Day-1 Pilot Quick Reference Checklist for Local Research Support

Today – what you need to do

☐ Be ready to support Researchers completing the their funding Application in MyResearch (FAC).

☐ Watch for **system-generated email notifications in your inbox** from MyResearch *(for Head of Unit Advisors and Head of Unit)*

☐ Monitor applications using MyResearch dashboards

☐ Attend one of the Pilot Briefing Sessions

       Pilot Briefing Session Monday 12 January 2026

       Pilot Briefing Session Wednesday 14 January 2026

Key things to know

✓ Dashboards replace manual tracking and email chasing

✓ You continue to support both Researchers **and** Heads of Unit during the round

✓ FAC is replaced by the system-based MyResearch Application

✓ Any UQ staff member with a current UQ staff email address can help prepare an application in MyResearch.

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

✓ Students can't prepare or submit applications for Researchers

✓ HoU and HoU Advisors are automatically notified by email for application feedback and approval in MyResearch

✓ HoU Approvals follow HR Workday positions

✓ Approvals route automatically to HoU

✓ Researchers 'can start an application review by emailing the Research Office, there's no need to attach the application (FAC).

Need help?

- On-demand learning and support resources: MyResearch website

- System queries and issues: **my-research-help@uq.edu.au**

- Application queries: Research Office