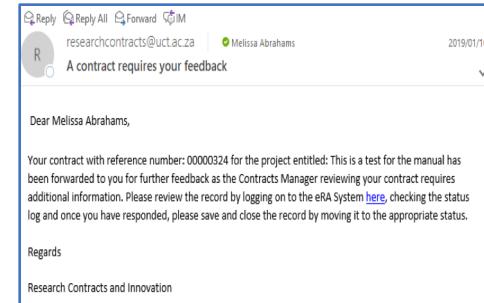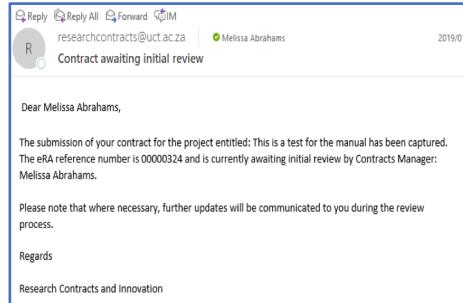# Contracts Module – How to respond to a email notification requesting feedback from the PI/Researcher or to view a logged contract

1 When your contract has been logged or if feedback is required for clarity of information related to your contract, you will receive an *email notification*.

2 If you would like to *log in* to the system to view the contract that has been logged or to provide feedback, log in to eRA with your **UCT credentials** via: www.eraonline.uct.ac.za.
The login button can be found at the top right of the screen.

Alternatively, you can *click* on the **link** provided in the email notification and *sign in* using your UCT credentials.


UCT Research Portal

3 Once logged in, you should be signed in on your **Researcher** role.

Researcher: Rybicki, Edward Peter (Ed)

4 On your **Dashboard** under **Things to do**, you will see a contract in **Awaiting feedback from PI** status if feedback/information is required and you need to respond. *Click* on the relevant contract title and the form will open up.
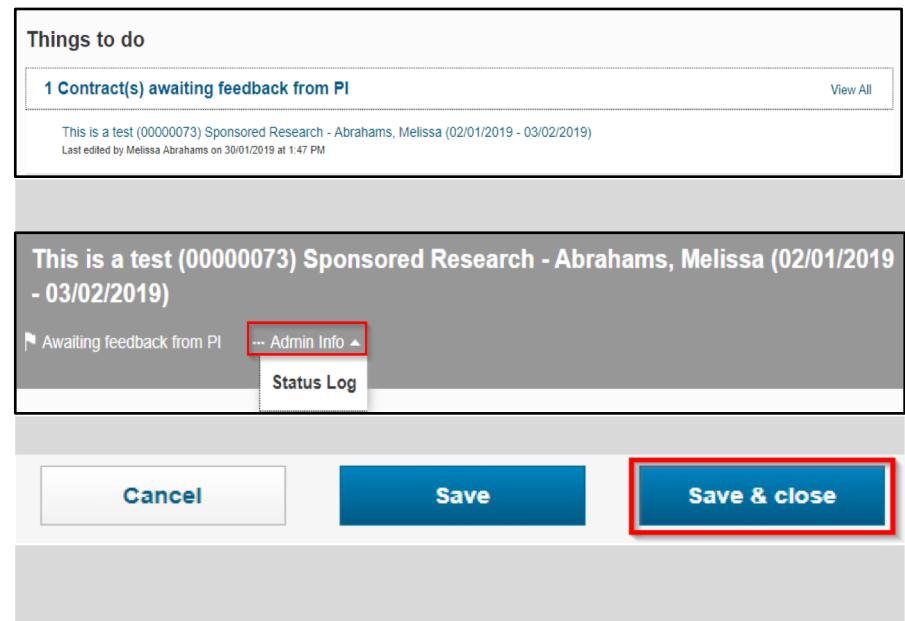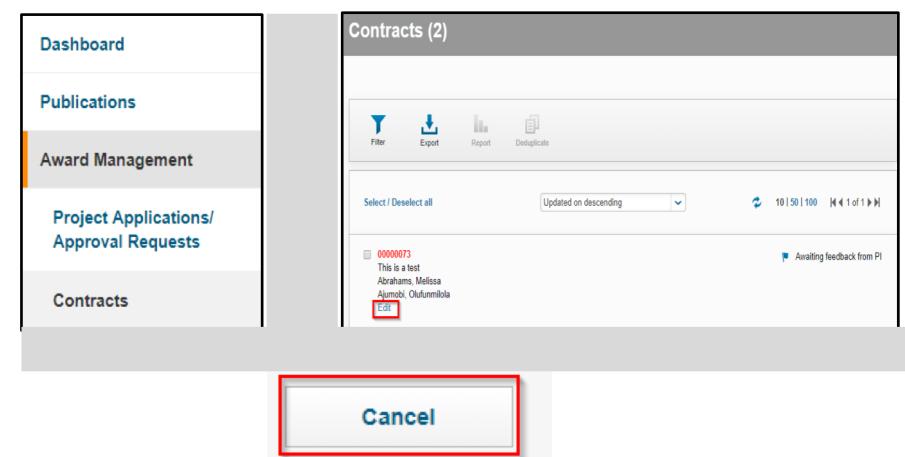
If your notification indicates that you are required to provide feedback or additional information, by the title at the top of the page, *click* on **Admin info**, then select **Status log** to view details of what is required of you.
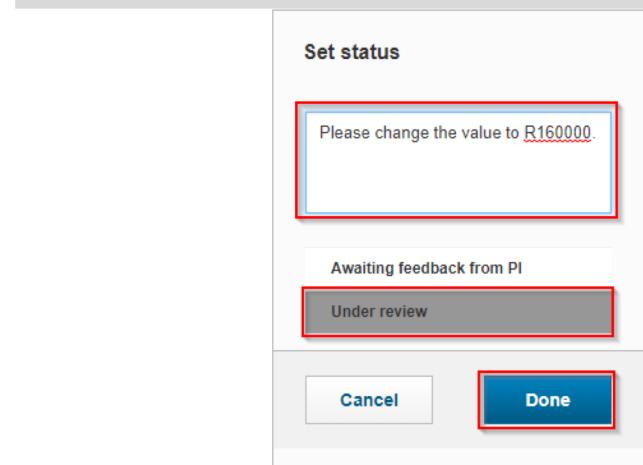
Once you are ready to give feedback, *click* **Save & close** at the bottom of the page.

In the popup box, *select* the workflow step **Under review**, and in the comment field, add the information which you are required to provide. Then, *click* **Done**.

Things to do

1 Contract(s) awaiting feedback from PI   View All

This is a test (00000073) Sponsored Research - Abrahams, Melissa (02/01/2019 - 03/02/2019)
Last edited by Melissa Abrahams on 30/01/2019 at 1:47 PM

This is a test (00000073) Sponsored Research - Abrahams, Melissa (02/01/2019 - 03/02/2019)

Awaiting feedback from PI --- Admin Info ▲
Status Log

Cancel   Save   Save & close

Set status

Please change the value to R160000.

Awaiting feedback from PI

Under review

Cancel   Done

5 Alternatively, if no action is required of you, but you would like to view the logged contract, on the left navigation bar, *click* on **Award Management**, then *select* **Contracts**.
This will open up a list of contracts to which you've been tagged. To view a specific contract, find the relevant title, and *click* on **Edit** to open up the contract form.

When you are done, *click* **Cancel** at the bottom of the screen to return to the list of contracts.

Dashboard

Publications

Award Management

Project Applications/ Approval Requests

Contracts

Contracts (2)

Filter Export Report Deduplicate

Select / Deselect all   Updated on descending   10 | 50 | 100   1 of 1

00000073
This is a test
Abrahams, Melissa
Ajumobi, Olufunmilola
Edit   Awaiting feedback from PI

Cancel