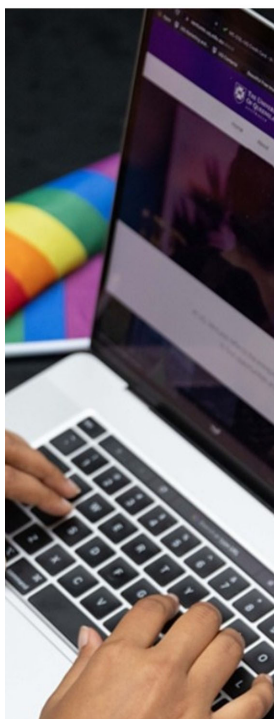You can find out more about the Mosaic database here.

Animal ethics mandatory DAF reports

This year we received and processed more than 1200 animal ethics annual and final reports, which form the basis of UQ's mandatory reporting to the Department of Agriculture and Fisheries. This was the first year the annual reporting round has been conducted within the MyResearch system, and we experienced a number of teething errors in the report forms and submission process. We know these issues caused a lot of frustration and we appreciate your patience and understanding while we resolved them. In addition to fixing the errors, we will be taking into consideration the feedback we received to review the form and ensure this process is as simple and smooth as possible going forward.

Coming soon

We are constantly working on improving the user experience in MyResearch. Here are a few of the updates we will be bringing to you in the coming months:

- **Improved performance** - The vendor is currently working on an upgrade of the form engine, which will hopefully resolve the timing-out issues that some users experience when loading large applications. This upgrade will bring a more modern feel, better usability, faster performance and easier maintainability in the background.

- **Accessibility** - As part of our preparation for the upgrade we have reviewed the accessibility and usability of MyResearch and have identified several opportunities for improvement. We are currently working with our vendor to make sure that MyResearch is accessible for those users who utilise screen readers. If you require assistance with accessibility in the meantime, please contact us at my-research-help@uq.edu.au.

- **ANRFA amendment ability** - Currently, any amendments to an ANRFA must be dealt with external to the MyResearch system via the Animal Ethics team. We are finalising our ANRFA amendment function so that this process can be simplified and any project changes (e.g change of project team or project extension) can be made within the system.

Helpful tips - Managing access to applications and projects

One of the most common questions we receive is 'Why can't I see my application/project in my dashboard?'

The first thing to note is that access permissions are managed independently to the listed project team members. This means that you can be a team member on a project but have no access to it on your dashboard. Inversely, it also means that you can give access to people who are not listed as project team members. This is useful if you have administrative staff who help you manage your projects, but are not actively involved in the research.

There are two types of access you can get in MyResearch - View and Edit.

Application

- The application owner (person who starts the application form) automatically has edit access to the application.
- The application owner must manually give edit access or view access to all people that they wish to be able to see or manage the application.
- If the application owner is not the CI, they must give the CI edit access to enable them to submit the application.
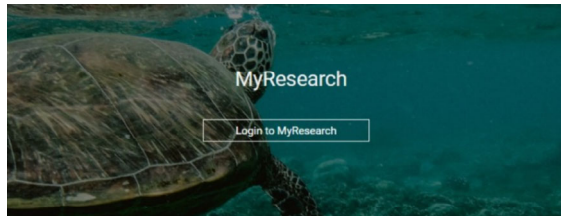
Project

- The listed CI is automatically made the project owner once the application is approved.
- View and edit permissions from the application are automatically transferred to the project when it is approved. However, any changes to permissions made after this time will need to be manually made to both the application and the project.
- If the application owner is not the listed CI, you will have to give them access to the project manually as this is not automatically carried over.
- Users with edit access will see all upcoming milestones for that project, although only the CI can press submit once completed.

We are currently working on making user permissions easier and more automated, so that view access will be automatically granted to all applicants. So, watch this space!

You can find instructions for sharing access on the Systems Training Hub.

Other resources and help

Keep up-to-date with MyResearch on the MyResearch information website, the Systems Training Hub provides resources for researchers and ethics committee members on how to use the system.

If you have a question regarding the MyResearch system, you can contact our friendly service desk via the Research systems support form for Staff or Students

For queries or guidance on how to fill out an ethics application, how to manage your existing approvals, or when to complete milestones, please review the Research Ethics and Integrity website or contact the relevant ethics team:
Animal Ethics:
animal.ethics@research.uq.edu.au
Human Ethics:
humanethicsadmin@research.uq.edu.au

Contact us here