Day-1 Pilot Quick Reference Checklist for Research Office

Today – what you need to do

☐ Monitor applications using [MyResearch dashboards](#)

☐ Continue reviewing **grant application content outside MyResearch** via the MRFF Grants inbox

☐ Monitor applications using [MyResearch dashboards](#)

☐ Use dashboards for visibility where required

☐ Attend one of the Pilot Briefing Session

> [Pilot Briefing Session Monday 12 January 2026](#)

> [Pilot Briefing Session Wednesday 14 January 2026](#)

☐ Ask a question in the Teams Chat for real-time support from the project team

Key things to know

✓ The pilot focuses on Grants pre-award workflow: set-up of the round, and monitoring of applications (FACs)

✓ Feedback gathered will inform system, comms and training improvements

✓ HoU Approvals follow HR Workday positions. You may have some units seek advice if their approvals are not routing correctly. Forward these to MyR team.

✓Research Office will not receive notifications of applications

✓ Monitor applications using [MyResearch dashboards](#)

✓ Any UQ staff member with a current UQ staff email address can help prepare an application in MyResearch. If you become aware of an applicant transferring in to UQ, contact MyResearch team as soon as possible.

✓ The Lead CI or Lead Consultant must be a UQ staff member to submit the application.

✓ Students can't prepare or submit applications on your behalf

Need help?

- On-demand learning and support resources: [MyResearch website](#).
- System issues: my-research-help@uq.edu.au

- Internal support via the MyResearch Projects Implementation Team

Key Dates (for everyone)

- **Pilot starts:** 12 January 2026

- **Online Pilot Briefing Sessions:**

  [Pilot Briefing Session Monday 12 January 2026](#)

  [Pilot Briefing Session Wednesday 14 January 2026](#)

- **Feedback survey issued**: 5 February 2026

- **Lessons Learned session:** From 5 February 2026