**HEAD OF DEPARTMENT INITIAL ENDORSEMENT**

**OVERVIEW**
Use this guide when you receive an email notification asking for endorsement of your support for proposed research partnership development as the Head of Department (HOD).

*Note that later you will have the opportunity to approve the fully developed project in Pure.*

**PROCESS**

1. **Researcher submits a Basic Project Brief outlining research partnership**
2. **HOD receives email notification with Basic Project Brief details**
3. **HOD endorses the Basic Project Brief OKing the research partnership to be explored**
4. **Researcher continues to develop research project with Research Partnerships Manager support**

**STEPS**
1. Review the details in the email, which will include the researcher involved and the name of the partner organisation, as illustrated below

The following researcher has submitted a Basic Project Brief for you to review and to provide your in-principle endorsement for them to proceed with project development:

Basic Project Brief: [MCRP000XXX]
Title: [Title tilename/descriptor of the proposed research project]
Principal Chief Investigator: [Name of researcher within your department submitting the request]
Partner Organisation: [Name of partner organisation with whom the work is proposed]
2. **To endorse** that a research partnership should continue to be pursued, please use the ‘Endorse’ button. Following your endorsement, the researcher and relevant Research Partnerships Manager (RPM) will be notified, and they will be able to progress the potential partnership together.

To endorse this proposed project to proceed to the next stage of discussions, click Endorse.

Following your endorsement, no further HOD actions are required on the Project Brief. [For information: After the partnership develops further and an extended Project Brief has been completed and progressed, a partnerships application record will automatically be created in Pure. You will then be asked to approve the project, including all finalised details formally within Pure, as is customary].

**In the event that you require additional details to consider your endorsement decision, please contact the relevant researcher to discuss the matter.** If following discussion you determine that the partnership is not one that you will endorse to proceed, please follow the below step in lieu of the above:

To reject: Click on the hyperlinked number in the email commencing with MQRP

Basic Project Brief: MQRP000XXX
Title: Brief title/descriptor of the proposed research project
Principal Chief Investigator: Name of researcher within your department submitting the request
Partner Organisation: Name of partner organisation with whom the work is proposed

This will open the ServiceNow record for the partnership, where you will be given a ‘Reject’ option at the top right of screen:

For additional help:

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