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1	Log in to eRA with your UCT credentials using the following link: <u>http://eraonline.uct.ac.za</u> Click Login which can be found at the top right of the screen.	UCT Research Portal	Login Accessibility
2	Ensure that you are signed in on your Researcher role. To start your approval request, click on the Add New Content tab at the top right of the landing page. Select Project Application/Approval Request.	L Vie Ed Rybicki ≥ Edit Cape Town, South Africa e: Ed Rybicki@uct.ac.za	Q. Search     Help     Researcher: Rybicki, Ed     Image: Content       RW Profile     C1     Access Advanced Analytics     Image: CV     Image: Advanced Analytics       Publication     Publication       Project Application / Approval Request       APC and Page Cost form
3	On the next page that loads, click on <b>Other Funding schemes</b> , then select the appropriate form type from the list provided.	Select the appropriate project application/ approval request type Project Application/ Approval Request Internal/URC Grants Other funding schemes	Information about the selected project application/ approval request Other funding schemes
4	Choose Application stage approvals, if applicable. Select Proposal approval (non-clinical trials); Proposal approval (clinical trials) or Preliminary proposal approval. OR Choose Contract stage approvals, if applicable. Select Contract approval (non-clinical trials) or Contract approval (clinical trials).	Project Application/ Approval Request. <ul> <li>Other funding schemes</li> <li>Application stage approvals</li> <li>Proposal approval (non-clinical trials)</li> <li>Proposal approval (clinical trials)</li> <li>Proposal approval (clinical trials)</li> <li>Preliminary proposal approval (if funder requires budget breakdown)</li> <li>Contract stage approvals</li> <li>Contract approval (non-clinical trials)</li> </ul> Contract approval (non-clinical trials)           Contract approval (clinical trials)	
5	Once the form loads, complete the relevant information under the <b>Key</b> <b>information</b> , <b>Research Related</b> <b>information</b> and <b>Resources</b> , <b>Ethics</b> <b>and Biosafety</b> tabs. All fields marked with '*' are mandatory.	New Project Application/ Approval Request <ul> <li>Not Internally visible</li> <li>Draft application</li> </ul> Key information * Research Related Information	g, Ethics & More 🕶
6	Please note: Before your application is submitted to the Budget Reviewer, complete the Preliminary Declaration by Principal Investigator section on the Resources, Ethics and Biosafety tab by checking the box provided.	Preliminary declaration by Principal Investigato By checking the box below, I declare that the information in t	or * this application is complete and accurate. *
7	When you have completed all the required information and you are ready to submit your application to the Budget Reviewer, click <b>Save &amp;</b> <b>close (1)</b> . When the pop-up box appears, select <b>Submitted to Budget Reviewer</b> then click <b>Done (2)</b> . If you wish to save the application in Draft status, click on the <b>Draft application</b> step, then click <b>Done</b> .	Cancel Save & cl	Select next step         Insertion         Construction         Construction
8	Once the Budget Reviewer has reviewed your application, you will receive a notification alerting you that there is an application that has been returned to you for revision/clarification as well as an item on your <b>Dashboard</b> indicating that a	Things to do         1 Research application(s) require clarification         Test (ERA00001808); Stringer, Tameryn - Division of Infectious Disease & H Last edited by Tameryn Stringer on 2808/2019 at 8.43 AM	₹ View All

	Research application(s) requires							1
	clarification. Open the application by							
	clicking on the project title.							
9	If you would like to check whether the							
	Budget Reviewer has left any	-		01-i <b>-</b>	Bilinia - Chu	6 4' B'	o. 1111/	
	notes/comments for which clarity is	Test (ERA00001808); Stringer, Tameryn - Division of Infectious Disease & HIV Med						
	needed, please check the <b>status log</b> by							
	clicking on <b>Admin Info</b> found near the							
	title of the application, then click							
	Status log.							
10	Review the application, including the							
	Budget Reviewer's feedback by			Key information *	Research Related	Resourcing, Ethics & Biosafety *	More 👻	
	viewing the information captured on		$\bigcirc$				Financial Information	
	the <b>Financial Information</b> and						(completed by Finance staff)	
	Approval and Outcome tab (1). If you						Approval and Outcome	
	are satisfied with the information	$\frown$	L					
	provided by the Budget Reviewer,	(2)						
	proceed to complete the Final	Final declaration by Principal Investigator						
	Declaration by Principal Investigator							
	(2) section on the <b>Resourcing</b> , Ethics &	By checking the box below, I declare that the information in this application is complete and accurate and ready for final review.						
	Biosafety tab.							
	Click <b>Save &amp; close</b> to send the							
	application to the next processing step	3	3 Select next step			4 Sele	ct next step	
	by clicking on <b>Submitted to Finance</b>							
	Approver (3). Then, click Done.		Enter a comment about (optional).	the status change		Couthe	Id you please provide clarity on point financial information section?	.5 of
	If you require further clarity from the							
	Budget Reviewer, click Save & close,		Please check the status log for o necessary edits.	omments regarding		Retu	rned to applicant for clarification	^
	add a comment in the text box		Submitted to Budget Rev Select this status to send the ap the Budget Reviewer Budget Re	iewer ploation for review by rviewer will inout	OR	Pleas	a check the status log for comments regarding sary edits.	_
	provided, and send the application to		financial information and send by review (non financial information	ack to applicant for can still be edited).		Subr	nitted to Budget Reviewer this status to send the application for review by	
	the Submitted to Budget Reviewer (4)		Submitted to Finance App Select this status to send applica	prover Non to be reviewed		the by finance review	oper Neviewer. Budget Neviewer will input al information and send back to applicant for r (non financial information can still be edited).	
	step.		by the Finance Approver. Application editable by the applicant.	scon will no longer be		Subr	nitted to Finance Approver	
1			Cancel	Dopo			Einnen Annenze, Analianten uit en leene be	
			Gancer	Done			Jancel Done	

\*Please note, that at any stage of the approval process, you may receive notifications from the eRA system if any of the reviewers, approvers or RC&I needs further input or clarification from your side.

Instructions on the Pre-Awards Internal Approvals Process can also be seen in <u>this video</u>. More information on eRA is available via the <u>Research Support Hub</u>. For other system modules see our <u>How to guides</u>, <u>one pagers and videos</u>. If you require assistance or additional support, please log a call via <u>ServiceNow</u>.

