

MyResearch Projects Newsletter

A Message from our Sponsor, Professor Sue Harrison, DVCRI

The Grants Pre-Award Pilot has been a vital step in shaping how MyResearch supports our research community grant application certification process. Thank you to everyone who has participated and shared their feedback.

A clear theme from the pilot was the need to better align MyResearch with existing grant approval work flows. In response, Head of Unit (HoU) approval has been resequenced to better reflect real-world grant approval processes. Research Office (RAO) review has also been moved out of MyResearch and will continue as it does today.

These changes demonstrate our commitment to listening to feedback and making practical improvements that support everyone involved in grant funding application certifications.

Thank you for helping us achieve more with MyResearch.



Research Grants is coming to MyResearch

Exciting news! In March 2026, Research Grants will be available in MyResearch. This joins the already existing funding streams of Contract Research and Consultancy as well as Non-Funded Agreements which are already being managed in MyResearch.

We look forward to sharing more details at the Information Sessions in the first week of February and will notify you as soon as Research Grants is available in MyResearch.

What's covered in this newsletter

- Grants Pilot Outcomes
- System enhancements for AFRA
- One-stop-shop for information on what's changing
- Notice of Intent changes coming soon
- Register now: Information sessions
- Training coming soon
- Troubleshooting



Grants Pilot Outcomes: You Said, We're Doing

You told us that it's important for MyResearch to reflect real-world grants processes and support you through the Pre-Award journey.

In response, we have been running Pre-Award Grants pilot to test real scenarios and validate workflows before full rollout.

Feedback from these pilots, including surveys, lessons-learned sessions and direct input from the Research Office, Researchers and Local Research Support, is being captured, prioritised and shared with the MyResearch Projects Implementation Team.

This feedback is already shaping system improvements where time and scope permit. For example:

- Head of Unit approval has been re-sequenced earlier in the process to better align with the Grants Pre-Award workflow.
- RAO review has been removed from the system and you can continue emailing the Research Office to initiate an application review.

System enhancements for AFRA

The Research Office and Global Partnerships continue to work closely to ensure UQ meets its obligations under Australia's Foreign Relations Act (AFRA). Currently, Agreement Managers assess AFRA requirements for every agreement, with the Research Office Operations team supporting this process by submitting AFRA notifications on their behalf.

To strengthen this approach, a new set of enhancements will be introduced to MyResearch as part of the Organisations improvements. These changes will enable the AFRA notifiable status of partner organisations to be recorded directly in MyResearch, improving the consistency and visibility of organisational data and supporting Agreement Manager determinations.

Additional system configuration will also streamline how AFRA submission details are captured and transmitted to Global Partnerships. This will reduce manual handling, improve accuracy, and provide a clearer, end-to-end workflow for the Operations team.

We will notify you as soon as this enhancement is in MyResearch.

One-stop-shop for information on what's changing!

With the expansion of MyResearch to include Research Grants, we're making it easier for you to stay informed about the changes you can expect.

We've created a dedicated page where you'll find key information in one place, including who is impacted, what's changing, when they are happening, and links to helpful support resources. As details are confirmed, we'll progressively add them to this page.

At the moment, the page is a starting point and will be built out over time as more information becomes available.

Bookmark this page now or scan the QR code below - [MyResearch Projects Key Changes](#)



Notice of Intent simplified in MyResearch

From mid-February, the Notice of Intent (NOI) form in MyResearch will be merged with the full application for Contract Research and Consultancy applications in MyResearch.

Merging the NOI ends the two-step process in MyResearch, supporting faster turnaround times, while maintaining appropriate governance and oversight.

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



Information Sessions: 2 - 6 February

Whether you interact with MyResearch Projects daily, only at key points in the research funding lifecycle, or will be a new user of MyResearch, this session will help you understand the key changes with the rollout of Grants in MyResearch.

Please note, this Information Session is not a systems training session.

The Information Session has been sent to all active and anticipated users of MyResearch at the request of the Business Reference Group on 29 January 2026.

Session Dates

- Research Office: 10am 2 Feb and 1pm 4 Feb
- Faculty & Institute: 1pm 3 Feb and 10am 5 Feb
- Finance: 10am 4 Feb and 10am 6 Feb

What you'll learn

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

Who should attend?

Please only attend the information session related to your group.

You should attend an information session if you are in:

- Faculty and Institute - such as Local Research Support staff from Schools and Centres, Head of School and local research administrative staff
- Research Office - Central Research Office staff
- Finance and business services teams – staff that help researchers apply for Research Grant funding applications and manage Research Grant awards.

Is there an Information Session in your calendar?

All active and anticipated users of MyResearch should have the Information Session meeting in their calendar. If you do not have the meeting invite, please email myresearchprojects@uq.edu.au. The Implementation Team will send calendar invitation ASAP!

Grants Training coming soon: MyResearch Projects

Training for Grants, and Dashboard Reporting in MyResearch is coming soon. Currently, the Implementation Team and Research Office are designing the training schedule for all key user groups of MyResearch Projects.

These Grants focused training sessions will support Researchers, Local Research Support, Approvers (Head of Unit) and Research Office staff to build confidence in using MyResearch for the Grants Pre-Award and Post-Award process.

After the training schedule is finalised, it will be published on the MyResearch Projects website and communicated by email.

Sessions will be role-based and instructor-led, with practical guidance on completing key steps in MyResearch and understanding how the system supports the Grants process.

Get ready to take the next step in building your capability in MyResearch. More information coming very soon.

We encourage you to attend training for your role.

Troubleshooting at your finger tips: FAQs updated!

The FAQs are a great first stop for answers and guidance.

The [MyResearch Frequently Asked Questions \(FAQs\)](#) page has been updated to provide clearer guidance and practical troubleshooting support for common questions and issues.



If you have a question you think would help others, email my-research-help@uq.edu.au and we'll consider adding it to the page.

Key topics include:

- Logging in and access
- Roles and permissions
- Head of Unit approval
- Deleting applications
- Incorrect funding types
- Externally-led funding application
- Changing application owners

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.

Quick Reference Guides

[Funding Application Submission](#)

[Head of Unit Advisor Feedback](#)

[Approval by Head of Unit](#)

[Chart String Request Form](#)

Pro Tips

Project establishment

Before triggering project establishment, Internal Portal users should ensure that all required application steps have been completed – including full proposal submission and Head of Unit (HoU) approval. Completing these steps first helps prevent rework and avoids the need for manual status changes later.

Head of Unit Approval

Plan ahead to avoid delays when submitting your application in MyResearch. Be sure to check the Internal Close date provided by the Research Office and factor this into submission planning.

Quick Links

[Log In](#)

[Request Help](#)

[Training Hub](#)

[FAQs](#)

[About MyResearch Projects](#)

[Latest Updates](#)

[Grants Pilot Resources](#)

[Pro Tips](#)

[Key Changes](#)

[Information Sessions](#)

[Research Office Function Guides](#) (Internal Portals users only)



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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Website: [MyResearch Projects](#)



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