

## Day-1 Pilot Quick Reference Checklist for Head of Unit Advisors

### Today – what you need to do

- Watch for **email notifications** once an application is submitted
- Provide advisory commentary for the Head of Unit in [MyResearch](#)
- 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

- ✓ 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 on your behalf
- ✓ HoU Advisors are automatically notified by email for application [feedback](#) in [MyResearch](#)
- ✓ HoU Advisory feedback, HoU approval and RO review can occur in parallel
- ✓ Systems allows for HoU approvals without HoU Advisor feedback
- ✓ HoU Approvals follow HR Workday positions
- ✓ 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 issues: [my-research-help@uq.edu.au](mailto:my-research-help@uq.edu.au)
- Application support: [Research Office](#) or contact your Local Research Support professional
- System issues: [my-research-help@uq.edu.au](mailto:my-research-help@uq.edu.au)