



1	Log in to eRA with your UCT	
	credentials using the following link:	Login Accessibility
	http://eraonline.uct.ac.za	
	Click Login which can be found at the	
	top right of the screen.	
2	You should be logged in your Researcher	
Γ	or Departmental Administrator role. If	Researcher: Abrahams, Melissa 💌 🛕 Researcher: Abrahams, Melissa
	not, please use the Switch Role function,	View Profile Preawards Administration:
	using the orange arrow to drop down,	UNIVERSITY OF CAPE TOWN
	and select the applicable role.	Department Administrator:
		UNIVERSITY OF CAPE TOWN
		🔅 My Settings
		X Logout
	Once you've logged in click on Add	
P	Now Content then slick Publication	
	New Content, then click Fubication.	+ Add New Content
		Publication
4	From the list, select the applicable	
	creative research output type.	Select the appropriate publication type
	There are a total of 42 Creative	Publication
	Research output template types,	Other Outputs
	categorised under the following:	
	Design, Fine Art, Film, Literary Arts,	▶ Design
	Nusic, Television and Theatre,	E Film
	Performance and Dance	
		Fine Arts
		Literary Arts
		Music
		h Television
		Television
		▶ Theatre, Perfomance and Dance
5	1. Fill all the required information in	
	the Key Information tab	
	2. Complete the fields in the	Key Information * Creative Research Related Research More -
	Creative Research Outputs tab only	library Details
	if you are claiming the Creative	
	Research Output for DHET subsidy	4 Sponsorship
	Steps 3 & 4 are optional tabs that	
	information linked to the record, the	
	easier it will be to the these	
	nublications back to projects and	
	funding sources	
	Turiung sources.	
6	Once you have completed filling the	
	form, click Save & Close and select the	
	PubCount Check by Research Office	
	workflow step. Click Done	Set status
		Please change the status below first to enable the comment field
		Draft
		Choose this status if you wish to continue working on this record at a later stage.
		In this status, the Research Office is reviewing the record for Pub Count
		Cancel Done
1		

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>.

