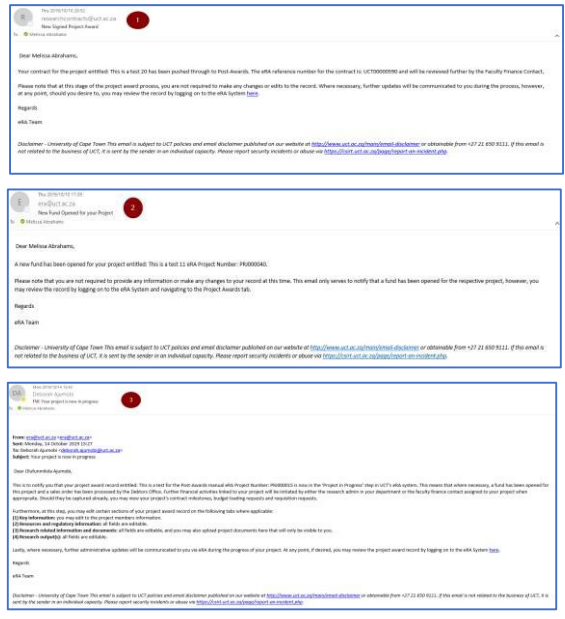**1**

In the Project Awards phase of the project lifecycle, there are three notifications triggered to the PI:

1. When the Contract flips over to the Post Awards phase as a **New Awarded project**, initiated by the RC&I Contracts Manager (regardless of whether fund opening is required.

2. Once a fund has been opened by General Ledger.

3. When the main project form has been moved to **Project in Progress** workflow step, there are fields that are editable by the PI at this stage.

2

If you would like to access the project form when it is sitting on *Project in progress* stage, you may login to the eRA system with your **UCT credentials** via: www.eraonline.uct.ac.za.
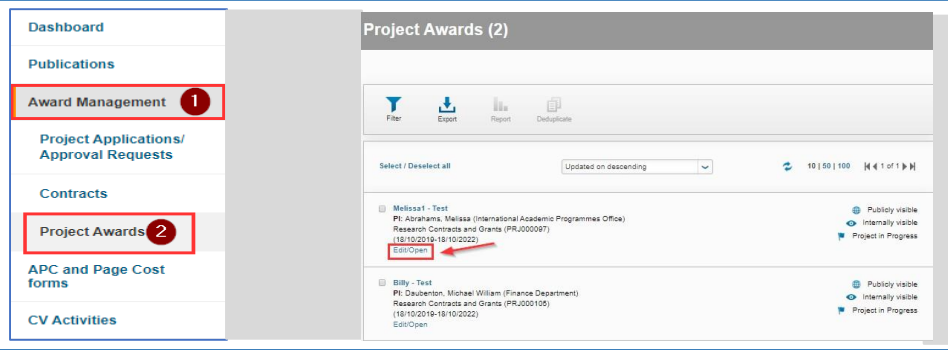The login button can be found at the top right of the screen.

3

Once logged in, you should be signed in on your **Researcher** role.
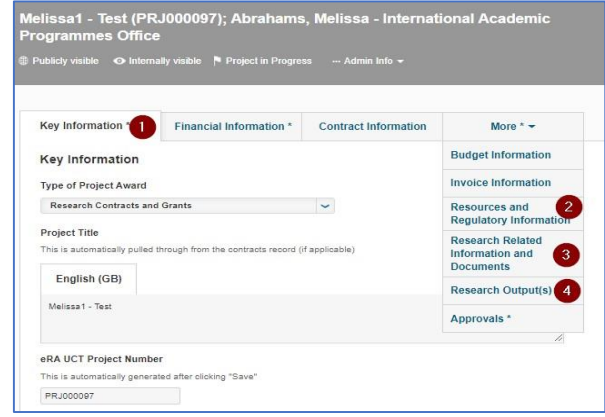
Researcher: Rybicki, Edward Peter (Ed)

4

To navigate to the relevant project, on the left-hand navigation, click **Award Management**, then **Project Awards**.

This will open up a list view of all your project awards.

To access the related form, click on **Edit/Open**.

5

Once the related project form is open, you may edit/add information to the following tabs:

1. Key information: you may edit to the project members information.
2. Resources and regulatory information: all fields are editable.
3. Research related information and documents: all fields are editable, and you may also upload project documents here that will only be visible to you.
4. Research output(s): all fields are editable.

6

If you are happy with the information which you have edited/added to the related fields, and you are ready to save this information, click **Save & close** at the bottom of the page. A popup box will appear.

In the popup box, the workflow step will remain on **Project in progress.**

Then, *click* **Done**.

For more information on the eRA system please visit the Research Support Website
For manuals on how to navigate this process please visit our How to guides page
To log a call for assistance please do so via Service Now