Day-1 Pilot Quick Reference Checklist for Heads of Unit (HoU)

Today – what you need to do

☐ Watch for approval notification emails

☐ Log in to MyResearch to review and approve applications

☐ Review and approve the application (FAC) *in system*

☐ 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

✔ FAC is replaced by the system-based MyResearch Application

✔ Application feedback and approval happens in MyResearch

✔ HoU approval is **mandatory**

✔ Approvals are based on **HR Workday positions**

✔ If you are named on the application as a project team member, approval routes to the **next position (Faculty Dean)**

✔ HoU Advisors are automatically notified by email for application feedback in MyResearch

✔ Application reviews still occur outside of MyResearch by the Research Office

Need help?

- On-demand learning and support resources: MyResearch website.
- System issues: my-research-help@uq.edu.au
- Application support: Research Office or contact your Local Research Support professional