

# MyResearch Projects Newsletter

November 2025

The MyResearch Projects Implementation Team has been hard at work behind the scenes to make MyResearch Projects even better for you.

We are now in the final stages of delivery, following a comprehensive review by the Research Office. The outcome? A range of system enhancements and an expansion to include other research types like Grants.

The newsletters are back, and you can look forward to monthly updates from here on about improved functionality, features and Pro Tips to help you get the most out of MyResearch Projects.

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## A Message from our Sponsor, Professor Sue Harrison, Deputy Vice-Chancellor (Research)

As we approach the final stages of the MyResearch Projects implementation, I want to acknowledge the careful planning and project management of the implementation teams and, in particular, the significant effort and collaboration across our research community that has brought us to this point. These enhancements will strengthen how UQ supports research from proposal through to delivery, ensuring greater transparency, efficiency, and integration across systems. Thank you for your ongoing engagement and feedback, it continues to shape our functional solution. Together, we're building a more connected and streamlined research environment at UQ.



## Latest News



### Information Sessions - February 2026

**Information sessions** will be held in the **first week of February 2026**. These sessions will provide an overview of the key changes and important dates for Grants and UQ Internal Initiatives, as well as how MyResearch Dashboards will support reporting.

We'll also share where to find the latest support resources, what training will be available, and how to register. These sessions are designed to help you feel prepared, informed and confident ahead of the upcoming stages of implementation.

More details, including session times and registration links, will be shared closer to the date on our website: [MyResearch Projects](#).

### New! Navigation Cheat Sheet for MyResearch

If you're looking to get around MyResearch more confidently and efficiently, we've got just the thing for you. The [MyResearch Navigation Quick Reference Guide \(QRG\)](#) is an easy-to-use resource that walks you through the key features of the portal and helps you make the most of its tools and shortcuts.

This handy guide provides a clear snapshot of:

- how to log in and access the system
- what each section of the homepage means
- how to navigate core icons like Applications, Approvals, Dashboards, Projects, and more
- where to find help and additional learning resources.

Whether you're a new user or just want a quick refresher, this cheat sheet makes navigating MyResearch smoother, faster, and far more intuitive.

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## Research Grants Pilots

Pilots are underway to test the 'Application' functionality in MyResearch Projects for Research Grants with selected staff and researchers.

The first pilot, held from 9 to 24 October, has now concluded. Thank you to everyone who participated and completed the feedback survey. Survey results highlighted opportunities to improve how we promote available support resources, clarify role-based views in the system, and explain system notifications. A Lessons Learned session will be held on 12 November to explore improvements to usability, workflow steps and support materials.

The second pilot commenced on 4 November and will continue through to early December.

Participants have been notified directly via email, and their feedback will help shape the training materials and communications for wider rollout.

If you are participating in this pilot, you can access resources here: [MyResearch Projects Latest Updates](#).

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## Easier Project Chart Strings

Good news! As of Wednesday 5 November, the Project Chart Strings form in *MyResearch* has been given a refresh to make it simpler and easier to use.

Here's what's new:

- A handy Chart String Information area now highlights what's required and links to the process for requesting additional or split projects.

## Ways to View Your Applications in MyResearch

Whether you're a researcher or part of a research support team using the external portal, MyResearch offers several easy ways to find and navigate applications. View the [ORG](#).

### Top 5 In-Progress Applications

Your five most recently accessed applications automatically appear at the top of your *Homepage*, giving you a quick shortcut back to work you were just doing.

### Applications Tab



Need a full list of all applications? Head to the Applications tab, where you can sort and filter your applications. Tip: Any active filters will appear in orange – these are your sticky filters, which stay applied until you change them.

### Applications Dashboard Report



For a more visual overview, the *Dashboard* tab includes an Applications Dashboard with filters and drilldowns, helping you quickly move from high-level insights into specific application records.



## Help Desk Support

If you need help or experience an issue in MyResearch Projects, please contact the MyResearch Helpdesk at [my-research-help@uq.edu.au](mailto:my-research-help@uq.edu.au)

Include in your request:

- Your name, role and organisational unit
- The system area (e.g., Projects, Agreements, External Portal)
- Record reference number (e.g. Project ID, Agreement ID)

- The Split Sites section has been removed.
- The Short Description field has moved just below the Site Code for better flow.
- For Consultancy projects, the label 'ACA account' is now called 'Existing chart string' when using existing chart strings.

These changes improve the look and feel of the form, but don't affect any existing processes or data submission to UniFi.

For the latest updates, visit [MyResearch Projects Latest Updates](#).

- A description of the issue and what you expected to happen
- Screenshots (if relevant)
- Browser and date/time of the issue (useful for technical troubleshooting).

Tips for faster support:

- One request per issue
- Include MyResearch and the Reference Number in the subject line
- For urgent access issues, note "Urgent – system access" in the subject

Our support team works closely with the Research Office, ITS, Finance and Faculty Research teams to make sure your query reaches the right people.

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## Researcher Survey Results

Thank you to everyone who recently completed the MyResearch Projects researcher experience survey. The feedback highlighted several clear opportunities to improve the researcher experience with the system.

Based on the survey results, we will be increasing awareness of where to find help and support materials that include shorter, practical, visual step-by-step guides – visit the [Systems Training Hub](#) for role-based Quick Reference Guides.

We will also deliver instructor-led training for researchers and the professional staff who support them.

Additionally, we will provide clearer guidance on how MyResearch Projects fits within the research process to help build understanding and confidence.

These improvements will be rolled out as part of the Final Stages of Implementation. Thank you again for your input, it is directly guiding how we enhance the researcher experience.

## Professional Staff Survey Now Open!

The [Professional Staff Survey](#) for MyResearch Projects Change and Communications is now open and we'd love to hear from you. Your honest feedback helps us understand what's working well and where we can improve our communication, support materials, and change activities.

This survey is intended for Professional Staff, such as Local Research Support, Head of School, Research Office, and others involved in supporting Researchers using MyResearch Projects for initiating funding applications, agreements and projects at UQ.

The survey takes **less than five minutes** to complete and is open until **Friday, 5 December**.

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## HELP AND SUPPORT

All users of MyResearch Projects have access to support through the Help Desk.

If you have a question about using MyResearch, need additional training support, or run into a system issue, email the Help Desk [my-research-help@uq.edu.au](mailto:my-research-help@uq.edu.au).

For detailed updates on planned enhancements and expansion of MyResearch Projects, and feedback on communication ideas and needs, please email the MyResearch Project Mailbox [myresearchprojects@uq.edu.au](mailto:myresearchprojects@uq.edu.au).

### Helpful Resources

- Ready to start a proposal? Access the [Funding Application Submission QRG](#),
- Log in to MyResearch Projects here: [Welcome - MyResearch Portal](#)
- Visit the [Systems Training Hub](#) for role-specific support resources
- [Support model](#) – click on the image to print out a PDF
- Contact the [MyResearch Help Desk](#) for system support with MyResearch Projects.
- For communication ideas, feedback or rollout updates contact the [MyResearch Projects Mailbox](#)

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## PRO TIPS

Whether you are new to MyResearch Projects or an experienced user, these quick tips can help you get the most out of the system:

- MyResearch Portal (also called the *External Portal* or simply *MyResearch*) is used by Researchers, Local Researcher Support, Heads of Unit and Finance teams.
- The Research Office uses the Internal Portal with many more features and a different look and feel to the MyResearch Portal.
- If you have a paid position, honorary position or an academic title holder, you can initiate, edit and submit applications in MyResearch.
- Academic Title Holders can be a Lead Chief Investigator in MyResearch.
- MyResearch does not automatically submit funding proposals to the Funding Body. This must be done by the Research Office or the researcher in selected cases.
- HDR students can be added as team members and view applications in MyResearch.
- Students cannot complete or edit funding applications on behalf of researchers for MyResearch Projects application types, including Contract Research, Consultancy Research, Non-Funded Research Agreements, and (from 2026) Research Grants and UQ Internal Initiatives.
- Students can still submit ethics applications in MyResearch Ethics.
- Filtering in MyResearch is a great way to quickly find specific applications.
- MyResearch Portal Dashboards has 'sticky' filters. This means any filter you apply will stay in place even after you close and reopen the file or navigate away and return.
- Tool Tips are small pop-up messages that appear when you hover over an icon, button, or field in MyResearch. They give brief explanations of what something does or how to use it.

Click here for more [MyResearch PRO TIPS!](#)

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Feel free to share this newsletter with colleagues or anyone who might be interested.

Stay tuned for more updates as [MyResearch Projects](#) continues to evolve, supporting UQ's world-class research community with more efficient tools.



Kind regards,

MyResearch Projects Implementation Team

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Help Desk Email: [my-research-help@uq.edu.au](mailto:my-research-help@uq.edu.au)

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