REVIEW AN APPLICATION AS A HOD

OVERVIEW
Use this guide when you need to review an application with attached documents, approve or 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 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 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 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
1. Go to https://goto.mq.edu.au/myresearch and log in with your MQ OneID and Password.

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 Return as the application requires amendments.

- Approve an Application
- 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**.

**Return an Application**

A. Select **Return**. A pop-up will open.

B. Enter a comment.

C. Click **Return** to 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 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