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MyResearch Projects Newsletter

December 2025

Welcome to the latest edition of MyResearch Projects Newsletter.

The newsletters are back, and you can look forward to monthly updates about enhancements and improvements coming to MyResearch and Pro Tips to help you get the most out of MyResearch Projects.

By March 2026, the final stage of implementation will be delivered, introducing Research Grants, UQ Internal Initiatives, and Philanthropic Research, along with integrations with ARC, Reportal, and TRIM, as well as a range of user experience improvements.

We hope you have a safe and happy holiday season!

In this edition:

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

Thank you for the valuable feedback you have shared on system improvements with us throughout the MyResearch Projects rollout. I am pleased to let you know that, in direct response to your feedback, we will be removing the Notice of Intent (NOI) requirement for Contract Research and Consultancy Applications in MyResearch Projects. Many of you have told us that the current two-stage process created unnecessary administrative effort without adding meaningful benefit. We listened, and this change represents a significant simplification of the workflow. Removing the NOI step will reduce duplication, streamline the application process, and support faster turnaround times, while still maintaining appropriate governance and oversight.
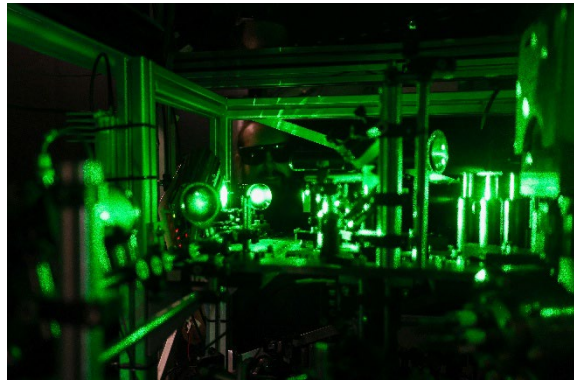
Notice of Intent Changes

The Notice of Intent (NOI) requirement for Contract Research and Consultancy Applications in MyResearch Projects will be removed based on growing feedback that the current two-stage process created unnecessary administrative effort without adding meaningful benefit. We listened, and this change represents a significant simplification of the workflow.

Removing the NOI step will reduce duplication, streamline the application process, and support faster turnaround times, while still maintaining appropriate governance and oversight.

We will share additional guidance once the system update is live.

For the latest updates, visit MyResearch Projects Latest Updates.

Where to find information on MyResearch Projects

The MyResearch Projects website is packed with information. If you've been wondering what MyResearch is for, or where to find the right information to get started, the MyResearch website is the place to go.

On the website you will find "quick links" to helpful resources. These include:

- About MyResearch Projects
- MyResearch Projects Implementation
- MyResearch Projects Training Hub
- MyResearch FAQs
- MyResearch Projects Latest Updates
- MyResearch Projects PRO TIPS
- Research Office Function Guides *(Internal Portals users only)*
- Request Help

Bookmark this page! MyResearch website

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Secure your spot for an Information Session!

The Implementation Team are hosting Information Sessions for UQs Research Community on upcoming enhancements to MyResearch Projects. Sessions are available from 2 to 6 February 2026.

Whether you interact with MyResearch Projects daily or only at key points in the lifecycle, this session will help you understand how the enhancements will make starting, tracking and managing Research funding applications, agreements and Research projects clearer, faster, and more efficient.

What you'll learn
- What's coming next in MyResearch Projects - Grants!
- How these changes impact you
- Updates on integrations such as DocuSign, ARC
- New Dashboards available in MyResearch
- What will stay the same, and what to expect as we transition
- Support, training, and resources available.

Who should attend
- Local Research Support staff
- Research Office and administrative staff
- Head of Unit such as Head of School
- Finance and Business Services teams

We are offering dedicated information sessions for key user groups so you can receive guidance tailored to your role. Please register for the session that best matches your role in Research Funding at UQ. Multiple session times are available for all groups.

Visit the MyResearch Projects Information Sessions to reserve your spot!

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Head of Unit Approvals and delegations

Head of Unit (HoU) approvals in MyResearch are based on delegations drawn directly from Workday, and the MyResearch system relies on the accuracy of Workday information.

MyResearch automatically sends the research funding application to the HoU of the administering unit for approval, unless the HoU is a named on the application as part of the research project team. In this case, the next delegation is the Faculty Dean and they will be sent the approval.

The **HoU Advisor** for all units associated with the application can provide commentary to the Head of the administering Unit.

If you have concerns with HoU Advisor Feedback or Head of Unit Approval decisions for an application, please contact my-research-help@uq.edu.au
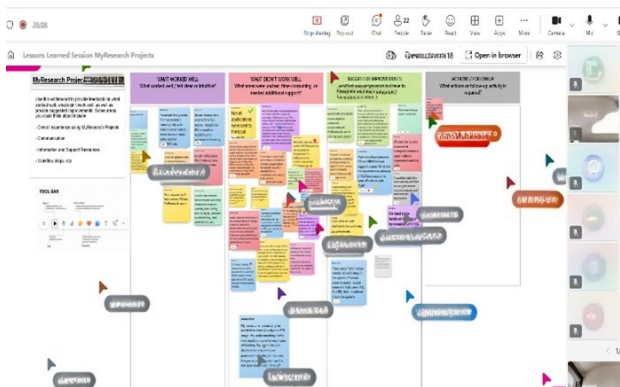
Lessons learned – MRFF Grants Pilot

What a burst of colour and collaboration! The Lessons Learned session for the MyResearch Projects MRFF Pilot generated an incredible amount of activity on the Microsoft Teams Whiteboard, with participants enthusiastically sharing insights, challenges, and opportunities for improvement.

Over 30 participants from the **Research Office**, **Local Research Support teams**, and **Faculty and Institute colleagues** contributed thoughtful, constructive feedback across four themes, *what worked well*, *what didn't*, *suggested improvements*, and *follow-up actions*. Common reflections included:

- Strong appreciation for responsive support from the Research Office and MyResearch team
- Recognition of helpful features such as automated budget uploads and early eligibility checks
- Opportunities to improve visibility of system actions, workflow clarity, and role responsibilities
- Suggestions for practical enhancements, such as flowcharts, clearer "next steps," and refined approval pathways.

All feedback has now been captured and provided to the **MyResearch Help Desk** for review and prioritisation.

Thank you to everyone who contributed so openly, your insights play a critical role in shaping a smoother, more intuitive MyResearch Projects experience.

If you are participating in this pilot, you can access resources here: MyResearch Projects Latest Updates.

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Upcoming communications

We're sharing updates about the planned enhancements to **MyResearch Projects** through a range of communication channels to keep you informed.

What you can expect:
- Role-based emails on upcoming enhancements, changes and important dates for Researchers, Local Research Support and Administration professionals, Research Office professionals and Finance professionals
- Research Committee presentations
- UQ Updates
- Viva Engage posts
- Screensavers
- Online Information sessions
- Information session reminder emails
- Monthly newsletters
- Grants Readiness Checklist
- Business readiness survey.

Not receiving our communications? Check your 'Other' Inbox for missed communications like newsletters and surveys.

Tip: Avoid missing important email communications by turning off your focused inbox. Simply deselect 'Show Focused Inbox' in the View banner of Classic Outlook.
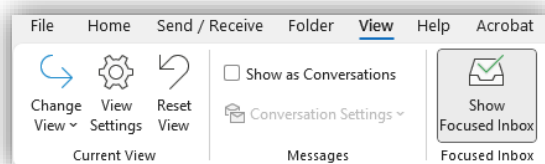
Need to talk to us?
For general enquiries related to upcoming communications and training for MyResearch Projects, email myresearchprojects@uq.edu.au
For system troubleshooting, email my-research-help@uq.edu.au

Who can complete an application in MyResearch Projects?

If you're preparing an application in MyResearch Projects for **Consultancy, Contract Research and Non-Funded Research Agreements** (or Research Grants if you are participating in a Pilot), it's important to understand who can complete different steps in the process. These requirements align with UQ's [Administration of Research Funding - Applications, Grants and Contract Research Policy](#) and ensure appropriate governance and accountability.

Any **UQ staff member with a current UQ employment contract** can help prepare an application in MyResearch Projects. This allows teams to collaborate and share the workload when drafting and reviewing application details.

However, the certification and submission step can only be completed by the Lead Chief Investigator (CI) or Lead Consultant.

There are a few important rules to be aware of:
- **Students cannot complete or submit** funding application forms in MyResearch Projects.
- For Consultancy, Contract Research and Non-Funded Research Agreements, only the Lead CI or Lead Consultant is permitted to submit the application.
- The same submission rule applies if you are participating in one of the **Grants Pilots**.
- The Lead CI or Lead Consultant must be a UQ staff member with a current UQ staff employment contract to submit an application.

If you need help, please contact **my-research-help@uq.edu.au**

For more tips and troubleshooting, visit the **MyResearch Projects [FAQs](#).**

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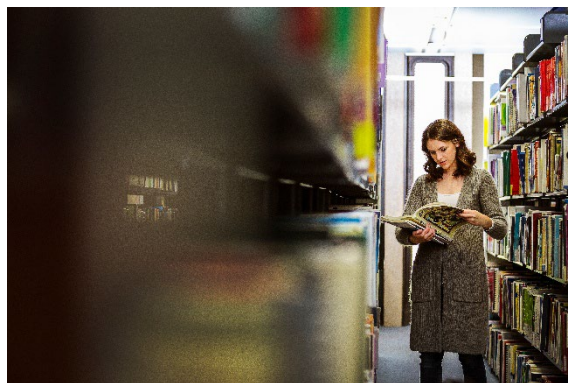
What are the different roles in MyResearch and what can they see?

If you use **MyResearch Projects**, what you can see and do in the system depends on **your role** and **which portal you access**. MyResearch Projects has two portals, each designed to support different users and responsibilities.

MyResearch Portal (External Portal)
The MyResearch Portal, sometimes referred to as the External Portal, is used by the wider research community, including:
- Researchers
- Local Research Support staff
- Heads of Unit (such as Heads of School or Institute Directors)
- Finance teams

Through the External Portal, users can **create, view and manage applications** that relate to their role in a project. Access is role-based, meaning you will only see information and tasks relevant to your involvement.

Research Office Portal (Internal Portal)
The Research Office Portal—also known as the Internal Portal, is used **exclusively by Research Office staff** and selected staff from ISSR, AIBN, SMI and ISSR.

This portal has a **separate interface** and provides **additional functionality and workflow tools** that are not available in the External Portal. These features support Research Office activities such as application set up for Researchers, approvals, and project establishment.

In short, the **External Portal supports researchers and professional staff involved in applications and project establishment**, while the **Internal Portal supports Research Office processes with enhanced system capabilities**. Visit the MyResearch Projects **[FAQs](#)** for more information like this.

Staff Change & Communications Survey results - You said, we're doing!

Thank you to the 48 Professional and Academic staff who participated in the MyResearch Projects Change & Communications Survey. Your feedback is helping shape how the Implementation team communicates changes around the upcoming Research Grants expansion in MyResearch Projects.

You said
While most respondents understand *why* MyResearch is changing, many are still unclear on *what the changes mean for their role*, particularly around workflows, responsibilities, and when to use MyResearch versus a FAC. Readiness levels are also low, with around two-thirds of respondents reporting they do not yet feel prepared for 'go-live' of the upcoming Research Grants expansion in MyResearch Projects.

Communication and support emerged as areas needing improvement. Fewer than 20% of respondents felt communications were timely or effective, and many want more visibility of updates, clearer guidance, and more practical, ongoing training. Open-text comments reinforced these themes, highlighting the need for better system usability, earlier engagement with local units, and more task-based support materials.

What we're doing
To help prepare for the Grants expansion, the Implementation Team is introducing a range of communication, training and readiness activities. This includes role-based "What this means for me" information sessions, instructor-led Grants training, and refresher opportunities to ensure staff feel confident and supported.

To engage Local Research Support across Faculty and Institute, we have offered Research Committee information sessions about the upcoming enhancements and expansion to MyResearch Projects. We've delivered sessions for EAIT and HBMS. Speak to your Faculty and Institute Research Manager if you would like to organise a presentation from the Implementation Team in January, before we kick off the Information Sessions in February 2026.

We are also adding a new **Key Changes** section to the MyResearch Projects website, where you can find updates about upcoming changes. Visit MyResearch Projects Latest Updates for more information.

The Research Grants funding stream is not yet active in MyResearch; activation is planned for March 2026. Until the Project Control Group confirms a go-live date, you should continue using FAC processes for funding applications, agreements, and project establishment. The only exception is for those participating in pilot activities, where the MyResearch Application will temporarily replace the FAC for testing purposes.

For funding streams already active in MyResearch, such as Research Consultancy, Contract Research and Non-Funded Research Agreements, on-demand support is available on the MyResearch website. The Training Hub provides role-specific resources such as Demonstration Videos, Quick Reference Guides, and other resources for Academics, Researchers, Finance professionals, Local Research Support, Head of Unit Advisors and Heads of Unit. Research Office and other Internal Portal users can also access Function Guides, Training, Workshops, Presentations.

Thank you again for your thoughtful, constructive feedback. Your insights are central to improving the MyResearch experience.

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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 or run into a system issue, email the Help Desk 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.

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

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:

Tool Tips
Tool Tips are small pop-up messages that appear when you hover over buttons, icons or fields in MyResearch. They give short explanations to help guide you through the system. If you have suggestions for tool tips, email my-research-help@uq.edu.au

Dashboards and reporting
Use the Applications Dashboard in the Dashboard tab to view summaries, apply filters and drill down into specific application records. Need more help? View this Dashboard QRG and this Filtering, Sorting and Customising QRG.

Click here for more MyResearch PRO TIPS!

Do you have some Pro Tips you'd like to share with other users of MyResearch Projects? Email them to myresearchprojects@uq.edu.au and we'll share them in upcoming newsletters and on the project website.

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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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