OVERVIEW
Use this guide when you need to review an application with attached documents, approve or reject/return an application as the Head of Department (HOD).

DECLARE CONFLICT OF INTEREST
When a person who is involved in a funding application (either as an applicant and/or an approver) has a conflict of interest of any type (e.g., including but not limited to being both an applicant and approver, having a familial relationship with an applicant, having a financial interest in an organisation associated with the application or outcome, etc), the individual must declare that conflict of interest in the application.

- Using the text “I have a conflict of interest with this application because…” and adding an explanation of the conflict of interest.
- For an applicant, this is declared in the History and Comments field before sending the application for approval.
- For an approver (HoD and ADR), the conflict of interest is recorded in the comment field appearing in the approving or rejecting/returning pop-up window of the application (See step 8 in this QRG). This comment will later be automatically saved and logged in the History and Comment section. (Note that the HoDs and ADRs can only add this when the application is currently with them in the approval workflow. If the application is approved or rejected/returned to the applicant, the comment field will disappear and the HoD/ADR will need to wait until it is resent to them for approval before they can add more comments).
- The HoD/ADR then approves or rejects/returns the application for further editing and the application progresses through the workflow process as usual.

PROCESS
1. Login to Pure
2. Access the Applications from My Editorial Tasks panel
3. Select an application to review
4. Action on the selected application
**STEPS**

1. Go to [https://goto.mq.edu.au/myresearch](https://goto.mq.edu.au/myresearch) and log in with your MQ OneID and Password.

   **Macquarie University OneID Federated Access**

   Welcome to the Authentication Service where your OneID provides access across the university and research sectors via the Australian Access Federation. Authentication is provided securely while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members.

   To learn more about OneID, check or change your password, and find out which systems use OneID authentication, visit [https://oneid.mq.edu.au](https://oneid.mq.edu.au).

   ![Login Form](image)

2. Click **Applications** under the **My editorial tasks** section on the right-side bar.

3. The yellow banner describes where the application is in the approval process. Click on the link below the yellow banner (e.g. 5 additional steps) to see the Application Approval Route.

4. Click on the application title. The record will open in a separate window.
5. Click the pen icon on the top left corner of the pop-up.

6. Scroll to the Documents section and click on Show to download the relevant documents to review.

**NOTE**
Check the application against the Application Submission Checklist to ensure it meets the submission standards and adequate resources are allocated to undertake the project.

7. Scroll down to the bottom of the page and hover your mouse on Show workflow history. To see the full Application Approval Route, click on Show full approval route.
8. As the HoD you will need to either Approve the application, which will then be sent to the ADR or Reject as the application requires amendments.

- Approve an Application
- Reject/Return an Application

**Approve an Application**

A. Select Approve. A pop-up will open.

B. Tick the checkbox of **Agree to the above terms and conditions**.

C. Enter a comment if required and click Approve.

**Reject/Return an Application**

A. Select Reject/Return. A pop-up will open.

B. Enter a comment.

C. Click Reject/Return to reject/return the application to the Researcher for further edits.
HANDY HINTS & TIPS

- The system will not allow you to make changes once you have submitted the application. You can only make changes when it is rejected/returned to you by any of the associated users from the workflow.

- If you click “Save” at any stage, it will close the window with changes being saved. You will need to open the record again to complete other tasks.

- Always save your entered data. There is no automatic saving in the system.

- Enable pop-ups within your preferred internet browser.

- Close all pop-ups and your web browser when your session is finished.

For additional help:

+61 2 9850-HELP (4357)  rms.support@mq.edu.au  Log a OneHelp ticket